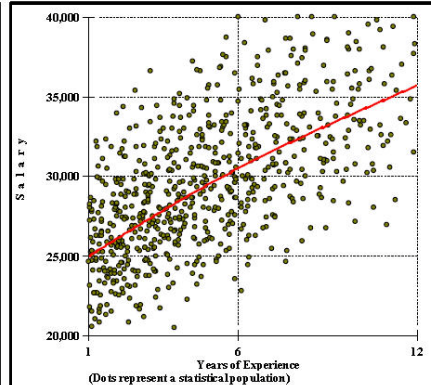


Two pages of information are reported for each benchmark position, including job descriptions, Selected Characteristics of the Occupation (SCOs), total annual direct compensation, incentive/variable pay, survey means, medians and percentiles, and graphs with data points. The survey contains three different 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 for visitors at establishment, and determines nature of business. Asks caller 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*		<u>Mental & Stress Demands</u>	<u>Physical Demands</u>	<u>Far Acuity</u>
eDOT code	237.367-038	<u>Understanding & Memory</u>	Strength	Depth Perception
Occupational Code	237	Memory	Occasionally Lift/Carry	Accommodation
Specific Vocational Preparation (SVP)	4	Short Instruction Memory	Frequently Lift/Carry	Color Vision
Education Level	2	Detailed Instruction Memory	Push/Pull	Field of Vision
<u>Worker Functions</u>		<u>Sustained Concentration & Persistence</u>	Walking	<u>Environmental Conditions</u>
Data	3	Short Instruction	Sitting	Exposure to Weather
People	6	Detailed Instruction	Standing	Extreme Cold
Things	7	Concentration & Attention	Sit/Stand Option	Extreme Heat
<u>Literacy Demands</u>		Work Schedule	Climbing	Wet and/or Humid
Mathematics Level	2	Work Routine	Balancing	Noise Intensity Level
Language Level	2	Work Distractions	Slopping	Vibration
Reasoning Level	3	Work Decisions	Kneeling	Atmospheric Conditions
<u>Aptitudes</u>		Work Completion	Crouching	Proximity to Moving Parts
General Learning Ability	3	<u>Social Interaction</u>	Crawling	Exposure to Electrical Shock
Verbal Aptitude	3	Public Interaction	Reaching	Working in High Places
Numeric Aptitude	2	Assignment/Assistance	Reaching Upward	Exposure to Radiation
Spacial Aptitude	2	Work Review	Reaching Downward	Working With Explosives
Form Perception	2	Peer Interaction	Handling	Exposure to Toxic Chemicals
Clinical Perception	2	Work Behavior	Fingering	Exposure to Hazards
Motor Coordination	2	<u>Adaptation</u>	Feeling	Other Environmental Conditions
Finger Dexterity	2	Adaptation to Change	Keyboard Use	<u>Additional Measures</u>
Manual Dexterity	2	Hazard Awareness	Talking	Creativity
Eye-Hand-Foot Coord.	2	Travel	Hearing	Administrative Activity
Color Discrimination	1	Independent Planning	Tasting/Smelling	Discretion/Independent Judgment
			Near Acuity	

* For an explanation of DOT 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:		1930007000000	
SOC Job Family:		Receptionists and Information Clerks		SOC Code:		434171	
		Black or African	Native Hawaiian			American Indian or	
		American	or Other Pacific			Alaska Native	
		Islander	Islander				Two or More Races
Male	Total	White	Asian	Hispanic or Latino			
	7.3%	4.8%	0.9%	0.0%	0.4%	0.9%	0.1%
Female	92.7%	68.2%	9.6%	0.1%	2.0%	10.5%	0.6%
Totals	100.0%	72.9%	10.5%	0.1%	2.5%	11.4%	0.6%

Sample Information

Benchmark Title	Mean Total Compensation
Chief Human Resources Officer	\$205,924
Safety Manager	\$88,317
Rate Analyst	\$75,315
Water Treatment Operator	\$46,264
Dispatcher	\$39,664
Security Guard	\$34,743

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

Benchmark Job List

Accountant	Electrical Drafter
Accounting Clerk	Electrical Engineer
Accounting Manager	Electrical Engineering Technician
Administrative Assistant	Electrical Power Repairer
Administrative Engineering Director	Electrolysis Engineer
Administrative Engineering Manager	Engineering Manager
Benefits Analyst	Engineering Supervisor
Boiler Operator	Engineering Technician
Branch Office Manager	Environmental Engineer
Cable Puller	Environmental Engineering Supervisor
Cable Splicer	Environmental Technician
Cable Tester	Executive Secretary
Cable Wirer	Executive Vice President
Chemical-Radiation Technician	Forklift Operator
Chief Executive Officer	Gas Compressor Operator
Chief Financial Officer	Gas Inspector
Chief Human Resources Officer	Gas Plant Operator
Chief Marketing & Sales Officer	Hazardous Materials Removal Worker
Chief Operating Officer	Heavy Equipment Mechanic
Civil Engineer	Heavy Truck Driver
Civil Engineering Technician	Human Resources Manager
Compressed Gas Plant Worker	HVAC Mechanic
Computer Programmer	Hydraulic Engineer
Contract Administrator	Hydroelectric Station Operator
Customer Service Manager	Instrument Technician
Customer Service Representative (General Calls)	Laboratory Technician Utilities
Customer Service Representative (Specialized Calls)	Line Erector
Dispatcher	Line Repairer Utilities
Drafter Utilities	Line Supervisor
Drafting Supervisor	Line Walker
Electric Meter Installer	Machinery Mechanic
Electric Meter Repair Helper	Maintenance Electrician
Electric Meter Repairer	Maintenance Worker
Electric Meter Tester	Marketing Manager

Materials Handler
Materials Manager
Mechanic Truck
Meter Reader
Meter Repairer
Nuclear Criticality Safety Engineer
Nuclear Engineer
Nuclear Equipment Test Engineer
Nuclear Fuels Reclamation Engineer
Nuclear Fuels Research Engineer
Nuclear Waste Process Operator
Operator Nuclear Reactor
Payroll Manager
Plumber
Power Distribution Engineer
Power Plant Operator
Power Systems Engineer
Power Transmission Engineer
Powerhouse Mechanic
Powerline Supervisor
Procurement Analyst
Project Engineer
Project Manager (Experience)
Pump Repairer
Pump Station Operator
Purchasing Manager
Radiation-Protection Engineer
Rate Analyst
Reactor Operator Test & Research
Regulatory Administrator
Right-of-Way Agent
Safety Engineer

Safety Manager
Sanitary Engineer
Security Guard
Service Order Clerk
Sewage Facilities Supervisor
Sewage Plant Operator
Solar Energy System Installer
Solar Energy Systems Designer
Stationary Engineer
Street Light Servicer
Substation Operator
Systems Analyst
Tariff Publishing Agent
Top Legal Officer
Tree Trimmer
Truck Driver Refuse
Utilities Sales Representative
Utilities Superintendent
Utility Clerk Locator
Utility Complaints Investigator
Waste Management Engineer
Wastewater Treatment Plant Attendant
Wastewater Treatment Plant Operator
Water Maintenance Worker
Water Superintendent
Water Supervisor
Water Treatment Operator
Water Treatment Plant Manager
Welder
Welding Supervisor
Wind Generating Installer