



2012 Salary Survey for First Nations & Tribal Councils.doc

SECTION 1: GENERAL INFORMATION

- Is your organization currently a member of the Aboriginal Financial Officers Association of B.C.?
 Yes No
- If your organization is **not** a member of the Aboriginal Financial Officers Association of BC, would your organization be interested in receiving information on the benefits of becoming a member?
 Yes No
- By participating in this survey, your organization is eligible to receive a **free** copy of the 2012 BC First Nations Salary Survey Report. Please fill-out the following contact and mailing particulars to which this report can be sent. Organization Name: _____
 Address: _____ Tele phone Number: _____ Contact Person Name: _____

To preserve anonymity of your organization's responses to survey questions, the above identifying information will be detached from the survey and processed separately by the survey contractor.

SECTION 2: GENERAL ORGANIZATION PROFILE

FOR TRIBAL COUNCIL ORGANIZATIONS ONLY:

- Please indicate the number of First Nation organizations that are members of your Tribal Council and provide a corresponding total population estimate.
 Number of Member First Nation Organizations: _____ Total Population Estimate: _____
- Please indicate the number of **full-time** employees your Tribal Council has on its payroll.
 Number of **full-time** employees: _____
- Does AAND fund your Tribal Council through one-year or five-year funding agreements?
 One year funding Agreement Five year funding agreement
- Including all sources of core funding (i.e. AAND, Health Canada, DFO, Public Works Canada, etc.) and proposal driven funding (i.e. AHRDAs, HRDC, etc.), please indicate your Tribal Council's **total annual operating budget**.
Total annual operating budget: \$ _____
- Has your Tribal Council received Delegated Child Welfare Transfer Authority? Yes No
- Has your Tribal Council received Delegated Health Transfer Authority? Yes No
- Does your Tribal Council have established salary ranges for a majority of full-time employment positions? *Example: Secretary Salary Range: \$26,000 minimum to \$31,000 maximum.*
 Yes No



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FOR FIRST NATION ORGANIZATIONS ONLY:

1. Including on and off reserve members, please indicate your First Nation's total membership.
Total membership: _____
2. Please indicate the number of **full-time** employees your First Nation has on its payroll.
Number of **full-time** employees: _____
3. Does AAND fund your First Nation through a one-year, or five-year funding agreement?
 One year funding Agreement Five year funding agreement
4. Including all sources of core funding, (AAND, Health Canada, etc.) and proposal driven funding, (AHRDAs, HRDC, etc.), please indicate your First Nation's **total annual operating budget**.
Total annual operating budget: \$ _____
5. Does your First Nation possess delegated Health Transfer Authority? Yes No
6. Does your First Nation possess delegated Child Welfare Authority? Yes No
7. Is your First Nation affiliated with a Tribal Council? Yes No
If yes, please indicate the name of the Tribal Council:

8. Is your First Nation affiliated with an Aboriginal Child & Family Service / Health Service Organization?
 Yes No If yes, please indicated the name of the organization: _____

9. Does your First Nation have established salary ranges for a majority of full-time employment positions? *Example: Secretary Salary Range: \$26,000 minimum to \$32,000 maximum.*
 Yes No

INSTRUCTIONS:

If your First Nation or Tribal Council does not have established salary ranges, please indicate an approximate minimum to maximum salary range that contains the current annual salary amount paid to each position. Many organizations will combine positions to make one full-time position, examples of which could be Secretary / Receptionist or General Manager / Finance Officer. If this is the case within your organization, please indicate the name of the other position beside the position listed in this survey. Should you have any questions, or require further clarification on survey instructions, contact the survey contractor: Don Sabo at Telephone: (250) 596-5007. Please complete this survey by **February 6, 2012**. Upon completion of this survey, you can fax it to Mr. Sabo at fax number: (250) 596-5008. If your preference is to complete this survey by e-mail, a Microsoft Word 2010 version is available, send your request to: don_sabo@shaw.ca and he will e-mail you this salary survey directly. This survey is also available on-line at www.foabc.org where it can be filled out and submitted confidentially.

SECTION 3: GOVERNANCE / LEADERSHIP



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First Nations

First Nation Chief and Councils are elected under the provisions of Section 74 of the Indian Act, or by a Custom Election process recognized by Aboriginal Affairs and Northern Development (AAND). Chief and Council are generally responsible for the governance of community membership, enactment of laws, the acquisition or disposal of lands, the investment and expenditure of capital and revenue monies, the borrowing of monies, the acquisition or disposal of First Nation assets, economic / natural resource development, community service programs, creation of boards, committees, enterprises and authorities, annual budget appropriation, annual budget reporting and evaluation, resource allocation, and control and reporting respecting council activities.

- A) Chief (Chief Councillor):** An elected position common to most all First Nations, this position has specific duties and responsibilities that are in addition to the general Chief & Council responsibilities listed above. Chiefs usually chair council meetings and General Band Meetings (AGMs, AGAs); they are usually the official spokesperson for Council and the First Nation to Municipal, Provincial and Federal Governments, and in public and media relations; as the social and ceremonial head of the First Nation, the Chief officiates at community functions, receives high profile guests and represents the First Nation at important public functions outside the community. Chiefs may also undertake direct high profile portfolio management duties with respect to land claims, economic development, or other areas deemed of high priority or importance to their respective First Nations.

