

2015 National Wage & Salary Survey

An Employer Associations of America (EAA) Sponsored Survey, coordinated by MRA – The Management Association in cooperation with 22 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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This survey covers 151 benchmark jobs representing:

- managerial, supervisory and professional positions,
- non-exempt hourly and technical positions, and
- industrial and production positions.

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The national average and geographic breakouts are shown with each individual job.

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Introduction

The annual **National Wage and Salary Survey** provides wage and salary data compiled from the numerous local surveys conducted by participating members of the Employer Associations of America. This survey brings you data of 23 participating employer associations across the country in a national compensation report for 151 benchmark jobs. These associations' members report specific, up-to-date data relating to over 228,000 employees nationwide.

The jobs reported represent the broad spectrum of employment, from exempt managerial and professional positions to non-exempt 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 2015 report were aged to January 2015, 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 2015
Date published.....	December 2014
Number of benchmark jobs surveyed.....	151 jobs
• Managerial, supervisory and professional positions	
• Non-exempt hourly and technical positions	
• Industrial and production positions	
Number of employee rates reported	228,433 employees
Participating Employer Associations of America (EAA) affiliates	23 associations
Number of major metropolitan / regional areas reported.....	38 areas

Participating Employer Associations (EAA)

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

<u>Geographic Area</u> <i>(Alphabetical by state)</i>	<u>Employer Association</u>	<u>Contact</u>
CALIFORNIA Statewide	Vigilant Sacramento, CA (916) 231-6000 www.vigilant.org	Karen Davis KarenD@vigilant.org (503) 620-1710
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Participating Employer Associations (EAA)

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Survey Methodology and Definitions

The annual **National Wage and Salary Survey** provides wage and salary 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 2015 by using appropriate adjustments for each geographic area.

Definitions:

- **Number of Organizations:** 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.

2015 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	744	3512	\$34,184	\$33,698
<u>Geographic Area</u>				
Connecticut (Employers Association of the NorthEast)	7	7	\$37,744	\$35,553
Florida (Employers Association Forum, Inc.)	37	517	\$37,034	\$37,020
Hawaii - Honolulu (Hawaii Employers Council)	52	186	\$35,690	\$34,636
Illinois - Chicago (Management Association)	53	236	\$38,392	\$38,468
Illinois - Northern (MRA - The Management Association)	13	26	\$39,750	\$40,603
Illinois - Peoria/Missouri - St. Louis (AAIM Employers' Association)	38	236	\$34,566	\$34,250
Iowa / Western Illinois (MRA - The Management Association)	19	29	\$34,251	\$32,589
Massachusetts (Employers Association of the NorthEast)	37	166	\$34,659	\$33,574
Michigan - Detroit Metro (American Society of Employers)	44	295	\$39,039	\$36,869
Michigan - Grand Rapids & surrounding vacinity (The Employers' Association)	23	100	\$32,077	\$30,380
Michigan - Muskegon & Northern Ottawa Counties (Employers Association of West Michigan)	4	7	\$27,419	-
Michigan - Saginaw/Bay/Midland (American Society of Employers)	8	35	\$33,865	\$34,562
Minnesota - Metro (MRA - The Management Association)	57	174	\$37,576	\$37,086
Minnesota - Non-Metro (MRA - The Management Association)	24	75	\$31,033	\$30,926
Montana - Billings / Yellowstone County (Associated Employers)	14	41	\$30,391	\$28,944
North Carolina - Charlotte (The Employers Association)	15	44	\$32,117	\$32,701
North Carolina - Piedmont Triad (Capital Associated Industries, Inc.)	15	50	\$30,920	\$30,939
North Carolina - Research Triangle (Capital Associated Industries, Inc.)	41	652	\$34,524	\$32,864
North Carolina - Western (WCI, Inc.)	11	24	\$29,547	\$30,267
Ohio - Cincinnati (Employers Resource Association)	32	65	\$30,777	\$29,411
Ohio - Columbus (Employers Resource Association)	9	21	\$33,382	\$33,298
Ohio - Toledo / Lucas / NW Ohio / SE Michigan (The Employers' Association)	13	47	\$34,737	\$30,884
Oregon - Oregon & SW Washington (Cascade Employers Association & United Employers Association)	33	63	\$33,007	\$31,816
Pennsylvania - Northeastern (Northeast PA Manufacturers & Employers Association)	3	11	\$30,126	-
Pennsylvania - Southeastern & New Jersey / Delaware (MidAtlantic Employers' Association)	5	6	\$35,083	\$34,306
Rhode Island (Employers Association of the NorthEast)	5	8	\$37,531	\$36,446
Washington (Archbright™)	66	236	\$36,970	\$32,750
Wisconsin - Milwaukee & Waukesha Counties (MRA - The Management Association)	57	140	\$34,635	\$34,507
Wisconsin - Ozaukee & Washington Counties (MRA - The Management Association)	9	15	\$34,507	\$34,187