

2016 OFFICE, CLERICAL, & TECHNICAL SURVEY

Annual Salary & Benefits Survey



Midwest (Illinois, Iowa, Wisconsin)

Published: June 2016

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Including data
compiled
regionally by:



2016 Office, Clerical, and Technical Survey (Formerly “Nonexempt Wage Survey”)

One Volume, Six Sections:

- I. Introduction
- II. Midwest (Wisconsin, Minnesota, Illinois, Iowa)
- III. Wisconsin
- IV. Minnesota
- V. Illinois
- VI. Appendix

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Complimentary to participating MRA members

Confidential Survey Report

This survey is provided with the understanding that the information will:

- *Remain strictly confidential*
- *Be restricted to authorized personnel only*
- *Not be used in collective bargaining or grievance proceedings*
- *Protect organizational identity completely*

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2016 Office, Clerical, and Technical Survey

Section IV: Minnesota

Survey Profile: Minnesota

Number of Organizations Reporting Data	300
Number of Organizational Units/Divisions ¹	335
Number of Employees Reported in the Survey	10,502

Organizations:

Industry Type:

Manufacturing – Union	15
Manufacturing – Non-Union	134
Services ²	114
Financial Activities	12
Health Care/Health Services	15
Goods Producing, Non-Mfg. ³	10

Annual Gross Sales/Revenue:

Less than \$10,000,000	43
\$10,000,000 to \$24,999,999	62
\$25,000,000 to \$49,999,999	54
\$50,000,000 to \$99,999,999	46
\$100,000,000 to \$249,999,999	50
\$250,000,000 and Greater	45

Profit Status:

Profit	254
Non-Profit	41
Public Sector	5

Reporting Organizations/Units:

Employment Size:

Less than 100 employees	123
100 to 249 employees	93
250 to 499 employees	64
500 to 999 employees	21
1,000 employees or more	34

Geographic Area:

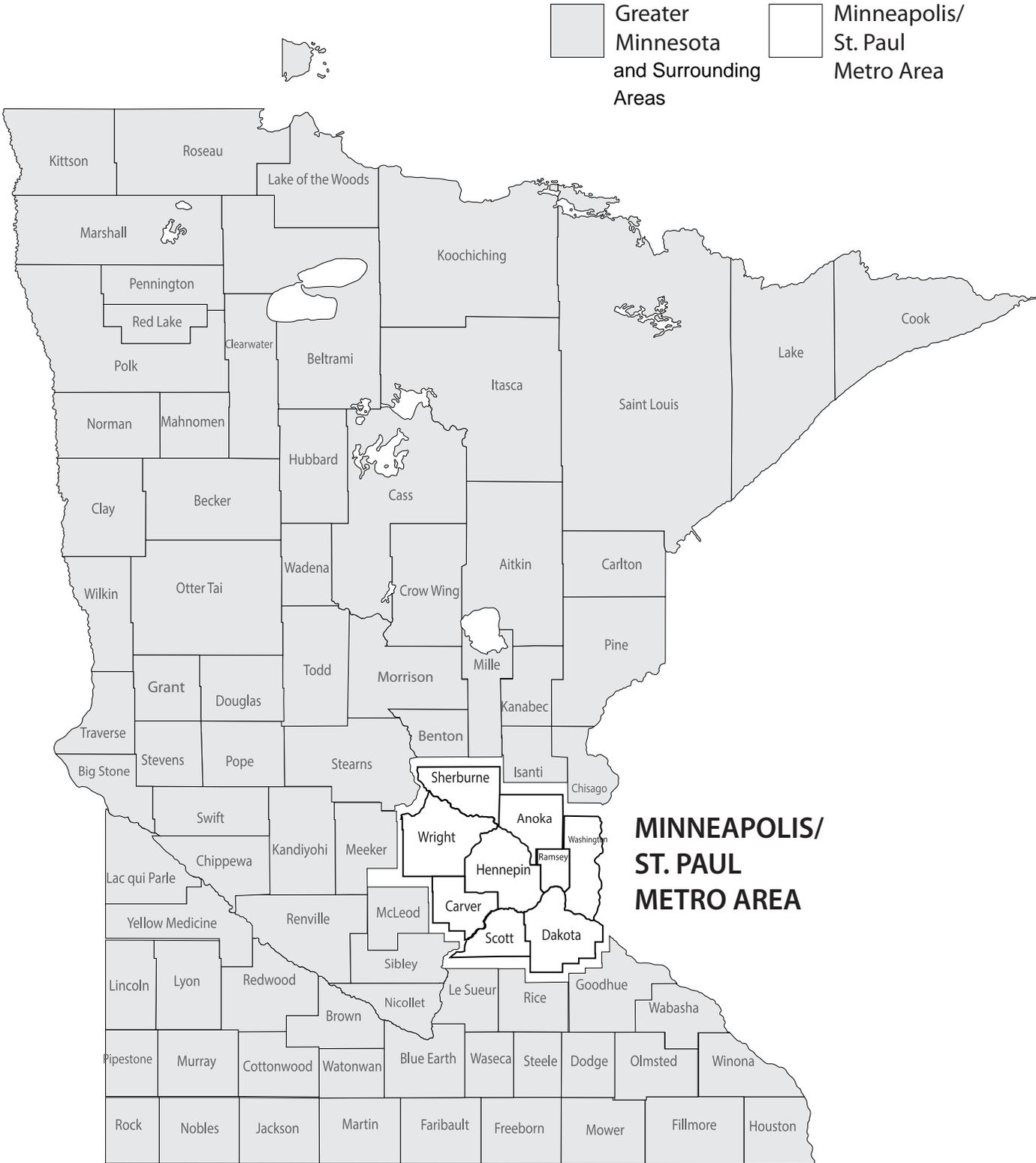
Minneapolis/St. Paul Metro Area	262
Greater Minnesota (Non-Metro)	73

¹ Some participants reported in more than one location or more than one unit/division.

² Services include Retail Trade (8), Wholesale Trade (26), Transportation/Warehousing (9), Information/Communication/Broadcasting (4), Professional/Business Services (15), Education Services (7), Social Services (12), Leisure/Hospitality Services (6), Public Administration (2), and Services not elsewhere classified (25).

³ Goods Producing, Non-Manufacturing includes Natural Resources/Mining (0), Utilities (4), and Construction (6).

Minnesota Regions



Participant List

This list is organized alphabetically.

Minneapolis/St. Paul Metropolitan Area

AbelConn LLC	Caribou Technologies	Fiduciary Real Estate Development Inc
AbeTech	Carisch Inc.	Firefly Credit Union
AccessAbility Inc.	Cash Register Sales Inc.	FMH Inc.
Activar Inc.	Catallia Mexican Foods LLC	Franklin Energy Services LLC
ADO Products	Cenco Inc.	Fraser Steel Company
Advantage Management Corporation	Center For Diagnostic Imaging	Free Spirit Publishing Inc.
AgriBank FCB	Clearfield Inc.	Gage Marketing Group
Agropur Inc.	CommonBond Communities	Gamer Packaging Inc.
American Craft Council	Communications Systems Inc.	Gartner Refrigeration & Mfg Inc.
Anagram International Inc.	Control Corporation	GearGrid LLC
Anchor Bank N.A.	ConAgra Foods	General Parts LLC
Anderson Dahlen Inc.	Control Concepts Inc.	Glamos Wire Products
Animal Humane Society	Control Products Inc.	Great Clips Inc.
Annex Medical Inc.	Cortec Corporation	Great Lakes Educational Loan
APG Cash Drawer LLC	Corval Group Inc.	Greater Twin Cities United Way
Applied Products Inc.	Coughlan Companies Inc.	Gregory's Foods Inc.
ARKRAY USA Inc.	Cretex Companies Inc.	Hamon Deltak Inc.
Asset Marketing Services LLC	Culligan Soft Water	Hanratty & Associates
Auer Steel & Heating Supply Company	Dahlheimer Beverage LLC	HealthPartners
Augsburg College	Dakota Electric Association	HelpSystems LLC
Avtex Solutions LLC	Danfoss	Heraeus Medical Components
Bauer Welding and Metal Fabricators	Data Sales Co. Inc.	Hoglund Bus Company
Bergari Solutions	Dimation Inc.	Holmberg Company Inc.
BERMO Inc.	Dow Chemical	Huot Manufacturing Company
Bernatello's Pizza	Dura Supreme Inc.	INCERTEC
Birchwood Laboratories LLC	Dynamic Air Inc.	Independent Packing Services
BLM Technologies Inc.	E.A. Sween Company	Industrial Door Co. Inc.
Bondhus Corporation	ECM Publishers Inc.	Industrial Fabrics Corporation
Bongards Creameries	Ecumen	Industrial Hygiene Services Corporation
Boulay PLLP	Edco Products Inc.	IPC Eagle Corporation
Boyer Ford Trucks	Egan Company	Jockey International Inc
Braun Intertec Corporation	Emerson Process Management	Karl Dungs Inc.
Brookdale Plastics Inc.	Entegree Engineering Technical Group	Katun Corporation
Brownsworth Incorporated	Entegris Inc.	Kelle Company
Bulk Reef Supply	Equus Holdings	Key Surgical Inc.
Burns Engineering Inc.	Ever-Green Energy	Kurt Manufacturing Company
Canterbury Park Holding Corporation	Factory Motor Parts	L&S Electric Inc
Canvas Health Inc.	FamilyMeans	Lakeview Industries Inc.
CaptionMax Inc.	Famous Daves of America	Lawrence Merchandising
Cargill Kitchen Solutions	Federal Reserve Bank of Minneapolis	Learners Edge LLC
	Feed My Starving Children	Lexington Manufacturing Inc.

Participant List

Minneapolis/St. Paul Metropolitan Area *(continued)*

Lifetrack Resources Inc.	Nevers Industries Inc.	SPIRE Credit Union
Lifeworks Services Inc.	New French Bakery	St. Croix Forge Inc.
Linders Specialty Company Inc.	Nol-Tec Systems Inc.	Stan Koch & Sons Trucking Inc.
Logistics Planning Services	Northland Group Inc.	Stein Industries
Lubrication Technologies Inc.	Nott Company	Symbology Incorporated
Lutheran Social Service of Minnesota	NuAire Inc.	Tescom Corporation
Malco Products Inc.	OMNI Workspace	The Boelter Companies Inc
Mall of America Management Office	Open Systems International Inc. (OSI)	The Merco Group Inc
Marshall W Nelson & Associates Inc	Opportunity Partners Inc.	The Minneapolis Institute of Arts
Mate Precision Tooling	Oxygen Service Company	The Salvation Army
Mead Metals Inc.	PAI	The Specialty Manufacturing Company
Mednet Solutions	Pakor Inc.	The Thymes
Metal-Matic Inc.	PaR Systems Inc.	Toll Company
MGS Machine Corporation	Park Dental	Tolomatic Inc.
Midwest Machinery Company Inc.	Pediatric Home Service	Tonka Equipment Company
Midwest Sign & Screen Printing Supplies	Phillips & Temro Industries Inc.	Top Tool Company
Midwest Special Services Inc.	Physical Electronics USA Inc.	Transport Corporation of America
Milestone AV Technologies LLC	Pohlad Companies	TreeHouse Private Brands
Milk Specialties Global	Power Electric Distribution Inc.	TSI Inc.
Minneapolis Clinic of Neurology	Prince Castle Inc.	TURCK Inc.
Minneapolis College of Art & Design	Priority Envelope Inc.	Turfco Mfg. Inc.
Minneapolis Medical Research Foundation	Productivity Inc.	Twin Cities Spine Center
Minneapolis Public Housing Authority	ProMed Molded Products Inc.	Twin City Die Casting Company
Minnesota Air	Quadion LLC	Twin City Fan Companies LTD
Minnesota Eye Consultants P.A.	Quality Metalcrafts LLC	UCare Minnesota
Minnesota Rural Electric Association	Quality Tool Inc.	UMC Inc.
Minnetonka Moccasin Co. Inc.	Redpath and Company	Uni-Systems Engineering Inc.
Mitchell Hamline School of Law	Ridgeview Medical Center	United Bankers' Bank
MME Group	Rigid Hitch Inc.	United Hardware Distributing Comp
Modern Molding Inc.	Ritchie Engineering Company Inc.	United States Distilled Products
Modern Tool Inc.	Ritrama Inc.	University of St. Thomas
Modernistic Inc.	Satellite Shelters Inc.	Varitronics LLC
Molin Concrete Products Company	Savillex Corporation	Viking Drill & Tool Inc.
Morrissey Inc.	Scherer Bros. Lumber Co.	Viking Materials Inc.
Mo-Tech Corp.	Securian Financial Group	Walter G. Anderson Inc.
Motion Tech Automation LLC	SFM Mutual Insurance	Waterous Company
MultiSource Mfg LLC	Shakopee Public Utilities Commissions	Whirltronics Inc.
Multi-Tech Systems Inc.	Sico America Inc.	Wilder Foundation
	Sign-Zone Inc.	Williams Sound LLC.
	Skyline Displays Inc.	Wipaire
	SMSC Gaming Enterprise (Mystic Lake)	Wolkerstorfer Co. Inc.
	SouthWest Transit	Workers' Compensation Reinsurance (WCRA)
	Special Systems Design Inc.	

Participant List

Minneapolis/St. Paul Metropolitan Area *(continued)*

World Data Products Inc.	Wurth Adams
Wunderlich-Malec Engineering Inc.	Youth Frontiers Inc.

Greater Minnesota and Surrounding Areas

Advanced Coil Technology LLC	Franklin Energy Services LLC	Prinsco Inc.
Alexandria Industries	Gemini Inc.	Pro Fabrication Inc.
Anchor Bank N.A.	General Parts LLC	Quadion LLC
Batteries Plus Bulbs LLC	Great Lakes Educational Loan	Red Wing Shoe Company Inc.
Bauer Built Inc	Harvest Land Cooperative	Riedell Shoes Inc.
Bernick's Management Company	Hiawatha Rubber Co.	Schwartz Farms Inc.
Blattner Energy Inc.	Innovance (Lou-Rich/Almco)	Schwickert's Tecta America
Bongards Creameries	Jones Metal Inc.	Spader Business Management
C4 Welding Inc.	Joy Global	St. Cloud Window Inc.
Center For Diagnostic Imaging	L&S Electric Inc	St. Olaf College
CentraCare Health	Lake of the Woods County	Steffes Corporation
Christensen Farms & Feedlots Inc.	Lester Building Systems LLC	Talon Innovations
CommonBond Communities	Lexington Manufacturing Inc.	The Aagard Group LLC
Condux International Inc.	Lutheran Social Service of Minnesota	The Salvation Army
Cortec Corporation	Mankato Clinic Ltd.	Thermo-Tech Windows
Corval Group Inc.	Midwest Machinery Company Inc.	Treasure Island Resort & Casino
Cottonwood County	Milk Specialties Global	Tri-County Action Programs Inc.
Coughlan Companies Inc.	Millerbernd Manufacturing	Twin City Die Casting Company
Crenlo	Minnesota River Area Agency on Aging(R) Inc.	Twin City Fan Companies LTD
Crest Healthcare Supply	MTU Onsite Energy Corporation	Uline Inc
Cretex Companies Inc.	Nahan Printing Inc.	Vetter Stone Company
Culligan Soft Water	Nott Company	VITAL Work-Life
DCI Inc	Opportunity Matters Inc.	Wenger Corporation
Douglas Scientific LLC	Park Industries Inc.	Wisconsin Lutheran Child and Family Service - WLCFS
ECM Publishers Inc.	Park Manufacturing Corp	Wurth Adams
Electrical Builders Inc.	Plastic Products Co. Inc.	
Factory Motor Parts		

Positions Reported

The following positions have reportable wage data. Jobs not listed here had **no data reported** (no companies submitted data on the position) or **insufficient data reported** (too few companies reported data, per anti-trust guidelines followed by MRA). See Statistical Parameters for further information on reporting guidelines. For a complete list of positions surveyed, please see the appendix at the end of this survey volume.

Hourly Wage Data – by Position 513 – 627

Accounting

Job Code		Page
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10.060	Accounts Payable Clerk	517
10.070	Accounts Receivable Clerk.....	518
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12.082	Help Desk I (Entry)	529
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Payroll and Timekeeping

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13.030	Payroll Clerk II (Experienced).....	535
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Human Resources and Employee Services

(For nursing and healthcare positions, see Clinical job family)

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14.030	Human Resource Assistant	538
14.040	Human Resource Clerk	539

Positions Reported *(continued)*

Sales, Advertising, Order and Billing

Job Code		Page
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15.050	Customer Service Representative I (Entry).....	541
15.051	Customer Service Representative II (Experienced).....	542
15.060	Customer Service Representative III (Advanced).....	543
15.079	Events Coordinator.....	544
15.080	Export Coordinator.....	545
15.090	Sales/Marketing Assistant.....	546
15.100	Order Analyst, Senior.....	547
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15.120	Order Clerk.....	549
15.160	Sales Correspondent, Senior.....	550
15.170	Sales Correspondent, Junior.....	551
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18.090	Traffic Clerk.....	573

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Positions Reported *(continued)*

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20.030	General Clerk I (Entry).....	579
20.040	Records Clerk II	580
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20.080	Mail Clerk.....	582
20.100	Office Person – Multi Function (Small Company)	583
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Manufacturing and Industrial Engineering

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21.050	Programmer (N.C./C.N.C.), Junior	592

Designing, Drafting and Technical

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22.080	Detail Drafter, Junior.....	598
22.090	Layout Drafter, Senior	599
22.100	Layout Drafter, Junior	600
22.110	Electronic Technician, Senior	601
22.120	Electronic Technician, Junior.....	602
22.130	Engineering Technician (R&D), Senior	603
22.140	Engineering Technician (R&D), Junior	604
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22.260	Quality Control Technician, Senior.....	610
22.270	Quality Control Technician, Junior	611
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In-House Graphics and Printing

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23.011	Graphic Artist, Senior	615
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Positions Reported *(continued)*

Service Sector

Job Code		Page
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Clinical / Office Support

26.010	Clinic Office Support	619
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26.030	Medical Assistant	621
26.040	Medical Records Clerk	622
26.050	Patient Account Representative	623
26.060	Scheduler	624

Clinical

27.010	Licensed Practical Nurse (LPN)	625
27.020	Registered Nurse (RN)	626
27.050	Pharmacy Technician	627

2016 Office, Clerical, and Technical Survey - Minnesota

(10.030) Accounting Clerk III (Advanced)

Third of three levels of nonexempt accounting. The job typically requires 5+ years of accounting training and experience, or equivalent. This job may be called Accounting Technician or Senior Accounting Clerk. Incumbents at this level are qualified to work in all phases of accounting. However, in a large organization work may be specialized. Incumbents make non-routine choices within established precedent and with limited supervision. A higher level of computer skill is required, including mastery of the internal accounting package and strong spreadsheet skills. At this level, incumbents will assist with monthly trial balances and custom report generation involving intermediate levels of financial analysis using generally prescribed procedures. Incumbents may provide technical direction and work review to lower level accounting staff, but do not provide complete supervision. Do not report staff with four-year degrees in accounting or a closely related field.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	47	67	\$24.39	\$23.82	\$21.85	\$23.00	\$25.58	17	18	13	14	\$2,775	8	9	5.2%	\$24.75	\$24.10	\$21.85	\$23.19	\$25.84
Geographic Area																				
Minnesota	47	67	\$24.39	\$23.82	\$21.85	\$23.00	\$25.58	17	18	13	14	\$2,775	8	9	5.2%	\$24.75	\$24.10	\$21.85	\$23.19	\$25.84
Minneapolis/St. Paul Metro Area	41	58	\$24.73	\$24.06	\$22.09	\$23.06	\$25.91	15	16	12	13	\$2,835	7	8	5.4%	\$25.12	\$24.36	\$22.23	\$23.30	\$26.34
Greater Minnesota (Non-Metro)	6	9	\$22.07	\$22.14	\$18.95	\$21.85	\$24.48	2	2	1	1	-	1	1	-	\$22.23	\$22.28	\$19.83	\$21.85	\$24.48
Company Size (Employees)																				
Less than 100 employees	12	16	\$26.15	\$25.33	\$22.02	\$23.88	\$25.75	4	4	2	2	-	1	1	-	\$26.26	\$25.41	\$22.02	\$24.04	\$25.75
100 to 249 employees	15	17	\$24.25	\$23.87	\$19.82	\$22.46	\$26.88	7	8	6	7	\$3,621	4	5	-	\$24.96	\$24.58	\$20.98	\$22.59	\$27.46
250 to 499 employees	10	14	\$24.02	\$23.18	\$20.19	\$22.48	\$26.72	3	3	3	3	-	3	3	-	\$24.38	\$23.44	\$20.29	\$22.78	\$27.04
500 to 999 employees	4	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	6	15	\$24.00	\$23.60	\$22.26	\$23.03	\$25.81	3	3	2	2	-	0	0	-	\$24.28	\$23.78	\$22.26	\$23.30	\$26.20
Industry																				
Manufacturing - Union	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	14	18	\$23.72	\$23.30	\$21.04	\$22.33	\$24.94	4	4	2	2	-	3	3	-	\$23.86	\$23.41	\$21.04	\$22.57	\$24.94
Services	24	33	\$23.74	\$23.34	\$20.82	\$23.01	\$24.86	10	11	9	10	\$2,312	4	5	-	\$24.14	\$23.68	\$21.01	\$23.19	\$25.80
Financial Activities	1	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Health Care / Health Services	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	5	5	\$29.44	\$29.44	\$24.71	\$28.00	\$34.90	2	2	1	1	-	0	0	-	\$29.54	\$29.54	\$24.71	\$28.00	\$35.14
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	4	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	10	14	\$23.79	\$23.46	\$21.63	\$22.81	\$26.16	3	3	1	1	-	0	0	-	\$23.87	\$23.51	\$21.63	\$23.17	\$26.16
\$25,000,000 to \$49,999,999	8	9	\$27.56	\$27.08	\$22.62	\$24.05	\$31.21	2	2	1	1	-	2	2	-	\$27.73	\$27.23	\$23.23	\$24.05	\$31.21
\$50,000,000 to \$99,999,999	11	14	\$24.12	\$23.95	\$20.26	\$24.42	\$25.88	4	4	3	3	-	2	2	-	\$24.51	\$24.26	\$20.62	\$24.42	\$26.78
\$100,000,000 to \$249,999,999	10	13	\$24.21	\$23.45	\$20.47	\$22.26	\$27.74	3	3	3	3	-	2	2	-	\$24.83	\$23.92	\$20.47	\$22.55	\$28.26
\$250,000,000 and Greater	5	13	\$21.98	\$21.73	\$19.40	\$21.69	\$25.63	3	4	3	4	-	2	3	-	\$22.65	\$22.45	\$20.80	\$21.93	\$25.70
Profit Status																				
Profit	34	49	\$23.72	\$23.35	\$21.90	\$22.83	\$24.74	14	15	10	11	\$3,126	7	8	5.6%	\$24.16	\$23.68	\$21.93	\$23.11	\$25.12
Non-Profit	10	12	\$24.54	\$24.13	\$21.69	\$24.01	\$27.01	3	3	3	3	-	1	1	-	\$24.76	\$24.31	\$21.69	\$24.19	\$27.69
Public Sector	3	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

2016 Office, Clerical, and Technical Survey - Minnesota

(10.031) Accounting Clerk II (Experienced)

Second of three levels of accounting clerical work. The job typically requires a general understanding of accounting principles commensurate with 2+ years of accounting training or experience, or equivalent. In larger departments this level may specialize in accounts payable, accounts receivable or another area of accounting. Incumbents make routine choices within established procedures. Incumbents perform basic troubleshooting to reconcile account balances and inquiry to obtain missing information or verify unusual data. An intermediate level of computer skill is required, usually involving use of an accounting software package and spreadsheets to enter, compile or extract data. Work is relatively independent, with supervision available to address non-routine questions.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg Wtd Avg P25 Median P75					Eligible		Actual			Target			Un-Wtd Avg Wtd Avg P25 Median P75				
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	83	136	\$20.77	\$20.48	\$18.24	\$20.07	\$22.36	36	53	29	44	\$2,539	21	32	5.7%	\$21.13	\$20.87	\$18.44	\$20.30	\$23.14
Geographic Area																				
Minnesota	83	136	\$20.77	\$20.48	\$18.24	\$20.07	\$22.36	36	53	29	44	\$2,539	21	32	5.7%	\$21.13	\$20.87	\$18.44	\$20.30	\$23.14
Minneapolis/St. Paul Metro Area	66	112	\$21.44	\$20.94	\$18.82	\$20.54	\$22.67	28	43	24	38	\$2,603	15	24	6.0%	\$21.82	\$21.37	\$19.01	\$21.00	\$23.75
Greater Minnesota (Non-Metro)	17	24	\$18.19	\$18.31	\$16.22	\$18.23	\$19.15	8	10	5	6	\$2,109	6	8	4.7%	\$18.44	\$18.57	\$16.57	\$18.70	\$20.16
Company Size (Employees)																				
Less than 100 employees	26	31	\$21.00	\$21.14	\$19.10	\$21.00	\$22.70	13	16	9	12	\$1,243	6	8	3.9%	\$21.23	\$21.38	\$19.95	\$21.24	\$23.32
100 to 249 employees	25	37	\$20.68	\$20.53	\$18.00	\$19.91	\$23.43	15	21	14	18	\$2,974	8	9	6.9%	\$21.34	\$21.22	\$18.12	\$20.51	\$24.45
250 to 499 employees	15	23	\$20.18	\$20.37	\$18.16	\$20.76	\$21.87	5	10	4	9	-	5	10	4.7%	\$20.39	\$20.77	\$18.16	\$21.09	\$23.18
500 to 999 employees	7	10	\$20.45	\$20.26	\$17.89	\$19.33	\$21.57	0	0	0	0	-	0	0	-	\$20.45	\$20.26	\$17.89	\$19.33	\$21.57
1,000 employees or more	11	35	\$21.17	\$20.07	\$18.32	\$19.44	\$21.29	3	6	2	5	-	2	5	-	\$21.56	\$20.42	\$18.62	\$19.56	\$22.74
Industry																				
Manufacturing - Union	3	5	-	-	-	-	-	3	5	3	4	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	36	51	\$20.16	\$20.42	\$18.69	\$20.18	\$21.48	17	28	14	25	\$2,576	11	19	5.9%	\$20.59	\$21.03	\$19.00	\$20.36	\$22.93
Services	33	63	\$20.88	\$20.05	\$18.00	\$19.51	\$22.00	12	16	9	12	\$2,160	7	10	4.2%	\$21.13	\$20.25	\$18.00	\$19.98	\$22.36
Financial Activities	4	7	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Health Care / Health Services	3	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	4	5	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	6	11	\$19.37	\$19.27	\$17.65	\$18.67	\$22.53	1	1	0	0	-	0	0	-	\$19.37	\$19.27	\$17.65	\$18.67	\$22.53
\$10,000,000 to \$24,999,999	15	17	\$21.47	\$21.55	\$19.90	\$21.16	\$23.32	8	10	6	8	\$1,384	3	4	-	\$21.77	\$21.86	\$20.60	\$21.24	\$23.63
\$25,000,000 to \$49,999,999	20	27	\$20.56	\$20.90	\$18.54	\$20.52	\$21.87	9	15	8	14	\$1,907	6	11	4.5%	\$20.90	\$21.41	\$18.94	\$21.09	\$22.93
\$50,000,000 to \$99,999,999	15	29	\$20.44	\$20.30	\$17.73	\$19.71	\$24.06	6	9	5	8	\$2,552	4	5	-	\$20.84	\$20.69	\$17.73	\$19.75	\$24.50
\$100,000,000 to \$249,999,999	14	20	\$21.63	\$21.06	\$18.44	\$20.13	\$23.63	7	10	6	7	\$3,287	3	4	-	\$22.08	\$21.63	\$18.50	\$21.29	\$24.02
\$250,000,000 and Greater	13	32	\$20.39	\$20.17	\$19.01	\$19.59	\$21.12	5	8	4	7	-	5	8	6.4%	\$20.87	\$20.60	\$19.05	\$19.86	\$22.62
Profit Status																				
Profit	64	102	\$20.68	\$20.49	\$18.33	\$20.12	\$22.36	32	48	25	39	\$2,695	18	28	6.1%	\$21.11	\$20.99	\$18.70	\$20.58	\$23.32
Non-Profit	16	31	\$20.60	\$20.12	\$18.00	\$19.51	\$21.53	4	5	4	5	-	3	4	-	\$20.76	\$20.23	\$18.00	\$19.51	\$21.53
Public Sector	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

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(10.040) Accounting Clerk I (Entry)

First of three levels of accounting clerical work. The job typically requires reading, communication and math skills commensurate with a high school education or GED and no previous accounting experience, or equivalent. Work is task oriented, routine and repetitive, such as matching bills to purchase orders or entering data. Much of the time is spent using a keyboard. Follows instructions and is subject to close supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	30	43	\$17.88	\$17.92	\$16.03	\$18.20	\$19.50	10	20	4	10	-	6	15	4.3%	\$17.94	\$18.07	\$16.28	\$18.22	\$19.81
Geographic Area																				
Minnesota	30	43	\$17.88	\$17.92	\$16.03	\$18.20	\$19.50	10	20	4	10	-	6	15	4.3%	\$17.94	\$18.07	\$16.28	\$18.22	\$19.81
Minneapolis/St. Paul Metro Area	28	36	\$17.70	\$17.67	\$16.01	\$17.85	\$19.11	9	14	3	4	-	5	9	3.9%	\$17.74	\$17.71	\$16.01	\$17.85	\$19.11
Greater Minnesota (Non-Metro)	2	7	-	-	-	-	-	1	6	1	6	-	1	6	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	7	10	\$18.38	\$18.18	\$15.72	\$18.08	\$19.63	2	5	1	2	-	2	5	-	\$18.47	\$18.31	\$15.72	\$18.08	\$20.22
100 to 249 employees	10	12	\$16.81	\$16.84	\$15.49	\$17.38	\$18.26	5	7	1	1	-	2	3	-	\$16.86	\$16.88	\$15.49	\$17.38	\$18.53
250 to 499 employees	8	8	\$18.42	\$18.42	\$15.58	\$18.86	\$20.72	1	1	1	1	-	1	1	-	\$18.43	\$18.43	\$15.58	\$18.86	\$20.72
500 to 999 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	3	11	-	-	-	-	-	2	7	1	6	-	1	6	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	2	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	13	19	\$17.53	\$17.63	\$15.62	\$18.24	\$19.40	4	10	2	7	-	3	9	-	\$17.59	\$17.82	\$15.73	\$18.24	\$19.70
Services	13	16	\$17.77	\$17.67	\$15.93	\$17.53	\$19.21	4	7	2	3	-	3	6	-	\$17.85	\$17.77	\$15.93	\$17.53	\$19.64
Financial Activities	2	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	4	5	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	7	8	\$19.11	\$19.18	\$16.62	\$19.19	\$20.49	2	3	1	2	-	1	2	-	\$19.19	\$19.33	\$16.62	\$19.48	\$20.74
\$25,000,000 to \$49,999,999	6	6	\$18.19	\$18.19	\$16.58	\$17.93	\$20.24	3	3	1	1	-	2	2	-	\$18.19	\$18.19	\$16.58	\$17.93	\$20.25
\$50,000,000 to \$99,999,999	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	7	9	\$15.79	\$15.81	\$14.76	\$16.00	\$17.96	2	4	1	1	-	1	3	-	\$15.86	\$15.87	\$14.76	\$16.00	\$18.16
\$250,000,000 and Greater	3	12	-	-	-	-	-	2	8	1	6	-	2	8	-	-	-	-	-	-
Profit Status																				
Profit	27	40	\$17.80	\$17.88	\$16.01	\$18.21	\$19.43	10	20	4	10	-	6	15	4.3%	\$17.87	\$18.03	\$16.09	\$18.26	\$19.79
Non-Profit	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(10.050) Accounting Clerk – Multi Function (for small companies)

Perform somewhat diversified statistical and clerical work involved in two or more of the following areas: payroll, accounts payable, accounts receivable, general accounting, cost accounting, or pricing. Perform at an intermediate level under prescribed procedures and accounting practices. Usually found in smaller organizations. Maintain various accounting related records, verify data received, and prepares necessary reports and accounting related transactions. Operate a computerized system.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	23	29	\$21.28	\$21.22	\$18.73	\$20.67	\$22.09	12	16	10	14	\$3,276	2	2	-	\$22.04	\$21.97	\$18.99	\$21.38	\$22.90
Geographic Area																				
Minnesota	23	29	\$21.28	\$21.22	\$18.73	\$20.67	\$22.09	12	16	10	14	\$3,276	2	2	-	\$22.04	\$21.97	\$18.99	\$21.38	\$22.90
Minneapolis/St. Paul Metro Area	19	23	\$22.03	\$22.01	\$19.52	\$21.00	\$24.00	11	15	9	13	\$3,497	2	2	-	\$22.93	\$22.94	\$20.49	\$21.80	\$24.00
Greater Minnesota (Non-Metro)	4	6	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	16	19	\$21.36	\$21.47	\$18.87	\$20.67	\$24.00	8	9	6	7	\$3,162	1	1	-	\$21.97	\$22.01	\$18.87	\$21.38	\$24.00
100 to 249 employees	4	7	-	-	-	-	-	3	6	3	6	-	1	1	-	-	-	-	-	-
250 to 499 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	2	2	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	9	9	\$21.23	\$21.23	\$19.20	\$20.67	\$23.33	4	4	3	3	-	2	2	-	\$22.37	\$22.37	\$19.20	\$21.23	\$26.09
Services	10	15	\$21.11	\$20.61	\$17.94	\$20.60	\$21.87	4	7	4	7	-	0	0	-	\$21.67	\$21.22	\$17.94	\$21.80	\$22.47
Financial Activities	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	4	4	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	10	13	\$21.68	\$21.76	\$18.73	\$20.67	\$23.89	6	7	4	5	-	1	1	-	\$22.03	\$22.08	\$18.73	\$21.23	\$24.14
\$25,000,000 to \$49,999,999	3	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	4	7	-	-	-	-	-	2	5	2	5	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	2	2	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	20	24	\$21.23	\$21.34	\$18.93	\$20.67	\$22.12	12	16	10	14	\$3,276	2	2	-	\$22.10	\$22.25	\$19.21	\$21.30	\$23.11
Non-Profit	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

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(10.060) Accounts Payable Clerk

Maintain accounts payable records, including editing, checking, and preparing accounts payable entries and tabulating control statistics. Verify invoices, compute discounts, code expenses, prepare vouchers for payment, remit invoices, and perform filing. Prepare account statements or other reports, as required.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	111	174	\$19.68	\$19.46	\$17.07	\$19.12	\$21.16	46	69	37	55	\$2,301	24	36	4.3%	\$20.02	\$19.81	\$17.34	\$19.21	\$21.41
Geographic Area																				
Minnesota	111	174	\$19.68	\$19.46	\$17.07	\$19.12	\$21.16	46	69	37	55	\$2,301	24	36	4.3%	\$20.02	\$19.81	\$17.34	\$19.21	\$21.41
Minneapolis/St. Paul Metro Area	84	136	\$20.43	\$20.09	\$17.49	\$19.58	\$21.67	33	52	26	40	\$2,548	18	28	3.9%	\$20.76	\$20.45	\$17.84	\$19.89	\$22.04
Greater Minnesota (Non-Metro)	27	38	\$17.36	\$17.17	\$15.44	\$17.27	\$18.53	13	17	11	15	\$1,642	6	8	5.6%	\$17.72	\$17.48	\$15.50	\$17.86	\$18.99
Company Size (Employees)																				
Less than 100 employees	21	32	\$19.86	\$19.87	\$17.14	\$20.00	\$21.61	7	9	5	6	\$2,513	5	5	1.3%	\$20.10	\$20.11	\$17.65	\$20.13	\$21.92
100 to 249 employees	35	40	\$20.06	\$19.93	\$17.03	\$18.81	\$23.07	18	21	14	15	\$1,792	7	9	3.8%	\$20.40	\$20.26	\$17.39	\$19.12	\$23.08
250 to 499 employees	26	32	\$19.83	\$19.61	\$18.00	\$19.34	\$21.27	12	16	10	14	\$3,094	7	8	4.1%	\$20.33	\$20.27	\$18.00	\$19.59	\$21.45
500 to 999 employees	12	20	\$19.14	\$19.25	\$17.37	\$19.14	\$20.17	3	5	3	5	-	0	0	-	\$19.47	\$19.59	\$17.37	\$19.15	\$20.17
1,000 employees or more	17	50	\$18.82	\$18.80	\$17.00	\$18.54	\$20.48	6	18	5	15	\$1,680	5	14	4.3%	\$19.03	\$19.05	\$17.00	\$18.54	\$20.61
Industry																				
Manufacturing - Union	6	6	\$19.83	\$19.83	\$16.64	\$19.44	\$23.27	1	1	1	1	-	0	0	-	\$19.89	\$19.89	\$16.64	\$19.64	\$23.27
Manufacturing - Non-Union	44	62	\$20.06	\$19.81	\$17.20	\$19.14	\$21.67	25	35	22	30	\$2,169	13	20	3.6%	\$20.55	\$20.31	\$17.68	\$19.16	\$21.96
Services	46	82	\$19.29	\$19.02	\$17.00	\$18.51	\$20.70	13	20	8	13	\$3,002	7	8	5.6%	\$19.53	\$19.24	\$17.00	\$18.66	\$21.26
Financial Activities	2	2	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Health Care / Health Services	8	14	\$19.94	\$19.96	\$19.39	\$19.89	\$20.80	2	6	2	5	-	1	5	-	\$20.04	\$20.15	\$19.47	\$19.89	\$20.80
Goods Producing, Non-Manufacturing	5	8	\$20.46	\$20.10	\$16.19	\$19.03	\$24.30	3	5	2	4	-	1	1	-	\$20.94	\$20.61	\$16.19	\$19.33	\$25.21
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	14	16	\$20.16	\$19.94	\$17.12	\$18.88	\$22.09	3	3	3	3	-	3	3	-	\$20.38	\$20.14	\$17.34	\$19.25	\$22.09
\$25,000,000 to \$49,999,999	23	23	\$20.17	\$20.17	\$17.50	\$20.51	\$22.36	11	11	8	8	\$1,332	4	4	-	\$20.40	\$20.40	\$18.12	\$21.00	\$22.36
\$50,000,000 to \$99,999,999	27	34	\$19.49	\$19.41	\$17.25	\$19.15	\$20.83	14	17	12	14	\$2,135	7	7	1.2%	\$19.89	\$19.83	\$17.28	\$19.22	\$21.53
\$100,000,000 to \$249,999,999	27	57	\$19.99	\$19.44	\$17.00	\$18.98	\$21.04	10	15	8	12	\$3,517	4	6	-	\$20.47	\$19.80	\$17.00	\$19.10	\$21.13
\$250,000,000 and Greater	17	41	\$18.94	\$19.13	\$17.11	\$19.00	\$20.40	8	23	6	18	\$2,077	6	16	4.1%	\$19.26	\$19.56	\$17.23	\$19.13	\$20.69
Profit Status																				
Profit	97	156	\$19.69	\$19.45	\$17.00	\$19.05	\$21.27	45	68	36	54	\$2,315	23	35	4.3%	\$20.07	\$19.84	\$17.18	\$19.21	\$21.46
Non-Profit	13	17	\$19.66	\$19.54	\$17.82	\$19.89	\$20.45	1	1	1	1	-	1	1	-	\$19.72	\$19.59	\$18.02	\$19.89	\$20.45
Public Sector	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

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(10.070) Accounts Receivable Clerk

Maintain accounts receivable records, including editing, checking, and preparing accounts receivable entries and tabulating control statistics. File unpaid invoices. Keep account of cash receipts, claims, and unpaid invoices. Compute and record interest charges, refunds, and similar items. Prepare vouchers, invoices, or account statements.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	70	103	\$20.44	\$20.48	\$18.00	\$19.94	\$22.88	32	56	26	45	\$2,485	14	26	4.9%	\$20.97	\$21.00	\$18.25	\$20.25	\$23.25
Geographic Area																				
Minnesota	70	103	\$20.44	\$20.48	\$18.00	\$19.94	\$22.88	32	56	26	45	\$2,486	14	26	4.9%	\$20.97	\$21.00	\$18.25	\$20.25	\$23.25
Minneapolis/St. Paul Metro Area	59	84	\$20.77	\$20.94	\$18.36	\$20.27	\$23.55	24	41	19	32	\$2,623	11	16	4.0%	\$21.26	\$21.42	\$18.48	\$20.44	\$24.10
Greater Minnesota (Non-Metro)	11	19	\$18.71	\$18.60	\$16.29	\$18.87	\$20.23	8	15	7	13	\$2,428	3	10	-	\$19.42	\$19.31	\$16.68	\$19.84	\$21.66
Company Size (Employees)																				
Less than 100 employees	16	16	\$19.99	\$19.99	\$17.66	\$18.85	\$22.46	4	4	2	2	-	2	2	-	\$20.33	\$20.33	\$17.66	\$18.85	\$22.72
100 to 249 employees	21	23	\$20.68	\$20.74	\$18.50	\$20.00	\$24.47	13	15	11	12	\$2,439	3	4	-	\$21.29	\$21.36	\$19.23	\$20.46	\$24.47
250 to 499 employees	18	29	\$20.78	\$21.03	\$18.26	\$20.61	\$23.20	9	14	7	10	\$3,163	6	11	5.0%	\$21.41	\$21.53	\$18.33	\$21.55	\$23.46
500 to 999 employees	5	15	\$19.86	\$20.17	\$18.77	\$19.71	\$23.76	2	12	2	10	-	0	0	-	\$20.25	\$20.66	\$19.00	\$19.71	\$25.31
1,000 employees or more	10	20	\$20.35	\$19.92	\$17.38	\$18.96	\$21.90	4	11	4	11	-	3	9	-	\$20.87	\$20.44	\$17.57	\$19.98	\$21.90
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	33	50	\$20.01	\$20.14	\$17.65	\$19.51	\$22.72	18	29	16	26	\$2,398	9	20	4.8%	\$20.68	\$20.74	\$17.67	\$20.32	\$23.34
Services	29	34	\$20.61	\$20.57	\$18.22	\$19.94	\$22.84	10	13	6	7	\$3,209	4	5	-	\$20.91	\$20.89	\$18.22	\$20.05	\$22.84
Financial Activities	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Health Care / Health Services	2	10	-	-	-	-	-	1	8	1	6	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	3	6	-	-	-	-	-	2	5	2	5	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	11	11	\$19.46	\$19.46	\$17.50	\$18.45	\$22.62	0	0	0	0	-	0	0	-	\$19.46	\$19.46	\$17.50	\$18.45	\$22.62
\$25,000,000 to \$49,999,999	13	13	\$19.66	\$19.66	\$18.07	\$19.89	\$21.13	7	7	5	5	\$3,323	1	1	-	\$20.27	\$20.27	\$18.30	\$20.10	\$21.21
\$50,000,000 to \$99,999,999	19	29	\$21.14	\$21.29	\$18.32	\$21.75	\$23.55	11	17	9	13	\$1,714	6	11	4.8%	\$21.47	\$21.66	\$18.44	\$21.77	\$24.10
\$100,000,000 to \$249,999,999	15	24	\$20.43	\$20.26	\$17.08	\$18.94	\$22.97	8	16	6	11	\$4,748	3	4	-	\$21.42	\$21.02	\$17.08	\$19.56	\$23.02
\$250,000,000 and Greater	10	24	\$21.28	\$20.73	\$17.93	\$20.31	\$23.68	6	16	6	16	\$2,500	4	10	-	\$22.05	\$21.47	\$18.76	\$20.84	\$25.19
Profit Status																				
Profit	63	96	\$20.30	\$20.39	\$17.97	\$19.51	\$22.87	32	56	26	45	\$2,486	14	26	4.9%	\$20.88	\$20.95	\$18.24	\$20.16	\$23.16
Non-Profit	7	7	\$21.71	\$21.71	\$19.89	\$20.96	\$24.47	0	0	0	0	-	0	0	-	\$21.71	\$21.71	\$19.89	\$20.96	\$24.47
Public Sector	0																			

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(10.080) Bookkeeper (Small Company)

Experienced level bookkeeping job. This job typically requires a general understanding of accounting principles commensurate with 2+ years of accounting training or experience, or equivalent. Responsible for diverse duties in maintaining accounting records in a small company or office. Higher level accounting and financial system work is often provided by outside consultants or CPA's. Incumbents post entries from a wide variety of sources into ledgers and journals, often using computer applications. Incumbents reconcile bank statements, monitor schedules for notes payable and receivable, bonds, securities and interest, cross check, make comparisons, balance accounts and take trial balances. Work often includes payroll, credit and collection duties. Work is regularly reviewed by outside consultants or auditors to verify appropriate procedure and accuracy. Duties require analysis of facts to determine action to be taken within the limits of standard practice. Incumbents may regularly prepare budget status reports for managers. Incumbents may devote a minor portion of time to performing other office support duties. Do not report staff with four-year accounting or closely related degrees.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	8	11	\$22.05	\$21.45	\$16.72	\$23.62	\$24.81	3	3	3	3	-	2	2	-	\$22.49	\$21.83	\$16.72	\$23.83	\$25.79
Geographic Area																				
Minnesota	8	11	\$22.05	\$21.45	\$16.72	\$23.62	\$24.81	3	3	3	3	-	2	2	-	\$22.49	\$21.83	\$16.72	\$23.83	\$25.79
Minneapolis/St. Paul Metro Area	7	7	\$23.51	\$23.51	\$23.50	\$23.84	\$26.00	3	3	3	3	-	2	2	-	\$24.02	\$24.02	\$23.80	\$23.96	\$28.00
Greater Minnesota (Non-Metro)	2	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	5	6	\$19.51	\$19.19	\$15.24	\$17.51	\$24.72	2	2	2	2	-	1	1	-	\$20.08	\$19.72	\$15.66	\$17.51	\$25.72
100 to 249 employees	4	5	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
250 to 499 employees	0																			
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Services	6	9	\$21.07	\$20.75	\$16.09	\$21.47	\$24.19	2	2	2	2	-	2	2	-	\$21.26	\$20.92	\$16.09	\$21.65	\$24.52
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	6	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	3	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	5	5	\$23.44	\$23.44	\$19.63	\$23.96	\$27.00	2	2	2	2	-	1	1	-	\$24.01	\$24.01	\$19.85	\$23.96	\$28.20
Non-Profit	3	6	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Public Sector	0																			

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(10.100) Credit and/or Collection Clerk

Maintain credit reference rating files, and within established limits, authorize or disapprove credit on sales. May obtain rating service from outside organizations. Prepare reports for outside representatives regarding customer's credit rating and advise on company policy regarding credit. Review delinquent accounts and send form letters and statements to customers regarding payment. Compose and follow up with collection and adjustment letters regarding terms of payment, etc. Analyze accounts and recommend collection procedures should existing transactions prove ineffective. Prepare case information for attorneys or collection agencies concerning outstanding customer obligations. Check and process remittances and follow up discrepancies, process returned goods appraisals.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	21	48	\$20.19	\$20.49	\$18.06	\$20.75	\$22.90	9	14	9	14	\$2,660	4	9	-	\$20.72	\$20.85	\$18.67	\$21.05	\$23.01
Geographic Area																				
Minnesota	21	48	\$20.19	\$20.49	\$18.06	\$20.75	\$22.90	9	14	9	14	\$2,660	4	9	-	\$20.72	\$20.85	\$18.67	\$21.05	\$23.01
Minneapolis/St. Paul Metro Area	19	46	\$20.66	\$20.72	\$18.60	\$20.93	\$23.01	8	13	8	13	\$2,918	3	8	-	\$21.24	\$21.10	\$19.10	\$21.15	\$23.04
Greater Minnesota (Non-Metro)	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	7	10	\$19.50	\$19.71	\$16.14	\$20.24	\$23.78	4	5	4	5	-	2	3	-	\$20.03	\$20.38	\$17.56	\$20.54	\$23.78
100 to 249 employees	6	7	\$21.01	\$21.12	\$18.23	\$20.50	\$23.96	3	4	3	4	-	1	2	-	\$21.91	\$22.20	\$18.23	\$22.66	\$24.99
250 to 499 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	5	27	\$21.07	\$21.32	\$19.71	\$21.74	\$23.02	2	5	2	5	-	1	4	-	\$21.48	\$21.47	\$19.71	\$22.01	\$23.02
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	6	12	\$19.01	\$19.91	\$17.10	\$20.50	\$21.95	3	7	3	7	-	3	7	-	\$19.52	\$20.56	\$17.10	\$20.84	\$22.61
Services	13	30	\$20.04	\$19.94	\$17.88	\$20.05	\$21.78	6	7	6	7	\$3,041	1	2	-	\$20.66	\$20.39	\$18.67	\$20.44	\$22.15
Financial Activities	0																			
Health Care / Health Services	1	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	3	4	-	-	-	-	-	3	4	3	4	-	2	3	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	4	4	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	9	27	\$20.83	\$20.89	\$20.03	\$21.59	\$22.80	3	7	3	7	-	2	6	-	\$21.44	\$21.34	\$20.03	\$21.99	\$23.61
\$250,000,000 and Greater	3	10	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	19	42	\$19.71	\$19.95	\$17.81	\$20.25	\$21.84	9	14	9	14	\$2,660	4	9	-	\$20.30	\$20.38	\$18.35	\$20.58	\$22.22
Non-Profit	2	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(10.110) Credit and/or Collection Specialist

Professional level of credit and collections work. The job typically requires a bachelor's or associate's degree with 1+ years of credit/collection experience, or equivalent. Work includes reviewing credit applications and delinquent accounts; researching information from credit organizations; maintaining records on delinquent accounts and credit risks. Issues progressive requests for payment of past-due accounts. Within policy limits, works out payment plans for past due accounts, referring large cases to the manager for approval. Has frequent contact with sales staff regarding qualification of accounts.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	28	37	\$21.76	\$21.40	\$19.52	\$21.06	\$23.24	12	17	10	14	\$2,309	5	9	4.5%	\$22.15	\$21.81	\$19.75	\$21.23	\$23.92
Geographic Area																				
Minnesota	28	37	\$21.76	\$21.40	\$19.52	\$21.06	\$23.24	12	17	10	14	\$2,309	5	9	4.5%	\$22.15	\$21.81	\$19.75	\$21.23	\$23.92
Minneapolis/St. Paul Metro Area	20	28	\$21.89	\$21.49	\$20.00	\$21.15	\$23.28	8	12	7	10	\$1,805	2	5	-	\$22.16	\$21.80	\$20.00	\$21.36	\$23.62
Greater Minnesota (Non-Metro)	8	9	\$21.43	\$21.10	\$18.35	\$20.50	\$23.27	4	5	3	4	-	3	4	-	\$22.13	\$21.85	\$18.44	\$21.11	\$25.15
Company Size (Employees)																				
Less than 100 employees	8	8	\$21.40	\$21.40	\$18.93	\$21.25	\$23.28	3	3	3	3	-	1	1	-	\$21.47	\$21.47	\$19.07	\$21.34	\$23.43
100 to 249 employees	7	11	\$21.81	\$21.19	\$19.01	\$21.06	\$22.21	5	9	5	8	\$3,501	2	5	-	\$22.95	\$22.24	\$19.21	\$21.94	\$24.76
250 to 499 employees	9	13	\$22.65	\$22.39	\$20.05	\$21.23	\$24.63	2	2	1	1	-	1	1	-	\$22.81	\$22.50	\$20.05	\$21.23	\$24.88
500 to 999 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	3	-	-	-	-	-	2	3	1	2	-	1	2	-	-	-	-	-	-
Industry																				
Manufacturing - Union	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	12	13	\$21.39	\$21.17	\$19.23	\$21.12	\$23.24	6	7	6	7	\$2,964	3	4	-	\$22.13	\$21.93	\$19.50	\$22.64	\$23.92
Services	11	16	\$22.33	\$22.04	\$20.02	\$21.12	\$24.69	4	5	3	3	-	1	1	-	\$22.46	\$22.17	\$20.02	\$21.36	\$24.69
Financial Activities	1	4	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	2	2	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	5	5	\$20.27	\$20.27	\$18.35	\$18.50	\$23.08	3	3	2	2	-	1	1	-	\$20.34	\$20.34	\$18.38	\$18.63	\$23.17
\$25,000,000 to \$49,999,999	6	9	\$21.38	\$21.14	\$20.43	\$21.06	\$23.19	1	4	1	4	-	1	4	-	\$21.52	\$21.35	\$20.43	\$21.06	\$23.19
\$50,000,000 to \$99,999,999	5	8	\$22.91	\$22.34	\$20.24	\$20.87	\$24.80	3	4	2	2	-	1	1	-	\$23.34	\$22.77	\$20.24	\$21.74	\$25.94
\$100,000,000 to \$249,999,999	10	12	\$22.17	\$22.09	\$20.00	\$21.64	\$23.17	4	4	4	4	-	1	1	-	\$22.83	\$22.64	\$20.00	\$22.21	\$24.80
\$250,000,000 and Greater	2	3	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Profit Status																				
Profit	25	31	\$21.54	\$21.41	\$20.00	\$21.01	\$23.32	11	13	9	10	\$2,486	4	5	-	\$21.94	\$21.80	\$20.00	\$21.19	\$24.20
Non-Profit	3	6	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
Public Sector	0																			

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(11.060) Cost Estimator, Senior

Prepare cost estimates for special products as a basis for pricing quotations and/or determine cost estimates for new and redesigned or modified products anticipated for manufacture. Work involves a diversity of products of complex design entailing a wide scope of manufacturing operations and variations. Originate, develop and compile cost data where no previous standard practice exists. Originate, maintain and revise cost data and records contingent on changing conditions, prices and other factors involved. Prepare all necessary papers and forms of estimate for approval. Duties may include estimating on product repair, service and salvage work, production tools, plant equipment repairs and overhauls. Compare actual costs with estimates and analyze variations if existent. Assign and check work of estimators-junior and assigned clerical help. Requires a technical knowledge of manufacturing practices, material identities and cost estimating procedures.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	13	31	\$27.51	\$27.72	\$25.60	\$27.11	\$29.86	10	27	9	13	\$2,442	3	5	-	\$28.34	\$28.29	\$26.31	\$27.75	\$30.10
Geographic Area																				
Minnesota	13	31	\$27.51	\$27.72	\$25.60	\$27.11	\$29.86	10	27	9	13	\$2,442	3	5	-	\$28.34	\$28.29	\$26.31	\$27.75	\$30.10
Minneapolis/St. Paul Metro Area	7	11	\$29.54	\$30.06	\$27.76	\$29.93	\$32.84	5	9	5	9	\$2,883	2	4	-	\$30.58	\$31.11	\$27.85	\$31.00	\$33.19
Greater Minnesota (Non-Metro)	6	20	\$25.14	\$25.91	\$24.70	\$26.71	\$27.15	5	18	4	4	-	1	1	-	\$25.73	\$26.21	\$24.71	\$26.83	\$27.82
Company Size (Employees)																				
Less than 100 employees	4	7	-	-	-	-	-	4	7	3	3	-	1	1	-	-	-	-	-	-
100 to 249 employees	7	10	\$27.34	\$27.87	\$26.23	\$28.09	\$29.96	4	6	4	6	-	1	1	-	\$28.47	\$28.99	\$27.43	\$28.16	\$31.17
250 to 499 employees	2	14	-	-	-	-	-	2	14	2	4	-	1	3	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	2	4	-	-	-	-	-	2	4	2	4	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	10	26	\$27.73	\$27.68	\$25.63	\$27.06	\$29.85	7	22	6	8	\$1,767	3	5	-	\$28.26	\$27.97	\$26.48	\$27.64	\$29.85
Services	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	6	10	\$27.60	\$27.49	\$25.67	\$27.00	\$28.34	4	7	3	3	-	2	2	-	\$28.40	\$28.09	\$26.96	\$27.70	\$28.36
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	5	19	\$28.01	\$28.97	\$26.30	\$29.88	\$32.87	4	18	4	8	-	1	3	-	\$28.58	\$29.64	\$26.99	\$29.88	\$33.24
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	13	31	\$27.51	\$27.72	\$25.60	\$27.11	\$29.86	10	27	9	13	\$2,442	3	5	-	\$28.34	\$28.29	\$26.31	\$27.75	\$30.10
Non-Profit	0																			
Public Sector	0																			

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(11.070) Cost Estimator, Junior

Prepare cost estimates for special products as a basis for pricing quotations, or determine cost estimates on new or redesigned products anticipated for manufacture. Work involves some diversity of product where application of established estimating practices are not difficult and scope of manufacturing operations are recognized as standard methods. Originate, maintain and revise standard cost data and records contingent on changing conditions, methods and other factors involved. Assist with originating and developing cost data where no previous standard practice data exists. Prepare papers and forms of estimates for approval. May estimate product repair and service work, production tools and equipment repairs. Work is subject to check and verification and instructions are usually given on variations. Requires a basic technical knowledge of manufacturing practices, material identities and cost estimating procedures.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	13	18	\$21.93	\$22.42	\$20.66	\$23.60	\$24.72	10	13	8	8	\$1,452	3	3	-	\$22.36	\$22.73	\$20.91	\$23.63	\$24.87
Geographic Area																				
Minnesota	13	18	\$21.93	\$22.42	\$20.66	\$23.60	\$24.72	10	13	8	8	\$1,452	3	3	-	\$22.36	\$22.73	\$20.91	\$23.63	\$24.87
Minneapolis/St. Paul Metro Area	9	11	\$22.83	\$22.97	\$19.23	\$23.69	\$25.48	6	6	5	5	\$2,045	2	2	-	\$23.38	\$23.42	\$19.23	\$24.53	\$26.38
Greater Minnesota (Non-Metro)	4	7	-	-	-	-	-	4	7	3	3	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
100 to 249 employees	5	7	\$21.89	\$22.18	\$19.23	\$24.05	\$25.48	3	3	3	3	-	1	1	-	\$22.55	\$22.73	\$19.23	\$24.53	\$27.44
250 to 499 employees	4	7	-	-	-	-	-	4	7	3	3	-	2	2	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	9	14	\$22.26	\$22.72	\$21.69	\$23.56	\$24.76	7	10	5	5	\$842	3	3	-	\$22.48	\$22.87	\$21.89	\$23.60	\$24.88
Services	2	2	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	4	5	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	4	8	-	-	-	-	-	3	6	2	2	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	2	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	13	18	\$21.93	\$22.42	\$20.66	\$23.60	\$24.72	10	13	8	8	\$1,452	3	3	-	\$22.36	\$22.73	\$20.91	\$23.63	\$24.87
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(12.040) Data Entry Operator II (Experienced)

Experienced level data entry. The job typically requires high school graduate reading, communication and math skills and 2+ years of experience, or equivalent. Under limited supervision, following more complex procedures and instructions, transcribes data from source documents using data entry devices, or a keyboard. May involve selection of codes or interpretation of data entered. Incumbents may solve routine problems such as erroneous items or codes and obtain missing information. More extensive problems are referred to a supervisor.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	11	22	\$18.87	\$19.17	\$14.88	\$19.29	\$22.98	5	11	4	8	-	3	3	-	\$19.20	\$19.45	\$14.88	\$19.65	\$22.98
Geographic Area																				
Minnesota	11	22	\$18.87	\$19.17	\$14.88	\$19.29	\$22.98	5	11	4	8	-	3	3	-	\$19.20	\$19.45	\$14.88	\$19.65	\$22.98
Minneapolis/St. Paul Metro Area	9	18	\$18.57	\$18.40	\$14.95	\$19.01	\$21.31	4	8	4	8	-	3	3	-	\$18.97	\$18.75	\$14.95	\$19.01	\$21.89
Greater Minnesota (Non-Metro)	2	4	-	-	-	-	-	1	3	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	3	7	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
250 to 499 employees	3	6	-	-	-	-	-	1	3	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	3	7	-	-	-	-	-	1	5	1	5	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	10	-	-	-	-	-	3	5	2	2	-	2	2	-	-	-	-	-	-
Services	4	4	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Financial Activities	2	7	-	-	-	-	-	1	5	1	5	-	0	0	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	4	11	-	-	-	-	-	2	4	1	1	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$250,000,000 and Greater	3	7	-	-	-	-	-	2	6	2	6	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	7	14	\$19.58	\$19.83	\$14.76	\$19.60	\$24.73	4	6	3	3	-	3	3	-	\$20.00	\$20.08	\$14.76	\$19.94	\$25.49
Non-Profit	4	8	-	-	-	-	-	1	5	1	5	-	0	0	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(12.050) Data Entry Operator I (Entry)