Annual Honoraria or Salary \$ _____ and / or per meeting Honoraria \$ _____
(Circle one)

- B) Councillor:** An elected position common to most all First Nations, these positions are usually assigned department or program portfolios. Councillors usually chair / attend committees meetings within assigned portfolios, and report progress on major initiatives at Chief and Council meetings. Some councillors may have signing authority and will review expenditure documentation prior to signing cheques for payment.

Annual Honoraria or Salary \$ _____ and / or per meeting Honoraria \$ _____
(Circle one)

Tribal Councils

Tribal Councils are defined as institutions established as “a grouping of bands with common interests who voluntarily join together to provide advisory and/or program services to member bands”. The specific advisory services that have been devolved from AAND (INAC) to Tribal Council Administration include: economic development; financial management; community planning; technical services; and band governance. Chiefs or other representatives from member communities serve as Board of Directors and oversee the provision of advisory services or other common services to member communities.

- A) Tribal Chief (President, Chairperson):** An elected or appointed position common to most all Tribal Councils, this position has specific duties and responsibilities that include; chairing regular meetings and AGMs, AGAs; this position is usually the official spokesperson on behalf of the Tribal Council (and member First Nations) to Municipal, Provincial and Federal Governments, and in public and media relations in matters jurisdictional to the Tribal Council. This position may also officiate at member First Nation community functions, receive high profile guests and represent member First Nations, upon their authority, at important public functions outside the community. This position may also undertake direct high profile portfolio management duties with respect to land claims, economic development, or other areas deemed of high priority or importance to member First Nations and thus the Tribal Council organization.

Annual Honoraria or Salary \$ _____ and / or per meeting Honoraria \$ _____
(Circle one)



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- B) Tribal Councillors (Board Members, Directors):** Position usually consisting of First Nation Chiefs or other representatives appointed by member First Nations of Tribal Councils. Common to most all Tribal Councils, these positions represent the individual and common interests of respective member First Nations in Tribal Council services and business. Councillors usually chair / attend committee meetings that may or may not be within assigned portfolios, and report progress on major initiatives at Tribal Council meetings. Some councillors may have signing authority and will review expenditure documentation prior to signing cheques for payment.

Annual Honoraria or Salary \$ _____ and / or per meeting Honoraria \$ _____
(Circle one)

SECTION 4: FIRST NATION / TRIBAL COUNCIL MANAGEMENT AND ADMINISTRATION

Under Band or Tribal Council Management/Administration, please indicate the salary range for each of the following administrative positions that are employed by your organization. If one or more positions are not relevant to your First Nation or Tribal Council, insert N/A or leave blank. Your First Nation or Tribal Council may have some unique positions that are not listed in this survey, or your First Nation or Tribal Council may combine some of the listed positions. Please list the title and salary ranges for these positions under M) at the end of this section.

- A) General Manager (Executive Director, Band Manager, Administrator):** A position usually required by most all First Nation and Tribal Council organizations, this position reports directly to Chief & Council or a Council of Chiefs or Directors. Is responsible for planning and administering the organization's annual operating budget, implements Band Council Resolutions (BCRs) or Council of Chief's Resolutions and decisions, directs a team of professional and support staff.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- B) Executive Secretary:** A position usually required by medium to large organizations, this position reports directly to the General Manager (Band Manager), this position provides a high level of administrative and secretarial support to the General Manager, members of Chief & Council, or Council of Chiefs. Prepares meeting agendas and arranges committee, Chief & Council, or Council of Chiefs, and other meetings. Takes accurate meeting minutes, maintains files, arranges travel for executive positions, may coordinate and manage General Manager, or Executive Director, appointments and meetings. Types and complies letters, documents, support materials for the General Manager / Executive Director and/or Chief & Council or Council of Chiefs.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- C) Controller (Finance Manager) CGA, CMA, CAFM degree:** This position is head of the accounting department and oversees; payroll, accounts payable, accounts receivable, and general accounting functions. Maintains the general ledger and assists accounting staff with the development and submission of sub-ledgers, evaluates financial statements, assists the G.M., Chief & Council, or Council of Chiefs, with the interpretation of financial statements, makes recommendations to address areas of surplus or deficits, develops and implements financial policies and procedures, may supervise one or more accounting staff.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum



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- D) Finance Officer (Bookkeeper) 2-year degree:** A position required by most all organizations, this position performs a variety of accounting work including, but not limited to; preparing income/expense statements, cash flow statements, may assist with preparation of year-end audits, may assist departments with budget formulation. Analyzes monthly financial statements, flags areas of surplus or deficit, may assist with the development of variance reports.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- E) Accounts Payable Clerk:** A position usually required by medium to large organizations, this position processes, verifies and balances accounts payable financial records and business transactions (invoices), enters data into ledger or computerized system, executes bill or invoice payment procedures.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- F) Payroll Clerk:** A position usually required by medium to large organizations, this position maintains records of employee attendance, leave, and overtime. Calculates pay and benefit entitlements using manual or computerized system. Prepares and verifies statement of earnings for employees, may be required to process benefits forms and documents for pension plan, employment insurance.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- G) Finance (Accounting) Clerk:** In small to medium size organizations that do not justify the hiring of a full-time accounts payable, accounts receivable, or benefits clerk positions, a general "accounting clerk position" that undertakes a combination of accounts payable, accounts receivable, and benefits clerk responsibilities seems to be a more practical and cost effective approach to finance department structure.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- H) File Clerk:** Only larger organizations employ this position on a full-time basis, medium to smaller organizations combine this function within other clerical or secretarial positions. This position; establishes and administers a records management system for the organization; coordinates and ensures effective file creation, and file placement, in the records management system; ensures that an effective file tracking system is being utilized, and ensures the records management system master index is current and accurate; ensures proper utilization and maintenance of the organization's records management system; opens new files and closes inactive files, in accordance with records retention and destruction procedures; may be required to assist with department filing, or to reconcile hard copy files to computer file systems.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum



