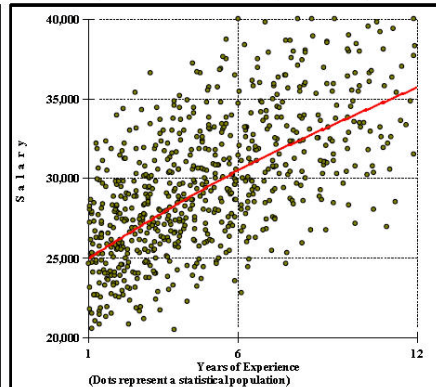


ERI's 2013 Consulting Salary Survey provides market-based pay data for 107 benchmark jobs in this 200+ page publication. Input was received from organizations located in multiple states and the District of Columbia. The effective date of the data is March 31, 2013.

Two pages of information are reported for each benchmark position, including job descriptions, Selected Characteristics of the Occupation (SCOs), total annual direct compensation, incentive/variable pay, survey means, medians and percentiles, and graphs with data points. The survey contains three different sections of data: 1) public data, 2) ERI Assessor databases, and 3) data provided by participants. Please see the example format below:

Categories	No. of Incumbents	Mean	First Decile	First Quartile	Median	Third Quartile	Ninth Decile	Rate of Error
Public Databases								
Annual Salary		\$26,404	\$19,014	\$21,622	\$25,970	\$33,302	\$37,702	
Incentive/Variable Pay								
Total Direct Annual Compensation		\$26,404	\$19,014	\$21,622	\$25,970	\$33,302	\$37,702	0.2
ERI Assessor Databases								
Annual Salary		\$30,513	\$26,074	\$27,900	\$29,970	\$32,661	\$35,035	
Incentive/Variable Pay		\$356	\$306	\$328	\$352	\$384	\$411	
Total Direct Annual Compensation		\$30,869	\$26,380	\$28,228	\$30,322	\$33,045	\$35,446	
Survey Participants' Databases								
Annual Salary		\$37,079	\$18,032	\$28,167	\$38,704	\$41,404	\$44,000	
Incentive/Variable Pay		\$1,955	\$500	\$969	\$1,456	\$3,262	\$5,000	
Total Direct Annual Compensation	227	\$39,034	\$18,532	\$29,136	\$40,160	\$44,666	\$49,000	1.1

Position Description
 Greets and receives callers or visitors at establishment, and determines nature of business. Asks for caller's or visitor's name, arranges for appointment with or notifies person called upon on caller's arrival, guides caller to destination, and records name, time of call, nature of business, and person called upon. May issue visitor's pass when required. May type memos, correspondence, reports, and other documents. May operate PBX telephone console to receive incoming messages. May make future appointments and answer inquiries. May perform variety of clerical duties and other duties pertinent to type of establishment. May collect and distribute mail and messages. May work in office of medical practitioner or in other health care facility and be designated accordingly. eDOT: 237.367-038



Selected Characteristics of Occupation (SCOs) from ERI's Occupational Assessor

eDOT SCOs*	Mental & Stress Demands	Physical Demands	Far Acuity	N
eDOT code 237.367-038	Understanding & Memory	Strength S	Depth Perception	N
Occupational Code 237	Memory F	Occasionally Lift/Carry 0	Accommodation	O
Specific Vocational Preparation (SVP) 4	Short Instruction Memory F	Frequently Lift/Carry 0	Color Vision	N
Education Level 5	Detailed Instruction Memory F	Push/Pull N	Field of Vision	O
Worker Functions	Sustained Concentration & Persistence	Walking O	Environmental Conditions	
Data 3	Short Instruction F	Sitting F	Exposure to Weather	N
People 6	Detailed Instruction O	Standing O	Extreme Cold	N
Things 7	Concentration & Attention F	Sit/Stand Option N	Extreme Heat	N
Literacy Demands	Work Schedule O	Climbing N	Wet and/or Humid	N
Mathematics Level 2	Work Routine F	Balancing N	Noise Intensity Level 2	
Language Level 3	Work Distractions F	Stooping N	Vibration	N
Reasoning Level 3	Work Decisions O	Kneeling N	Atmospheric Conditions	N
Aptitudes	Work Completion F	Crouching N	Proximity to Moving Parts	N
General Learning Ability 3	Social Interaction	Crawling N	Exposure to Electrical Shock	N
Verbal Aptitude 3	Public Interaction F	Reaching O	Working in High Places	N
Numeric Aptitude 2	Assignment/Assistance F	Reaching Upward O	Exposure to Radiation	N
Spatial Aptitude 2	Work Review O	Reaching Downward O	Working With Explosives	N
Form Perception 2	Peer Interaction F	Handling O	Exposure to Toxic Chemicals	N
Clerical Perception 3	Work Behavior F	Fingering O	Exposure to Biohazards	N
Motor Coordination 2	Adaptation	Feeling N	Other Environmental Conditions	N
Finger Dexterity 3	Adaptation to Change O	Keyboard Use F	Additional Measures	
Manual Dexterity 2	Hazard Awareness O	Talking F	Creativity	O
Eye-Hand-Foot Coord. 2	Travel O	Hearing O	Administrative Activity	O
Color Discrimination 1	Independent Planning O	Tasting/Smelling N	Discretion/Independent Judgment	F
		Near Acuity O		