Entry level data entry. The job typically requires high school graduate level reading, communication and math skills and no previous experience, or equivalent. Under close supervision, transcribes data from source documents using data entry devices, or a keyboard, following generally standardized procedures and instructions. Little or no selecting coding or interpreting of data is required. Incumbents refer problems, such as erroneous items or codes and missing information, to a supervisor.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	5	19	\$17.21	\$16.30	\$13.00	\$16.95	\$19.33	1	5	0	0	-	0	0	-	\$17.21	\$16.30	\$13.00	\$16.95	\$19.33
Geographic Area																				
Minnesota	5	19	\$17.21	\$16.30	\$13.00	\$16.95	\$19.33	1	5	0	0	-	0	0	-	\$17.21	\$16.30	\$13.00	\$16.95	\$19.33
Minneapolis/St. Paul Metro Area	3	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	2	13	-	-	-	-	-	1	5	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	3	10	-	-	-	-	-	1	5	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	1	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	2	6	-	-	-	-	-	1	5	0	0	-	0	0	-	-	-	-	-	-
Services	2	9	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Financial Activities	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	9	-	-	-	-	-	1	5	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	1	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	4	18	-	-	-	-	-	1	5	0	0	-	0	0	-	-	-	-	-	-
Non-Profit	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(12.070) Equipment Technician

Install, move, and set-up computer terminals including cables, line drivers, modems, etc. Ensure proper function of terminals and instruct users. Troubleshoot equipment problems. May order terminal parts/supplies. Coordinate the receipt and storage of all terminal equipment.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	10	18	\$23.18	\$22.26	\$16.84	\$22.85	\$26.02	6	12	5	10	\$2,164	1	2	-	\$23.72	\$22.71	\$16.84	\$22.85	\$26.89
Geographic Area																				
Minnesota	10	18	\$23.18	\$22.26	\$16.84	\$22.85	\$26.02	6	12	5	10	\$2,164	1	2	-	\$23.72	\$22.71	\$16.84	\$22.85	\$26.89
Minneapolis/St. Paul Metro Area	9	17	\$23.26	\$22.18	\$15.74	\$23.14	\$26.09	6	12	5	10	\$2,164	1	2	-	\$23.85	\$22.66	\$15.74	\$23.31	\$27.05
Greater Minnesota (Non-Metro)	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	4	11	-	-	-	-	-	1	6	1	6	-	0	0	-	-	-	-	-	-
100 to 249 employees	4	5	-	-	-	-	-	4	5	3	3	-	1	2	-	-	-	-	-	-
250 to 499 employees	0																			
500 to 999 employees	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	3	8	-	-	-	-	-	2	7	2	7	-	0	0	-	-	-	-	-	-
Services	4	7	-	-	-	-	-	3	4	2	2	-	1	2	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	3	10	-	-	-	-	-	1	6	1	6	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	2	-	-	-	-	-	1	2	0	0	-	1	2	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	2	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	4	4	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	9	17	\$23.53	\$22.35	\$15.74	\$23.14	\$26.09	6	12	5	10	\$2,164	1	2	-	\$24.12	\$22.83	\$15.74	\$23.31	\$27.05
Non-Profit	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Minnesota
(12.080) Help Desk III (Advanced)**

Third of three levels of help desk job, sometimes called Coordinator. The job typically requires specialized training beyond high school and 5+ years of experience in computer software and hardware applications, or equivalent. Assists users in resolving difficult problems, often referred by less experienced staff, through discussion and diagnosis. Takes the necessary steps to remedy the problem. Incumbents are nearly always able to diagnose problems and will refer problems requiring specialized intervention to a higher level. Incumbents at this level may provide work direction and training to others. May dispatch Computer Technicians.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	21	32	\$28.33	\$28.05	\$24.55	\$26.44	\$31.61	8	9	7	8	\$4,454	6	7	6.5%	\$29.12	\$28.59	\$24.55	\$26.69	\$31.97
Geographic Area																				
Minnesota	21	32	\$28.33	\$28.05	\$24.55	\$26.44	\$31.61	8	9	7	8	\$4,454	6	7	6.5%	\$29.12	\$28.59	\$24.55	\$26.69	\$31.97
Minneapolis/St. Paul Metro Area	19	30	\$28.75	\$28.31	\$24.61	\$27.37	\$31.92	8	9	7	8	\$4,454	6	7	6.5%	\$29.63	\$28.88	\$24.61	\$27.92	\$32.05
Greater Minnesota (Non-Metro)	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	4	7	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	7	8	\$30.60	\$30.59	\$23.05	\$30.57	\$32.00	5	6	5	6	\$4,554	4	5	-	\$32.24	\$32.10	\$23.87	\$31.13	\$33.08
250 to 499 employees	4	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	6	13	\$28.77	\$27.93	\$24.36	\$26.03	\$32.05	2	2	1	1	-	1	1	-	\$28.95	\$28.05	\$24.36	\$26.45	\$32.05
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	5	-	-	-	-	-	2	3	2	3	-	2	3	-	-	-	-	-	-
Services	10	15	\$26.18	\$25.56	\$23.74	\$25.00	\$27.72	2	2	2	2	-	1	1	-	\$26.72	\$25.93	\$23.74	\$25.00	\$27.81
Financial Activities	3	3	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Health Care / Health Services	2	7	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	2	2	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	4	4	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	6	10	\$29.25	\$28.82	\$23.94	\$25.76	\$30.57	3	4	3	4	-	3	4	-	\$30.77	\$30.03	\$24.22	\$25.76	\$31.13
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	7	12	\$26.72	\$27.15	\$24.82	\$26.82	\$30.57	3	3	3	3	-	3	3	-	\$27.58	\$27.91	\$24.82	\$27.73	\$32.26
Profit Status																				
Profit	14	20	\$29.30	\$28.10	\$24.60	\$26.18	\$30.73	7	8	6	7	\$4,986	5	6	6.8%	\$30.41	\$28.91	\$24.60	\$26.43	\$32.05
Non-Profit	6	11	\$26.83	\$27.17	\$22.85	\$26.91	\$31.96	1	1	1	1	-	1	1	-	\$26.99	\$27.31	\$22.93	\$26.91	\$31.96
Public Sector	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

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(12.081) Help Desk II (Experienced)

Second of three levels of help desk job. The job typically requires specialized training beyond high school and 2+ years of experience in computer software and hardware applications, or equivalent. Assists users in resolving problems through discussion and diagnosis. Takes the necessary steps to remedy the problem. Incumbents are usually able to diagnose problems and will refer problems requiring specialized intervention to a higher level.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	57	118	\$22.51	\$22.71	\$20.50	\$22.82	\$24.91	28	46	22	32	\$2,859	17	22	5.3%	\$23.05	\$23.07	\$20.50	\$23.08	\$24.98
Geographic Area																				
Minnesota	57	118	\$22.51	\$22.71	\$20.50	\$22.82	\$24.91	28	46	22	32	\$2,859	17	22	5.3%	\$23.05	\$23.07	\$20.50	\$23.08	\$24.98
Minneapolis/St. Paul Metro Area	44	95	\$23.22	\$23.33	\$21.15	\$23.08	\$25.43	21	37	18	28	\$2,948	12	16	5.4%	\$23.82	\$23.72	\$21.15	\$23.32	\$25.50
Greater Minnesota (Non-Metro)	13	23	\$20.13	\$20.13	\$17.27	\$19.45	\$21.78	7	9	4	4	-	5	6	5.2%	\$20.46	\$20.36	\$17.31	\$19.73	\$21.78
Company Size (Employees)																				
Less than 100 employees	6	6	\$22.54	\$22.54	\$18.83	\$22.33	\$26.05	4	4	3	3	-	3	3	-	\$22.90	\$22.90	\$19.08	\$22.60	\$26.66
100 to 249 employees	15	17	\$22.64	\$22.82	\$18.62	\$24.52	\$26.16	11	13	9	10	\$3,571	7	9	6.6%	\$23.54	\$23.83	\$19.29	\$24.52	\$27.20
250 to 499 employees	20	23	\$22.76	\$22.90	\$20.42	\$23.00	\$26.22	7	8	5	5	\$5,279	4	4	-	\$23.40	\$23.45	\$20.42	\$23.00	\$26.22
500 to 999 employees	4	9	-	-	-	-	-	1	2	1	1	-	0	0	-	-	-	-	-	-
1,000 employees or more	12	63	\$21.99	\$22.36	\$20.61	\$22.50	\$23.55	5	19	4	13	-	3	6	-	\$22.17	\$22.54	\$20.61	\$22.64	\$24.07
Industry																				
Manufacturing - Union	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	18	20	\$23.54	\$23.60	\$19.86	\$24.04	\$26.45	13	14	10	10	\$3,414	9	9	2.3%	\$24.45	\$24.42	\$20.07	\$24.52	\$26.45
Services	22	39	\$20.85	\$20.47	\$17.91	\$20.18	\$22.50	7	8	5	5	\$3,177	4	5	-	\$21.15	\$20.67	\$17.91	\$20.32	\$22.50
Financial Activities	6	20	\$23.38	\$23.78	\$22.70	\$23.40	\$26.81	4	16	4	14	-	3	4	-	\$24.20	\$24.57	\$23.08	\$24.19	\$29.32
Health Care / Health Services	6	33	\$23.46	\$23.55	\$21.98	\$23.56	\$25.50	2	6	2	2	-	1	4	-	\$23.55	\$23.65	\$21.98	\$23.56	\$25.50
Goods Producing, Non-Manufacturing	3	4	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	6	6	\$21.89	\$21.89	\$18.03	\$21.11	\$26.02	3	3	2	2	-	2	2	-	\$22.12	\$22.12	\$18.03	\$21.36	\$26.66
\$25,000,000 to \$49,999,999	11	11	\$21.74	\$21.74	\$18.32	\$22.55	\$24.52	5	5	3	3	-	3	3	-	\$22.04	\$22.04	\$19.11	\$22.55	\$24.52
\$50,000,000 to \$99,999,999	12	25	\$22.75	\$22.56	\$20.00	\$21.33	\$25.53	7	8	4	4	-	4	4	-	\$23.11	\$22.79	\$20.27	\$22.00	\$25.53
\$100,000,000 to \$249,999,999	17	26	\$23.29	\$22.42	\$18.00	\$22.50	\$25.25	8	11	8	9	\$5,084	4	6	-	\$24.36	\$23.27	\$18.18	\$22.50	\$26.64
\$250,000,000 and Greater	11	50	\$22.16	\$23.06	\$21.87	\$23.10	\$24.09	5	19	5	14	\$1,900	4	7	-	\$22.50	\$23.36	\$21.87	\$23.43	\$24.52
Profit Status																				
Profit	48	77	\$22.74	\$22.28	\$19.98	\$22.00	\$24.94	26	33	20	21	\$3,351	16	21	5.3%	\$23.35	\$22.72	\$20.00	\$22.25	\$25.06
Non-Profit	8	40	\$21.02	\$21.98	\$17.87	\$23.08	\$25.91	2	13	2	11	-	1	1	-	\$21.22	\$22.22	\$17.87	\$23.34	\$25.91
Public Sector	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

**2016 Office, Clerical, and Technical Survey - Minnesota
(12.082) Help Desk I (Entry)**

First of three levels of help desk job. The job typically requires reading, communication and math skills commensurate with a high school diploma or GED and 1+ years of training and experience in computer software and hardware applications, or equivalent. Assists users in resolving problems through discussion and diagnosis. Takes the necessary steps to remedy the problem and refers more complex problems to a higher level.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	23	44	\$19.56	\$20.09	\$18.52	\$20.01	\$22.57	8	12	7	9	\$2,267	6	10	6.1%	\$19.83	\$20.32	\$18.56	\$20.10	\$23.06
Geographic Area																				
Minnesota	23	44	\$19.56	\$20.09	\$18.52	\$20.01	\$22.57	8	12	7	9	\$2,267	6	10	6.1%	\$19.83	\$20.32	\$18.56	\$20.10	\$23.06
Minneapolis/St. Paul Metro Area	20	29	\$19.38	\$20.05	\$16.45	\$20.55	\$23.37	6	8	5	5	\$1,459	4	6	-	\$19.54	\$20.17	\$16.95	\$20.55	\$23.37
Greater Minnesota (Non-Metro)	3	15	-	-	-	-	-	2	4	2	4	-	2	4	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	3	-	-	-	-	-	1	3	1	1	-	1	3	-	-	-	-	-	-
100 to 249 employees	4	4	-	-	-	-	-	2	2	1	1	-	2	2	-	-	-	-	-	-
250 to 499 employees	8	10	\$20.71	\$20.96	\$18.62	\$21.09	\$23.35	3	4	3	4	-	2	3	-	\$21.21	\$21.59	\$19.62	\$22.11	\$23.68
500 to 999 employees	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	7	24	\$19.29	\$20.18	\$18.35	\$20.00	\$24.52	2	3	2	3	-	1	2	-	\$19.48	\$20.30	\$18.35	\$20.45	\$24.52
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	7	9	\$19.76	\$20.08	\$18.75	\$20.36	\$22.25	4	6	4	6	-	3	5	-	\$20.44	\$20.96	\$19.47	\$20.72	\$23.68
Services	11	15	\$18.94	\$18.48	\$16.00	\$19.25	\$21.64	3	5	2	2	-	2	4	-	\$19.01	\$18.55	\$16.23	\$19.25	\$21.64
Financial Activities	2	6	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Health Care / Health Services	2	13	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	2	4	-	-	-	-	-	1	3	1	1	-	1	3	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	7	7	\$19.76	\$19.76	\$16.56	\$20.19	\$22.60	2	2	1	1	-	2	2	-	\$19.87	\$19.87	\$17.38	\$20.19	\$22.60
\$50,000,000 to \$99,999,999	5	7	\$20.59	\$20.82	\$17.93	\$21.62	\$23.58	3	4	3	4	-	2	3	-	\$21.39	\$21.68	\$19.01	\$22.60	\$24.50
\$100,000,000 to \$249,999,999	3	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	6	21	\$20.11	\$21.78	\$18.99	\$21.46	\$25.72	2	3	2	3	-	1	2	-	\$20.33	\$21.94	\$18.99	\$21.58	\$25.72
Profit Status																				
Profit	19	30	\$19.35	\$20.13	\$16.51	\$20.64	\$22.78	8	12	7	9	\$2,267	6	10	6.1%	\$19.69	\$20.46	\$17.17	\$20.93	\$23.42
Non-Profit	4	14	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Minnesota
(12.100) Network Technician**

Investigate the cause of computer network problems (hardware and software) reported by terminal operators and personal computer users. Provide direction on repairing or restoring service. Resolve very complex, non-recurring or unique problems as required. Call on vendors to resolve or expedite network equipment-related problems. Provide assistance in diagnosing causes of computer downtime and make changes to improve network service.

	# of Orgs # of Emp		Base Pay					Variable Pay					Total Compensation							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	16	19	\$27.77	\$27.53	\$24.70	\$26.17	\$29.80	6	6	5	5	\$2,167	2	2	-	\$28.09	\$27.81	\$24.73	\$26.17	\$29.80
Geographic Area																				
Minnesota	16	19	\$27.77	\$27.53	\$24.70	\$26.17	\$29.80	6	6	5	5	\$2,167	2	2	-	\$28.09	\$27.81	\$24.73	\$26.17	\$29.80
Minneapolis/St. Paul Metro Area	13	16	\$27.49	\$27.26	\$24.51	\$26.12	\$29.74	5	5	5	5	\$2,167	2	2	-	\$27.89	\$27.58	\$24.71	\$26.12	\$29.74
Greater Minnesota (Non-Metro)	3	3	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	4	7	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
100 to 249 employees	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
250 to 499 employees	7	7	\$27.38	\$27.38	\$24.73	\$26.00	\$29.80	2	2	1	1	-	1	1	-	\$27.52	\$27.52	\$24.75	\$26.00	\$29.80
500 to 999 employees	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	6	8	\$28.39	\$28.22	\$24.55	\$28.07	\$31.96	3	3	2	2	-	1	1	-	\$28.63	\$28.43	\$24.82	\$28.07	\$32.41
Services	6	6	\$25.21	\$25.21	\$22.00	\$25.37	\$28.50	1	1	1	1	-	0	0	-	\$25.47	\$25.47	\$23.16	\$25.37	\$28.50
Financial Activities	0																			
Health Care / Health Services	3	4	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	3	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	4	4	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	5	8	\$30.26	\$29.18	\$25.59	\$29.58	\$30.99	2	2	2	2	-	1	1	-	\$30.71	\$29.51	\$25.59	\$29.58	\$32.45
\$250,000,000 and Greater	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	12	14	\$28.02	\$27.83	\$24.33	\$26.98	\$30.63	6	6	5	5	\$2,167	2	2	-	\$28.46	\$28.20	\$24.67	\$26.98	\$31.89
Non-Profit	3	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

**2016 Office, Clerical, and Technical Survey - Minnesota
(12.110) Personal Computer Specialist**

Analyze user needs and assist in the implementation and on-going efforts of internal personal computer systems. Coordinate utilization of commercial or purchased software and hardware and train and instruct users. Develop approaches to ensure up-to-date data systems use and that software packages and system developments meet overall department/organization goals. Established standards and procedures; responsible for software standardization. May perform routine computer maintenance.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			# of Orgs	# of Emp	Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25
Total Responses	8	9	\$23.43	\$23.48	\$19.19	\$23.92	\$26.90	2	2	1	1	-	1	1	-	\$23.85	\$23.86	\$19.19	\$23.92	\$28.58
Geographic Area																				
Minnesota	8	9	\$23.43	\$23.48	\$19.19	\$23.92	\$26.90	2	2	1	1	-	1	1	-	\$23.85	\$23.86	\$19.19	\$23.92	\$28.58
Minneapolis/St. Paul Metro Area	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	5	6	\$26.16	\$26.02	\$23.39	\$24.03	\$31.27	2	2	1	1	-	1	1	-	\$26.83	\$26.65	\$23.39	\$24.03	\$33.23
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
250 to 499 employees	5	6	\$22.98	\$23.04	\$18.24	\$22.22	\$27.90	1	1	0	0	-	1	1	-	\$22.98	\$23.04	\$18.24	\$22.22	\$27.90
500 to 999 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	4	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Services	3	3	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	3	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	8	9	\$23.43	\$23.48	\$19.19	\$23.92	\$26.90	2	2	1	1	-	1	1	-	\$23.85	\$23.86	\$19.19	\$23.92	\$28.58
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(12.120) Programmer, Senior

Conduct independent and/or joint studies to formulate and prepare detailed operating programs for the conversion of complex and involved business and/or technical data from established logic outlines and procedural analysis for data processing. In accordance with sequence logic, diagrams and analysis, prepare process flow charts, code operations to machine language and write operating instructions, establish break points for verification and checks, input points and other routines required to process data and obtain problem solutions within the capacity of the equipment. When required, prepare sample test data for processing to verify accuracy and completeness of programming. Coordinate initial runs to evaluate programs, assist to locate errors, deviations or machine down time and revise instructions and/or alter sequence to make corrections. Alter and modify existing programs to conform to data changes, revised procedure and types of reports or solutions required. Instruct and assist programmer-junior, console operator and others involved in procedures.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	7	9	\$33.59	\$32.10	\$20.53	\$30.62	\$40.57	1	1	0	0	-	0	0	-	\$33.59	\$32.10	\$20.53	\$30.62	\$40.57
Geographic Area																				
Minnesota	7	9	\$33.59	\$32.10	\$20.53	\$30.62	\$40.57	1	1	0	0	-	0	0	-	\$33.59	\$32.10	\$20.53	\$30.62	\$40.57
Minneapolis/St. Paul Metro Area	5	6	\$32.91	\$32.12	\$18.86	\$28.17	\$47.34	0	0	0	0	-	0	0	-	\$32.91	\$32.12	\$18.86	\$28.17	\$47.34
Greater Minnesota (Non-Metro)	2	3	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	3	5	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	2	3	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Services	3	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Financial Activities	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	3	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	4	6	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Non-Profit	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(13.010) Payroll Clerk – Unit Leader

Assign work, instruct and assist timekeepers and payroll clerks in compiling, computing and preparing payrolls. Prepare and distribute checks to employees. Investigate and resolve shortages and adjustments. Check payroll summaries, bank balances, labor distribution records, etc. Prepare quarterly tax report forms, wage reports and surveys. May prepare clerical and confidential payrolls, maintain records and prepare reports and summaries. Correlate payroll functions with the accounting and human resources departments. Requires experience and background in payroll procedures and in the use of equipment incidental to payroll procedures.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75	
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %						
Total Responses	5	5	\$30.61	\$30.61	\$27.55	\$28.72	\$34.63	1	1	0	0	-	1	1	-	\$30.61	\$30.61	\$27.55	\$28.72	\$34.63	
Geographic Area																					
Minnesota	5	5	\$30.61	\$30.61	\$27.55	\$28.72	\$34.63	1	1	0	0	-	1	1	-	\$30.61	\$30.61	\$27.55	\$28.72	\$34.63	
Minneapolis/St. Paul Metro Area	4	4	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-	
Greater Minnesota (Non-Metro)	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
Company Size (Employees)																					
Less than 100 employees	0																				
100 to 249 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
250 to 499 employees	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-	
500 to 999 employees	0																				
1,000 employees or more	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
Industry																					
Manufacturing - Union	0																				
Manufacturing - Non-Union	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-	
Services	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
Financial Activities	0																				
Health Care / Health Services	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
Goods Producing, Non-Manufacturing	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
Annual Gross Sales/Revenue																					
Less than \$10,000,000	0																				
\$10,000,000 to \$24,999,999	0																				
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-	
\$250,000,000 and Greater	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
Profit Status																					
Profit	3	3	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-	
Non-Profit	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
Public Sector	0																				

2016 Office, Clerical, and Technical Survey - Minnesota

(13.020) Payroll Clerk III (Advanced)

Third of three levels of payroll clerical work. The job typically requires reading, communication and math skills commensurate with a high school diploma or GED and 5+ years of related training and experience, or equivalent. Perform all required statistical and administrative duties necessary to calculate and prepare payrolls. Verify payroll data and post wage accruals daily. Prepare and balance payroll summary each period. Reduce gross pay by all authorized and required deductions to determine net pay and prepare checks. Make necessary corrections/adjustments to accurately pay employees. Maintain payroll records and tax tables. Compile and prepare quarterly social security and withholding tax statements, W-2 forms, etc. as required. Operate equipment such as computers, printers, and software applications necessary to perform duties. May instruct and assist lower level payroll clerks.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	36	42	\$24.65	\$24.34	\$21.93	\$23.24	\$26.64	12	12	8	8	\$3,283	3	3	-	\$25.00	\$24.64	\$22.00	\$23.26	\$26.85
Geographic Area																				
Minnesota	36	42	\$24.65	\$24.34	\$21.93	\$23.24	\$26.64	12	12	8	8	\$3,283	3	3	-	\$25.00	\$24.64	\$22.00	\$23.26	\$26.85
Minneapolis/St. Paul Metro Area	28	33	\$24.85	\$24.49	\$22.18	\$23.46	\$26.70	9	9	7	7	\$3,179	2	2	-	\$25.23	\$24.81	\$22.18	\$23.72	\$26.70
Greater Minnesota (Non-Metro)	8	9	\$23.95	\$23.82	\$21.10	\$22.16	\$27.91	3	3	1	1	-	1	1	-	\$24.19	\$24.03	\$21.10	\$22.16	\$28.88
Company Size (Employees)																				
Less than 100 employees	4	4	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
100 to 249 employees	9	10	\$24.88	\$24.64	\$22.17	\$23.45	\$29.18	3	3	3	3	-	0	0	-	\$25.69	\$25.37	\$22.17	\$23.45	\$29.95
250 to 499 employees	11	11	\$24.25	\$24.25	\$21.20	\$22.87	\$26.00	4	4	2	2	-	2	2	-	\$24.47	\$24.47	\$21.40	\$22.87	\$27.93
500 to 999 employees	6	7	\$23.50	\$23.43	\$22.15	\$22.78	\$24.69	1	1	1	1	-	0	0	-	\$23.54	\$23.47	\$22.16	\$22.98	\$24.69
1,000 employees or more	6	10	\$24.11	\$23.45	\$21.16	\$22.43	\$26.64	2	2	0	0	-	1	1	-	\$24.11	\$23.45	\$21.16	\$22.43	\$26.64
Industry																				
Manufacturing - Union	4	4	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	13	13	\$24.21	\$24.21	\$21.25	\$23.87	\$27.00	4	4	3	3	-	1	1	-	\$24.55	\$24.55	\$21.50	\$23.87	\$28.45
Services	15	19	\$24.13	\$23.70	\$22.10	\$22.87	\$25.50	4	4	2	2	-	2	2	-	\$24.27	\$23.81	\$22.10	\$22.87	\$25.90
Financial Activities	0																			
Health Care / Health Services	2	4	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	2	2	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	2	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	11	11	\$25.11	\$25.11	\$21.40	\$23.87	\$27.05	1	1	1	1	-	0	0	-	\$25.28	\$25.28	\$21.40	\$23.87	\$28.97
\$50,000,000 to \$99,999,999	7	8	\$26.12	\$25.51	\$21.45	\$24.62	\$29.91	5	5	3	3	-	2	2	-	\$26.83	\$26.13	\$21.83	\$25.34	\$29.91
\$100,000,000 to \$249,999,999	8	9	\$25.95	\$25.60	\$23.14	\$26.00	\$27.41	3	3	2	2	-	1	1	-	\$26.56	\$26.14	\$23.14	\$26.58	\$27.91
\$250,000,000 and Greater	7	10	\$22.26	\$22.37	\$21.16	\$22.16	\$22.89	2	2	2	2	-	0	0	-	\$22.39	\$22.47	\$21.16	\$22.16	\$23.21
Profit Status																				
Profit	27	28	\$24.82	\$24.72	\$21.52	\$24.31	\$27.02	11	11	7	7	\$3,685	3	3	-	\$25.28	\$25.16	\$21.82	\$24.47	\$27.92
Non-Profit	8	13	\$22.67	\$22.66	\$21.75	\$22.46	\$23.19	1	1	1	1	-	0	0	-	\$22.70	\$22.68	\$21.75	\$22.46	\$23.24
Public Sector	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

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(13.030) Payroll Clerk II (Experienced)

Second of three levels of payroll clerical work. The job typically requires reading, communication and math skills commensurate with a high school diploma or GED and 3+ years of related training and experience, or equivalent. Incumbents follow standard procedures in making a variety of system entries and computations from data on employee time cards or computer entries. Work includes entering rate changes, totaling hours and distributing or allocating costs; checking computations of timekeepers and researching shortage claims. Work may include calculating total earnings, overtime, taxes, withholding for premiums and savings and similar factors. Work may include coordinating with an outside payroll service to produce calculations, print checks and prepare total payroll reports. Work may also include calculating commissions, administering executive compensation and record maintenance of short and long-term incentive plans. Much of the time is spent using a computer. Incumbents may use specialized software application to enter and compute payroll. Incumbents may provide work direction or check the work of less experienced payroll staff.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	40	50	\$22.19	\$22.10	\$20.27	\$21.68	\$24.22	17	21	15	19	\$3,670	5	5	0.6%	\$22.91	\$22.77	\$20.27	\$21.75	\$25.00
Geographic Area																				
Minnesota	40	50	\$22.19	\$22.10	\$20.27	\$21.68	\$24.22	17	21	15	19	\$3,670	5	5	0.6%	\$22.91	\$22.77	\$20.27	\$21.75	\$25.00
Minneapolis/St. Paul Metro Area	32	41	\$22.60	\$22.46	\$20.44	\$22.00	\$24.33	13	17	11	15	\$3,569	4	4	-	\$23.25	\$23.09	\$20.44	\$22.00	\$25.00
Greater Minnesota (Non-Metro)	8	9	\$20.57	\$20.48	\$18.29	\$20.40	\$22.94	4	4	4	4	-	1	1	-	\$21.55	\$21.34	\$18.29	\$20.50	\$24.20
Company Size (Employees)																				
Less than 100 employees	7	8	\$20.67	\$20.82	\$17.06	\$20.82	\$24.28	3	3	3	3	-	1	1	-	\$21.15	\$21.23	\$17.15	\$21.10	\$24.28
100 to 249 employees	8	8	\$23.91	\$23.91	\$21.02	\$23.37	\$24.94	5	5	5	5	\$4,443	1	1	-	\$25.24	\$25.24	\$21.10	\$24.68	\$28.89
250 to 499 employees	10	10	\$23.00	\$23.00	\$21.14	\$22.17	\$24.10	5	5	4	4	-	2	2	-	\$24.16	\$24.16	\$21.17	\$22.65	\$24.68
500 to 999 employees	5	7	\$21.72	\$21.90	\$18.84	\$22.96	\$24.56	2	4	2	4	-	0	0	-	\$22.10	\$22.35	\$18.84	\$23.04	\$26.02
1,000 employees or more	10	17	\$21.32	\$21.14	\$19.72	\$20.75	\$23.63	2	4	1	3	-	1	1	-	\$21.42	\$21.32	\$19.72	\$21.12	\$24.14
Industry																				
Manufacturing - Union	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	8	8	\$22.92	\$22.92	\$20.47	\$21.65	\$24.31	7	7	7	7	\$5,166	2	2	-	\$25.09	\$25.09	\$20.58	\$22.39	\$28.72
Services	20	26	\$21.08	\$21.08	\$18.91	\$21.23	\$23.16	4	6	4	6	-	0	0	-	\$21.40	\$21.41	\$18.91	\$21.36	\$24.02
Financial Activities	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Health Care / Health Services	5	6	\$23.58	\$23.47	\$22.72	\$23.33	\$24.89	2	2	1	1	-	1	1	-	\$23.68	\$23.56	\$22.72	\$23.73	\$24.89
Goods Producing, Non-Manufacturing	4	7	-	-	-	-	-	2	4	1	3	-	1	1	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	5	5	\$20.43	\$20.43	\$18.15	\$20.36	\$22.74	1	1	1	1	-	1	1	-	\$20.54	\$20.54	\$18.15	\$20.36	\$23.02
\$25,000,000 to \$49,999,999	3	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	9	12	\$21.96	\$21.78	\$20.44	\$21.38	\$23.08	4	4	4	4	-	1	1	-	\$22.56	\$22.29	\$20.51	\$21.38	\$24.13
\$100,000,000 to \$249,999,999	11	12	\$23.63	\$23.48	\$21.16	\$23.05	\$24.94	6	6	6	6	\$6,584	0	0	-	\$25.35	\$25.06	\$21.16	\$23.73	\$28.89
\$250,000,000 and Greater	10	16	\$22.96	\$22.67	\$20.28	\$23.57	\$24.69	4	8	2	6	-	2	2	-	\$23.21	\$23.13	\$20.45	\$24.14	\$25.21
Profit Status																				
Profit	33	42	\$22.24	\$22.13	\$20.26	\$21.53	\$24.29	17	21	15	19	\$3,670	5	5	0.8%	\$23.10	\$22.92	\$20.26	\$21.69	\$25.10
Non-Profit	6	7	\$22.03	\$22.01	\$20.05	\$22.00	\$24.28	0	0	0	0	-	0	0	-	\$22.03	\$22.01	\$20.05	\$22.00	\$24.28
Public Sector	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

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(13.040) Payroll Clerk I (Entry)

First of three levels of payroll clerical work. The job typically requires reading, communication and math skills commensurate with a high school diploma or GED and less than 1 year of related training and experience, or equivalent. Incumbents follow standard procedures in making a variety of system entries and computations from data on employee time cards or computer entries. Work includes entering rate changes, totaling hours and distributing or allocating costs; checking computations of timekeepers and researching shortage claims. Work may include calculating total earnings, overtime, taxes, withholding for premiums and savings and similar factors. Work may include coordinating with an outside payroll service to produce calculations, print checks and prepare total payroll reports. Much of the time is spent using a computer. Incumbents may use specialized software packages to enter and compute payroll. Incumbents follow standard procedures and have readily available supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	8	11	\$19.19	\$19.19	\$16.85	\$18.09	\$21.81	3	3	3	3	-	2	2	-	\$19.49	\$19.41	\$17.54	\$18.24	\$21.81
Geographic Area																				
Minnesota	8	11	\$19.19	\$19.19	\$16.85	\$18.09	\$21.81	3	3	3	3	-	2	2	-	\$19.49	\$19.41	\$17.54	\$18.24	\$21.81
Minneapolis/St. Paul Metro Area	6	9	\$19.91	\$19.72	\$17.29	\$19.06	\$23.26	2	2	2	2	-	1	1	-	\$20.07	\$19.84	\$17.74	\$19.06	\$23.26
Greater Minnesota (Non-Metro)	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
250 to 499 employees	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	3	5	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Services	5	6	\$18.41	\$18.45	\$16.28	\$17.40	\$21.06	2	2	2	2	-	1	1	-	\$18.83	\$18.84	\$16.70	\$18.41	\$21.06
Financial Activities	0																			
Health Care / Health Services	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
\$250,000,000 and Greater	3	5	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	4	4	-	-	-	-	-	3	3	3	3	-	2	2	-	-	-	-	-	-
Non-Profit	4	7	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(14.010) Benefits Assistant

First level of support work dedicated to benefits administration. The job typically requires specialized training beyond high school and experience of 1 year or less, or equivalent. Incumbents answer employee questions regarding benefits and maintain records of employee enrollment in benefit programs. Incumbents check insurance application or change forms and verify that information on forms submitted by employees is complete and accurate. Incumbents may contact various insurance companies or medical providers regarding medical, dental, disability, flex accounts, workers' compensation or other insurance claims or questions. The job typically requires the use of a computer and application of appropriate software packages. Makes decisions based upon established policies and procedures and works with readily available supervision. Does not serve in the capacity of plan administrator.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	12	12	\$21.69	\$21.69	\$19.67	\$21.26	\$24.01	2	2	2	2	-	2	2	-	\$21.80	\$21.80	\$19.85	\$21.26	\$24.01
Geographic Area																				
Minnesota	12	12	\$21.69	\$21.69	\$19.67	\$21.26	\$24.01	2	2	2	2	-	2	2	-	\$21.80	\$21.80	\$19.85	\$21.26	\$24.01
Minneapolis/St. Paul Metro Area	8	8	\$22.04	\$22.04	\$20.26	\$21.26	\$23.73	2	2	2	2	-	2	2	-	\$22.19	\$22.19	\$20.26	\$21.26	\$23.98
Greater Minnesota (Non-Metro)	4	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
250 to 499 employees	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	5	5	\$21.19	\$21.19	\$18.87	\$21.25	\$23.50	1	1	1	1	-	1	1	-	\$21.24	\$21.24	\$18.98	\$21.25	\$23.50
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	2	2	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Services	6	6	\$22.17	\$22.17	\$19.85	\$20.78	\$25.47	0	0	0	0	-	0	0	-	\$22.17	\$22.17	\$19.85	\$20.78	\$25.47
Financial Activities	0																			
Health Care / Health Services	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	3	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	6	6	\$21.63	\$21.63	\$18.54	\$21.86	\$24.56	0	0	0	0	-	0	0	-	\$21.63	\$21.63	\$18.54	\$21.86	\$24.56
Profit Status																				
Profit	6	6	\$21.71	\$21.71	\$18.54	\$20.42	\$25.47	2	2	2	2	-	2	2	-	\$21.92	\$21.92	\$18.54	\$21.04	\$25.47
Non-Profit	6	6	\$21.68	\$21.68	\$20.29	\$21.26	\$22.98	0	0	0	0	-	0	0	-	\$21.68	\$21.68	\$20.29	\$21.26	\$22.98
Public Sector	0																			

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(14.030) Human Resource Assistant

Paraprofessional human resource job. The job typically requires two years of formal training beyond high school and 1+ years of experience in the field of human resources, or equivalent. Incumbents typically assist in more than one area of human resources, such as new employee orientation, worker's compensation, staffing, and relocation. Incumbents create and maintain employee personnel records, including tracking systems for vacation, sick leave and FMLA. Incumbents provide customer service to employees by answering questions regarding policies and procedures. Incumbents may also provide assistance in other areas of human resources by doing special projects, such as completing benefit and salary surveys. Incumbents may use specialized software applications. Incumbents work under limited supervision and will often make decisions based upon established policies and/or procedures.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	69	80	\$21.18	\$20.84	\$18.30	\$20.00	\$22.74	31	33	22	24	\$2,280	11	12	6.1%	\$21.54	\$21.17	\$18.33	\$20.62	\$22.74
Geographic Area																				
Minnesota	69	80	\$21.18	\$20.84	\$18.30	\$20.00	\$22.74	31	33	22	24	\$2,280	11	12	6.1%	\$21.54	\$21.17	\$18.33	\$20.62	\$22.74
Minneapolis/St. Paul Metro Area	54	60	\$21.60	\$21.20	\$18.19	\$20.55	\$23.32	23	23	16	16	\$2,610	8	8	0.9%	\$21.97	\$21.53	\$18.19	\$21.00	\$23.76
Greater Minnesota (Non-Metro)	15	20	\$19.66	\$19.78	\$18.30	\$19.31	\$21.21	8	10	6	8	\$1,621	3	4	-	\$19.99	\$20.10	\$18.33	\$19.47	\$21.29
Company Size (Employees)																				
Less than 100 employees	12	12	\$22.32	\$22.32	\$18.27	\$21.52	\$24.17	6	6	4	4	-	1	1	-	\$22.65	\$22.65	\$18.27	\$21.62	\$24.60
100 to 249 employees	18	18	\$21.75	\$21.75	\$18.83	\$22.51	\$23.53	10	10	7	7	\$3,163	3	3	-	\$22.34	\$22.34	\$18.83	\$22.51	\$24.31
250 to 499 employees	22	24	\$21.31	\$21.15	\$18.48	\$20.00	\$24.52	10	11	8	9	\$1,833	5	5	1.3%	\$21.66	\$21.48	\$18.62	\$21.00	\$24.52
500 to 999 employees	8	9	\$19.42	\$19.14	\$17.64	\$19.18	\$20.85	0	0	0	0	-	0	0	-	\$19.42	\$19.14	\$17.64	\$19.18	\$20.85
1,000 employees or more	10	17	\$19.71	\$19.31	\$17.50	\$19.99	\$21.38	5	6	3	4	-	2	3	-	\$20.00	\$19.53	\$17.50	\$19.99	\$21.64
Industry																				
Manufacturing - Union	4	4	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	29	31	\$22.46	\$22.31	\$18.85	\$22.45	\$24.76	16	18	12	14	\$2,069	5	6	5.5%	\$22.89	\$22.76	\$19.10	\$22.45	\$25.01
Services	26	31	\$19.99	\$19.50	\$17.50	\$19.89	\$21.21	8	8	5	5	\$1,594	2	2	-	\$20.13	\$19.63	\$17.50	\$19.89	\$21.50
Financial Activities	3	4	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Health Care / Health Services	3	3	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	4	7	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	9	9	\$20.60	\$20.60	\$18.95	\$21.20	\$22.30	4	4	2	2	-	1	1	-	\$20.82	\$20.82	\$18.95	\$21.20	\$22.53
\$25,000,000 to \$49,999,999	15	15	\$22.28	\$22.28	\$18.85	\$20.00	\$26.98	7	7	5	5	\$2,455	2	2	-	\$22.67	\$22.67	\$18.85	\$21.20	\$26.98
\$50,000,000 to \$99,999,999	22	26	\$21.86	\$21.46	\$19.17	\$20.98	\$23.36	11	11	9	9	\$1,897	5	5	1.2%	\$22.23	\$21.78	\$19.20	\$21.27	\$23.49
\$100,000,000 to \$249,999,999	12	15	\$19.83	\$18.96	\$16.00	\$18.00	\$19.48	4	5	3	4	-	1	1	-	\$20.42	\$19.46	\$16.00	\$18.24	\$19.48
\$250,000,000 and Greater	11	15	\$20.25	\$20.36	\$18.00	\$20.00	\$22.67	5	6	3	4	-	2	3	-	\$20.42	\$20.55	\$18.00	\$20.82	\$22.75
Profit Status																				
Profit	55	64	\$21.17	\$20.79	\$18.30	\$20.10	\$22.76	28	30	20	22	\$2,361	9	10	6.8%	\$21.60	\$21.18	\$18.33	\$21.01	\$23.10
Non-Profit	11	13	\$19.45	\$19.52	\$17.89	\$19.18	\$20.48	3	3	2	2	-	2	2	-	\$19.57	\$19.62	\$17.89	\$19.18	\$20.77
Public Sector	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

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(14,040) Human Resource Clerk

Perform various clerical and statistical assignments related to the personnel function. Maintain employment records of company personnel, recording changes of status, address, supervisors, reports and ratings, etc. Compile and prepare reports on employment, training, wages and salaries, etc. Check references on new applicants. Furnish information regarding employees to authorized sources. Initiate records folder and other papers and assist in orientation of new employees. May process and/or maintain benefit-related information. Perform other routine clerical duties as may be assigned.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	15	18	\$19.70	\$19.78	\$15.49	\$18.78	\$22.23	4	4	3	3	-	2	2	-	\$20.07	\$20.09	\$15.49	\$18.91	\$24.10
Geographic Area																				
Minnesota	15	18	\$19.70	\$19.78	\$15.49	\$18.78	\$22.23	4	4	3	3	-	2	2	-	\$20.07	\$20.09	\$15.49	\$18.91	\$24.10
Minneapolis/St. Paul Metro Area	10	11	\$21.10	\$21.86	\$16.50	\$20.00	\$27.38	3	3	3	3	-	2	2	-	\$21.66	\$22.37	\$16.50	\$20.00	\$29.23
Greater Minnesota (Non-Metro)	5	7	\$16.90	\$16.82	\$15.15	\$16.23	\$19.10	1	1	0	0	-	0	0	-	\$16.90	\$16.82	\$15.15	\$16.23	\$19.10
Company Size (Employees)																				
Less than 100 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	5	5	\$16.41	\$16.41	\$14.93	\$15.50	\$18.36	1	1	0	0	-	0	0	-	\$16.41	\$16.41	\$14.93	\$15.50	\$18.36
500 to 999 employees	2	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
1,000 employees or more	4	6	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	7	8	\$20.92	\$21.99	\$16.44	\$20.59	\$28.42	3	3	2	2	-	2	2	-	\$21.32	\$22.34	\$16.51	\$21.84	\$28.42
Services	6	8	\$18.46	\$18.16	\$15.25	\$16.50	\$20.61	1	1	1	1	-	0	0	-	\$18.93	\$18.59	\$15.25	\$16.50	\$20.85
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	4	5	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	4	6	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	3	3	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Profit Status																				
Profit	12	15	\$20.34	\$20.31	\$15.50	\$19.25	\$26.00	4	4	3	3	-	2	2	-	\$20.81	\$20.68	\$15.50	\$19.53	\$26.00
Non-Profit	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(15.040) Billing Clerk

Prepare customers' statements, bills and invoices. Transcribe information from order sheets, terms, shipping memoranda, etc. Extend prices, obtain totals, discounts, list special charges and total net amount of bill. May maintain price records. File orders and invoice copies, distribute invoice copies and prepare customer's invoice for mailing.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	13	45	\$20.03	\$21.11	\$18.00	\$21.36	\$23.44	6	20	5	18	\$1,663	1	1	-	\$20.26	\$21.45	\$18.34	\$22.06	\$23.54
Geographic Area																				
Minnesota	13	45	\$20.03	\$21.11	\$18.00	\$21.36	\$23.44	6	20	5	18	\$1,663	1	1	-	\$20.26	\$21.45	\$18.34	\$22.06	\$23.54
Minneapolis/St. Paul Metro Area	12	44	\$20.08	\$21.12	\$18.00	\$21.44	\$23.48	5	19	5	18	\$1,663	1	1	-	\$20.33	\$21.47	\$18.22	\$22.17	\$23.60
Greater Minnesota (Non-Metro)	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	3	7	-	-	-	-	-	3	7	3	6	-	1	1	-	-	-	-	-	-
100 to 249 employees	4	8	-	-	-	-	-	1	5	1	5	-	0	0	-	-	-	-	-	-
250 to 499 employees	4	19	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	2	11	-	-	-	-	-	1	7	1	7	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	3	3	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
Services	7	23	\$18.68	\$18.75	\$17.11	\$18.45	\$20.98	3	13	3	13	-	1	1	-	\$18.99	\$19.18	\$17.16	\$18.52	\$21.43
Financial Activities	1	5	-	-	-	-	-	1	5	1	4	-	0	0	-	-	-	-	-	-
Health Care / Health Services	1	13	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	1	5	-	-	-	-	-	1	5	1	5	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	4	19	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	3	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	4	17	-	-	-	-	-	2	12	2	11	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	12	44	\$19.61	\$20.98	\$18.00	\$21.10	\$23.18	6	20	5	18	\$1,663	1	1	-	\$19.87	\$21.33	\$18.22	\$21.61	\$23.21
Non-Profit	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(15.050) Customer Service Representative I (Entry)

First of three levels of customer service work. The job typically requires high school graduate reading, communication, math and problem solving skills and no previous experience, or equivalent. Incumbents receive questions from customers and follow established procedures to provide answers or refer calls to appropriate staff. Typical questions are focused on order status, product information, account status, pricing, product or service. Incumbents follow established procedures and have readily available supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	46	281	\$17.32	\$17.77	\$15.60	\$17.75	\$19.78	22	169	20	157	\$1,662	11	35	4.9%	\$17.75	\$18.21	\$16.30	\$17.98	\$20.26
Geographic Area																				
Minnesota	46	281	\$17.32	\$17.77	\$15.60	\$17.75	\$19.78	22	169	20	157	\$1,662	11	35	4.9%	\$17.75	\$18.21	\$16.30	\$17.98	\$20.26
Minneapolis/St. Paul Metro Area	38	221	\$17.47	\$17.75	\$15.23	\$17.10	\$19.97	17	118	15	108	\$1,951	8	23	3.6%	\$17.86	\$18.14	\$16.30	\$17.80	\$20.30
Greater Minnesota (Non-Metro)	10	60	\$16.29	\$17.07	\$14.37	\$16.51	\$19.77	6	51	6	49	\$2,219	3	12	-	\$16.91	\$17.79	\$15.21	\$17.28	\$20.39
Company Size (Employees)																				
Less than 100 employees	12	23	\$17.19	\$17.12	\$15.00	\$16.00	\$19.23	5	9	5	9	\$1,757	3	4	-	\$17.57	\$17.44	\$15.00	\$16.00	\$19.87
100 to 249 employees	12	58	\$17.81	\$17.39	\$14.50	\$17.28	\$19.17	8	50	6	46	\$1,767	4	12	-	\$18.42	\$17.92	\$14.74	\$17.82	\$19.52
250 to 499 employees	9	54	\$17.78	\$15.76	\$12.00	\$14.94	\$17.82	3	24	3	24	-	2	7	-	\$18.24	\$16.38	\$12.00	\$16.38	\$17.82
500 to 999 employees	4	86	-	-	-	-	-	3	66	3	61	-	0	0	-	-	-	-	-	-
1,000 employees or more	9	60	\$15.61	\$16.36	\$15.07	\$16.30	\$17.53	3	20	3	17	-	2	12	-	\$15.76	\$16.58	\$15.36	\$16.30	\$17.81
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	21	67	\$18.05	\$17.67	\$14.87	\$16.60	\$20.40	12	44	10	39	\$2,544	8	23	5.6%	\$18.67	\$18.41	\$16.23	\$17.40	\$20.40
Services	17	101	\$16.81	\$17.24	\$15.15	\$17.00	\$18.75	5	65	5	63	\$1,918	1	2	-	\$17.07	\$17.80	\$15.69	\$17.82	\$19.38
Financial Activities	4	50	-	-	-	-	-	2	10	2	10	-	2	10	-	-	-	-	-	-
Health Care / Health Services	2	61	-	-	-	-	-	2	49	2	44	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	9	20	\$17.34	\$17.18	\$15.00	\$17.01	\$19.58	3	7	3	7	-	2	3	-	\$17.72	\$17.49	\$15.00	\$17.35	\$19.95
\$25,000,000 to \$49,999,999	9	31	\$17.74	\$16.61	\$13.88	\$16.48	\$17.82	5	13	4	12	-	4	12	-	\$18.46	\$17.04	\$14.40	\$16.57	\$17.82
\$50,000,000 to \$99,999,999	9	46	\$16.52	\$15.73	\$12.15	\$14.90	\$19.13	5	26	4	25	-	2	7	-	\$17.03	\$16.49	\$12.15	\$16.30	\$19.64
\$100,000,000 to \$249,999,999	9	48	\$16.73	\$17.78	\$15.79	\$17.01	\$20.52	3	29	3	21	-	1	6	-	\$16.95	\$18.25	\$15.79	\$17.78	\$20.74
\$250,000,000 and Greater	7	133	\$18.82	\$18.37	\$16.30	\$18.00	\$19.75	4	92	4	90	-	1	6	-	\$19.09	\$18.63	\$16.30	\$18.43	\$20.23
Profit Status																				
Profit	40	205	\$17.42	\$17.15	\$15.00	\$16.85	\$19.23	20	120	18	108	\$2,212	10	29	5.1%	\$17.89	\$17.69	\$16.08	\$17.25	\$19.66
Non-Profit	5	75	\$16.79	\$17.01	\$13.98	\$17.30	\$19.04	2	49	2	49	-	1	6	-	\$16.94	\$17.19	\$14.61	\$17.30	\$19.16
Public Sector	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

**2016 Office, Clerical, and Technical Survey - Minnesota
(15.051) Customer Service Representative II (Experienced)**

Second of three levels of customer service work. The job typically requires high school graduate reading, communication, math and problem solving skills and 2+ years experience. Incumbents receive questions from customers and follow established procedures to provide answers or refer calls to appropriate staff. Typical questions are focused on order status, product information, account status, pricing, product or service. Incumbents require limited supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	110	707	\$19.80	\$19.11	\$17.17	\$18.53	\$20.35	58	306	51	213	\$2,377	31	99	6.4%	\$20.35	\$19.45	\$17.31	\$18.82	\$20.75
Geographic Area																				
Minnesota	110	707	\$19.80	\$19.11	\$17.17	\$18.53	\$20.35	58	306	51	213	\$2,378	31	99	6.4%	\$20.35	\$19.45	\$17.31	\$18.82	\$20.75
Minneapolis/St. Paul Metro Area	92	602	\$20.11	\$19.30	\$17.31	\$18.89	\$20.43	46	265	41	186	\$2,306	24	71	6.2%	\$20.66	\$19.64	\$17.31	\$19.03	\$20.85
Greater Minnesota (Non-Metro)	21	105	\$18.12	\$18.62	\$15.39	\$17.93	\$20.36	13	41	11	27	\$2,868	7	28	6.9%	\$18.65	\$19.07	\$15.54	\$18.11	\$20.94
Company Size (Employees)																				
Less than 100 employees	40	72	\$19.89	\$20.02	\$17.56	\$19.57	\$22.50	17	31	16	30	\$2,230	11	17	7.2%	\$20.30	\$20.47	\$17.90	\$20.20	\$23.12
100 to 249 employees	33	88	\$19.70	\$19.99	\$17.73	\$19.74	\$22.52	21	63	17	48	\$3,358	10	26	8.1%	\$20.47	\$20.87	\$17.89	\$20.11	\$23.60
250 to 499 employees	23	105	\$19.87	\$19.51	\$16.50	\$18.72	\$21.90	14	70	12	57	\$3,039	9	48	5.5%	\$20.55	\$20.30	\$17.16	\$18.97	\$22.09
500 to 999 employees	4	59	-	-	-	-	-	2	14	2	10	-	0	0	-	-	-	-	-	-
1,000 employees or more	12	383	\$19.57	\$18.91	\$17.31	\$18.37	\$19.71	5	128	4	68	-	2	8	-	\$19.77	\$19.04	\$17.31	\$18.51	\$19.81
Industry																				
Manufacturing - Union	6	12	\$20.85	\$21.81	\$18.03	\$23.24	\$24.31	4	9	3	7	-	1	4	-	\$22.15	\$23.53	\$18.37	\$25.38	\$28.77
Manufacturing - Non-Union	59	205	\$19.83	\$19.37	\$16.33	\$18.67	\$22.14	35	97	31	77	\$2,845	21	56	5.3%	\$20.45	\$19.88	\$16.92	\$19.00	\$22.58
Services	33	145	\$19.36	\$19.47	\$17.03	\$19.00	\$21.27	12	88	10	74	\$1,934	7	33	6.0%	\$19.68	\$19.90	\$17.06	\$19.23	\$22.67
Financial Activities	7	226	\$18.83	\$18.32	\$16.80	\$18.17	\$19.58	5	98	5	45	\$2,877	2	6	-	\$19.56	\$18.73	\$16.96	\$18.27	\$19.91
Health Care / Health Services	3	113	-	-	-	-	-	2	14	2	10	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	2	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	9	10	\$19.54	\$20.01	\$18.09	\$19.12	\$21.05	3	4	2	2	-	1	1	-	\$19.65	\$20.11	\$18.19	\$19.12	\$21.05
\$10,000,000 to \$24,999,999	23	49	\$19.05	\$19.02	\$16.75	\$18.76	\$21.24	10	22	10	22	\$2,512	8	14	7.8%	\$19.59	\$19.55	\$16.75	\$19.43	\$21.58
\$25,000,000 to \$49,999,999	24	59	\$20.33	\$19.97	\$17.11	\$19.57	\$22.67	14	33	11	28	\$2,610	9	19	5.1%	\$21.03	\$20.57	\$17.32	\$20.13	\$23.64
\$50,000,000 to \$99,999,999	19	115	\$19.07	\$18.34	\$15.45	\$17.51	\$19.05	11	45	10	35	\$2,672	5	20	6.8%	\$19.51	\$18.81	\$15.55	\$17.80	\$20.65
\$100,000,000 to \$249,999,999	18	71	\$20.42	\$20.66	\$18.65	\$20.43	\$22.57	10	52	9	39	\$4,436	4	31	-	\$21.30	\$21.71	\$18.67	\$20.70	\$23.93
\$250,000,000 and Greater	17	403	\$20.33	\$19.03	\$17.31	\$18.51	\$19.81	10	150	9	87	\$1,497	4	14	-	\$20.69	\$19.19	\$17.31	\$18.75	\$19.95
Profit Status																				
Profit	100	510	\$19.80	\$19.06	\$16.76	\$18.32	\$20.70	55	218	48	177	\$2,559	30	98	6.4%	\$20.39	\$19.49	\$16.82	\$18.58	\$21.17
Non-Profit	8	191	\$18.89	\$19.74	\$18.27	\$19.62	\$21.81	3	88	3	36	-	1	1	-	\$19.07	\$19.92	\$18.27	\$19.80	\$21.99
Public Sector	2	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

**2016 Office, Clerical, and Technical Survey - Minnesota
(15.060) Customer Service Representative III (Advanced)**

Third of three levels of customer service work. The job typically requires an associate or bachelor's degree with 2+ years of experience, or equivalent. Handles the more technical or complex service questions from customers and applies judgment in resolving service, warranty or technical problems falling within established limits of authority and knowledge. Issues of greater impact or technical complexity are researched and presented to management or referred to the appropriate internal experts for resolution. Typical customer questions are focused on account status, technical product application or service information, pricing or adjustments. May provide work direction to others.

	# of Orgs		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	68	353	\$22.60	\$21.69	\$19.06	\$21.29	\$23.67	32	140	26	93	\$3,036	13	30	6.0%	\$23.15	\$22.08	\$19.25	\$21.50	\$24.22
Geographic Area																				
Minnesota	68	353	\$22.60	\$21.69	\$19.06	\$21.29	\$23.67	32	140	26	93	\$3,036	13	30	6.0%	\$23.15	\$22.08	\$19.25	\$21.50	\$24.22
Minneapolis/St. Paul Metro Area	59	293	\$22.71	\$21.72	\$19.24	\$21.29	\$23.76	27	107	22	78	\$3,061	11	22	5.6%	\$23.25	\$22.11	\$19.36	\$21.50	\$24.28
Greater Minnesota (Non-Metro)	10	60	\$21.23	\$21.73	\$18.74	\$21.38	\$23.66	6	33	5	15	\$2,739	2	8	-	\$21.87	\$22.26	\$18.74	\$21.64	\$24.68
Company Size (Employees)																				
Less than 100 employees	21	26	\$22.65	\$22.25	\$18.53	\$22.00	\$24.32	11	12	10	11	\$3,192	4	4	-	\$23.43	\$22.90	\$19.42	\$22.37	\$25.56
100 to 249 employees	25	71	\$23.50	\$22.40	\$18.55	\$21.79	\$25.14	11	24	9	20	\$3,405	6	10	7.5%	\$24.04	\$22.88	\$18.74	\$21.93	\$26.59
250 to 499 employees	12	73	\$21.96	\$22.24	\$18.77	\$22.17	\$25.18	5	40	3	17	-	2	9	-	\$22.14	\$22.48	\$19.08	\$22.17	\$25.18
500 to 999 employees	4	36	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
1,000 employees or more	8	147	\$21.38	\$20.83	\$18.40	\$20.80	\$22.41	4	62	3	43	-	1	7	-	\$21.98	\$21.38	\$18.54	\$21.15	\$23.13
Industry																				
Manufacturing - Union	1	2	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	41	160	\$22.59	\$21.66	\$18.56	\$21.42	\$23.96	18	67	14	37	\$2,203	10	26	5.8%	\$22.97	\$21.90	\$18.59	\$21.53	\$24.28
Services	18	45	\$21.47	\$21.74	\$17.60	\$21.30	\$24.38	9	29	8	24	\$4,046	0	0	-	\$22.34	\$22.81	\$18.21	\$21.85	\$26.21
Financial Activities	5	63	\$23.39	\$22.80	\$17.70	\$23.49	\$25.59	4	42	4	32	-	3	4	-	\$24.66	\$24.06	\$18.68	\$24.78	\$28.22
Health Care / Health Services	2	82	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	8	9	\$23.50	\$24.37	\$20.17	\$22.00	\$30.95	4	5	3	3	-	2	2	-	\$24.29	\$25.07	\$20.82	\$23.45	\$31.31
\$10,000,000 to \$24,999,999	14	18	\$22.72	\$22.07	\$18.64	\$21.93	\$24.05	6	6	5	5	\$1,719	2	2	-	\$23.00	\$22.30	\$18.64	\$21.93	\$24.32
\$25,000,000 to \$49,999,999	11	22	\$23.08	\$23.01	\$18.27	\$22.19	\$28.01	4	8	3	7	-	2	2	-	\$23.44	\$23.52	\$18.41	\$22.19	\$28.07
\$50,000,000 to \$99,999,999	12	114	\$22.10	\$21.69	\$18.31	\$22.09	\$24.10	6	40	5	21	\$1,728	4	14	-	\$22.45	\$21.87	\$18.39	\$22.14	\$24.11
\$100,000,000 to \$249,999,999	13	37	\$22.45	\$21.49	\$17.98	\$20.97	\$24.84	6	13	5	8	\$3,893	1	2	-	\$23.34	\$21.91	\$18.94	\$21.00	\$25.13
\$250,000,000 and Greater	10	153	\$21.95	\$21.41	\$20.00	\$21.29	\$23.02	6	68	5	49	\$3,639	2	8	-	\$22.71	\$22.03	\$20.19	\$21.50	\$24.28
Profit Status																				
Profit	61	253	\$22.64	\$21.68	\$18.13	\$21.44	\$24.20	30	101	24	64	\$3,066	12	29	6.1%	\$23.22	\$22.05	\$18.32	\$21.60	\$24.81
Non-Profit	7	100	\$22.23	\$22.12	\$20.45	\$21.84	\$23.52	2	39	2	29	-	1	1	-	\$22.52	\$22.48	\$20.67	\$21.92	\$24.72
Public Sector	0																			

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(15.079) Events Coordinator

Responsible for liaison between clients, the public, and department management prior to and during events to ensure that facilities, equipment, physical setup and personnel provided meet the requirements of the event. The job typically requires a bachelor's degree in business administration, theater, facility management or a related field and 2+ years of experience in coordinating a variety of events, or equivalent. Assignments include the coordination and supervision of support personnel and services. Work is performed under the general direction of the Events Manager or another administrative or marketing manager.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	10	12	\$20.95	\$21.20	\$18.31	\$21.84	\$22.93	1	1	1	1	-	1	1	-	\$21.02	\$21.26	\$18.31	\$21.84	\$22.93
Geographic Area																				
Minnesota	10	12	\$20.95	\$21.20	\$18.31	\$21.84	\$22.93	1	1	1	1	-	1	1	-	\$21.02	\$21.26	\$18.31	\$21.84	\$22.93
Minneapolis/St. Paul Metro Area	8	10	\$22.06	\$22.14	\$21.17	\$22.28	\$23.03	1	1	1	1	-	1	1	-	\$22.14	\$22.20	\$21.17	\$22.28	\$23.03
Greater Minnesota (Non-Metro)	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
250 to 499 employees	5	6	\$20.38	\$20.47	\$17.71	\$21.82	\$22.30	0	0	0	0	-	0	0	-	\$20.38	\$20.47	\$17.71	\$21.82	\$22.30
500 to 999 employees	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	5	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Services	6	7	\$19.49	\$19.72	\$17.12	\$21.17	\$21.93	0	0	0	0	-	0	0	-	\$19.49	\$19.72	\$17.12	\$21.17	\$21.93
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	3	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	4	5	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Non-Profit	6	7	\$19.49	\$19.72	\$17.12	\$21.17	\$21.93	0	0	0	0	-	0	0	-	\$19.49	\$19.72	\$17.12	\$21.17	\$21.93
Public Sector	0																			

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(15.080) Export Coordinator

Perform various duties concerning importing/exporting products to/from foreign countries. The job typically requires high school math and problem solving skills and 3+ years of related training and experience, or equivalent. Responsibilities include computing duties, tariffs, price conversions, weights and volumes of products or materials. Receive and edit export orders. Prepare all necessary documents, such as commercial invoices, packing lists, export declarations, insurance papers and consular documents to facilitate shipments between international locations. Works with purchasing or sales to make appropriate arrangements for carriers based on delivery time requirements. Review pertinent domestic and foreign trade regulations.

