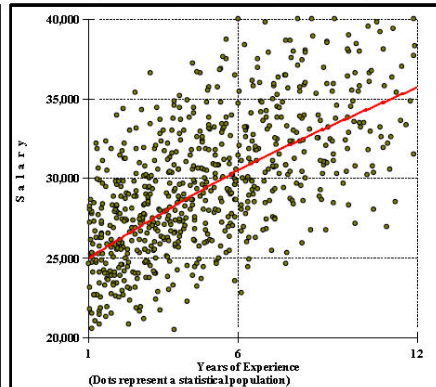


**ERI's 2013 Top Management and Executive Salary Survey** provides market-based pay data for 52 benchmark jobs in this 100+ page publication. Input was received from organizations located in multiple states and the District of Columbia. The effective date of the data is March 31, 2013.

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
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
	Work Schedule O	Climbing N	Wet and/or Humid N
<b>Literacy Demands</b>	Work Routine F	Balancing N	Noise Intensity Level 2
Mathematics Level 2	Work Distractions F	Stooping N	Vibration N
Language Level 3	Work Decisions O	Kneeling N	Atmospheric Conditions N
Reasoning Level 3	Work Completion F	Crouching N	Proximity to Moving Parts N
<b>Aptitudes</b>	<b>Social Interaction</b>	Crawling N	Exposure to Electrical Shock N
General Learning Ability 3	Public Interaction F	Reaching O	Working in High Places N
Verbal Aptitude 3	Assignment/Assistance F	Reaching Upward O	Exposure to Radiation N
Numeric Aptitude 2	Work Review O	Reaching Downward O	Working With Explosives N
Spatial Aptitude 2	Peer Interaction F	Handling O	Exposure to Toxic Chemicals N
Form Perception 2	Work Behavior F	Fingering O	Exposure to Biohazards N
Clerical Perception 3	<b>Adaptation</b>	Feeling N	Other Environmental Conditions N
Motor Coordination 2	Adaptation to Change O	Keyboard Use F	<b>Additional Measures</b>
Finger Dexterity 3	Hazard Awareness O	Talking F	Creativity O
Manual Dexterity 2	Travel O	Hearing O	Administrative Activity O
Eye-Hand-Foot Coord. 2	Independent Planning O	Tasting/Smelling N	Discretion/Independent Judgment F
Color Discrimination 1		Near Acuity N	

\* 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:	eDOT Title:		OES Area:		SOC Job Family:		Codes:		
	Receptionist	US - National	Receptionists and Information Clerks	eDOT Code:	237.367-038	OES Code:	193000700000	SOC Code:	434171
	<b>Total</b>	<b>White</b>	<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>	
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	\$253,585
Medical Director	\$319,735
Top Merchandising Planner	\$223,507

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

## Benchmark Job List

Chief Executive Officer	Top Government Sales Executive
Chief Financial Officer	Top Industrial Plant Officer
Chief Human Resources Officer	Top Internal Auditor
Chief Manufacturing Officer	Top Investor Relations Executive
Chief Marketing & Sales Officer	Top IT Officer
Chief Operating Officer	Top Labor Relations Officer
Chief Security Officer	Top Legal Officer
Controller, Top Corporate	Top Long-Range Planning Executive
Corporate Treasurer	Top Marketing Officer
e-Commerce Top Officer	Top Medical Services Executive
Executive Vice President	Top Merchandising Officer
Materials Director	Top Merchandising Planner
Medical Director	Top Mergers & Acquisitions Executive
Medical Practice Administrator	Top Nursing Executive
Top Administrative Officer	Top Product Development Officer
Top Advertising Officer	Top Public Relations Officer
Top Circulation Officer	Top Purchasing Officer
Top Construction Officer	Top Quality Control Executive
Top Contracts Executive	Top Real Estate Officer
Top Corporate Tax Officer	Top Regulatory Affairs Executive
Top Credit Officer	Top Research Officer
Top Customer Service Officer	Top Risk Management Executive
Top Editorial Officer	Top Sales Officer
Top Engineering Officer	Top Transportation Officer
Top Environmental Officer	Vice President
Top Estimating Officer	
Top Government Affairs Officer	