

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:

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

Salary

Years of Experience

(Do's represent a statistical population)

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

Trend to Month/Year:		Codes:			
eDOT Title:	Receptionist	eDOT Code:		237.367-038	
OES Area:	US - National	OES Code:		1930007000000	
SOC Job Family:	Receptionists and Information Clerks	SOC Code:		434171	
		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native	
		Asian		Hispanic or Latino	
		Black or African American		Two or More Races	
		White			
Male	Total	7.3%	4.8%	0.9%	0.1%
Female	92.7%	68.2%	9.6%	0.1%	1.6%
Totals	100.0%	72.9%	10.5%	0.1%	1.8%

Sample Information

Benchmark Title	Mean Total Compensation
Chief Human Resources Officer	\$272,812
Data Architect	\$102,296
Safety Manager	\$95,231
Laboratory Supervisor	\$76,784
Pipefitter	\$56,169
Receptionist	\$32,641

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

Benchmark Job List

Accountant	Earth Driller
Accounting Clerk	Electrolysis Engineer
Accounting Manager	Engineer Nuclear Equipment Test
Administrative Assistant	Engineer Nuclear Fuel Research
Blaster	Engineer Nuclear Fuels Reclamation
Building & Facilities Manager	Engineer Nuclear Safety
Business Development Analyst	Engineering Consultant
Buyer/Purchasing Agent	Engineering Cost Estimator
Cartographer	Engineering Manager
Chemist	Environmental Engineering Manager
Chief Executive Officer	Environmental Technician
Chief Financial Officer	Executive Secretary
Chief Human Resources Officer	Facilities Engineer
Chief Marketing & Sales Officer	Field Engineering Technician
Chief Operating Officer	Field Service Engineer
Communications Analyst	Field Service Technician
Communications Engineer	Fuel Attendant
Communications Technician	Gas Compressor Operator
Computer Programmer	Geographer
Construction Contractor	Geological Aide
Construction Engineer	Geological Drafter
Construction Engineering Manager	Geologist
Construction Equipment Operator	Geophysical Surveyor
Construction Foreman	Geophysicist
Contracts Manager	Heavy Equipment Mechanic
Core Driller	Heavy Truck Driver
Cost Accountant	Hoisting Machine Operator
Data Architect	Human Resources Analyst
Derrick Operator	Human Resources Clerk
Design Drafter	Human Resources Manager
Documentation Engineer	Hydro Pneumatic Tester
Drafter	Hydrographer
Drafter Geophysical	Instrument Technician
Drafting Supervisor	Laboratory Supervisor

Light Truck Driver
Line Walker
Logistics Engineer
Maintenance Manager
Materials Handler
Materials Manager
Metallurgical Engineer
Metallurgical Technician
Metallurgist Extractive
Mine Foreman
Mine Inspector
Mine Safety Engineer
Mine Superintendent
Mineralogist
Mining Engineer
Mining Machine Operator
Payroll Clerk
Payroll Supervisor
Petroleum Engineer
Petroleum Geologist
Photogrammetrist
Pipefitter
Power Plant Operator
Power Shovel Operator
Power Systems Engineer
Preventive Maintenance Coordinator

Procurement Analyst
Programmer Analyst
Project Engineer
Project Manager (Experience)
Purchasing Manager
Real Estate Acquisitions Manager
Real Estate Development Manager
Receptionist
Regulatory Affairs Analyst
Resource Recovery Engineer
Right-of-Way Agent
Risk Management Analyst
Safety Inspector
Safety Manager
Sales Representative
Secretary
Spectroscopist
Supply Chain Manager
Systems Analyst
Tool Machine Operator
Top Regulatory Affairs Executive
Traffic Director
Vice President
Warehouse Supervisor
Warehouse Worker
Well Driller