	# of Orgs # of Emp		Base Pay					Variable Pay					Total Compensation							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	9	23	\$22.85	\$21.73	\$19.23	\$21.65	\$24.33	5	8	4	7	-	2	2	-	\$23.21	\$22.01	\$19.23	\$22.33	\$24.57
Geographic Area																				
Minnesota	9	23	\$22.85	\$21.73	\$19.23	\$21.65	\$24.33	5	8	4	7	-	2	2	-	\$23.21	\$22.01	\$19.23	\$22.33	\$24.57
Minneapolis/St. Paul Metro Area	9	23	\$22.85	\$21.73	\$19.23	\$21.65	\$24.33	5	8	4	7	-	2	2	-	\$23.21	\$22.01	\$19.23	\$22.33	\$24.57
Greater Minnesota (Non-Metro)	0																			
Company Size (Employees)																				
Less than 100 employees	3	4	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
100 to 249 employees	2	3	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
500 to 999 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	14	-	-	-	-	-	1	4	1	4	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	6	17	\$23.08	\$22.35	\$19.74	\$22.56	\$25.19	2	2	1	1	-	1	1	-	\$23.18	\$22.42	\$19.74	\$22.56	\$25.51
Services	3	6	-	-	-	-	-	3	6	3	6	-	1	1	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	2	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	4	5	-	-	-	-	-	3	3	2	2	-	2	2	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	14	-	-	-	-	-	1	4	1	4	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	9	23	\$22.85	\$21.73	\$19.23	\$21.65	\$24.33	5	8	4	7	-	2	2	-	\$23.21	\$22.01	\$19.23	\$22.33	\$24.57
Non-Profit	0																			
Public Sector	0																			

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(15.090) Sales/Marketing Assistant

Experienced level sales and marketing administrative assistant job. This job typically requires an associate's degree and 2+ years of experience, or equivalent. Incumbents perform administrative support work specific to sales and marketing department(s). Incumbents assist the department manager and other department staff by performing a variety of support duties, such as data collection, compilation, research, records maintenance, custom reports, sales reports, customer profiles or program reports. Incumbents may assist with preparation of marketing materials, maintain marketing materials inventory, serve as liaison with print shop vendors or distribute literature. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Incumbents may set up audiovisual or telecommunications equipment. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents make non-routine choices within established guidelines, with minimal supervision.

	# of Orgs	# of Emp	Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	51	69	\$20.48	\$20.49	\$18.00	\$20.25	\$22.72	26	39	20	27	\$2,222	15	23	4.8%	\$20.91	\$20.91	\$18.00	\$20.68	\$23.22
Geographic Area																				
Minnesota	51	69	\$20.48	\$20.49	\$18.00	\$20.25	\$22.72	26	39	20	27	\$2,222	15	23	4.8%	\$20.91	\$20.91	\$18.00	\$20.68	\$23.22
Minneapolis/St. Paul Metro Area	42	57	\$20.72	\$20.71	\$17.66	\$20.68	\$23.02	22	35	17	24	\$2,044	12	20	4.2%	\$21.11	\$21.13	\$17.78	\$20.73	\$23.58
Greater Minnesota (Non-Metro)	9	12	\$19.36	\$19.41	\$18.14	\$18.93	\$20.88	4	4	3	3	-	3	3	-	\$19.94	\$19.90	\$18.14	\$20.26	\$22.07
Company Size (Employees)																				
Less than 100 employees	19	23	\$20.04	\$20.39	\$16.82	\$19.71	\$22.64	11	15	8	12	\$1,515	5	6	5.0%	\$20.39	\$20.77	\$16.82	\$20.38	\$23.09
100 to 249 employees	14	21	\$21.52	\$20.58	\$18.03	\$21.00	\$23.08	10	17	8	9	\$2,509	5	10	4.1%	\$22.19	\$21.13	\$18.03	\$21.27	\$24.63
250 to 499 employees	12	15	\$20.10	\$20.68	\$18.54	\$20.87	\$22.83	4	5	3	4	-	4	5	-	\$20.35	\$20.93	\$18.78	\$21.00	\$22.83
500 to 999 employees	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	5	6	\$20.34	\$20.62	\$17.83	\$20.61	\$24.63	1	2	1	2	-	1	2	-	\$20.87	\$21.29	\$17.83	\$20.61	\$27.19
Industry																				
Manufacturing - Union	2	3	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	23	32	\$21.03	\$20.45	\$18.01	\$20.94	\$22.67	14	23	11	14	\$2,576	9	17	4.6%	\$21.62	\$20.99	\$18.01	\$21.00	\$23.48
Services	23	30	\$19.67	\$19.94	\$17.31	\$19.48	\$22.13	10	12	7	9	\$1,646	6	6	1.4%	\$19.93	\$20.16	\$17.51	\$20.27	\$22.13
Financial Activities	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Health Care / Health Services	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	4	4	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	10	12	\$20.10	\$19.85	\$16.95	\$19.51	\$21.15	4	6	3	5	-	2	2	-	\$20.24	\$20.03	\$16.96	\$20.27	\$21.16
\$25,000,000 to \$49,999,999	14	16	\$19.48	\$19.39	\$16.70	\$19.65	\$22.03	8	10	7	8	\$1,483	3	4	-	\$19.86	\$19.75	\$16.77	\$19.92	\$22.99
\$50,000,000 to \$99,999,999	7	8	\$21.78	\$21.70	\$19.37	\$21.00	\$24.51	4	5	2	3	-	3	3	-	\$22.28	\$22.32	\$20.59	\$21.00	\$24.98
\$100,000,000 to \$249,999,999	5	8	\$22.24	\$22.08	\$20.14	\$22.72	\$23.89	2	2	2	2	-	1	1	-	\$22.83	\$22.63	\$20.45	\$23.49	\$24.60
\$250,000,000 and Greater	11	21	\$21.19	\$21.49	\$17.96	\$20.64	\$25.12	6	14	5	8	\$2,875	5	12	4.6%	\$21.79	\$22.04	\$17.96	\$20.72	\$27.45
Profit Status																				
Profit	47	62	\$20.57	\$20.60	\$17.83	\$20.36	\$22.93	26	39	20	27	\$2,222	15	23	4.8%	\$21.03	\$21.06	\$17.89	\$20.85	\$23.55
Non-Profit	4	7	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(15.100) Order Analyst, Senior

Edit, analyze and interpret incoming orders covering a wide scope of company products from customers, sales representatives or dealers to clarify terminology and supply missing or misstated information. Rearrange data and write orders to facilitate and expedite subsequent order procedures. Check pricing and discounting, conditions of sales, customer's identity and location, shipping instructions, etc. Coordinate pricing of special items and materials with estimates. Contact order sources to clarify and correct order discrepancies. May verify shipping dates based on backlog or other existing factors. May assign work and instruct order analysts-junior, order clerks, typists, etc. engaged in order processing. Maintain or supervise the maintenance of all necessary files and records having to do with prices, discounts, part numbers and nomenclature, customer information, etc. Requires considerable experience with the company to become familiar with the company's products, product application and sales policies.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	13	40	\$24.38	\$22.77	\$18.94	\$22.85	\$25.29	9	34	8	28	\$1,682	2	8	-	\$24.87	\$23.32	\$19.51	\$23.44	\$26.09
Geographic Area																				
Minnesota	13	40	\$24.38	\$22.77	\$18.94	\$22.85	\$25.29	9	34	8	28	\$1,682	2	8	-	\$24.87	\$23.32	\$19.51	\$23.44	\$26.09
Minneapolis/St. Paul Metro Area	12	37	\$24.39	\$22.63	\$18.83	\$22.72	\$25.25	8	31	7	25	\$1,924	2	8	-	\$24.90	\$23.21	\$19.50	\$23.13	\$25.88
Greater Minnesota (Non-Metro)	1	3	-	-	-	-	-	1	3	1	3	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	4	8	-	-	-	-	-	4	8	4	8	-	0	0	-	-	-	-	-	-
100 to 249 employees	6	15	\$24.58	\$23.51	\$20.14	\$24.21	\$25.92	3	11	2	5	-	2	8	-	\$24.70	\$23.63	\$20.17	\$24.53	\$26.09
250 to 499 employees	2	5	-	-	-	-	-	1	3	1	3	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	12	-	-	-	-	-	1	12	1	12	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	4	14	-	-	-	-	-	4	14	3	8	-	2	8	-	-	-	-	-	-
Services	6	22	\$24.48	\$23.71	\$20.56	\$22.96	\$26.82	3	18	3	18	-	0	0	-	\$24.91	\$24.32	\$21.50	\$23.89	\$27.12
Financial Activities	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	3	8	-	-	-	-	-	2	6	2	6	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	6	12	\$24.06	\$22.91	\$18.97	\$24.11	\$25.85	3	8	3	8	-	1	2	-	\$24.42	\$23.39	\$19.74	\$24.38	\$26.09
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	3	19	-	-	-	-	-	3	19	2	13	-	1	6	-	-	-	-	-	-
Profit Status																				
Profit	13	40	\$24.38	\$22.77	\$18.94	\$22.85	\$25.29	9	34	8	28	\$1,682	2	8	-	\$24.87	\$23.32	\$19.51	\$23.44	\$26.09
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(15.110) Order Analyst, Junior

Edit, analyze and interpret incoming orders from customers, sales representatives or dealers to clarify terminology, supply missing information. Rearrange data and write orders to facilitate and expedite subsequent order procedures. Check pricing and discounting conditions of sales, customer's identity and location, shipping instructions, etc. Contact order source to clarify order information or correct discrepancies. Procedures are similar to those performed by order analyst-senior but sales are limited to specific product lines where orders involve less technical complexity and scope. May instruct and direct employees engaged in departmental detail. Assist with maintaining the necessary files and records having to do with prices, discounts, part numbers and nomenclature, etc. Work is subject to check and verification.

	# of Orgs # of Emp		Base Pay					Variable Pay					Total Compensation							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	12	31	\$19.60	\$18.80	\$16.50	\$17.41	\$21.26	8	26	6	17	\$1,641	4	14	-	\$19.96	\$19.33	\$16.96	\$18.08	\$21.81
Geographic Area																				
Minnesota	12	31	\$19.60	\$18.80	\$16.50	\$17.41	\$21.26	8	26	6	17	\$1,641	4	14	-	\$19.96	\$19.33	\$16.96	\$18.08	\$21.81
Minneapolis/St. Paul Metro Area	11	30	\$19.92	\$18.96	\$16.50	\$18.34	\$21.36	7	25	5	16	\$1,596	3	13	-	\$20.23	\$19.47	\$16.98	\$18.81	\$22.06
Greater Minnesota (Non-Metro)	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	3	4	-	-	-	-	-	3	4	2	3	-	0	0	-	-	-	-	-	-
100 to 249 employees	6	14	\$19.93	\$19.49	\$16.86	\$19.93	\$21.96	2	9	1	1	-	2	9	-	\$20.01	\$19.56	\$16.86	\$20.18	\$21.96
250 to 499 employees	3	13	-	-	-	-	-	3	13	3	13	-	2	5	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	6	23	\$18.90	\$18.88	\$16.50	\$18.55	\$20.77	5	22	4	14	-	3	13	-	\$19.35	\$19.44	\$17.03	\$19.01	\$21.20
Services	4	6	-	-	-	-	-	2	3	2	3	-	1	1	-	-	-	-	-	-
Financial Activities	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	3	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	5	16	\$18.88	\$19.53	\$16.31	\$19.62	\$22.40	4	14	4	14	-	3	6	-	\$19.53	\$20.21	\$17.33	\$20.10	\$22.79
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	9	-	-	-	-	-	2	9	0	0	-	1	8	-	-	-	-	-	-
Profit Status																				
Profit	12	31	\$19.60	\$18.80	\$16.50	\$17.41	\$21.26	8	26	6	17	\$1,641	4	14	-	\$19.96	\$19.33	\$16.96	\$18.08	\$21.81
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(15.120) Order Clerk

Receive and edit customers' orders as to completeness of specifications, prices, customer's identity, location, etc. for standardized product and part sales where order checking procedures are established. Refer questionable order data to supervisor for clarification. Process and route orders for shipment; send order acknowledgments. Maintain files and records pertinent to order procedures e.g. future and partial shipments, credit clearance, etc.; also maintain records having to do with information relative to order checking e.g. parts lists, price lists, customer lists, etc.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	13	43	\$19.48	\$18.66	\$15.00	\$17.46	\$20.76	6	29	4	27	-	2	2	-	\$19.95	\$19.22	\$16.38	\$17.46	\$21.47
Geographic Area																				
Minnesota	13	43	\$19.48	\$18.66	\$15.00	\$17.46	\$20.76	6	29	4	27	-	2	2	-	\$19.95	\$19.22	\$16.38	\$17.46	\$21.47
Minneapolis/St. Paul Metro Area	10	39	\$19.18	\$18.50	\$15.00	\$17.39	\$19.67	3	25	1	23	-	1	1	-	\$19.33	\$18.86	\$16.38	\$17.39	\$19.91
Greater Minnesota (Non-Metro)	3	4	-	-	-	-	-	3	4	3	4	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	4	5	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
100 to 249 employees	3	5	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
250 to 499 employees	5	31	\$19.19	\$18.86	\$15.00	\$17.35	\$23.42	3	26	3	26	-	1	1	-	\$20.18	\$19.61	\$16.38	\$17.36	\$24.90
500 to 999 employees	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	10	37	\$18.93	\$18.43	\$15.00	\$18.50	\$20.71	5	28	4	27	-	1	1	-	\$19.54	\$19.08	\$16.33	\$18.51	\$21.42
Services	3	6	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	3	6	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	5	31	\$19.19	\$18.86	\$15.00	\$17.35	\$23.42	3	26	3	26	-	1	1	-	\$20.18	\$19.61	\$16.38	\$17.36	\$24.90
\$100,000,000 to \$249,999,999	2	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	13	43	\$19.48	\$18.66	\$15.00	\$17.46	\$20.76	6	29	4	27	-	2	2	-	\$19.95	\$19.22	\$16.38	\$17.46	\$21.47
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(15.160) Sales Correspondent, Senior

Interpret and analyze customers' inquiries which may vary broadly in nature e.g. quotations, terms, deliveries, applications, service, complaints, adjustments, requests for literature, catalogs, price lists, instructions, etc. Obtain information and dictate correspondence, answer telephone or personally confer with customers calling at the plant. Acknowledge customers' orders, advise customer on order changes, order status, prices, etc. Follow up complaints requiring replacements or adjustments. Delegate requests for information, complaints or service of a technical nature to the engineering department for analysis or disposition. Compile quotations from pricing lists using established procedures. Must be familiar with company products and components, product applications, pricing procedures and sales policies. Maintain or supervise the maintenance of files and records pertinent to the function. Assign work and instruct sales correspondents-junior and/or departmental clerical employees.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	9	38	\$28.36	\$29.50	\$25.90	\$26.93	\$31.87	9	38	9	35	\$7,759	2	4	-	\$32.53	\$33.29	\$27.01	\$29.03	\$38.54
Geographic Area																				
Minnesota	9	38	\$28.36	\$29.50	\$25.90	\$26.93	\$31.87	9	38	9	35	\$7,759	2	4	-	\$32.53	\$33.29	\$27.01	\$29.03	\$38.54
Minneapolis/St. Paul Metro Area	8	22	\$29.94	\$30.19	\$26.00	\$26.63	\$36.22	8	22	8	20	\$10,892	2	4	-	\$34.31	\$35.35	\$27.33	\$29.64	\$38.78
Greater Minnesota (Non-Metro)	2	16	-	-	-	-	-	2	16	2	15	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	5	-	-	-	-	-	2	5	2	5	-	1	2	-	-	-	-	-	-
100 to 249 employees	5	16	\$24.70	\$24.30	\$22.35	\$25.95	\$26.52	5	16	5	14	\$4,123	0	0	-	\$26.54	\$26.20	\$23.89	\$27.08	\$28.67
250 to 499 employees	2	17	-	-	-	-	-	2	17	2	16	-	1	2	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	2	3	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	3	5	-	-	-	-	-	3	5	3	5	-	1	2	-	-	-	-	-	-
Services	3	27	-	-	-	-	-	3	27	3	24	-	1	2	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	3	-	-	-	-	-	1	3	1	3	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	3	-	-	-	-	-	1	3	1	3	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	3	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	4	15	-	-	-	-	-	4	15	4	13	-	1	2	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
\$250,000,000 and Greater	1	15	-	-	-	-	-	1	15	1	14	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	9	38	\$28.36	\$29.50	\$25.90	\$26.93	\$31.87	9	38	9	35	\$7,759	2	4	-	\$32.53	\$33.29	\$27.01	\$29.03	\$38.54
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(15.170) Sales Correspondent, Junior

Interpret and analyze customer inquiries having some diversification as to nature e.g. quotations, terms, applications, service, complaints, adjustments, requests for literature, catalogs, price lists, instructions, etc. Duties are similar to sales correspondent-senior but inquiries are usually limited to a specific line or group of products. Obtain information and dictate correspondence, answer telephone or personally confer with customers calling at the plant. Acknowledge customer orders, advise customers on order changes, order status, quote prices, etc. Follow up complaints requiring replacement or adjustment; delegate requests for information, complaints or service of a technical nature to the engineering department for analysis or disposition. Must be familiar with company products and components, product applications, prices and sales policies. Maintain records and files having to do with the function. Instruct clerical employees engaged in detail work in the department.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	8	47	\$24.07	\$23.64	\$20.65	\$22.77	\$25.47	7	46	6	37	\$6,179	1	2	-	\$27.19	\$25.93	\$21.39	\$24.48	\$28.32
Geographic Area																				
Minnesota	8	47	\$24.07	\$23.64	\$20.65	\$22.77	\$25.47	7	46	6	37	\$6,179	1	2	-	\$27.19	\$25.93	\$21.39	\$24.48	\$28.32
Minneapolis/St. Paul Metro Area	5	20	\$20.47	\$20.86	\$18.71	\$21.00	\$22.72	4	19	4	16	-	1	2	-	\$22.96	\$23.94	\$19.86	\$23.08	\$29.25
Greater Minnesota (Non-Metro)	4	27	-	-	-	-	-	4	27	3	21	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	3	-	-	-	-	-	2	3	2	3	-	1	2	-	-	-	-	-	-
100 to 249 employees	2	15	-	-	-	-	-	2	15	2	11	-	0	0	-	-	-	-	-	-
250 to 499 employees	4	29	-	-	-	-	-	3	28	2	23	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	3	12	-	-	-	-	-	3	12	2	7	-	0	0	-	-	-	-	-	-
Services	5	35	\$21.91	\$22.89	\$20.50	\$22.68	\$25.20	4	34	4	30	-	1	2	-	\$25.17	\$25.86	\$21.60	\$25.49	\$28.79
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	3	21	-	-	-	-	-	3	21	2	13	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	3	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
\$250,000,000 and Greater	2	22	-	-	-	-	-	2	22	2	21	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	8	47	\$24.07	\$23.64	\$20.65	\$22.77	\$25.47	7	46	6	37	\$6,179	1	2	-	\$27.19	\$25.93	\$21.39	\$24.48	\$28.32
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(15.190) Telemarketing Sales Representative

Outbound telemarketing job. The job typically requires good verbal communications skills and the ability to accurately enter order information in the order management system, or equivalent. Calls may be random or to identified target business or consumer lists. The immediate objective may be to inform, sell, or pre-qualify contacts. Scripts are pre-written and supervision is readily available.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	5	8	\$18.68	\$18.04	\$14.06	\$18.17	\$21.40	2	4	2	3	-	0	0	-	\$19.55	\$19.12	\$14.31	\$20.91	\$21.94
Geographic Area																				
Minnesota	5	8	\$18.68	\$18.04	\$14.06	\$18.17	\$21.40	2	4	2	3	-	0	0	-	\$19.55	\$19.12	\$14.31	\$20.91	\$21.94
Minneapolis/St. Paul Metro Area	4	6	-	-	-	-	-	2	4	2	3	-	0	0	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	3	5	-	-	-	-	-	1	2	1	1	-	0	0	-	-	-	-	-	-
100 to 249 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	6	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Services	1	2	-	-	-	-	-	1	2	1	1	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	2	-	-	-	-	-	1	2	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	5	8	\$18.68	\$18.04	\$14.06	\$18.17	\$21.40	2	4	2	3	-	0	0	-	\$19.55	\$19.12	\$14.31	\$20.91	\$21.94
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(15.210) Telephone Order Processing Representative

Inbound order taker. The job typically requires good verbal skills and the ability to accurately enter order information in the order management system, a high school diploma and related experience of less than 1 year, or equivalent. Incumbents may inform callers of product availability and pricing. Generally callers are predisposed to making a purchase or issuing an order when they call.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	6	23	\$17.44	\$18.24	\$16.35	\$17.51	\$20.56	0	0	0	0		0	0	-	\$17.44	\$18.24	\$16.35	\$17.51	\$20.56
Geographic Area																				
Minnesota	6	23	\$17.44	\$18.24	\$16.35	\$17.51	\$20.56	0	0	0	0		0	0	-	\$17.44	\$18.24	\$16.35	\$17.51	\$20.56
Minneapolis/St. Paul Metro Area	5	21	\$18.30	\$18.75	\$16.46	\$18.50	\$20.57	0	0	0	0		0	0	-	\$18.30	\$18.75	\$16.46	\$18.50	\$20.57
Greater Minnesota (Non-Metro)	1	2	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	4	18	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
100 to 249 employees	0																			
250 to 499 employees	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
500 to 999 employees	1	4	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	1	2	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Manufacturing - Non-Union	2	10	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Services	3	11	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	2	7	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	6	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	3	10	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	6	23	\$17.44	\$18.24	\$16.35	\$17.51	\$20.56	0	0	0	0		0	0	-	\$17.44	\$18.24	\$16.35	\$17.51	\$20.56
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(15.211) Inside Sales Representative

Experienced telephone sales representative, sometimes called In-house Sales Representative. Typical requirements are an associate's degree and 2+ years of related experience, or equivalent. Requires strong communications skills and product/service knowledge. Duties include selling product or services to existing and new accounts using the telephone, e-mail or mail as the primary media for contact and negotiation. Incumbents may partner with outside sales staff to serve larger accounts. Do not report outbound telemarketers or telephone order takers here.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	36	115	\$22.50	\$20.90	\$16.00	\$18.30	\$25.00	22	80	19	68	\$12,188	4	4	-	\$24.13	\$24.36	\$17.79	\$22.00	\$30.95
Geographic Area																				
Minnesota	36	115	\$22.50	\$20.90	\$16.00	\$18.30	\$25.00	22	80	19	68	\$12,188	4	4	-	\$24.13	\$24.36	\$17.79	\$22.00	\$30.95
Minneapolis/St. Paul Metro Area	29	98	\$21.69	\$20.60	\$15.75	\$18.29	\$24.97	17	67	15	64	\$12,822	3	3	-	\$23.58	\$24.62	\$17.91	\$22.42	\$31.35
Greater Minnesota (Non-Metro)	8	17	\$25.15	\$24.71	\$17.20	\$22.21	\$31.24	6	13	4	4	-	1	1	-	\$25.64	\$25.04	\$17.52	\$22.21	\$31.41
Company Size (Employees)																				
Less than 100 employees	13	38	\$20.70	\$21.65	\$16.74	\$18.52	\$24.73	9	32	8	31	\$17,437	2	2	-	\$24.15	\$29.22	\$19.10	\$29.12	\$37.49
100 to 249 employees	11	33	\$24.32	\$24.14	\$17.36	\$22.47	\$29.05	8	21	8	21	\$3,730	1	1	-	\$25.26	\$25.41	\$20.76	\$23.08	\$30.17
250 to 499 employees	11	36	\$21.90	\$17.91	\$12.94	\$16.86	\$19.77	6	27	4	16	-	1	1	-	\$22.53	\$18.85	\$15.34	\$17.08	\$20.23
500 to 999 employees	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	15	33	\$24.35	\$24.28	\$17.76	\$23.08	\$29.03	8	17	7	15	\$1,739	1	1	-	\$24.76	\$24.66	\$18.69	\$23.08	\$29.03
Services	16	72	\$20.86	\$19.29	\$14.61	\$16.85	\$21.55	11	60	9	50	\$15,867	1	1	-	\$23.85	\$24.58	\$16.63	\$21.74	\$33.65
Financial Activities	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Health Care / Health Services	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	4	6	-	-	-	-	-	2	4	2	4	-	1	1	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	8	26	\$21.44	\$22.07	\$16.84	\$20.43	\$28.79	4	14	3	13	-	1	1	-	\$24.29	\$27.45	\$19.82	\$28.73	\$33.64
\$25,000,000 to \$49,999,999	7	24	\$23.87	\$20.89	\$12.50	\$18.63	\$30.19	5	22	5	21	\$8,529	0	0	-	\$26.37	\$24.37	\$16.76	\$24.63	\$33.45
\$50,000,000 to \$99,999,999	9	25	\$23.65	\$23.38	\$17.23	\$21.26	\$25.09	6	18	5	10	\$2,599	1	1	-	\$24.36	\$23.89	\$18.69	\$22.08	\$26.07
\$100,000,000 to \$249,999,999	5	25	\$24.75	\$23.51	\$15.38	\$22.72	\$30.17	3	19	3	19	-	0	0	-	\$26.32	\$25.37	\$15.38	\$26.95	\$30.72
\$250,000,000 and Greater	3	9	-	-	-	-	-	2	3	1	1	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	32	106	\$22.41	\$20.83	\$15.75	\$17.88	\$25.57	21	79	18	67	\$12,340	3	3	-	\$24.21	\$24.58	\$17.55	\$22.51	\$31.33
Non-Profit	4	9	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(16.010) Administrative Assistant III (Advanced)

Highest level administrative assistant job, not directly supporting the CEO or President. The job typically requires high school graduate level reading, communication, math and problem solving skills and 5+ years of experience, or equivalent. Incumbents perform administrative support work; specific duties vary with department(s) assigned. Assists the department or function manager and other department or function staff by performing a variety of support duties, such as conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use, and may train others to use, computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills typically include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents may set precedent within limits and/or administer operating rules and procedures under management guidance. Incumbents may provide work direction to other support staff.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	55	184	\$23.85	\$24.98	\$22.21	\$24.36	\$28.57	27	68	23	60	\$1,969	14	34	4.7%	\$24.27	\$25.29	\$22.37	\$24.57	\$28.83
Geographic Area																				
Minnesota	55	184	\$23.85	\$24.98	\$22.21	\$24.36	\$28.57	27	68	23	60	\$1,969	14	34	4.7%	\$24.27	\$25.29	\$22.37	\$24.57	\$28.83
Minneapolis/St. Paul Metro Area	45	152	\$24.23	\$25.64	\$22.56	\$24.67	\$29.02	21	54	18	49	\$1,844	13	28	4.2%	\$24.61	\$25.92	\$22.85	\$25.27	\$29.52
Greater Minnesota (Non-Metro)	12	32	\$21.96	\$21.81	\$17.74	\$22.34	\$24.81	7	14	6	11	\$2,397	2	6	-	\$22.55	\$22.26	\$18.14	\$22.88	\$24.81
Company Size (Employees)																				
Less than 100 employees	14	22	\$22.68	\$22.57	\$20.61	\$22.64	\$25.16	7	11	6	7	\$1,642	1	1	-	\$23.00	\$22.82	\$20.61	\$22.64	\$25.74
100 to 249 employees	14	16	\$25.25	\$25.70	\$24.43	\$25.86	\$28.84	7	9	7	9	\$3,074	4	5	-	\$25.99	\$26.53	\$24.43	\$27.34	\$29.86
250 to 499 employees	11	19	\$23.90	\$23.95	\$20.02	\$23.88	\$27.33	7	15	5	13	\$1,565	6	14	2.7%	\$24.25	\$24.36	\$20.36	\$24.58	\$27.78
500 to 999 employees	2	7	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
1,000 employees or more	15	120	\$24.05	\$25.50	\$22.45	\$24.58	\$28.84	5	31	4	29	-	3	14	-	\$24.33	\$25.75	\$22.60	\$24.58	\$29.15
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	18	33	\$24.01	\$23.84	\$21.96	\$22.70	\$26.46	9	13	9	13	\$2,318	6	10	5.6%	\$24.52	\$24.33	\$22.10	\$23.16	\$28.05
Services	21	60	\$22.75	\$22.58	\$20.78	\$23.00	\$24.51	10	23	8	18	\$2,119	4	12	-	\$23.15	\$22.89	\$20.78	\$23.00	\$25.17
Financial Activities	5	28	\$25.59	\$25.23	\$24.11	\$25.22	\$26.21	3	19	3	18	-	2	3	-	\$26.13	\$25.60	\$24.27	\$25.74	\$27.07
Health Care / Health Services	6	56	\$25.06	\$25.41	\$22.55	\$24.68	\$29.79	1	8	1	8	-	1	8	-	\$25.23	\$25.70	\$22.88	\$24.68	\$29.79
Goods Producing, Non-Manufacturing	5	7	\$24.72	\$25.15	\$22.81	\$23.84	\$28.70	4	5	2	3	-	1	1	-	\$25.05	\$25.47	\$23.06	\$23.84	\$29.27
Annual Gross Sales/Revenue																				
Less than \$10,000,000	7	11	\$21.25	\$20.86	\$15.48	\$21.66	\$24.57	5	8	4	4	-	1	1	-	\$21.74	\$21.21	\$16.19	\$22.48	\$25.44
\$10,000,000 to \$24,999,999	7	8	\$24.14	\$24.95	\$20.02	\$25.73	\$28.81	3	4	2	3	-	0	0	-	\$24.29	\$25.16	\$20.02	\$25.73	\$29.31
\$25,000,000 to \$49,999,999	7	7	\$21.98	\$21.98	\$20.50	\$22.00	\$24.38	2	2	2	2	-	1	1	-	\$22.32	\$22.32	\$20.50	\$23.01	\$24.38
\$50,000,000 to \$99,999,999	5	14	\$26.19	\$26.55	\$23.88	\$26.54	\$31.36	5	14	4	13	-	4	12	-	\$26.95	\$27.49	\$25.02	\$27.46	\$33.49
\$100,000,000 to \$249,999,999	12	23	\$22.68	\$22.13	\$20.09	\$22.00	\$24.50	4	6	4	6	-	2	3	-	\$22.96	\$22.32	\$20.09	\$22.00	\$24.50
\$250,000,000 and Greater	17	121	\$25.72	\$25.79	\$22.78	\$25.02	\$29.58	8	34	7	32	\$2,373	6	17	5.2%	\$26.24	\$26.08	\$22.86	\$25.51	\$29.71
Profit Status																				
Profit	41	79	\$23.67	\$23.41	\$20.92	\$23.08	\$26.00	23	40	19	34	\$2,267	12	24	5.7%	\$24.16	\$23.88	\$21.03	\$23.34	\$27.54
Non-Profit	14	105	\$24.37	\$25.58	\$23.00	\$24.48	\$27.95	4	28	4	26	-	2	10	-	\$24.57	\$25.79	\$23.08	\$24.72	\$28.63
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Minnesota
(16.011) Administrative Assistant II (Experienced)**

Experienced level administrative assistant job. The job typically requires high school graduate level reading, communication, math and problem solving skills and 3+ years of experience, or equivalent. Incumbents perform administrative support work; specific duties vary with department(s) assigned. Assists the department or function manager and other department or function staff by performing a variety of support duties, such as conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills may include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents make non-routine choices within established guidelines, with minimal supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	98	513	\$19.91	\$20.69	\$18.37	\$20.29	\$22.48	43	89	30	69	\$2,806	24	43	4.1%	\$20.36	\$20.88	\$18.39	\$20.50	\$22.54
Geographic Area																				
Minnesota	98	513	\$19.91	\$20.69	\$18.37	\$20.29	\$22.48	43	89	30	69	\$2,806	24	43	4.1%	\$20.36	\$20.88	\$18.39	\$20.50	\$22.54
Minneapolis/St. Paul Metro Area	79	379	\$20.40	\$21.04	\$18.56	\$20.77	\$23.18	35	71	25	57	\$2,845	21	38	4.0%	\$20.87	\$21.25	\$18.58	\$20.88	\$23.54
Greater Minnesota (Non-Metro)	23	134	\$17.90	\$19.29	\$17.53	\$18.78	\$21.20	9	18	6	12	\$2,766	4	5	-	\$18.24	\$19.46	\$17.58	\$18.98	\$21.20
Company Size (Employees)																				
Less than 100 employees	27	33	\$18.73	\$19.04	\$16.75	\$18.00	\$21.50	13	16	8	11	\$2,045	8	9	5.7%	\$19.05	\$19.37	\$17.07	\$18.13	\$21.68
100 to 249 employees	30	86	\$20.33	\$20.88	\$17.99	\$20.10	\$23.56	17	32	12	23	\$3,764	9	13	5.0%	\$21.07	\$21.36	\$18.19	\$20.50	\$23.56
250 to 499 employees	19	88	\$19.48	\$18.78	\$16.94	\$18.97	\$20.00	6	20	5	17	\$5,259	5	17	2.3%	\$19.92	\$19.09	\$16.94	\$19.14	\$20.06
500 to 999 employees	9	40	\$19.99	\$19.84	\$18.00	\$18.99	\$22.11	2	4	2	4	-	0	0	-	\$20.06	\$19.90	\$18.25	\$18.99	\$22.21
1,000 employees or more	16	266	\$21.17	\$21.62	\$19.71	\$21.20	\$22.80	5	17	3	14	-	2	4	-	\$21.43	\$21.67	\$19.76	\$21.24	\$22.80
Industry																				
Manufacturing - Union	3	5	-	-	-	-	-	3	5	1	2	-	2	3	-	-	-	-	-	-
Manufacturing - Non-Union	35	61	\$20.10	\$20.41	\$17.51	\$19.23	\$22.55	20	31	15	24	\$4,474	13	18	4.7%	\$20.86	\$21.26	\$17.77	\$19.35	\$24.05
Services	42	232	\$19.35	\$19.53	\$17.65	\$19.23	\$21.02	11	34	9	29	\$2,314	7	20	3.1%	\$19.64	\$19.65	\$17.68	\$19.40	\$21.05
Financial Activities	6	44	\$21.49	\$21.51	\$20.86	\$21.03	\$22.98	3	7	2	6	-	1	1	-	\$21.90	\$21.93	\$21.15	\$21.64	\$23.02
Health Care / Health Services	7	150	\$21.17	\$21.73	\$19.05	\$21.63	\$25.00	2	4	2	4	-	0	0	-	\$21.26	\$21.79	\$19.05	\$21.63	\$25.22
Goods Producing, Non-Manufacturing	5	21	\$18.80	\$18.49	\$17.53	\$18.31	\$20.24	4	8	1	4	-	1	1	-	\$18.87	\$18.65	\$17.73	\$18.57	\$20.24
Annual Gross Sales/Revenue																				
Less than \$10,000,000	13	20	\$18.61	\$18.64	\$16.75	\$18.54	\$20.90	3	3	2	2	-	3	3	-	\$18.82	\$18.81	\$16.75	\$18.54	\$20.99
\$10,000,000 to \$24,999,999	11	52	\$19.50	\$19.87	\$17.50	\$19.98	\$22.38	5	8	3	6	-	2	3	-	\$19.78	\$20.03	\$17.79	\$20.28	\$22.66
\$25,000,000 to \$49,999,999	16	60	\$19.28	\$20.35	\$17.98	\$19.67	\$22.83	6	13	4	8	-	3	4	-	\$19.75	\$20.59	\$17.99	\$19.71	\$22.90
\$50,000,000 to \$99,999,999	13	48	\$21.18	\$20.21	\$18.83	\$19.25	\$21.37	8	21	6	17	\$2,535	5	17	2.4%	\$21.73	\$20.57	\$18.84	\$19.53	\$21.53
\$100,000,000 to \$249,999,999	19	66	\$19.44	\$19.19	\$17.40	\$18.31	\$20.60	8	13	6	11	\$4,913	3	5	-	\$20.11	\$19.63	\$17.40	\$18.37	\$21.30
\$250,000,000 and Greater	26	267	\$20.84	\$21.71	\$19.73	\$21.23	\$23.09	13	31	9	25	\$2,425	8	11	4.8%	\$21.25	\$21.82	\$19.84	\$21.35	\$23.31
Profit Status																				
Profit	73	206	\$20.03	\$20.58	\$18.00	\$20.33	\$22.50	39	68	27	51	\$3,405	23	30	5.1%	\$20.62	\$20.98	\$18.03	\$20.77	\$22.76
Non-Profit	23	303	\$19.54	\$20.79	\$18.67	\$20.20	\$22.52	4	21	3	18	-	1	13	-	\$19.60	\$20.82	\$18.67	\$20.20	\$22.52
Public Sector	2	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

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(16.020) Administrative Assistant I (Entry)

First level administrative assistant job, typically requiring reading, communication, math and problem solving skills equivalent to a high school education or GED and 1+ years of experience, or equivalent. Performs administrative support work; specific duties vary with department(s) assigned. Assists the supervisor and other department personnel by performing a variety of duties in support of department functions, such as meeting planning, preparing documents, or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics or scheduling. Other skills may include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents make routine choices within established guidelines, with readily available supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg		Wtd Avg			Eligible		Actual			Target			Un-Wtd Avg		Wtd Avg		
			P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	P25	Median	P75	P25	Median	P75	
Total Responses	54	137	\$16.93	\$17.19	\$15.50	\$17.12	\$18.78	20	27	14	21	\$2,351	7	13	4.9%	\$17.22	\$17.36	\$15.57	\$17.22	\$18.97
Geographic Area																				
Minnesota	54	137	\$16.93	\$17.19	\$15.50	\$17.12	\$18.78	20	27	14	21	\$2,351	7	13	4.9%	\$17.22	\$17.36	\$15.57	\$17.22	\$18.97
Minneapolis/St. Paul Metro Area	41	84	\$17.29	\$17.52	\$15.63	\$17.12	\$19.02	15	19	10	14	\$2,915	5	8	4.5%	\$17.61	\$17.74	\$15.74	\$17.20	\$19.39
Greater Minnesota (Non-Metro)	15	53	\$15.67	\$16.05	\$14.18	\$16.29	\$17.83	5	8	4	7	-	2	5	-	\$15.81	\$16.22	\$14.18	\$16.29	\$17.83
Company Size (Employees)																				
Less than 100 employees	12	17	\$16.52	\$15.78	\$13.43	\$15.45	\$16.03	4	4	3	3	-	2	2	-	\$16.70	\$15.93	\$13.43	\$15.68	\$16.34
100 to 249 employees	14	25	\$16.25	\$16.57	\$14.50	\$16.24	\$18.41	6	6	4	4	-	2	2	-	\$16.41	\$16.66	\$14.74	\$16.24	\$18.75
250 to 499 employees	9	14	\$16.46	\$16.53	\$15.46	\$16.98	\$17.54	4	8	3	7	-	1	4	-	\$17.20	\$17.44	\$15.46	\$17.26	\$17.92
500 to 999 employees	6	46	\$15.88	\$17.12	\$16.68	\$17.12	\$17.97	1	1	0	0	-	0	0	-	\$15.88	\$17.12	\$16.68	\$17.12	\$17.97
1,000 employees or more	14	35	\$18.49	\$18.68	\$16.89	\$18.51	\$20.41	5	8	4	7	-	2	5	-	\$18.79	\$18.88	\$16.89	\$18.51	\$20.41
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	18	27	\$16.81	\$17.75	\$15.63	\$17.68	\$19.75	11	15	9	13	\$3,409	4	7	-	\$17.51	\$18.51	\$15.76	\$17.92	\$20.70
Services	23	93	\$16.54	\$16.65	\$15.45	\$16.92	\$17.90	3	6	2	5	-	2	5	-	\$16.56	\$16.66	\$15.45	\$16.92	\$17.94
Financial Activities	3	4	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Health Care / Health Services	4	7	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	5	5	\$18.61	\$18.61	\$14.50	\$15.43	\$24.31	3	3	1	1	-	0	0	-	\$18.67	\$18.67	\$14.50	\$15.74	\$24.31
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	15	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	7	9	\$16.27	\$16.38	\$15.03	\$15.45	\$18.23	5	5	3	3	-	2	2	-	\$16.58	\$16.61	\$15.03	\$15.74	\$18.47
\$25,000,000 to \$49,999,999	9	13	\$17.28	\$17.66	\$14.00	\$16.83	\$20.02	4	4	2	2	-	1	1	-	\$17.41	\$17.78	\$14.00	\$16.83	\$20.02
\$50,000,000 to \$99,999,999	9	22	\$16.13	\$16.32	\$14.88	\$16.96	\$17.52	3	6	3	6	-	1	4	-	\$16.32	\$16.46	\$14.94	\$17.14	\$17.92
\$100,000,000 to \$249,999,999	13	52	\$17.09	\$17.43	\$15.75	\$17.04	\$18.97	3	4	2	3	-	1	1	-	\$17.56	\$17.84	\$15.75	\$17.04	\$19.76
\$250,000,000 and Greater	13	26	\$18.03	\$18.74	\$17.17	\$18.45	\$21.56	5	8	4	7	-	2	5	-	\$18.35	\$19.01	\$17.17	\$18.50	\$22.30
Profit Status																				
Profit	39	51	\$16.55	\$17.22	\$15.45	\$17.25	\$19.02	18	22	12	16	\$2,889	6	9	6.1%	\$16.92	\$17.66	\$15.50	\$17.28	\$19.52
Non-Profit	14	85	\$16.99	\$16.93	\$15.40	\$16.96	\$18.28	2	5	2	5	-	1	4	-	\$17.06	\$16.95	\$15.48	\$16.96	\$18.28
Public Sector	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

2016 Office, Clerical, and Technical Survey - Minnesota

(16.030) Paralegal

Paraprofessional level legal support position. The job typically requires two-year college degree and 3+ years of work related experience, or equivalent. Researches and analyzes law sources such as statutes, recorded judicial decisions, and legal articles. Investigates facts to determine causes of action and to prepare case materials and legal documents for review, approval, and use by an attorney. Schedules and may assist with depositions. May specialize in an area of legal practice. Please include incumbents who may be classified as exempt.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	11	17	\$26.60	\$25.95	\$18.31	\$28.56	\$32.89	6	10	6	10	\$3,371	5	9	6.1%	\$27.49	\$26.89	\$18.97	\$28.94	\$32.95
Geographic Area																				
Minnesota	11	17	\$26.60	\$25.95	\$18.31	\$28.56	\$32.89	6	10	6	10	\$3,371	5	9	6.1%	\$27.49	\$26.89	\$18.97	\$28.94	\$32.95
Minneapolis/St. Paul Metro Area	10	16	\$27.02	\$26.18	\$18.29	\$28.75	\$33.20	6	10	6	10	\$3,371	5	9	6.1%	\$28.00	\$27.17	\$18.66	\$30.02	\$33.29
Greater Minnesota (Non-Metro)	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	4	7	-	-	-	-	-	4	7	4	7	-	4	7	-	-	-	-	-	-
250 to 499 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	5	8	\$29.20	\$28.55	\$21.01	\$31.11	\$34.73	2	3	2	3	-	1	2	-	\$29.84	\$29.10	\$21.01	\$32.10	\$35.70
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	0																			
Services	6	9	\$24.57	\$22.82	\$18.14	\$21.50	\$29.04	2	4	2	4	-	1	3	-	\$25.09	\$23.36	\$18.16	\$22.30	\$30.52
Financial Activities	3	4	-	-	-	-	-	3	4	3	4	-	3	4	-	-	-	-	-	-
Health Care / Health Services	2	4	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	3	4	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
\$250,000,000 and Greater	6	11	\$27.44	\$26.08	\$18.27	\$29.11	\$33.64	4	7	4	7	-	3	6	-	\$28.60	\$27.03	\$18.40	\$29.44	\$36.15
Profit Status																				
Profit	8	13	\$26.66	\$25.49	\$17.78	\$28.56	\$33.57	6	10	6	10	\$3,371	5	9	6.1%	\$27.89	\$26.71	\$18.12	\$31.10	\$34.88
Non-Profit	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

**2016 Office, Clerical, and Technical Survey - Minnesota
(16.040) Administrative Assistant to Chief Executive Officer**

Highest level administrative assistant job, equal in skills to the level III administrative assistant job, but directly supporting the CEO or President. The job typically requires high school graduate level reading, communication, math and problem solving skills and 5+ years of experience, or equivalent. Assists the top executive by performing a variety of support duties, such as screening calls, conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills typically include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and exercise discretion regarding confidential matters. Incumbents may provide work direction to other support staff.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	55	64	\$28.63	\$29.05	\$24.49	\$28.13	\$32.63	21	26	16	19	\$4,943	14	18	6.2%	\$29.33	\$29.76	\$24.57	\$28.93	\$33.30
Geographic Area																				
Minnesota	55	64	\$28.63	\$29.05	\$24.49	\$28.13	\$32.63	21	26	16	19	\$4,943	14	18	6.2%	\$29.33	\$29.76	\$24.57	\$28.93	\$33.30
Minneapolis/St. Paul Metro Area	46	53	\$29.47	\$29.79	\$25.18	\$29.06	\$33.05	19	23	15	18	\$5,162	13	16	6.2%	\$30.30	\$30.63	\$25.55	\$29.39	\$33.67
Greater Minnesota (Non-Metro)	10	11	\$25.63	\$25.51	\$18.75	\$23.50	\$30.48	3	3	1	1	-	2	2	-	\$25.68	\$25.55	\$19.23	\$23.50	\$30.48
Company Size (Employees)																				
Less than 100 employees	6	7	\$29.48	\$30.54	\$24.24	\$28.76	\$36.74	2	3	2	3	-	2	3	-	\$30.26	\$31.66	\$24.28	\$28.76	\$40.42
100 to 249 employees	17	18	\$29.19	\$28.91	\$24.43	\$29.03	\$32.11	11	12	8	8	\$4,254	5	5	1.6%	\$30.15	\$29.82	\$25.13	\$29.96	\$33.12
250 to 499 employees	16	20	\$27.70	\$28.11	\$24.93	\$28.62	\$31.16	4	5	3	3	-	4	5	-	\$27.84	\$28.22	\$25.02	\$28.62	\$31.16
500 to 999 employees	6	6	\$30.58	\$30.58	\$22.83	\$25.59	\$42.76	2	2	2	2	-	1	1	-	\$32.90	\$32.90	\$22.83	\$25.59	\$48.41
1,000 employees or more	10	13	\$27.50	\$28.96	\$24.90	\$28.37	\$34.14	2	4	1	3	-	2	4	-	\$27.62	\$29.25	\$24.90	\$28.37	\$34.14
Industry																				
Manufacturing - Union	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	17	19	\$28.02	\$27.62	\$23.79	\$25.50	\$32.45	8	9	5	5	\$3,617	6	6	2.0%	\$28.53	\$28.08	\$23.79	\$26.50	\$32.93
Services	23	28	\$28.24	\$29.12	\$26.28	\$29.23	\$32.36	7	9	5	6	\$5,091	4	6	-	\$28.75	\$29.69	\$26.28	\$29.40	\$33.41
Financial Activities	3	3	-	-	-	-	-	3	3	3	3	-	3	3	-	-	-	-	-	-
Health Care / Health Services	7	9	\$28.37	\$29.21	\$25.82	\$27.33	\$34.45	1	3	1	3	-	1	3	-	\$28.55	\$29.52	\$25.82	\$27.33	\$34.54
Goods Producing, Non-Manufacturing	3	3	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	4	4	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	14	17	\$25.80	\$26.05	\$24.23	\$25.50	\$28.60	5	6	3	3	-	3	3	-	\$26.08	\$26.27	\$24.23	\$25.68	\$29.20
\$50,000,000 to \$99,999,999	10	11	\$29.54	\$30.25	\$24.91	\$30.77	\$34.00	4	5	3	3	-	2	3	-	\$29.91	\$30.58	\$24.91	\$30.77	\$34.63
\$100,000,000 to \$249,999,999	15	16	\$29.73	\$29.82	\$26.32	\$29.53	\$33.35	5	5	4	4	-	3	3	-	\$30.42	\$30.47	\$26.32	\$29.53	\$34.09
\$250,000,000 and Greater	11	15	\$31.91	\$32.37	\$26.29	\$31.03	\$38.36	6	9	5	8	\$7,836	5	8	6.5%	\$33.73	\$34.15	\$26.29	\$32.00	\$41.11
Profit Status																				
Profit	41	48	\$29.41	\$29.86	\$24.57	\$29.53	\$33.53	19	24	14	17	\$5,342	13	17	6.3%	\$30.31	\$30.77	\$24.57	\$29.71	\$34.38
Non-Profit	13	15	\$26.36	\$26.66	\$23.11	\$26.73	\$29.82	2	2	2	2	-	1	1	-	\$26.47	\$26.76	\$23.11	\$26.73	\$29.82
Public Sector	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

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(16.050) Executive Secretary

Perform a variety of more complex secretarial duties for a principal executive of the organization. Must have sufficient knowledge of company's organization, policies, and personnel to make minor administrative decisions exercising independent judgement. Exercise considerable judgement in making appointments, taking dictations on confidential or technical information, securing and furnishing information to compile various reports using operational equipment, and composing original correspondence. May be responsible to schedule and prepare agenda for meetings and/or keep minutes.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	14	39	\$25.64	\$25.65	\$22.39	\$25.36	\$28.61	2	5	1	4	-	2	5	-	\$25.79	\$25.86	\$22.39	\$25.36	\$28.61
Geographic Area																				
Minnesota	14	39	\$25.64	\$25.65	\$22.39	\$25.36	\$28.61	2	5	1	4	-	2	5	-	\$25.79	\$25.86	\$22.39	\$25.36	\$28.61
Minneapolis/St. Paul Metro Area	11	32	\$26.23	\$26.19	\$23.06	\$26.44	\$29.44	2	5	1	4	-	2	5	-	\$26.42	\$26.45	\$23.06	\$26.67	\$29.44
Greater Minnesota (Non-Metro)	3	7	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	3	9	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
100 to 249 employees	4	10	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
250 to 499 employees	3	11	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	2	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Services	9	17	\$23.52	\$23.74	\$20.19	\$24.04	\$27.25	1	1	0	0	-	1	1	-	\$23.52	\$23.74	\$20.19	\$24.04	\$27.25
Financial Activities	1	4	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
Health Care / Health Services	2	15	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	5	17	\$27.73	\$28.04	\$26.70	\$27.43	\$28.90	1	1	0	0	-	1	1	-	\$27.73	\$28.04	\$26.70	\$27.43	\$28.90
\$100,000,000 to \$249,999,999	4	7	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	6	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
Profit Status																				
Profit	9	29	\$25.23	\$25.36	\$22.40	\$25.32	\$28.90	2	5	1	4	-	2	5	-	\$25.46	\$25.65	\$22.40	\$25.32	\$28.90
Non-Profit	5	10	\$26.39	\$26.22	\$20.93	\$24.04	\$36.08	0	0	0	0	-	0	0	-	\$26.39	\$26.22	\$20.93	\$24.04	\$36.08
Public Sector	0																			

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(16.080) Legal Secretary II (Experienced)

Experienced level legal support job. The job typically requires specialized training beyond high school and 2+ years of related experience. Incumbents work under minimal supervision to provide clerical assistance to attorney(s). Duties typically include conducting research and drafting routine reports and involve coordinating special projects and preparation of materials used in litigation.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	5	8	\$25.11	\$25.28	\$18.54	\$26.85	\$31.75	2	5	2	5	-	2	5	-	\$25.65	\$25.94	\$18.62	\$28.08	\$33.28
Geographic Area																				
Minnesota	5	8	\$25.11	\$25.28	\$18.54	\$26.85	\$31.75	2	5	2	5	-	2	5	-	\$25.65	\$25.94	\$18.62	\$28.08	\$33.28
Minneapolis/St. Paul Metro Area	4	7	-	-	-	-	-	2	5	2	5	-	2	5	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	1	4	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
250 to 499 employees	0																			
500 to 999 employees	0																			
1,000 employees or more	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Services	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Financial Activities	1	4	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	5	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	4	7	-	-	-	-	-	2	5	2	5	-	2	5	-	-	-	-	-	-
Non-Profit	0																			
Public Sector	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

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(17.010) Buyer I

First of three levels of professional purchasing. The job typically requires an associate's or bachelor's degree in business, or equivalent. Under supervision of a purchasing manager and/or with direction from senior purchasing staff, performs purchasing duties of limited scope and authority. Prepares bid specifications, receive bids and make purchases of commodities or goods where the financial impact is limited. May work directly in support of line operations and in collaboration with department managers, engineers or operations staff. Materials or equipment purchased are processed, consumed or used in the organization and are not purchased for direct resale; this is not a merchandising buyer.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			# of Orgs	# of Emp	Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25
Total Responses	33	53	\$21.93	\$21.64	\$19.24	\$21.00	\$23.74	17	33	14	29	\$1,770	10	23	5.1%	\$22.36	\$22.08	\$19.30	\$21.58	\$24.10
Geographic Area																				
Minnesota	33	53	\$21.93	\$21.64	\$19.24	\$21.00	\$23.74	17	33	14	29	\$1,770	10	23	5.1%	\$22.36	\$22.08	\$19.30	\$21.58	\$24.10
Minneapolis/St. Paul Metro Area	29	47	\$22.26	\$21.90	\$19.25	\$21.42	\$24.72	14	28	11	24	\$2,097	9	22	5.2%	\$22.68	\$22.35	\$19.33	\$22.00	\$25.02
Greater Minnesota (Non-Metro)	4	6	-	-	-	-	-	3	5	3	5	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	10	11	\$21.23	\$21.31	\$17.35	\$20.70	\$22.15	4	4	4	4	-	3	3	-	\$21.77	\$21.80	\$18.00	\$22.00	\$23.06
100 to 249 employees	12	16	\$21.98	\$21.50	\$18.79	\$20.29	\$25.16	9	12	6	8	\$2,363	4	6	-	\$22.54	\$22.09	\$19.43	\$21.30	\$26.02
250 to 499 employees	7	20	\$21.99	\$21.37	\$19.26	\$21.00	\$23.27	2	14	2	14	-	1	11	-	\$22.09	\$21.54	\$19.32	\$21.15	\$23.35
500 to 999 employees	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	3	-	-	-	-	-	2	3	2	3	-	2	3	-	-	-	-	-	-
Industry																				
Manufacturing - Union	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	17	23	\$21.60	\$21.50	\$19.23	\$20.39	\$24.72	10	14	7	10	\$1,055	5	6	4.4%	\$21.85	\$21.71	\$19.25	\$20.58	\$25.02
Services	10	23	\$20.75	\$20.96	\$18.30	\$21.00	\$23.06	5	17	5	17	\$2,777	4	16	-	\$21.47	\$21.70	\$18.94	\$21.63	\$23.30
Financial Activities	0																			
Health Care / Health Services	2	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	5	5	\$20.07	\$20.07	\$18.13	\$20.70	\$21.71	2	2	2	2	-	2	2	-	\$20.58	\$20.58	\$18.21	\$21.42	\$22.53
\$25,000,000 to \$49,999,999	7	8	\$22.87	\$22.01	\$17.62	\$20.20	\$25.77	5	6	3	3	-	1	1	-	\$23.25	\$22.34	\$17.75	\$20.67	\$26.44
\$50,000,000 to \$99,999,999	9	13	\$21.43	\$21.13	\$19.24	\$19.71	\$23.02	4	6	4	6	-	1	1	-	\$21.93	\$21.50	\$19.26	\$19.71	\$23.57
\$100,000,000 to \$249,999,999	5	17	\$24.83	\$24.46	\$22.53	\$24.35	\$27.58	2	13	2	13	-	2	13	-	\$25.01	\$24.69	\$22.76	\$24.56	\$27.98
\$250,000,000 and Greater	4	6	-	-	-	-	-	4	6	3	5	-	4	6	-	-	-	-	-	-
Profit Status																				
Profit	29	49	\$21.24	\$21.20	\$19.07	\$21.00	\$23.13	17	33	14	29	\$1,770	10	23	5.1%	\$21.73	\$21.68	\$19.26	\$21.58	\$23.73
Non-Profit	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

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(17.020) Buyer II

Second of three levels of professional purchasing. The job typically requires an associate's or bachelor's degree in business and 3+ years of experience, or equivalent. Incumbents at this level have the authority to purchase at the most favorable price consistent with quality, quantity, delivery and other factors, raw materials, equipment, machinery and/or supplies for the operation of the organization. Prepares bid specifications, receives bids and makes purchases of commodities or goods where the financial impact is moderate. May work directly in support of line operations and in collaboration with department managers, engineers or operations staff. Participates in the selection of vendor sources and has considerable latitude in determining acceptable price. Materials purchased are processed, consumed or used in the organization and are not purchased for direct resale; this is not a merchandising buyer.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Eligible		Actual			Target												
			# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %										
Un-Wtd Avg	Wtd Avg	P25	Median	P75	Un-Wtd Avg	Wtd Avg	P25	Median	P75											
Total Responses	44	79	\$26.15	\$26.44	\$23.56	\$26.44	\$28.60	27	43	23	36	\$3,984	9	13	6.8%	\$27.08	\$27.31	\$23.91	\$26.91	\$30.10
Geographic Area																				
Minnesota	44	79	\$26.15	\$26.44	\$23.56	\$26.44	\$28.60	27	43	23	36	\$3,985	9	13	6.8%	\$27.08	\$27.31	\$23.91	\$26.91	\$30.10
Minneapolis/St. Paul Metro Area	37	68	\$26.77	\$26.99	\$24.00	\$26.94	\$29.51	22	36	20	32	\$4,240	8	12	5.9%	\$27.78	\$27.95	\$25.34	\$27.13	\$30.40
Greater Minnesota (Non-Metro)	7	11	\$22.88	\$23.02	\$21.15	\$23.28	\$25.36	5	7	3	4	-	1	1	-	\$23.40	\$23.36	\$21.25	\$23.28	\$25.38
Company Size (Employees)																				
Less than 100 employees	13	16	\$26.33	\$26.78	\$23.88	\$26.50	\$29.46	7	10	6	9	\$3,236	2	3	-	\$27.19	\$27.58	\$23.94	\$27.70	\$30.34
100 to 249 employees	18	26	\$26.36	\$26.42	\$23.93	\$26.01	\$28.23	14	20	12	16	\$3,815	5	6	9.8%	\$27.56	\$27.55	\$25.18	\$26.46	\$29.86
250 to 499 employees	9	17	\$25.08	\$25.94	\$21.76	\$26.44	\$30.34	6	13	5	11	\$3,825	2	4	-	\$25.99	\$27.52	\$21.91	\$26.73	\$32.35
500 to 999 employees	2	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	16	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	3	3	-	-	-	-	-	3	3	3	3	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	30	46	\$25.81	\$26.13	\$23.23	\$26.23	\$29.50	18	30	14	23	\$4,015	6	9	5.7%	\$26.51	\$27.09	\$23.42	\$26.37	\$30.49
Services	6	12	\$26.86	\$27.45	\$25.24	\$27.67	\$29.35	4	6	4	6	-	2	3	-	\$28.83	\$29.13	\$27.16	\$29.70	\$30.99
Financial Activities	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Health Care / Health Services	2	13	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	2	4	-	-	-	-	-	1	3	1	3	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	3	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	9	12	\$25.84	\$26.56	\$23.65	\$27.37	\$29.46	6	9	5	8	\$3,025	3	4	-	\$26.79	\$27.41	\$23.65	\$27.63	\$31.44
\$25,000,000 to \$49,999,999	10	13	\$25.98	\$25.60	\$23.28	\$26.01	\$26.99	5	6	4	4	-	2	2	-	\$26.49	\$25.99	\$25.03	\$26.01	\$26.99
\$50,000,000 to \$99,999,999	10	20	\$26.27	\$26.19	\$24.13	\$26.51	\$27.73	8	14	7	12	\$2,508	1	3	-	\$27.23	\$26.92	\$25.45	\$27.05	\$29.40
\$100,000,000 to \$249,999,999	6	11	\$29.28	\$29.58	\$27.79	\$29.81	\$32.67	4	8	4	8	-	1	1	-	\$31.69	\$32.26	\$29.34	\$32.69	\$36.85
\$250,000,000 and Greater	7	20	\$24.65	\$25.52	\$21.56	\$24.19	\$28.02	3	4	3	4	-	2	3	-	\$25.12	\$25.90	\$22.10	\$25.24	\$28.36
Profit Status																				
Profit	42	67	\$25.94	\$26.33	\$23.56	\$26.40	\$28.60	27	43	23	36	\$3,985	9	13	6.8%	\$26.91	\$27.36	\$23.91	\$26.83	\$30.32
Non-Profit	2	12	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(17.060) Purchasing Clerk

