

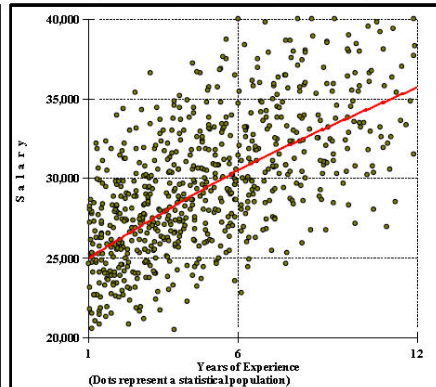
ERI's 2013 Education Salary Survey provides market-based pay data for 115 benchmark jobs in this 230+ page publication. Input was received from organizations located in multiple states and the District of Columbia. The effective date of the data is March 31, 2013.

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
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						
Total	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	Hispanic or Latino	American Indian or Alaska Native	Two or More Races
Male 7.3%	4.8%	0.9%	0.0%	0.4%	0.9%	0.1%	0.2%
Female 92.7%	68.2%	9.6%	0.1%	2.0%	10.5%	0.6%	1.6%
Totals 100.0%	72.9%	10.5%	0.1%	2.5%	11.4%	0.6%	1.8%

Sample Information

Benchmark Title	Mean Total Compensation
Chief Human Resources Officer	\$185,567
Building & Facilities Manager	\$83,291
Librarian Head	\$81,165
Bus Driver	\$40,231
Receptionist	\$32,100
Teacher Aide	\$31,351

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

Benchmark Job List

Accountant	Educational Specialist
Accounting Clerk	Evaluator Special Needs
Accounting Manager	Executive Secretary
Administrative Assistant	Executive Vice President
Administrative Services Manager	Extension Work Instructor
Administrator College	Financial Aid Counselor
Administrator School (Primary/High School)	Financial Analyst
Admissions Evaluator	Flying Instructor (Ground)
Admissions Sales Representative	Flying Instructor (In-Flight)
Adult Education Teacher	Food Service Worker
Assistant Professor	Fundraiser
Associate Professor	Fundraising Manager
Athletic Trainer	General/Institution Cook
Benefits Manager	Grant Coordinator
Bookmobile Librarian	Grant Writer
Building & Facilities Manager	Graphic Designer
Bus Driver	Groundskeeper
Business Systems Analyst	Guard School-Crossing
Catalog Librarian	Guidance Counselor
Chief Executive Officer	Health Educator
Chief Financial Officer	Hearing Impaired Teacher
Chief Human Resources Officer	Home Economist
Chief Marketing & Sales Officer	Human Resources Manager
Chief Operating Officer	Instructor Business Education
Child Development Specialist	Instructor Physical Education
Community Affairs Manager	Janitor
Computer Programmer	Janitorial Supervisor
Counselor	Librarian
Deaf Interpreter	Librarian Acquisitions
Dean of Students	Librarian Branch
Driving Instructor	Librarian Deputy Director
Education Consultant	Librarian Head
Education Manager	Librarian Technical
Educational Resource Coordinator	Library Assistant

Library Consultant
Library Technical Assistant
Mail Clerk
Mailroom Supervisor
Maintenance Worker
Marketing Manager
Music Librarian
Music Teacher
Nursery School Attendant
Nursing Instructor
Payroll Manager
Preschool Teacher
Primary School Teacher
Principal Headmaster
Procurement Analyst
Professor
Public Relations Manager
Purchasing Manager
Receptionist
Records Section Supervisor
Registrar College or University
Residence Supervisor
Resource Teacher
School Library Media Specialist

School Nurse
School Psychologist
School Secretary
Secondary School Teacher
Security Director
Security Guard
Special Education Teacher
Special Education Teacher Aide
Special Library Librarian
Sports Instructor
Superintendent Schools
Teacher (Visually Impaired Students)
Teacher Aide
Teacher College/University
Technical Training Instructor
Top Administrative Officer
Top Legal Officer
Tutor
University Laboratory Supervisor
Vocational Teacher (Disabled Students)
Vocational Training Instructor
Web Administrator
Work Study Coordinator