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I) Secretary: A position usually required by most all organizations (small organizations usually combine this position with another), this position types correspondence, reports, and meeting minutes, invoices, and related material using computer word processor. This position may open and distribute mail, but coordinates flow of information internally with other departments and other organizations. Other duties may include scheduling employer meetings and appointments, answers telephones, sets up and maintains information filing systems, may make employer travel arrangements, compiles data, statistics, may supervise others.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

J) Receptionist: A position usually required by most all organizations (small organizations usually combine this position with another), this position primarily greets visitors arriving at the office, directs visitors to appropriate office personnel or service, answers and forwards telephone calls, takes messages, may schedule appointments or perform clerical duties.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

K) Membership Clerk: This position performs the following duties either guided by Band(s) membership codes or by Section 6 of the Indian Act. This position assists individuals with their applications for Indian Status Registration; maintains and updates the AAND Indian Registry for Band population; assists individuals with Band membership application; updates and maintains the Band membership list with respect to births, deaths, marriages, divorces, adoptions, transfers, and other events that would affect the Indian Registry or Band membership list.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

L) Computer (IT) Technician: This position performs some, or all, of the following duties; Maintain, troubleshoot and administer the use of local area networks (LANs), wide area networks (WANs), mainframe networks, computer workstations, connections to the Internet and peripheral equipment. Evaluate and install computer hardware, networking software, operating system software and software applications. Operate master consoles to monitor the performance of computer systems and networks and to co-ordinate access and use of computer network. Provide problem-solving services to network users, install, maintain, troubleshoot and upgrade Web-server hardware and software. Implement network traffic and security monitoring software, and optimize server performance, perform routine network start up and shut down and maintain control records. Perform data backups and disaster recovery operations, conduct tests and perform security and quality controls, control and monitor e-mail use, Web navigation, and installed software, may perform shell scripting or other scripting tasks.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

M) Other Band Support Management/Administration positions not listed or are combined:

Title: _____ \$ _____ minimum to \$ _____ maximum

Title: _____ \$ _____ minimum to \$ _____ maximum

SECTION 5: SOCIAL DEVELOPMENT PROGRAMS / DEPARTMENT



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Under Social Development, please indicate the salary range for each of the following full-time positions that are employed by your organization. If one or more positions are not relevant to your First Nation or Tribal Council, insert N/A or leave blank. Your First Nation or Tribal Council may have some unique social development positions that are not listed in this survey, or your First Nation or Tribal Council may combine some of the listed positions. Please list the title and salary ranges for these positions under J) at the end of this section.

A) Social Development Director (Manager, Administrator): This position manages programs and services that may or may not include Child Welfare Transfer Programs. This position oversees multiple social development programs/services such as; Social Assistance Programs; Family Support Programs; Adult Care Programs, and may include Child Welfare and Foster Home programs. This position manages program budgets and services delivery and usually oversees a number of professionals and employees delivering social services.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

B) Case Social Worker Supervisor (BSW) Degree: A position that is usually associated with First Nations or Tribal Councils with Child Welfare Transfer Agreements, this position provides professional supervision over Social Workers. This position reviews individual child & family cases, and provides expert advice and direction on investigation, intervention, and support service methods and actions to case social workers. This position possesses knowledge of Family Law and applies this knowledge in decisions relating to casework.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

C) Case Social Worker (BSW) Degree: Dependant on the existence of a Child Welfare Transfer Agreement, some First Nations and Tribal Councils employ Social Workers. This position is usually involved in performing some or all of the following: interviews clients to assess the types of service they require, provides counselling and therapy to clients, provides referral to specialized services when required, investigates cases of child abuse or neglect, initiates protective action as necessary, participates in case conferences, acts as an advocate on behalf of clients and groups when necessary.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

D) Family Care (Support) Worker: A position usually required by most First Nations, and some Tribal Council, organizations. This position develops and executes prevention strategies for children at risk, executes children at risk detection, liaises with Ministry or First Nation / Tribal Council employed Social Workers to jointly investigate reports of child abuse / neglect. Ideally, jointly develops individualized family care plans and child-in-care plans, may be involved in arrangement of foster care homes for children-in-care.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

E) Foster Home Recruiter (Resource Worker): A position associated with First Nation/Tribal Council organizations having Child Welfare Authority, this position; establishes and maintains a network of



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foster homes within a First Nation community or neighbouring communities serviced by this organization; promotes and advocates the use of First Nation community foster homes; interviews and applies established selection criteria to interested individuals or families; recommends matches of approved foster parents to children in care; provides ongoing monitoring visits; arranges for support required by foster parents (families).