First level of purchasing. The job typically requires math and problem solving skills equivalent to a high school diploma or GED and 1+ years of related training or experience, or equivalent. Duties include issuing purchase orders to replenish stocks where prices and vendors are mostly pre-established. Incumbents may receive purchase requests from others or initiate orders based on standard stock levels or order issuing criteria. Incumbents use computer terminals or PC's to record data. Incumbents follow established procedures and have readily available supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	30	45	\$19.27	\$19.05	\$16.65	\$18.50	\$21.00	14	19	11	14	\$1,535	6	8	3.3%	\$19.54	\$19.28	\$16.79	\$19.00	\$21.15
Geographic Area																				
Minnesota	30	45	\$19.27	\$19.05	\$16.65	\$18.50	\$21.00	14	19	11	14	\$1,535	6	8	3.3%	\$19.54	\$19.28	\$16.79	\$19.00	\$21.15
Minneapolis/St. Paul Metro Area	22	33	\$19.97	\$19.88	\$17.76	\$19.77	\$21.54	11	16	9	12	\$1,570	5	7	3.4%	\$20.28	\$20.15	\$17.93	\$20.17	\$21.80
Greater Minnesota (Non-Metro)	8	12	\$17.34	\$16.78	\$14.81	\$16.23	\$18.36	3	3	2	2	-	1	1	-	\$17.51	\$16.89	\$14.81	\$16.23	\$18.36
Company Size (Employees)																				
Less than 100 employees	7	8	\$18.05	\$18.39	\$16.50	\$19.07	\$20.58	6	7	5	5	\$788	3	4	-	\$18.32	\$18.63	\$17.09	\$19.45	\$20.63
100 to 249 employees	10	17	\$20.60	\$20.36	\$17.15	\$19.00	\$23.00	5	9	3	6	-	1	2	-	\$20.87	\$20.64	\$17.15	\$19.57	\$23.60
250 to 499 employees	7	9	\$19.09	\$18.73	\$17.35	\$18.50	\$20.16	3	3	3	3	-	2	2	-	\$19.60	\$19.13	\$17.43	\$19.13	\$20.56
500 to 999 employees	4	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	18	27	\$19.23	\$19.30	\$17.00	\$18.35	\$20.55	10	14	8	11	\$1,403	5	6	3.4%	\$19.53	\$19.58	\$17.00	\$18.68	\$20.57
Services	9	13	\$19.35	\$18.67	\$15.83	\$19.19	\$21.15	3	4	2	2	-	1	2	-	\$19.53	\$18.79	\$16.22	\$19.19	\$21.15
Financial Activities	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Health Care / Health Services	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	7	8	\$21.36	\$22.02	\$18.73	\$21.77	\$24.90	5	5	4	4	-	2	2	-	\$21.89	\$22.47	\$18.83	\$23.01	\$24.90
\$50,000,000 to \$99,999,999	11	19	\$19.66	\$19.50	\$17.50	\$18.87	\$21.23	4	8	3	6	-	1	2	-	\$19.93	\$19.77	\$17.50	\$19.13	\$21.54
\$100,000,000 to \$249,999,999	2	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	6	11	\$17.69	\$17.10	\$14.99	\$15.43	\$20.18	2	3	1	1	-	2	3	-	\$17.82	\$17.17	\$14.99	\$15.43	\$20.31
Profit Status																				
Profit	28	43	\$19.19	\$18.99	\$16.50	\$18.36	\$20.76	14	19	11	14	\$1,535	6	8	3.3%	\$19.48	\$19.23	\$16.79	\$18.68	\$20.76
Non-Profit	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(18.010) Dispatcher

Assign motor vehicles and drivers for delivery of freight or passengers. Assign vehicles, issue keys, and record sheets to drivers. Record departure time, destination, cargo, and expected return time and investigate overdue vehicles.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	7	15	\$19.87	\$19.19	\$14.41	\$19.62	\$24.18	2	2	2	2	-	1	1	-	\$20.18	\$19.42	\$14.41	\$19.62	\$24.18
Geographic Area																				
Minnesota	7	15	\$19.87	\$19.19	\$14.41	\$19.62	\$24.18	2	2	2	2	-	1	1	-	\$20.18	\$19.42	\$14.41	\$19.62	\$24.18
Minneapolis/St. Paul Metro Area	5	12	\$22.09	\$21.17	\$16.09	\$21.51	\$26.60	2	2	2	2	-	1	1	-	\$22.52	\$21.49	\$16.09	\$22.10	\$26.72
Greater Minnesota (Non-Metro)	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
250 to 499 employees	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	3	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Services	3	11	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	4	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	7	15	\$19.87	\$19.19	\$14.41	\$19.62	\$24.18	2	2	2	2	-	1	1	-	\$20.18	\$19.42	\$14.41	\$19.62	\$24.18
Non-Profit	0																			
Public Sector	0																			

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(18.020) Expediter

Experienced level expediting. The job typically requires high school graduate math and problem solving skills and 2+ years of related experience, including familiarity with company processes, or equivalent. Duties include locating customer orders and following through to expedite the processing of orders. Incumbents work closely with customer service, production supervisors and schedulers to ensure customer satisfaction and to minimize process disruption. Work requires frequent interaction with others. Incumbents follow precedent and seek supervisory assistance to resolve conflicts.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	7	8	\$22.26	\$22.16	\$18.19	\$20.25	\$23.03	6	7	5	6	\$3,867	2	2	-	\$23.65	\$23.45	\$18.84	\$20.28	\$23.45
Geographic Area																				
Minnesota	7	8	\$22.26	\$22.16	\$18.19	\$20.25	\$23.03	6	7	5	6	\$3,867	2	2	-	\$23.65	\$23.45	\$18.84	\$20.28	\$23.45
Minneapolis/St. Paul Metro Area	6	7	\$22.68	\$22.57	\$17.53	\$20.50	\$24.43	5	6	4	5	-	2	2	-	\$24.29	\$24.06	\$18.36	\$20.55	\$25.36
Greater Minnesota (Non-Metro)	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	5	5	\$22.92	\$22.92	\$16.77	\$20.00	\$30.53	4	4	3	3	-	2	2	-	\$24.74	\$24.74	\$17.53	\$20.00	\$34.32
250 to 499 employees	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	4	4	-	-	-	-	-	3	3	2	2	-	1	1	-	-	-	-	-	-
Services	2	3	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	3	-	-	-	-	-	3	3	3	3	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	7	8	\$22.26	\$22.16	\$18.19	\$20.25	\$23.03	6	7	5	6	\$3,867	2	2	-	\$23.65	\$23.45	\$18.84	\$20.28	\$23.45
Non-Profit	0																			
Public Sector	0																			

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(18.040) Production Clerk II (Experienced)

Perform various assigned duties of a somewhat diversified nature in connection with the preparation and issuance of production work orders to the manufacturing departments. Write master work orders, route tickets, etc. for duplication and issue orders to conform to established release dates. Maintain check on material inventories, machine load schedule and other factors pertinent to ensure an even flow of production. Issue change orders, cancellations and rush item orders. Assist with maintaining order status records, prepare reports and summaries. May instruct and assist production clerks-junior or others engaged in production department functions.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	18	23	\$19.55	\$20.55	\$17.50	\$20.86	\$22.58	10	14	8	12	\$2,314	3	6	-	\$19.93	\$21.23	\$17.84	\$21.26	\$24.09
Geographic Area																				
Minnesota	18	23	\$19.55	\$20.55	\$17.50	\$20.86	\$22.58	10	14	8	12	\$2,314	3	6	-	\$19.93	\$21.23	\$17.84	\$21.26	\$24.09
Minneapolis/St. Paul Metro Area	13	14	\$19.77	\$20.11	\$17.80	\$20.15	\$22.15	7	7	5	5	\$1,203	2	2	-	\$19.99	\$20.32	\$17.96	\$20.25	\$22.72
Greater Minnesota (Non-Metro)	5	9	\$18.97	\$19.95	\$16.32	\$20.18	\$23.45	3	7	3	7	-	1	4	-	\$19.76	\$20.89	\$16.63	\$20.57	\$25.91
Company Size (Employees)																				
Less than 100 employees	7	7	\$19.72	\$19.72	\$17.50	\$19.80	\$22.00	3	3	2	2	-	1	1	-	\$19.80	\$19.80	\$17.84	\$20.00	\$22.00
100 to 249 employees	8	10	\$19.18	\$19.95	\$16.44	\$21.18	\$22.32	5	6	4	5	-	0	0	-	\$19.56	\$20.30	\$16.97	\$21.38	\$22.86
250 to 499 employees	3	6	-	-	-	-	-	2	5	2	5	-	2	5	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	4	6	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	13	16	\$19.11	\$20.19	\$16.94	\$19.28	\$23.31	8	11	6	9	\$2,086	3	6	-	\$19.48	\$21.01	\$17.31	\$19.63	\$24.77
Services	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	4	4	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	5	5	\$16.94	\$16.94	\$14.93	\$16.44	\$19.20	3	3	2	2	-	0	0	-	\$17.15	\$17.15	\$14.94	\$17.14	\$19.38
\$50,000,000 to \$99,999,999	6	10	\$20.85	\$21.44	\$19.28	\$21.57	\$22.99	4	8	4	8	-	2	5	-	\$21.72	\$22.49	\$19.76	\$22.14	\$25.22
\$100,000,000 to \$249,999,999	2	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	18	23	\$19.55	\$20.55	\$17.50	\$20.86	\$22.58	10	14	8	12	\$2,314	3	6	-	\$19.93	\$21.23	\$17.84	\$21.26	\$24.09
Non-Profit	0																			
Public Sector	0																			

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(18.050) Production Clerk I (Entry)

Perform routine clerical work in accordance with specified procedures and instructions. Process and duplicate production work orders and route tickets. May issue orders in conformance with release dates. Maintain miscellaneous production records e.g. material inventory controls, order changes, cancellations, rush items, order status data, etc. Post miscellaneous production data to records e.g. number of pieces produced, order balances and close out completed orders.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	14	16	\$17.32	\$17.22	\$15.18	\$16.38	\$18.08	9	11	7	9	\$1,627	4	5	-	\$17.66	\$17.66	\$15.37	\$16.55	\$19.32
Geographic Area																				
Minnesota	14	16	\$17.32	\$17.22	\$15.18	\$16.38	\$18.08	9	11	7	9	\$1,628	4	5	-	\$17.66	\$17.66	\$15.37	\$16.55	\$19.32
Minneapolis/St. Paul Metro Area	10	11	\$17.52	\$17.51	\$15.25	\$16.25	\$18.27	6	7	5	6	\$1,132	2	2	-	\$17.80	\$17.80	\$15.54	\$16.56	\$18.97
Greater Minnesota (Non-Metro)	4	5	-	-	-	-	-	3	4	2	3	-	2	3	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	7	8	\$17.54	\$17.52	\$15.18	\$16.25	\$19.57	4	5	3	4	-	0	0	-	\$17.70	\$17.72	\$15.25	\$16.37	\$20.03
250 to 499 employees	2	3	-	-	-	-	-	2	3	2	3	-	1	2	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	2	2	-	-	-	-	-	2	2	1	1	-	2	2	-	-	-	-	-	-
Industry																				
Manufacturing - Union	3	3	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	11	13	\$17.35	\$17.22	\$15.21	\$16.25	\$17.89	7	9	6	8	\$1,731	3	4	-	\$17.76	\$17.74	\$15.43	\$16.56	\$19.20
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	3	3	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	5	7	\$17.09	\$16.99	\$15.16	\$17.24	\$18.70	4	6	4	6	-	1	2	-	\$17.89	\$17.85	\$15.32	\$18.68	\$19.67
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	3	3	-	-	-	-	-	2	2	1	1	-	2	2	-	-	-	-	-	-
Profit Status																				
Profit	14	16	\$17.32	\$17.22	\$15.18	\$16.38	\$18.08	9	11	7	9	\$1,628	4	5	-	\$17.66	\$17.66	\$15.37	\$16.55	\$19.32
Non-Profit	0																			
Public Sector	0																			

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(18.060) Production Planner/Scheduler I

First level of three levels of production scheduling work; at this level incumbents are non-exempt. The job typically requires high school graduate level math and problem solving skills and 2+ years of related training and experience. In small companies the individual may be the sole individual performing scheduling duties. In medium and larger companies, the incumbent may work on a segment of the scheduling function, with responsibility for assigned department(s) or product lines. Incumbents communicate frequently with line management and customer service staff regarding the status of orders or projects. [Note: other two levels found in Managerial, Supervisory & Professional Salary Survey job codes 47.070 & 47.080.]

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg Wtd Avg P25 Median P75					Eligible		Actual			Target			Un-Wtd Avg Wtd Avg P25 Median P75				
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	27	41	\$22.89	\$21.94	\$17.18	\$22.42	\$25.91	12	19	11	18	\$3,668	6	6	1.3%	\$23.74	\$22.53	\$17.35	\$22.42	\$27.15
Geographic Area																				
Minnesota	27	41	\$22.89	\$21.94	\$17.18	\$22.42	\$25.91	12	19	11	18	\$3,668	6	6	1.3%	\$23.74	\$22.53	\$17.35	\$22.42	\$27.15
Minneapolis/St. Paul Metro Area	23	29	\$23.17	\$23.30	\$20.12	\$23.43	\$26.71	9	9	9	9	\$4,949	5	5	1.3%	\$24.10	\$24.04	\$20.96	\$23.43	\$27.52
Greater Minnesota (Non-Metro)	4	12	-	-	-	-	-	3	10	2	9	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	6	6	\$24.44	\$24.44	\$21.56	\$25.12	\$27.50	3	3	3	3	-	1	1	-	\$27.04	\$27.04	\$21.56	\$27.15	\$30.83
100 to 249 employees	15	21	\$22.81	\$23.09	\$20.12	\$22.96	\$26.43	6	6	5	5	\$2,437	3	3	-	\$23.20	\$23.37	\$20.96	\$22.96	\$27.06
250 to 499 employees	5	13	\$22.06	\$21.96	\$16.58	\$22.90	\$27.95	2	9	2	9	-	1	1	-	\$22.36	\$22.20	\$16.68	\$23.11	\$27.95
500 to 999 employees	0																			
1,000 employees or more	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Industry																				
Manufacturing - Union	2	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	24	37	\$23.09	\$21.96	\$17.07	\$22.42	\$26.71	11	18	10	17	\$3,354	6	6	1.4%	\$23.87	\$22.51	\$17.20	\$22.42	\$27.15
Services	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	5	5	\$22.18	\$22.18	\$16.88	\$23.75	\$26.71	2	2	2	2	-	1	1	-	\$23.18	\$23.18	\$16.88	\$26.92	\$27.61
\$25,000,000 to \$49,999,999	6	10	\$21.48	\$22.34	\$18.63	\$22.54	\$24.50	2	2	1	1	-	0	0	-	\$21.55	\$22.38	\$18.87	\$22.54	\$24.50
\$50,000,000 to \$99,999,999	6	15	\$20.74	\$20.47	\$17.07	\$21.74	\$23.71	3	10	3	10	-	1	1	-	\$21.27	\$20.84	\$17.28	\$21.96	\$23.89
\$100,000,000 to \$249,999,999	3	3	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
\$250,000,000 and Greater	5	6	\$27.45	\$27.31	\$25.08	\$27.81	\$29.36	2	2	2	2	-	2	2	-	\$27.92	\$27.75	\$26.22	\$28.12	\$29.71
Profit Status																				
Profit	27	41	\$22.89	\$21.94	\$17.18	\$22.42	\$25.91	12	19	11	18	\$3,668	6	6	1.3%	\$23.74	\$22.53	\$17.35	\$22.42	\$27.15
Non-Profit	0																			
Public Sector	0																			

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(18.070) Shipping Clerk

Perform a variety of duties having to do with the preparation, loading and shipping of foreign and domestic shipments and the preparation of shipping papers and related records. Engage in and/or supervise the various activities e.g. assembling, checking, crating and weighing, loading and securing of shipments. Prepare bills of lading and other related papers. Notify carriers and arrange for placement of railroad cars. May requisition shipping supplies e.g. crating lumber, boxes, paper, stencil equipment, etc. Maintain records of shipments.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			# of Orgs	# of Emp	Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25
Total Responses	27	75	\$17.63	\$16.58	\$15.00	\$16.00	\$17.80	18	52	13	24	\$2,428	7	33	6.4%	\$18.11	\$16.95	\$15.00	\$16.25	\$18.00
Geographic Area																				
Minnesota	27	75	\$17.63	\$16.58	\$15.00	\$16.00	\$17.80	18	52	13	24	\$2,428	7	33	6.4%	\$18.11	\$16.95	\$15.00	\$16.25	\$18.00
Minneapolis/St. Paul Metro Area	24	53	\$17.82	\$17.20	\$15.38	\$16.06	\$19.18	16	34	12	23	\$2,415	5	15	6.8%	\$18.33	\$17.71	\$15.66	\$17.29	\$19.49
Greater Minnesota (Non-Metro)	4	22	-	-	-	-	-	2	18	1	1	-	2	18	-	-	-	-	-	
Company Size (Employees)																				
Less than 100 employees	9	21	\$17.60	\$17.05	\$15.45	\$16.54	\$18.75	7	16	6	13	\$2,094	1	6	-	\$18.16	\$17.83	\$16.25	\$17.76	\$19.19
100 to 249 employees	14	29	\$17.78	\$17.13	\$15.40	\$16.06	\$18.71	8	13	6	10	\$1,898	4	5	-	\$18.25	\$17.43	\$15.56	\$16.45	\$19.05
250 to 499 employees	4	25	-	-	-	-	-	3	23	1	1	-	2	22	-	-	-	-	-	
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	19	44	\$17.71	\$17.30	\$15.35	\$16.52	\$19.20	11	22	8	13	\$1,873	4	8	-	\$18.17	\$17.56	\$15.62	\$16.79	\$19.60
Services	8	31	\$17.42	\$16.18	\$15.30	\$15.50	\$17.12	7	30	5	11	\$2,014	3	25	-	\$17.97	\$17.05	\$15.49	\$17.66	\$17.76
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	3	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	7	19	\$17.55	\$17.01	\$15.46	\$16.60	\$17.49	5	12	4	9	-	2	7	-	\$18.11	\$17.68	\$16.34	\$17.66	\$18.20
\$25,000,000 to \$49,999,999	10	17	\$17.32	\$16.71	\$15.00	\$15.50	\$19.67	7	12	5	9	\$1,855	2	3	-	\$17.88	\$17.17	\$15.00	\$15.91	\$19.56
\$50,000,000 to \$99,999,999	6	30	\$16.86	\$16.53	\$15.97	\$16.04	\$17.74	4	21	3	4	-	2	18	-	\$17.34	\$16.74	\$15.97	\$16.47	\$18.03
\$100,000,000 to \$249,999,999	1	5	-	-	-	-	-	1	5	0	0	-	1	5	-	-	-	-	-	
\$250,000,000 and Greater	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	
Profit Status																				
Profit	27	75	\$17.63	\$16.58	\$15.00	\$16.00	\$17.80	18	52	13	24	\$2,428	7	33	6.4%	\$18.11	\$16.95	\$15.00	\$16.25	\$18.00
Non-Profit	0																			
Public Sector	0																			

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(18.080) Shipping & Receiving Clerk

Usually found in smaller organizations. Responsible for processing all paperwork related to the shipping and receiving functions. Prepare shipping papers, bills of lading, etc. Record all incoming material, supplies, and equipment. Check goods received against purchase orders.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	69	258	\$17.75	\$17.89	\$15.61	\$17.45	\$19.60	30	137	23	107	\$1,749	10	34	4.4%	\$17.99	\$18.27	\$16.00	\$17.64	\$19.73
Geographic Area																				
Minnesota	69	258	\$17.75	\$17.89	\$15.61	\$17.45	\$19.60	30	137	23	107	\$1,749	10	34	4.4%	\$17.99	\$18.27	\$16.00	\$17.64	\$19.73
Minneapolis/St. Paul Metro Area	56	127	\$18.11	\$17.38	\$15.21	\$17.00	\$19.32	22	56	17	43	\$1,631	8	27	4.3%	\$18.35	\$17.64	\$15.50	\$17.40	\$19.54
Greater Minnesota (Non-Metro)	13	131	\$16.17	\$17.66	\$16.09	\$17.34	\$19.37	8	81	6	64	\$1,639	2	7	-	\$16.44	\$17.98	\$16.09	\$17.39	\$19.39
Company Size (Employees)																				
Less than 100 employees	23	38	\$18.45	\$18.19	\$15.64	\$18.07	\$20.78	8	13	6	11	\$2,452	4	8	-	\$18.70	\$18.57	\$16.00	\$18.60	\$20.99
100 to 249 employees	27	123	\$17.63	\$17.39	\$14.69	\$17.37	\$19.00	16	107	13	87	\$1,638	4	14	-	\$17.96	\$17.92	\$15.30	\$17.60	\$19.36
250 to 499 employees	11	71	\$17.65	\$17.62	\$15.80	\$17.40	\$19.38	5	15	3	7	-	2	12	-	\$17.71	\$17.64	\$15.80	\$17.45	\$19.38
500 to 999 employees	3	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	5	20	\$17.45	\$17.90	\$16.00	\$18.54	\$19.77	1	2	1	2	-	0	0	-	\$17.64	\$18.11	\$16.00	\$19.20	\$19.80
Industry																				
Manufacturing - Union	5	5	\$19.53	\$19.53	\$15.60	\$21.00	\$22.74	2	2	2	2	-	1	1	-	\$19.92	\$19.92	\$15.96	\$22.20	\$22.74
Manufacturing - Non-Union	43	146	\$17.59	\$17.12	\$15.32	\$16.98	\$19.05	19	55	14	41	\$1,473	7	31	4.5%	\$17.81	\$17.32	\$15.50	\$17.06	\$19.22
Services	18	95	\$17.24	\$17.41	\$14.69	\$17.25	\$19.50	8	79	6	63	\$2,030	2	2	-	\$17.52	\$17.89	\$14.93	\$17.40	\$19.85
Financial Activities	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Health Care / Health Services	1	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	4	6	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	14	24	\$17.89	\$17.73	\$15.53	\$17.00	\$20.34	4	8	4	8	-	2	6	-	\$18.11	\$18.15	\$15.99	\$17.72	\$20.62
\$25,000,000 to \$49,999,999	18	41	\$18.11	\$17.30	\$15.12	\$17.39	\$19.16	8	26	5	20	\$1,853	1	6	-	\$18.36	\$17.72	\$15.59	\$17.60	\$19.36
\$50,000,000 to \$99,999,999	16	53	\$17.00	\$17.20	\$14.82	\$17.00	\$19.19	12	27	9	23	\$1,068	4	13	-	\$17.31	\$17.42	\$15.04	\$17.00	\$19.29
\$100,000,000 to \$249,999,999	8	26	\$18.02	\$17.16	\$15.15	\$15.50	\$19.13	3	9	2	2	-	2	8	-	\$18.18	\$17.27	\$15.15	\$15.50	\$19.20
\$250,000,000 and Greater	9	108	\$18.89	\$18.27	\$16.79	\$18.55	\$19.93	2	66	2	53	-	0	0	-	\$19.09	\$18.56	\$16.87	\$18.86	\$20.25
Profit Status																				
Profit	64	253	\$17.82	\$17.90	\$15.69	\$17.49	\$19.60	30	137	23	107	\$1,749	10	34	4.4%	\$18.07	\$18.29	\$16.00	\$17.67	\$19.73
Non-Profit	5	5	\$16.89	\$16.89	\$14.45	\$15.30	\$20.14	0	0	0	0	-	0	0	-	\$16.89	\$16.89	\$14.45	\$15.30	\$20.14
Public Sector	0																			

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(18.089) Traffic Dispatcher

Experienced traffic dispatcher, typically requiring 2+ years of related training and experience, or equivalent, within the shipping or transportation industry. Duties include assigning shipments to common carriers based on optimum service and price; scheduling of routes for company drivers and arranging back-hauls. Incumbents may maintain records of fleet maintenance and schedule service. Incumbents follow precedent, considering objectives, under limited supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	8	11	\$19.75	\$20.21	\$15.46	\$20.50	\$23.58	6	9	6	9	\$1,696	1	2	-	\$20.29	\$20.87	\$15.46	\$21.39	\$25.78
Geographic Area																				
Minnesota	8	11	\$19.75	\$20.21	\$15.46	\$20.50	\$23.58	6	9	6	9	\$1,696	1	2	-	\$20.29	\$20.87	\$15.46	\$21.39	\$25.78
Minneapolis/St. Paul Metro Area	5	7	\$20.37	\$20.17	\$18.23	\$20.50	\$22.63	4	6	4	6	-	1	2	-	\$21.07	\$20.93	\$18.67	\$21.39	\$22.91
Greater Minnesota (Non-Metro)	3	4	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	3	4	-	-	-	-	-	2	3	2	3	-	1	2	-	-	-	-	-	-
100 to 249 employees	2	2	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
250 to 499 employees	2	3	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	5	-	-	-	-	-	3	4	3	4	-	0	0	-	-	-	-	-	-
Services	4	6	-	-	-	-	-	3	5	3	5	-	1	2	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	3	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	3	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	7	10	\$20.36	\$20.68	\$16.79	\$20.77	\$24.19	6	9	6	9	\$1,696	1	2	-	\$20.98	\$21.42	\$17.22	\$22.04	\$26.01
Non-Profit	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(18.090) Traffic Clerk

Route outbound and inbound freight to assure receipt or delivery, as required. Process freight claims with carriers for losses, damages, product overages, or shortages. Keep accurate records and prepare periodic reports for management. Expedite requests for tracing of freight movement. Audit freight bills, submitting error documentation to carriers for errors.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	5	8	\$23.10	\$23.71	\$22.43	\$23.00	\$25.55	4	6	4	6	-	1	1	-	\$25.17	\$26.14	\$22.50	\$24.54	\$30.95
Geographic Area																				
Minnesota	5	8	\$23.10	\$23.71	\$22.43	\$23.00	\$25.55	4	6	4	6	-	1	1	-	\$25.17	\$26.14	\$22.50	\$24.54	\$30.95
Minneapolis/St. Paul Metro Area	5	8	\$23.10	\$23.71	\$22.43	\$23.00	\$25.55	4	6	4	6	-	1	1	-	\$25.17	\$26.14	\$22.50	\$24.54	\$30.95
Greater Minnesota (Non-Metro)	0																			
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	3	5	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
250 to 499 employees	2	3	-	-	-	-	-	2	3	2	3	-	1	1	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	2	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	3	5	-	-	-	-	-	3	5	3	5	-	1	1	-	-	-	-	-	-
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	4	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	5	8	\$23.10	\$23.71	\$22.43	\$23.00	\$25.55	4	6	4	6	-	1	1	-	\$25.17	\$26.14	\$22.50	\$24.54	\$30.95
Non-Profit	0																			
Public Sector	0																			

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(19.010) Inventory Control Clerk/Clerk Counter

First level of inventory clerical work. The job typically requires math and problem solving skills equivalent to a high school diploma and no experience, or equivalent. Duties include counting inventory at various locations within the organization and matching results with inventory records. Incumbents may attempt to resolve differences by locating product or isolating errors in records. Incumbents use computer terminals or PC's to record data. Incumbents follow established procedures and have readily available supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	29	56	\$19.13	\$18.53	\$16.28	\$18.19	\$20.39	16	32	15	27	\$2,499	7	18	6.8%	\$19.53	\$19.11	\$16.29	\$18.40	\$21.96
Geographic Area																				
Minnesota	29	56	\$19.13	\$18.53	\$16.28	\$18.19	\$20.39	16	32	15	27	\$2,499	7	18	6.8%	\$19.53	\$19.11	\$16.29	\$18.40	\$21.96
Minneapolis/St. Paul Metro Area	22	43	\$18.91	\$18.38	\$16.42	\$18.05	\$19.68	11	21	10	20	\$2,757	6	14	8.0%	\$19.31	\$19.00	\$16.42	\$18.26	\$19.75
Greater Minnesota (Non-Metro)	7	13	\$19.84	\$19.30	\$14.33	\$20.48	\$23.15	5	11	5	7	\$1,385	1	4	-	\$20.22	\$19.73	\$14.53	\$20.48	\$23.86
Company Size (Employees)																				
Less than 100 employees	5	10	\$16.30	\$15.80	\$13.39	\$16.18	\$18.52	3	8	3	5	-	2	5	-	\$16.63	\$16.16	\$13.90	\$16.62	\$19.07
100 to 249 employees	15	32	\$20.07	\$19.50	\$16.57	\$18.80	\$22.81	8	16	7	14	\$2,872	2	7	-	\$20.52	\$20.22	\$16.63	\$18.94	\$24.31
250 to 499 employees	8	11	\$19.27	\$19.22	\$17.30	\$19.59	\$20.11	5	8	5	8	\$1,469	3	6	-	\$19.66	\$19.74	\$17.95	\$19.63	\$20.82
500 to 999 employees	0																			
1,000 employees or more	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	5	-	-	-	-	-	1	5	1	5	-	1	5	-	-	-	-	-	-
Manufacturing - Non-Union	20	35	\$19.15	\$17.99	\$15.37	\$17.75	\$19.75	12	19	11	15	\$1,154	6	13	3.6%	\$19.41	\$18.23	\$15.37	\$18.26	\$19.75
Services	7	15	\$18.28	\$18.57	\$15.49	\$18.01	\$21.93	2	7	2	6	-	0	0	-	\$18.56	\$19.02	\$16.18	\$18.01	\$22.79
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	3	6	-	-	-	-	-	2	5	2	2	-	2	5	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	11	23	\$19.02	\$17.81	\$15.31	\$17.29	\$18.76	7	11	6	10	\$1,443	2	4	-	\$19.38	\$18.14	\$15.33	\$17.83	\$18.92
\$50,000,000 to \$99,999,999	4	6	-	-	-	-	-	3	3	3	3	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	5	10	\$19.50	\$19.23	\$17.18	\$18.01	\$24.61	2	6	2	6	-	1	5	-	\$20.24	\$20.12	\$17.60	\$18.01	\$24.59
\$250,000,000 and Greater	5	10	\$20.77	\$20.97	\$19.70	\$20.24	\$23.75	2	7	2	6	-	1	3	-	\$21.16	\$21.46	\$19.70	\$20.48	\$23.98
Profit Status																				
Profit	29	56	\$19.13	\$18.53	\$16.28	\$18.19	\$20.39	16	32	15	27	\$2,499	7	18	6.8%	\$19.53	\$19.11	\$16.29	\$18.40	\$21.96
Non-Profit	0																			
Public Sector	0																			

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(19.040) Material Control Coordinator

Responsible for raw materials and/or finished part and product inventories as to amount, records, allocation and distribution scheduling, requisitioning, etc. to maintain sufficient stocks in accordance with a determined program based on orders and forecasts. Maintain a constant audit and check of stores records, actual inventories, shortages, re-orders, materials in process, etc. Check and requisition materials for new or special items, substitutions, engineering changes, etc. Cooperate with production control and purchasing departments as to inventory levels, requisitions, purchase follow up and scheduling of material use. Assign work and instruct stores record section, stores and warehouse personnel. Requires knowledge of product, component and material identities, manufacturing procedures and related inventory levels.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	23	34	\$20.78	\$19.85	\$16.61	\$20.00	\$23.17	12	16	10	12	\$1,700	4	5	-	\$21.17	\$20.14	\$16.61	\$20.10	\$23.55
Geographic Area																				
Minnesota	23	34	\$20.78	\$19.85	\$16.61	\$20.00	\$23.17	12	16	10	12	\$1,700	4	5	-	\$21.17	\$20.14	\$16.61	\$20.10	\$23.55
Minneapolis/St. Paul Metro Area	17	21	\$20.94	\$21.24	\$18.25	\$21.00	\$23.86	9	12	7	8	\$1,774	3	4	-	\$21.30	\$21.56	\$18.25	\$21.11	\$23.95
Greater Minnesota (Non-Metro)	7	13	\$19.81	\$18.59	\$14.67	\$17.25	\$22.21	3	4	3	4	-	1	1	-	\$20.22	\$18.91	\$14.77	\$18.04	\$22.21
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	11	19	\$20.81	\$19.77	\$16.52	\$19.05	\$22.99	7	9	5	5	\$2,964	2	2	-	\$21.46	\$20.21	\$16.52	\$19.50	\$23.35
250 to 499 employees	4	6	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
500 to 999 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	3	4	-	-	-	-	-	3	4	3	4	-	2	3	-	-	-	-	-	-
Industry																				
Manufacturing - Union	4	5	-	-	-	-	-	2	3	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	15	25	\$19.45	\$18.69	\$15.36	\$17.48	\$21.50	8	11	7	9	\$1,067	4	5	-	\$19.71	\$18.88	\$15.38	\$17.85	\$21.91
Services	4	4	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	4	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	4	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	3	4	-	-	-	-	-	3	4	2	2	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	4	11	-	-	-	-	-	2	3	2	3	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	5	5	\$22.57	\$22.57	\$20.00	\$22.17	\$25.35	3	3	3	3	-	1	1	-	\$23.10	\$23.10	\$20.12	\$22.17	\$26.55
\$250,000,000 and Greater	4	6	-	-	-	-	-	3	4	3	4	-	1	2	-	-	-	-	-	-
Profit Status																				
Profit	21	32	\$20.70	\$19.75	\$15.84	\$19.19	\$23.35	12	16	10	12	\$1,700	4	5	-	\$21.13	\$20.05	\$15.84	\$19.23	\$23.76
Non-Profit	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(19.050) Receiving Clerk

Responsible for the receipt of all incoming materials, supplies, equipment and returned goods. Check goods received to purchase orders, maintain records and prepare reports to stores and purchasing departments as to materials received, returned, damaged, part shipments, etc. Check quantity, type, size, part numbers, dimensions, etc. to properly identify materials and route or deliver materials to storage or manufacturing locations as instructed.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	25	47	\$17.03	\$16.05	\$13.36	\$15.00	\$18.20	11	18	10	17	\$2,233	4	8	-	\$17.36	\$16.44	\$13.50	\$15.85	\$18.81
Geographic Area																				
Minnesota	25	47	\$17.03	\$16.05	\$13.36	\$15.00	\$18.20	11	18	10	17	\$2,233	4	8	-	\$17.36	\$16.44	\$13.50	\$15.85	\$18.81
Minneapolis/St. Paul Metro Area	21	35	\$17.55	\$16.90	\$14.42	\$16.23	\$18.85	9	15	8	14	\$2,420	2	5	-	\$17.92	\$17.39	\$14.83	\$17.19	\$18.95
Greater Minnesota (Non-Metro)	4	12	-	-	-	-	-	2	3	2	3	-	2	3	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	9	15	\$18.68	\$17.55	\$14.56	\$16.84	\$20.71	6	9	5	8	\$2,165	2	5	-	\$19.21	\$18.33	\$14.60	\$18.84	\$21.62
100 to 249 employees	9	17	\$15.85	\$15.80	\$14.42	\$15.81	\$17.49	4	8	4	8	-	2	3	-	\$16.09	\$16.09	\$14.91	\$16.04	\$17.49
250 to 499 employees	3	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
500 to 999 employees	3	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	1	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	15	23	\$17.17	\$16.79	\$14.65	\$16.23	\$18.80	8	12	7	11	\$1,228	3	4	-	\$17.45	\$17.07	\$15.15	\$16.64	\$18.85
Services	8	22	\$16.21	\$15.28	\$13.02	\$13.72	\$16.60	3	6	3	6	-	1	4	-	\$16.74	\$15.91	\$13.02	\$13.72	\$18.93
Financial Activities	0																			
Health Care / Health Services	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	7	14	\$17.13	\$16.18	\$13.30	\$15.40	\$18.97	4	8	3	7	-	3	7	-	\$17.58	\$16.90	\$13.50	\$16.25	\$20.25
\$25,000,000 to \$49,999,999	7	12	\$17.40	\$17.12	\$14.50	\$16.42	\$19.68	3	3	3	3	-	0	0	-	\$17.70	\$17.34	\$14.75	\$16.99	\$20.00
\$50,000,000 to \$99,999,999	8	11	\$16.96	\$16.57	\$14.42	\$15.83	\$19.39	3	6	3	6	-	1	1	-	\$17.30	\$16.95	\$15.05	\$16.18	\$19.39
\$100,000,000 to \$249,999,999	1	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	24	45	\$17.18	\$16.17	\$13.38	\$15.60	\$18.37	11	18	10	17	\$2,233	4	8	-	\$17.53	\$16.57	\$13.50	\$15.95	\$18.83
Non-Profit	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(20.010) General Clerk III (Advanced)

Third of three levels of general clerical work. This job typically requiring high school graduate level reading, communication and math skills and 5+ years of experience, or equivalent. Incumbents have a high degree of understanding of the work function and will typically provide work direction to other clerical staff within the area. Incumbents perform a variety of clerical and typing duties, some non-routine and complex in nature. Incumbents utilizes knowledge of company policies and procedures in maintaining files, records, and other information. Incumbents work under minimal supervision, using good judgment in resolving routine problems. Do not report jobs specializing in customer service, accounting, data entry or filing.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	12	24	\$20.99	\$20.90	\$18.37	\$21.53	\$22.34	4	4	3	3	-	1	1	-	\$21.29	\$21.05	\$18.37	\$21.60	\$22.36
Geographic Area																				
Minnesota	12	24	\$20.99	\$20.90	\$18.37	\$21.53	\$22.34	4	4	3	3	-	1	1	-	\$21.29	\$21.05	\$18.37	\$21.60	\$22.36
Minneapolis/St. Paul Metro Area	11	20	\$21.06	\$21.00	\$18.42	\$21.54	\$22.34	4	4	3	3	-	1	1	-	\$21.39	\$21.19	\$18.42	\$21.63	\$22.51
Greater Minnesota (Non-Metro)	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	4	9	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	5	7	\$22.80	\$22.87	\$21.10	\$22.15	\$23.55	3	3	2	2	-	0	0	-	\$23.45	\$23.47	\$21.19	\$23.29	\$24.82
250 to 499 employees	0																			
500 to 999 employees	0																			
1,000 employees or more	3	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Services	9	16	\$21.01	\$20.64	\$18.34	\$20.85	\$22.17	2	2	2	2	-	0	0	-	\$21.37	\$20.84	\$18.34	\$20.88	\$22.36
Financial Activities	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	5	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	4	6	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	10	19	\$21.37	\$21.16	\$18.78	\$21.59	\$22.37	4	4	3	3	-	1	1	-	\$21.73	\$21.37	\$18.78	\$21.63	\$22.76
Non-Profit	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

**2016 Office, Clerical, and Technical Survey - Minnesota
(20.020) General Clerk II (Experienced)**

Second of three levels of general clerical work. The job typically requires high school graduate level reading, communication and math skills and 2+ years or experience, or equivalent. Incumbents normally are familiar with department or functional operations and are able to work with minimal assistance. Incumbents perform clerical, counter work and typing duties of some diversity, requiring the application of various standard procedures and preparation or use of several types of forms, reports or records. Incumbents may post data directly to a database from information furnished. Posting may involve some intermediate operation such as cross-checking, comparison or ordinary calculations. Incumbents may prepare and type reports, orders or other forms such as requisitions, schedules or control records of various types. Do not report jobs specializing in customer service, accounting, data entry or filing.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	17	40	\$18.36	\$17.17	\$15.00	\$16.74	\$18.99	4	6	3	4	-	1	1	-	\$18.67	\$17.38	\$15.00	\$17.01	\$19.02
Geographic Area																				
Minnesota	17	40	\$18.36	\$17.17	\$15.00	\$16.74	\$18.99	4	6	3	4	-	1	1	-	\$18.67	\$17.38	\$15.00	\$17.01	\$19.02
Minneapolis/St. Paul Metro Area	14	33	\$18.32	\$17.30	\$15.00	\$16.94	\$18.87	3	4	2	2	-	1	1	-	\$18.58	\$17.42	\$15.00	\$16.94	\$18.99
Greater Minnesota (Non-Metro)	4	7	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	3	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	8	9	\$18.53	\$18.70	\$14.93	\$17.43	\$22.24	3	4	2	2	-	1	1	-	\$18.99	\$19.11	\$15.22	\$19.00	\$22.24
250 to 499 employees	2	9	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	1	3	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
1,000 employees or more	3	15	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	2	3	-	-	-	-	-	2	3	1	1	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	5	5	\$20.45	\$20.45	\$15.75	\$20.92	\$24.92	0	0	0	0	-	0	0	-	\$20.45	\$20.45	\$15.75	\$20.92	\$24.92
Services	8	20	\$17.54	\$17.30	\$15.00	\$17.04	\$18.99	2	3	2	3	-	0	0	-	\$17.80	\$17.62	\$15.11	\$17.85	\$18.99
Financial Activities	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Health Care / Health Services	1	10	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	3	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	3	11	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	4	4	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	4	8	-	-	-	-	-	2	3	2	3	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	2	12	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	11	17	\$18.58	\$18.04	\$15.28	\$17.50	\$19.96	4	6	3	4	-	1	1	-	\$19.06	\$18.53	\$16.47	\$18.00	\$20.75
Non-Profit	5	21	\$17.47	\$17.21	\$14.71	\$15.00	\$20.84	0	0	0	0	-	0	0	-	\$17.47	\$17.21	\$14.71	\$15.00	\$20.84
Public Sector	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

2016 Office, Clerical, and Technical Survey - Minnesota

(20.030) General Clerk I (Entry)

First of three levels of general clerical work. The job typically requires high school graduate level reading, communication and math skills and no previous experience, or equivalent. Duties include performing routine clerical procedures in support of an assigned department or function. Duties may include combinations of counter work, filing, checking, redirecting, or entering data into a computer. Incumbents follow prescribed procedures in handling, classifying, filing or indexing data. Working under close supervision, incumbents perform simple computations according to clearly defined principles. Do not report jobs specializing in customer service, accounting, data entry or filing.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	10	32	\$14.95	\$14.78	\$13.64	\$15.39	\$16.46	3	4	3	4	-	1	1	-	\$15.01	\$14.81	\$13.64	\$15.39	\$16.46
Geographic Area																				
Minnesota	10	32	\$14.95	\$14.78	\$13.64	\$15.39	\$16.46	3	4	3	4	-	1	1	-	\$15.01	\$14.81	\$13.64	\$15.39	\$16.46
Minneapolis/St. Paul Metro Area	7	26	\$15.45	\$15.53	\$14.16	\$15.39	\$17.18	1	1	1	1	-	0	0	-	\$15.52	\$15.58	\$14.52	\$15.39	\$17.18
Greater Minnesota (Non-Metro)	4	6	-	-	-	-	-	2	3	2	3	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	3	5	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	3	4	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
250 to 499 employees	2	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	2	15	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	3	4	-	-	-	-	-	3	4	3	4	-	1	1	-	-	-	-	-	-
Services	5	7	\$15.45	\$15.17	\$11.71	\$16.69	\$18.13	0	0	0	0	-	0	0	-	\$15.45	\$15.17	\$11.71	\$16.69	\$18.13
Financial Activities	2	21	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	3	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	10	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	2	15	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	6	26	\$15.24	\$14.94	\$13.56	\$15.39	\$16.76	3	4	3	4	-	1	1	-	\$15.35	\$15.01	\$14.52	\$15.39	\$16.76
Non-Profit	3	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

2016 Office, Clerical, and Technical Survey - Minnesota

(20.040) Records Clerk II

The job typically requires specialized training in records management and 2+ years of work experience, or equivalent. Incumbents maintain records for the entire organization or a major department, such as engineering. Incumbents are able to independently administer the function with guidance from management. Work requires recommending or modifying records management methods within the area of responsibility. Incumbents may maintain a computerized index or maintain electronic files. Incumbents will routinely transfer files to storage and periodically purge files per company record retention policies. Incumbents typically provide training and work direction to others using the filing system. Medical Records Specialists are excluded.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	10	17	\$21.78	\$21.25	\$18.17	\$21.94	\$23.54	7	8	6	6	\$1,863	5	6	5.3%	\$22.32	\$21.62	\$18.17	\$22.02	\$23.88
Geographic Area																				
Minnesota	10	17	\$21.78	\$21.25	\$18.17	\$21.94	\$23.54	7	8	6	6	\$1,863	5	6	5.3%	\$22.32	\$21.62	\$18.17	\$22.02	\$23.88
Minneapolis/St. Paul Metro Area	10	16	\$21.91	\$21.56	\$18.65	\$22.03	\$23.59	7	8	6	6	\$1,863	5	6	5.3%	\$22.45	\$21.93	\$18.65	\$22.07	\$23.88
Greater Minnesota (Non-Metro)	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	6	7	\$19.65	\$19.49	\$13.55	\$21.81	\$23.14	4	4	3	3	-	3	3	-	\$19.86	\$19.68	\$14.45	\$21.94	\$23.14
250 to 499 employees	4	5	-	-	-	-	-	2	2	1	1	-	2	2	-	-	-	-	-	-
500 to 999 employees	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	7	13	\$23.37	\$22.88	\$19.67	\$22.81	\$25.43	5	6	4	4	-	4	5	-	\$23.83	\$23.22	\$19.85	\$22.81	\$26.84
Services	0																			
Financial Activities	2	2	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Health Care / Health Services	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	4	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	8	-	-	-	-	-	1	2	0	0	-	1	2	-	-	-	-	-	-
\$250,000,000 and Greater	2	2	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	8	15	\$22.83	\$22.01	\$19.18	\$21.98	\$23.67	5	6	4	4	-	4	5	-	\$23.23	\$22.27	\$19.23	\$22.04	\$25.49
Non-Profit	2	2	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(20.070) Office Janitor

General labor job. The job typically requires the ability to follow basic verbal and written instructions, such as the ability to read and follow label instructions on cleaning supplies. Job duties include sweeping floors, vacuuming carpeting, removing wastepaper and other refuse, and dusting furniture and fixtures. May also include performing routine light manual work in cleaning and sweeping offices, halls, restrooms, etc. Do not report plant maintenance staff.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	33	416	\$15.90	\$16.35	\$12.50	\$15.67	\$20.40	8	16	7	14	\$1,857	2	4	-	\$16.05	\$16.39	\$12.50	\$16.08	\$20.40
Geographic Area																				
Minnesota	33	416	\$15.90	\$16.35	\$12.50	\$15.67	\$20.40	8	16	7	14	\$1,857	2	4	-	\$16.05	\$16.39	\$12.50	\$16.08	\$20.40
Minneapolis/St. Paul Metro Area	27	275	\$15.63	\$15.83	\$12.07	\$15.06	\$17.96	6	9	5	8	\$1,357	1	2	-	\$15.74	\$15.88	\$12.07	\$15.25	\$18.15
Greater Minnesota (Non-Metro)	7	141	\$16.30	\$16.15	\$12.59	\$15.39	\$20.40	2	7	2	6	-	1	2	-	\$16.57	\$16.39	\$12.59	\$15.67	\$20.40
Company Size (Employees)																				
Less than 100 employees	5	12	\$13.69	\$14.28	\$10.34	\$13.09	\$19.05	0	0	0	0	-	0	0	-	\$13.69	\$14.28	\$10.34	\$13.09	\$19.05
100 to 249 employees	12	31	\$16.81	\$16.85	\$12.48	\$17.00	\$19.04	4	8	3	6	-	0	0	-	\$17.02	\$17.14	\$12.69	\$17.00	\$19.10
250 to 499 employees	7	17	\$14.76	\$15.09	\$13.64	\$15.36	\$16.03	2	4	2	4	-	0	0	-	\$14.99	\$15.38	\$13.71	\$15.36	\$16.81
500 to 999 employees	3	77	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	7	279	\$16.17	\$14.85	\$12.56	\$13.04	\$16.76	2	4	2	4	-	2	4	-	\$16.32	\$14.86	\$12.56	\$13.04	\$16.76
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	15	20	\$15.59	\$15.88	\$13.54	\$15.20	\$16.73	6	9	5	8	\$876	2	4	-	\$15.74	\$16.05	\$13.76	\$15.45	\$16.92
Services	17	394	\$16.14	\$16.47	\$12.42	\$16.76	\$20.40	1	5	1	4	-	0	0	-	\$16.22	\$16.49	\$12.42	\$16.76	\$20.40
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	19	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	6	7	\$14.74	\$15.24	\$11.83	\$15.34	\$19.52	0	0	0	0	-	0	0	-	\$14.74	\$15.24	\$11.83	\$15.34	\$19.52
\$25,000,000 to \$49,999,999	9	23	\$15.71	\$16.08	\$14.59	\$15.76	\$18.21	2	2	1	1	-	0	0	-	\$15.74	\$16.09	\$14.59	\$15.76	\$18.21
\$50,000,000 to \$99,999,999	4	139	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	6	131	\$16.82	\$17.04	\$13.32	\$15.33	\$20.40	1	2	1	2	-	0	0	-	\$16.83	\$17.05	\$13.38	\$15.33	\$20.40
\$250,000,000 and Greater	6	97	\$16.73	\$18.31	\$15.34	\$19.01	\$22.35	3	9	3	8	-	2	4	-	\$17.12	\$18.90	\$15.39	\$19.18	\$22.35
Profit Status																				
Profit	24	219	\$15.51	\$13.83	\$12.18	\$12.97	\$14.49	8	16	7	14	\$1,857	2	4	-	\$15.73	\$13.95	\$12.18	\$12.97	\$14.49
Non-Profit	8	195	\$16.56	\$17.23	\$13.04	\$17.96	\$20.40	0	0	0	0	-	0	0	-	\$16.56	\$17.23	\$13.04	\$17.96	\$20.40
Public Sector	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

2016 Office, Clerical, and Technical Survey - Minnesota

(20.080) Mail Clerk

Support job. The job typically requires high school graduate level reading, communication and math skills and no previous experience, or equivalent. Incumbents sort incoming mail for distribution and dispatch outgoing mail. Incumbents may open envelopes by hand or machine and may stamp date and time of receipt on incoming mail. Incoming mail is sorted according to destination and type, such as returned letters, adjustments, bills, orders, and payments. Incumbents often pick up and deliver mail within the organization. Incumbents may fold letters or circulars and insert them in envelopes before sealing envelopes by hand or machine. Incumbents may address mail, using various label/address generation methods. Postage is placed on outgoing mail by hand or with postage meters. Incumbents may check alternative delivery methods and, based on established policy, determine that an alternative delivery, such as courier, is more economical. Incumbents keep records of registered mail or mail sent via courier. Incumbents must follow instructions and are subject to close supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	23	44	\$16.67	\$16.54	\$14.72	\$15.76	\$17.94	7	10	7	10	\$1,917	3	5	-	\$16.90	\$16.76	\$14.72	\$16.02	\$18.14
Geographic Area																				
Minnesota	23	44	\$16.67	\$16.54	\$14.72	\$15.76	\$17.94	7	10	7	10	\$1,917	3	5	-	\$16.90	\$16.76	\$14.72	\$16.02	\$18.14
Minneapolis/St. Paul Metro Area	19	33	\$16.81	\$16.60	\$14.69	\$15.72	\$18.74	7	10	7	10	\$1,917	3	5	-	\$17.09	\$16.90	\$14.69	\$15.77	\$18.74
Greater Minnesota (Non-Metro)	4	11	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
100 to 249 employees	5	7	\$18.17	\$18.38	\$15.49	\$18.75	\$20.54	3	5	3	5	-	3	5	-	\$18.78	\$19.06	\$15.75	\$18.83	\$22.48
250 to 499 employees	3	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	2	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	10	25	\$15.18	\$15.34	\$14.41	\$14.85	\$15.76	2	3	2	3	-	0	0	-	\$15.33	\$15.42	\$14.41	\$14.85	\$16.02
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	5	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Services	10	19	\$16.11	\$16.04	\$14.48	\$15.75	\$17.82	2	3	2	3	-	0	0	-	\$16.19	\$16.13	\$14.48	\$16.12	\$17.82
Financial Activities	5	11	\$16.69	\$16.92	\$14.69	\$15.87	\$20.54	4	6	4	6	-	2	4	-	\$17.49	\$17.75	\$14.69	\$16.59	\$22.42
Health Care / Health Services	3	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	2	3	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	5	5	\$17.30	\$17.30	\$15.15	\$16.74	\$19.75	1	1	1	1	-	1	1	-	\$17.43	\$17.43	\$15.45	\$16.74	\$19.75
\$50,000,000 to \$99,999,999	3	5	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	4	9	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
\$250,000,000 and Greater	9	22	\$15.88	\$15.70	\$14.66	\$14.99	\$16.00	3	3	3	3	-	0	0	-	\$16.06	\$15.77	\$14.66	\$14.99	\$16.35
Profit Status																				
Profit	15	25	\$16.63	\$16.46	\$14.66	\$15.70	\$18.30	5	8	5	8	\$1,867	2	4	-	\$16.90	\$16.81	\$14.66	\$15.77	\$18.40
Non-Profit	8	19	\$16.74	\$16.64	\$14.88	\$15.91	\$17.82	2	2	2	2	-	1	1	-	\$16.91	\$16.71	\$14.88	\$16.27	\$17.82
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Minnesota
(20.100) Office Person – Multi Function (Small Company)**

Experienced level of multi-function administrative support in a small organization, typically requiring reading, communication, math and problem solving skills equivalent to a high school education or GED and related training and experience of 3+ years. Typically handles ordering of supplies, basic record keeping, some accounting responsibilities, such as accounts payable and receivable, composing routine correspondence and creating reports. Incumbents may be responsible for handling incoming and outgoing company mail. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills typically include use of a programmable telephone system, audiovisual equipment or the internet. Uses independent judgment in decision-making and solves problems with minimal supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	21	26	\$19.40	\$19.01	\$15.85	\$17.92	\$21.07	14	15	12	13	\$1,833	9	10	3.7%	\$19.87	\$19.45	\$16.35	\$17.99	\$22.74
Geographic Area																				
Minnesota	21	26	\$19.40	\$19.01	\$15.85	\$17.92	\$21.07	14	15	12	13	\$1,833	9	10	3.7%	\$19.87	\$19.45	\$16.35	\$17.99	\$22.74
Minneapolis/St. Paul Metro Area	18	23	\$19.89	\$19.34	\$16.50	\$18.32	\$21.88	11	12	10	11	\$1,977	6	7	3.7%	\$20.38	\$19.79	\$16.50	\$18.55	\$23.59
Greater Minnesota (Non-Metro)	3	3	-	-	-	-	-	3	3	2	2	-	3	3	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	11	11	\$20.05	\$20.05	\$15.92	\$19.00	\$23.59	7	7	6	6	\$2,348	3	3	-	\$20.67	\$20.67	\$15.92	\$20.20	\$23.80
100 to 249 employees	7	12	\$17.96	\$17.59	\$14.78	\$17.11	\$20.04	5	6	5	6	\$1,501	4	5	-	\$18.35	\$18.01	\$15.42	\$17.21	\$20.59
250 to 499 employees	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	11	11	\$18.27	\$18.27	\$15.63	\$17.84	\$21.88	6	6	5	5	\$1,431	5	5	1.4%	\$18.58	\$18.58	\$15.92	\$17.98	\$23.59
Services	7	12	\$20.67	\$19.62	\$14.78	\$17.75	\$21.98	5	6	5	6	\$2,243	2	3	-	\$21.33	\$20.24	\$15.42	\$17.75	\$23.30
Financial Activities	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	5	5	\$20.26	\$20.26	\$16.42	\$19.00	\$24.74	3	3	3	3	-	2	2	-	\$20.59	\$20.59	\$16.63	\$20.20	\$24.74
\$25,000,000 to \$49,999,999	6	6	\$16.96	\$16.96	\$14.22	\$16.71	\$21.07	3	3	2	2	-	2	2	-	\$17.42	\$17.42	\$14.44	\$16.99	\$21.55
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	3	7	-	-	-	-	-	3	3	3	3	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	4	5	-	-	-	-	-	4	5	3	4	-	4	5	-	-	-	-	-	-
Profit Status																				
Profit	20	25	\$19.63	\$19.17	\$16.21	\$18.00	\$21.34	13	14	11	12	\$1,923	8	9	3.8%	\$20.10	\$19.61	\$16.49	\$18.00	\$23.02
Non-Profit	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(20.110) Receptionist

This is a specialized job performing reception duties at the corporate, divisional or departmental level. The job typically requires high school graduate level communication and problem solving skills with previous experience of less than 1 year, or equivalent. Receives visitors, secures identification, and determines whom they wish to see. Announces visitors and directs them to the proper office when authorized. Issues visitor's badge and registers as required. Work is task oriented with routine decisions within established guidelines, with readily available supervision. Incumbents may perform other support tasks that can be done while in the reception area.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	87	189	\$17.11	<i>\$17.58</i>	<i>\$15.00</i>	<i>\$17.69</i>	<i>\$19.98</i>	41	56	36	47	\$2,152	16	23	6.3%	\$17.56	<i>\$17.85</i>	<i>\$15.25</i>	<i>\$17.71</i>	<i>\$20.45</i>
Geographic Area																				
Minnesota	87	189	\$17.11	<i>\$17.58</i>	<i>\$15.00</i>	<i>\$17.69</i>	<i>\$19.98</i>	41	56	36	47	\$2,152	16	23	6.3%	\$17.56	<i>\$17.85</i>	<i>\$15.25</i>	<i>\$17.71</i>	<i>\$20.45</i>
Minneapolis/St. Paul Metro Area	72	161	\$17.24	<i>\$17.62</i>	<i>\$15.21</i>	<i>\$17.70</i>	<i>\$20.05</i>	35	47	30	40	\$1,890	14	18	6.0%	\$17.65	<i>\$17.88</i>	<i>\$15.28</i>	<i>\$17.80</i>	<i>\$20.40</i>
Greater Minnesota (Non-Metro)	18	28	\$16.42	<i>\$16.41</i>	<i>\$14.46</i>	<i>\$16.25</i>	<i>\$18.44</i>	7	9	6	7	\$3,630	3	5	-	\$16.96	<i>\$16.89</i>	<i>\$14.51</i>	<i>\$16.52</i>	<i>\$18.44</i>
Company Size (Employees)																				
Less than 100 employees	18	22	\$16.97	\$16.71	\$14.00	\$16.77	\$18.27	5	6	5	6	\$921	0	0	-	\$17.09	\$16.84	\$14.00	\$17.18	\$18.31
100 to 249 employees	31	48	\$16.99	\$16.79	\$14.96	\$16.23	\$18.92	19	29	16	24	\$2,441	9	14	6.8%	\$17.68	\$17.38	\$15.04	\$16.47	\$19.24
250 to 499 employees	23	33	\$17.21	\$16.63	\$14.16	\$16.19	\$19.08	13	15	11	12	\$2,520	7	9	5.6%	\$17.76	\$17.07	\$14.48	\$16.29	\$20.04
500 to 999 employees	8	13	\$15.80	\$15.09	\$12.82	\$14.50	\$17.26	2	3	2	2	-	0	0	-	\$15.99	\$15.21	\$12.82	\$14.50	\$17.26
1,000 employees or more	9	73	\$18.14	<i>\$17.83</i>	<i>\$16.00</i>	<i>\$17.32</i>	<i>\$19.98</i>	2	3	2	3	-	0	0	-	\$18.29	<i>\$17.89</i>	<i>\$16.00</i>	<i>\$17.32</i>	<i>\$19.98</i>
Industry																				
Manufacturing - Union	5	5	\$18.89	\$18.89	\$16.43	\$18.54	\$21.52	3	3	2	2	-	1	1	-	\$19.91	\$19.91	\$16.43	\$19.00	\$23.86
Manufacturing - Non-Union	35	48	\$16.89	\$16.76	\$15.00	\$16.23	\$18.28	17	24	16	22	\$2,073	7	9	5.2%	\$17.39	\$17.21	\$15.23	\$16.63	\$18.82
Services	32	55	\$16.70	\$16.00	\$13.95	\$15.95	\$18.00	12	16	10	12	\$1,657	4	6	-	\$16.95	\$16.18	\$13.95	\$15.95	\$18.00
Financial Activities	5	8	\$18.74	<i>\$17.94</i>	<i>\$13.07</i>	<i>\$19.10</i>	<i>\$20.34</i>	4	7	4	7	-	3	6	-	\$19.66	<i>\$18.89</i>	<i>\$13.66</i>	<i>\$19.46</i>	<i>\$22.25</i>
Health Care / Health Services	6	69	\$17.46	<i>\$17.43</i>	<i>\$14.58</i>	<i>\$17.31</i>	<i>\$20.43</i>	1	2	1	1	-	0	0	-	\$17.47	<i>\$17.43</i>	<i>\$14.58</i>	<i>\$17.31</i>	<i>\$20.43</i>
Goods Producing, Non-Manufacturing	4	4	-	-	-	-	-	4	4	3	3	-	1	1	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	5	8	\$15.27	<i>\$15.13</i>	<i>\$13.10</i>	<i>\$14.18</i>	<i>\$18.42</i>	1	1	0	0	-	0	0	-	\$15.27	<i>\$15.13</i>	<i>\$13.10</i>	<i>\$14.18</i>	<i>\$18.42</i>
\$10,000,000 to \$24,999,999	14	26	\$17.11	<i>\$16.24</i>	<i>\$14.00</i>	<i>\$16.12</i>	<i>\$17.86</i>	3	3	3	3	-	0	0	-	\$17.26	<i>\$16.32</i>	<i>\$14.00</i>	<i>\$16.12</i>	<i>\$17.86</i>
\$25,000,000 to \$49,999,999	7	13	\$15.56	<i>\$15.41</i>	<i>\$13.07</i>	<i>\$14.46</i>	<i>\$18.53</i>	7	13	6	12	\$1,146	3	4	-	\$16.05	<i>\$15.90</i>	<i>\$13.66</i>	<i>\$14.79</i>	<i>\$19.40</i>
\$50,000,000 to \$99,999,999	19	27	\$17.88	\$17.49	\$15.95	\$18.14	\$19.95	10	13	9	11	\$2,040	5	7	5.9%	\$18.31	\$17.89	\$16.29	\$18.68	\$20.34
\$100,000,000 to \$249,999,999	22	31	\$16.74	\$16.82	\$14.50	\$16.22	\$19.00	10	14	10	12	\$3,853	3	6	-	\$17.55	\$17.53	\$14.55	\$16.22	\$19.28
\$250,000,000 and Greater	20	84	\$17.80	<i>\$17.87</i>	<i>\$15.25</i>	<i>\$17.60</i>	<i>\$20.01</i>	10	12	8	9	\$1,752	5	6	4.8%	\$18.16	<i>\$18.06</i>	<i>\$15.56</i>	<i>\$17.60</i>	<i>\$21.63</i>
Profit Status																				
Profit	74	100	\$17.27	\$17.13	\$15.00	\$17.00	\$19.00	40	54	35	45	\$2,193	15	21	6.6%	\$17.79	\$17.61	\$15.21	\$17.12	\$19.83
Non-Profit	11	87	\$16.17	<i>\$16.40</i>	<i>\$13.98</i>	<i>\$16.03</i>	<i>\$18.65</i>	1	2	1	2	-	1	2	-	\$16.22	<i>\$16.43</i>	<i>\$13.98</i>	<i>\$16.03</i>	<i>\$18.65</i>
Public Sector	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

2016 Office, Clerical, and Technical Survey - Minnesota

(20.120) Security Guard – Unarmed

The job requires the ability to follow written and verbal instructions and an acceptable background clearance. Incumbents screen access to secured areas of a facility and may patrol company facilities on foot or in a vehicle during or after working hours to maintain security. Incumbents follow specific operating procedures and have readily available supervision, sometimes through a dispatch center. Incumbents will commonly use portable electronic communication devices, computers and security camera systems. Incumbents do not carry a firearm.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	11	319	\$15.86	\$15.55	\$13.25	\$15.59	\$16.59	0	0	0	0	0	0	0	0	0	0	0	0	0
Geographic Area																				
Minnesota	11	319	\$15.86	\$15.55	\$13.25	\$15.59	\$16.59	0	0	0	0	0	0	0	0	0	0	0	0	0
Minneapolis/St. Paul Metro Area	8	225	\$14.99	\$15.72	\$15.15	\$15.84	\$16.39	0	0	0	0	0	0	0	0	0	0	0	0	0
Greater Minnesota (Non-Metro)	3	94	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	1	8	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0
250 to 499 employees	2	12	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0
500 to 999 employees	3	22	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0
1,000 employees or more	5	277	\$16.28	\$15.81	\$15.00	\$15.81	\$16.65	0	0	0	0	0	0	0	0	0	0	0	0	0
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	0																			
Services	9	305	\$15.68	\$15.35	\$12.99	\$15.46	\$16.39	0	0	0	0	0	0	0	0	0	0	0	0	0
Financial Activities	1	2	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0
Health Care / Health Services	1	12	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	8	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	1	10	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0
\$50,000,000 to \$99,999,999	4	153	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0
\$100,000,000 to \$249,999,999	3	110	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0
\$250,000,000 and Greater	2	38	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0
Profit Status																				
Profit	5	245	\$14.74	\$15.52	\$13.95	\$16.08	\$16.50	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Profit	6	74	\$16.79	\$16.84	\$15.25	\$16.00	\$19.63	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Sector	0																			

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(20.140) Telephone Operator

This is a specialized job performing telephone operator duties at the corporate, divisional or departmental level. The job typically requires high school graduate level communication and problem solving skills previous experience of less than 1 year, or equivalent. Incumbents operate a telephone console, receiving incoming calls and connecting them to the proper party. General requests for information are answered applying established guidelines. Work is task oriented with routine decisions within established guidelines, with readily available supervision. Incumbents may perform other support tasks that can be done while at the desk between calls.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	5	34	\$13.77	\$12.16	\$9.38	\$11.99	\$13.67	0	0	0	0		0	0	-	\$13.77	\$12.16	\$9.38	\$11.99	\$13.67
Geographic Area																				
Minnesota	5	34	\$13.77	\$12.16	\$9.38	\$11.99	\$13.67	0	0	0	0		0	0	-	\$13.77	\$12.16	\$9.38	\$11.99	\$13.67
Minneapolis/St. Paul Metro Area	4	18	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	1	16	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
250 to 499 employees	1	8	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	3	25	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	0																			
Services	3	31	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Financial Activities	1	2	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Health Care / Health Services	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	8	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	2	23	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	2	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Profit Status																				
Profit	4	26	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Non-Profit	1	8	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(20.160) Telephone Operator/Receptionist/Secretary

This is a combination job performing at least two of the three listed functions in the title at the corporate, division or departmental level. The job typically requires high school graduate level communication and problems solving skills with previous experience of less than 1 year, or equivalent. Receives visitors, secures identification, and determines whom they wish to see. Announces visitors and directs them to the proper office when authorized. Issues visitor's badge and registers as required. Operates a telephone console, receives incoming calls and connects to the proper party. Answers general requests for information within established guidelines. Performs routine secretarial duties such as typing, data entry, schedule coordination, making travel arrangements or handling company mail.

