

GUIDE TO “ALL INDUSTRY SUMMARY DATA: BASE SALARIES AND SALARY RANGES”

JOB #	JOB TITLE	# OF FIRMS	# OF INCUMB	SIMPLE MEAN	WEIGHTED MEAN	25TH PERCENTILE	MEDIAN 50TH PERCENTILE	75TH PERCENTILE	ESTABLISHED SALARY RANGE		
									AVG MIN	AVG MIDPT	AVG MAX
1		2	3	4	5	6	7	8	9		

SAMPLE

1. ADMINISTRATIVE SUPPORT											
1.01	Administrative Assistant I	71	641	34,978	36,534	31,345	34,737	39,057	29,209	35,740	42,270
1.02	Administrative Assistant II	102	2,157	39,185	38,158	35,600	39,531	42,910	32,068	39,490	46,911
1.03	Administrative Assistant III	81	1,593	45,330	45,357	40,248	45,132	50,539	36,358	44,598	52,839
1.04a	Executive Assistant	100	571	54,111	52,854	47,960	53,333	59,820	41,549	51,741	61,932
1.04b	Executive Assistant to CEO	99	109	64,993	65,804	54,600	64,314	72,500	48,820	60,486	72,152

Keynumber	Explanation
1	Benchmark job title , not necessarily the title used by participating organizations. (For a complete description of benchmark job content, see the job description section.)
2	Total number of organizations reporting salary data for this position.
3	Total number of job incumbents in this position as reported by participating organizations.
4	Simple Mean – The average annual salary, computed by totaling the average salary paid in each organization and dividing by the number of organizations. This measure gives equal weight to the salary paid by each organization, regardless of the number of incumbents.

Keynumber	Explanation
5	Weighted Mean – The average annual salary, computed by totaling the salary paid to each incumbent and dividing by the total number of incumbents. This measure reflects the influence on the marketplace by organizations with many incumbents in one job.
6	25th Percentile – 25% of company averages are below this level.
7	50th Percentile / Median – Half of all company averages are below this level; half are above this level.
8	75th Percentile – 75% of company averages are below this level.
9	Salary Range – (Average Minimum, Midpoint, and Maximum) – The simple average of salary range minimums and maximums reported by organizations with established ranges.