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- F) Social Assistance Clerk (Financial Assistance Worker):** A position usually required by most First Nations, and some Tribal Council organizations (small organizations usually combine this position with another). This position is specifically involved with the administration of the Social Assistance Program by assisting clients with applications and performing income tests, performs social assistance calculations. May be involved in employment counselling or referral, may execute the social assistance payment process.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- G) Recreation Coordinator:** Sometimes a stand-alone position, this position can be included under Social Development or Health as a program promoting healthy living / life styles. Most First Nation or Tribal Council organizations have this position, although small organizations may combine this position with another. This position organizes sporting events, league play for indoor / outdoor recreational activities that target a broad age range in community membership.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- H) Youth Coordinator (Youth Services Worker):** Research indicates that a majority of these types of positions are usually involved in arranging social and recreational activities to a specific age group ranging from mid-teens to early twenties. This position may also provide client referral to drug & alcohol-counselling services provide or arrange for the provision of life skills education. Youth Services (Coordinators) may target services for youth at risk to offend or re-offend.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- I) Homemaker:** Unlike, long term care aides, homemakers provide more non-personal household services such as washing & changing bed linen, ironing, washing & drying dishes, cleaning house. This position may also be required to transport clients and assist with shopping and other routine tasks such as mail pickup, bill payments, etc. Limited personal care services may also be performed.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- J) Other full-time Social Development positions not listed or are combined:**

Title: _____ \$ _____ minimum to \$ _____ maximum
Title: _____ \$ _____ minimum to \$ _____ maximum

SECTION 6: HEALTH PROGRAMS / DEPARTMENT



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Under Health Programs, please indicate the salary range for each of the following full-time positions that are employed by your organization. If one or more positions are not relevant to your First Nation or Tribal Council, insert N/A or leave blank. Your First Nation or Tribal Council may have some unique health program positions that are not listed in this survey, or your First Nation or Tribal Council may combine some of the listed positions. Please list the title and salary ranges for these positions under G) at the end of this section.

- A) Health Administrator (Manager, Director):** A position usually required by medium to large First Nation organizations, this position oversees a number of health related programs and services, some of which may include; NNADAP, Drug & Alcohol Camps or Treatment Facilities, Community Health Programs (of which CHNs and CHRs are employed), Mental Health (Clinicians), Healthy Babies, Brighter Futures, etc. This position manages multiple health program budgets and oversees a number of health care workers / professionals employed under those programs.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- B) Community Health Nurse (CHN):** Dependent on the existence of Health Transfer Agreements some First Nations, or Tribal Councils, employ Community Health Nurses. This position may be involved in the delivery of health prevention / education for pre / post natal, infant, child, youth, adult and elders. This position may also perform detection services such as screening and testing, and delivers or arranges for the delivery of health services for diagnosed health problems.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- C) Community Health Representative (CHR):** Most First Nations, and some Tribal Council, organizations employ a CHR, although small organizations may assign other position duties such as patient travel clerk to this position. A full-time dedicated CHR works closely with CHNs in the establishment of community health priorities relating to health; prevention, detection, assessment, and treatment. This position is usually involved in the delivery of health education (prevention) workshops and seminars on a variety of prioritized health care topics and may be involved in assisting CHNs with the establishment of community health problem detection and service delivery networks with school nurses, doctors & specialists. This position promotes cross-cultural understanding between community clients / patients and health care professionals.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- D) Home Support / Residential Attendant (Long Term Care Aide):** Usually associated with a Home Support Program, this position is an extension of, but does not include, Homemaker positions. These attendants / aides assist residents (in a long term care facility) or clients (at home) with personal hygiene, movement, safety and nutrition. These positions may also be involved in the delivery of special care to persons with cognitive impairments. Unlike Homemakers, these positions require certification.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- E) Patient Travel (Transport) Clerk:** A full-time position usually employed by medium to large First Nation, or Tribal Council, organizations. This position determines client / patient eligibility for transportation to and from health care facilities, tracks eligible costs and issues payments. Many



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Patient Travel Clerks are also involved in the arrangement and scheduling of transportation services on behalf of clients / patients.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- F) NNADAP Worker (Drug & Alcohol Counsellor):** A position employed by a majority of First Nation, and some Tribal Council organizations, this position is usually involved in the identification of community priorities as they relate to drug & alcohol; prevention, detection, treatment and aftercare. Delivers substance abuse & alcohol education awareness workshops, executes client assessments and intake for the NNADA Program; develops individual/group recovery case plans. Provides client referral to treatment centres or camps; may be involved in client release planning and provision of aftercare services for clients completing treatment programs.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- G) Other full-time Health Programs positions not listed or are combined:**

Title: _____ \$ _____ minimum to \$ _____ maximum

Title: _____ \$ _____ minimum to \$ _____ maximum

SECTION 7: EDUCATION PROGRAMS / DEPARTMENT

Under Education Programs, please indicate the salary range for each of the following full-time positions that are employed by your organization. If one or more positions are not relevant to your First Nation or Tribal Council, insert N/A or leave blank. Your First Nation or Tribal Council may have some unique Education Program positions that are not listed in this survey, or your First Nation / Tribal Council may combine some of the listed positions. Please list the title and salary ranges for these positions under M) at the end of this section.