* For an explanation of eDOT SCO values, please see the definitions on page 265.

Trended EEO-1 Demographic Estimates

Specific Census data can be obtained by subscribing to ERI's Geographic Assessor

Trend to Month/Year:	Codes:								
eDOT Title: Receptionist	eDOT Code: 237.367-038								
OES Area: US - National	OES Code: 193000700000								
SOC Job Family: Receptionists and Information Clerks	SOC Code: 434171								
		Native Hawaiian or Other Pacific Islander	Asian	Hispanic or Latino	American Indian or Alaska Native	Two or More Races			
Male	Total	7.3%	0.4%	2.0%	0.1%	0.2%			
Female	White	92.7%	0.4%	10.5%	0.1%	1.6%			
Totals	Black or African American	72.9%	0.9%	11.4%	0.6%	1.8%			
	Hispanic or Latino		10.5%						
	Two or More Races		0.6%						

Sample Information

Benchmark Title	Mean Total Compensation
Chief Human Resources Officer	\$240,100
Marketing Manager	\$105,987
Safety Consultant	\$80,184
Education Consultant	\$68,317
Bookkeeper	\$37,774
Receptionist	\$32,504

Information is from ERI Assessor databases as of March 31, 2013.

Benchmark Job List

Account Supervisor	Consumer Services Consultant
Accountant	Contract Administration Manager
Accounting Clerk	Contract Administrator
Accounting Manager	Contracts Manager
Accounts Payable Clerk	Credit & Collection Clerk
Accounts Receivable Clerk	Customer Service Representative (General Calls)
Actuary (Associate)	Customer Service Supervisor
Actuary (Enrolled)	Database Administrator
Actuary (Fellow)	Education Consultant
Administrative Assistant	Engineering Consultant
Advertising Manager	Environmental Consulting Services Sales Representative
Benefits Administrator	Executive Secretary
Benefits Clerk	Financial Analyst
Billing Clerk	General Clerk
Bookkeeper	Government Sales Manager
Branch Office Manager	Graphic Designer
Branch Office Supervisor	Help Desk Representative
Budget Analyst	HRIS Analyst
Business Analyst	Human Resources Clerk
Business Development Representative	Human Resources Consultant
Business Systems Analyst	Human Resources Manager
Business Systems Project Manager	Interior Designer
Chief Executive Officer	Internal Auditor
Chief Financial Officer	Investment Analyst
Chief Human Resources Officer	IT Consultant
Chief Marketing & Sales Officer	Janitor
Chief Operating Officer	Labor Relations Specialist
Clerk Typist	Lactation Consultant
Compensation Analyst	Library Consultant
Computer Network Analyst	Long-Range Planning Analyst
Computer Programmer	Mail Clerk
Computer Security Coordinator	Mailroom Supervisor
Consultant	Market Research Analyst
Consulting Nurse	Market Research Manager

Marketing Consultant
Marketing Manager
Marketing Representative
Mathematical Technician
Mathematician
Office Manager
Organization Analyst
Organizational Psychologist
Paralegal
Payroll Clerk
Payroll Manager
Product or Brand Sales Manager
Professional Recruiter
Project Engineer
Project Manager (Experience)
Proofreader
Public Relations Coordinator
Public Relations Manager
Public Relations Representative
Receptionist

Recruiter Professional
Regulatory Affairs Analyst
Safety Consultant
Sales Representative
Secretary
Security Consultant
Shipping & Receiving Clerk
Staff Attorney
Statistical Clerk
Statistical Typist
Statistician Mathematical
Systems Analyst
Technical Illustrator
Technical Writer
Telephone Operator
Training Consultant
Webmaster
Wedding Consultant
Workers' Compensation Administrator