



## This is a sample report...

...to assist you in evaluating the *2006 Historic Triangle Compensation Survey* report.

This sample report contains data for only one position – Office Manager

The complete report contains the following sections:

- Executive Summary
- How to Read the Report
- Participant List
- Survey Methodology (including Data Definitions)
- About Survey Sponsors
- Data for **59 different positions**

To purchase the complete report, please contact HR Diversified Solutions, LLC:

- Phone: (434) 975 5415
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## Office Manager

Job Code: OF13000019

Supervises office activities to achieve maximum expense control and productivity. Develops procedures and policies for office activities, such as filing, dictating, records maintenance, typing, word processing, faxing and mail distribution. May also be responsible for the maintenance of office equipment and supplies. Requires a high school diploma or its equivalent with at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

### Cash Compensation (All dollar amounts are displayed in \$000s)

Scope	Base Salary							Short-term Incentives							Total Cash Compensation						
	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average
<b>All Organizations</b>	12	14	28.6	31.3	39.5	34.3	33.1	3	3						12	14	29.0	31.3	42.0	35.3	34.2
<b>Ownership Type</b>	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average
Private	7	7	28.1	30.7	35.0	31.7	31.7	3	3						7	7	29.1	30.7	42.0	33.7	33.7
<b>Number of Employees (FTEs)</b>	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average
<= 300	11	11	28.4	30.7	35.0	32.3	32.3	3	3						11	11	29.0	30.7	42.0	33.6	33.6
<b>Revenue</b>	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average
<= \$8M	6	6	27.6	29.0	33.3	30.6	30.6	2	2						6	6	28.7	29.4	34.1	31.9	31.9

**Office Manager**

Job Code: OF13000019

**Job Characteristics**

Job Match	
Greater Responsibility	16.7%
Equal Responsibility	83.3%
Less Responsibility	0.0%

FLSA Status	
Exempt	33.3%
Non-Exempt	66.7%

Average Weekly Hours Worked			
25th pctile	50th pctile (median)	75th pctile	org-wtd average
40.0	40.0	40.0	40.8

Pay Type	
Salaried	58.3%
Hourly	41.7%

Average Target Bonus (As a Percentage of Base Pay)			
25th pctile	50th pctile (median)	75th pctile	org-wtd average
-	-	-	-