ERI's 2013 Publications and Media Salary Survey provides market-based pay data for 118 benchmark jobs in this 225+ 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 Incentive/VariablePay Total Direct Annual Compensation | | \$26,404 \$26,404 | \$19,014 \$19,014 | \$21,622 \$21,622 | \$25,970 \$25,970 | \$33,302 \$33,302 | \$37,702 \$37,702 | 0.2 |
| ERI Assessor Databases Annual Salary Incentive/VariablePay Total Direct Annual Compensation | | \$30,513 \$356 \$30,869 | \$26,074 \$306 \$26,380 | \$27,900 \$328 \$28,228 | \$29,970 \$352 \$30,322 | \$32,661 \$384 \$33,045 | \$35,035 \$411 \$35,446 | |
| Survey Participants' Databases Annual Salary Incentive/VariablePay Total Direct Annual Compensation | 227 | \$37,079 \$1,955 \$39,034 | \$18,032 \$500 \$18,532 | \$28,167 \$969 \$29,136 | \$38,704 \$1,456 \$40,160 | \$41,404 \$3,262 \$44,666 | \$44,000 \$5,000 \$49,000 | 1.1 |
| Position Description Greets and receives callers or visitors at establishment, and det or visitor's rame, arranges for appointment with or notifies pers caller to destination, and records name, time of call, nature of b visitor's pass when required. May type memos, correspondenc operate PEX telephone console to receive incoming messages. inquiries: May perform variety of derical duties and other dut collect and distribute mail and messages. May work in office of facility and be designated accordingly. eDOT: 237.367-038 | on called upon usiness, and pe e, reports, and May make fut ies pertinent to | on caller's arriva rson called upon other document: ire appointments type of establish | l, guides . May issue s. May and answer iment. May | 40,000 - 35,000 - 30,000 - 25,000 - 20,000 - 1 (T | Do to represent a st | 6 Years of Experi | ence | |

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

| eDOT SCOs* | | Mental & Stress Demands | | Physical Demands | 2 | Far Acuity | Ν |
|---------------------------------------|-------------|---------------------------------------|---|-------------------------|---|---------------------------------|---|
| | | Understanding & Memory | | Strength | S | Depth Perception | N |
| eDOT code | 237.367-038 | Memory | F | Occasionally Lift/Carry | 0 | A ccommodation | 0 |
| Occupational Code | 237 | Short Instruction Memory | F | Frequently Lift/Carry | 0 | Color Vision | N |
| Specific Vocational Preparation (SVP) | 4 | Detailed Instruction Memory | F | Push/Pull | N | Field of Vision | 0 |
| EducationLevel | 5 | Sustained Concentration & Persistence | | Walking | 0 | Environmental Conditions | |
| Worker Functions | | Short Instruction | F | Sitting | F | Exposure to Weather | N |
| Data | 3 | Detailed Instruction | 0 | Standing | 0 | ExtremeCold | N |
| People | 6 | Concentration & Attention | F | Sit/Stand Option | N | ExtremeHeat | N |
| Things | 7 | WorkSchedule | 0 | Climbing | N | Wet and/or Humid | N |
| Literacy Demands | | Work Routine | F | Balancing | N | Noise Intensity Level | 2 |
| Mathematics Level | 2 | Work Distractions | F | Stooping | N | Vibration | N |
| LanguageLevel | 3 | Work Decisions | 0 | Kneeling | N | Atmospheric Conditions | N |
| ReasoningLevel | 3 | Work Completion | F | Crouching | N | Proximity to Moving Parts | N |
| Aptitudes | 22 | Social Interaction | | Crawling | N | Exposure to Electrical Shock | N |
| General Learning Ability | 3 | Public Interaction | F | Reaching | 0 | Working In High Places | N |
| Verbal Aptitude | 3 | A ssignment/A ssistance | F | ReachingUpward | 0 | Exposure to Radiation | N |
| Numeric Aptitude | 2 | Work Review | 0 | ReachingDownward | 0 | Working With Explosives | N |
| Spatial Aptitude | 2 | Peer Interaction | F | Handling | 0 | Exposure to Toxic Chemicals | N |
| Form Perception | 2 | Work Behavior | F | Fingering | 0 | Exposure to Biohazards | N |
| Clerical Perception | 3 | Adaptation | | Feeling | N | Other Environmental Conditions | N |
| Motor Coordination | 2 | A daptation to Change | 0 | Keyboard Use | F | Additional Measures | |
| Finger Dexterity | 3 | Hazard Awareness | 0 | Talking | F | Creativity | 0 |
| Manual Dexterity | 2 | Travel | 0 | Hearing | 0 | Administrative Activity | 0 |
| Eye-Hand-Foot Coord | 2 | Independent Planning | 0 | Tasting/Smelling | N | Discretion/Independent Judgment | F |
| Color Discrimination | 1 | | | Near Acuity | 0 | | |

