

ADMINISTRATIVE ASSISTANT I

Job # 020100

Performs clerical duties such as keyboarding, scheduling, and opening mail. Reviews and answers correspondence. Screens callers and visitors. Develops appropriate methods to handle information. Maintains electronic files and produces reports. Possesses strong communication, interpersonal, secretarial skills and knowledge of organization policy and procedures and department operations. High school education or equivalent required and two years experience.

MEMPHIS AREA	# of Orgs	# of Incs	BASE RATE					BONUS					TOTAL COMP				
			25th %ile (\$000)	50th %ile (\$000)	75th %ile (\$000)	Avg. Base Rate (\$000)	Wtd. Avg. Base Rate (\$000)	% of Incs Eligible for Bonus	% of Incs Who Rcvd Bonus	Avg. Flat \$ Bonus Paid	Wtd. Avg. Flat \$ Bonus Paid	25th %ile (\$000)	50th %ile (\$000)	75th %ile (\$000)	Avg. Total Comp (\$000)	Wtd. Avg. Total Comp (\$000)	
Gross Revenue (Millions)																	
\$3000.0+	13	162	33.5	36.2	46.7	38.2	37.4	2.5	1.2	1123	808	33.5	36.5	46.7	38.3	37.4	
All	23	188	33.4	36.2	40.7	37.9	36.8	5.3	3.7	2277	1774	33.4	36.5	43.9	38.3	36.9	
Number of FTEs																	
5000+	13	114	34.4	36.5	46.7	38.4	38.1	4.4	1.8	1123	808	35.5	36.5	46.7	38.6	38.1	
All	23	188	33.4	36.2	40.7	37.9	36.8	5.3	3.7	2277	1774	33.4	36.5	43.9	38.3	36.9	
Profit Status																	
For-Profit	18	71	35.0	36.8	40.8	38.2	39.4	12.7	8.5	2347	1733	35.0	36.8	44.6	38.6	39.6	
Not-For-Profit	5	117	33.1	33.5	34.4	36.7	35.2	0.9	0.9	---	---	33.1	33.5	36.5	37.1	35.5	
All	23	188	33.4	36.2	40.7	37.9	36.8	5.3	3.7	2277	1774	33.4	36.5	43.9	38.3	36.9	
Industry																	
Mfg and Distribution	5	16	35.5	36.5	37.1	36.3	36.2	37.5	31.3	908	1151	35.5	36.5	37.1	36.6	36.6	
MEMPHIS AREA																	
Avg. Range Minimum (\$000)	Avg. Range Midpoint (\$000)		Avg. Range Maximum (\$000)		Avg. Hire-On (\$000)		% Exempt		% Non-Exempt		% Union		% Non-Union				
28.3	36.2		44.0		---		0.0		100.0		0.0		100.0				
Bonus Eligible																	
										% of Orgs Reporting		30.4					

HUMAN RESOURCES GENERALIST

Job # 054000

Provides a variety of human resources services for an office, subsidiary, remote location, or specific unit. Performs salary administration, recruiting, staffing, and/or benefit liaison functions. Coordinates training, benefits, employee services, employee relations, and health promotion activities through human resources staff members. Ensures compliance with legal and corporate guidelines. Bachelor's degree required and two years experience.

			BASE RATE					BONUS				TOTAL COMP					
MEMPHIS AREA	# of Orgs	# of Incs	25th %ile (\$000)	50th %ile (\$000)	75th %ile (\$000)	Avg. Base Rate (\$000)	Wtd. Avg. Base Rate (\$000)	% of Incs Eligible for Bonus	% of Incs Who Rcvd Bonus	Avg. Flat \$ Bonus Paid	Wtd. Avg. Flat \$ Bonus Paid	25th %ile (\$000)	50th %ile (\$000)	75th %ile (\$000)	Avg. Total Comp (\$000)	Wtd. Avg. Total Comp (\$000)	
Gross Revenue (Millions)																	
\$3000.0+	8	19	48.3	52.0	57.4	54.1	53.5	31.6	15.8	2529	2529	48.3	52.0	57.9	55.0	54.1	
All	17	29	50.0	54.0	60.2	55.2	55.0	31.0	20.7	2937	2678	50.0	54.0	61.6	56.0	55.6	
Number of FTEs																	
5000+	9	18	48.4	53.1	56.2	53.3	53.9	33.3	16.7	2529	2529	48.4	53.1	56.2	54.2	54.5	
All	17	29	50.0	54.0	60.2	55.2	55.0	31.0	20.7	2937	2678	50.0	54.0	61.6	56.0	55.6	
Profit Status																	
For-Profit	10	13	50.2	54.7	60.0	55.3	56.5	61.5	38.5	2800	2517	50.2	54.7	62.0	56.5	57.5	
Not-For-Profit	7	16	50.2	54.0	59.3	55.0	54.1	6.3	6.3	---	---	50.2	54.0	59.3	55.5	54.5	
All	17	29	50.0	54.0	60.2	55.2	55.0	31.0	20.7	2937	2678	50.0	54.0	61.6	56.0	55.6	
MEMPHIS AREA																	
Avg. Range Minimum (\$000)	Avg. Range Midpoint (\$000)		Avg. Range Maximum (\$000)			Avg. Hire-On (\$000)		% Exempt		% Non-Exempt		% Union		% Non-Union			
44.1	55.9		67.8			---		81.3		18.8		0.0		100.0			
Bonus Eligible																	
															% of Orgs Reporting		33.3

MAINTENANCE MECHANIC I

Job # 044000

Performs skilled maintenance and repair of mechanical, electrical, and other physical structures. Paints structures, performs masonry work, and repairs plumbing fixtures and woodwork. Makes repairs to tools and equipment. Maintains and installs electrical systems and fixtures. Measures, cuts, bonds, threads, assembles, and installs electrical conduit. Uses hand and power tools. Ensures tools and equipment are maintained and repaired. Assists higher-level mechanics. High school education or equivalent required and one year experience.

