## Founders' Message

Employers, across geographies, industries and scales share the common need to find, develop and retain great talent. Many of you have shared with us the challenges you face in planning and managing your workforce in an increasingly competitive labor market. The total talent communities from which we build are also the communities within which we compete.

Data-driven actions are a huge contributor to the fail or success of all our businesses, and we are all experiencing our own versions of the information we see reflected from the data in this 2018 edition of The SCALE. We must continuously work to model our hiring processes to enable faster, strategic decision making, and we need to review our processes for onboarding and retention to ensure that they are supporting the iterative needs of our businesses.

You honor us with the trust you place in us, and we are happy to provide you with tools to help you shape the insights you glean from this data into focused action. Let me know how you incorporate these tools into your initiatives, and how we may continue providing resources to help you succeed.

Thank you for your continuing partnership with the ACT•1 Group. We value you and your organization.


## About Your SCALE

The Standards for Compensation And Leadership Excellence (SCALE) goes beyond the typical salary guide by also providing expertise and tools to optimize hiring effectiveness, engagement and retention. In addition to our Fall print edition of the SCALE, resources and tools are continually provided in our online leadership portal. Visit our SCALE portal at www.appleone.com/SCALE.

The graphic design of the SCALE reflects a champion's approach to faster results, because employers tell us they have been working to speed up their hiring processes and evaluating their entire employee lifecycle to allow them to be more competitive.

Your 2018 SCALE provides you with the most current information on compensation and workforce trends available. The SCALE expertise is compiled from our annual national candidate and client surveys, the Bureau of Labor Statistics (BLS), Occupational Information Network (O*NET), extensive research conducted with our branch locations, and interviews with human resources experts. The data provided includes national estimates for base salaries. You should also take into consideration the specifics of your own company's needs and locations.


Get Retention and Salary Tools in the SCALE Portal
www.appleone.com/MySCALE

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Are You Ready to Compete for Talent?


## Are you ready to compete for talent?

We have been helping clients hire, engage, and retain talent for 54 years, and we have never seen a more challenging labor market than the one we are experiencing right now. To stay competitive, employers are optimizing their processes along the entire employee lifecycle. AppleOne understands that as employers, we are all pressed for time and resources, so we have been helping our clients achieve these optimizations through simple changes that do not require a lot of extra time or effort.

## Recruiting

Unemployment is down, and the available talent pool is drying up. This is leading to a talent-driven market where employers jump into competition to hire a candidate as soon as they become available.

To respond to increased demand for talent, 68\% of employers have changed their hiring process to make themselves more competitive. 1 The most common change has been to streamline the process to allow for faster decision making.
"We have more and more situations where candidates get multiple offers to choose from, even when clients move quickly," says AppleOne president, Brett Howroyd. "We've started recommending that clients schedule interviews with all of their required decision makers for the same day or within two days, so they are ready to make an immediate decision once the interviews are completed."


> We have MORE AND MORE SITUATIONS where the candidate gets MULTIPLE OFFERS to choose from even when the clients move quickly.

This simple scheduling change creates a more focused hiring environment that does not require any more time. However, since the time employers do spend is more concentrated and focused, our clients find they are able to reduce time-to-fill, relieve themselves of the stress and distraction of an unfilled position that remains open for weeks at a time, and are less likely to lose their preferred candidate to competing offers.

OF EMPLOYERS
Changed Hiring Processes
to be More Competitive.!


OF EMPLOYEES
are Disengaged. ${ }^{2}$


OF EMPLOYEES
Plan to Quit in 30 days. ${ }^{2}$

## Engaging

Once we hire someone, we only have 91 days to create engagement and cultural alignment before they decide it was a poor fit and start looking for other opportunities. ${ }^{3}$

As we have consulted with our clients on their workforce priorities we have identified onboarding as a crucial step in the employee lifecycle. When people join a company, they are excited and eager to learn. This is a critical moment that can help employers meet their engagement, productivity, and retention goals, so we have shared our engagement expertise with our clients to help them perfect this process.

Employees tell us the hardest thing about starting a new job is learning new tools and processes (30\%). ${ }^{2}$ A successful onboarding process should seek to address this concern by establishing a clear path to learn job-specific benchmarks and resources while providing opportunities for early success and recognition.