	# of Orgs # of Emp		Base Pay					Variable Pay					Total Compensation							
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	23	35	\$17.42	<i>\$17.31</i>	<i>\$14.50</i>	<i>\$17.06</i>	<i>\$19.33</i>	8	19	7	18	<i>\$845</i>	4	15	-	<i>\$17.55</i>	<i>\$17.48</i>	<i>\$14.63</i>	<i>\$17.27</i>	<i>\$19.48</i>
Geographic Area																				
Minnesota	23	35	\$17.42	<i>\$17.31</i>	<i>\$14.50</i>	<i>\$17.06</i>	<i>\$19.33</i>	8	19	7	18	<i>\$845</i>	4	15	-	<i>\$17.55</i>	<i>\$17.48</i>	<i>\$14.63</i>	<i>\$17.27</i>	<i>\$19.48</i>
Minneapolis/St. Paul Metro Area	19	19	\$17.85	<i>\$17.85</i>	<i>\$14.50</i>	<i>\$17.39</i>	<i>\$20.48</i>	7	7	6	6	<i>\$835</i>	4	4	-	<i>\$17.98</i>	<i>\$17.98</i>	<i>\$14.50</i>	<i>\$17.39</i>	<i>\$20.48</i>
Greater Minnesota (Non-Metro)	5	16	\$15.73	<i>\$15.61</i>	<i>\$13.96</i>	<i>\$15.12</i>	<i>\$17.10</i>	2	12	2	12	-	1	11	-	<i>\$15.89</i>	<i>\$15.76</i>	<i>\$13.96</i>	<i>\$15.12</i>	<i>\$17.48</i>
Company Size (Employees)																				
Less than 100 employees	4	4	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	8	8	\$18.68	<i>\$18.68</i>	<i>\$16.66</i>	<i>\$18.24</i>	<i>\$21.75</i>	2	2	2	2	-	0	0	-	<i>\$18.75</i>	<i>\$18.75</i>	<i>\$16.87</i>	<i>\$18.32</i>	<i>\$21.75</i>
250 to 499 employees	6	17	\$17.75	<i>\$17.72</i>	<i>\$14.87</i>	<i>\$17.59</i>	<i>\$22.69</i>	2	13	2	13	-	2	13	-	<i>\$17.92</i>	<i>\$17.91</i>	<i>\$15.05</i>	<i>\$18.28</i>	<i>\$22.95</i>
500 to 999 employees	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
1,000 employees or more	3	4	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Industry																				
Manufacturing - Union	3	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	10	10	\$17.39	<i>\$17.39</i>	<i>\$15.19</i>	<i>\$17.24</i>	<i>\$19.43</i>	4	4	3	3	-	3	3	-	<i>\$17.50</i>	<i>\$17.50</i>	<i>\$15.19</i>	<i>\$17.34</i>	<i>\$19.43</i>
Services	8	19	\$15.97	<i>\$16.18</i>	<i>\$13.42</i>	<i>\$14.79</i>	<i>\$18.19</i>	2	13	2	13	-	1	12	-	<i>\$16.11</i>	<i>\$16.35</i>	<i>\$13.42</i>	<i>\$15.76</i>	<i>\$18.53</i>
Financial Activities	0																			
Health Care / Health Services	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	5	5	\$18.50	<i>\$18.50</i>	<i>\$14.75</i>	<i>\$17.40</i>	<i>\$22.81</i>	1	1	1	1	-	0	0	-	<i>\$18.66</i>	<i>\$18.66</i>	<i>\$15.14</i>	<i>\$17.40</i>	<i>\$22.81</i>
\$50,000,000 to \$99,999,999	6	6	\$16.87	<i>\$16.87</i>	<i>\$14.61</i>	<i>\$15.87</i>	<i>\$18.86</i>	2	2	2	2	-	0	0	-	<i>\$16.97</i>	<i>\$16.97</i>	<i>\$14.61</i>	<i>\$15.97</i>	<i>\$19.17</i>
\$100,000,000 to \$249,999,999	4	4	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	4	16	-	-	-	-	-	3	14	3	14	-	2	13	-	-	-	-	-	-
Profit Status																				
Profit	19	31	\$17.16	<i>\$17.08</i>	<i>\$14.50</i>	<i>\$17.06</i>	<i>\$19.08</i>	7	18	6	17	<i>\$887</i>	4	15	-	<i>\$17.29</i>	<i>\$17.26</i>	<i>\$14.86</i>	<i>\$17.27</i>	<i>\$19.08</i>
Non-Profit	4	4	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Minnesota
(21.010) Machine Inventory/Preventative Maintenance Coordinator**

Perform all record keeping for inventory control of tools and machine components used by maintenance personnel. Maintain computerized preventive maintenance schedule for manufacturing machines and equipment. Position is usually found in organization with round-the-clock manufacturing operations, where scheduling machine downtime is critical. Maintain inventory of tools and machine components at prescribed levels. Write purchase requisitions as needed.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	5	7	\$26.35	\$26.50	\$22.28	\$27.18	\$28.50	3	5	3	5	-	1	1	-	\$26.79	\$27.00	\$22.35	\$27.34	\$28.50
Geographic Area																				
Minnesota	5	7	\$26.35	\$26.50	\$22.28	\$27.18	\$28.50	3	5	3	5	-	1	1	-	\$26.79	\$27.00	\$22.35	\$27.34	\$28.50
Minneapolis/St. Paul Metro Area	4	5	-	-	-	-	-	2	3	2	3	-	1	1	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	3	4	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
250 to 499 employees	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	5	-	-	-	-	-	2	3	2	3	-	1	1	-	-	-	-	-	-
Services	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	5	7	\$26.35	\$26.50	\$22.28	\$27.18	\$28.50	3	5	3	5	-	1	1	-	\$26.79	\$27.00	\$22.35	\$27.34	\$28.50
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(21.020) Methods and Standards Technician, Senior

Originate process methods, sequences, routings, etc. on new and special products having complexity of design and the more difficult methodizing. Work from product drawings, tool lists, floor layouts, established data, etc. Define operations, select machine types, tooling, routing and other pertinent factors, and re-define existing methods to suit engineering changes. Develop and establish job standards from accepted methods and time data and maintain such standards to conform to changing conditions. May investigate and assist with clearing production difficulties, study and develop new applications. Conduct cost reduction studies and make recommendations. Assist with developing estimates on special applications and new products. Maintain required records and files pertinent to the function.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	9	22	\$26.40	\$26.51	\$20.98	\$27.34	\$29.34	4	16	3	14	-	1	10	-	\$27.37	\$27.63	\$21.04	\$27.36	\$32.76
Geographic Area																				
Minnesota	9	22	\$26.40	\$26.51	\$20.98	\$27.34	\$29.34	4	16	3	14	-	1	10	-	\$27.37	\$27.63	\$21.04	\$27.36	\$32.76
Minneapolis/St. Paul Metro Area	8	21	\$26.06	\$26.31	\$20.95	\$27.01	\$29.40	4	16	3	14	-	1	10	-	\$27.15	\$27.53	\$20.97	\$27.14	\$34.44
Greater Minnesota (Non-Metro)	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	5	8	\$26.25	\$25.76	\$20.80	\$25.72	\$28.74	2	4	1	2	-	0	0	-	\$26.53	\$26.11	\$20.80	\$25.97	\$30.44
250 to 499 employees	3	13	-	-	-	-	-	2	12	2	12	-	1	10	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	2	3	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	7	19	\$26.00	\$26.23	\$20.88	\$27.58	\$29.53	3	14	3	14	-	1	10	-	\$27.25	\$27.71	\$20.80	\$27.79	\$35.92
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	2	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	3	5	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	10	-	-	-	-	-	1	10	1	10	-	1	10	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	3	4	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	9	22	\$26.40	\$26.51	\$20.98	\$27.34	\$29.34	4	16	3	14	-	1	10	-	\$27.37	\$27.63	\$21.04	\$27.36	\$32.76
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(21.030) Methods and Standards Technician, Junior

Originate process methods, sequences, routings, etc. required in the manufacturing of products and parts of simpler design where previously established data exists. Work from drawings, tool lists, floor layouts, etc. Define operations, select machine types, tooling, routing and other pertinent factors, and re-define existing methods to suit engineering changes. May investigate method difficulties in production areas and prepare recommendations. Assist with establishing job standards and compiling estimates. Assist methods and standards technician-senior with methodizing detail on the more complex and involved designed products. Maintain required records and files pertinent to the function.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	13	41	\$22.73	\$24.61	\$19.31	\$23.78	\$28.27	10	23	6	19	\$4,722	5	16	4.3%	\$23.63	\$25.43	\$19.78	\$24.02	\$32.79
Geographic Area																				
Minnesota	13	41	\$22.73	\$24.61	\$19.31	\$23.78	\$28.27	10	23	6	19	\$4,722	5	16	4.3%	\$23.63	\$25.43	\$19.78	\$24.02	\$32.79
Minneapolis/St. Paul Metro Area	9	33	\$22.76	\$24.73	\$19.45	\$24.14	\$30.87	6	15	3	12	-	2	9	-	\$23.60	\$25.61	\$19.51	\$24.58	\$33.26
Greater Minnesota (Non-Metro)	4	8	-	-	-	-	-	4	8	3	7	-	3	7	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
100 to 249 employees	8	23	\$22.55	\$24.21	\$17.50	\$23.45	\$32.72	5	5	2	2	-	1	1	-	\$22.67	\$24.29	\$17.50	\$23.45	\$32.72
250 to 499 employees	3	12	-	-	-	-	-	3	12	3	12	-	2	9	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	5	-	-	-	-	-	1	5	1	5	-	1	5	-	-	-	-	-	-
Industry																				
Manufacturing - Union	2	2	-	-	-	-	-	2	2	0	0	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	11	39	\$23.94	\$24.95	\$19.95	\$24.13	\$28.35	8	21	6	19	\$4,722	4	15	-	\$25.00	\$25.84	\$20.30	\$24.58	\$32.92
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	2	2	0	0	-	1	1	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	5	18	\$24.79	\$25.30	\$22.01	\$23.36	\$34.11	4	4	2	2	-	1	1	-	\$24.99	\$25.48	\$22.28	\$23.44	\$34.11
\$50,000,000 to \$99,999,999	3	11	-	-	-	-	-	2	9	2	9	-	2	9	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	5	-	-	-	-	-	1	3	1	3	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	5	-	-	-	-	-	1	5	1	5	-	1	5	-	-	-	-	-	-
Profit Status																				
Profit	13	41	\$22.73	\$24.61	\$19.31	\$23.78	\$28.27	10	23	6	19	\$4,722	5	16	4.3%	\$23.63	\$25.43	\$19.78	\$24.02	\$32.79
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Minnesota
(21.040) Programmer (N.C./C.N.C.), Senior**

Translate and convert methods data to prepare programs for multiple and complex machining operations on a diversified line of work for C.N.C. or numerical control machines. Analyze operational data submitted by engineers; or when so directed, utilize documented standard data, as it applies to organize machine operational methods. Align and translate operations, tooling identification, indexing sequences, speeds and feeds to conform to prescribed engineering data. Code steps for data entry. Assist to prove-out programs on machines to test accuracy of methods and sequences. Make recommendations relative to corrections, modifications, improvements, etc. regarding to accuracy of programs or reduction of costs. Prepare instruction sheets for machine operators. Organize and maintain library records and references. Document and establish standards; modify, adjust and correct existing standards to incorporate engineering changes.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	12	21	\$29.20	\$29.40	\$27.54	\$29.12	\$31.75	7	10	5	6	\$4,608	3	4	-	\$30.16	\$30.00	\$28.04	\$31.00	\$32.39
Geographic Area																				
Minnesota	12	21	\$29.20	\$29.40	\$27.54	\$29.12	\$31.75	7	10	5	6	\$4,608	3	4	-	\$30.16	\$30.00	\$28.04	\$31.00	\$32.39
Minneapolis/St. Paul Metro Area	10	19	\$29.29	\$29.45	\$27.46	\$29.76	\$31.79	5	8	3	4	-	2	3	-	\$30.05	\$29.91	\$27.76	\$30.89	\$33.05
Greater Minnesota (Non-Metro)	2	2	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	6	11	\$29.76	\$29.82	\$27.17	\$31.13	\$32.08	2	2	2	2	-	1	1	-	\$30.89	\$30.66	\$27.80	\$31.69	\$33.30
100 to 249 employees	4	7	-	-	-	-	-	3	5	1	1	-	0	0	-	-	-	-	-	-
250 to 499 employees	2	3	-	-	-	-	-	2	3	2	3	-	2	3	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	1	2	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	11	19	\$29.23	\$29.43	\$27.46	\$29.05	\$31.79	6	8	5	6	\$4,608	3	4	-	\$30.27	\$30.10	\$28.23	\$31.48	\$33.05
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	4	-	-	-	-	-	2	3	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	4	9	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	3	-	-	-	-	-	2	3	1	1	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	5	-	-	-	-	-	2	3	2	3	-	2	3	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	12	21	\$29.20	\$29.40	\$27.54	\$29.12	\$31.75	7	10	5	6	\$4,608	3	4	-	\$30.16	\$30.00	\$28.04	\$31.00	\$32.39
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(21.050) Programmer (N.C./C.N.C.), Junior

Translate and convert methods data to prepare programs for C.N.C. or numerical control machining operations largely through the application of established and predetermined reference data. Organize operational data as submitted by engineers; or when so directed, utilize documented standard data as it applies to align and code operations, tooling identification, indexing sequences, speeds and feeds for data entry. Document established program standards. Prepare instruction sheets for machine operators; maintain library records and references incidental to the assignment.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	8	13	\$24.84	\$24.43	\$21.13	\$24.75	\$26.16	5	7	5	7	\$2,065	3	4	-	\$25.50	\$24.94	\$22.23	\$24.75	\$26.26
Geographic Area																				
Minnesota	8	13	\$24.84	\$24.43	\$21.13	\$24.75	\$26.16	5	7	5	7	\$2,065	3	4	-	\$25.50	\$24.94	\$22.23	\$24.75	\$26.26
Minneapolis/St. Paul Metro Area	4	7	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	4	6	-	-	-	-	-	4	6	4	6	-	2	3	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	4	7	-	-	-	-	-	2	3	2	3	-	1	2	-	-	-	-	-	-
250 to 499 employees	2	3	-	-	-	-	-	2	3	2	3	-	1	1	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	8	13	\$24.84	\$24.43	\$21.13	\$24.75	\$26.16	5	7	5	7	\$2,065	3	4	-	\$25.50	\$24.94	\$22.23	\$24.75	\$26.26
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	2	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	3	4	-	-	-	-	-	2	3	2	3	-	1	2	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	6	-	-	-	-	-	2	3	2	3	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	8	13	\$24.84	\$24.43	\$21.13	\$24.75	\$26.16	5	7	5	7	\$2,065	3	4	-	\$25.50	\$24.94	\$22.23	\$24.75	\$26.26
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.020) Design Drafter (Product), Senior

Design new or special products and new developments or modifications on the standard line of equipment in accordance with theoretically established engineering specifications as to size, capacities, performance or other requirements. Utilize computer aided drafting techniques to perform applicable drafting work. May specialize in a particular design field where products may be of highly technical, complicated and precise design or entail a more diversified range of products having less critical design complications and requirements. Make required calculations to determine and establish acceptable standards of performance, material selection, type of construction, etc. Prepare sketches or drawings, set up specifications and other pertinent design data for layout drawings. Do all necessary investigations pertinent to the design and maintain reference criterion incidental to designing. Work closely with engineer to analyze project as to manufacturing and material costs and develop designs that can be produced economically to maintain or improve the company's competitive position. May follow up the construction and testing of pilot models; assist with analyzing results and do corrective redesigning when required. Instruct and assist drafting department personnel in the preparation of layout drawings and detailing. Requires considerable experience and background in designing techniques and principles around which the products are developed.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	26	58	\$28.06	\$28.55	\$24.87	\$27.95	\$32.75	19	45	17	41	\$1,862	8	16	4.4%	\$28.60	\$29.18	\$25.47	\$28.06	\$33.85
Geographic Area																				
Minnesota	26	58	\$28.06	\$28.55	\$24.87	\$27.95	\$32.75	19	45	17	41	\$1,863	8	16	4.4%	\$28.60	\$29.18	\$25.47	\$28.06	\$33.85
Minneapolis/St. Paul Metro Area	19	41	\$29.28	\$30.03	\$26.20	\$30.00	\$34.32	14	32	12	28	\$2,370	7	15	4.4%	\$29.87	\$30.80	\$26.87	\$30.83	\$34.79
Greater Minnesota (Non-Metro)	7	17	\$24.75	\$24.70	\$22.44	\$24.86	\$27.73	5	13	5	13	\$1,005	1	1	-	\$25.16	\$25.01	\$22.84	\$24.97	\$27.77
Company Size (Employees)																				
Less than 100 employees	9	13	\$28.07	\$28.20	\$25.09	\$27.87	\$31.90	7	9	6	8	\$1,631	3	3	-	\$28.52	\$28.69	\$25.09	\$27.87	\$32.92
100 to 249 employees	13	27	\$27.40	\$27.22	\$22.55	\$27.83	\$30.00	8	18	8	17	\$2,118	2	2	-	\$28.00	\$27.88	\$23.59	\$28.03	\$31.45
250 to 499 employees	3	11	-	-	-	-	-	3	11	2	9	-	2	4	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	7	-	-	-	-	-	1	7	1	7	-	1	7	-	-	-	-	-	-
Industry																				
Manufacturing - Union	4	8	-	-	-	-	-	2	4	1	3	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	21	48	\$27.85	\$28.83	\$25.21	\$28.06	\$33.73	16	39	15	36	\$1,851	7	15	4.2%	\$28.42	\$29.50	\$25.78	\$28.17	\$33.93
Services	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	3	-	-	-	-	-	3	3	2	2	-	2	2	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	7	11	\$27.98	\$28.24	\$26.06	\$28.51	\$31.65	4	6	4	6	-	1	1	-	\$28.44	\$28.75	\$26.14	\$28.59	\$32.57
\$25,000,000 to \$49,999,999	7	12	\$25.63	\$26.18	\$21.85	\$25.08	\$29.51	5	8	5	8	\$2,034	1	1	-	\$26.33	\$26.83	\$22.57	\$26.36	\$29.64
\$50,000,000 to \$99,999,999	5	21	\$26.46	\$26.55	\$24.05	\$26.59	\$29.23	4	18	4	17	-	1	2	-	\$26.94	\$27.05	\$24.74	\$26.98	\$29.43
\$100,000,000 to \$249,999,999	2	3	-	-	-	-	-	1	2	0	0	-	1	2	-	-	-	-	-	-
\$250,000,000 and Greater	2	8	-	-	-	-	-	2	8	2	8	-	2	8	-	-	-	-	-	-
Profit Status																				
Profit	26	58	\$28.06	\$28.55	\$24.87	\$27.95	\$32.75	19	45	17	41	\$1,863	8	16	4.4%	\$28.60	\$29.18	\$25.47	\$28.06	\$33.85
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.030) Design Drafter (Product), Junior

Design new or special products and make modifications or improvements on a standard line of products. Utilize computer aided drafting techniques to perform applicable drafting work. Usually assigned to a specific product line. Assignments are similar to those of the senior designer but projects do not involve the diversity, complexity or extensive technical aspects. Work from specifications as to product requirements. Make required calculations to establish acceptable standards of performance, material selection and type of construction. Investigate work pertinent to the design and maintain reference criterion. Assist engineer to analyze project as to manufacturing and material costs and develop designs that can be produced economically to maintain or improve company's competitive position. May follow up the construction and testing of pilot models. Assist with analyzing results and redesign if required. Instruct and assist drafting department personnel in the preparation of layout drawings and detailing. Work is subject to check. Instructions and guidance are given on the more complex assignments.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	17	41	\$20.30	\$20.20	\$18.00	\$19.30	\$22.46	12	25	10	23	\$869	4	5	-	\$20.60	\$20.41	\$18.16	\$19.50	\$22.76
Geographic Area																				
Minnesota	17	41	\$20.30	\$20.20	\$18.00	\$19.30	\$22.46	12	25	10	23	\$869	4	5	-	\$20.60	\$20.41	\$18.16	\$19.50	\$22.76
Minneapolis/St. Paul Metro Area	10	16	\$21.42	\$20.76	\$17.61	\$19.59	\$24.74	6	7	6	7	\$1,158	3	3	-	\$21.77	\$21.02	\$17.61	\$19.84	\$24.74
Greater Minnesota (Non-Metro)	7	25	\$18.70	\$19.60	\$17.87	\$18.92	\$22.30	6	18	4	16	-	1	2	-	\$18.92	\$19.82	\$18.13	\$19.20	\$22.40
Company Size (Employees)																				
Less than 100 employees	4	4	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
100 to 249 employees	8	18	\$19.78	\$19.12	\$18.00	\$19.03	\$20.24	6	11	5	10	\$1,057	2	3	-	\$20.10	\$19.39	\$18.31	\$19.37	\$20.83
250 to 499 employees	4	18	-	-	-	-	-	3	11	2	10	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	4	-	-	-	-	-	1	4	1	4	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	14	35	\$20.32	\$20.37	\$17.46	\$19.50	\$22.99	9	19	7	17	\$835	3	4	-	\$20.53	\$20.52	\$17.56	\$19.68	\$22.99
Services	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Financial Activities	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	4	8	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	6	9	\$20.44	\$20.37	\$18.78	\$20.05	\$23.07	5	7	4	6	-	2	3	-	\$20.82	\$20.74	\$19.32	\$20.63	\$23.07
\$50,000,000 to \$99,999,999	4	21	-	-	-	-	-	3	14	2	13	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	17	41	\$20.30	\$20.20	\$18.00	\$19.30	\$22.46	12	25	10	23	\$869	4	5	-	\$20.60	\$20.41	\$18.16	\$19.50	\$22.76
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Minnesota
(22.040) Design Drafter (Tools), Senior**

Design complicated tools, jigs, fixtures, dies, attachments, adapters, etc. for machining, assembling, inspecting or other applications. Analyze requirements, methods, specifications, etc. to determine and develop the most economical and effective design. Utilize computer aided drafting techniques to perform applicable drafting work. Select and specify materials and material treatment to be used to ensure maximum tool life. Select proper locating points and securing methods to avoid distortion of materials, offset tool thrust or other factors affecting tolerances. Study existing tooling and methods for the purpose of altering or replacing to facilitate a more economical and up-to-date application. May act as leader of the tool design unit of the engineering department. Requires considerable experience and background in tool design techniques and application.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	8	15	\$30.28	\$31.46	\$27.98	\$30.77	\$36.98	5	12	4	9	-	2	7	-	\$30.56	\$31.89	\$27.99	\$30.82	\$38.61
Geographic Area																				
Minnesota	8	15	\$30.28	\$31.46	\$27.98	\$30.77	\$36.98	5	12	4	9	-	2	7	-	\$30.56	\$31.89	\$27.99	\$30.82	\$38.61
Minneapolis/St. Paul Metro Area	6	13	\$31.13	\$31.88	\$28.12	\$30.61	\$37.87	4	11	3	8	-	2	7	-	\$31.49	\$32.33	\$28.19	\$30.61	\$39.30
Greater Minnesota (Non-Metro)	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	4	-	-	-	-	-	2	4	1	1	-	0	0	-	-	-	-	-	-
250 to 499 employees	3	4	-	-	-	-	-	2	3	2	3	-	1	2	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	5	-	-	-	-	-	1	5	1	5	-	1	5	-	-	-	-	-	-
Industry																				
Manufacturing - Union	2	4	-	-	-	-	-	1	3	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	6	11	\$31.37	\$32.25	\$28.21	\$31.26	\$38.75	4	9	4	9	-	2	7	-	\$31.74	\$32.74	\$28.42	\$31.36	\$39.66
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	4	-	-	-	-	-	1	3	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	4	5	-	-	-	-	-	3	4	3	4	-	1	2	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	1	5	-	-	-	-	-	1	5	1	5	-	1	5	-	-	-	-	-	-
Profit Status																				
Profit	8	15	\$30.28	\$31.46	\$27.98	\$30.77	\$36.98	5	12	4	9	-	2	7	-	\$30.56	\$31.89	\$27.99	\$30.82	\$38.61
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Minnesota
(22.050) Design Drafter (Tools), Junior**

Design tools, jigs, fixtures, dies, simple attachments, etc. Work from sketches, instructions, specifications and application data. Utilize computer aided drafting techniques to perform applicable drafting work. Assist with determining the various design factors e.g. economical production use, tool cost, versatility, locating points, securing methods, tolerances, materials and material treatment, etc. May affect, without instruction, certain of the above design features within limits of recognized procedures. May detail sections of large tools to facilitate expediting of work to tool manufacturers or within company tool shop. Work is subject to check and instruction and guidance is given on special tools and variations.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	5	11	\$24.61	\$25.25	\$20.00	\$26.17	\$28.88	3	4	1	1	-	0	0	-	\$24.63	\$25.26	\$20.09	\$26.17	\$28.88
Geographic Area																				
Minnesota	5	11	\$24.61	\$25.25	\$20.00	\$26.17	\$28.88	3	4	1	1	-	0	0	-	\$24.63	\$25.26	\$20.09	\$26.17	\$28.88
Minneapolis/St. Paul Metro Area	2	3	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	3	8	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	1	2	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	3	8	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	1	2	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	4	9	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	2	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	3	8	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	5	11	\$24.61	\$25.25	\$20.00	\$26.17	\$28.88	3	4	1	1	-	0	0	-	\$24.63	\$25.26	\$20.09	\$26.17	\$28.88
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.070) Detail Drafter, Senior

Prepare detail drawings of intricately designed components or units from layout drawings. Utilize computer aided drafting techniques to perform applicable detailing work. Calculate dimensions and specify standard allowances when not stated. Alter detail and layout drawings to conform to engineering changes. Prepare bills of materials and specification sheets. Drawings are subject to check.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	12	30	\$24.42	\$25.45	\$21.96	\$26.47	\$28.74	7	20	6	16	\$1,339	0	0	-	\$24.72	\$25.79	\$22.07	\$26.47	\$29.71
Geographic Area																				
Minnesota	12	30	\$24.42	\$25.45	\$21.96	\$26.47	\$28.74	7	20	6	16	\$1,339	0	0	-	\$24.72	\$25.79	\$22.07	\$26.47	\$29.71
Minneapolis/St. Paul Metro Area	7	19	\$27.24	\$27.62	\$26.30	\$28.18	\$30.32	4	14	3	10	-	0	0	-	\$27.61	\$28.05	\$26.30	\$29.34	\$30.33
Greater Minnesota (Non-Metro)	5	11	\$20.48	\$20.85	\$18.76	\$20.64	\$23.00	3	6	3	6	-	0	0	-	\$20.67	\$21.04	\$18.95	\$20.82	\$23.00
Company Size (Employees)																				
Less than 100 employees	4	12	-	-	-	-	-	4	12	4	11	-	0	0	-	-	-	-	-	-
100 to 249 employees	5	12	\$24.36	\$24.56	\$21.04	\$23.36	\$29.64	3	8	2	5	-	0	0	-	\$24.48	\$24.67	\$21.06	\$23.42	\$29.64
250 to 499 employees	3	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	10	27	\$24.22	\$25.71	\$22.63	\$26.49	\$28.48	5	17	4	13	-	0	0	-	\$24.46	\$26.02	\$22.75	\$26.49	\$29.67
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	2	3	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	7	-	-	-	-	-	3	7	2	4	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	8	-	-	-	-	-	2	8	2	7	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	6	13	\$22.71	\$23.27	\$21.03	\$22.89	\$26.15	1	3	1	3	-	0	0	-	\$22.73	\$23.30	\$21.06	\$22.93	\$26.15
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	12	30	\$24.42	\$25.45	\$21.96	\$26.47	\$28.74	7	20	6	16	\$1,339	0	0	-	\$24.72	\$25.79	\$22.07	\$26.47	\$29.71
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.080) Detail Drafter, Junior

Prepare detail drawings of components or units of less complex design from layout drawings. Utilize computer aided drafting techniques to perform applicable detailing work. May compute and specify dimensions, apply standard tolerances and allowances. Alter drawings to conform to engineering changes. Make tracings. Perform miscellaneous assigned duties such as lettering, form layout, etc. Run blueprint machine or file drawings. Instructions are given with each assignment and work is subject to periodic progress checks by supervisor.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	14	28	\$21.17	\$19.74	\$16.09	\$18.95	\$22.89	8	15	6	9	\$1,282	3	4	-	\$21.45	\$19.89	\$16.12	\$18.95	\$22.89
Geographic Area																				
Minnesota	14	28	\$21.17	\$19.74	\$16.09	\$18.95	\$22.89	8	15	6	9	\$1,282	3	4	-	\$21.45	\$19.89	\$16.12	\$18.95	\$22.89
Minneapolis/St. Paul Metro Area	8	14	\$21.88	\$21.08	\$17.04	\$22.20	\$24.46	5	7	4	4	-	2	3	-	\$22.35	\$21.40	\$17.04	\$22.20	\$24.84
Greater Minnesota (Non-Metro)	6	14	\$20.22	\$19.49	\$17.76	\$18.98	\$22.33	3	8	2	5	-	1	1	-	\$20.26	\$19.52	\$17.83	\$18.98	\$22.52
Company Size (Employees)																				
Less than 100 employees	8	13	\$22.10	\$21.21	\$17.97	\$22.24	\$24.41	6	7	5	5	\$1,667	3	4	-	\$22.60	\$21.58	\$17.97	\$22.39	\$25.07
100 to 249 employees	4	10	-	-	-	-	-	2	8	1	4	-	0	0	-	-	-	-	-	-
250 to 499 employees	2	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	11	21	\$20.74	\$19.57	\$15.99	\$18.95	\$22.64	7	14	5	8	\$1,406	3	4	-	\$21.06	\$19.76	\$15.99	\$18.95	\$22.69
Services	1	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	4	6	-	-	-	-	-	3	5	2	2	-	1	2	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	4	4	-	-	-	-	-	4	4	3	3	-	2	2	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	4	12	-	-	-	-	-	1	6	1	4	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	14	28	\$21.17	\$19.74	\$16.09	\$18.95	\$22.89	8	15	6	9	\$1,282	3	4	-	\$21.45	\$19.89	\$16.12	\$18.95	\$22.89
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.090) Layout Drafter, Senior

Use CAD equipment to prepare layout drawings or diagrams of machinery, electrical devices, attachments, controls, tools, structures, civil, etc. from data and specifications submitted by designers or engineers. Calculate dimensions, allowances and technical specifications in accordance with established practices. Compile bills of materials and specification sheets. Develop the more complex technical layout and set out procedures for sectional details. Collaborate with designers on new and special work. Alter drawings to suit engineering changes and initiate change orders. May assign work and assist junior drafters, detailers and others engaged in related work. Drawings are subject to check. This classification is meant to apply to all forms of layout drafting including such specialists who do structural, civil, plant layout, application, patent drafting, etc.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Eligible		Actual			Target												
			# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %										
Total Responses	12	27	\$25.38	\$25.78	\$21.82	\$25.96	\$28.86	8	9	8	9	\$3,469	2	3	-	\$26.41	\$26.35	\$22.73	\$27.27	\$28.86
Geographic Area																				
Minnesota	12	27	\$25.38	\$25.78	\$21.82	\$25.96	\$28.86	8	9	8	9	\$3,469	2	3	-	\$26.41	\$26.35	\$22.73	\$27.27	\$28.86
Minneapolis/St. Paul Metro Area	9	22	\$26.45	\$26.42	\$23.37	\$26.89	\$28.97	5	5	5	5	\$3,875	1	1	-	\$27.49	\$26.94	\$24.64	\$27.61	\$29.67
Greater Minnesota (Non-Metro)	3	5	-	-	-	-	-	3	4	3	4	-	1	2	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	4	10	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
100 to 249 employees	5	12	\$25.19	\$25.04	\$21.68	\$25.69	\$28.17	4	5	4	5	-	1	2	-	\$26.10	\$25.94	\$22.11	\$27.14	\$28.17
250 to 499 employees	2	2	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
500 to 999 employees	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	9	24	\$24.90	\$25.63	\$20.47	\$26.14	\$28.86	5	6	5	6	\$4,202	2	3	-	\$25.92	\$26.16	\$22.32	\$27.14	\$28.86
Services	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	4	6	-	-	-	-	-	3	4	3	4	-	1	2	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	13	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	3	5	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	11	26	\$25.36	\$25.79	\$21.37	\$26.48	\$28.89	7	8	7	8	\$3,859	2	3	-	\$26.47	\$26.37	\$22.59	\$27.41	\$28.91
Non-Profit	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.100) Layout Drafter, Junior

Use CAD equipment to prepare layout drawings or diagrams of machinery, electrical devices, attachments, controls, tools, structures, civil, etc. from data and specifications submitted by designers or engineers. Duties are similar to those performed by senior drafters but the complexity of design does not require the degree of perspective and experience. Calculate dimensions and allowances in accordance with established practices. Compile bills of materials and specification sheets. Alter drawings to suit engineering changes and initiate engineering change orders. Set out procedures for detailing and/or develop and make detail drawings of the more complicated sections. Drawings are subject to check. This classification is meant to apply to all forms of layout drafting including such specialists who do application, structural, civil, plant layout, patent drafting, etc.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	5	18	\$20.62	\$20.35	\$17.50	\$19.57	\$24.43	3	9	1	6	-	2	3	-	\$20.88	\$20.69	\$17.50	\$19.57	\$24.55
Geographic Area																				
Minnesota	5	18	\$20.62	\$20.35	\$17.50	\$19.57	\$24.43	3	9	1	6	-	2	3	-	\$20.88	\$20.69	\$17.50	\$19.57	\$24.55
Minneapolis/St. Paul Metro Area	4	16	-	-	-	-	-	3	9	1	6	-	2	3	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	6	-	-	-	-	-	1	2	0	0	-	1	2	-	-	-	-	-	-
100 to 249 employees	3	11	-	-	-	-	-	1	6	1	6	-	0	0	-	-	-	-	-	-
250 to 499 employees	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	1	6	-	-	-	-	-	1	6	1	6	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	2	4	-	-	-	-	-	1	2	0	0	-	1	2	-	-	-	-	-	-
Services	1	7	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	2	4	-	-	-	-	-	1	2	0	0	-	1	2	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	1	6	-	-	-	-	-	1	6	1	6	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	7	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	5	18	\$20.62	\$20.35	\$17.50	\$19.57	\$24.43	3	9	1	6	-	2	3	-	\$20.88	\$20.69	\$17.50	\$19.57	\$24.55
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.110) Electronic Technician, Senior

Perform a wide variety of highly technical duties to test, troubleshoot and repair complex and sophisticated electronic systems. May provide technical expertise to production and/or field personnel to assist in resolving technical problems. May be involved with the adaptation or design of complex test equipment and development of related procedures and documentation. Requires an education generally equivalent to an associate degree in electronics plus three to five years' experience.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	13	51	\$26.37	\$25.18	\$22.26	\$25.00	\$28.41	6	15	6	15	\$3,696	2	7	-	\$27.13	\$25.79	\$23.69	\$25.25	\$29.18
Geographic Area																				
Minnesota	13	51	\$26.37	\$25.18	\$22.26	\$25.00	\$28.41	6	15	6	15	\$3,696	2	7	-	\$27.13	\$25.79	\$23.69	\$25.25	\$29.18
Minneapolis/St. Paul Metro Area	11	44	\$26.71	\$25.80	\$23.87	\$25.72	\$29.24	5	9	5	9	\$3,236	1	1	-	\$27.40	\$26.20	\$23.93	\$25.91	\$29.62
Greater Minnesota (Non-Metro)	2	7	-	-	-	-	-	1	6	1	6	-	1	6	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	6	17	\$26.82	\$25.69	\$23.73	\$26.15	\$29.52	2	5	2	5	-	0	0	-	\$27.43	\$26.28	\$23.73	\$26.15	\$30.62
100 to 249 employees	3	4	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
250 to 499 employees	2	8	-	-	-	-	-	2	8	2	8	-	1	6	-	-	-	-	-	-
500 to 999 employees	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	1	16	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	10	43	\$26.88	\$25.92	\$23.70	\$25.85	\$29.11	4	12	4	12	-	2	7	-	\$27.55	\$26.59	\$24.17	\$25.98	\$29.51
Services	2	6	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	3	7	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	5	13	\$26.90	\$26.58	\$24.34	\$28.29	\$29.92	3	6	3	6	-	1	1	-	\$27.77	\$27.36	\$24.81	\$28.93	\$31.77
\$50,000,000 to \$99,999,999	2	8	-	-	-	-	-	2	8	2	8	-	1	6	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	16	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	13	51	\$26.37	\$25.18	\$22.26	\$25.00	\$28.41	6	15	6	15	\$3,696	2	7	-	\$27.13	\$25.79	\$23.69	\$25.25	\$29.18
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.120) Electronic Technician, Junior

Perform a wide variety of duties to test, troubleshoot and repair complex electronic systems. Set up and operate complex test equipment in accordance with standard test procedures. May provide guidance to production personnel to resolve technical problems. Requires an education generally equivalent to an associate degree in electronics plus one to two years of experience.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	11	45	\$21.03	\$20.43	\$17.96	\$20.00	\$22.37	8	29	8	29	\$3,804	3	10	-	\$22.31	\$21.61	\$19.66	\$21.44	\$22.76
Geographic Area																				
Minnesota	11	45	\$21.03	\$20.43	\$17.96	\$20.00	\$22.37	8	29	8	29	\$3,804	3	10	-	\$22.31	\$21.61	\$19.66	\$21.44	\$22.76
Minneapolis/St. Paul Metro Area	8	35	\$21.55	\$20.98	\$19.00	\$20.38	\$22.71	5	19	5	19	\$4,738	0	0	-	\$22.87	\$22.09	\$19.90	\$22.11	\$24.13
Greater Minnesota (Non-Metro)	3	10	-	-	-	-	-	3	10	3	10	-	3	10	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	3	5	-	-	-	-	-	3	5	3	5	-	1	1	-	-	-	-	-	-
100 to 249 employees	4	9	-	-	-	-	-	3	8	3	8	-	1	1	-	-	-	-	-	-
250 to 499 employees	2	16	-	-	-	-	-	2	16	2	16	-	1	8	-	-	-	-	-	-
500 to 999 employees	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	1	11	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	10	37	\$21.15	\$20.49	\$17.92	\$19.76	\$22.70	7	21	7	21	\$4,029	3	10	-	\$22.42	\$21.66	\$19.08	\$21.43	\$23.76
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	8	-	-	-	-	-	1	8	1	8	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	3	-	-	-	-	-	1	3	1	3	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	4	5	-	-	-	-	-	3	4	3	4	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	21	-	-	-	-	-	3	21	3	21	-	1	8	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	11	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	11	45	\$21.03	\$20.43	\$17.96	\$20.00	\$22.37	8	29	8	29	\$3,804	3	10	-	\$22.31	\$21.61	\$19.66	\$21.44	\$22.76
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.130) Engineering Technician (R&D), Senior

Perform a variety of technical assignments to assist the engineer or scientist in charge in expediting the research and development of the more complex products and components, or involved processes and controls in the specific field of engineering or science. Duties involve investigation, search, accumulation and calculation of supporting technical data through the use of texts, handbooks, records or other established or recognized sources requiring some degree of analytical ability and technique. Act as liaison between engineer or scientist and other sections or departments. Prepare preliminary drawings or sketches showing proposed specifications, design characteristics, etc. for review by engineer. Assist with expediting the designing and construction of prototypes; plan instrumentation and arrangement of devices and apparatus to test pilot models, components, process or control sequences. May conduct testing procedures, compile results and prepare reports and recommendations for evaluation. Incorporate changes and solutions resulting from the engineer's analysis and evaluation of the data as directed. Duties consist mainly of technical assignments in direct support of engineer or scientist, performing tasks that are functional parts of the activities requiring practical application of fundamental theory employing a specialized technical education at the college level but not requiring a degree. This classification is not intended to apply to designers, layout drafters or detail drafters whose duties are primarily board work.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg Wtd Avg P25 Median P75					Eligible		Actual			Target			Un-Wtd Avg Wtd Avg P25 Median P75				
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	14	33	\$29.76	\$28.22	\$23.92	\$27.57	\$30.73	8	18	6	13	\$3,980	5	10	4.1%	\$30.65	\$28.85	\$23.92	\$27.78	\$31.31
Geographic Area																				
Minnesota	14	33	\$29.76	\$28.22	\$23.92	\$27.57	\$30.73	8	18	6	13	\$3,980	5	10	4.1%	\$30.65	\$28.85	\$23.92	\$27.78	\$31.31
Minneapolis/St. Paul Metro Area	11	26	\$29.70	\$28.76	\$23.53	\$27.62	\$31.16	6	13	5	12	\$3,608	4	9	-	\$30.49	\$29.48	\$23.53	\$27.93	\$33.42
Greater Minnesota (Non-Metro)	3	7	-	-	-	-	-	2	5	1	1	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	5	7	\$34.94	\$35.61	\$29.97	\$38.30	\$40.54	3	5	3	5	-	1	1	-	\$36.33	\$37.15	\$31.79	\$37.79	\$44.58
100 to 249 employees	5	17	\$25.80	\$25.76	\$23.44	\$24.72	\$29.21	2	5	1	1	-	1	1	-	\$26.02	\$25.86	\$23.44	\$24.72	\$29.21
250 to 499 employees	3	3	-	-	-	-	-	2	2	1	1	-	2	2	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	6	-	-	-	-	-	1	6	1	6	-	1	6	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	12	30	\$29.41	\$27.68	\$23.99	\$27.55	\$30.50	7	16	5	11	\$2,895	5	10	4.1%	\$30.10	\$28.11	\$23.99	\$27.74	\$30.67
Services	2	3	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	4	6	-	-	-	-	-	3	5	3	5	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	5	-	-	-	-	-	1	4	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	3	-	-	-	-	-	2	2	1	1	-	2	2	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	3	12	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	7	-	-	-	-	-	2	7	2	7	-	2	7	-	-	-	-	-	-
Profit Status																				
Profit	14	33	\$29.76	\$28.22	\$23.92	\$27.57	\$30.73	8	18	6	13	\$3,980	5	10	4.1%	\$30.65	\$28.85	\$23.92	\$27.78	\$31.31
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.140) Engineering Technician (R&D), Junior

Perform a variety of technical assignments to assist the engineer or scientist in charge in expediting the development of products, components, processes and controls having limited diversification and complexity in the specific field of engineering or science. Duties involve investigation, search, compilation and calculation of supporting technical data through the use of textbooks, handbooks, records or other established and recognized sources as directed. Act as liaison between engineer or scientist and other sections or departments. Prepare preliminary drawings or sketches showing proposed specifications, design characteristics, etc. for review and evaluation by engineer or scientist in charge. May work with laboratory personnel on constructing and testing prototypes, accumulating and compiling test data and reports for analysis and evaluation. Incorporate changes and solutions indicated by test results as directed. Duties consist mainly of technical functions in direct support of technician senior, engineer or scientist involving to some degree the practical application of basic engineering techniques requiring specialized courses of college level. This classification is not intended to apply to designers, layout drafters or detail drafters whose duties are primarily board work.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	8	11	\$22.48	\$22.84	\$20.95	\$23.00	\$25.00	5	6	4	4	-	2	2	-	\$23.64	\$23.69	\$20.95	\$23.00	\$25.00
Geographic Area																				
Minnesota	8	11	\$22.48	\$22.84	\$20.95	\$23.00	\$25.00	5	6	4	4	-	2	2	-	\$23.64	\$23.69	\$20.95	\$23.00	\$25.00
Minneapolis/St. Paul Metro Area	6	7	\$22.39	\$22.74	\$19.64	\$23.71	\$24.90	4	4	4	4	-	2	2	-	\$23.94	\$24.14	\$19.68	\$24.26	\$27.34
Greater Minnesota (Non-Metro)	2	4	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	4	6	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	3	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	8	11	\$22.48	\$22.84	\$20.95	\$23.00	\$25.00	5	6	4	4	-	2	2	-	\$23.64	\$23.69	\$20.95	\$23.00	\$25.00
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	4	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	8	11	\$22.48	\$22.84	\$20.95	\$23.00	\$25.00	5	6	4	4	-	2	2	-	\$23.64	\$23.69	\$20.95	\$23.00	\$25.00
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.160) Field Service Technician III (Advanced)

Third of three levels of field service technician work. The job typically requires completion of a formal technical program and 5+ years of previous experience, or equivalent. Work assignments are of greatest variety and complexity. Supervision received is limited. Incumbents work independently or as members of a team installing, servicing or repairing equipment at a customer location. Incumbents may suggest modifications of equipment or installation to meet customer requirements. Work may include instructing customer personnel in the correct operation of equipment. Work may include providing training and work direction for other technicians. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of equipment. Civil Engineering Technicians and Photocopier Service Technicians are not included.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	21	65	\$32.81	\$34.26	\$28.93	\$34.35	\$37.48	13	29	11	26	\$5,270	6	14	11.2%	\$33.95	\$35.27	\$29.58	\$35.70	\$39.82
Geographic Area																				
Minnesota	21	65	\$32.81	\$34.26	\$28.93	\$34.35	\$37.48	13	29	11	26	\$5,270	6	14	11.2%	\$33.95	\$35.27	\$29.58	\$35.70	\$39.82
Minneapolis/St. Paul Metro Area	17	61	\$33.46	\$34.54	\$29.08	\$34.73	\$37.48	11	27	9	24	\$5,347	5	13	11.2%	\$34.62	\$35.55	\$30.43	\$35.78	\$39.82
Greater Minnesota (Non-Metro)	4	4	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	7	14	\$36.10	\$35.71	\$30.48	\$36.43	\$38.83	5	11	5	11	\$6,871	3	7	-	\$38.09	\$38.49	\$32.95	\$38.09	\$43.10
100 to 249 employees	3	13	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
250 to 499 employees	8	30	\$29.32	\$33.66	\$27.19	\$29.71	\$41.45	3	7	2	5	-	2	2	-	\$29.70	\$33.80	\$27.29	\$30.21	\$41.45
500 to 999 employees	0																			
1,000 employees or more	3	8	-	-	-	-	-	3	8	2	7	-	1	5	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	9	33	\$33.56	\$35.69	\$28.92	\$35.92	\$38.44	5	14	5	13	\$3,183	2	6	-	\$34.43	\$36.45	\$29.92	\$36.28	\$41.28
Services	7	25	\$30.10	\$31.74	\$27.55	\$32.00	\$36.48	4	10	4	10	-	3	7	-	\$32.01	\$34.15	\$30.37	\$33.61	\$38.97
Financial Activities	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	3	4	-	-	-	-	-	2	2	0	0	-	1	1	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	3	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	5	6	\$33.14	\$33.92	\$25.85	\$31.93	\$45.19	3	3	2	2	-	1	1	-	\$33.41	\$34.18	\$25.85	\$32.78	\$45.19
\$25,000,000 to \$49,999,999	3	6	-	-	-	-	-	2	5	2	5	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	4	18	-	-	-	-	-	3	5	3	5	-	2	4	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	15	-	-	-	-	-	1	5	1	4	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	6	17	\$32.23	\$34.79	\$28.19	\$34.82	\$41.48	3	8	2	7	-	2	6	-	\$33.09	\$35.99	\$28.19	\$37.00	\$41.77
Profit Status																				
Profit	20	63	\$32.84	\$34.32	\$28.85	\$34.73	\$37.50	12	27	10	24	\$5,455	6	14	11.2%	\$33.96	\$35.32	\$29.15	\$35.70	\$40.16
Non-Profit	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.170) Field Service Technician II (Experienced)

Second of three levels of field service technician work. The job typically requires completion of a formal technical program and 2+ years of previous experience, or equivalent. Work assignments are varied, and of moderate scope and complexity. Supervision received is limited. Incumbents work independently or as members of a team installing, servicing or repairing equipment at a customer location. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of equipment. Civil Engineering Technicians and Photocopier Service Technicians are not included.

