

# 2012 National Wage & Salary Survey

An Employer Associations of America (EAA) Sponsored Survey, coordinated by MRA – The Management Association in cooperation with 26 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, completely, organizational identity
- 



## National surveys produced by the EAA include:

- National Economic Trends Survey
- National Executive Compensation Survey
- National IT & Engineering Compensation Survey
- National Policies & Benefits Survey
- National Salary Budget Survey
- National Sales Compensation & Practices Survey
- National Wage & Salary Survey

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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
- Industrial and production positions

Jobs are listed below by Job Function / Job Family.

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

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## Introduction

The **2012 National Wage and Salary Survey** report is authorized and published by the Employer Associations of America (EAA). It is a compilation of data for selected jobs drawn from local surveys conducted by each of the participating associations throughout the year. To ensure comparable data are being reported for positions throughout the US, the participating associations only report jobs that use the standardized job descriptions for this survey. In addition, all survey data were aged to January 2012 using appropriate adjustments for each geographic area.

This publication is a valuable resource to employers by providing accurate and useful wage and salary data for geographic regions across the United States. It has been published annually since 1983.

This survey is just a sample of data collected from local and regional surveys conducted by employer associations throughout the United States representing a wide variety of jobs and industries. Should your organization need compensation data on a specific geographic location or on positions not reported in this national survey report, please contact the local association that provided your copy of this report. Your local association's web address and phone number is on the front cover of this report.

## Survey Profile

Data Aged to.....	January 2012
Date Published .....	December 2011
Number of Benchmark Jobs Surveyed.....	151 jobs
<ul style="list-style-type: none"><li>• Managerial, supervisory and professional positions</li><li>• Non-exempt hourly and technical positions</li><li>• Industrial and production positions</li></ul>	
Number of employee rates reported: .....	216,901 employees
Participating Employer Associations of America (EAA) affiliates .....	26 associations
Number of major metropolitan / regional areas reported .....	36 areas

## Survey Methodology and Definitions

The annual **National Wage and Salary Survey** provides wage and salary data compiled from the numerous local surveys conducted by members of the participating 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 2012 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 dashes.

## 2012 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>759</b>	<b>4314</b>	<b>\$33,475</b>	<b>\$32,686</b>
<b>Geographic Area</b>				
Alabama (Employers Association Forum, Inc.)	4	56	\$32,750	\$31,788
California (California Employers Association)	10	11	\$29,734	\$30,892
Connecticut (Employers Association of the NorthEast)	7	9	\$40,728	\$42,536
Florida (Employers Association Forum, Inc.)	43	689	\$36,917	\$36,720
Hawaii (Hawaii Employers Council)	84	239	\$35,112	\$31,481
Illinois - Chicago (The Management Association of Illinois)	52	212	\$36,980	\$35,788
Illinois - Northern (MRA - The Management Association)	11	19	\$33,556	\$35,809
Illinois / Missouri (AAIM Employers' Association)	45	402	\$35,080	\$32,311
Iowa / Western Illinois (MRA - The Management Association)	21	83	\$29,752	\$28,881
Massachusetts (Employers Association of the NorthEast)	27	198	\$34,816	\$35,943
Michigan - Detroit Metro (American Society of Employers)	44	289	\$35,259	\$32,933
Michigan - Grand Rapids & Surrounding Area (The Employers' Association)	32	126	\$31,876	\$29,860
Michigan - Muskegon & Northern Ottawa Counties (Employers Association of West Michigan)	6	15	\$30,282	\$29,383
Michigan - Saginaw / Bay / Midland (American Society of Employers)	13	204	\$28,835	\$29,424
Minnesota - Minneapolis / St. Paul Metro (Trusight, Inc.)	57	214	\$32,340	\$32,217
Minnesota - Non-Metro (Greater MN, NW & Central IA, ND, SD, Western WI) (Trusight, Inc.)	15	71	\$32,614	\$33,125
North Carolina - Charlotte / Mecklenburg / Southeast (The Employers Association)	27	150	\$36,456	\$35,874
North Carolina - Research Triangle Region (Capital Associated Industries, Inc.)	57	814	\$32,854	\$30,954
Ohio - Cincinnati (Employers Resource Association)	30	83	\$28,669	\$28,036
Ohio - Columbus (Employers Resource Association)	9	18	\$31,516	\$30,673
Ohio - Toledo / Lucas / NW Ohio / Southeast Michigan (The Employers' Association)	11	44	\$36,183	\$37,886
Oregon - Oregon & SW Washington (Cascade Employers Association & United Employers Association)	35	66	\$32,527	\$30,499
Pennsylvania - Philadelphia Metropolitan Area (MidAtlantic Employers' Association)	15	46	\$37,301	\$36,968
Washington (Washington Employers)	32	92	\$36,321	\$32,281
Wisconsin - Milwaukee & Waukesha Counties (MRA - The Management Association)	61	148	\$29,327	\$28,796
Wisconsin - Ozaukee & Washington Counties (MRA - The Management Association)	3	3	\$31,325	\$29,752
Wisconsin - Racine & Kenosha Counties (Kenosha Area Business Alliance & MRA - The Management Association)	8	13	\$34,703	\$31,707