- A) Education Director (Manager, Administrator):** A position usually required by medium to large First Nation or Tribal Council organizations, this position oversees a number of education related programs, some of which may be; Post-Secondary Student Support Program (PSSSP), Elementary / Secondary, Pre-School, Daycare, Adult Basic Education (ABE), First Nations Education Steering Committee (FNESC) programs. This position manages multiple education program budgets and oversees any number of education professionals and support workers. Tribal Councils may employ this position as an education professional advisor for their member Bands to provide assistance with Local Education Agreement negotiations, or to provide advocacy on matters relating to all types and levels of education programming.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- B) Education Coordinator (Assistant):** This position usually administers the four most common education programs; Post-Secondary; Elementary / Secondary; Adult Basic Education and FNESC. Student applications and registrations are reviewed by this position and nominal roles prepared,



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funding proposals may be prepared and submitted. This position calculates funding for eligible Post-Secondary students, Block Funding for Elementary / Secondary, Adult Basic Education, and perhaps Pre-school Education. This position may schedule visits with students at post-secondary institutions, and in the case of many elementary / secondary students, may act as or oversee Native Education Workers working at School District schools.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- C) Home School Coordinator:** This time-honoured position, of which there are still a few remaining, usually performs some or all of the following duties with respect to elementary / secondary education; however some are known to provide service to post-secondary; acts as a liaison between students, parents, and the local public or private schools. Counsels students and supports stay-in-school initiatives to reduce dropout rates; encourages parent participation and involvement in their child (ren) education: e.g. attending Parent Advisory Committees or Parent / Teacher nights.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- D) School Principal:** This position performs some or all of the following duties; plans, organizes, directs, controls and evaluates the activities of teachers and support staff; reviews programs to ensure conformance to school board or provincial standards and develops programs within limits of authority; coordinates teaching activities of the institution by making staff assignments, determining class size and preparing timetables. Organizes and maintains procedures for the keeping of records; prepares and administers institution or program budgets; directs and coordinates school maintenance services and use of school facilities; may recruit and hire teachers, may teach on a fill-in basis.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- E) Primary/Elementary/Secondary/Adult Education Teachers (Category 5+ Licensed to Teach in BC):** Under this classification some or all of the following duties would be performed; prepares subject material for presentation to students according to approved curriculum; teaches students using a systematic plan of lectures, discussions, audio-visual presentations, and laboratory, shop and field studies; assigns and corrects homework; prepares, administers and corrects tests; evaluates student progress, determines individual needs of students and discusses results with parents (for secondary students) and school officials; prepares and implements remedial programs for students requiring extra help; participates in staff meetings, educational conferences and teacher training workshops; may advise students on course selection and on vocational and personal matters; may supervise student teachers or teacher aides.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- F) Primary/Elementary/Secondary/Adult Education Teachers (Category 3 Not Licensed to Teach in BC):** Similar to Teachers licensed by the BC College of Teachers, all of the following duties would be performed; prepares subject material for presentation to students according to approved curriculum; teaches students using a systematic plan of lectures, discussions, audio-visual presentations, and field trips; leads students in activities to promote their physical, mental and social



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development; assigns and corrects homework; prepares, administers and corrects tests; evaluates student progress, determines individual needs of students and discusses results with parents and school officials; prepares and implements individual education plans for students requiring extra help; participates in staff meetings, educational conferences and teacher training workshops; may advise students on course selection and on vocational and personal matters; may supervise student teachers or teacher aides.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- G) Teacher’s Aide (Assistant):** Generally, a teacher’s aide performs some or all of the following duties; assists students with lessons under the direct supervision of the classroom teacher; monitors and reports to the classroom teacher on student progress; assists with the preparation of learning materials and environment; accompanies and supervises students during activities in school gymnasiums, laboratories, libraries, resource centres and on field trips; monitors students during recess and noon hour; may assist with marking of tests and worksheets; assists with classroom inventory.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- H) Culture / Language Instructor:** This position delivers lesson plans and learning outcomes for some or all of First Nation culture and language elements: language (reading, writing, speaking), spirituality, traditional hunting, trapping, fishing, food gathering techniques, traditional crafts & art, current verse traditional political structure and governance. This position teaches other cultural elements important to the preservation of First Nation language and culture. This position may be employed in a Primary or Secondary School setting.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- I) Daycare /Pre-School Manager (Supervisor, Administrator):** This position usually oversees daycare / pre-school facilities and program operations; prepares and administers approved annual daycare / pre-school operating budgets and may supervise a number of Early Childhood Educators and Assistants; Oversees the delivery of daycare / pre-school program components such as nutrition, health, culture, school readiness, child development and children with special needs. This position may also provide fill-in ECE duties on a temporary basis. This position requires ECE Certification.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- J) Early Childhood Educators (ECE Workers):** This position normally assists with the annual planning and adjusted delivery of pre-school curriculum and services; the delivery of pre-school program curriculum lesson plans to children in support of their spiritual, emotional, intellectual and physical growth; the adjusted delivery of pre-school curriculum in accordance with the special development needs of each child; the guidance of child behaviours in support of positive social interaction and self-concept; the assurance of a safe and healthy play and learning environment for the children; the



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foster of positive and constructive communication with parents. ECEs require certification, without certification they would be ECE Assistants.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- K) Early Childhood Educator Assistants:** These positions work in pre-school and day care centres, they assist ECE Workers lead children in activities to simulate intellectual, physical, social and emotional development; they may assist with the preparation of play and learning activities, and accompany children during these activities; Under the supervision of ECE Workers, they may be required to work with special needs children requiring more attention; they also assist children with personal hygiene and toiletry as required. ECE Assistants do not have ECE certification and therefore must be supervised by a qualified ECE Worker.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- L) School Bus Driver:** This position conducts pre-trip inspections of the bus; drives the school bus to transport children to and from home and school; drives defensively and ensures child safety during; boarding, on board, and during departure of the bus; undertakes child passenger behaviour management as necessary. This position requires more than a class 5 drivers' license, and may or may not require airbrakes certification.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- M) Other full-time Education Programs positions not listed or are combined:**