	# of Orgs # of Emp		Base Pay					Variable Pay					Total Compensation							
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	20	106	\$25.88	\$25.23	\$20.99	\$24.30	\$27.93	14	58	11	51	\$2,759	6	13	5.9%	\$26.57	\$25.88	\$21.54	\$24.50	\$29.16
Geographic Area																				
Minnesota	20	106	\$25.88	\$25.23	\$20.99	\$24.30	\$27.93	14	58	11	51	\$2,759	6	13	5.9%	\$26.57	\$25.88	\$21.54	\$24.50	\$29.16
Minneapolis/St. Paul Metro Area	14	64	\$27.69	\$28.53	\$25.08	\$27.24	\$30.16	10	32	8	30	\$2,553	3	4	-	\$28.31	\$29.11	\$25.82	\$28.80	\$30.84
Greater Minnesota (Non-Metro)	8	42	\$22.64	\$21.17	\$19.62	\$21.16	\$22.24	5	26	4	21	-	3	9	-	\$23.51	\$21.99	\$20.75	\$21.71	\$22.76
Company Size (Employees)																				
Less than 100 employees	7	16	\$28.82	\$29.53	\$22.07	\$28.66	\$35.70	5	7	5	7	\$2,493	3	4	-	\$29.69	\$30.09	\$22.07	\$29.85	\$35.70
100 to 249 employees	5	21	\$23.37	\$23.27	\$20.00	\$22.36	\$25.28	4	14	2	8	-	2	8	-	\$23.82	\$23.75	\$21.54	\$22.49	\$25.28
250 to 499 employees	6	24	\$24.63	\$25.90	\$21.62	\$24.65	\$29.20	2	5	2	5	-	1	1	-	\$25.11	\$26.07	\$21.62	\$24.72	\$29.20
500 to 999 employees	1	43	-	-	-	-	-	1	30	1	30	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	2	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	10	35	\$25.20	\$25.77	\$21.74	\$25.00	\$29.40	7	21	5	15	\$1,881	3	9	-	\$25.77	\$26.15	\$22.02	\$25.00	\$29.50
Services	7	64	\$25.07	\$22.81	\$20.73	\$21.83	\$25.66	5	35	5	35	\$3,448	3	4	-	\$26.09	\$23.46	\$20.75	\$21.90	\$26.76
Financial Activities	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	2	6	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	4	9	-	-	-	-	-	3	4	2	3	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	5	15	\$22.75	\$22.17	\$19.99	\$22.39	\$24.92	5	15	3	9	-	2	8	-	\$23.37	\$22.84	\$21.41	\$22.62	\$24.92
\$50,000,000 to \$99,999,999	3	5	-	-	-	-	-	2	3	2	3	-	2	3	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	4	55	-	-	-	-	-	3	35	3	35	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	4	22	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	19	105	\$25.75	\$25.20	\$20.96	\$24.24	\$27.75	13	57	10	50	\$2,760	6	13	5.9%	\$26.43	\$25.84	\$21.53	\$24.40	\$29.12
Non-Profit	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.171) Field Service Technician I (Entry)

First of three levels of field service technician work. The job typically requires completion of a formal technical program and no previous experience, or equivalent. Work assignments are varied, but limited in scope and complexity. Work typically is under direction of more experienced staff. Incumbents assist with installation, servicing and repair of equipment at a customer location. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of equipment. Civil Engineering Technicians and Photocopier Service Technicians are not included.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	15	29	\$21.12	\$21.11	\$17.74	\$20.74	\$24.04	10	16	8	13	\$1,667	2	5	-	\$21.48	\$21.47	\$18.22	\$20.74	\$25.27
Geographic Area																				
Minnesota	15	29	\$21.12	\$21.11	\$17.74	\$20.74	\$24.04	10	16	8	13	\$1,667	2	5	-	\$21.48	\$21.47	\$18.22	\$20.74	\$25.27
Minneapolis/St. Paul Metro Area	10	19	\$21.73	\$22.12	\$18.00	\$21.85	\$25.50	6	9	5	7	\$787	0	0	-	\$21.92	\$22.26	\$18.06	\$21.85	\$25.98
Greater Minnesota (Non-Metro)	5	10	\$19.90	\$19.66	\$17.69	\$20.05	\$22.14	4	7	3	6	-	2	5	-	\$20.62	\$20.54	\$18.44	\$20.08	\$24.06
Company Size (Employees)																				
Less than 100 employees	4	6	-	-	-	-	-	3	4	3	4	-	0	0	-	-	-	-	-	-
100 to 249 employees	5	7	\$22.02	\$21.76	\$18.60	\$20.49	\$25.22	4	6	3	5	-	1	3	-	\$22.31	\$22.09	\$19.47	\$20.55	\$25.35
250 to 499 employees	6	15	\$20.79	\$21.48	\$17.96	\$22.36	\$24.04	2	5	2	4	-	1	2	-	\$21.23	\$21.83	\$18.02	\$22.36	\$25.50
500 to 999 employees	0																			
1,000 employees or more	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	8	16	\$22.54	\$21.84	\$18.10	\$20.87	\$25.14	6	12	5	10	\$1,901	2	5	-	\$23.07	\$22.41	\$18.77	\$20.87	\$26.21
Services	4	9	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	2	3	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	4	6	-	-	-	-	-	3	4	2	3	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	4	6	-	-	-	-	-	4	6	3	5	-	1	3	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	7	-	-	-	-	-	2	3	2	3	-	1	2	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	4	-	-	-	-	-	1	3	1	2	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	15	29	\$21.12	\$21.11	\$17.74	\$20.74	\$24.04	10	16	8	13	\$1,667	2	5	-	\$21.48	\$21.47	\$18.22	\$20.74	\$25.27
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.172) Inside Service Technician

Experienced level of inside service technician work. The job typically requires completion of a formal technical program and 2+ years of previous experience, or equivalent. Work assignments are varied, and of moderate scope and complexity. Supervision received is limited. Incumbents work independently or as members of a team, servicing or repairing returned equipment. Incumbents may make recommendations regarding warranty coverage. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of equipment. Civil Engineering Technicians, internal production maintenance jobs and Photocopier Service Technicians are not included.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	11	24	\$26.73	\$24.39	\$18.09	\$23.13	\$34.00	8	13	8	13	\$3,069	5	9	5.2%	\$28.15	\$25.29	\$18.14	\$23.42	\$34.51
Geographic Area																				
Minnesota	11	24	\$26.73	\$24.39	\$18.09	\$23.13	\$34.00	8	13	8	13	\$3,069	5	9	5.2%	\$28.15	\$25.29	\$18.14	\$23.42	\$34.51
Minneapolis/St. Paul Metro Area	7	9	\$30.22	\$31.54	\$25.12	\$34.75	\$36.35	6	8	6	8	\$4,087	3	4	-	\$32.22	\$33.29	\$25.28	\$35.06	\$39.13
Greater Minnesota (Non-Metro)	4	15	-	-	-	-	-	2	5	2	5	-	2	5	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	4	6	-	-	-	-	-	4	6	4	6	-	3	5	-	-	-	-	-	-
100 to 249 employees	4	7	-	-	-	-	-	3	6	3	6	-	2	4	-	-	-	-	-	-
250 to 499 employees	3	11	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	8	14	\$29.24	\$28.10	\$22.74	\$24.62	\$34.81	6	11	6	11	\$3,554	3	7	-	\$31.08	\$29.41	\$22.86	\$25.28	\$36.41
Services	3	10	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	3	5	-	-	-	-	-	3	5	3	5	-	3	5	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	4	-	-	-	-	-	2	4	2	4	-	1	2	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	10	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	11	24	\$26.73	\$24.39	\$18.09	\$23.13	\$34.00	8	13	8	13	\$3,069	5	9	5.2%	\$28.15	\$25.29	\$18.14	\$23.42	\$34.51
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Minnesota
(22.230) Laboratory Technician (Elec.-Mech.), Junior**

Perform a limited variety of duties involving the laboratory testing of prototypes in process of development and/or manufacturing of competitive products for quality control or design purposes. May assist laboratory technician - senior in running more critical tests of complex mechanisms or electrical apparatus. Set up standard test sets or mechanical testing devices in accordance with directions. Run tests and record test data for analysis and evaluation by engineers. Note and call attention to deviations in reactions not anticipated in prescribed test procedures. May assist laboratory mechanics (model makers) in the fabrication, benchwork and assembly of models and components. Requires specialized training usually acquired through on-the-job experience or short-term courses.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	7	9	\$21.34	\$21.51	\$19.86	\$20.71	\$24.51	5	7	4	6	-	2	4	-	\$21.75	\$21.94	\$20.32	\$21.36	\$24.14
Geographic Area																				
Minnesota	7	9	\$21.34	\$21.51	\$19.86	\$20.71	\$24.51	5	7	4	6	-	2	4	-	\$21.75	\$21.94	\$20.32	\$21.36	\$24.14
Minneapolis/St. Paul Metro Area	5	7	\$22.13	\$22.17	\$20.01	\$20.99	\$26.40	3	5	3	5	-	2	4	-	\$22.59	\$22.63	\$20.78	\$21.47	\$26.11
Greater Minnesota (Non-Metro)	2	2	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	5	5	\$21.17	\$21.17	\$18.83	\$20.19	\$24.01	3	3	2	2	-	1	1	-	\$21.51	\$21.51	\$19.00	\$21.29	\$24.14
250 to 499 employees	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	3	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	7	9	\$21.34	\$21.51	\$19.86	\$20.71	\$24.51	5	7	4	6	-	2	4	-	\$21.75	\$21.94	\$20.32	\$21.36	\$24.14
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	2	2	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	3	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
Profit Status																				
Profit	7	9	\$21.34	\$21.51	\$19.86	\$20.71	\$24.51	5	7	4	6	-	2	4	-	\$21.75	\$21.94	\$20.32	\$21.36	\$24.14
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.260) Quality Control Technician, Senior

Work usually requires more advance applications and a thorough knowledge of materials, tools, and gauges. May assign and instruct lower level technicians. Perform a variety of duties to determine that materials, products and/or processes are in accordance with specifications and requirements. Make visual, dimensional, electrical or mechanical tests of materials, processes, assemblies or sub-assemblies. May use a variety of precision measuring instruments and test equipment. Refer deviations from standards to appropriate personnel. May maintain graphs and records pertinent to the function.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			# of Orgs	# of Emp	Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25
Total Responses	28	56	\$25.37	\$25.30	\$21.58	\$25.24	\$29.26	13	25	9	16	\$2,902	6	11	4.9%	\$25.86	\$25.70	\$22.18	\$25.35	\$29.76
Geographic Area																				
Minnesota	28	56	\$25.37	\$25.30	\$21.58	\$25.24	\$29.26	13	25	9	16	\$2,902	6	11	4.9%	\$25.86	\$25.70	\$22.18	\$25.35	\$29.76
Minneapolis/St. Paul Metro Area	25	51	\$25.51	\$25.53	\$21.53	\$25.44	\$29.57	10	22	6	13	\$2,691	5	10	4.3%	\$25.87	\$25.88	\$22.13	\$25.44	\$29.79
Greater Minnesota (Non-Metro)	5	5	\$22.91	\$22.91	\$19.67	\$23.31	\$25.97	3	3	3	3	-	1	1	-	\$23.89	\$23.89	\$19.96	\$23.31	\$28.11
Company Size (Employees)																				
Less than 100 employees	2	2	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	16	34	\$25.24	\$25.82	\$22.92	\$25.24	\$29.36	5	11	4	8	-	0	0	-	\$25.55	\$26.17	\$23.11	\$25.35	\$29.61
250 to 499 employees	7	12	\$24.78	\$24.79	\$20.70	\$25.06	\$29.25	5	10	3	5	-	4	8	-	\$25.27	\$25.10	\$20.74	\$25.06	\$30.08
500 to 999 employees	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	3	6	-	-	-	-	-	2	3	2	3	-	2	3	-	-	-	-	-	-
Industry																				
Manufacturing - Union	3	6	-	-	-	-	-	2	5	2	5	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	22	47	\$25.43	\$25.05	\$20.27	\$25.21	\$29.28	10	19	6	10	\$2,810	6	11	4.9%	\$25.89	\$25.32	\$20.27	\$25.21	\$29.65
Services	3	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	3	-	-	-	-	-	1	3	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	3	3	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	4	11	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	8	15	\$24.94	\$25.63	\$21.39	\$27.64	\$29.57	6	12	6	12	\$2,284	3	5	-	\$25.81	\$26.56	\$21.95	\$29.01	\$30.76
\$100,000,000 to \$249,999,999	6	15	\$22.35	\$22.60	\$19.95	\$23.31	\$25.25	2	5	0	0	-	1	3	-	\$22.35	\$22.60	\$19.95	\$23.31	\$25.25
\$250,000,000 and Greater	6	9	\$26.37	\$25.66	\$21.30	\$26.45	\$29.90	3	4	3	4	-	2	3	-	\$27.52	\$26.67	\$21.49	\$27.29	\$30.72
Profit Status																				
Profit	28	56	\$25.37	\$25.30	\$21.58	\$25.24	\$29.26	13	25	9	16	\$2,902	6	11	4.9%	\$25.86	\$25.70	\$22.18	\$25.35	\$29.76
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.270) Quality Control Technician, Junior

Perform a variety of duties to determine that materials, products and/or processes are in accordance with specifications and requirements. Make visual, dimensional, electrical or mechanical tests of materials, processes, assemblies or sub-assemblies. May use a variety of precision measuring instruments and test equipment. Refer deviations from standards to appropriate personnel. May maintain graphs and records pertinent to the function. Perform standard tests.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	32	86	\$19.70	\$18.99	\$15.40	\$19.37	\$22.41	18	46	13	37	\$1,963	11	36	4.6%	\$20.02	\$19.39	\$15.40	\$19.77	\$22.65
Geographic Area																				
Minnesota	32	86	\$19.70	\$18.99	\$15.40	\$19.37	\$22.41	18	46	13	37	\$1,964	11	36	4.6%	\$20.02	\$19.39	\$15.40	\$19.77	\$22.65
Minneapolis/St. Paul Metro Area	23	69	\$20.21	\$19.39	\$15.50	\$19.59	\$22.89	12	34	7	25	\$2,415	7	29	4.2%	\$20.48	\$19.79	\$15.50	\$19.82	\$23.23
Greater Minnesota (Non-Metro)	10	17	\$18.53	\$17.35	\$13.69	\$17.21	\$21.21	6	12	6	12	\$1,259	4	7	-	\$18.93	\$17.79	\$14.01	\$17.79	\$21.30
Company Size (Employees)																				
Less than 100 employees	5	6	\$22.00	\$21.71	\$18.54	\$22.65	\$23.98	2	2	1	1	-	1	1	-	\$22.05	\$21.75	\$18.60	\$22.68	\$23.98
100 to 249 employees	18	54	\$18.96	\$17.94	\$14.00	\$18.58	\$20.70	10	23	7	19	\$1,069	6	17	3.8%	\$19.14	\$18.13	\$14.13	\$18.68	\$20.98
250 to 499 employees	7	12	\$19.19	\$19.40	\$15.84	\$18.80	\$23.57	5	10	3	6	-	3	7	-	\$19.56	\$19.68	\$15.84	\$19.78	\$23.70
500 to 999 employees	0																			
1,000 employees or more	3	14	-	-	-	-	-	2	11	2	11	-	2	11	-	-	-	-	-	-
Industry																				
Manufacturing - Union	3	5	-	-	-	-	-	2	4	2	4	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	28	80	\$19.70	\$18.90	\$15.06	\$18.89	\$22.58	15	41	11	33	\$2,066	10	35	4.6%	\$20.01	\$19.31	\$15.06	\$19.44	\$22.90
Services	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	5	24	\$17.64	\$15.45	\$11.95	\$14.00	\$17.85	3	6	2	5	-	2	5	-	\$17.83	\$15.74	\$12.75	\$14.72	\$17.87
\$25,000,000 to \$49,999,999	6	6	\$19.85	\$19.85	\$17.21	\$19.50	\$22.86	4	4	2	2	-	3	3	-	\$19.91	\$19.91	\$17.35	\$19.50	\$22.86
\$50,000,000 to \$99,999,999	10	27	\$20.23	\$20.73	\$18.90	\$20.66	\$22.97	6	17	6	17	\$1,112	3	12	-	\$20.65	\$21.05	\$19.98	\$20.69	\$23.20
\$100,000,000 to \$249,999,999	6	13	\$18.00	\$18.04	\$16.48	\$17.16	\$20.28	3	8	1	2	-	1	5	-	\$18.07	\$18.12	\$16.48	\$17.60	\$20.28
\$250,000,000 and Greater	3	14	-	-	-	-	-	2	11	2	11	-	2	11	-	-	-	-	-	-
Profit Status																				
Profit	32	86	\$19.70	\$18.99	\$15.40	\$19.37	\$22.41	18	46	13	37	\$1,964	11	36	4.6%	\$20.02	\$19.39	\$15.40	\$19.77	\$22.65
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.340) Technical or Specifications Clerk

Perform a variety of clerical and statistical duties having to do with engineering department records and functions. Maintain records and files of technical engineering data to provide a consolidated source for reference and service purposes. Duties involve compiling and maintaining material, process and other specification records, drawing and part number controls, indexes of miscellaneous information, (e.g. customers' identification, product serial number controls, etc). Retrieve and service requests for information. Perform various other related duties such as assisting with parts lists and catalogues, making engineering calculations, overseeing the reproduction and filing of drawings and prints, etc.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	5	8	\$20.36	\$19.70	\$13.93	\$20.98	\$24.31	4	7	4	7	-	2	4	-	\$21.13	\$20.35	\$14.08	\$21.33	\$25.15
Geographic Area																				
Minnesota	5	8	\$20.36	\$19.70	\$13.93	\$20.98	\$24.31	4	7	4	7	-	2	4	-	\$21.13	\$20.35	\$14.08	\$21.33	\$25.15
Minneapolis/St. Paul Metro Area	3	5	-	-	-	-	-	2	4	2	4	-	1	3	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	2	3	-	-	-	-	-	2	3	2	3	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
100 to 249 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	3	6	-	-	-	-	-	3	6	3	6	-	2	4	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	7	-	-	-	-	-	3	6	3	6	-	2	4	-	-	-	-	-	-
Services	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	4	7	-	-	-	-	-	3	6	3	6	-	2	4	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	5	8	\$20.36	\$19.70	\$13.93	\$20.98	\$24.31	4	7	4	7	-	2	4	-	\$21.13	\$20.35	\$14.08	\$21.33	\$25.15
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(22.350) Technical Writer

Prepare service, operation and maintenance manual, parts lists, or other service literature for standard, special or custom built products. May specialize in a specific product line or product division. Obtain and compile information and technical data, write text material and prepare copy and illustrations for printing. Collaborate with photographers, artists and printers to obtain best and desired results. May edit technical copy prepared by sales department.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	6	8	\$27.42	\$26.66	\$17.87	\$26.51	\$35.16	4	5	3	4	-	2	2	-	\$27.82	\$27.01	\$18.81	\$26.51	\$35.16
Geographic Area																				
Minnesota	6	8	\$27.42	\$26.66	\$17.87	\$26.51	\$35.16	4	5	3	4	-	2	2	-	\$27.82	\$27.01	\$18.81	\$26.51	\$35.16
Minneapolis/St. Paul Metro Area	3	4	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	3	4	-	-	-	-	-	3	4	2	3	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	3	3	-	-	-	-	-	3	3	2	2	-	2	2	-	-	-	-	-	-
250 to 499 employees	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	5	6	\$26.73	\$26.18	\$17.22	\$21.95	\$37.75	4	5	3	4	-	2	2	-	\$27.20	\$26.65	\$18.17	\$22.07	\$38.15
Services	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	3	3	-	-	-	-	-	3	3	2	2	-	2	2	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	4	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	6	8	\$27.42	\$26.66	\$17.87	\$26.51	\$35.16	4	5	3	4	-	2	2	-	\$27.82	\$27.01	\$18.81	\$26.51	\$35.16
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Minnesota

(23.010) Graphic Artist

Experienced commercial artist. The job typically requires a two or four year liberal arts degree and 3+ years of experience, or equivalent. Incumbents will draw, sketch or modify images of merchandise or models for use in catalogs, advertising, technical manuals, displays or web sites. Incumbents may scan, edit, crop or otherwise modify images. Incumbents may use brushes, air brushes, computer graphics applications or other media to accomplish the desired end result.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	10	39	\$20.37	\$19.76	\$18.09	\$19.17	\$21.92	3	5	3	5	-	1	1	-	\$20.54	\$19.96	\$18.09	\$20.19	\$21.92
Geographic Area																				
Minnesota	10	39	\$20.37	\$19.76	\$18.09	\$19.17	\$21.92	3	5	3	5	-	1	1	-	\$20.54	\$19.96	\$18.09	\$20.19	\$21.92
Minneapolis/St. Paul Metro Area	9	31	\$20.79	\$20.31	\$18.63	\$19.58	\$22.30	3	5	3	5	-	1	1	-	\$20.98	\$20.54	\$18.68	\$20.41	\$22.30
Greater Minnesota (Non-Metro)	2	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	5	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	4	28	-	-	-	-	-	1	3	1	3	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	2	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	7	-	-	-	-	-	2	4	2	4	-	1	1	-	-	-	-	-	-
Services	6	32	\$20.23	\$19.92	\$17.89	\$19.47	\$22.18	1	1	1	1	-	0	0	-	\$20.24	\$19.92	\$17.89	\$19.50	\$22.18
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	22	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	7	-	-	-	-	-	1	3	1	3	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	3	6	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	9	38	\$20.20	\$19.70	\$18.02	\$19.12	\$21.90	3	5	3	5	-	1	1	-	\$20.39	\$19.91	\$18.02	\$20.11	\$21.90
Non-Profit	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(23.011) Graphic Artist, Senior

Senior level of commercial artist. The job typically requires a two or four year liberal arts degree and 5+ years of experience, or equivalent. Incumbents will draw, sketch or modify images of merchandise or models for use in catalogs, advertising, technical manuals, displays or web sites. Incumbents may scan, edit, crop or otherwise modify images. Incumbents may use brushes, air brushes, computer graphics applications or other media to accomplish the desired end result.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	6	12	\$26.28	\$25.78	\$21.27	\$26.57	\$29.87	3	9	2	8	-	2	2	-	\$26.84	\$26.42	\$22.71	\$26.57	\$31.28
Geographic Area																				
Minnesota	6	12	\$26.28	\$25.78	\$21.27	\$26.57	\$29.87	3	9	2	8	-	2	2	-	\$26.84	\$26.42	\$22.71	\$26.57	\$31.28
Minneapolis/St. Paul Metro Area	6	12	\$26.28	\$25.78	\$21.27	\$26.57	\$29.87	3	9	2	8	-	2	2	-	\$26.84	\$26.42	\$22.71	\$26.57	\$31.28
Greater Minnesota (Non-Metro)	0																			
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	2	8	-	-	-	-	-	2	8	2	8	-	1	1	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	3	9	-	-	-	-	-	1	7	1	7	-	0	0	-	-	-	-	-	-
Services	2	2	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Financial Activities	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	8	-	-	-	-	-	2	8	2	8	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	6	12	\$26.28	\$25.78	\$21.27	\$26.57	\$29.87	3	9	2	8	-	2	2	-	\$26.84	\$26.42	\$22.71	\$26.57	\$31.28
Non-Profit	0																			
Public Sector	0																			

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(23.030) Desktop Publishing Operator, Senior

Operate automated desktop publishing equipment to compose pages for publishing. Work utilizes integrated software packages and requires planning layouts of page elements (including illustrations, headings, text, and graphics) from rough draft or specifications using knowledge of page design. Determine size and style of text and spacing. May edit and proofread material for accuracy and completeness. Work usually requires more advanced applications. Create charts and computer graphics. May assign work and instruct lower level operators.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	5	9	\$20.79	\$20.99	\$19.28	\$20.48	\$24.36	1	1	1	1	-	1	1	-	\$20.86	\$21.06	\$19.43	\$20.48	\$24.36
Geographic Area																				
Minnesota	5	9	\$20.79	\$20.99	\$19.28	\$20.48	\$24.36	1	1	1	1	-	1	1	-	\$20.86	\$21.06	\$19.43	\$20.48	\$24.36
Minneapolis/St. Paul Metro Area	5	9	\$20.79	\$20.99	\$19.28	\$20.48	\$24.36	1	1	1	1	-	1	1	-	\$20.86	\$21.06	\$19.43	\$20.48	\$24.36
Greater Minnesota (Non-Metro)	0																			
Company Size (Employees)																				
Less than 100 employees	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	0																			
250 to 499 employees	2	2	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	5	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Services	3	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Financial Activities	1	5	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	1	5	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Profit Status																				
Profit	4	8	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Non-Profit	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Public Sector	0																			

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(24.020) Cook

Prepares and dispenses food in a food service food service or nutritional program. The job typically requires a two-year technical degree or job related course work in food preparation, or equivalent. Uses best practices to preserve nutritional content, provide appealing taste and presentation, and dispense appropriate servings. Plans tasks associated with cooking in larger quantities. Works from recipes and menus prepared by a dietitian or nutritionist. Provides direction to helpers and food service workers. Ensures the safe handling and storage food to prevent illness due to contagious diseases or pathogens.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	7	286	\$14.05	\$14.41	\$13.50	\$14.88	\$15.58	1	1	1	1	-	1	1	-	\$14.07	\$14.41	\$13.50	\$14.88	\$15.58
Geographic Area																				
Minnesota	7	286	\$14.05	\$14.41	\$13.50	\$14.88	\$15.58	1	1	1	1	-	1	1	-	\$14.07	\$14.41	\$13.50	\$14.88	\$15.58
Minneapolis/St. Paul Metro Area	6	239	\$13.84	\$14.31	\$13.45	\$14.26	\$15.49	1	1	1	1	-	1	1	-	\$13.86	\$14.31	\$13.45	\$14.26	\$15.49
Greater Minnesota (Non-Metro)	2	47	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
500 to 999 employees	1	19	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	4	257	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	0																			
Services	7	286	\$14.05	\$14.41	\$13.50	\$14.88	\$15.58	1	1	1	1	-	1	1	-	\$14.07	\$14.41	\$13.50	\$14.88	\$15.58
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	9	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	3	66	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	193	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	18	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	4	258	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Non-Profit	3	28	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Public Sector	0																			

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(24.030) Retail Sales Clerk

Obtain and receive merchandise from customer. Total price and tax on merchandise using cash register and inform the customer of the total price of purchases. Receive payment and make change. May calculate sales discount as required. May set up displays or arrange merchandise on counters. May mark or tag price on merchandise. May keep records of sales, prepare inventory of stock, or order merchandise.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	8	88	\$11.93	\$10.96	\$9.50	\$10.33	\$11.63	2	3	2	3	-	1	1	-	\$11.96	\$10.97	\$9.50	\$10.33	\$11.63
Geographic Area																				
Minnesota	8	88	\$11.93	\$10.96	\$9.50	\$10.33	\$11.63	2	3	2	3	-	1	1	-	\$11.96	\$10.97	\$9.50	\$10.33	\$11.63
Minneapolis/St. Paul Metro Area	4	18	-	-	-	-	-	2	3	2	3	-	1	1	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	4	70	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	21	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	35	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
250 to 499 employees	2	15	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
500 to 999 employees	2	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	12	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	2	3	-	-	-	-	-	2	3	2	3	-	1	1	-	-	-	-	-	-
Services	6	85	\$11.72	\$10.90	\$9.50	\$10.30	\$11.41	0	0	0	0	-	0	0	-	\$11.72	\$10.90	\$9.50	\$10.30	\$11.41
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	55	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	4	16	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	16	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	5	30	\$10.83	\$10.81	\$10.00	\$10.90	\$11.41	1	2	1	2	-	0	0	-	\$10.83	\$10.81	\$10.01	\$10.90	\$11.41
Non-Profit	3	58	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Public Sector	0																			

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(26.010) Clinic Office Support

Responsible for two or more administrative functions within a clinic / hospital setting to include but not limited to Insurance Clerk, Medical Records Clerk, Patient Account Representative and / or Scheduler responsibilities.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	6	474	\$17.48	\$18.94	\$17.50	\$18.65	\$20.52	2	130	2	80	-	1	38	-	\$17.56	\$19.06	\$17.57	\$18.96	\$20.85
Geographic Area																				
Minnesota	6	474	\$17.48	\$18.94	\$17.50	\$18.65	\$20.52	2	130	2	80	-	1	38	-	\$17.56	\$19.06	\$17.57	\$18.96	\$20.85
Minneapolis/St. Paul Metro Area	5	472	\$18.22	\$18.98	\$17.51	\$18.65	\$20.58	2	130	2	80	-	1	38	-	\$18.32	\$19.10	\$17.57	\$19.00	\$20.88
Greater Minnesota (Non-Metro)	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	2	50	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	1	9	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	1	92	-	-	-	-	-	1	92	1	52	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	323	-	-	-	-	-	1	38	1	28	-	1	38	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	0																			
Services	0																			
Financial Activities	0																			
Health Care / Health Services	6	474	\$17.48	\$18.94	\$17.50	\$18.65	\$20.52	2	130	2	80	-	1	38	-	\$17.56	\$19.06	\$17.57	\$18.96	\$20.85
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	2	57	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	1	92	-	-	-	-	-	1	92	1	52	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	323	-	-	-	-	-	1	38	1	28	-	1	38	-	-	-	-	-	-
Profit Status																				
Profit	4	187	-	-	-	-	-	2	130	2	80	-	1	38	-	-	-	-	-	-
Non-Profit	2	287	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(26.020) Insurance Clerk

Obtain information from patient records. Prepare and file insurance claims for clinic patients. Assist patients in completing their insurance claim forms. Answer questions regarding coverage under private insurance, Medicare and Medicaid or worker's compensation and disability.

	# of Orgs # of Emp		Base Pay					Variable Pay					Total Compensation							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	7	61	\$18.39	\$19.01	\$17.34	\$18.65	\$21.03	1	7	1	7	-	1	7	-	\$18.48	\$19.10	\$17.59	\$18.69	\$21.03
Geographic Area																				
Minnesota	7	61	\$18.39	\$19.01	\$17.34	\$18.65	\$21.03	1	7	1	7	-	1	7	-	\$18.48	\$19.10	\$17.59	\$18.69	\$21.03
Minneapolis/St. Paul Metro Area	5	36	\$18.71	\$19.17	\$17.27	\$18.42	\$22.88	1	5	1	5	-	1	5	-	\$18.82	\$19.33	\$17.63	\$18.80	\$22.88
Greater Minnesota (Non-Metro)	3	25	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	1	15	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	3	38	-	-	-	-	-	1	7	1	7	-	1	7	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	0																			
Services	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	5	59	\$18.82	\$19.04	\$17.32	\$18.65	\$21.56	1	7	1	7	-	1	7	-	\$18.95	\$19.15	\$17.63	\$18.69	\$21.56
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	4	53	-	-	-	-	-	1	7	1	7	-	1	7	-	-	-	-	-	-
Profit Status																				
Profit	3	28	-	-	-	-	-	1	7	1	7	-	1	7	-	-	-	-	-	-
Non-Profit	4	33	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(26.030) Medical Assistant

Perform duties under direction of physician in examination and treatment of patients; drape patients with covering and position instruments and equipment. Transfer instruments and materials to doctor. Sterilize and clean instruments. Prepare inventory of supplies to determine items to be replenished. Interview patients and check pulse, temperature, blood pressure, weight and height. Under supervision: may operate equipment, give injections or treatments, and assist in laboratory. May schedule appointments, receive money, maintain medical records, perform secretarial tasks, complete insurance forms, and maintain financial records.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	10	286	\$17.44	\$18.48	\$15.80	\$18.38	\$20.41	2	101	2	82	-	1	5	-	\$17.50	\$18.58	\$15.80	\$18.71	\$20.55
Geographic Area																				
Minnesota	10	286	\$17.44	\$18.48	\$15.80	\$18.38	\$20.41	2	101	2	82	-	1	5	-	\$17.50	\$18.58	\$15.80	\$18.71	\$20.55
Minneapolis/St. Paul Metro Area	8	230	\$18.51	\$19.10	\$17.38	\$19.00	\$20.67	2	100	2	82	-	1	4	-	\$18.60	\$19.22	\$17.38	\$19.16	\$20.74
Greater Minnesota (Non-Metro)	3	56	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	2	150	-	-	-	-	-	1	96	1	80	-	0	0	-	-	-	-	-	-
1,000 employees or more	4	126	-	-	-	-	-	1	5	1	2	-	1	5	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	0																			
Services	4	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	6	280	\$18.04	\$18.43	\$15.72	\$18.38	\$20.41	2	101	2	82	-	1	5	-	\$18.14	\$18.53	\$15.72	\$18.49	\$20.53
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	96	-	-	-	-	-	1	96	1	80	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	4	177	-	-	-	-	-	1	5	1	2	-	1	5	-	-	-	-	-	-
Profit Status																				
Profit	6	166	\$17.89	\$18.02	\$15.92	\$17.65	\$19.44	2	101	2	82	-	1	5	-	\$17.99	\$18.15	\$15.92	\$17.77	\$19.86
Non-Profit	4	120	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(26.040) Medical Records Clerk

Maintain patient records and file charts returned to record room. Index information such as operations and diseases. Keep daily statistical records. Send charts out upon approved request.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75	
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %						
Total Responses	7	32	\$16.03	\$16.64	\$13.63	\$15.76	\$20.62	1	4	1	2	-	1	4	-	\$16.08	\$16.68	\$13.66	\$15.76	\$20.62	
Geographic Area																					
Minnesota	7	32	\$16.03	\$16.64	\$13.63	\$15.76	\$20.62	1	4	1	2	-	1	4	-	\$16.08	\$16.68	\$13.66	\$15.76	\$20.62	
Minneapolis/St. Paul Metro Area	5	22	\$17.19	\$17.45	\$14.96	\$16.68	\$20.94	0	0	0	0	-	0	0	-	\$17.19	\$17.45	\$14.96	\$16.68	\$20.94	
Greater Minnesota (Non-Metro)	2	10	-	-	-	-	-	1	4	1	2	-	1	4	-	-	-	-	-	-	
Company Size (Employees)																					
Less than 100 employees	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
100 to 249 employees	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
250 to 499 employees	2	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
500 to 999 employees	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
1,000 employees or more	2	12	-	-	-	-	-	1	4	1	2	-	1	4	-	-	-	-	-	-	
Industry																					
Manufacturing - Union	0																				
Manufacturing - Non-Union	0																				
Services	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
Financial Activities	0																				
Health Care / Health Services	6	29	\$16.35	\$16.70	\$14.29	\$15.78	\$20.76	1	4	1	2	-	1	4	-	\$16.41	\$16.75	\$14.42	\$15.78	\$20.76	
Goods Producing, Non-Manufacturing	0																				
Annual Gross Sales/Revenue																					
Less than \$10,000,000	0																				
\$10,000,000 to \$24,999,999	2	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
\$25,000,000 to \$49,999,999	2	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
\$50,000,000 to \$99,999,999	0																				
\$100,000,000 to \$249,999,999	0																				
\$250,000,000 and Greater	3	18	-	-	-	-	-	1	4	1	2	-	1	4	-	-	-	-	-	-	
Profit Status																					
Profit	5	21	\$15.14	\$14.86	\$13.31	\$15.05	\$16.69	1	4	1	2	-	1	4	-	\$15.21	\$14.94	\$13.31	\$15.28	\$16.69	
Non-Profit	2	11	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
Public Sector	0																				

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(26.050) Patient Account Representative

Interview and assist patients to ensure financial obligations are met. Work with patient and patient's insurance carrier to establish benefits available and assist families in obtaining financial aid. May be involved with billing, servicing and collecting delinquent accounts.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	5	65	\$20.42	\$20.16	\$17.59	\$19.43	\$23.22	0	0	0	0		0	0	-	\$20.42	\$20.16	\$17.59	\$19.43	\$23.22
Geographic Area																				
Minnesota	5	65	\$20.42	\$20.16	\$17.59	\$19.43	\$23.22	0	0	0	0		0	0	-	\$20.42	\$20.16	\$17.59	\$19.43	\$23.22
Minneapolis/St. Paul Metro Area	4	56	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	1	9	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	4	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
100 to 249 employees	1	4	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
250 to 499 employees	1	13	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
500 to 999 employees	1	9	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
1,000 employees or more	1	35	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	0																			
Services	0																			
Financial Activities	0																			
Health Care / Health Services	5	65	\$20.42	\$20.16	\$17.59	\$19.43	\$23.22	0	0	0	0		0	0	-	\$20.42	\$20.16	\$17.59	\$19.43	\$23.22
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	4	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	17	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	2	44	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Profit Status																				
Profit	4	30	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Non-Profit	1	35	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Public Sector	0																			

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(26.060) Scheduler

Schedule patients for surgery, hospital admissions, x-ray, lab, and special studies and arrange for any special equipment needed. Position may involve general scheduling or may specialize in a particular area (i.e. radiology).

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	7	61	\$17.88	\$17.49	\$16.20	\$17.50	\$18.76	2	27	2	24	-	1	24	-	\$17.99	\$17.64	\$16.67	\$17.74	\$18.80
Geographic Area																				
Minnesota	7	61	\$17.88	\$17.49	\$16.20	\$17.50	\$18.76	2	27	2	24	-	1	24	-	\$17.99	\$17.64	\$16.67	\$17.74	\$18.80
Minneapolis/St. Paul Metro Area	5	36	\$18.60	\$18.62	\$17.20	\$17.92	\$19.91	2	17	2	15	-	1	14	-	\$18.75	\$18.80	\$17.43	\$18.13	\$20.25
Greater Minnesota (Non-Metro)	3	25	-	-	-	-	-	1	10	1	9	-	1	10	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	0																			
250 to 499 employees	1	14	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	2	14	-	-	-	-	-	1	3	1	3	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	28	-	-	-	-	-	1	24	1	21	-	1	24	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	0																			
Services	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	6	60	\$17.71	\$17.46	\$16.11	\$17.50	\$18.69	2	27	2	24	-	1	24	-	\$17.84	\$17.62	\$16.65	\$17.70	\$18.74
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	14	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	1	3	-	-	-	-	-	1	3	1	3	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	3	39	-	-	-	-	-	1	24	1	21	-	1	24	-	-	-	-	-	-
Profit Status																				
Profit	5	56	\$17.52	\$17.36	\$15.69	\$17.50	\$18.67	2	27	2	24	-	1	24	-	\$17.68	\$17.52	\$15.76	\$17.61	\$18.67
Non-Profit	2	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

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(27.010) Licensed Practical Nurse (LPN)

Licensed Practical Nurse (LPN) working in healthcare, public health or occupational health. The job typically requires up to two years of training, or equivalent, and passing a licensing examination. Incumbents assist physicians, company medical officers or RN's with duties such as direct patient care, conducting public health clinics, employment physicals, treating workplace injuries, or assisting with management of workers' compensation cases. Incumbents may conduct first response training or CPR. Incumbents may assist with records management, government report preparation or similar administrative tasks.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	10	477	\$21.67	\$21.54	\$19.30	\$21.94	\$24.02	1	1	0	0	-	1	1	-	\$21.67	\$21.54	\$19.30	\$21.94	\$24.02
Geographic Area																				
Minnesota	10	477	\$21.67	\$21.54	\$19.30	\$21.94	\$24.02	1	1	0	0	-	1	1	-	\$21.67	\$21.54	\$19.30	\$21.94	\$24.02
Minneapolis/St. Paul Metro Area	7	271	\$22.09	\$23.22	\$20.97	\$23.19	\$25.03	1	1	0	0	-	1	1	-	\$22.09	\$23.22	\$20.97	\$23.19	\$25.03
Greater Minnesota (Non-Metro)	3	206	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	3	13	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
500 to 999 employees	2	96	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	3	366	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	0																			
Services	6	13	\$21.29	\$21.56	\$20.64	\$21.01	\$22.71	1	1	0	0	-	1	1	-	\$21.29	\$21.56	\$20.64	\$21.01	\$22.71
Financial Activities	0																			
Health Care / Health Services	4	464	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	17	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	3	453	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	3	108	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Non-Profit	7	369	\$21.33	\$21.77	\$20.41	\$21.01	\$24.66	1	1	0	0	-	1	1	-	\$21.33	\$21.77	\$20.41	\$21.01	\$24.66
Public Sector	0																			

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(27,020) Registered Nurse (RN)

Registered Nurse (RN) working in healthcare, or with a specialization in public health or occupational health. The job typically requires up to four years of training, although some programs are two years, or equivalent, and passing a licensing examination. Incumbents work under the direction of physicians, nursing supervisors or company medical officers and perform duties such as triage, direct patient care, dispensing medication, public health screening and assessment, immunizations, employment physicals, management of workers' compensation cases, including light duty or other return-to-work programs for injured or sick employees. Incumbents may lead a first response team in responding to workplace injuries or employee illness. Incumbents may perform administrative duties associated with workers compensation and OSHA reporting requirements. Incumbents may train employees in first response and CPR.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	12	1,072	\$35.98	\$33.98	\$28.10	\$34.23	\$36.07	3	12	3	11	-	3	12	-	\$36.48	\$34.06	\$28.10	\$34.23	\$36.07
Geographic Area																				
Minnesota	12	1,072	\$35.98	\$33.98	\$28.10	\$34.23	\$36.07	3	12	3	11	-	3	12	-	\$36.48	\$34.06	\$28.10	\$34.23	\$36.07
Minneapolis/St. Paul Metro Area	10	285	\$35.96	\$34.52	\$29.81	\$35.58	\$38.14	3	12	3	11	-	3	12	-	\$36.57	\$35.02	\$29.81	\$35.58	\$38.19
Greater Minnesota (Non-Metro)	2	787	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	10	-	-	-	-	-	1	6	1	6	-	1	6	-	-	-	-	-	-
250 to 499 employees	3	109	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
500 to 999 employees	1	39	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	5	908	\$36.37	\$35.42	\$31.63	\$35.58	\$35.78	1	3	1	2	-	1	3	-	\$36.41	\$35.43	\$31.63	\$35.58	\$35.78
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	0																			
Services	4	12	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
Financial Activities	1	6	-	-	-	-	-	1	6	1	6	-	1	6	-	-	-	-	-	-
Health Care / Health Services	7	1,054	\$35.66	\$33.69	\$28.09	\$33.56	\$35.58	1	3	1	2	-	1	3	-	\$35.69	\$33.69	\$28.09	\$33.56	\$35.58
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	2	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	113	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	6	-	-	-	-	-	1	6	1	6	-	1	6	-	-	-	-	-	-
\$250,000,000 and Greater	5	941	\$35.19	\$34.95	\$30.72	\$35.58	\$35.58	1	3	1	2	-	1	3	-	\$35.23	\$34.96	\$30.72	\$35.58	\$35.58
Profit Status																				
Profit	7	170	\$36.41	\$32.67	\$27.00	\$32.35	\$36.28	2	9	2	8	-	2	9	-	\$37.13	\$33.01	\$27.00	\$32.35	\$36.28
Non-Profit	5	902	\$35.37	\$35.27	\$31.63	\$35.58	\$35.58	1	3	1	3	-	1	3	-	\$35.57	\$35.29	\$31.63	\$35.58	\$35.58
Public Sector	0																			

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(27.050) Pharmacy Technician

Works under the direct supervision of a licensed pharmacist. They often perform routine tasks associated with preparing prescribed medication and providing drugs and other healthcare products to patients. They may also assist with compounding of medications, verbal prescriptions, doctor calls, expense and medication orders, returns, expired credits and non licensed pharmacy management. Experienced technicians generally oversee the operational management of the dispensary and perform such duties as working with third party and doctor's offices in resolving adjudication of patient's insurance or state programs. Position may require completion of a formal training program and certification process. The largest national certification exams in the country are given by the Institute of Certified Pharmacy Technicians (ICPT) and the Pharmacy Technician Certification Board (PTCB).

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	5	140	\$19.57	\$19.69	\$17.50	\$19.66	\$21.70	0	0	0	0		0	0	-	\$19.57	\$19.69	\$17.50	\$19.66	\$21.70
Geographic Area																				
Minnesota	5	140	\$19.57	\$19.69	\$17.50	\$19.66	\$21.70	0	0	0	0		0	0	-	\$19.57	\$19.69	\$17.50	\$19.66	\$21.70
Minneapolis/St. Paul Metro Area	4	109	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Greater Minnesota (Non-Metro)	1	31	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	0																			
250 to 499 employees	1	3	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	4	137	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	0																			
Services	1	4	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	4	136	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	2	7	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	132	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Profit Status																				
Profit	2	7	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Non-Profit	3	133	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey

Section V: Illinois

Survey Profile: Illinois

Number of Organizations Reporting Data	97
Number of Organizational Units/Divisions ¹	122
Number of Employees Reported in the Survey	2,990

Organizations:

Industry Type:

Manufacturing – Union	2
Manufacturing – Non-Union	44
Services ²	45
Financial Activities	2
Health Care/Health Services	2
Goods Producing, Non-Mfg. ³	2

Annual Gross Sales/Revenue:

Less than \$10,000,000	10
\$10,000,000 to \$24,999,999	13
\$25,000,000 to \$49,999,999	17
\$50,000,000 to \$99,999,999	15
\$100,000,000 to \$249,999,999	20
\$250,000,000 and Greater	22

Profit Status:

Profit	88
Non-Profit	8
Public Sector	1

Reporting Organizations/Units:

Employment Size:

Less than 100 employees	33
100 to 249 employees	33
250 to 499 employees	21
500 to 999 employees	15
1,000 employees or more	20

Geographic Area:

Region 1 – Cook County	36
Region 2 – Lake & McHenry counties	36
Region 3 – Dupage & Kane counties	22
Region 4 – Northern / North Central Illinois	14
Region 5 – Central Illinois	10
Region 6 – Southern Illinois	4

¹ Some participants reported in more than one location or more than one unit/division.

² Services include Retail Trade (4), Wholesale Trade (9), Transportation/Warehousing (4), Information/Communication/Broadcasting (1), Professional/Business Services (7), Education Services (0), Social Services (0), Leisure/Hospitality Services (2), Public Administration (1), and Services not elsewhere classified (17).

³ Goods Producing, Non-Manufacturing includes Natural Resources/Mining (0), Utilities (0), and Construction (2).

Participant List

Survey participants are listed alphabetically by regions.

Region 1 (Cook County)

ACS Group	Goodwill Industries SE WI/Chicago	Property Casualty Insurers Assn of America
Addus HomeCare	I-CAR	Reinders Inc
American Academy of Dermatology	In-Place Machining Company	Remke Industries Inc
Avtex Solutions LLC	ITU Absorb Tech	Rich Products -Niles
Batteries Plus Bulbs LLC	Jackson-Hirsh Inc	S & C Electric Company
Berry Plastics	Jockey International Inc	Scranton Gillette Communications Inc
Cummins Allison Corporation	Johnson & Quin	Sumitomo Electric Carbide Inc
Engis Corporation	JX Enterprises Inc	Teleflex Medical
Factory Motor Parts	KS Energy Service Inc	The Penray Companies Inc
Food Export Association of the Midwest	Laird Technologies	UreSil, LLC
Franklin Energy Services LLC	Legacy.Com Inc	Viking Materials Inc.
Freedman Seating	Multi-Pack Solutions	WISMARQ

Region 2 (Lake & McHenry Counties)

Addus HomeCare	JX Enterprises Inc	Samela Inc dba NorthShore Care Supply
Advanced Flexible Composites	Kemper Valve & Fittings Corp	Sequoia Automatic Inc
American Board of Psychiatry & Neurology Inc	Kenmode Tool & Engineering	Smalley Steel Ring Company
Avtex Solutions LLC	Kubota Engine America Corp	Snap-on Inc
Batteries Plus Bulbs LLC	Laserage Technology Corporation	Spherotech Inc
Coilcraft Inc	Morgan Bronze Products	Steel Tank Institute
Deringer - Ney Inc	NABCO Entrances Inc	TC Industries Inc
Derse Inc	Overture	Uline Inc
Goodwill Industries SE WI/Chicago	Plastic Bottle Corporation	Warren Township
Great Lakes Educational Loan	R+D Custom Automation	Yaskawa Electric America Inc
Hupy and Abraham SC	Riley Construction Company Inc.	ZF Services, LLC
J S T Corporation	Rust-Oleum	
	Safco Dental Supply	

Region 3 (DuPage & Kane Counties)

Addus HomeCare	Grand Victoria Casino	Prinova USA
Anderson Process	Harvest Food Group Inc	Smith & Richardson Mfg Company
Center For Diagnostic Imaging	Jockey International Inc	Standard Electric Supply Co
Factory Motor Parts	JX Enterprises Inc	The Boelter Companies Inc
FNA Group Inc.	Nidec-Shimpo America Corporation	The RDI Group
General Parts LLC	OEC Graphics Inc	Triumph Community Bank
Goodwill Industries SE WI/Chicago	Prince Castle Inc.	Young Innovations, Inc

Participant List

Region 4 (Northern / North Central Illinois)

Addus HomeCare
Bauer Built Inc
Engman-Taylor Company Inc
Factory Motor Parts
FMA/FMA Communications, Inc.

Goodwill Industries SE
WI/Chicago
Holland Company
Hupy and Abraham SC
Hydrite Chemical Co
JX Enterprises Inc

Lakeside International LLC
OMNI Workspace
Prinsco Inc.
Standard Electric Supply Co

Region 5 (Central Illinois)

Addus HomeCare
Christensen Farms & Feedlots Inc.
Dan Cone Group
Engman-Taylor Company Inc

Grande Cheese Company
Jockey International Inc
JX Enterprises Inc
Milk Specialties Global

Standard Electric Supply Co
Triumph Community Bank

Region 6 (Southern Illinois)

Addus HomeCare
Culligan Soft Water

Factory Motor Parts
WPS Health Insurance

Positions Reported

The following positions have reportable wage data. Jobs not listed here had **no data reported** (no companies submitted data on the position) or **insufficient data reported** (too few companies reported data, per anti-trust guidelines followed by MRA). See Statistical Parameters for further information on reporting guidelines. For a complete list of positions surveyed, please see the appendix at the end of this survey volume.

Hourly Wage Data – by Position 634 – 686

Accounting

Job Code		Page
10.030	Accounting Clerk III (Advanced)	634
10.031	Accounting Clerk II (Experienced)	635
10.050	Accounting Clerk – Multi Function (for small companies)	636
10.060	Accounts Payable Clerk	637
10.070	Accounts Receivable Clerk	638
10.100	Credit and/or Collection Clerk	639
10.110	Credit and/or Collection Specialist	640

Data Processing / Information Systems

12.040	Data Entry Operator II (Experienced)	641
12.080	Help Desk III (Advanced)	642
12.081	Help Desk II (Experienced)	643

Payroll and Timekeeping

13.020	Payroll Clerk III (Advanced)	644
13.030	Payroll Clerk II (Experienced)	645

Human Resources and Employee Services

*(For nursing and healthcare positions, see **Clinical** job family)*

14.030	Human Resource Assistant	646
14.040	Human Resource Clerk	647

Sales, Advertising, Order and Billing

15.040	Billing Clerk	648
15.050	Customer Service Representative I (Entry)	649
15.051	Customer Service Representative II (Experienced)	650
15.060	Customer Service Representative III (Advanced)	651
15.079	Events Coordinator	652
15.090	Sales/Marketing Assistant	653
15.120	Order Clerk	654
15.160	Sales Correspondent, Senior	655
15.170	Sales Correspondent, Junior	656
15.211	Inside Sales Representative	657

Positions Reported (cont'd)

Administrative and Secretarial

Job Code		Page
16.010	Administrative Assistant III (Advanced).....	658
16.011	Administrative Assistant II (Experienced).....	659
16.020	Administrative Assistant I (Entry).....	660
16.040	Administrative Assistant to Chief Executive Officer.....	661
16.050	Executive Secretary.....	662

Purchasing

17.010	Buyer I	663
17.020	Buyer II	664
17.060	Purchasing Clerk	665

Production Control

18.050	Production Clerk I (Entry)	666
18.060	Production Planner/Scheduler I.....	667
18.070	Shipping Clerk	668
18.080	Shipping & Receiving Clerk	669

Stores and Inventory Control

19.010	Inventory Control Clerk/Clerk Counter	670
19.040	Material Control Coordinator	671
19.050	Receiving Clerk	672

General Clerical and Office Service

20.030	General Clerk I (Entry).....	673
20.070	Office Janitor.....	674
20.100	Office Person – Multi Function (Small Company)	675
20.110	Receptionist.....	676
20.160	Telephone Operator/Receptionist/Secretary	677

Designing, Drafting and Technical

22.030	Design Drafter (Product), Junior.....	678
22.110	Electronic Technician, Senior	679
22.160	Field Service Technician III (Advanced).....	680
22.170	Field Service Technician II (Experienced).....	681
22.250	Laboratory Technician (Met.-Chem.), Junior	682
22.260	Quality Control Technician, Senior	683
22.270	Quality Control Technician, Junior	684

In-House Graphics and Printing

23.010	Graphic Artist.....	685
23.011	Graphic Artist, Senior	686

**2016 Office, Clerical, and Technical Survey - Illinois
(10.030) Accounting Clerk III (Advanced)**

Third of three levels of nonexempt accounting. The job typically requires 5+ years of accounting training and experience, or equivalent. This job may be called Accounting Technician or Senior Accounting Clerk. Incumbents at this level are qualified to work in all phases of accounting. However, in a large organization work may be specialized. Incumbents make non-routine choices within established precedent and with limited supervision. A higher level of computer skill is required, including mastery of the internal accounting package and strong spreadsheet skills. At this level, incumbents will assist with monthly trial balances and custom report generation involving intermediate levels of financial analysis using generally prescribed procedures. Incumbents may provide technical direction and work review to lower level accounting staff, but do not provide complete supervision. Do not report staff with four-year degrees in accounting or a closely related field.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	8	24	\$25.10	\$25.57	\$21.93	\$25.34	\$28.91	6	22	5	17	\$4,178	3	8	-	\$26.25	\$26.93	\$23.02	\$26.84	\$29.97
Geographic Area																				
Illinois	8	24	\$25.10	\$25.57	\$21.93	\$25.34	\$28.91	6	22	5	17	\$4,178	3	8	-	\$26.25	\$26.93	\$23.02	\$26.84	\$29.97
Region 1 - Cook county	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	4	20	-	-	-	-	-	4	20	4	16	-	2	7	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	3	3	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	3	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
250 to 499 employees	4	10	-	-	-	-	-	3	9	2	5	-	2	6	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	10	-	-	-	-	-	1	10	1	9	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	5	11	\$25.22	\$25.31	\$24.05	\$25.53	\$28.16	4	10	3	6	-	2	6	-	\$25.92	\$26.03	\$25.16	\$27.31	\$28.63
Services	3	13	-	-	-	-	-	2	12	2	11	-	1	2	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	5	21	\$24.33	\$25.46	\$20.43	\$24.89	\$31.42	4	20	3	15	-	3	8	-	\$25.65	\$27.10	\$21.22	\$26.81	\$35.75
Profit Status																				
Profit	8	24	\$25.10	\$25.57	\$21.93	\$25.34	\$28.91	6	22	5	17	\$4,178	3	8	-	\$26.25	\$26.93	\$23.02	\$26.84	\$29.97
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(10.031) Accounting Clerk II (Experienced)**

Second of three levels of accounting clerical work. The job typically requires a general understanding of accounting principles commensurate with 2+ years of accounting training or experience, or equivalent. In larger departments this level may specialize in accounts payable, accounts receivable or another area of accounting. Incumbents make routine choices within established procedures. Incumbents perform basic troubleshooting to reconcile account balances and inquiry to obtain missing information or verify unusual data. An intermediate level of computer skill is required, usually involving use of an accounting software package and spreadsheets to enter, compile or extract data. Work is relatively independent, with supervision available to address non-routine questions.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	12	57	\$22.28	\$20.66	\$18.42	\$20.13	\$22.18	9	33	7	28	\$2,486	5	8	6.6%	\$22.83	\$21.34	\$18.58	\$20.46	\$23.18
Geographic Area																				
Illinois	12	57	\$22.28	\$20.66	\$18.42	\$20.13	\$22.18	9	33	7	28	\$2,486	5	8	6.6%	\$22.83	\$21.34	\$18.58	\$20.46	\$23.18
Region 1 - Cook county	4	4	-	-	-	-	-	3	3	3	3	-	2	2	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	7	49	\$22.49	\$21.30	\$18.50	\$20.30	\$24.00	5	26	3	21	-	2	2	-	\$22.87	\$21.77	\$19.06	\$20.30	\$25.22
Region 3 - DuPage & Kane counties	0																			
Region 4 - Northern / North Central Illinois	1	4	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	5	27	\$23.31	\$22.18	\$18.50	\$20.58	\$26.14	3	4	3	4	-	2	2	-	\$23.88	\$22.76	\$19.44	\$20.82	\$27.35
250 to 499 employees	2	2	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	2	25	-	-	-	-	-	2	25	2	22	-	1	4	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	4	-	-	-	-	-	4	4	3	3	-	2	2	-	-	-	-	-	-
Services	7	52	\$21.67	\$20.20	\$18.26	\$19.07	\$21.73	4	28	3	24	-	2	5	-	\$22.21	\$20.96	\$18.55	\$20.01	\$23.01
Financial Activities	0																			
Health Care / Health Services	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	4	5	-	-	-	-	-	4	5	4	5	-	2	2	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	3	47	-	-	-	-	-	2	25	2	22	-	1	4	-	-	-	-	-	-
Profit Status																				
Profit	11	56	\$21.98	\$20.50	\$18.42	\$20.12	\$21.88	8	32	6	27	\$2,467	4	7	-	\$22.47	\$21.17	\$18.55	\$20.25	\$22.96
Non-Profit	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois
(10.050) Accounting Clerk – Multi Function (for small companies)

Perform somewhat diversified statistical and clerical work involved in two or more of the following areas: payroll, accounts payable, accounts receivable, general accounting, cost accounting, or pricing. Perform at an intermediate level under prescribed procedures and accounting practices. Usually found in smaller organizations. Maintain various accounting related records, verify data received, and prepares necessary reports and accounting related transactions. Operate a computerized system.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	11	12	\$19.28	\$19.46	\$15.00	\$20.08	\$22.53	8	8	7	7	\$3,231	3	3	-	\$20.27	\$20.36	\$15.55	\$20.47	\$23.03
Geographic Area																				
Illinois	11	12	\$19.28	\$19.46	\$15.00	\$20.08	\$22.53	8	8	7	7	\$3,231	3	3	-	\$20.27	\$20.36	\$15.55	\$20.47	\$23.03
Region 1 - Cook county	6	6	\$20.53	\$20.53	\$18.47	\$21.04	\$22.91	4	4	3	3	-	2	2	-	\$20.98	\$20.98	\$18.60	\$21.59	\$23.67
Region 2 - Lake & McHenry counties	4	5	-	-	-	-	-	3	3	3	3	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	6	6	\$19.18	\$19.18	\$14.30	\$19.92	\$22.90	4	4	3	3	-	1	1	-	\$20.63	\$20.63	\$14.92	\$20.40	\$24.57
100 to 249 employees	4	4	-	-	-	-	-	4	4	4	4	-	2	2	-	-	-	-	-	-
250 to 499 employees	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	6	7	\$18.13	\$18.45	\$14.37	\$19.32	\$22.20	3	3	3	3	-	1	1	-	\$18.49	\$18.78	\$15.04	\$20.15	\$22.26
Services	5	5	\$20.67	\$20.67	\$16.18	\$22.08	\$24.46	5	5	4	4	-	2	2	-	\$22.41	\$22.41	\$16.30	\$23.19	\$28.13
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	3	-	-	-	-	-	3	3	2	2	-	1	1	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	4	4	-	-	-	-	-	3	3	3	3	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	2	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	10	11	\$19.01	\$19.22	\$14.40	\$20.00	\$22.57	7	7	6	6	\$3,385	2	2	-	\$19.98	\$20.11	\$15.10	\$20.15	\$22.57
Non-Profit	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(10.060) Accounts Payable Clerk

Maintain accounts payable records, including editing, checking, and preparing accounts payable entries and tabulating control statistics. Verify invoices, compute discounts, code expenses, prepare vouchers for payment, remit invoices, and perform filing. Prepare account statements or other reports, as required.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	25	40	\$20.06	\$20.03	\$18.32	\$19.92	\$21.84	14	23	12	19	\$1,617	8	14	4.6%	\$20.39	\$20.40	\$18.41	\$20.31	\$22.07
Geographic Area																				
Illinois	25	40	\$20.06	\$20.03	\$18.32	\$19.92	\$21.84	14	23	12	19	\$1,617	8	14	4.6%	\$20.39	\$20.40	\$18.41	\$20.31	\$22.07
Region 1 - Cook county	7	10	\$20.76	\$20.32	\$18.00	\$19.85	\$20.97	3	5	3	5	-	1	2	-	\$20.96	\$20.56	\$18.26	\$20.31	\$21.27
Region 2 - Lake & McHenry counties	9	16	\$19.24	\$19.46	\$18.33	\$19.36	\$21.21	5	9	4	6	-	3	5	-	\$19.42	\$19.63	\$18.33	\$19.61	\$21.65
Region 3 - DuPage & Kane counties	6	9	\$21.41	\$21.86	\$19.28	\$22.57	\$24.39	3	4	2	3	-	3	4	-	\$21.83	\$22.25	\$19.28	\$22.57	\$25.07
Region 4 - Northern / North Central Illinois	3	5	-	-	-	-	-	3	5	3	5	-	1	3	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	8	9	\$19.95	\$19.86	\$17.32	\$20.19	\$21.43	4	4	4	4	-	1	1	-	\$20.35	\$20.22	\$17.44	\$20.19	\$21.79
100 to 249 employees	5	9	\$19.20	\$19.74	\$18.01	\$19.73	\$22.81	2	4	2	4	-	1	2	-	\$19.46	\$20.07	\$18.01	\$20.13	\$23.30
250 to 499 employees	9	15	\$19.51	\$19.78	\$18.32	\$19.47	\$21.37	7	12	5	8	\$934	5	8	2.9%	\$19.73	\$20.02	\$18.32	\$19.95	\$21.76
500 to 999 employees	0																			
1,000 employees or more	3	7	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Manufacturing - Non-Union	19	28	\$20.32	\$20.27	\$18.33	\$19.65	\$22.07	9	14	7	10	\$1,295	6	9	3.3%	\$20.55	\$20.49	\$18.41	\$19.89	\$22.07
Services	5	10	\$19.31	\$19.54	\$17.06	\$20.05	\$21.16	4	7	4	7	-	1	3	-	\$20.02	\$20.29	\$18.70	\$20.80	\$22.22
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	2	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	3	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	6	9	\$19.67	\$20.12	\$18.88	\$20.16	\$22.11	2	2	2	2	-	1	1	-	\$19.79	\$20.21	\$18.88	\$20.40	\$22.11
\$100,000,000 to \$249,999,999	6	12	\$19.03	\$19.01	\$17.31	\$19.03	\$20.47	3	6	3	6	-	1	2	-	\$19.26	\$19.24	\$17.57	\$19.23	\$20.96
\$250,000,000 and Greater	6	11	\$21.81	\$21.21	\$17.41	\$20.69	\$23.82	5	10	4	8	-	5	10	5.2%	\$22.35	\$21.94	\$18.99	\$21.79	\$24.26
Profit Status																				
Profit	25	40	\$20.06	\$20.03	\$18.32	\$19.92	\$21.84	14	23	12	19	\$1,617	8	14	4.6%	\$20.39	\$20.40	\$18.41	\$20.31	\$22.07
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(10.070) Accounts Receivable Clerk

Maintain accounts receivable records, including editing, checking, and preparing accounts receivable entries and tabulating control statistics. File unpaid invoices. Keep account of cash receipts, claims, and unpaid invoices. Compute and record interest charges, refunds, and similar items. Prepare vouchers, invoices, or account statements.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	14	19	\$21.46	\$20.82	\$18.29	\$20.05	\$24.54	7	12	5	9	\$2,490	4	4	-	\$21.90	\$21.29	\$18.51	\$20.34	\$24.57
Geographic Area																				
Illinois	14	19	\$21.46	\$20.82	\$18.29	\$20.05	\$24.54	7	12	5	9	\$2,490	4	4	-	\$21.90	\$21.29	\$18.51	\$20.34	\$24.57
Region 1 - Cook county	5	5	\$21.80	\$21.80	\$18.38	\$22.29	\$24.99	2	2	2	2	-	1	1	-	\$22.20	\$22.20	\$18.73	\$22.29	\$25.62
Region 2 - Lake & McHenry counties	6	11	\$22.57	\$21.68	\$18.82	\$20.89	\$25.16	4	9	3	7	-	2	2	-	\$23.26	\$22.29	\$19.18	\$21.15	\$25.85
Region 3 - DuPage & Kane counties	3	3	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	4	4	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
250 to 499 employees	5	6	\$21.57	\$21.43	\$17.95	\$21.10	\$24.88	3	4	1	1	-	2	2	-	\$21.76	\$21.60	\$17.95	\$21.10	\$25.26
500 to 999 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	1	5	-	-	-	-	-	1	5	1	5	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	8	9	\$21.32	\$21.09	\$17.76	\$20.49	\$24.84	3	4	1	1	-	2	2	-	\$21.43	\$21.19	\$17.76	\$20.49	\$24.84
Services	5	9	\$21.03	\$20.89	\$18.63	\$19.75	\$23.93	3	7	3	7	-	1	1	-	\$21.82	\$21.68	\$18.67	\$21.05	\$24.98
Financial Activities	0																			
Health Care / Health Services	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	2	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	5	5	\$21.96	\$21.96	\$18.92	\$21.22	\$25.38	2	2	2	2	-	1	1	-	\$22.61	\$22.61	\$19.27	\$21.22	\$26.64
\$250,000,000 and Greater	3	7	-	-	-	-	-	3	7	2	6	-	2	2	-	-	-	-	-	-
Profit Status																				
Profit	13	18	\$21.21	\$20.63	\$18.23	\$19.78	\$23.22	6	11	4	8	-	3	3	-	\$21.58	\$21.05	\$18.42	\$20.21	\$23.22
Non-Profit	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(10.100) Credit and/or Collection Clerk**