AppleOne has created tools to help our clients with their onboarding and ongoing engagement. With much of the work already done, employers simply need to integrate the tools into their existing workflows to see the benefits without the need to spend a lot of time reviewing or reengineering processes.

## Retaining

More than 78\% of employees are actively looking for new jobs or at least open to the right offer, and even more troubling, $43 \%$ plan to quit in the next 30 days, ${ }^{2}$ so it makes sense that clients have identified retention as their top workforce priority. ${ }^{\text { }}$

## WHAT EMPLOYEES SEEK FROM GREAT EMPLOYERS ${ }^{2}$



GOOD WORK/LIFE BALANCE


TOP COMPENSATION


OBVIOUS CAREER PATH

Employees have told us that a good work/life balance is the top thing they look for from a great employer², but communication is also very important. Most employees say they prefer to have weekly check-ins with their managers and that good communication is the number one trait they look for in a great boss. ${ }^{2}$

Tools we provide to our clients such as our stay interviews, recognition planners, and coaching sandwich scripts have helped our clients to make those weekly one-on-ones productive and easy to facilitate.

OTHER THAN A RAISE, HOW COULD AN EMPLOYER KEEP YOU HAPPY?²

|  | Boomer | Gen X | Millennial | Total |
| :--- | :---: | :---: | :---: | :---: |
| Additional Time Off | $32 \%$ | $28 \%$ | $33 \%$ | $31 \%$ |
| Work from Home | $20 \%$ | $25 \%$ | $20 \%$ | $22 \%$ |
| Opportunity to Earn a <br> Bonus Next Year | $22 \%$ | $20 \%$ | $20 \%$ | $21 \%$ |

## Next Steps:

## Determine Priorities

As employers ourselves, we understand how daunting it can be to even think about finding the time let alone doing the actual work of evolving hiring and engagement structures. We are here for you though, and have helped many clients achieve their objectives.

The first step is to prioritize where we can create the most impact given your company's unique goals and situations. Complete the prioritization exercise on page XX. Once you have confirmed your priorities, your Hiring Advisor will share tools that have enabled many of our other clients to easily and quickly optimize their processes to make themselves more competitive for today's new, more challenging labor market.


Employers have identified Hiring，Engagement，and Retention as the top workforce priorities they need to solve for growth in 2018.

## What stands out as your top priority？

## 2in

## HIRING

| ＂I＇ve lost selected | ＂I don＇t feel comfortable <br> candidates to other <br> interviewing and trying |
| :--- | :--- |
| to read people．＂ |  |

＂I don＇t feel comfortable interviewing and trying to read people．＂
＂I have work that is not getting done because I don＇t have the staff to do it．＂

We have assembled a number of tools to help you optimize hiring results：
$\equiv$ Today＇s Recruitment Advertising
シMarketing Your Opportunity
シ Behavior Interview Structure
三Counter Offer Threat Assessment
シMaking the Job Offer


Visit：www．appleone．com／SCALE／Hire

## $\infty$

## ENGAGEMENT \＆PRODUCTIVITY

＂Some of my employees
keep showing up late and
leaving early．＂
＂We＇re not meeting our
standards for excellent
customer service，or
production．＂
＂We have some people with the wrong attitudes．＂
＂I＇m struggling to get employees to take ownership for their projects．＂

## RETENTION

＂We＇ve had an increase in key people leaving．＂
＂I have employees who have expressed goals for growth that we cannot provide for them yet．＂
＂our salary budgets are not compefitive．＂
＂Employees are missing work or scheduling a lot more early morning and late afternoon doctor＇s visits．＂

We have assembled a number of tools to help you optimize employee retention：

シ Determine Turnover Risk
シProfessional Goals Worksheet
三Stay Interviews
三Turnover Calculator


Visit：www．appleone．com／SCALE／Retain

## How Outsourcing Optimizes Hiring Dollars



Attract the Best
Recruitment Marketing Plan
Your Hiring Advisor can work with you to create a marketing plan that combines insider knowledge of what attracts candidates with the most marketable aspects of your opportunity and company.


Hire the Best
Benchmarking Process
Your Hiring Advisor can benchmark current employees to identify key traits, work habits, and motivators needed to excel in your company or team. This enables better recruiting, screening, and time-to-fill.