Title: _____ \$ _____ minimum to \$ _____ maximum

Title: _____ \$ _____ minimum to \$ _____ maximum

SECTION 8: HOUSING & INFRASTRUCTURE PROGRAMS / DEPARTMENT

Under Housing & Infrastructure Programs, please indicate the salary range for each of the following full-time positions that are employed by your organization. If one or more positions are not relevant to your First Nation or Tribal Council, insert N/A or leave blank. Your First Nation or Tribal Council may have some unique Housing or Infrastructure Program positions that are not listed in this survey, or your First Nation / Tribal Council may combine some of the listed positions. Please list the title and salary ranges for these positions under I) at the end of this section.

- A) Housing Director (Manager, Administrator):** A position usually associated with most medium to large size First Nation organizations, some Tribal Councils may employ this position as a professional advisory position for their member First nations. This position may manage a housing department or housing authority that delivers multiple programs such as; CMHC Social Housing, Capital Housing, Band Owned Housing, and perhaps the Residential Rehabilitation Assistant Program (RRAP). Annual housing program budgets are managed and maintained by this position, and new housing phase or unit construction projects may be required of this position.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- B) Housing Coordinator:** A position employed by most First Nation organizations, this position focuses on the on-going administration and management of current (existing) housing units and governing



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programs. Administration of existing CMHC Social Housing phases, Capital Housing, Band Owned Housing, and RRAP is usually required of this position. Administering applications for housing, or RRAP, performing income tests, LEM rent calculations, rent or mortgage payment collection, arranging for house inspections and required maintenance are typical duties performed by this position.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- C) Housing Assistant (Clerk):** A position usually employed by most medium or large First Nation organizations or some Tribal Councils, his position is clerical in nature, and as such performs some or all of the following duties; assists the Housing Director or Coordinator with the annual income testing of Social housing tenants / owners; assists Band members with applications for housing or RRAP; maintains accurate housing program(s) tenant / owner files, types correspondence, and assists the Housing Coordinator or Housing Director compile reports; arranges meetings on behalf of the Housing Director or Coordinator with clients and committees.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- D) Director of Infrastructure (O&M Manager):** Larger First Nation organizations possessing significant community infrastructure assets normally employ a Director of Infrastructure, or O&M Manager. Some Tribal Councils employ this position as an advisory position for their member First Nations. This position manages oversees the operation and repair of all community infrastructure systems, including but not limited to: road & drainage, hydrant fire protection, water distribution, sewer systems, and community owned building / facility repair & maintenance. This high level position is responsible for managing annual budgets associated with the operation and maintenance of infrastructure systems.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- E) Village Maintenance Worker (VMP):** Most all First Nation organizations, regardless of size, and some Tribal Councils employ this type of position. Village Maintenance Workers carry out routine operation and maintenance duties of community infrastructure systems, usually in accordance with a village maintenance plan. Repair and maintenance include; road & drainage, hydrant fire protection, water distribution, sewer systems, and community facility / buildings. This position may also undertake solid waste disposal or garbage collection.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- F) Heavy Equipment Operator:** While some organizations utilize a qualified Village Maintenance Worker for this position, a sufficient number of past survey respondents have quoted salary ranges for a Heavy Equipment Operator. Duties for this position may include operation and routine maintenance of a Back Hoe, Hiab Truck, Loader, Grader, Bull Dozer, etc. This position is required for capital project construction or major repairs and maintenance to existing community roads, drainage, sewer or water



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systems. Smaller organizations contract these services on an as needed basis, or utilize a Tribal Council position with supplied heavy equipment.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- G) Janitor:** Most all First Nation and some Tribal Council organizations employ janitors; however some employ this position on a contract basis. Janitors normally provide routine daily cleaning of community run facilities such as Band / Tribal Council administration offices, community halls, etc. They also undertake major annual and spring-cleaning activities.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- H) Capital Projects Manager:** This position is primarily involved with the management of capital construction projects; new community facilities, or expansion / construction of community infrastructure systems like water improvement projects, sewer plant / lift station installations, etc. In managing these projects, this position plans, organizes, directs, controls, and evaluates projects from start to finish according to schedule, specifications and budgets; prepares contracts and negotiates revisions to contract agreements with architects, engineers, construction firms, other parties providing services to projects; oversees project progress in accordance with schedules and milestones. Only larger First Nations employ this type of position, with a number of Tribal Councils employing this position for service delivery to their member First Nations.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- I) Other full-time Housing or Infrastructure positions not listed or are combined:**

Title: _____ \$ _____ minimum to \$ _____ maximum

Title: _____ \$ _____ minimum to \$ _____ maximum

SECTION 9: NATURAL RESOURCE MANAGEMENT PROGRAMS / DEPARTMENT

Under Natural Resource Management Programs, please indicate the salary range for each of the following full-time positions that are employed by your organization. If one or more positions are not relevant to your First Nation or Tribal Council, insert N/A or leave blank. First Nations or Tribal Councils may have some unique Natural Resource Program positions that are not listed in this survey, or your First Nation / Tribal Council may combine some of the listed positions. Please list the title and salary ranges for these positions under I) at the end of this section.

