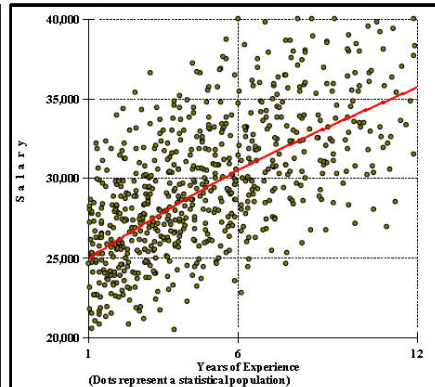


**ERI's 2013 Foundations Salary Survey** provides market-based pay data for 95 benchmark jobs in this 190+ page publication. Input was received from organizations located in multiple states and the District of Columbia. The effective date of the data is March 31, 2013.

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
<b>Public Databases</b>								
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
<b>ERI Assessor Databases</b>								
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	
<b>Survey Participants' Databases</b>								
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	<b>Understanding &amp; Memory</b>	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
<b>Worker Functions</b>	<b>Sustained Concentration &amp; Persistence</b>	Walking O	<b>Environmental Conditions</b>	
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
<b>Literacy Demands</b>	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
<b>Abilities</b>	Work Completion F	Crouching N	Proximity to Moving Parts	N
General Learning Ability 3	<b>Social Interaction</b>	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	<b>Adaptation</b>	Feeling N	Other Environmental Conditions	N
Finger Dexterity 3	Adaptation to Change O	Keyboard Use F	<b>Additional Measures</b>	
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								
		<b>Black or African American</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Asian</b>	<b>Hispanic or Latino</b>	<b>Alaska Native</b>	<b>Two or More Races</b>		
<b>Male</b>	<b>Total</b>	7.3%	0.0%	0.4%	0.9%	0.1%	0.2%		
<b>Female</b>	<b>White</b>	68.2%	0.1%	2.0%	10.5%	0.6%	1.6%		
<b>Totals</b>	<b>Female</b>	72.9%	0.1%	2.5%	11.4%	0.6%	1.8%		

## Sample Information

Benchmark Title	Mean Total Compensation
Chief Human Resources Officer	\$150,256
Community Affairs Manager	\$61,550
Bookkeeping Supervisor	\$46,477
Graphic Designer	\$54,805
Accounting Clerk	\$37,237
Receptionist	\$31,886

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

## Benchmark Job List

Accountant	Employee Relations Specialist
Accounting Clerk	Employee Services Director
Accounting Manager	Employment Interviewer
Accounting Supervisor (General)	Employment Manager
Accounts Payable Clerk	Executive Secretary
Accounts Receivable Clerk	Executive Vice President
Administrative Assistant	File Clerk
Administrative Services Manager	Financial Analysis Manager
Attorney Tax	Financial Analyst
Benefits Analyst	Front Desk Receptionist
Benefits Clerk	Fundraiser
Bilingual Secretary	Fundraising Director
Bookkeeper	Fundraising Manager
Bookkeeping Manager	General Clerk
Bookkeeping Supervisor	Grant Coordinator
Budget Analyst	Grant Writer
Building & Facilities Manager	Graphic Designer
Buyer/Purchasing Agent	Groundskeeper
Cashier	Human Resources Analyst
Chief Executive Officer	Human Resources Clerk
Chief Financial Officer	Human Resources Manager
Chief Human Resources Officer	Internal Auditor
Chief Marketing & Sales Officer	Interpreter
Chief Operating Officer	Janitor
Clerical Assistant	Janitorial Supervisor
Clerk Typist	LAN/WAN Administrator
Community Affairs Manager	Librarian
Community Development Manager	Mail Clerk
Computer Programmer	Maintenance Supervisor
Controller, Top Corporate	Maintenance Worker
Customer Service Director	Membership Solicitor
Customer Service Representative (General Calls)	Office Helper
Customer Service Supervisor	Office Manager
Database Administrator	Office Supervisor

Paralegal  
Payroll Clerk  
Payroll Supervisor  
PBX Operator Receptionist  
PC Specialist  
Program Manager  
Public Relations Manager  
Public Relations Representative  
Public Relations Supervisor  
Receptionist  
Secretary  
Security Guard  
Special Events Manager  
Staff Attorney

Systems Analyst  
Tax Accountant  
Telephone Operator  
Top Administrative Officer  
Top IT Officer  
Top Legal Officer  
Top Long-Range Planning Executive  
Top Public Relations Officer  
Trust Clerk  
Trust Head  
Trust Officer  
Volunteer Services Director  
Web Administrator