Placement Engagement SOP
Our guiding principle is that the candidate is the center of the universe. Employees are more likely to stay when they are positively held accountable. We provide engagement support with weekly coaching, formal monthly one-on-ones, management reporting, and recognition incentives.


Only Pay for Results

## Guaranteed ROI

Avoid risking thousands of dollars recruiting on your own in a talent shortage. There is no charge for our upfront recruitment services or for interviewing our talent. We only invoice customers once they have a hire that has started work.

A dedicated Hiring Advisor assesses your needs on benchmarks talent, then creates a recruitment marketi

PROVEN BENCHMARKING HURDLES

Prescreen

Firsthand
Job Specific Interview

References

Background Verification

Skills and Traits Evaluation

Together... We Win! ${ }^{\oplus}$
Your Advisor and Your Team = No More "Rep" Turnover
Adding to your work family is delicate and requires a human touch. We provide a single point-of-contact backed by a tenured team committed to understanding your priorities, skill requirements, and culture. This avoids the typical challenges of diluted relationships such as resumes being submitted that do not match the opening, or longer times-to-fill. We are proud to call this personalized approach Hiring Made Human!

```
site,
ng plan.
```

| Candidate Profile | Candidate Review | Selection | Job 0ffer | Engagement | Only Paly |
| :--- | :--- | :--- | :--- | :--- | :--- |
| Presentation | Preparation | Debrief | Negotiation | Support | For Results |

## With AppleOne You Only Pay for Results

## GAIN EXPOSURE TO THE WIDEST CANDIDATE MARKET POSSIBLE

The typical company draws candidates from three to six sources. We proactively draw talent daily from 25 recruiting sources.


|  | Ad: Monster | Facebook | National Shared Database |
| :--- | :--- | :--- | :--- |
| Ad: CareerBuilder | Ad: Linkedln | Twitter | SEO (Google, Bing) |
| Ad: Company Site | Ad: Craigslist | Headhunting | Employer Branding |
| Search: LinkedIn | Search: CareerBuilder | Job Fairs | Ad: Newspaper |
| Referral System | Search: Indeed | Mass Email | Ad: Dice |
| Career Site Optimization | Search: Monster | Professional Organization Meetings | Search: Dice |
| Friends and Family | InMail: Linkedln | 200 Recruiting Centers | Other |
| Ad: Indeed |  |  |  |

## YOUR 5•50 ASSURANCE ${ }^{\circledR}$, THE ONLY 5-YEAR GUARANTEE ON SUCCESS!

Your turnover and succession hires are covered for five years. We've been making expert matches for more than 50 years, and we know our process produces results we can guarantee. Clients report our placements flourish and are typically promoted within three years. Because we believe we both benefit from your long-term growth, we developed a five-year guarantee that covers hiring associated with restructuring, turnover, and best of all, promotions and turnover for up to five years. And, because we already understand your position and company, we can move swiftly to keep your positions staffed and productive.