- A) Natural Resource Coordinator (Director of Lands & Resources):** This position liaises with a number of Provincial and Federal district offices and managers to ensure the interests and concerns of the First Nation, or Tribal Council member First Nations, are promoted with respect to natural resource protection, or utilization, within the Nation(s) traditional territory, or delegate Tribal Council area. This position should review proposed natural resource utilization plans (e.g. timber, mineral extraction) by companies operating within the Nation(s) traditional territory, or delegated Tribal Council area. New natural resource management / protection programs may be created and managed by this position through direct management or co-management agreements.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**



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- B) Registered Professional Foresters:** Some First Nations and Tribal Councils are becoming involved in forestry management or co-management, or economic development ventures related to forest resources. This position usually; plans and directs forest surveys, prepares reports and recommendations; establishes short and long term plans for forest management; plans and directs woodland harvesting, reforestation, silviculture, fire prevention / suppression programs, road building, wildlife management, environmental protection, insect & vegetation control measures; may negotiate terms and conditions of agreements and contracts for forest harvesting; conducts research forest operations; adheres to government regulations and First Nation / Tribal Council objectives, may supervise one or more Forestry Technicians.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- C) Forestry Technicians (Technologists, Timber Cruisers, Silviculture Technicians):** This position is usually associated with First Nation, or Tribal Council organizations involved in forestry management, co-management or economic development ventures in forest resources. This position may be involved in conducting, supervising, or participating in forest inventory cruises, surveys, and field measurements; performing technical functions in the preparation of forest management and harvesting plans using photogrammetric and mapping techniques; may perform technical functions in silviculture operations, coordinate thinning / spacing activities, monitor logging company activities and enforce environmental protection, resource utilization and fire safety regulations on traditional lands.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- D) Fisheries Director (Manager, Administrator):** This position is usually associated with First Nations or Tribal Councils that have negotiated management or co-management agreements with the Department of Fisheries & Oceans (DFO). This position works collaboratively with DFO and local fisheries commissions to annually; review, evaluate, and conduct short and long term plans for fisheries programs. This position also formulates, justifies, negotiates and controls fisheries program(s) annual operating budgets, manages and controls fisheries program operation activities, may supervise one or more fisheries biologists, technicians, or seasonal stream crews.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- E) Fisheries Biologist (Technician):** While some First Nations and Tribal Councils hire on a as needed contract basis, a sufficient number of First Nations and Tribal Councils responding to this survey employ this position on a full-time basis. This position usually provides on-site technical supervision of salmon enhancement program worker / stream crew activities. This position may collect field samples, analyze data and prepare reports, provide technical direction or supervision for operating programs such as fish hatchery, stream enhancement, or fish monitoring.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ **minimum to \$** _____ **maximum**

- F) Salmon Enhancement Program Manager (Fish Hatchery Manager):** As part of fisheries management or co-management, some First Nations and Tribal Councils are specifically involved in the enhancement of salmon (migratory) or trout and other (residential) fish populations. Managers of fish enhancement programs or fish hatcheries are usually involved in; program management and administration, including funding agreement negotiations with DFO and program budget monitoring and control; fish hatchery facility operations and maintenance; may oversee some or all of the



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following enhancement activities; brood stock collection, incubation, brood rearing / ponding, brood marking, brood release, assessment (dead pitch).

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- G) Salmon Enhancement Program Worker (Assistant):** First Nations and Tribal Councils that manage fisheries enhancement programs, especially fish hatcheries, usually employ this type of position. Workers or assistants usually work with fisheries biologists to undertake a number of fishery enhancement activities such as; brood stock collection, incubation, brood rearing / ponding, brood marking, brood release, assessment (dead pitch).

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- H) Fish Ranger / Guardian:** Research indicates that this position generally performs some, or all, of the following duties; generally monitors and enforces the terms & conditions of Communal Licenses within, and on behalf of, the First Nation or Tribal Council. This position may conduct vessel, vehicle and foot patrols to deter fishing during times not specified in the First Nation license. May check persons; fishing, harvesting, processing fish to ensures compliance with First Nation Communal License and/or general Provincial regulations. May investigate reported sales of fish, and / or monitor the Pilot Sale Fishery and landing sites. Provides enforcement measures with full authority of the First Nation; may collect fisheries data.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- I) Other full-time Natural Resource Management positions not listed or are combined:**

Title: _____ \$ _____ minimum to \$ _____ maximum

Title: _____ \$ _____ minimum to \$ _____ maximum

SECTION 10: ECONOMIC DEVELOPMENT PROGRAMS / DEPARTMENT

Under Economic Development Programs, please indicate the salary range for each of the following full-time positions that are employed by your organization. If one or more positions are not relevant to your First Nation or Tribal Council, insert N/A or leave blank. Your First Nation or Tribal Council may have some unique Economic Development Program positions that are not listed in this survey, or your First Nation / Tribal Council may combine some of the listed positions. Please list the title and salary ranges for these positions under B) at the end of this section.

