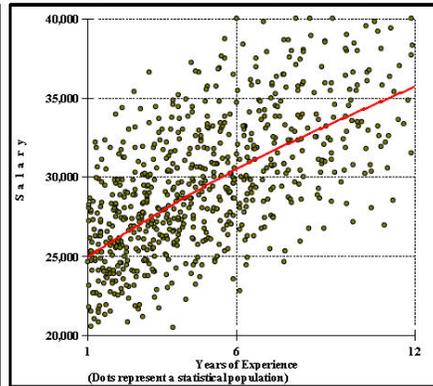


ERI's 2013 Supervisory Management Salary Survey provides market-based pay data for 157 benchmark jobs in this 300+ page publication. Input was received from organizations located in multiple states and the District of Columbia. The effective date of the data is March 31, 2013.

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		\$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 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	Understanding & Memory	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
Worker Functions	Sustained Concentration & Persistence	Walking O	Environmental Conditions
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
Literacy Demands	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
Aptitudes	Work Completion F	Crouching N	Proximity to Moving Parts N
General Learning Ability 3	Social Interaction	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	Adaptation	Feeling N	Other Environmental Conditions N
Finger Dexterity 3	Adaptation to Change O	Keyboard Use F	Additional Measures
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:	eDOT Title:		OES Area:		SOC Job Family:		Codes:	
	Receptionist	eDOT Code:	US - National	OES Code:	Receptionists and Information Clerks	SOC Code:	237.367-038	193000700000
							434171	
	Total	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	Hispanic or Latino	Alaska Native	Two or More Races
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
Physical Therapy Supervisor	\$85,310
Account Supervisor	\$76,673
Maintenance Supervisor	\$69,318
Art Supervisor	\$67,555
Painting Supervisor	\$61,887
Yard Foreman	\$55,164

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

Benchmark Job List

<p>Account Installation Supervisor</p> <p>Account Supervisor</p> <p>Accounting Supervisor (Professional)</p> <p>Accounts Payable Supervisor</p> <p>Accounts Receivable Supervisor</p> <p>Administrative Engineering Supervisor</p> <p>Advertising Production Supervisor</p> <p>Advertising Supervisor</p> <p>Applications Programming Supervisor</p> <p>Art Supervisor</p> <p>Assembly Line Foreman</p> <p>Assembly Supervisor</p> <p>Attorney Legal Supervisor</p> <p>Banking Supervisor Lending Activities</p> <p>Banking Teller Supervisor</p> <p>Benefits Supervisor</p> <p>Bindery Foreman</p> <p>Bookkeeping Supervisor</p> <p>Branch Office Supervisor</p> <p>Branch Store Supervisor</p> <p>Budget Supervisor</p> <p>Business Development Supervisor</p> <p>Business Office Supervisor</p> <p>Cable Supervisor</p> <p>Cargo Services Supervisor</p> <p>Carpenter Supervisor</p> <p>Check Processing Supervisor</p> <p>Chemical Engineering Supervisor</p> <p>Chemical Plant Supervisor</p> <p>Circulation Supervisor</p> <p>Claims Supervisor</p> <p>Clerical Supervisor</p> <p>Collection Supervisor</p> <p>Compensation & Benefits Supervisor</p>	<p>Compensation Supervisor</p> <p>Construction Engineering Supervisor</p> <p>Construction Foreman</p> <p>Contract Administration Supervisor</p> <p>Cost Accounting Supervisor</p> <p>Cost Estimating Supervisor</p> <p>Credit & Collection Supervisor</p> <p>Credit Supervisor</p> <p>Customer Service Supervisor</p> <p>Data Control Supervisor</p> <p>Data Entry Supervisor</p> <p>Design Engineering Supervisor</p> <p>Distribution Supervisor</p> <p>Document Imaging Supervisor</p> <p>Drafting Supervisor</p> <p>Economic Analysis Supervisor</p> <p>EDP Audit Supervisor</p> <p>EEO Supervisor</p> <p>Employee Services Supervisor</p> <p>Employee Training Supervisor</p> <p>Employment Supervisor</p> <p>Engineering Supervisor</p> <p>Environmental Engineering Supervisor</p> <p>Financial Analysis Supervisor</p> <p>Fleet Supervisor</p> <p>Food Services Supervisor</p> <p>Foreman</p> <p>Foreman Assistant</p> <p>General Maintenance Supervisor</p> <p>Government Affairs Supervisor</p> <p>Graphic Supervisor</p> <p>Hardware Design Supervisor</p> <p>Health & Fitness Supervisor</p> <p>Housekeeping Supervisor</p>
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HRIS Supervisor
Human Resources Supervisor
Installation Manager
Insurance Supervisor
Internal Auditing Supervisor
Inventory Control Supervisor
Investigation Supervisor
Investor Relations Supervisor
Labor Relations Supervisor
Laboratory Supervisor
Landscape Supervisor
Line Supervisor
Line Supervisor Telephone
Machine Shop Supervisor
Maintenance Supervisor
Management Development Supervisor
Manufacturing Engineering Supervisor
Market Research Supervisor
Marketing Information Supervisor
Materials Supervisor
Mechanic Foreman
Media Supervisor
Medical Services Supervisor
Merchandising Supervisor
Mine Foreman
Motor Vehicle Supervisor
Nursing Shift Supervisor
Occupational Health Nursing Supervisor
Occupational Therapy Supervisor
Office Supervisor
Operations Research Supervisor
Operations Supervisor
Order Processing Supervisor
Organization Analysis Supervisor
Package Design Supervisor
Packaging Supervisor
Painting Supervisor
Payroll Supervisor
PC Supervisor
Physical Therapy Supervisor
Plant Assistant Manager
Plant Supervisor
Plumber Supervisor
Print Shop Foreman
Printing Supervisor
Processing Equipment Operations Supervisor
Production Foreman
Production Planning & Control Supervisor
Production Supervisor
Property Management Supervisor
Public Relations Supervisor
Purchasing Supervisor
Quality Assurance Supervisor IT
Quality Control Supervisor/Administrator
Recreation Supervisor
Rehabilitation Services Supervisor
Research & Development Supervisor (Non-Technical)
Research & Development Supervisor (Technical)
Risk Management Supervisor
Safety Supervisor
Sales Order Supervisor
Sales Supervisor
Sales Training Supervisor
Secretarial Supervisor
Security Supervisor
Sewage Facilities Supervisor
Sheet Metal Supervisor
Shipping & Receiving Supervisor
Software Design Supervisor
Supervisor Files
Systems Analysis Supervisor
Tax Compliance Supervisor
Tax Research Supervisor
Technical Writers Supervisor
Telephone Dispatch Supervisor
Telephone Operator Chief
Test Engineering Supervisor
Title Supervisor
Tool & Die Shop Supervisor
Trade Relations Supervisor
Traffic Supervisor
University Laboratory Supervisor
Utilities Superintendent
Valet Parking Supervisor
Vendor Quality Supervisor
Warehouse Supervisor
Water Supervisor
Welding Supervisor
Yard Foreman