

2017



# National Wage and Salary Survey

MidAtlantic Employers' Association

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800.662.6238



*The National Network for Local Workplace Solutions*

# 2017 National Wage & Salary Survey

An Employer Associations of America (EAA) Sponsored Survey, coordinated by  
MRA – The Management Association in cooperation with employer associations nationwide.

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## Confidential Survey Report

This survey is provided with the understanding that the information will:

- Remain strictly confidential
- Be restricted to authorized personnel only
- Not be used in collective bargaining or grievance proceedings
- Protect organizational identity completely



### National surveys produced by the EAA include:

- National Business Trends Survey
- National Executive Compensation Survey
- National IT & Engineering Compensation Survey
- National Policies & Benefits Survey
- National Sales Compensation Survey
- National Wage & Salary Survey

Contact your local association (see page ii) for more information.

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# 2017 National Wage & Salary Survey

## Use of Employer Associations of America (EAA) Surveys

The Employer Associations of America (EAA) conducts and compiles annual surveys solely to assist management in determining relevant wages, salaries, benefits, and practices. The survey results are enhanced when used in conjunction with other sources of information.

Surveys provide a valuable tool for use in determining how an organization's pay structure relates to those in a given area. Survey users should not use the data as absolute compensation standards. Many factors, such as changes in the mix of participating organizations or the level of employment in the community, can affect the data and the results. Please exercise care when utilizing survey data. Specific results should be examined in the context of overall survey findings and the general economic situation prevailing at the time the data were gathered.

### Policy Statement

Association surveys are most effectively used when employed as a guide for management together with other data to determine the organization's position and its alternatives and in advance of actual bargaining and as a reference during bargaining but removed from the actual bargaining sessions. Since this survey is confidential, it is suggested that no direct reference be made to it in bargaining or in discussions with employees. There is little to gain and much to lose by using or referring to this survey data directly in bargaining. Both legal and practical considerations are involved.

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# 2017 National Wage & Salary Survey

## Introduction

The annual National Wage and Salary Survey provides compensation data compiled from the numerous local surveys conducted by participating members of the Employer Associations of America. The survey brings you data of 22 participating employer associations across the country in a national report for 151 benchmark jobs. These associations' members report specific, up-to-date data relating to over 210,528 employees nationwide.

The jobs reported represent the broad spectrum of employment, from managerial and professional positions to office, technical, and industrial jobs from geographic regions across the U.S. This report is authorized and published by the Employer Associations of America (EAA), and has been published annually since 1983.

Local data from surveys conducted by each of the participating associations are compiled for the selected jobs. To ensure reporting of comparable data for positions throughout the U.S., participating associations only report jobs that use the standardized job descriptions. All survey data for this 2017 report were aged to January 2017, using appropriate adjustments for each geographic area.

Please note that this survey is just a sample of data collected by employer associations throughout the country representing a wide variety of jobs and industries. Should you need compensation data on a specific geographic location or on positions not reported here, please contact the local association that provided your copy of this report. You can find your local association's web address and phone number on the front cover.

## Survey Profile

Data aged to ..... January 2017  
Date published ..... December 2016



151 jobs benchmark jobs covering :

- Managerial, supervisory and professional positions
- Office, clerical, and technical positions
- Industrial and production positions



210,528 employee rates reported



22 associations participated through the Employer Associations of America (EAA)



46 major metropolitan/regional areas

# 2017 National Wage & Salary Survey

## Participating Employer Associations and Geographic Area

This survey was coordinated and sponsored in cooperation with the following associations:



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# 2017 National Wage & Salary Survey

## Participating Employer Associations and Geographic Area (continued)



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# 2017 National Wage & Salary Survey

## Participating Employer Associations and Geographic Area (continued)



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Mountainland, Wasatch  
North, & Wasatch South  
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# 2017 National Wage & Salary Survey

## Participating Employer Associations and Geographic Area (continued)



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**Ohio**  
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**Michigan**  
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**North Carolina**  
Western

# 2017 National Wage & Salary Survey

## Survey Methodology and Definitions

The annual National Wage and Salary Survey provides compensation data compiled from the numerous local surveys conducted by participating members of the Employer Associations of America.

Each of the participating associations use as many of the 151 standardized benchmark jobs as feasible in their local surveys. However, users of this survey report should note that some associations only use a subset of the jobs in their local surveys.

## Survey Effective Date and Aging of Data:

Because associations conduct their local area wage and salary surveys at different times during the year, all survey data in this report were aged to January 2017 by using appropriate adjustments for each geographic area.