- A) Economic Development Officer (Manager, Administrator):** This position is usually employed by medium to large First Nation and a number of Tribal Council organizations, or by First Nations and Tribal Councils having established Economic Development Corporations. This position performs some or all of the following duties; develops policies and administers programs that promote industrial and commercial business investment within the community; may conduct social and economic surveys within the area to assess development potential and future trends; plans business development projects through liaison with a variety of industry, commercial enterprise, and government agency representatives; may prepare, or review, feasibility studies, business plans; provides advice on procedures and requirements for lending agency and government funding approval; may be required to conduct competitive analysis and market research for business ventures.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**



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Annual Salary Range \$ _____ minimum to \$ _____ maximum

B) Other full-time Economic Development Program positions not listed or are combined:

Title: _____ \$ _____ minimum to \$ _____ maximum

Title: _____ \$ _____ minimum to \$ _____ maximum

SECTION 11: TREATY / LAND CLAIMS

Unique to British Columbia are First Nations and Tribal Councils involved in the land question. Many First Nations and Tribal Councils are involved in treaty / land claim negotiations with the Province and Federal Governments, for those that are, please review the following (what should be temporary) full-time treaty / land claim employment positions. All listed positions have received sufficient salary quotes from past surveys to justify listing. If one or more positions are not relevant to your First Nation / Tribal Council, insert N/A or leave blank. Your First Nation or Tribal Council may have some unique Treaty / Land Claim positions that are not listed in this survey section, or your First Nation / Tribal Council may combine some of the listed positions. Please list the title and salary ranges for these positions under E) at the end of this section.

A) Treaty Negotiator (Chief Negotiator): Under Chief & Council, or Council of Chiefs direction, this position leads tripartite land claim negotiations on behalf of the Nation(s) membership with the Provincial and Federal Governments. Lead work for this position may be within any of the six (6) stages of the treaty process. This position ensures mandates, and ratification procedures are defined, with sufficient resources being available for negotiations; this position identifies and directs research activities. Framework agreements, Agreements In Principle and pure negotiation are conducted through this position. Coordination of and liaison with all treaty negotiation stakeholders / participants interests (i.e. other Nations, BC Treaty Commission, various Provincial and Federal Government departments, municipal governments, industry and interest groups) is required.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

B) Treaty / Land Claims Researcher (Assistant): This position conducts required research into areas of topic that support Nation's Treaty / Land Claims assertions. Research areas may include, but not be limited to traditional territory boundary determination, traditional use studies, archival research, genealogy, and other areas as directed by the Treaty Negotiator. This position may have treaty communication duties, where a special treaty communications position does not exist.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

C) Treaty Communications Officer (Coordinator): A Treaty Communications Officer may perform some, or all, of the following duties on behalf of a First Nation or a Tribal Council: responds to media, general public, and First Nation membership requests for information on the treaty / land claims process; incorporates a wide range of communication methods such as videos, speaker presentations, printed material, web sites, to inform stakeholders about the treaty process. May, be required to arrange and coordinate treaty negotiation meetings.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**



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Annual Salary Range \$ _____ minimum to \$ _____ maximum

- D) **Lands Manager:** A growing number of First Nations and Tribal Councils are becoming more proactive in lands management within their traditional territories. Research indicates that a Lands Manager may perform some, or all of the following: may be involved in community physical development planning, land use and zoning bylaw development; manages all leases, permits, allotments, transfers, encumbrance checks, right of ways, and land use agreements; may be involved in taxation management with respect to land use, leases, etc.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- E) **Other full-time Treaty / Land Claim Program positions not listed or are combined:**

Title: _____ \$ _____ minimum to \$ _____ maximum

Title: _____ \$ _____ minimum to \$ _____ maximum

SECTION 12: HUMAN RESOURCE DEVELOPMENT PROGRAMS / DEPARTMENT

Some First Nation and Tribal Council organizations administer employment & training services to their membership. Human Resource Development Canada (HRDC), through Aboriginal Human Resource Development Agreements (AHRDA), is usually the funding source for such employment & training programs. If your First Nation or Tribal Council organization receives AHRDA funding and/or administers employment & training services to membership, please complete the following survey section.

- A) **Human Resource Manager (Personnel Manager):** This position performs some or all of the following duties for the organization: undertakes workforce planning / personnel cost planning, recruitment, induction and orientation for new employees, training and development, wage and benefit administration, time management, performance evaluations, develops personnel administration policies and procedures, may oversee and manage annual department budgets.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- B) **Employment Counsellor:** This position normally performs some or all of the following duties; interviews clients to obtain employment history, education background and career goals; identifies personal barriers to employment and assists clients overcome identified personal barrier; assists clients in the development of job readiness skills and job search skills; administers and interprets tests designed to identify interests, aptitudes and abilities; assesses client need for assistance and provides referral to those services; collects labour market information on job postings, entry level skills required, and other occupational information for the client.

Standard work hours per day for this position: (please circle one) **7.0 hrs. 7.5 hrs. 8.0 hrs.**

Annual Salary Range \$ _____ minimum to \$ _____ maximum

This completes the First Nation and Tribal Council salary survey; the results of this survey exercise will be presented in the form of a 2012 BC First Nations Salary Report. In return for your organization's participation in this salary survey, the report will be forwarded to your organization **free** of charge.

Lastly, do you have any comments about the survey, or have suggestions on issues related to salary that may have been overlooked?



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Thank you for completing this survey. Please fax this survey to Don Sabo; First Nations Consultant: fax number (250) 596-5008. If you have made arrangements for completing and submitting this survey via e-mail, please e-mail the completed survey to: don_sabo@shaw.ca. Remember, the deadline for submitting this completed salary survey is February 6th, 2012.