MEMPHIS AREA	# of Orgs	# of Incs	BASE RATE					BONUS				TOTAL COMP					
			25th %ile (\$000)	50th %ile (\$000)	75th %ile (\$000)	Avg. Base Rate (\$000)	Wtd. Avg. Base Rate (\$000)	% of Incs Eligible for Bonus	% of Incs Who Rcvd Bonus	Avg. Flat \$ Bonus Paid	Wtd. Avg. Flat \$ Bonus Paid	25th %ile (\$000)	50th %ile (\$000)	75th %ile (\$000)	Avg. Total Comp (\$000)	Wtd. Avg. Total Comp (\$000)	
Gross Revenue (Millions)																	
\$3000.0+	7	32	36.9	37.1	47.7	41.5	41.5	9.4	9.4	---	---	36.9	37.6	47.7	41.6	41.6	
All	16	87	36.9	45.7	48.0	43.3	41.7	33.3	16.1	2772	2090	37.1	45.7	49.0	43.7	42.1	
Number of FTEs																	
5000+	7	41	36.9	37.1	47.7	41.7	40.9	7.3	7.3	---	---	36.9	37.6	47.7	41.8	41.0	
All	16	87	36.9	45.7	48.0	43.3	41.7	33.3	16.1	2772	2090	37.1	45.7	49.0	43.7	42.1	
Profit Status																	
For-Profit	15	73	37.1	47.3	48.1	43.8	43.1	39.7	19.2	2772	2090	37.4	47.3	49.7	44.3	43.6	
All	16	87	36.9	45.7	48.0	43.3	41.7	33.3	16.1	2772	2090	37.1	45.7	49.0	43.7	42.1	
Industry																	
Mfg and Distribution	8	26	40.4	47.6	48.6	45.1	47.0	50.0	19.2	3997	5450	40.8	47.9	51.3	45.9	47.9	
MEMPHIS AREA																	
Avg. Range Minimum (\$000)	Avg. Range Midpoint (\$000)		Avg. Range Maximum (\$000)			Avg. Hire-On (\$000)		% Exempt		% Non-Exempt		% Union		% Non-Union			
32.5	40.5		48.5			---		0.0		100.0		28.6		71.4			
Bonus Eligible																	
															% of Orgs Reporting		44.4

SECURITY OFFICER - UNARMED (SECURITY GUARD)

Job # 057000

Patrols internal and external property. Investigates unusual or suspicious situations. Maintains records and logs as assigned. Enforces the organization's procedures and regulations during and after normal work hours. Assists with and trains for emergency situations. Operates firefighting equipment, short-wave radio, and administer CPR and first aid as needed. Refers dangerous situations or complex problems to supervisor and/or the local police force. High school education or equivalent required.

MEMPHIS AREA			BASE RATE					BONUS				TOTAL COMP				
# of Orgs	# of Incs		25th %ile (\$000)	50th %ile (\$000)	75th %ile (\$000)	Avg. Base Rate (\$000)	Wtd. Avg. Base Rate (\$000)	% of Incs Eligible for Bonus	% of Incs Who Rcvd Bonus	Avg. Flat \$ Bonus Paid	Wtd. Avg. Flat \$ Bonus Paid	25th %ile (\$000)	50th %ile (\$000)	75th %ile (\$000)	Avg. Total Comp (\$000)	Wtd. Avg. Total Comp (\$000)
Gross Revenue (Millions)																
\$75.0 - 299.9	5	31	25.2	26.1	27.7	26.0	26.3	0.0	0.0	---	---	25.2	26.1	27.7	26.0	26.3
\$3000.0+	5	305	22.8	23.5	24.9	24.3	24.8	5.6	5.6	---	---	22.8	24.0	24.9	24.4	24.9
All	14	400	23.3	25.0	27.3	25.4	25.3	4.3	4.3	---	---	23.4	25.0	27.3	25.4	25.4
Number of FTEs																
All	14	400	23.3	25.0	27.3	25.4	25.3	4.3	4.3	---	---	23.4	25.0	27.3	25.4	25.4
Profit Status																
For-Profit	5	225	23.5	24.8	24.9	24.6	25.0	7.6	7.6	---	---	24.0	24.8	24.9	24.7	25.1
Not-For-Profit	9	175	23.2	26.1	27.9	25.8	25.5	0.0	0.0	---	---	23.2	26.1	27.9	25.8	25.5
All	14	400	23.3	25.0	27.3	25.4	25.3	4.3	4.3	---	---	23.4	25.0	27.3	25.4	25.4
Industry																
Healthcare	9	144	23.2	26.1	27.9	26.1	26.3	0.0	0.0	---	---	23.2	26.1	27.9	26.1	26.3
MEMPHIS AREA																
Avg. Range Minimum (\$000)	Avg. Range Midpoint (\$000)		Avg. Range Maximum (\$000)			Avg. Hire-On (\$000)		% Exempt		% Non-Exempt		% Union		% Non-Union		
21.4	26.7		32.0			21.7		0.0		100.0		0.0		100.0		
Bonus Eligible																
								% of Orgs Reporting		7.1						