



National Wage & Salary Survey

MidAtlantic Employers' Association
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2018 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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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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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 208,000 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 2018 report were aged to January 2018, 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 2018
Date published December 2017



151 jobs benchmark jobs covering:

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



208,101 employee rates reported



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



44 major metropolitan/regional areas

2018 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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2018 National Wage & Salary Survey

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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 2018 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.

2018 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>
TOTAL RESPONSES	643	3399	\$35,654	\$36,356
<u>Geographic Area</u>				
Florida (EAF - Employers Association Forum, Inc.)	34	567	\$40,406	\$41,384
Hawaii - Honolulu / Western (Hawaii Employers Council)	82	287	\$35,363	\$35,893
Illinois - Chicago and surrounding suburbs (Management Association)	58	118	\$40,718	\$41,565
Illinois - Northern (MRA-The Management Association)	10	17	\$37,337	\$38,364
Iowa/Western Illinois (MRA-The Management Association)	9	16	\$31,908	\$32,786
Massachusetts (Employers Association of the NorthEast)	28	176	\$35,562	\$36,451
Michigan - Detroit Metro (American Society of Employers)	44	313	\$41,790	\$42,940
Michigan - Grand Rapids & vicinity (The Employers' Association)	22	88	\$32,411	\$32,411
Michigan - Saginaw / Bay / Midland (American Society of Employers)	10	43	\$37,431	\$38,460
Michigan - Western (Employers Association of West Michigan)	7	19	\$35,131	\$36,002
Minnesota - Minneapolis/St. Paul Metro Area (MRA-The Management Association)	42	190	\$46,035	\$47,301
Minnesota - Non-Metro (MRA-The Management Association)	17	55	\$34,195	\$35,136
Montana (Associated Employers)	27	77	\$27,210	\$27,708
North Carolina - Eastern Region (Capital Associated Industries, Inc.)	6	45	\$33,775	\$34,356
North Carolina - Greater Charlotte Region (The Employers Association)	20	48	\$33,145	\$33,768
North Carolina - Piedmont Triad Region (Capital Associated Industries, Inc.)	15	46	\$35,204	\$35,806
North Carolina - Research Triangle Region (Capital Associated Industries, Inc.)	42	857	\$38,798	\$39,578
North Carolina - Southeastern Region (Capital Associated Industries, Inc.)	10	48	\$34,778	\$35,362
North Carolina - Western Region (WCI)	18	40	\$35,360	\$35,943
Ohio - Cincinnati (Employers Resource Association)	19	29	\$31,548	\$32,179
Ohio - Columbus (Employers Resource Association)	9	23	\$35,497	\$36,232
Ohio - Maumee / Lucas / NW Ohio / SE Michigan (The Employers' Association)	11	37	\$31,863	\$32,198
Oregon / Washington (Cascade Employers Association & United Employers Association)	30	75	\$34,731	\$35,019
Pennsylvania - Northeast (NEPA Manufacturers & Employers Association)	4	4	\$35,958	\$35,958
Pennsylvania - Southeastern & New Jersey / Delaware / Maryland (MidAtlantic Employers' Association)	11	20	\$36,387	\$36,751
Wisconsin - Milwaukee & Waukesha counties (MRA-The Management Association)	51	153	\$35,285	\$36,256
Wisconsin - Ozaukee & Washington counties (MRA-The Management Association)	7	8	\$34,836	\$35,794