Maintain credit reference rating files, and within established limits, authorize or disapprove credit on sales. May obtain rating service from outside organizations. Prepare reports for outside representatives regarding customer's credit rating and advise on company policy regarding credit. Review delinquent accounts and send form letters and statements to customers regarding payment. Compose and follow up with collection and adjustment letters regarding terms of payment, etc. Analyze accounts and recommend collection procedures should existing transactions prove ineffective. Prepare case information for attorneys or collection agencies concerning outstanding customer obligations. Check and process remittances and follow up discrepancies, process returned goods appraisals.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	9	26	\$21.13	\$21.11	\$18.36	\$21.61	\$23.77	7	24	7	21	\$1,954	4	6	-	\$21.87	\$21.79	\$18.83	\$21.99	\$25.11
Geographic Area																				
Illinois	9	26	\$21.13	\$21.11	\$18.36	\$21.61	\$23.77	7	24	7	21	\$1,954	4	6	-	\$21.87	\$21.79	\$18.83	\$21.99	\$25.11
Region 1 - Cook county	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	4	21	-	-	-	-	-	3	20	3	17	-	1	3	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	2	2	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	2	2	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
100 to 249 employees	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
250 to 499 employees	2	4	-	-	-	-	-	2	4	2	3	-	1	3	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	2	17	-	-	-	-	-	2	17	2	15	-	1	1	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	6	8	\$21.14	\$21.42	\$17.46	\$22.49	\$23.87	4	6	4	5	-	3	5	-	\$21.68	\$21.96	\$17.47	\$22.85	\$25.47
Services	3	18	-	-	-	-	-	3	18	3	16	-	1	1	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	4	21	-	-	-	-	-	4	21	4	18	-	3	5	-	-	-	-	-	-
Profit Status																				
Profit	9	26	\$21.13	\$21.11	\$18.36	\$21.61	\$23.77	7	24	7	21	\$1,954	4	6	-	\$21.87	\$21.79	\$18.83	\$21.99	\$25.11
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(10.110) Credit and/or Collection Specialist**

Professional level of credit and collections work. The job typically requires a bachelor's or associate's degree with 1+ years of credit/collection experience, or equivalent. Work includes reviewing credit applications and delinquent accounts; researching information from credit organizations; maintaining records on delinquent accounts and credit risks. Issues progressive requests for payment of past-due accounts. Within policy limits, works out payment plans for past due accounts, referring large cases to the manager for approval. Has frequent contact with sales staff regarding qualification of accounts.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	12	54	\$23.90	\$23.47	\$19.48	\$22.81	\$27.08	8	44	8	43	\$2,417	3	8	-	\$24.68	\$24.27	\$19.64	\$24.02	\$28.23
Geographic Area																				
Illinois	12	54	\$23.90	\$23.47	\$19.48	\$22.81	\$27.08	8	44	8	43	\$2,417	3	8	-	\$24.68	\$24.27	\$19.64	\$24.02	\$28.23
Region 1 - Cook county	3	4	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	7	42	\$23.60	\$25.28	\$22.10	\$25.33	\$29.69	6	41	6	40	\$2,622	2	6	-	\$24.71	\$26.44	\$23.60	\$26.88	\$31.21
Region 3 - DuPage & Kane counties	1	7	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
100 to 249 employees	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
250 to 499 employees	5	10	\$23.76	\$23.54	\$19.06	\$23.21	\$29.55	4	9	4	9	-	3	8	-	\$24.61	\$24.34	\$19.44	\$24.69	\$30.63
500 to 999 employees	0																			
1,000 employees or more	3	40	-	-	-	-	-	1	32	1	31	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Manufacturing - Non-Union	6	10	\$26.12	\$26.45	\$22.60	\$26.42	\$31.89	3	7	3	7	-	2	6	-	\$26.76	\$27.14	\$22.60	\$27.39	\$32.96
Services	5	42	\$22.33	\$21.32	\$18.72	\$21.99	\$24.96	4	35	4	34	-	0	0	-	\$23.35	\$21.96	\$18.72	\$21.96	\$26.66
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	4	5	-	-	-	-	-	3	4	3	4	-	1	2	-	-	-	-	-	-
\$250,000,000 and Greater	4	39	-	-	-	-	-	3	38	3	37	-	2	6	-	-	-	-	-	-
Profit Status																				
Profit	12	54	\$23.90	\$23.47	\$19.48	\$22.81	\$27.08	8	44	8	43	\$2,417	3	8	-	\$24.68	\$24.27	\$19.64	\$24.02	\$28.23
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(12.040) Data Entry Operator II (Experienced)**

Experienced level data entry. The job typically requires high school graduate reading, communication and math skills and 2+ years of experience, or equivalent. Under limited supervision, following more complex procedures and instructions, transcribes data from source documents using data entry devices, or a keyboard. May involve selection of codes or interpretation of data entered. Incumbents may solve routine problems such as erroneous items or codes and obtain missing information. More extensive problems are referred to a supervisor.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	5	9	\$20.61	\$19.87	\$16.14	\$17.71	\$23.12	2	6	2	6	-	1	4	-	\$20.96	\$20.36	\$16.84	\$18.72	\$23.12
Geographic Area																				
Illinois	5	9	\$20.61	\$19.87	\$16.14	\$17.71	\$23.12	2	6	2	6	-	1	4	-	\$20.96	\$20.36	\$16.84	\$18.72	\$23.12
Region 1 - Cook county	2	5	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	0																			
Region 4 - Northern / North Central Illinois	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	2	3	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	5	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
250 to 499 employees	0																			
500 to 999 employees	0																			
1,000 employees or more	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Services	3	7	-	-	-	-	-	2	6	2	6	-	1	4	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	6	-	-	-	-	-	2	6	2	6	-	1	4	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	3	4	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Non-Profit	2	5	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(12.080) Help Desk III (Advanced)**

Third of three levels of help desk job, sometimes called Coordinator. The job typically requires specialized training beyond high school and 5+ years of experience in computer software and hardware applications, or equivalent. Assists users in resolving difficult problems, often referred by less experienced staff, through discussion and diagnosis. Takes the necessary steps to remedy the problem. Incumbents are nearly always able to diagnose problems and will refer problems requiring specialized intervention to a higher level. Incumbents at this level may provide work direction and training to others. May dispatch Computer Technicians.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	5	5	\$27.27	\$27.27	\$23.78	\$27.88	\$30.46	2	2	2	2	-	1	1	-	\$27.63	\$27.63	\$24.14	\$27.88	\$31.00
Geographic Area																				
Illinois	5	5	\$27.27	\$27.27	\$23.78	\$27.88	\$30.46	2	2	2	2	-	1	1	-	\$27.63	\$27.63	\$24.14	\$27.88	\$31.00
Region 1 - Cook county	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
250 to 499 employees	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	5	5	\$27.27	\$27.27	\$23.78	\$27.88	\$30.46	2	2	2	2	-	1	1	-	\$27.63	\$27.63	\$24.14	\$27.88	\$31.00
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	5	5	\$27.27	\$27.27	\$23.78	\$27.88	\$30.46	2	2	2	2	-	1	1	-	\$27.63	\$27.63	\$24.14	\$27.88	\$31.00
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(12.081) Help Desk II (Experienced)

Second of three levels of help desk job. The job typically requires specialized training beyond high school and 2+ years of experience in computer software and hardware applications, or equivalent. Assists users in resolving problems through discussion and diagnosis. Takes the necessary steps to remedy the problem. Incumbents are usually able to diagnose problems and will refer problems requiring specialized intervention to a higher level.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	9	16	\$24.87	\$25.27	\$21.49	\$25.10	\$29.27	8	14	5	9	\$1,977	7	12	4.1%	\$25.37	\$25.78	\$21.83	\$25.10	\$29.88
Geographic Area																				
Illinois	9	16	\$24.87	\$25.27	\$21.49	\$25.10	\$29.27	8	14	5	9	\$1,977	7	12	4.1%	\$25.37	\$25.78	\$21.83	\$25.10	\$29.88
Region 1 - Cook county	4	6	-	-	-	-	-	3	4	2	3	-	3	4	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	2	6	-	-	-	-	-	2	6	1	3	-	1	4	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	2	2	-	-	-	-	-	2	2	1	1	-	2	2	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	3	3	-	-	-	-	-	3	3	2	2	-	3	3	-	-	-	-	-	-
250 to 499 employees	4	9	-	-	-	-	-	4	9	2	5	-	3	7	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	2	4	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Manufacturing - Non-Union	5	10	\$24.90	\$25.23	\$21.53	\$25.10	\$28.68	4	8	2	4	-	3	6	-	\$25.05	\$25.39	\$21.53	\$25.10	\$29.09
Services	2	3	-	-	-	-	-	2	3	1	2	-	2	3	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	2	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	2	2	-	-	-	-	-	2	2	1	1	-	2	2	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
\$250,000,000 and Greater	5	10	\$23.75	\$23.80	\$19.33	\$22.98	\$28.68	4	8	3	6	-	4	8	-	\$24.28	\$24.42	\$20.18	\$23.18	\$29.09
Profit Status																				
Profit	7	14	\$23.95	\$24.61	\$20.28	\$25.03	\$27.31	6	12	4	8	-	5	10	4.2%	\$24.39	\$25.10	\$20.99	\$25.03	\$27.36
Non-Profit	2	2	-	-	-	-	-	2	2	1	1	-	2	2	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(13.020) Payroll Clerk III (Advanced)**

Third of three levels of payroll clerical work. The job typically requires reading, communication and math skills commensurate with a high school diploma or GED and 5+ years of related training and experience, or equivalent. Perform all required statistical and administrative duties necessary to calculate and prepare payrolls. Verify payroll data and post wage accruals daily. Prepare and balance payroll summary each period. Reduce gross pay by all authorized and required deductions to determine net pay and prepare checks. Make necessary corrections/adjustments to accurately pay employees. Maintain payroll records and tax tables. Compile and prepare quarterly social security and withholding tax statements, W-2 forms, etc. as required. Operate equipment such as computers, printers, and software applications necessary to perform duties. May instruct and assist lower level payroll clerks.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	8	10	\$24.97	\$25.53	\$22.99	\$26.14	\$28.16	5	6	4	5	-	4	5	-	\$25.59	\$26.12	\$23.31	\$27.57	\$28.19
Geographic Area																				
Illinois	8	10	\$24.97	\$25.53	\$22.99	\$26.14	\$28.16	5	6	4	5	-	4	5	-	\$25.59	\$26.12	\$23.31	\$27.57	\$28.19
Region 1 - Cook county	4	5	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	2	3	-	-	-	-	-	2	3	1	2	-	1	2	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
250 to 499 employees	3	4	-	-	-	-	-	3	4	2	3	-	2	3	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	2	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	5	7	\$25.32	\$25.73	\$22.00	\$26.92	\$29.09	2	3	1	2	-	1	2	-	\$25.51	\$25.96	\$22.00	\$27.85	\$29.09
Services	2	2	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	3	5	-	-	-	-	-	2	3	2	3	-	2	3	-	-	-	-	-	-
Profit Status																				
Profit	7	9	\$24.92	\$25.55	\$22.98	\$26.92	\$28.47	4	5	3	4	-	3	4	-	\$25.47	\$26.08	\$23.20	\$27.79	\$28.49
Non-Profit	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(13.030) Payroll Clerk II (Experienced)**

Second of three levels of payroll clerical work. The job typically requires reading, communication and math skills commensurate with a high school diploma or GED and 3+ years of related training and experience, or equivalent. Incumbents follow standard procedures in making a variety of system entries and computations from data on employee time cards or computer entries. Work includes entering rate changes, totaling hours and distributing or allocating costs; checking computations of timekeepers and researching shortage claims. Work may include calculating total earnings, overtime, taxes, withholding for premiums and savings and similar factors. Work may include coordinating with an outside payroll service to produce calculations, print checks and prepare total payroll reports. Work may also include calculating commissions, administering executive compensation and record maintenance of short and long-term incentive plans. Much of the time is spent using a computer. Incumbents may use specialized software application to enter and compute payroll. Incumbents may provide work direction or check the work of less experienced payroll staff.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	7	47	\$21.67	\$21.95	\$20.15	\$21.89	\$23.87	5	11	5	11	\$2,457	2	2	-	\$22.50	\$22.82	\$20.64	\$23.20	\$25.34
Geographic Area																				
Illinois	7	47	\$21.67	\$21.95	\$20.15	\$21.89	\$23.87	5	11	5	11	\$2,457	2	2	-	\$22.50	\$22.82	\$20.64	\$23.20	\$25.34
Region 1 - Cook county	2	6	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	3	9	-	-	-	-	-	2	8	2	8	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	2	31	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
100 to 249 employees	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
250 to 499 employees	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	3	43	-	-	-	-	-	2	8	2	8	-	1	1	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	4	-	-	-	-	-	3	3	3	3	-	1	1	-	-	-	-	-	-
Services	3	43	-	-	-	-	-	2	8	2	8	-	1	1	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	2	36	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	3	9	-	-	-	-	-	3	9	3	9	-	2	2	-	-	-	-	-	-
Profit Status																				
Profit	7	47	\$21.67	\$21.95	\$20.15	\$21.89	\$23.87	5	11	5	11	\$2,457	2	2	-	\$22.50	\$22.82	\$20.64	\$23.20	\$25.34
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(14.030) Human Resource Assistant**

Paraprofessional human resource job. The job typically requires two years of formal training beyond high school and 1+ years of experience in the field of human resources, or equivalent. Incumbents typically assist in more than one area of human resources, such as new employee orientation, worker's compensation, staffing, and relocation. Incumbents create and maintain employee personnel records, including tracking systems for vacation, sick leave and FMLA. Incumbents provide customer service to employees by answering questions regarding policies and procedures. Incumbents may also provide assistance in other areas of human resources by doing special projects, such as completing benefit and salary surveys. Incumbents may use specialized software applications. Incumbents work under limited supervision and will often make decisions based upon established policies and/or procedures.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	16	19	\$22.80	\$22.38	\$19.86	\$21.00	\$25.31	9	11	8	10	\$2,100	5	7	4.9%	\$23.27	\$22.92	\$20.26	\$22.70	\$25.31
Geographic Area																				
Illinois	16	19	\$22.80	\$22.38	\$19.86	\$21.00	\$25.31	9	11	8	10	\$2,100	5	7	4.9%	\$23.27	\$22.92	\$20.26	\$22.70	\$25.31
Region 1 - Cook county	6	7	\$24.00	\$23.78	\$19.91	\$24.17	\$27.10	4	5	4	5	-	3	4	-	\$24.66	\$24.42	\$20.27	\$24.80	\$27.82
Region 2 - Lake & McHenry counties	7	7	\$22.91	\$22.91	\$20.88	\$22.76	\$25.31	3	3	2	2	-	0	0	-	\$23.11	\$23.11	\$21.13	\$22.76	\$25.31
Region 3 - DuPage & Kane counties	2	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	7	7	\$25.35	\$25.35	\$21.63	\$26.04	\$29.06	4	4	4	4	-	3	3	-	\$25.87	\$25.87	\$21.75	\$27.48	\$30.48
250 to 499 employees	5	6	\$21.59	\$21.61	\$19.25	\$23.09	\$25.03	3	4	2	3	-	1	2	-	\$21.71	\$21.74	\$19.60	\$23.48	\$25.03
500 to 999 employees	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	3	-	-	-	-	-	2	3	2	3	-	1	2	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Manufacturing - Non-Union	7	7	\$21.46	\$21.46	\$19.71	\$21.63	\$24.83	3	3	2	2	-	1	1	-	\$21.50	\$21.50	\$19.71	\$21.75	\$24.83
Services	7	9	\$23.37	\$22.48	\$19.19	\$20.88	\$26.48	4	5	4	5	-	2	3	-	\$24.15	\$23.32	\$19.19	\$22.70	\$27.53
Financial Activities	0																			
Health Care / Health Services	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	4	4	-	-	-	-	-	3	3	3	3	-	2	2	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	6	8	\$22.28	\$21.68	\$18.43	\$21.88	\$24.57	2	3	2	3	-	1	2	-	\$22.37	\$21.81	\$18.53	\$21.94	\$24.69
\$250,000,000 and Greater	4	5	-	-	-	-	-	3	4	3	4	-	2	3	-	-	-	-	-	-
Profit Status																				
Profit	14	17	\$22.05	\$21.72	\$19.79	\$20.94	\$24.31	7	9	6	8	\$2,085	3	5	-	\$22.45	\$22.20	\$19.98	\$22.18	\$24.55
Non-Profit	2	2	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(14,040) Human Resource Clerk**

Perform various clerical and statistical assignments related to the personnel function. Maintain employment records of company personnel, recording changes of status, address, supervisors, reports and ratings, etc. Compile and prepare reports on employment, training, wages and salaries, etc. Check references on new applicants. Furnish information regarding employees to authorized sources. Initiate records folder and other papers and assist in orientation of new employees. May process and/or maintain benefit-related information. Perform other routine clerical duties as may be assigned.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	7	9	\$20.36	\$20.15	\$17.63	\$19.37	\$21.77	4	4	3	3	-	4	4	-	\$20.62	\$20.36	\$17.71	\$19.37	\$21.96
Geographic Area																				
Illinois	7	9	\$20.36	\$20.15	\$17.63	\$19.37	\$21.77	4	4	3	3	-	4	4	-	\$20.62	\$20.36	\$17.71	\$19.37	\$21.96
Region 1 - Cook county	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	4	5	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	2	3	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	0																			
250 to 499 employees	5	5	\$20.73	\$20.73	\$17.73	\$19.37	\$24.42	4	4	3	3	-	4	4	-	\$21.10	\$21.10	\$17.90	\$19.37	\$25.16
500 to 999 employees	0																			
1,000 employees or more	2	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	4	4	-	-	-	-	-	3	3	2	2	-	3	3	-	-	-	-	-	-
Services	2	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	4	5	-	-	-	-	-	3	3	2	2	-	3	3	-	-	-	-	-	-
Profit Status																				
Profit	6	7	\$20.22	\$19.96	\$17.13	\$18.75	\$21.64	4	4	3	3	-	4	4	-	\$20.52	\$20.23	\$17.28	\$18.75	\$22.08
Non-Profit	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(15.040) Billing Clerk

Prepare customers' statements, bills and invoices. Transcribe information from order sheets, terms, shipping memoranda, etc. Extend prices, obtain totals, discounts, list special charges and total net amount of bill. May maintain price records. File orders and invoice copies, distribute invoice copies and prepare customer's invoice for mailing.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	8	19	\$19.85	\$20.06	\$18.49	\$20.56	\$21.78	4	10	4	10	-	2	4	-	\$20.35	\$20.89	\$20.43	\$21.03	\$22.43
Geographic Area																				
Illinois	8	19	\$19.85	\$20.06	\$18.49	\$20.56	\$21.78	4	10	4	10	-	2	4	-	\$20.35	\$20.89	\$20.43	\$21.03	\$22.43
Region 1 - Cook county	2	3	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	4	10	-	-	-	-	-	3	8	3	8	-	1	2	-	-	-	-	-	
Region 3 - DuPage & Kane counties	2	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	1	5	-	-	-	-	-	1	5	1	5	-	0	0	-	-	-	-	-	
250 to 499 employees	5	9	\$20.01	\$19.67	\$18.72	\$20.56	\$21.22	3	5	3	5	-	2	4	-	\$20.24	\$19.90	\$18.80	\$20.97	\$21.24
500 to 999 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	
1,000 employees or more	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	
Industry																				
Manufacturing - Union	2	4	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	
Manufacturing - Non-Union	2	3	-	-	-	-	-	2	3	2	3	-	1	2	-	-	-	-	-	
Services	3	11	-	-	-	-	-	1	5	1	5	-	0	0	-	-	-	-	-	
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	1	5	-	-	-	-	-	1	5	1	5	-	0	0	-	-	-	-	-	
\$50,000,000 to \$99,999,999	3	8	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	
\$100,000,000 to \$249,999,999	4	6	-	-	-	-	-	2	3	2	3	-	1	2	-	-	-	-	-	
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	8	19	\$19.85	\$20.06	\$18.49	\$20.56	\$21.78	4	10	4	10	-	2	4	-	\$20.35	\$20.89	\$20.43	\$21.03	\$22.43
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(15.050) Customer Service Representative I (Entry)**

First of three levels of customer service work. The job typically requires high school graduate reading, communication, math and problem solving skills and no previous experience, or equivalent. Incumbents receive questions from customers and follow established procedures to provide answers or refer calls to appropriate staff. Typical questions are focused on order status, product information, account status, pricing, product or service. Incumbents follow established procedures and have readily available supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay					Total Compensation							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	22	109	\$17.48	\$18.95	\$16.87	\$18.40	\$21.63	18	86	14	71	\$1,816	9	24	3.5%	\$17.89	\$19.48	\$17.15	\$18.75	\$22.08
Geographic Area																				
Illinois	22	109	\$17.48	\$18.95	\$16.87	\$18.40	\$21.63	18	86	14	71	\$1,816	9	24	3.5%	\$17.89	\$19.48	\$17.15	\$18.75	\$22.08
Region 1 - Cook county	7	20	\$18.16	\$17.93	\$14.23	\$19.07	\$20.50	6	17	5	14	\$1,671	3	4	-	\$18.66	\$18.50	\$14.23	\$19.60	\$20.57
Region 2 - Lake & McHenry counties	10	84	\$17.36	\$19.23	\$16.83	\$17.80	\$21.63	7	64	6	54	\$1,573	3	17	-	\$17.84	\$19.64	\$17.11	\$18.62	\$22.33
Region 3 - DuPage & Kane counties	3	3	-	-	-	-	-	3	3	1	1	-	3	3	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 6 - Southern Illinois	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	6	11	\$16.84	\$17.20	\$14.00	\$17.00	\$21.32	5	10	4	5	-	2	2	-	\$17.34	\$17.62	\$14.00	\$18.51	\$21.75
100 to 249 employees	8	25	\$17.99	\$18.27	\$16.82	\$17.87	\$19.98	6	6	4	4	-	4	4	-	\$18.25	\$18.45	\$16.82	\$18.11	\$20.48
250 to 499 employees	4	20	-	-	-	-	-	4	20	3	14	-	3	18	-	-	-	-	-	-
500 to 999 employees	2	10	-	-	-	-	-	2	10	2	10	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	43	-	-	-	-	-	1	40	1	38	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Manufacturing - Non-Union	8	33	\$18.51	\$19.41	\$16.84	\$18.83	\$22.29	7	30	5	23	\$2,131	5	19	3.9%	\$19.18	\$20.09	\$17.21	\$19.54	\$22.62
Services	12	73	\$16.34	\$17.62	\$16.58	\$17.27	\$18.85	9	53	7	45	\$1,097	2	2	-	\$16.56	\$17.91	\$16.76	\$17.33	\$19.74
Financial Activities	0																			
Health Care / Health Services	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	4	5	-	-	-	-	-	3	4	2	2	-	1	1	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	3	-	-	-	-	-	1	3	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	5	8	\$18.87	\$18.69	\$15.75	\$19.50	\$21.95	5	8	4	5	-	3	3	-	\$19.25	\$19.06	\$15.75	\$20.02	\$22.51
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	6	19	\$16.42	\$17.06	\$13.15	\$18.21	\$19.69	4	13	3	12	-	1	2	-	\$16.78	\$17.50	\$13.41	\$18.54	\$20.15
\$250,000,000 and Greater	5	73	\$18.92	\$19.79	\$17.25	\$18.60	\$22.28	4	57	4	51	-	3	17	-	\$19.39	\$20.20	\$17.27	\$18.78	\$22.60
Profit Status																				
Profit	19	104	\$17.36	\$18.92	\$16.83	\$18.22	\$21.63	16	82	12	69	\$1,817	8	23	3.6%	\$17.78	\$19.45	\$17.01	\$18.73	\$21.81
Non-Profit	3	5	-	-	-	-	-	2	4	2	2	-	1	1	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(15.051) Customer Service Representative II (Experienced)**

Second of three levels of customer service work. The job typically requires high school graduate reading, communication, math and problem solving skills and 2+ years experience. Incumbents receive questions from customers and follow established procedures to provide answers or refer calls to appropriate staff. Typical questions are focused on order status, product information, account status, pricing, product or service. Incumbents require limited supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	42	298	\$20.43	\$20.22	\$17.82	\$19.56	\$22.15	27	139	22	128	\$2,111	19	84	4.4%	\$20.99	\$20.74	\$18.08	\$19.97	\$22.76
Geographic Area																				
Illinois	42	298	\$20.43	\$20.22	\$17.82	\$19.56	\$22.15	27	139	22	128	\$2,111	19	84	4.4%	\$20.99	\$20.74	\$18.08	\$19.97	\$22.76
Region 1 - Cook county	13	55	\$19.71	\$18.94	\$16.08	\$17.32	\$21.36	8	36	8	36	\$1,466	7	32	3.8%	\$20.19	\$19.31	\$16.39	\$17.57	\$21.66
Region 2 - Lake & McHenry counties	15	204	\$21.80	\$21.23	\$18.78	\$20.36	\$23.19	9	75	8	69	\$2,599	5	30	4.8%	\$22.49	\$21.90	\$19.19	\$20.95	\$23.53
Region 3 - DuPage & Kane counties	10	30	\$19.94	\$19.39	\$16.14	\$17.75	\$22.23	5	19	3	16	-	5	18	4.2%	\$20.33	\$19.86	\$16.14	\$18.53	\$23.14
Region 4 - Northern / North Central Illinois	5	8	\$18.32	\$18.41	\$15.96	\$18.18	\$20.39	5	8	3	6	-	2	4	-	\$18.95	\$19.13	\$15.98	\$18.38	\$22.43
Region 5 - Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	12	32	\$20.05	\$21.09	\$18.06	\$19.53	\$24.91	8	25	7	23	\$2,717	5	17	4.9%	\$20.78	\$22.05	\$18.33	\$20.64	\$25.09
100 to 249 employees	15	168	\$20.99	\$19.63	\$16.89	\$19.23	\$21.81	9	50	8	48	\$1,640	7	43	4.1%	\$21.44	\$20.11	\$17.34	\$19.37	\$22.39
250 to 499 employees	10	35	\$20.38	\$21.12	\$18.32	\$21.23	\$22.75	8	25	5	20	\$2,277	6	21	4.0%	\$20.87	\$21.61	\$18.60	\$21.27	\$23.31
500 to 999 employees	1	7	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	4	56	-	-	-	-	-	2	39	2	37	-	1	3	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Manufacturing - Non-Union	24	74	\$20.61	\$21.42	\$18.92	\$21.21	\$23.51	12	43	8	36	\$1,917	9	36	4.2%	\$20.96	\$21.82	\$18.92	\$21.78	\$23.60
Services	16	222	\$20.03	\$19.65	\$17.00	\$19.04	\$21.50	13	94	12	90	\$2,427	8	46	4.7%	\$20.88	\$20.32	\$17.46	\$19.37	\$22.40
Financial Activities	0																			
Health Care / Health Services	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	6	-	-	-	-	-	3	6	2	3	-	2	3	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	6	35	\$20.18	\$20.56	\$18.21	\$20.08	\$24.26	4	31	4	31	-	2	28	-	\$20.66	\$21.10	\$18.23	\$20.86	\$24.46
\$25,000,000 to \$49,999,999	7	12	\$21.01	\$20.18	\$18.57	\$19.63	\$21.25	4	6	4	6	-	3	3	-	\$21.44	\$20.56	\$18.82	\$19.99	\$21.82
\$50,000,000 to \$99,999,999	6	19	\$20.05	\$19.35	\$16.83	\$18.46	\$21.47	4	17	3	16	-	3	14	-	\$20.28	\$19.65	\$17.55	\$18.76	\$21.87
\$100,000,000 to \$249,999,999	10	46	\$18.81	\$19.80	\$16.14	\$18.05	\$22.77	5	18	3	15	-	3	12	-	\$19.10	\$20.30	\$16.14	\$18.05	\$23.04
\$250,000,000 and Greater	10	180	\$21.72	\$21.33	\$19.03	\$20.70	\$23.10	7	61	6	57	\$2,678	6	24	5.7%	\$22.69	\$22.07	\$19.36	\$21.51	\$23.55
Profit Status																				
Profit	40	272	\$20.46	\$20.58	\$18.20	\$19.96	\$22.40	25	113	20	102	\$2,289	17	58	4.6%	\$21.01	\$21.10	\$18.29	\$20.46	\$23.14
Non-Profit	2	26	-	-	-	-	-	2	26	2	26	-	2	26	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(15.060) Customer Service Representative III (Advanced)**

Third of three levels of customer service work. The job typically requires an associate or bachelor's degree with 2+ years of experience, or equivalent. Handles the more technical or complex service questions from customers and applies judgment in resolving service, warranty or technical problems falling within established limits of authority and knowledge. Issues of greater impact or technical complexity are researched and presented to management or referred to the appropriate internal experts for resolution. Typical customer questions are focused on account status, technical product application or service information, pricing or adjustments. May provide work direction to others.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	27	84	\$23.57	\$23.83	\$20.39	\$23.53	\$25.74	19	50	15	39	\$2,560	13	26	4.4%	\$24.31	\$24.40	\$21.02	\$24.00	\$26.20
Geographic Area																				
Illinois	27	84	\$23.57	\$23.83	\$20.39	\$23.53	\$25.74	19	50	15	39	\$2,560	13	26	4.4%	\$24.31	\$24.40	\$21.02	\$24.00	\$26.20
Region 1 - Cook county	11	23	\$24.22	\$25.10	\$20.00	\$23.60	\$28.71	6	10	6	10	\$2,171	4	5	-	\$24.73	\$25.61	\$20.10	\$25.05	\$30.01
Region 2 - Lake & McHenry counties	12	50	\$23.72	\$23.96	\$21.78	\$24.02	\$25.54	9	32	7	25	\$3,573	6	15	5.6%	\$24.80	\$24.64	\$21.78	\$24.14	\$26.40
Region 3 - DuPage & Kane counties	3	6	-	-	-	-	-	3	6	1	2	-	3	6	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	2	3	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	9	16	\$22.29	\$22.61	\$19.83	\$22.84	\$25.20	6	13	5	10	\$2,350	3	6	-	\$22.97	\$23.39	\$20.42	\$23.93	\$25.26
100 to 249 employees	8	24	\$23.50	\$23.04	\$20.11	\$23.27	\$25.75	6	7	5	6	\$2,748	5	6	4.2%	\$24.34	\$23.57	\$20.11	\$23.60	\$26.05
250 to 499 employees	7	23	\$24.00	\$24.36	\$21.26	\$23.95	\$27.03	6	19	4	13	-	5	14	4.0%	\$24.83	\$24.97	\$21.42	\$24.06	\$27.28
500 to 999 employees	0																			
1,000 employees or more	3	21	-	-	-	-	-	1	11	1	10	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	16	42	\$24.36	\$25.17	\$21.91	\$24.15	\$27.70	11	28	8	21	\$2,985	8	18	5.0%	\$25.09	\$25.79	\$21.95	\$25.07	\$27.98
Services	10	40	\$22.02	\$22.07	\$20.00	\$21.80	\$24.41	7	20	6	16	\$2,324	4	6	-	\$22.74	\$22.59	\$20.00	\$22.16	\$25.51
Financial Activities	0																			
Health Care / Health Services	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	7	-	-	-	-	-	2	6	1	1	-	1	1	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	6	-	-	-	-	-	2	6	2	6	-	1	2	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	8	11	\$22.86	\$23.25	\$20.01	\$24.04	\$25.71	7	10	5	6	\$1,449	5	8	2.5%	\$23.28	\$23.67	\$20.02	\$24.92	\$25.78
\$50,000,000 to \$99,999,999	3	12	-	-	-	-	-	3	12	3	12	-	2	10	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	3	11	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	8	37	\$25.93	\$25.79	\$21.30	\$24.38	\$30.73	5	16	4	14	-	4	5	-	\$27.10	\$26.56	\$21.30	\$25.44	\$32.00
Profit Status																				
Profit	25	81	\$23.44	\$23.77	\$20.31	\$23.46	\$25.73	18	48	14	37	\$2,573	12	24	4.5%	\$24.19	\$24.33	\$20.85	\$23.90	\$26.20
Non-Profit	2	3	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(15.079) Events Coordinator**

Responsible for liaison between clients, the public, and department management prior to and during events to ensure that facilities, equipment, physical setup and personnel provided meet the requirements of the event. The job typically requires a bachelor's degree in business administration, theater, facility management or a related field and 2+ years of experience in coordinating a variety of events, or equivalent. Assignments include the coordination and supervision of support personnel and services. Work is performed under the general direction of the Events Manager or another administrative or marketing manager.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			# of Orgs	# of Emp	Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25
Total Responses	6	14	\$19.99	\$18.87	\$17.10	\$19.20	\$21.67	2	3	2	2	-	2	3	-	\$20.18	\$19.03	\$17.10	\$19.29	\$22.01
Geographic Area																				
Illinois	6	14	\$19.99	\$18.87	\$17.10	\$19.20	\$21.67	2	3	2	2	-	2	3	-	\$20.18	\$19.03	\$17.10	\$19.29	\$22.01
Region 1 - Cook county	3	4	-	-	-	-	-	2	3	2	2	-	2	3	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	3	10	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	
Region 3 - DuPage & Kane counties	0																			
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	2	7	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	
100 to 249 employees	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	
250 to 499 employees	2	5	-	-	-	-	-	1	2	1	1	-	1	2	-	-	-	-	-	
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	
Manufacturing - Non-Union	0																			
Services	4	10	-	-	-	-	-	1	2	1	1	-	1	2	-	-	-	-	-	
Financial Activities	0																			
Health Care / Health Services	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	7	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	
\$50,000,000 to \$99,999,999	1	2	-	-	-	-	-	1	2	1	1	-	1	2	-	-	-	-	-	
\$100,000,000 to \$249,999,999	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	3	6	-	-	-	-	-	1	2	1	1	-	1	2	-	-	-	-	-	
Non-Profit	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	
Public Sector	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	

**2016 Office, Clerical, and Technical Survey - Illinois
(15.090) Sales/Marketing Assistant**

Experienced level sales and marketing administrative assistant job. This job typically requires an associate's degree and 2+ years of experience, or equivalent. Incumbents perform administrative support work specific to sales and marketing department(s). Incumbents assist the department manager and other department staff by performing a variety of support duties, such as data collection, compilation, research, records maintenance, custom reports, sales reports, customer profiles or program reports. Incumbents may assist with preparation of marketing materials, maintain marketing materials inventory, serve as liaison with print shop vendors or distribute literature. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Incumbents may set up audiovisual or telecommunications equipment. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents make non-routine choices within established guidelines, with minimal supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	14	33	\$22.28	\$23.09	\$19.58	\$22.40	\$26.25	8	14	8	11	\$2,968	6	8	5.8%	\$23.04	\$23.57	\$20.13	\$23.33	\$26.57
Geographic Area																				
Illinois	14	33	\$22.28	\$23.09	\$19.58	\$22.40	\$26.25	8	14	8	11	\$2,968	6	8	5.8%	\$23.04	\$23.57	\$20.13	\$23.33	\$26.57
Region 1 - Cook county	4	14	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	7	13	\$22.95	\$23.93	\$19.59	\$22.31	\$28.12	5	11	5	8	\$3,755	4	6	-	\$24.16	\$25.16	\$19.59	\$24.85	\$30.45
Region 3 - DuPage & Kane counties	2	5	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	6	7	\$20.96	\$21.37	\$19.42	\$21.08	\$21.80	4	5	4	5	-	2	3	-	\$22.09	\$22.63	\$19.46	\$21.25	\$24.88
100 to 249 employees	4	12	-	-	-	-	-	3	3	3	3	-	3	3	-	-	-	-	-	-
250 to 499 employees	3	11	-	-	-	-	-	1	6	1	3	-	1	2	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	6	13	\$21.90	\$22.66	\$19.43	\$21.46	\$23.90	3	8	3	5	-	3	4	-	\$22.60	\$23.18	\$19.66	\$22.18	\$24.97
Services	7	19	\$22.99	\$22.74	\$19.34	\$22.90	\$26.83	5	6	5	6	\$2,847	3	4	-	\$23.92	\$23.41	\$20.25	\$23.79	\$27.20
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	3	11	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	2	3	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
\$250,000,000 and Greater	5	15	\$23.78	\$23.69	\$19.49	\$23.67	\$28.00	3	8	3	5	-	3	4	-	\$24.42	\$24.09	\$19.91	\$23.71	\$29.92
Profit Status																				
Profit	14	33	\$22.28	\$23.09	\$19.58	\$22.40	\$26.25	8	14	8	11	\$2,968	6	8	5.8%	\$23.04	\$23.57	\$20.13	\$23.33	\$26.57
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(15.120) Order Clerk

Receive and edit customers' orders as to completeness of specifications, prices, customer's identity, location, etc. for standardized product and part sales where order checking procedures are established. Refer questionable order data to supervisor for clarification. Process and route orders for shipment; send order acknowledgments. Maintain files and records pertinent to order procedures e.g. future and partial shipments, credit clearance, etc.; also maintain records having to do with information relative to order checking e.g. parts lists, price lists, customer lists, etc.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	8	21	\$20.99	\$22.29	\$19.79	\$21.53	\$24.73	4	16	3	15	-	3	15	-	\$21.44	\$23.12	\$20.04	\$21.54	\$27.19
Geographic Area																				
Illinois	8	21	\$20.99	\$22.29	\$19.79	\$21.53	\$24.73	4	16	3	15	-	3	15	-	\$21.44	\$23.12	\$20.04	\$21.54	\$27.19
Region 1 - Cook county	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	4	12	-	-	-	-	-	3	11	2	10	-	2	10	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	2	4	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 5 - Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	3	13	-	-	-	-	-	2	12	2	12	-	2	12	-	-	-	-	-	-
250 to 499 employees	4	6	-	-	-	-	-	2	4	1	3	-	1	3	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	7	-	-	-	-	-	2	4	1	3	-	1	3	-	-	-	-	-	-
Services	4	14	-	-	-	-	-	2	12	2	12	-	2	12	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	2	6	-	-	-	-	-	1	5	1	5	-	1	5	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	3	12	-	-	-	-	-	2	10	2	10	-	2	10	-	-	-	-	-	-
Profit Status																				
Profit	8	21	\$20.99	\$22.29	\$19.79	\$21.53	\$24.73	4	16	3	15	-	3	15	-	\$21.44	\$23.12	\$20.04	\$21.54	\$27.19
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(15.160) Sales Correspondent, Senior

Interpret and analyze customers' inquiries which may vary broadly in nature e.g. quotations, terms, deliveries, applications, service, complaints, adjustments, requests for literature, catalogs, price lists, instructions, etc. Obtain information and dictate correspondence, answer telephone or personally confer with customers calling at the plant. Acknowledge customers' orders, advise customer on order changes, order status, prices, etc. Follow up complaints requiring replacements or adjustments. Delegate requests for information, complaints or service of a technical nature to the engineering department for analysis or disposition. Compile quotations from pricing lists using established procedures. Must be familiar with company products and components, product applications, pricing procedures and sales policies. Maintain or supervise the maintenance of files and records pertinent to the function. Assign work and instruct sales correspondents-junior and/or departmental clerical employees.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	6	24	\$25.99	\$24.37	\$21.78	\$24.04	\$26.86	4	19	4	19	-	2	2	-	\$27.84	\$25.49	\$22.11	\$23.36	\$29.58
Geographic Area																				
Illinois	6	24	\$25.99	\$24.37	\$21.78	\$24.04	\$26.86	4	19	4	19	-	2	2	-	\$27.84	\$25.49	\$22.11	\$23.36	\$29.58
Region 1 - Cook county	2	2	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	2	17	-	-	-	-	-	1	16	1	16	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	3	18	-	-	-	-	-	3	18	3	18	-	1	1	-	-	-	-	-	-
250 to 499 employees	0																			
500 to 999 employees	0																			
1,000 employees or more	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Services	5	23	\$26.79	\$24.68	\$21.98	\$24.04	\$26.95	4	19	4	19	-	2	2	-	\$29.01	\$25.94	\$22.34	\$23.92	\$30.58
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	17	-	-	-	-	-	2	17	2	17	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	5	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	6	24	\$25.99	\$24.37	\$21.78	\$24.04	\$26.86	4	19	4	19	-	2	2	-	\$27.84	\$25.49	\$22.11	\$23.36	\$29.58
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(15.170) Sales Correspondent, Junior**

Interpret and analyze customer inquiries having some diversification as to nature e.g. quotations, terms, applications, service, complaints, adjustments, requests for literature, catalogs, price lists, instructions, etc. Duties are similar to sales correspondent-senior but inquiries are usually limited to a specific line or group of products. Obtain information and dictate correspondence, answer telephone or personally confer with customers calling at the plant. Acknowledge customer orders, advise customers on order changes, order status, quote prices, etc. Follow up complaints requiring replacement or adjustment; delegate requests for information, complaints or service of a technical nature to the engineering department for analysis or disposition. Must be familiar with company products and components, product applications, prices and sales policies. Maintain records and files having to do with the function. Instruct clerical employees engaged in detail work in the department.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	6	13	\$21.74	\$21.49	\$18.34	\$21.43	\$24.59	4	11	4	10	-	1	1	-	\$23.31	\$22.88	\$18.75	\$23.24	\$26.81
Geographic Area																				
Illinois	6	13	\$21.74	\$21.49	\$18.34	\$21.43	\$24.59	4	11	4	10	-	1	1	-	\$23.31	\$22.88	\$18.75	\$23.24	\$26.81
Region 1 - Cook county	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	5	12	\$22.27	\$22.02	\$18.33	\$22.93	\$26.39	3	10	3	9	-	0	0	-	\$23.38	\$23.08	\$18.75	\$25.34	\$27.42
Region 3 - DuPage & Kane counties	0																			
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
100 to 249 employees	1	4	-	-	-	-	-	1	4	1	4	-	0	0	-	-	-	-	-	-
250 to 499 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	5	-	-	-	-	-	1	5	1	4	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Services	4	11	-	-	-	-	-	4	11	4	10	-	1	1	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	4	-	-	-	-	-	1	4	1	4	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	1	5	-	-	-	-	-	1	5	1	4	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	6	13	\$21.74	\$21.49	\$18.34	\$21.43	\$24.59	4	11	4	10	-	1	1	-	\$23.31	\$22.88	\$18.75	\$23.24	\$26.81
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(15.211) Inside Sales Representative**

Experienced telephone sales representative, sometimes called In-house Sales Representative. Typical requirements are an associate's degree and 2+ years of related experience, or equivalent. Requires strong communications skills and product/service knowledge. Duties include selling product or services to existing and new accounts using the telephone, e-mail or mail as the primary media for contact and negotiation. Incumbents may partner with outside sales staff to serve larger accounts. Do not report outbound telemarketers or telephone order takers here.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	6	17	\$26.98	\$25.78	\$18.41	\$27.86	\$31.85	4	14	4	12	-	1	1	-	\$28.00	\$27.04	\$19.62	\$29.14	\$33.35
Geographic Area																				
Illinois	6	17	\$26.98	\$25.78	\$18.41	\$27.86	\$31.85	4	14	4	12	-	1	1	-	\$28.00	\$27.04	\$19.62	\$29.14	\$33.35
Region 1 - Cook county	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	2	12	-	-	-	-	-	2	12	2	10	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	3	10	-	-	-	-	-	1	7	1	7	-	0	0	-	-	-	-	-	-
250 to 499 employees	2	6	-	-	-	-	-	2	6	2	4	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	3	7	-	-	-	-	-	3	7	3	5	-	1	1	-	-	-	-	-	-
Services	3	10	-	-	-	-	-	1	7	1	7	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	7	-	-	-	-	-	1	7	1	7	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	5	-	-	-	-	-	1	5	1	3	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	6	17	\$26.98	\$25.78	\$18.41	\$27.86	\$31.85	4	14	4	12	-	1	1	-	\$28.00	\$27.04	\$19.62	\$29.14	\$33.35
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(16.010) Administrative Assistant III (Advanced)**

Highest level administrative assistant job, not directly supporting the CEO or President. The job typically requires high school graduate level reading, communication, math and problem solving skills and 5+ years of experience, or equivalent. Incumbents perform administrative support work; specific duties vary with department(s) assigned. Assists the department or function manager and other department or function staff by performing a variety of support duties, such as conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use, and may train others to use, computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills typically include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents may set precedent within limits and/or administer operating rules and procedures under management guidance. Incumbents may provide work direction to other support staff.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	13	124	\$23.95	\$21.38	\$17.06	\$19.79	\$24.92	5	10	5	10	\$4,065	4	7	-	\$24.71	\$22.08	\$17.06	\$20.92	\$26.58
Geographic Area																				
Illinois	13	124	\$23.95	\$21.38	\$17.06	\$19.79	\$24.92	5	10	5	10	\$4,065	4	7	-	\$24.71	\$22.08	\$17.06	\$20.92	\$26.58
Region 1 - Cook county	7	57	\$23.42	\$21.84	\$15.71	\$19.94	\$24.92	3	4	3	4	-	3	4	-	\$24.13	\$22.49	\$15.71	\$20.99	\$25.78
Region 2 - Lake & McHenry counties	5	10	\$25.60	\$25.61	\$24.34	\$24.88	\$28.19	2	6	2	6	-	1	3	-	\$26.56	\$26.81	\$24.32	\$26.50	\$30.28
Region 3 - DuPage & Kane counties	2	22	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	3	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	2	18	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 6 - Southern Illinois	1	13	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	3	5	-	-	-	-	-	3	5	3	5	-	3	5	-	-	-	-	-	-
250 to 499 employees	2	3	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
500 to 999 employees	2	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	4	108	-	-	-	-	-	1	3	1	3	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	5	5	\$24.55	\$24.55	\$23.17	\$24.75	\$25.84	1	1	1	1	-	1	1	-	\$24.94	\$24.94	\$23.17	\$25.15	\$26.60
Services	8	119	\$23.58	\$21.15	\$16.78	\$18.50	\$24.77	4	9	4	9	-	3	6	-	\$24.56	\$21.96	\$16.78	\$18.50	\$27.71
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	104	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	5	14	\$23.82	\$23.83	\$17.82	\$24.63	\$27.02	2	6	2	6	-	1	3	-	\$24.78	\$25.03	\$17.82	\$25.78	\$29.15
Profit Status																				
Profit	11	121	\$22.58	\$20.84	\$16.81	\$19.78	\$24.92	4	9	4	9	-	3	6	-	\$23.29	\$21.57	\$16.81	\$20.92	\$26.58
Non-Profit	2	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(16.011) Administrative Assistant II (Experienced)

Experienced level administrative assistant job. The job typically requires high school graduate level reading, communication, math and problem solving skills and 3+ years of experience, or equivalent. Incumbents perform administrative support work; specific duties vary with department(s) assigned. Assists the department or function manager and other department or function staff by performing a variety of support duties, such as conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills may include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents make non-routine choices within established guidelines, with minimal supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	18	57	\$21.23	\$20.71	\$17.60	\$20.11	\$22.63	10	34	9	31	\$4,217	6	17	11.3%	\$21.89	\$21.73	\$17.71	\$21.16	\$24.54
Geographic Area																				
Illinois	18	57	\$21.23	\$20.71	\$17.60	\$20.11	\$22.63	10	34	9	31	\$4,217	6	17	11.3%	\$21.89	\$21.73	\$17.71	\$21.16	\$24.54
Region 1 - Cook county	7	9	\$22.54	\$22.94	\$19.13	\$24.37	\$27.24	5	7	4	5	-	3	5	-	\$23.06	\$23.51	\$19.13	\$24.58	\$28.51
Region 2 - Lake & McHenry counties	8	25	\$20.04	\$20.02	\$17.21	\$20.16	\$21.63	3	19	3	18	-	2	5	-	\$20.35	\$20.47	\$17.23	\$20.18	\$22.33
Region 3 - DuPage & Kane counties	2	14	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	2	8	-	-	-	-	-	2	8	2	8	-	1	7	-	-	-	-	-	-
Region 5 - Central Illinois	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
100 to 249 employees	7	10	\$23.36	\$23.43	\$20.11	\$22.62	\$26.97	4	6	3	4	-	3	5	-	\$23.83	\$23.93	\$20.11	\$23.13	\$28.32
250 to 499 employees	4	7	-	-	-	-	-	2	5	2	5	-	2	5	-	-	-	-	-	-
500 to 999 employees	2	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	3	33	-	-	-	-	-	2	21	2	20	-	1	7	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	7	10	\$21.20	\$20.69	\$17.28	\$19.81	\$24.78	4	7	3	6	-	3	6	-	\$21.41	\$20.89	\$17.49	\$20.31	\$24.78
Services	8	42	\$21.73	\$20.61	\$18.24	\$20.11	\$22.53	5	24	5	23	\$4,306	2	8	-	\$22.90	\$22.11	\$18.24	\$21.23	\$24.86
Financial Activities	0																			
Health Care / Health Services	1	3	-	-	-	-	-	1	3	1	2	-	1	3	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	4	6	-	-	-	-	-	4	6	3	4	-	3	5	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	17	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	5	5	\$19.36	\$19.36	\$15.63	\$20.19	\$22.68	1	1	1	1	-	0	0	-	\$19.61	\$19.61	\$15.63	\$20.19	\$23.31
\$250,000,000 and Greater	6	28	\$19.91	\$20.26	\$18.60	\$20.11	\$21.97	3	22	3	21	-	2	8	-	\$21.06	\$22.34	\$20.01	\$21.24	\$24.62
Profit Status																				
Profit	16	53	\$20.53	\$20.24	\$17.50	\$19.81	\$22.00	8	30	7	28	\$4,491	4	13	-	\$21.14	\$21.26	\$17.55	\$21.00	\$23.33
Non-Profit	2	4	-	-	-	-	-	2	4	2	3	-	2	4	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(16.020) Administrative Assistant I (Entry)**

First level administrative assistant job, typically requiring reading, communication, math and problem solving skills equivalent to a high school education or GED and 1+ years of experience, or equivalent. Performs administrative support work; specific duties vary with department(s) assigned. Assists the supervisor and other department personnel by performing a variety of duties in support of department functions, such as meeting planning, preparing documents, or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics or scheduling. Other skills may include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents make routine choices within established guidelines, with readily available supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	13	54	\$18.17	\$17.45	\$14.00	\$16.42	\$20.96	6	6	6	6	\$1,436	3	3	-	\$18.49	\$17.69	\$14.00	\$16.56	\$21.20
Geographic Area																				
Illinois	13	54	\$18.17	\$17.45	\$14.00	\$16.42	\$20.96	6	6	6	6	\$1,436	3	3	-	\$18.49	\$17.69	\$14.00	\$16.56	\$21.20
Region 1 - Cook county	4	29	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	5	6	\$17.91	\$18.18	\$13.58	\$18.46	\$22.54	2	2	2	2	-	2	2	-	\$18.22	\$18.47	\$13.58	\$18.86	\$23.41
Region 3 - DuPage & Kane counties	4	16	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	4	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
100 to 249 employees	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
250 to 499 employees	3	3	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
500 to 999 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	42	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	5	5	\$17.05	\$17.05	\$14.45	\$16.00	\$20.18	4	4	4	4	-	2	2	-	\$17.55	\$17.55	\$14.56	\$16.75	\$20.94
Services	7	48	\$17.64	\$17.50	\$14.00	\$16.56	\$20.96	1	1	1	1	-	0	0	-	\$17.72	\$17.56	\$14.00	\$16.56	\$21.20
Financial Activities	0																			
Health Care / Health Services	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	4	44	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	10	50	\$16.53	\$15.98	\$14.00	\$15.58	\$17.78	4	4	4	4	-	2	2	-	\$16.78	\$16.19	\$14.00	\$15.83	\$18.22
Non-Profit	3	4	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(16.040) Administrative Assistant to Chief Executive Officer**

Highest level administrative assistant job, equal in skills to the level III administrative assistant job, but directly supporting the CEO or President. The job typically requires high school graduate level reading, communication, math and problem solving skills and 5+ years of experience, or equivalent. Assists the top executive by performing a variety of support duties, such as screening calls, conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills typically include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and exercise discretion regarding confidential matters. Incumbents may provide work direction to other support staff.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	9	9	\$28.86	\$28.86	\$23.41	\$28.85	\$34.73	6	6	5	5	\$10,793	2	2	-	\$31.74	\$31.74	\$23.47	\$28.85	\$39.59
Geographic Area																				
Illinois	9	9	\$28.86	\$28.86	\$23.41	\$28.85	\$34.73	6	6	5	5	\$10,793	2	2	-	\$31.74	\$31.74	\$23.47	\$28.85	\$39.59
Region 1 - Cook county	0																			
Region 2 - Lake & McHenry counties	7	7	\$28.75	\$28.75	\$22.89	\$28.85	\$35.59	5	5	4	4	-	1	1	-	\$32.34	\$32.34	\$22.89	\$28.85	\$40.63
Region 3 - DuPage & Kane counties	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
100 to 249 employees	3	3	-	-	-	-	-	3	3	3	3	-	2	2	-	-	-	-	-	-
250 to 499 employees	3	3	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	6	6	\$27.89	\$27.89	\$23.01	\$28.22	\$32.13	4	4	3	3	-	1	1	-	\$28.85	\$28.85	\$23.10	\$28.62	\$33.33
Services	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	3	3	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	3	3	-	-	-	-	-	3	3	3	3	-	2	2	-	-	-	-	-	-
Profit Status																				
Profit	8	8	\$29.60	\$29.60	\$24.84	\$29.88	\$35.16	6	6	5	5	\$10,793	2	2	-	\$32.84	\$32.84	\$25.13	\$29.88	\$40.11
Non-Profit	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(16.050) Executive Secretary**

Perform a variety of more complex secretarial duties for a principal executive of the organization. Must have sufficient knowledge of company's organization, policies, and personnel to make minor administrative decisions exercising independent judgement. Exercise considerable judgement in making appointments, taking dictations on confidential or technical information, securing and furnishing information to compile various reports using operational equipment, and composing original correspondence. May be responsible to schedule and prepare agenda for meetings and/or keep minutes.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			# of Orgs	# of Emp	Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25
Total Responses	6	8	\$31.01	\$30.58	\$27.12	\$30.69	\$34.40	3	5	2	4	-	2	4	-	\$31.72	\$31.27	\$27.48	\$30.69	\$34.96
Geographic Area																				
Illinois	6	8	\$31.01	\$30.58	\$27.12	\$30.69	\$34.40	3	5	2	4	-	2	4	-	\$31.72	\$31.27	\$27.48	\$30.69	\$34.96
Region 1 - Cook county	2	4	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	3	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	0																			
250 to 499 employees	3	5	-	-	-	-	-	2	4	1	3	-	2	4	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	3	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
Manufacturing - Non-Union	3	3	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Services	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	2	4	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
\$250,000,000 and Greater	3	3	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	5	7	\$30.28	\$30.05	\$26.67	\$29.75	\$34.22	3	5	2	4	-	2	4	-	\$31.13	\$30.88	\$26.84	\$29.85	\$35.76
Non-Profit	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(17.010) Buyer I

First of three levels of professional purchasing. The job typically requires an associate's or bachelor's degree in business, or equivalent. Under supervision of a purchasing manager and/or with direction from senior purchasing staff, performs purchasing duties of limited scope and authority. Prepares bid specifications, receive bids and make purchases of commodities or goods where the financial impact is limited. May work directly in support of line operations and in collaboration with department managers, engineers or operations staff. Materials or equipment purchased are processed, consumed or used in the organization and are not purchased for direct resale; this is not a merchandising buyer.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	9	13	\$22.79	\$21.89	\$18.15	\$21.27	\$25.07	7	10	6	9	\$3,387	3	4	-	\$23.97	\$23.01	\$18.36	\$21.60	\$27.70
Geographic Area																				
Illinois	9	13	\$22.79	\$21.89	\$18.15	\$21.27	\$25.07	7	10	6	9	\$3,387	3	4	-	\$23.97	\$23.01	\$18.36	\$21.60	\$27.70
Region 1 - Cook county	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	4	5	-	-	-	-	-	4	5	4	5	-	2	3	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	3	4	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	4	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
100 to 249 employees	0																			
250 to 499 employees	4	5	-	-	-	-	-	4	5	3	4	-	3	4	-	-	-	-	-	-
500 to 999 employees	2	4	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	6	8	\$23.31	\$23.21	\$21.11	\$22.20	\$25.47	5	7	4	6	-	3	4	-	\$24.07	\$24.25	\$21.48	\$22.22	\$28.51
Services	3	5	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	3	4	-	-	-	-	-	2	3	2	3	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	3	5	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	3	-	-	-	-	-	2	3	1	2	-	2	3	-	-	-	-	-	-
Profit Status																				
Profit	9	13	\$22.79	\$21.89	\$18.15	\$21.27	\$25.07	7	10	6	9	\$3,387	3	4	-	\$23.97	\$23.01	\$18.36	\$21.60	\$27.70
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(17.020) Buyer II

Second of three levels of professional purchasing. The job typically requires an associate's or bachelor's degree in business and 3+ years of experience, or equivalent. Incumbents at this level have the authority to purchase at the most favorable price consistent with quality, quantity, delivery and other factors, raw materials, equipment, machinery and/or supplies for the operation of the organization. Prepares bid specifications, receives bids and makes purchases of commodities or goods where the financial impact is moderate. May work directly in support of line operations and in collaboration with department managers, engineers or operations staff. Participates in the selection of vendor sources and has considerable latitude in determining acceptable price. Materials purchased are processed, consumed or used in the organization and are not purchased for direct resale; this is not a merchandising buyer.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	5	9	\$23.11	\$23.27	\$21.30	\$23.11	\$27.24	3	7	2	5	-	2	5	-	\$23.30	\$23.47	\$21.30	\$23.59	\$27.68
Geographic Area																				
Illinois	5	9	\$23.11	\$23.27	\$21.30	\$23.11	\$27.24	3	7	2	5	-	2	5	-	\$23.30	\$23.47	\$21.30	\$23.59	\$27.68
Region 1 - Cook county	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	4	8	-	-	-	-	-	3	7	2	5	-	2	5	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	0																			
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	3	7	-	-	-	-	-	3	7	2	5	-	2	5	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	5	9	\$23.11	\$23.27	\$21.30	\$23.11	\$27.24	3	7	2	5	-	2	5	-	\$23.30	\$23.47	\$21.30	\$23.59	\$27.68
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	2	6	-	-	-	-	-	1	5	1	4	-	1	4	-	-	-	-	-	-
Profit Status																				
Profit	5	9	\$23.11	\$23.27	\$21.30	\$23.11	\$27.24	3	7	2	5	-	2	5	-	\$23.30	\$23.47	\$21.30	\$23.59	\$27.68
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(17.060) Purchasing Clerk**

First level of purchasing. The job typically requires math and problem solving skills equivalent to a high school diploma or GED and 1+ years of related training or experience, or equivalent. Duties include issuing purchase orders to replenish stocks where prices and vendors are mostly pre-established. Incumbents may receive purchase requests from others or initiate orders based on standard stock levels or order issuing criteria. Incumbents use computer terminals or PC's to record data. Incumbents follow established procedures and have readily available supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	7	7	\$19.78	\$19.78	\$18.04	\$19.49	\$21.22	5	5	2	2	-	1	1	-	\$19.90	\$19.90	\$18.04	\$20.22	\$21.22
Geographic Area																				
Illinois	7	7	\$19.78	\$19.78	\$18.04	\$19.49	\$21.22	5	5	2	2	-	1	1	-	\$19.90	\$19.90	\$18.04	\$20.22	\$21.22
Region 1 - Cook county	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	3	3	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	3	3	-	-	-	-	-	2	2	0	0	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	5	5	\$19.16	\$19.16	\$17.37	\$19.49	\$20.80	4	4	2	2	-	1	1	-	\$19.33	\$19.33	\$17.43	\$20.22	\$20.80
250 to 499 employees	2	2	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	6	6	\$19.83	\$19.83	\$17.41	\$19.80	\$22.07	4	4	1	1	-	1	1	-	\$19.85	\$19.85	\$17.44	\$19.80	\$22.07
Services	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	2	2	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	7	7	\$19.78	\$19.78	\$18.04	\$19.49	\$21.22	5	5	2	2	-	1	1	-	\$19.90	\$19.90	\$18.04	\$20.22	\$21.22
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(18.050) Production Clerk I (Entry)**

Perform routine clerical work in accordance with specified procedures and instructions. Process and duplicate production work orders and route tickets. May issue orders in conformance with release dates. Maintain miscellaneous production records e.g. material inventory controls, order changes, cancellations, rush items, order status data, etc. Post miscellaneous production data to records e.g. number of pieces produced, order balances and close out completed orders.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	6	11	\$15.29	\$15.46	\$14.20	\$15.00	\$17.72	3	8	2	6	-	1	5	-	\$15.51	\$15.76	\$14.38	\$15.49	\$18.36
Geographic Area																				
Illinois	6	11	\$15.29	\$15.46	\$14.20	\$15.00	\$17.72	3	8	2	6	-	1	5	-	\$15.51	\$15.76	\$14.38	\$15.49	\$18.36
Region 1 - Cook county	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	4	9	-	-	-	-	-	3	8	2	6	-	1	5	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	7	-	-	-	-	-	1	5	1	5	-	1	5	-	-	-	-	-	-
100 to 249 employees	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
250 to 499 employees	1	2	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	5	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
Services	2	6	-	-	-	-	-	2	6	2	6	-	1	5	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	2	-	-	-	-	-	1	2	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	6	-	-	-	-	-	1	5	1	5	-	1	5	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	6	11	\$15.29	\$15.46	\$14.20	\$15.00	\$17.72	3	8	2	6	-	1	5	-	\$15.51	\$15.76	\$14.38	\$15.49	\$18.36
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(18.060) Production Planner/Scheduler I**

First level of three levels of production scheduling work; at this level incumbents are non-exempt. The job typically requires high school graduate level math and problem solving skills and 2+ years of related training and experience. In small companies the individual may be the sole individual performing scheduling duties. In medium and larger companies, the incumbent may work on a segment of the scheduling function, with responsibility for assigned department(s) or product lines. Incumbents communicate frequently with line management and customer service staff regarding the status of orders or projects. [Note: other two levels found in Managerial, Supervisory & Professional Salary Survey job codes 47.070 & 47.080.]

