

# GUIDE TO SUMMARY DATA: BASE SALARIES & SALARY RANGES

JOB #	JOB TITLE	SAMPLE	# OF FIRMS	# OF INCUMB	BASE SALARY		25TH PERCENTILE	MEDIAN 50TH PERCENTILE	75TH PERCENTILE	SALARY STRUCTURE			
					SIMPLE MEAN	WEIGHTED MEAN				AVG MIN	AVG MIDPT	AVG MAX	
1			2	3	4	5	6	7	8	9			
<b>1.0 ADMINISTRATIVE SERVICES</b>													
1.01	Office Assistant		35	353	26,889	28,467	24,034	25,938	29,062	22,714	27,780	32,846	
1.02	Office Assistant - Senior		32	825	31,698	29,515	26,585	30,605	34,474	25,866	31,590	37,314	
1.03	Administrative Secretary		41	820	35,594	33,769	30,404	36,384	39,839	28,277	35,051	41,825	
1.04	Administrative Assistant		53	1,376	38,960	37,089	34,197	39,456	42,676	30,559	38,227	45,895	
1.05	Executive Assistant**		51	373	46,555	47,241	43,065	46,885	49,369	37,098	46,083	55,069	

Keynumber	Explanation
1	<b>Benchmark job title</b> , not necessarily the title used by participating organizations. (For a complete description of benchmark job content, see the job description section.)
2	<b>Total number of organizations</b> reporting salary data for this position. Note: A position must have a minimum of 5 organizations in order to provide data. No individual employer represents more than 25% of the weighted data.
3	<b>Total number of job incumbents</b> in this position as reported by participating organizations.
4	<b>Simple Mean</b> – 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	<b>Weighted Mean</b> – 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	<b>25th Percentile</b> – 25% of company averages are below this level.
7	<b>50th Percentile / Median</b> – Half of all company averages are below this level; half are above this level.
8	<b>75th Percentile</b> – 75% of company averages are below this level.
9	<b>Salary Range</b> – (Average Minimum, Midpoint, and Maximum) – The simple average of salary range minimums and maximums reported by organizations with established ranges.

# GUIDE TO "ALL INDUSTRY SUMMARY DATA: BONUSES AND TOTAL CASH COMPENSATION"

JOB #	JOB TITLE	TOTAL # OF		TOTAL CASH		TOTAL CASH			FIRMS PAYING		% OF INCUMB	AVERAGE ADDITIONAL CASH PAID		
		FIRMS	INCUM	SIMPLE MEAN	WEIGHTED MEAN	25TH %TILE	50TH %TILE	75TH %TILE	#	%	RECEIVING ADDITIONAL CASH	LAST FISCAL YEAR	SIMPLE MEAN	WEIGHTED MEAN
SAMPLE		②	③	④			⑤	⑥	⑦	⑧		⑨		

## 1.0 ADMINISTRATIVE SERVICES

1.01	Office Assistant	35	353	26,940	28,489	24,034	25,938	29,062	3	9%	4%			
1.02	Office Assistant - Senior	32	825	31,841	29,739	26,585	30,605	34,474	4	14%	31%			
1.03	Administrative Secretary	41	820	35,911	34,020	30,404	36,394	39,839	8	21%	29%	1,569	4%	859 3%
1.04	Administrative Assistant	53	1,376	39,348	37,450	34,528	39,456	43,221	9	20%	37%	2,082	5%	965 3%
1.05	Executive Assistant**	51	373	47,045	47,800	43,065	47,027	50,529	7	17%	30%	3,211	6%	1,860 4%

Keynumber	Explanation
①	<b>Benchmark job title</b> , not necessarily the title used by participating companies. (For a complete description of benchmark job content, see the job description section.)
②	<b>Total number of separate organizations</b> reporting salary data for this position.
③	<b>Total number of job incumbents</b> in this position as reported by participating organizations.
④	<b>Total cash compensation</b> , including base salary and additional cash, paid by all additional cash and non-additional cash paying organizations. Data represents the 25th, 50th and 75th percentiles.
⑤	<b>Number of separate organizations offering additional cash plan</b> to incumbents in this position.  <b>Additional cash plans include commissions, bonuses, performance incentives, gainsharing, etc., but exclude overtime pay, shift differentials, or retirement/deferred compensation.</b>

Keynumber	Explanation
⑥	<b>Percent of separate organizations offering additional cash plan</b> to incumbents in this position. (Excluding organizations with vacant positions.)
⑦	<b>Percent of job incumbents actually receiving additional cash</b> in most recent fiscal year.
⑧	<b>Simple mean paid</b> – The average annual additional cash (in annual dollars and percent of base salary), computed by totaling the average additional cash paid by each organization and dividing by the number of additional cash paying organizations. This measure gives equal weight to the additional cash paid by each organization, regardless of the number of incumbents.
⑨	<b>Weighted mean paid</b> – The average annual additional cash (in annual dollars and percent of base salary), computed by totaling the additional cash paid to each incumbent and dividing by the total number of incumbents receiving additional cash. This measure reflects the influence on the marketplace by organizations with many incumbents in one job.