* 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/ eDOT Title: | Year: | Receptionist | | | Codes: eDOT Code: | | 237.367-038 | |
|--------------------------------|--------|----------------------|------------------|-------------------------------------|----------------------|--------------------|--------------------|------------------|
| OES Area: | | US - National | | | OES Code: | | 1930007000000 | |
| SOC Job Family: | : | Receptionists and In | formation Clerks | | SOC Code: | | 434171 | |
| | | | Black or African | Native Hawaiian or Other Pacific | | | American Indian or | |
| | Total | White | American | Islander | Asian | Hispanic or Latino | Alaska Native | Two or More Race |
| 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% |

| Benchmark Title | Mean Total Compensation | | | |
|-------------------------------|-------------------------|--|--|--|
| Chief Human Resources Officer | \$269,274 | | | |
| Advertising Manager | \$98,476 | | | |
| Print Shop Foreman | \$51,134 | | | |
| Bindery Operator | \$34,989 | | | |
| Accounting Clerk | \$38,578 | | | |
| Receptionist | \$32,684 | | | |

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

Benchmark Job List

| Account Information Clerk | Commercial Printing Sales Representative |
|---|---|
| Accountant | Communications Technician |
| Accounting Clerk | Compositor |
| Accounting Manager | Computer Programmer |
| Administrative Assistant | Copy Editor |
| Advertising Account Executive | Copywriter |
| Advertising Agent | Customer Service Manager |
| Advertising Director | Customer Service Representative (General Calls) |
| Advertising Manager | Customer Services Coordinator Printing |
| Advertising Production Supervisor | Department Editor |
| Advertising Sales Representative | Desktop Publisher |
| Art Director | Duplicating Machine Operator |
| Art Manager | Editorial Writer |
| Assistant Press Operator | Editor-In-Chief Newspaper |
| Benefits Analyst | Electronic Masking Operator |
| Billing Clerk | Employee Communications Editor |
| Bindery Foreman | Engraving Press Operator |
| Bindery Helper | Executive Secretary |
| Bindery Operator | Executive Vice President |
| Braille Operator | Field Service Technician |
| Braille Proofreader | Film Developer |
| Building & Facilities Manager | Film or Tape Librarian |
| Buyer/Purchasing Agent | Folding Machine Operator |
| Chief Executive Officer | Graphic Designer |
| Chief Financial Officer | Heavy-Duty Press Operator |
| Chief Human Resources Officer | Human Resources Manager |
| Chief Marketing & Sales Officer | Humorist |
| Chief Operating Officer | Illustrator |
| Circulation Manager | Inserting Machine Operator |
| Circulation Sales Representative | Inside Sales Representative |
| Circulation Supervisor | Job Printer |
| Classified Advertising Sales Representative | Lithographer Operator |
| Collator Operator | Lithographic Photographer |
| Color Printer Operator | Lithographic Platemaker |
| | |

Lithographic Stripper Maintenance Supervisor Maintenance Worker Map Editor Marketing Manager Media Manager Media Marketing Director Media Sales Consultant Media Supervisor **Medical Writer Network Engineer** News Assistant News Gathering Technician News Librarian **Newspaper Delivery Driver** Offset Press Technician (Press Above 26 Inches) Offset Press Technician (Press Below 26 Inches) Paste-up Artist **Payroll Clerk Payroll Manager** Photocomposition Operator Photoengraver Photographer Photojournalist Photosetter/Graphic Specialist **Press Room Supervisor**

Print Shop Foreman Printing Estimator Printing Services Sales Representative Printing Supervisor Product or Brand Sales Manager **Production Manager Media** Proofreader **Public Relations Representative Publications Editor Purchasing Clerk** Receptionist Reporter Sales Representative (Key Accounts) **Technical Editor** Technical Illustrator **Technical Publications Manager Technical Writer Top Advertising Officer Top Circulation Officer Top Editorial Officer** Typesetter Warehouse Manager Web Press Operator Webmaster