

Arizona Council of Human Service Providers
2008 Compensation Survey

Data Collection Form
Data Collection Deadline: February 27, 2008

Primary Sponsors:

Arizona Council of Human Service Providers
Catholic Charities
Mohave Mental Health Clinic, Inc.
SEABHS, Inc.
The Guidance Center

Other Sponsors:

AmeriPsych
CPSA
EMPACT Suicide Prevention Center
JFCS
Horizon Human Services, Inc.
NARBHA
NCADD, Inc.
SAMHC Behavioral Health
Superstition Mountain Mental Health Center
Toby House
Touchstone Behavioral Health
Triple R Behavioral Health, Inc.
West Yavapai Guidance Clinic

Conducted By:



Analytical/FMI
www.analyticalfmi.com

Arizona Council of Human Service Providers
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CONTACT INFORMATION

Please return this page with your data:

Company Name _____

Street Address _____

City, State, Zip _____

Member of the Arizona Council of Human Service Providers? Yes No

Number of Employees _____ **Annual Operating Budget** _____ **(Mill)**

Who should be contacted to answer questions about your Survey submission?

Name _____

Title _____

Phone # () _____ **FAX #** () _____

E-Mail _____

Address if different than above _____

To whom should the Survey results be sent?

Name _____

Title _____

Phone # () _____ **FAX #** () _____

E-Mail _____

Address if different than above _____

Please fax or mail by February 27, 2008 to:

Analytical/FMI
5080 North 40th Street, Suite 245
Phoenix, AZ 85018
Phone: 602.381.8108 Fax: 602.381.8228
E-mail: denise@analyticalfmi.com

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Non-Disclosure Agreement

Name of Company _____

Name of Contact _____

Signature _____

Date _____

In connection with your participation in the Arizona Council of Human Service Providers Survey, please read the statements below regarding non-disclosure of salary information disclosed in the publication of the results of the Salary Survey conducted by the Analytical/FMI. Please sign above if you agree to treat all information contained in the publication as confidential materials and:

- 1) You agree the salary and benefits information will be used solely by you for the purpose of analyzing the market data. You further agree you, your directors, officers, employees, agents and representatives of your advisors, herein collectively referred to as "your representatives", will not disclose any of the evaluation material now or later, except as required by applicable laws or legal processes. However, any such information may be disclosed to your representatives who may need to know such information for making human resource decisions and who agree to keep such information confidential and to be bound by this agreement to the same extent as if they were parties hereto.

- 2) You recognize and acknowledge the confidential nature and competitive value of the salary material and the damage that could result to the participants if information therein is disclosed to any third party.

Include this agreement with all survey information to be returned to the Analytical/FMI.

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Instructions

This survey covers five job families in the human service provider industry: Executive, Senior Management, DC-Supervisor, DC-Non-Supervisor, and Support/Staff.

Please report your agency equivalent title for each position. Please only report your jobs that are a very close match to the survey benchmark job descriptions. If you are unsure, please call for assistance. It is not expected that every position in your organization will have a survey match. Please enter the annual salary for every individual you can match to a given benchmark position. For example, if you have 75 Direct Care Technicians, you will have 75 entries on page 18 of the survey data collection tool, even if some employees have the same pay rate. Please list the zip code for each individual. **If you do not have matches for a particular position, mark N/A or simply skip that page.** If the employee is part-time, please report the annual equivalent salary. If you have more incumbents for a particular position than there are lines given, **please make or print another copy of that page to report all incumbents.** Although reporting every incumbent is preferable, if your organization has a very large number of employees in a position and this presents a reporting burden, you may report a sample rather than each and every incumbent. Call Analytical for guidance in selecting the sample. **Please do not report average salaries.**

Report full-time annual equivalent salary in thousands (i.e., 83,432 = 83.4). Annual salary is as close to **January 1st** or the nearest payroll date. **Please exclude salary data for positions that receive any special "premiums" such as those that receive higher pay in lieu of benefits.**

We will be creating regional maps showing average salary data for all positions with enough data, so please report the zip code for the incumbent's main office location.

For anyone who needs help filling out the survey or who has questions about the survey, contact any of the following:

Name	Organization	Phone	Email
Jerry Boehm	AZ Council of Human Service Providers	602.252.9363	jboehm@azcouncil.com
Randy Dickason	Catholic Charities	602.285.1999 x3911	rdickason@cc-az.org
Denise McMahon	Analytical/FMI	602.381.8108	denise@analyticalfmi.com
Carolyn Melton	Triple R Behavioral Health	602.995.7474	cmelton@trbh.org
Deby Wilson	AmeriPsych	602.728.0630 x106	Djwilson@rescare.com

Forms need to be emailed, faxed or mailed back to Analytical/FMI by **February 27, 2008**:

Analytical/FMI
5080 N. 40th St., Suite 245
Phoenix, AZ 85018
Phone: 602.381.8108
Fax: 602.381.8228
Email: denise@analyticalfmi.com

**Arizona Council of Human Service Providers Compensation Survey
Executive/Senior Management Position Descriptions**

Job Titles	Alternate Titles	Job Category	General Qualifications	Duties and Responsibilities
CEO	Executive Director President	Executive	Degree with 8 years	Senior most level position. Responsibility to Board of Directors. Oversight for Agency.
COO	CAO Director Operations	Executive	Degree with 6 years	Reports to CEO, provides cross-functional leadership
CFO	Controller Finance Director	Executive	Degree with 6 years	Senior most executive responsible for financial oversight
HR Director	Manager Personnel Manager VP, HR	Executive	Degree with 5 years	Senior most executive for HR oversight.
QM Director	Quality Improvement Clinical Excellence CQI Compliance Utilization Mgmt and Review	Senior Mgmt	Degree with 5 years	Senior most person for quality compliance oversight.
Clinical Director	VP of Counseling	Senior Mgmt	Masters, Certification/License	Senior most person with oversight for therapeutic services.
Program Director - MA		Senior Mgmt	Masters, and/or certification	Management of multiple programs. Reports to CEO, COO, CD.
Program Director - BA		Senior Mgmt	Bachelors, and/or certification	Management of multiple programs. Reports to CEO, COO, CD.
IT/MIS Director	Senior Director - IT	Senior Mgmt	Bachelors with 5 years	Management of all IT activities within the organization. Reports to the CEO, COO.

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Data Collection Form I
Executive/Senior Management Positions

No.	Title	Your Agency (Equivalent) Title:	Base Salary As of January 1st	Salary Range		
				Min	Mid	Max
1	CEO					
2	CFO					
3	COO					
4	HR Director*					
5	QM Director					
6	Clinical Director**					
7	Program Director - MA					
8	Program Director - BA					
9	IT/MIS Director					

* Excludes persons with multi function, e.g., human resources, accounting, risk management, information systems, HR areas of specialization.

** Excludes Psychiatrists, or Doctors credentialed MD or DO.