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	10	13	\$23.73	\$25.14	\$18.51	\$26.58	\$30.01	5	5	4	4	-	3	3	-	\$24.02	\$25.38	\$19.29	\$26.94	\$30.01
Geographic Area																				
Illinois	10	13	\$23.73	\$25.14	\$18.51	\$26.58	\$30.01	5	5	4	4	-	3	3	-	\$24.02	\$25.38	\$19.29	\$26.94	\$30.01
Region 1 - Cook county	4	7	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	5	5	\$24.63	\$24.63	\$19.61	\$25.81	\$29.07	2	2	1	1	-	1	1	-	\$24.71	\$24.71	\$19.61	\$25.81	\$29.26
Region 3 - DuPage & Kane counties	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
100 to 249 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	4	4	-	-	-	-	-	3	3	2	2	-	2	2	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	8	11	\$24.90	\$25.94	\$19.96	\$27.40	\$30.28	4	4	3	3	-	2	2	-	\$25.13	\$26.14	\$20.04	\$27.56	\$30.28
Services	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	3	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	2	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	10	13	\$23.73	\$25.14	\$18.51	\$26.58	\$30.01	5	5	4	4	-	3	3	-	\$24.02	\$25.38	\$19.29	\$26.94	\$30.01
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(18.070) Shipping Clerk

Perform a variety of duties having to do with the preparation, loading and shipping of foreign and domestic shipments and the preparation of shipping papers and related records. Engage in and/or supervise the various activities e.g. assembling, checking, crating and weighing, loading and securing of shipments. Prepare bills of lading and other related papers. Notify carriers and arrange for placement of railroad cars. May requisition shipping supplies e.g. crating lumber, boxes, paper, stencil equipment, etc. Maintain records of shipments.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			# of Orgs	# of Emp	Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25
Total Responses	7	25	\$16.26	\$15.82	\$13.52	\$15.00	\$18.51	5	17	5	17	\$1,319	3	8	-	\$16.68	\$16.22	\$13.64	\$15.99	\$19.37
Geographic Area																				
Illinois	7	25	\$16.26	\$15.82	\$13.52	\$15.00	\$18.51	5	17	5	17	\$1,319	3	8	-	\$16.68	\$16.22	\$13.64	\$15.99	\$19.37
Region 1 - Cook county	2	7	-	-	-	-	-	2	7	2	7	-	1	1	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	5	18	\$16.57	\$16.53	\$13.93	\$15.75	\$18.75	3	10	3	10	-	2	7	-	\$16.97	\$16.98	\$13.93	\$16.41	\$20.12
Region 3 - DuPage & Kane counties	0																			
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	2	6	-	-	-	-	-	1	4	1	4	-	1	4	-	-	-	-	-	-
100 to 249 employees	3	13	-	-	-	-	-	2	7	2	7	-	1	1	-	-	-	-	-	-
250 to 499 employees	2	6	-	-	-	-	-	2	6	2	6	-	1	3	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	5	15	\$16.26	\$16.34	\$13.91	\$15.58	\$18.34	3	7	3	7	-	2	4	-	\$16.50	\$16.55	\$13.91	\$15.81	\$18.71
Services	2	10	-	-	-	-	-	2	10	2	10	-	1	4	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	2	-	-	-	-	-	0	0	0	0		0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	7	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	3	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	3	13	-	-	-	-	-	3	13	3	13	-	1	4	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	7	25	\$16.26	\$15.82	\$13.52	\$15.00	\$18.51	5	17	5	17	\$1,319	3	8	-	\$16.68	\$16.22	\$13.64	\$15.99	\$19.37
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(18.080) Shipping & Receiving Clerk**

Usually found in smaller organizations. Responsible for processing all paperwork related to the shipping and receiving functions. Prepare shipping papers, bills of lading, etc. Record all incoming material, supplies, and equipment. Check goods received against purchase orders.

	# of Orgs # of Emp		Base Pay					Variable Pay					Total Compensation							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	22	312	\$17.96	\$17.94	\$15.85	\$17.95	\$20.10	13	289	10	264	\$1,373	6	7	5.2%	\$18.27	\$18.27	\$15.97	\$18.10	\$20.88
Geographic Area																				
Illinois	22	312	\$17.96	\$17.94	\$15.85	\$17.95	\$20.10	13	289	10	264	\$1,373	6	7	5.2%	\$18.27	\$18.27	\$15.97	\$18.10	\$20.88
Region 1 - Cook county	3	7	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	10	293	\$19.08	\$18.72	\$17.08	\$18.36	\$21.28	5	278	4	255	-	2	2	-	\$19.29	\$18.95	\$17.04	\$18.37	\$22.23
Region 3 - DuPage & Kane counties	7	9	\$16.60	\$16.33	\$14.64	\$16.28	\$17.00	5	7	3	5	-	4	5	-	\$17.03	\$16.84	\$15.19	\$17.00	\$18.20
Region 4 - Northern / North Central Illinois	2	2	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	10	13	\$17.84	\$17.05	\$14.15	\$16.80	\$18.92	6	8	5	7	\$1,789	3	4	-	\$18.28	\$17.52	\$14.47	\$18.00	\$19.04
100 to 249 employees	4	13	-	-	-	-	-	2	4	2	4	-	0	0	-	-	-	-	-	-
250 to 499 employees	7	14	\$18.71	\$18.98	\$16.90	\$19.78	\$22.25	4	5	2	2	-	3	3	-	\$18.90	\$19.11	\$16.90	\$19.78	\$22.60
500 to 999 employees	0																			
1,000 employees or more	1	272	-	-	-	-	-	1	272	1	251	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	16	31	\$18.03	\$17.48	\$14.14	\$17.12	\$19.51	9	13	7	10	\$1,342	5	6	5.8%	\$18.32	\$17.69	\$14.36	\$18.00	\$19.71
Services	6	281	\$17.79	\$17.60	\$16.00	\$17.69	\$19.67	4	276	3	254	-	1	1	-	\$18.13	\$17.91	\$16.00	\$17.68	\$20.38
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	4	-	-	-	-	-	2	4	1	2	-	1	2	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	5	6	\$18.73	\$18.73	\$16.55	\$18.18	\$22.07	3	4	3	4	-	1	1	-	\$19.24	\$19.21	\$17.66	\$18.23	\$23.05
\$25,000,000 to \$49,999,999	3	4	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	5	7	\$18.58	\$17.99	\$15.46	\$16.45	\$22.55	3	5	3	5	-	1	1	-	\$18.76	\$18.17	\$15.70	\$16.58	\$22.84
\$100,000,000 to \$249,999,999	2	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	5	283	\$16.71	\$16.73	\$13.47	\$17.69	\$19.14	3	274	2	252	-	2	2	-	\$17.04	\$16.98	\$13.47	\$17.68	\$19.77
Profit Status																				
Profit	22	312	\$17.96	\$17.94	\$15.85	\$17.95	\$20.10	13	289	10	264	\$1,373	6	7	5.2%	\$18.27	\$18.27	\$15.97	\$18.10	\$20.88
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(19.010) Inventory Control Clerk/Clerk Counter

First level of inventory clerical work. The job typically requires math and problem solving skills equivalent to a high school diploma and no experience, or equivalent. Duties include counting inventory at various locations within the organization and matching results with inventory records. Incumbents may attempt to resolve differences by locating product or isolating errors in records. Incumbents use computer terminals or PC's to record data. Incumbents follow established procedures and have readily available supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	10	17	\$18.45	\$19.20	\$16.70	\$17.89	\$22.95	7	13	6	12	\$1,232	2	3	-	\$18.73	\$19.69	\$16.93	\$17.92	\$23.70
Geographic Area																				
Illinois	10	17	\$18.45	\$19.20	\$16.70	\$17.89	\$22.95	7	13	6	12	\$1,232	2	3	-	\$18.73	\$19.69	\$16.93	\$17.92	\$23.70
Region 1 - Cook county	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	5	12	\$18.65	\$18.90	\$16.30	\$17.18	\$23.41	3	9	3	9	-	1	2	-	\$19.10	\$19.43	\$16.48	\$17.85	\$24.01
Region 3 - DuPage & Kane counties	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	2	2	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	4	5	-	-	-	-	-	3	4	3	4	-	1	2	-	-	-	-	-	-
100 to 249 employees	3	4	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
250 to 499 employees	2	3	-	-	-	-	-	2	3	1	2	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	5	-	-	-	-	-	1	5	1	5	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	6	8	\$18.06	\$18.12	\$16.56	\$17.01	\$19.80	4	5	3	4	-	1	1	-	\$18.15	\$18.21	\$16.69	\$17.01	\$19.98
Services	4	9	-	-	-	-	-	3	8	3	8	-	1	2	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	4	7	-	-	-	-	-	3	5	2	4	-	1	2	-	-	-	-	-	-
\$250,000,000 and Greater	3	7	-	-	-	-	-	2	6	2	6	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	10	17	\$18.45	\$19.20	\$16.70	\$17.89	\$22.95	7	13	6	12	\$1,232	2	3	-	\$18.73	\$19.69	\$16.93	\$17.92	\$23.70
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(19.040) Material Control Coordinator**

Responsible for raw materials and/or finished part and product inventories as to amount, records, allocation and distribution scheduling, requisitioning, etc. to maintain sufficient stocks in accordance with a determined program based on orders and forecasts. Maintain a constant audit and check of stores records, actual inventories, shortages, re-orders, materials in process, etc. Check and requisition materials for new or special items, substitutions, engineering changes, etc. Cooperate with production control and purchasing departments as to inventory levels, requisitions, purchase follow up and scheduling of material use. Assign work and instruct stores record section, stores and warehouse personnel. Requires knowledge of product, component and material identities, manufacturing procedures and related inventory levels.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	10	14	\$21.26	\$20.61	\$18.61	\$20.27	\$22.78	3	3	3	3	-	1	1	-	\$21.58	\$20.85	\$18.61	\$20.27	\$22.78
Geographic Area																				
Illinois	10	14	\$21.26	\$20.61	\$18.61	\$20.27	\$22.78	3	3	3	3	-	1	1	-	\$21.58	\$20.85	\$18.61	\$20.27	\$22.78
Region 1 - Cook county	3	4	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	5	8	\$21.81	\$21.73	\$19.71	\$20.11	\$26.79	2	2	2	2	-	0	0	-	\$22.31	\$22.19	\$19.91	\$20.12	\$27.73
Region 3 - DuPage & Kane counties	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	4	8	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
250 to 499 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	6	7	\$19.84	\$19.30	\$16.92	\$20.26	\$21.74	1	1	1	1	-	1	1	-	\$19.95	\$19.40	\$16.92	\$20.37	\$21.74
Services	4	7	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	3	7	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	10	14	\$21.26	\$20.61	\$18.61	\$20.27	\$22.78	3	3	3	3	-	1	1	-	\$21.58	\$20.85	\$18.61	\$20.27	\$22.78
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(19.050) Receiving Clerk

Responsible for the receipt of all incoming materials, supplies, equipment and returned goods. Check goods received to purchase orders, maintain records and prepare reports to stores and purchasing departments as to materials received, returned, damaged, part shipments, etc. Check quantity, type, size, part numbers, dimensions, etc. to properly identify materials and route or deliver materials to storage or manufacturing locations as instructed.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	7	17	\$16.31	\$16.20	\$13.35	\$15.09	\$18.44	4	9	4	8	-	2	4	-	\$16.51	\$16.39	\$13.70	\$15.09	\$18.44
Geographic Area																				
Illinois	7	17	\$16.31	\$16.20	\$13.35	\$15.09	\$18.44	4	9	4	8	-	2	4	-	\$16.51	\$16.39	\$13.70	\$15.09	\$18.44
Region 1 - Cook county	2	5	-	-	-	-	-	1	3	1	3	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	3	7	-	-	-	-	-	2	4	2	4	-	1	2	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	2	5	-	-	-	-	-	1	2	1	1	-	1	2	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
100 to 249 employees	3	8	-	-	-	-	-	2	5	2	4	-	1	2	-	-	-	-	-	-
250 to 499 employees	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
500 to 999 employees	1	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	2	4	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Services	5	13	\$15.11	\$15.24	\$13.00	\$14.00	\$17.60	3	7	3	6	-	2	4	-	\$15.35	\$15.46	\$13.44	\$14.91	\$17.70
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	1	2	-	-	-	-	-	1	2	1	1	-	1	2	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	4	10	-	-	-	-	-	3	7	3	7	-	1	2	-	-	-	-	-	-
\$250,000,000 and Greater	2	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	7	17	\$16.31	\$16.20	\$13.35	\$15.09	\$18.44	4	9	4	8	-	2	4	-	\$16.51	\$16.39	\$13.70	\$15.09	\$18.44
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(20.030) General Clerk I (Entry)**

First of three levels of general clerical work. The job typically requires high school graduate level reading, communication and math skills and no previous experience, or equivalent. Duties include performing routine clerical procedures in support of an assigned department or function. Duties may include combinations of counter work, filing, checking, redirecting, or entering data into a computer. Incumbents follow prescribed procedures in handling, classifying, filing or indexing data. Working under close supervision, incumbents perform simple computations according to clearly defined principles. Do not report jobs specializing in customer service, accounting, data entry or filing.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	5	6	\$16.80	\$16.62	\$14.05	\$14.66	\$20.48	2	2	1	1	-	1	1	-	\$16.91	\$16.73	\$14.05	\$14.66	\$20.72
Geographic Area																				
Illinois	5	6	\$16.80	\$16.62	\$14.05	\$14.66	\$20.48	2	2	1	1	-	1	1	-	\$16.91	\$16.73	\$14.05	\$14.66	\$20.72
Region 1 - Cook county	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	3	3	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	0																			
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	2	2	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
500 to 999 employees	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	4	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	0																			
Profit Status																				
Profit	5	6	\$16.80	\$16.62	\$14.05	\$14.66	\$20.48	2	2	1	1	-	1	1	-	\$16.91	\$16.73	\$14.05	\$14.66	\$20.72
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(20.070) Office Janitor

General labor job. The job typically requires the ability to follow basic verbal and written instructions, such as the ability to read and follow label instructions on cleaning supplies. Job duties include sweeping floors, vacuuming carpeting, removing wastepaper and other refuse, and dusting furniture and fixtures. May also include performing routine light manual work in cleaning and sweeping offices, halls, restrooms, etc. Do not report plant maintenance staff.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	6	44	\$13.96	\$15.02	\$11.45	\$12.19	\$19.53	2	9	2	8	-	0	0	-	\$14.18	\$15.37	\$11.45	\$12.19	\$20.58
Geographic Area																				
Illinois	6	44	\$13.96	\$15.02	\$11.45	\$12.19	\$19.53	2	9	2	8	-	0	0	-	\$14.18	\$15.37	\$11.45	\$12.19	\$20.58
Region 1 - Cook county	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	2	9	-	-	-	-	-	2	9	2	8	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	2	22	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	1	12	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
500 to 999 employees	1	21	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	2	19	-	-	-	-	-	1	7	1	6	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	3	4	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Services	3	40	-	-	-	-	-	1	7	1	6	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	23	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	3	20	-	-	-	-	-	1	7	1	6	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	5	32	\$14.47	\$16.75	\$12.19	\$18.64	\$21.57	2	9	2	8	-	0	0	-	\$14.73	\$17.27	\$12.19	\$19.00	\$21.67
Non-Profit	1	12	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(20.100) Office Person – Multi Function (Small Company)**

Experienced level of multi-function administrative support in a small organization, typically requiring reading, communication, math and problem solving skills equivalent to a high school education or GED and related training and experience of 3+ years. Typically handles ordering of supplies, basic record keeping, some accounting responsibilities, such as accounts payable and receivable, composing routine correspondence and creating reports. Incumbents may be responsible for handling incoming and outgoing company mail. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills typically include use of a programmable telephone system, audiovisual equipment or the internet. Uses independent judgment in decision-making and solves problems with minimal supervision.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	10	16	\$16.96	\$16.46	\$13.68	\$15.50	\$19.78	6	7	4	5	-	1	1	-	\$17.20	\$16.66	\$13.68	\$15.78	\$20.10
Geographic Area																				
Illinois	10	16	\$16.96	\$16.46	\$13.68	\$15.50	\$19.78	6	7	4	5	-	1	1	-	\$17.20	\$16.66	\$13.68	\$15.78	\$20.10
Region 1 - Cook county	3	7	-	-	-	-	-	2	3	2	3	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	4	6	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	0																			
Region 4 - Northern / North Central Illinois	2	2	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
Region 5 - Central Illinois	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	5	8	\$17.55	\$18.10	\$14.99	\$17.42	\$21.78	3	4	1	2	-	1	1	-	\$17.71	\$18.30	\$14.99	\$17.42	\$22.51
100 to 249 employees	3	6	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
250 to 499 employees	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
500 to 999 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	3	3	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-
Services	7	13	\$16.71	\$16.54	\$13.68	\$15.20	\$21.09	4	5	3	4	-	1	1	-	\$17.00	\$16.78	\$13.68	\$15.68	\$21.60
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	3	7	-	-	-	-	-	2	3	1	2	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	2	-	-	-	-	-	2	2	2	2	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	2	2	1	1	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	7	10	\$16.09	\$15.61	\$13.68	\$15.30	\$18.50	5	5	3	3	-	1	1	-	\$16.31	\$15.80	\$13.68	\$15.78	\$18.68
Non-Profit	2	4	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Public Sector	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-

2016 Office, Clerical, and Technical Survey - Illinois

(20.110) Receptionist

This is a specialized job performing reception duties at the corporate, divisional or departmental level. The job typically requires high school graduate level communication and problem solving skills with previous experience of less than 1 year, or equivalent. Receives visitors, secures identification, and determines whom they wish to see. Announces visitors and directs them to the proper office when authorized. Issues visitor's badge and registers as required. Work is task oriented with routine decisions within established guidelines, with readily available supervision. Incumbents may perform other support tasks that can be done while in the reception area.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	14	17	\$18.13	\$18.30	\$15.24	\$18.87	\$21.02	8	11	6	9	\$1,886	5	5	1.3%	\$18.52	\$18.79	\$15.24	\$19.41	\$21.81
Geographic Area																				
Illinois	14	17	\$18.13	\$18.30	\$15.24	\$18.87	\$21.02	8	11	6	9	\$1,886	5	5	1.3%	\$18.52	\$18.79	\$15.24	\$19.41	\$21.81
Region 1 - Cook county	5	5	\$16.30	\$16.30	\$14.33	\$15.00	\$18.94	3	3	3	3	-	2	2	-	\$16.74	\$16.74	\$14.56	\$15.00	\$19.80
Region 2 - Lake & McHenry counties	6	9	\$19.47	\$19.43	\$18.35	\$19.98	\$21.56	3	6	2	5	-	1	1	-	\$19.73	\$19.76	\$17.61	\$20.28	\$21.87
Region 3 - DuPage & Kane counties	3	3	-	-	-	-	-	2	2	1	1	-	2	2	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	5	5	\$17.36	\$17.36	\$14.33	\$15.91	\$21.12	3	3	3	3	-	2	2	-	\$17.80	\$17.80	\$14.56	\$16.55	\$21.66
250 to 499 employees	5	5	\$18.19	\$18.19	\$14.49	\$18.87	\$21.56	3	3	1	1	-	2	2	-	\$18.32	\$18.32	\$14.49	\$18.87	\$21.87
500 to 999 employees	0																			
1,000 employees or more	1	4	-	-	-	-	-	1	4	1	4	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Manufacturing - Non-Union	8	8	\$17.65	\$17.65	\$14.44	\$17.18	\$21.02	4	4	2	2	-	3	3	-	\$17.93	\$17.93	\$14.44	\$17.18	\$22.19
Services	4	7	-	-	-	-	-	3	6	3	6	-	1	1	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	2	2	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	3	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	3	3	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	3	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	5	-	-	-	-	-	2	5	1	4	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	12	15	\$18.00	\$18.19	\$14.95	\$18.87	\$20.99	6	9	4	7	-	3	3	-	\$18.30	\$18.62	\$14.99	\$19.41	\$21.05
Non-Profit	2	2	-	-	-	-	-	2	2	2	2	-	2	2	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(20.160) Telephone Operator/Receptionist/Secretary**

This is a combination job performing at least two of the three listed functions in the title at the corporate, division or departmental level. The job typically requires high school graduate level communication and problems solving skills with previous experience of less than 1 year, or equivalent. Receives visitors, secures identification, and determines whom they wish to see. Announces visitors and directs them to the proper office when authorized. Issues visitor's badge and registers as required. Operates a telephone console, receives incoming calls and connects to the proper party. Answers general requests for information within established guidelines. Performs routine secretarial duties such as typing, data entry, schedule coordination, making travel arrangements or handling company mail.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	7	9	\$16.64	\$16.83	\$15.38	\$16.99	\$18.13	2	2	1	1	-	1	1	-	\$16.67	\$16.86	\$15.38	\$17.23	\$18.13
Geographic Area																				
Illinois	7	9	\$16.64	\$16.83	\$15.38	\$16.99	\$18.13	2	2	1	1	-	1	1	-	\$16.67	\$16.86	\$15.38	\$17.23	\$18.13
Region 1 - Cook county	4	6	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	0																			
Region 4 - Northern / North Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	3	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
100 to 249 employees	3	4	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
250 to 499 employees	0																			
500 to 999 employees	0																			
1,000 employees or more	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	5	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Services	3	4	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	2	2	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	6	8	\$16.42	\$16.70	\$15.19	\$16.38	\$18.09	2	2	1	1	-	1	1	-	\$16.46	\$16.73	\$15.19	\$16.50	\$18.09
Non-Profit	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(22.030) Design Drafter (Product), Junior**

Design new or special products and make modifications or improvements on a standard line of products. Utilize computer aided drafting techniques to perform applicable drafting work. Usually assigned to a specific product line. Assignments are similar to those of the senior designer but projects do not involve the diversity, complexity or extensive technical aspects. Work from specifications as to product requirements. Make required calculations to establish acceptable standards of performance, material selection and type of construction. Investigate work pertinent to the design and maintain reference criterion. Assist engineer to analyze project as to manufacturing and material costs and develop designs that can be produced economically to maintain or improve company's competitive position. May follow up the construction and testing of pilot models. Assist with analyzing results and redesign if required. Instruct and assist drafting department personnel in the preparation of layout drawings and detailing. Work is subject to check. Instructions and guidance are given on the more complex assignments.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	6	38	\$23.49	\$23.77	\$21.37	\$24.16	\$26.34	3	7	3	7	-	3	7	-	\$24.01	\$24.22	\$21.81	\$24.96	\$26.52
Geographic Area																				
Illinois	6	38	\$23.49	\$23.77	\$21.37	\$24.16	\$26.34	3	7	3	7	-	3	7	-	\$24.01	\$24.22	\$21.81	\$24.96	\$26.52
Region 1 - Cook county	2	30	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	2	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	0																			
100 to 249 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	3	8	-	-	-	-	-	2	5	2	5	-	2	5	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	2	29	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	3	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
Manufacturing - Non-Union	3	30	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Services	2	5	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	3	-	-	-	-	-	1	3	1	3	-	1	3	-	-	-	-	-	-
\$250,000,000 and Greater	3	32	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Profit Status																				
Profit	6	38	\$23.49	\$23.77	\$21.37	\$24.16	\$26.34	3	7	3	7	-	3	7	-	\$24.01	\$24.22	\$21.81	\$24.96	\$26.52
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(22.110) Electronic Technician, Senior

Perform a wide variety of highly technical duties to test, troubleshoot and repair complex and sophisticated electronic systems. May provide technical expertise to production and/or field personnel to assist in resolving technical problems. May be involved with the adaptation or design of complex test equipment and development of related procedures and documentation. Requires an education generally equivalent to an associate degree in electronics plus three to five years' experience.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	5	11	\$27.60	\$28.07	\$24.43	\$28.77	\$31.64	2	3	2	3	-	1	2	-	\$27.91	\$28.38	\$25.05	\$29.34	\$31.64
Geographic Area																				
Illinois	5	11	\$27.60	\$28.07	\$24.43	\$28.77	\$31.64	2	3	2	3	-	1	2	-	\$27.91	\$28.38	\$25.05	\$29.34	\$31.64
Region 1 - Cook county	2	8	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
100 to 249 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	2	3	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Manufacturing - Non-Union	4	9	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	3	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
\$250,000,000 and Greater	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	5	11	\$27.60	\$28.07	\$24.43	\$28.77	\$31.64	2	3	2	3	-	1	2	-	\$27.91	\$28.38	\$25.05	\$29.34	\$31.64
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(22.160) Field Service Technician III (Advanced)**

Third of three levels of field service technician work. The job typically requires completion of a formal technical program and 5+ years of previous experience, or equivalent. Work assignments are of greatest variety and complexity. Supervision received is limited. Incumbents work independently or as members of a team installing, servicing or repairing equipment at a customer location. Incumbents may suggest modifications of equipment or installation to meet customer requirements. Work may include instructing customer personnel in the correct operation of equipment. Work may include providing training and work direction for other technicians. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of equipment. Civil Engineering Technicians and Photocopier Service Technicians are not included.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	7	18	\$33.10	\$36.74	\$31.32	\$37.92	\$46.00	2	3	2	3	-	1	2	-	\$33.87	\$37.44	\$34.47	\$39.04	\$46.00
Geographic Area																				
Illinois	7	18	\$33.10	\$36.74	\$31.32	\$37.92	\$46.00	2	3	2	3	-	1	2	-	\$33.87	\$37.44	\$34.47	\$39.04	\$46.00
Region 1 - Cook county	4	13	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	1	2	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	3	6	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
100 to 249 employees	2	3	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
250 to 499 employees	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	1	7	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	2	11	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Services	5	7	\$29.73	\$30.64	\$21.89	\$34.00	\$37.25	2	3	2	3	-	1	2	-	\$30.80	\$31.93	\$22.25	\$34.78	\$39.19
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	2	2	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	9	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
Profit Status																				
Profit	7	18	\$33.10	\$36.74	\$31.32	\$37.92	\$46.00	2	3	2	3	-	1	2	-	\$33.87	\$37.44	\$34.47	\$39.04	\$46.00
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(22.170) Field Service Technician II (Experienced)**

Second of three levels of field service technician work. The job typically requires completion of a formal technical program and 2+ years of previous experience, or equivalent. Work assignments are varied, and of moderate scope and complexity. Supervision received is limited. Incumbents work independently or as members of a team installing, servicing or repairing equipment at a customer location. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of equipment. Civil Engineering Technicians and Photocopier Service Technicians are not included.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	7	35	\$24.19	\$24.75	\$19.41	\$22.91	\$29.71	2	16	2	13	-	1	14	-	\$24.45	\$24.95	\$19.91	\$22.91	\$29.71
Geographic Area																				
Illinois	7	35	\$24.19	\$24.75	\$19.41	\$22.91	\$29.71	2	16	2	13	-	1	14	-	\$24.45	\$24.95	\$19.91	\$22.91	\$29.71
Region 1 - Cook county	3	21	-	-	-	-	-	1	14	1	11	-	1	14	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	2	11	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
Company Size (Employees)																				
Less than 100 employees	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	1	6	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	3	20	-	-	-	-	-	1	14	1	11	-	1	14	-	-	-	-	-	-
500 to 999 employees	1	2	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
1,000 employees or more	1	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	3	16	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Services	4	19	-	-	-	-	-	2	16	2	13	-	1	14	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	3	21	-	-	-	-	-	1	14	1	11	-	1	14	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	2	7	-	-	-	-	-	1	2	1	2	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	1	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	7	35	\$24.19	\$24.75	\$19.41	\$22.91	\$29.71	2	16	2	13	-	1	14	-	\$24.45	\$24.95	\$19.91	\$22.91	\$29.71
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(22.250) Laboratory Technician (Met.-Chem.), Junior**

METALLURGICAL: Perform a limited variety of metallurgical tests as instructed, e.g. tensile, compressive or impact strength, creep, stress, rupture, ductility, grain structure, hardness or internal flaws. Test procedures are standardized and are conducted mainly for control purposes. Record, compile and prepare reports for analysis and evaluation by metallurgist. Operate standard type laboratory testing devices. Requires specialized training usually acquired through on-the-job experience or short-term courses.

CHEMICAL: Perform a limited variety of chemical tests of organic and inorganic materials to determine their composition, structure and chemical or physical properties for analysis and evaluation by chemist. Record, compile data and prepare reports of tests. Test procedures are standardized and are conducted mainly for control purposes. Utilize laboratory test equipment and arrangements, varying only by instruction or approval of supervisor. Requires specialized training usually acquired through on-the-job experience or short-term courses.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
								Eligible		Actual			Target							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %	Un-Wtd Avg	Wtd Avg	P25	Median	P75
Total Responses	5	7	\$23.10	\$23.74	\$20.16	\$21.73	\$28.00	1	2	1	1	-	0	0	-	\$23.12	\$23.77	\$20.16	\$21.73	\$28.00
Geographic Area																				
Illinois	5	7	\$23.10	\$23.74	\$20.16	\$21.73	\$28.00	1	2	1	1	-	0	0	-	\$23.12	\$23.77	\$20.16	\$21.73	\$28.00
Region 1 - Cook county	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	2	3	-	-	-	-	-	1	2	1	1	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	0																			
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	0																			
250 to 499 employees	2	3	-	-	-	-	-	1	2	1	1	-	0	0	-	-	-	-	-	-
500 to 999 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
1,000 employees or more	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	5	7	\$23.10	\$23.74	\$20.16	\$21.73	\$28.00	1	2	1	1	-	0	0	-	\$23.12	\$23.77	\$20.16	\$21.73	\$28.00
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	2	3	-	-	-	-	-	1	2	1	1	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Profit Status																				
Profit	5	7	\$23.10	\$23.74	\$20.16	\$21.73	\$28.00	1	2	1	1	-	0	0	-	\$23.12	\$23.77	\$20.16	\$21.73	\$28.00
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(22.260) Quality Control Technician, Senior**

Work usually requires more advance applications and a thorough knowledge of materials, tools, and gauges. May assign and instruct lower level technicians. Perform a variety of duties to determine that materials, products and/or processes are in accordance with specifications and requirements. Make visual, dimensional, electrical or mechanical tests of materials, processes, assemblies or sub-assemblies. May use a variety of precision measuring instruments and test equipment. Refer deviations from standards to appropriate personnel. May maintain graphs and records pertinent to the function.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation							
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75	
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %						
Total Responses	7	13	\$23.06	\$22.18	\$15.35	\$20.76	\$29.16	3	5	2	3	-	0	0	-	\$23.32	\$22.37	\$15.62	\$20.76	\$29.16	
Geographic Area																					
Illinois	7	13	\$23.06	\$22.18	\$15.35	\$20.76	\$29.16	3	5	2	3	-	0	0	-	\$23.32	\$22.37	\$15.62	\$20.76	\$29.16	
Region 1 - Cook county	2	3	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
Region 2 - Lake & McHenry counties	3	6	-	-	-	-	-	2	2	1	1	-	0	0	-	-	-	-	-	-	
Region 3 - DuPage & Kane counties	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
Region 4 - Northern / North Central Illinois	1	3	-	-	-	-	-	1	3	1	2	-	0	0	-	-	-	-	-	-	
Region 5 - Central Illinois	0																				
Region 6 - Southern Illinois	0																				
Company Size (Employees)																					
Less than 100 employees	2	5	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
100 to 249 employees	1	1	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
250 to 499 employees	3	5	-	-	-	-	-	3	5	2	3	-	0	0	-	-	-	-	-	-	
500 to 999 employees	0																				
1,000 employees or more	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
Industry																					
Manufacturing - Union	0																				
Manufacturing - Non-Union	7	13	\$23.06	\$22.18	\$15.35	\$20.76	\$29.16	3	5	2	3	-	0	0	-	\$23.32	\$22.37	\$15.62	\$20.76	\$29.16	
Services	0																				
Financial Activities	0																				
Health Care / Health Services	0																				
Goods Producing, Non-Manufacturing	0																				
Annual Gross Sales/Revenue																					
Less than \$10,000,000	1	1	-	-	-	-	-	1	1	0	0	-	0	0	-	-	-	-	-	-	
\$10,000,000 to \$24,999,999	0																				
\$25,000,000 to \$49,999,999	1	4	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
\$50,000,000 to \$99,999,999	2	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
\$100,000,000 to \$249,999,999	2	4	-	-	-	-	-	2	4	2	3	-	0	0	-	-	-	-	-	-	
\$250,000,000 and Greater	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-	
Profit Status																					
Profit	7	13	\$23.06	\$22.18	\$15.35	\$20.76	\$29.16	3	5	2	3	-	0	0	-	\$23.32	\$22.37	\$15.62	\$20.76	\$29.16	
Non-Profit	0																				
Public Sector	0																				

**2016 Office, Clerical, and Technical Survey - Illinois
(22.270) Quality Control Technician, Junior**

Perform a variety of duties to determine that materials, products and/or processes are in accordance with specifications and requirements. Make visual, dimensional, electrical or mechanical tests of materials, processes, assemblies or sub-assemblies. May use a variety of precision measuring instruments and test equipment. Refer deviations from standards to appropriate personnel. May maintain graphs and records pertinent to the function. Perform standard tests.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	12	58	\$18.59	\$19.05	\$15.95	\$18.41	\$21.72	5	22	3	18	-	2	3	-	\$18.65	\$19.11	\$15.98	\$18.64	\$21.80
Geographic Area																				
Illinois	12	58	\$18.59	\$19.05	\$15.95	\$18.41	\$21.72	5	22	3	18	-	2	3	-	\$18.65	\$19.11	\$15.98	\$18.64	\$21.80
Region 1 - Cook county	3	18	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	6	33	\$18.94	\$18.51	\$16.01	\$18.29	\$20.89	3	20	2	17	-	1	2	-	\$19.03	\$18.59	\$16.01	\$18.51	\$20.95
Region 3 - DuPage & Kane counties	2	6	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	2	8	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
100 to 249 employees	3	14	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
250 to 499 employees	6	27	\$17.30	\$17.80	\$15.98	\$17.94	\$19.34	5	22	3	18	-	2	3	-	\$17.43	\$17.91	\$15.99	\$17.97	\$19.43
500 to 999 employees	0																			
1,000 employees or more	1	9	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	12	58	\$18.59	\$19.05	\$15.95	\$18.41	\$21.72	5	22	3	18	-	2	3	-	\$18.65	\$19.11	\$15.98	\$18.64	\$21.80
Services	0																			
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	1	3	-	-	-	-	-	1	3	0	0	-	0	0	-	-	-	-	-	-
\$10,000,000 to \$24,999,999	1	2	-	-	-	-	-	0	0	0	0	-	0	0	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	0																			
\$50,000,000 to \$99,999,999	3	13	-	-	-	-	-	1	2	1	2	-	1	2	-	-	-	-	-	-
\$100,000,000 to \$249,999,999	4	27	-	-	-	-	-	2	16	2	16	-	0	0	-	-	-	-	-	-
\$250,000,000 and Greater	3	13	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	12	58	\$18.59	\$19.05	\$15.95	\$18.41	\$21.72	5	22	3	18	-	2	3	-	\$18.65	\$19.11	\$15.98	\$18.64	\$21.80
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey - Illinois

(23.010) Graphic Artist

Experienced commercial artist. The job typically requires a two or four year liberal arts degree and 3+ years of experience, or equivalent. Incumbents will draw, sketch or modify images of merchandise or models for use in catalogs, advertising, technical manuals, displays or web sites. Incumbents may scan, edit, crop or otherwise modify images. Incumbents may use brushes, air brushes, computer graphics applications or other media to accomplish the desired end result.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	6	12	\$22.77	\$23.45	\$17.70	\$23.21	\$30.70	4	7	3	5	-	3	6	-	\$23.43	\$24.02	\$17.83	\$23.21	\$30.70
Geographic Area																				
Illinois	6	12	\$22.77	\$23.45	\$17.70	\$23.21	\$30.70	4	7	3	5	-	3	6	-	\$23.43	\$24.02	\$17.83	\$23.21	\$30.70
Region 1 - Cook county	0																			
Region 2 - Lake & McHenry counties	3	6	-	-	-	-	-	3	6	3	5	-	2	5	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	3	6	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	3	6	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
250 to 499 employees	2	5	-	-	-	-	-	2	5	1	3	-	2	5	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	10	-	-	-	-	-	2	5	1	3	-	2	5	-	-	-	-	-	-
Services	2	2	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	0																			
\$25,000,000 to \$49,999,999	2	5	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$250,000,000 and Greater	2	5	-	-	-	-	-	2	5	1	3	-	2	5	-	-	-	-	-	-
Profit Status																				
Profit	6	12	\$22.77	\$23.45	\$17.70	\$23.21	\$30.70	4	7	3	5	-	3	6	-	\$23.43	\$24.02	\$17.83	\$23.21	\$30.70
Non-Profit	0																			
Public Sector	0																			

**2016 Office, Clerical, and Technical Survey - Illinois
(23.011) Graphic Artist, Senior**

Senior level of commercial artist. The job typically requires a two or four year liberal arts degree and 5+ years of experience, or equivalent. Incumbents will draw, sketch or modify images of merchandise or models for use in catalogs, advertising, technical manuals, displays or web sites. Incumbents may scan, edit, crop or otherwise modify images. Incumbents may use brushes, air brushes, computer graphics applications or other media to accomplish the desired end result.

	# of Orgs # of Emp		Base Pay					Variable Pay						Total Compensation						
			Un-Wtd Avg	Wtd Avg	P25	Median	P75	Eligible		Actual			Target			Un-Wtd Avg	Wtd Avg	P25	Median	P75
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	# of Orgs	# of Emp	Wtd Avg %					
Total Responses	6	6	\$29.50	\$29.50	\$24.86	\$31.72	\$32.85	4	4	3	3	-	3	3	-	\$30.22	\$30.22	\$26.43	\$31.72	\$33.37
Geographic Area																				
Illinois	6	6	\$29.50	\$29.50	\$24.86	\$31.72	\$32.85	4	4	3	3	-	3	3	-	\$30.22	\$30.22	\$26.43	\$31.72	\$33.37
Region 1 - Cook county	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
Region 2 - Lake & McHenry counties	1	1	-	-	-	-	-	1	1	1	1	-	0	0	-	-	-	-	-	-
Region 3 - DuPage & Kane counties	3	3	-	-	-	-	-	2	2	1	1	-	2	2	-	-	-	-	-	-
Region 4 - Northern / North Central Illinois	0																			
Region 5 - Central Illinois	0																			
Region 6 - Southern Illinois	0																			
Company Size (Employees)																				
Less than 100 employees	2	2	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
100 to 249 employees	3	3	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
250 to 499 employees	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
500 to 999 employees	0																			
1,000 employees or more	0																			
Industry																				
Manufacturing - Union	0																			
Manufacturing - Non-Union	4	4	-	-	-	-	-	2	2	1	1	-	2	2	-	-	-	-	-	-
Services	2	2	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
Financial Activities	0																			
Health Care / Health Services	0																			
Goods Producing, Non-Manufacturing	0																			
Annual Gross Sales/Revenue																				
Less than \$10,000,000	0																			
\$10,000,000 to \$24,999,999	1	1	-	-	-	-	-	1	1	1	1	-	1	1	-	-	-	-	-	-
\$25,000,000 to \$49,999,999	4	4	-	-	-	-	-	2	2	2	2	-	1	1	-	-	-	-	-	-
\$50,000,000 to \$99,999,999	0																			
\$100,000,000 to \$249,999,999	0																			
\$250,000,000 and Greater	1	1	-	-	-	-	-	1	1	0	0	-	1	1	-	-	-	-	-	-
Profit Status																				
Profit	6	6	\$29.50	\$29.50	\$24.86	\$31.72	\$32.85	4	4	3	3	-	3	3	-	\$30.22	\$30.22	\$26.43	\$31.72	\$33.37
Non-Profit	0																			
Public Sector	0																			

2016 Office, Clerical, and Technical Survey

Section VI: Appendix

**Applying Compensation Data
MRA's On-Demand Salary Tool
List of All Positions Surveyed in Questionnaire
MRA Compensation & Survey Services**

Applying Compensation Data

From MRA's Compensation Experts

(Also see Methodology and Definition of Survey Terms and Parameters, pages ii-vi)

The use of **average rates** alone has its limitations. The smaller the sample, the greater the influence of each rate, which allows extremely high or low rates to exert an undue effect. It is also important to consider the concentration of rates that may fall at lower or upper levels.

When the **Weighted Average** rates are compared to the **Median** or **50th Percentile** rates, a better concept of the overall structure of a position's reported rates can be determined. Ideally, the Unweighted Average and the Weighted Average should not stray too far from the Median or midpoint. If it does, it is being influenced by extremely high or low rates. The narrower the mid-range and the closer the cluster of rates around the average, the more stable and reliable the average.

Notes on the use of different statistics:

- **Unweighted Average** is calculated as the sum of all the average wages divided by the number of organizations. This treats each company's data as equal to any other company's.
- **Weighted Average** (or Weighted Mean) is the average for the number of **employees** reported for a position. The weighted average may be skewed by companies with large numbers of employees in a particular position.
- **Median** is the exact center of all rates. Half the rates fall above and half below this point. The median is usually the preferred measure of central tendency because it is less affected by extremely high or low values. (Also called the Middle Rate or the 50th Percentile)
- **Percentiles** allow the user to see the distribution of rates in the sample. The 25th and 75th percentiles give a good indication of the low and high ranges.

Aging survey data: All survey data should be appropriately aged. Data collected for surveys is time-sensitive, reflecting a specific point or date in time. Therefore, to accurately reflect such data, all pay rates should be aged according to relevant adjustment rates.

Exempt/Nonexempt Status: Positions in MRA's surveys are defined as Exempt (not subject to overtime provisions) and Nonexempt (subject to overtime provisions) as a **guide** only. This **is not to be interpreted as a final determination of exempt status for purposes of the Fair Labor Standards Act**. Exempt status under FLSA applies if the duties fit within one or more of the particular exemptions. Employers bear the burden of proving the exemption. For further information on exemption status and the FLSA, please contact MRA.

Labor Negotiations: Use of survey data in collective bargaining should be restricted to preparation of the company's position and as a resource. It is strongly recommended that **no direct reference be made to the survey in bargaining**. There is little to gain and much to lose by using or referring to this survey data during bargaining. Both legal and practical considerations are involved.

MRA's ON-DEMAND SALARY TOOL: A Step-by-Step Guide

This convenient, interactive online tool is available free to MRA member participants and member purchasers of the Office, Clerical and Technical Survey as a special benefit. MRA members tell us they are looking for online tools that provide convenient, quick access to the data they need.

You access the **ON-DEMAND SALARY TOOL** after logging in to MRA's web site, so the survey data is protected and is only available to authorized employees at your company. Log on to MRA's web site at www.mranet.org. Follow one of these steps to access the On-Demand Salary Tool for the Office, Clerical and Technical Survey:

1. Next to your name, click on "Visit Your Account & Dashboard" and select "Access Surveys." From the list of surveys, find the survey title you need and click on the On-Demand button to the right of the title.
2. A second access point is the "Pay & Benefits" tab on the Home Screen. Place your cursor over this tab and select "Surveys." From the list of Compensation Surveys, select "Office, Clerical, and Technical Survey," click on the results and select the On-Demand button.

Clicking on the On-Demand button takes you to a set up page where you begin setting the parameters of the data cut you need. You will see the interface below that lets you select specific data.

The screenshot displays the MRA On-Demand Salary Tool interface. At the top left is the MRA logo with the tagline "Where HR Means Business." The page title is "2016 Office, Clerical, and Technical Survey" and the CODA logo (Compensation On-Demand Analytics) is at the top right. A red navigation bar contains "Reports", "Control Panel", and "Help". The main content area features a form with the following fields and options:

- Selection Type:** Radio buttons for "Single Cut" (selected), "Multi-Cut", and "Quick Lookup".
- Location:** A dropdown menu with options: North Dakota, South Dakota, Wisconsin, and All Locations.
- Job Family:** A dropdown menu with the option: ALL JOBS.
- Job:** A dropdown menu with options: 10.030: Accounting Clerk III (Advanced), 10.031: Accounting Clerk II (Experienced), 10.040: Accounting Clerk I (Entry), and 10.050: Accounting Clerk - Multi Function (for small companies). A "Search Jobs" link is to the right.
- Geographic Area:** A dropdown menu with the option: All Cuts.
- Company Size (Employees):** A dropdown menu with the option: All Cuts.
- Industry:** A dropdown menu with the option: All Cuts.
- Annual Gross Sales/Revenue:** A dropdown menu with the option: All Cuts.
- Show cut(s) for category Profit Status:** A dropdown menu with the option: All Cuts.

At the bottom of the form is a red button labeled "Salary report". The footer includes "Powered by Percipio On-Demand Analytics" and "©2016 PercipioIQ".

The purpose of this tool and the significant advantage it has over PDFs or paper survey reports is that it lets you conveniently select and focus on data tailored to meet your specific needs.

Begin by selecting what kind of data cut you want to explore.

1. A **single cut** lets you specify just a single value for each of the parameters.
2. A **multiple cut** allows you to choose more than one of the options shown. The key to selecting multiple selections is holding down the control key when you click them.
3. Your third option is **job family**. This changes the list from specific job titles to job families.

Next, you select a location. This is a “broad cut” which corresponds to major geographic areas of *Illinois, Iowa/Western Illinois, Minnesota, North Dakota, South Dakota, Wisconsin, and All Locations.*

Then, you will see the dropdown list to select the jobs you want. The options correspond directly to the list that was used for the survey.

Now you can narrow the geographic area further. Depending on which broad location you chose above, your options will vary. Pick one (or more if you selected “multiple cut”). You can also choose “include all selections.” Notice that you may have to scroll, depending on the number of options in the list.

The next choice pertains to organization size. You can filter your results by how many employees work at the location. Again, you can choose more than one option by selecting “multiple cut” or you can check “include all selections.”

Select industries. Pick the industry that you wish, or a “multiple cut” or “include all selections.” Again, be aware that there may be a scroll bar.

Choose the Annual Gross Sales/Revenue level that matches your needs.

Lastly, select the Profit Status, choosing “All Cuts,” “Profit,” “Non-Profit,” or “Private Sector.”

After selecting your parameters, you can scroll down and click “generate report.”

There is one more powerful feature that lets you age data. This option is found in the top right-hand side of the screen. You can select whether or not to age the data and then control the aging parameters. The process known as “aging” is a valuable tool to adjust wage survey data because it accounts for the time lag between when the survey was published and when you want to apply it to compensation decisions. MRA’s tool is well suited for aging wage survey data to account for time lags because it allows the user to set the percent that fits their geographic area.

ON-DEMAND REPORTS

The top of the online data cut shows the parameters you selected so if you print the page you will retain that valuable information. The reports are straightforward. If you set parameters tightly enough, you may end up with a report that has some “holes” in it. In fact, if you set them tightly enough and the report has no meaningful results, instead of getting the report you’ll get a message to that effect. Simply scroll to the bottom of the screen, click the back button, and adjust the parameters you have set. You can also download the select data into multiple formats.

We hope you find the interactive On-Demand Salary Tool helpful and intuitive.

If you have any questions, feel free to call MRA’s Survey Department at 800.488.4845, extension 3508 or email us at surveys@mranet.org.

List of All Positions Surveyed (Jobs are listed in alphabetical order)

Job Code	Midwest, Wisconsin, Minnesota, Illinois
10.050 Accounting Clerk – Multi Function (for small companies).....	49, 362, 516, 636
10.040 Accounting Clerk I (Entry)	47, 361, 515, -
10.031 Accounting Clerk II (Experienced)	45, 360, 514, 635
10.030 Accounting Clerk III (Advanced)	43, 359, 513, 634
10.060 Accounts Payable Clerk.....	51, 363, 517, 637
10.070 Accounts Receivable Clerk	53, 364, 518, 638
16.020 Administrative Assistant I (Entry).....	145, 409, 557, 660
16.011 Administrative Assistant II (Experienced)	143, 408, 556, 659
16.010 Administrative Assistant III (Advanced)	141, 407, 555, 658
16.040 Administrative Assistant to Chief Executive Officer	149, 411, 559, 661
15.010 Advertising Assistant.....	107, 390, -, -
14.010 Benefits Assistant.....	99, 386, 537, -
15.040 Billing Clerk	109, 391, 540, 648
10.080 Bookkeeper (Small Company)	55, 365, 519, -
17.010 Buyer I	157, 415, 562, 663
17.020 Buyer II	159, 416, 563, 664
24.010 Child Care Teacher	305, -, -, -
25.070 Claims Customer Service Representative	323, 494, -, -
25.080 Claims Examiner	325, 495, -, -
26.010 Clinic Office Support	327, 496, 619, -
12.020 Computer Operator, Junior	67, -, -, -
12.010 Computer Operator, Senior.....	65, 370, -, -
24.020 Cook.....	307, 487, 617, -
23.020 Copy Center Operator.....	291, 481, -, -
11.070 Cost Estimator, Junior.....	63, 369, 523, -
11.060 Cost Estimator, Senior	61, 368, 522, -
10.100 Credit and/or Collection Clerk	57, 366, 520, 639
10.110 Credit and/or Collection Specialist	59, 367, 521, 640
15.050 Customer Service Representative I (Entry)	111, 392, 541, 649
15.051 Customer Service Representative II (Experienced).....	113, 393, 542, 650
15.060 Customer Service Representative III (Advanced).....	115, 394, 543, 651
12.050 Data Entry Operator I (Entry)	71, 372, 525, -
12.040 Data Entry Operator II (Experienced)	69, 371, 524, 641
22.030 Design Drafter (Product), Junior	233, 453, 594, 678

**Job
Code**

**Midwest,
Wisconsin,
Minnesota,
Illinois**

22.020 Design Drafter (Product), Senior.....	231, 452, 593, -
22.050 Design Drafter (Tools), Junior.....	237, 455, 596, -
22.040 Design Drafter (Tools), Senior.....	235, 454, 595, -
23.040 Desktop Publishing Operator, Junior.....	295, 483, -, -
23.030 Desktop Publishing Operator, Senior.....	293, 482, 616, -
22.080 Detail Drafter, Junior.....	241, 457, 598, -
22.070 Detail Drafter, Senior.....	239, 456, 597, -
23.070 Digital Press Operator.....	301, 486, -, -
18.010 Dispatcher.....	165, 419, 565, -
22.120 Electronic Technician, Junior.....	249, 461, 602, -
22.110 Electronic Technician, Senior.....	247, 460, 601, 679
22.140 Engineering Technician (R&D), Junior.....	253, 463, 604, -
22.130 Engineering Technician (R&D), Senior.....	251, 462, 603, -
12.070 Equipment Technician.....	73, 373, 526, -
15.079 Events Coordinator.....	117, 395, 544, 652
16.050 Executive Secretary.....	151, 412, 560, 662
18.020 Expediter.....	167, 420, 566, -
17.030 Expediter – Outside.....	161, 417, -, -
15.080 Export Coordinator.....	119, 396, 545, -
22.171 Field Service Technician I (Entry).....	259, 466, 607, -
22.170 Field Service Technician II (Experienced).....	257, 465, 606, 681
22.160 Field Service Technician III (Advanced).....	255, 464, 605, 680
22.180 File Clerk (Drawings).....	263, 468, -, -
20.030 General Clerk I (Entry).....	197, 435, 579, 673
20.020 General Clerk II (Experienced).....	195, 434, 578, -
20.010 General Clerk III (Advanced).....	193, 433, 577, -
23.010 Graphic Artist.....	287, 479, 614, 685
23.011 Graphic Artist, Senior.....	289, 480, 615, 686
12.082 Help Desk I (Entry).....	79, 376, 529, -
12.081 Help Desk II (Experienced).....	77, 375, 528, 643
12.080 Help Desk III (Advanced).....	75, 374, 527, 642
14.030 Human Resource Assistant.....	101, 387, 538, 646
14.040 Human Resource Clerk.....	103, 388, 539, 647
15.211 Inside Sales Representative.....	139, 406, 554, 657
22.172 Inside Service Technician.....	261, 467, 608, -
22.210 Installer.....	265, -, -, -

**Job
Code**

**Midwest,
Wisconsin,
Minnesota,
Illinois**

26.020 Insurance Clerk.....	329, 497, 620, -
12.090 Internet Designer.....	81, 377, -, -
19.010 Inventory Control Clerk/Clerk Counter.....	185, 429, 574, 670
22.230 Laboratory Technician (Elec.-Mech.), Junior.....	269, 470, 609, -
22.220 Laboratory Technician (Elec.-Mech.), Senior.....	267, 469, -, -
22.250 Laboratory Technician (Met.-Chem.), Junior.....	273, 472, -, 682
22.240 Laboratory Technician (Met.-Chem.), Senior.....	271, 471, -, -
22.100 Layout Drafter, Junior.....	245, 459, 600, -
22.090 Layout Drafter, Senior.....	243, 458, 599, -
16.080 Legal Secretary II (Experienced).....	153, 413, 561, -
16.081 Legal Secretary III (Advanced).....	155, 414, -, -
27.010 Licensed Practical Nurse (LPN).....	339, 501, 625, -
25.010 Loan Processor.....	311, 489, -, -
21.010 Machine Inventory/Preventative Maintenance Coordinator.....	221, 447, 588, -
20.080 Mail Clerk.....	205, 439, 582, -
19.040 Material Control Coordinator.....	187, 430, 575, 671
26.030 Medical Assistant.....	331, 498, 621, -
26.040 Medical Records Clerk.....	333, 499, 622, -
20.090 Messenger/Courier.....	207, 440, -, -
21.030 Methods and Standards Technician, Junior.....	225, 449, 590, -
21.020 Methods and Standards Technician, Senior.....	223, 448, 589, -
25.050 Mortgage Loan Processor.....	319, 493, -, -
25.060 Mortgage Underwriter.....	321, -, -, -
23.060 Multi-Color Press Operator.....	299, 485, -, -
12.100 Network Technician.....	83, 378, 530, -
25.020 New Account Rep/Personal Banker.....	313, 490, -, -
27.030 Occupational Therapy Assistant, Certified (COTA).....	-, -, -, -
20.070 Office Janitor.....	203, 438, 581, 674
20.100 Office Person – Multi Function (Small Company).....	209, 441, 583, 675
23.050 One or Two Color Press Operator.....	297, 484, -, -
15.110 Order Analyst, Junior.....	125, 399, 548, -
15.100 Order Analyst, Senior.....	123, 398, 547, -
15.120 Order Clerk.....	127, 400, 549, 654
16.030 Paralegal.....	147, 410, 558, -
26.050 Patient Account Representative.....	335, -, 623, -
13.010 Payroll Clerk – Unit Leader.....	91, 382, 533, -

**Job
Code**

**Midwest,
Wisconsin,
Minnesota,
Illinois**

13.040 Payroll Clerk I (Entry).....	97, 385, 536, -
13.030 Payroll Clerk II (Experienced).....	95, 384, 535, 645
13.020 Payroll Clerk III (Advanced).....	93, 383, 534, 644
12.110 Personal Computer Specialist.....	85, 379, 531, -
27.050 Pharmacy Technician.....	343, 503, 627, -
15.130 Photographer.....	129, 401, -, -
27.040 Physical Therapy Aide (Clinic Aide).....	-, -, -, -
18.050 Production Clerk I (Entry).....	173, 423, 568, 666
18.040 Production Clerk II (Experienced).....	171, 422, 567, -
18.030 Production Clerk III (Advanced).....	169, 421, -, -
18.060 Production Planner/Scheduler I.....	175, 424, 569, 667
21.050 Programmer (N.C./C.N.C.), Junior.....	229, 451, 592, -
21.040 Programmer (N.C./C.N.C.), Senior.....	227, 450, 591, -
12.130 Programmer, Junior.....	89, 381, -, -
12.120 Programmer, Senior.....	87, 380, 532, -
17.060 Purchasing Clerk.....	163, 418, 564, 665
22.270 Quality Control Technician, Junior.....	277, 474, 611, 684
22.260 Quality Control Technician, Senior.....	275, 473, 610, 683
19.050 Receiving Clerk.....	189, 431, 576, 672
20.110 Receptionist.....	211, 442, 584, 676
20.050 Records Clerk I.....	201, 437, -, -
20.040 Records Clerk II.....	199, 436, 580, -
27.020 Registered Nurse (RN).....	341, 502, 626, -
24.030 Retail Sales Clerk.....	309, 488, 618, -
15.170 Sales Correspondent, Junior.....	133, 403, 551, 656
15.160 Sales Correspondent, Senior.....	131, 402, 550, 655
15.090 Sales/Marketing Assistant.....	121, 397, 546, 653
26.060 Scheduler.....	337, 500, 624, -
20.120 Security Guard – Unarmed.....	213, 443, 585, -
18.080 Shipping & Receiving Clerk.....	179, 426, 571, 669
18.070 Shipping Clerk.....	177, 425, 570, 668
19.060 Stores Keeper.....	191, 432, -, -
22.320 Technical Illustrator.....	279, 475, -, -
22.330 Technical Inspector.....	281, 476, -, -
22.340 Technical or Specifications Clerk.....	283, 477, 612, -
22.350 Technical Writer.....	285, 478, 613, -

**Job
Code**

**Midwest,
Wisconsin,
Minnesota,
Illinois**

20.130 Telecommunications Network Coordinator	215, 444, -, -
15.190 Telemarketing Sales Representative	135, 404, 552, -
20.140 Telephone Operator	217, 445, 586, -
20.160 Telephone Operator/Receptionist/Secretary	219, 446, 587, 677
15.210 Telephone Order Processing Representative.....	137, 405, 553, -
25.030 Teller	315, 491, -, -
25.040 Teller Supervisor/Head Teller	317, 492, -, -
18.090 Traffic Clerk.....	183, 428, 573, -
18.089 Traffic Dispatcher	181, 427, 572, -
23.090 Web Press Operator	303, -, -, -
14.050 Wellness Coordinator.....	105, 389, -, -

MRA Compensation and Survey Services

Custom Compensation and Benefits Surveys

Think of MRA first when you need to conduct a custom compensation survey. These surveys take a great deal of time and effort, and we can take that weight off your shoulders. The most important consideration is that as a third party we can conduct and manage the survey process to reduce the risk of anti-trust concerns. Besides, we've been conducting surveys for more than 100 years. We know the ins and outs.

In order to understand the competitive landscape, an organization needs to review current market data, (whether by industry, location, or a variety of other variables) to make sound business decisions surrounding total compensation.

For information contact one of MRA's Survey Managers at 800.488.4845, extension 3508, or e-mail surveys@mrnet.org.

Other MRA Compensation and Related Services

MRA can provide your organization with additional expertise in evaluating your compensation profile, allowing you to stay competitive and in line with your overall organizational strategy. Our experts can gather additional data, evaluate pay rate versus position descriptions, and help find creative ways to attract and retain a high-quality workforce. Services include:

- Custom Compensation and Benefits Surveys for Your Industry
- Custom Business Intelligence and Customer Satisfaction Surveys
- Competitive Market Pay Analysis
- Job Descriptions
- Variable Pay/Incentive Plan Strategies
- Salary Structure/Pay Grade Design

Links to Other Resources

In addition, MRA members can access the online MRA Resource Center by clicking on the links for Member Benefits, followed by Member-Only Benefits and the HR Resource Center for information and links to many subjects:

HR Resource Center

MRA's HR Resource Center consists of sample policies, forms, job descriptions, articles, and toolkits – all designed to save you time! This expert information is just a click away, and you can download whatever you need. So get started by clicking the icons below! These documents have been created by HR professionals for HR professionals. Relevant. Practical. Customizable. At your fingertips. Available 24/7. MRA is here for you.



- Benefits
- Compensation
- Employee & Labor Relations
- Job Descriptions
- Organization & Employee Development
- Recruitment & Staffing
- Safety & Health