## Definitions:

- **Number of Organizations (Orgs):** The total number of separate organizations, operating units, or divisions reporting on each position surveyed.
- **Number of Employees:** The total number of employees in each occupation that make up the average reported.
- **Weighted Average:** The average of all rates reported for all employees including cost of living but excluding overtime, shift premiums, and bonus or other premium pay.
- **Median:** The midpoint rate reported when rates are sorted from high to low in the survey.
- Rates are reported as an **annual amount**, based on a full-time schedule.

## Data Suppression:

The weighted average and median are suppressed when fewer than three organizations reported data. Suppressed data are marked with a dash.

## 2017 Employer Associations of America (EAA) National Wage & Salary Survey

**ADMINISTRATIVE ASSISTANT I** - First level administrative assistant job, typically requiring reading, communication, math and problem solving skills equivalent to a high school education or GED and 1+ years of experience, or equivalent. Performs administrative support work; specific duties vary with department(s) assigned. Assists the supervisor and other department personnel by performing a variety of duties in support of department functions, such as meeting planning, preparing documents, or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics or scheduling. Other skills may include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents make routine choices within established guidelines, with readily available supervision.

	<u>Number of Orgs</u>	<u>Number of Employees</u>	<u>Weighted Average</u>	<u>Median</u>
<b>TOTAL RESPONSES</b>	<b>689</b>	<b>3337</b>	<b>\$35,697</b>	<b>\$34,928</b>
<b><u>Geographic Area</u></b>				
Connecticut (Employers Association of the NorthEast)	6	11	\$43,855	\$37,310
Florida (Employers Association Forum, Inc.)	31	213	\$31,592	\$29,908
Hawaii - Honolulu (Hawaii Employers Council)	60	163	\$37,136	\$35,510
Illinois - Chicago and surrounding suburbs (Management Association)	55	152	\$39,627	\$38,760
Illinois - Northern (MRA - The Management Association)	13	54	\$37,193	\$34,997
Iowa/Western Illinois (MRA - The Management Association)	12	25	\$31,438	\$31,971
Massachusetts (Employers Association of the NorthEast)	40	264	\$33,984	\$33,771
Michigan - Detroit Metro (American Society of Employers)	54	337	\$40,569	\$38,556
Michigan - Grand Rapids and Surrounding Vicinity (The Employers' Association)	35	143	\$33,399	\$34,523
Michigan - Saginaw / Bay / Midland (American Society of Employers)	15	69	\$35,849	\$36,990
Michigan - West (Employers Association of West Michigan)	8	13	\$40,332	\$36,986
Minnesota - Metro (MRA - The Management Association)	41	84	\$37,342	\$36,489
Minnesota - Non-Metro (MRA - The Management Association)	15	53	\$34,209	\$34,720
Montana (Associated Employers)	30	85	\$28,336	\$29,015
North Carolina - Eastern Region (Capital Associated Industries, Inc.)	8	69	\$38,395	\$38,084
North Carolina - Greater Charlotte Region (The Employers Association)	28	66	\$35,309	\$35,416
North Carolina - Piedmont Triad Region (Capital Associated Industries, Inc.)	19	45	\$34,838	\$32,263
North Carolina - Research Triangle Region (Capital Associated Industries, Inc.)	40	867	\$37,645	\$37,009
North Carolina - Southeastern Region (Capital Associated Industries, Inc.)	8	41	\$37,245	\$36,881
North Carolina - Western Region (WCI)	14	29	\$33,349	\$33,296
Ohio - Cincinnati (Employers Resource Association)	23	49	\$33,463	\$31,945
Ohio - Columbus (Employers Resource Association)	6	8	\$33,990	\$33,840
Ohio - Maumee / Lucas / NW Ohio / SE Michigan (The Employers' Association)	16	35	\$32,585	\$34,072
Oregon - Oregon & SW Washington (Cascade Employers Association & United Employers Association)	43	145	\$35,485	\$33,751
Pennsylvania - Southeastern & New Jersey / Delaware / Maryland (MidAtlantic Employers' Association)	10	34	\$37,451	\$36,606
Rhode Island (Employers Association of the NorthEast)	4	6	\$39,421	\$38,184
Wisconsin - Milwaukee & Waukesha counties (MRA - The Management Association)	48	180	\$35,061	\$35,168
Wisconsin - Racine & Kenosha counties (MRA - The Management Association)	7	97	\$30,415	\$31,971