90 days free replacement and at half your original investment up to 5 years

## How It Works

$$
1 \text { day - } 30 \text { days: }
$$

Free replacement or full refund

31 days - 90 days:
Free replacement or prorated refund

91 days - 5 years:
Replacement at half your
hiring investment


90 days prorated and no
coverage after 90 days



## Accounting, Payroll,

| Finance | Low | Median | High | \% Change |
| :---: | :---: | :---: | :---: | :---: |
| Accountant | \$47,560 | \$59,640 | \$74,370 | 3.1\% |
| Accounting Clerk | \$31,360 | \$36,060 | \$42,560 | 2.0\% |
| Accounting Manager | \$53,550 | \$67,280 | \$85,230 | 3.2\% |
| Accounts Payable | \$32,090 | \$37,960 | \$44,910 | 1.4\% |
| Accounts Receivable | \$31,830 | \$38,250 | \$44,880 | 3.1\% |
| AP/AR Manager | \$45,160 | \$55,270 | \$69,000 | 2.8\% |
| Assistant Controller | \$66,440 | \$82,440 | \$104,280 | 2.1\% |
| Auditor | \$52,660 | \$65,470 | \$79,850 | 3.5\% |
| Billing Clerk | \$34,850 | \$39,060 | \$44,370 | 2.2\% |
| Billing Manager | \$40,530 | \$48,020 | \$59,240 | 0.3\% |
| Bookkeeper | \$35,440 | \$41,810 | \$49,760 | 1.1\% |
| Certified Public Accountant (CPA) | \$60,780 | \$80,640 | \$110,600 | 2.2\% |
| Collections Specialist | \$34,010 | \$41,160 | \$44,800 | 1.6\% |
| Controller | \$139,460 | \$172,830 | \$220,610 | -0.3\% |
| Cost Accountant | \$57,820 | \$67,990 | \$81,520 | 2.2\% |
| Director of Finance | \$113,710 | \$137,520 | \$142,800 | 2.8\% |
| Estimator | \$55,010 | \$69,820 | \$88,860 | 2.8\% |
| Financial Analyst | \$53,810 | \$67,150 | \$84,760 | 2.6\% |
| Full Charge Bookkeeper | \$39,030 | \$46,650 | \$54,240 | 2.8\% |
| Investment Assistant | \$40,660 | \$54,940 | \$75,380 | 2.8\% |
| Junior Financial Analyst | \$45,260 | \$53,510 | \$69,320 | 2.8\% |
| Payroll Clerk | \$35,750 | \$41,020 | \$46,770 | 2.8\% |
| Payroll Coordinator | \$34,770 | \$40,690 | \$47,200 | 1.4\% |
| Payroll Manager | \$51,540 | \$61,580 | \$73,360 | 2.8\% |
| Payroll Specialist | \$37,670 | \$43,930 | \$46,980 | 2.6\% |
| Purchasing Clerk | \$34,170 | \$41,540 | \$50,910 | 0.9\% |
| Purchasing Manager | \$60,810 | \$76,580 | \$96,170 | 2.0\% |
| Purchasing/Buyer | \$48,000 | \$57,790 | \$70,540 | 3.5\% |
| Senior Accountant | \$63,260 | \$74,570 | \$87,340 | 2.3\% |
| Senior Financial Analyst | \$68,160 | \$81,350 | \$96,960 | 2.1\% |
| Senior Staff Accountant | \$58,220 | \$70,480 | \$85,960 | 1.4\% |
| Staff Accountant | \$49,350 | \$65,170 | \$74,060 | 2.5\% |
| Supply Chain Manager | \$62,910 | \$80,280 | \$105,320 | 3.1\% |
| Tax Accountant | \$48,860 | \$61,320 | \$76,060 | 1.4\% |
| Tax Manager | \$70,780 | \$86,460 | \$101,920 | 2.8\% |
| Vice President of Finance | \$183,040 | \$224,290 | \$280,980 | 2.8\% |

Admin, Clerical,

| General Office | Low | Median | High | \% Change |
| :---: | :---: | :---: | :---: | :---: |
| Administrative Assistant | \$31,680 | \$38,110 | \$45,840 | 2.4\% |
| Data Entry Specialist | \$25,680 | \$30,010 | \$35,270 | 1.4\% |
| Dispatcher | \$34,160 | \$41,690 | \$50,270 | 0.6\% |
| Executive Assistant | \$44,690 | \$52,560 | \$62,030 | 2.8\% |
| Facilities Coordinator | \$43,500 | \$53,060 | \$67,170 | 2.8\% |
| Facilities Manager | \$50,780 | \$64,510 | \$80,100 | 1.4\% |
| File Clerk | \$23,300 | \$27,870 | \$32,170 | 2.8\% |
| Front Desk Coordinator | \$25,870 | \$29,960 | \$35,130 | 2.8\% |
| Junior Administrative Assistant | \$27,680 | \$31,880 | \$37,830 | 2.8\% |
| Logistics Coordinator | \$33,580 | \$38,970 | \$44,510 | 1.4\% |
| Logistics Manager | \$53,230 | \$65,040 | \$89,450 | 2.8\% |
| Mailroom Clerk | \$25,410 | \$31,560 | \$38,020 | 1.3\% |
| Office Assistant | \$24,430 | \$29,920 | \$35,770 | 1.4\% |
| Office Clerk | \$26,340 | \$31,800 | \$39,060 | 2.4\% |
| Office Coordinator | \$31,880 | \$38,960 | \$48,990 | 2.0\% |
| Office Manager | \$44,790 | \$56,160 | \$70,970 | 1.1\% |
| Order Management Specialist | \$41,000 | \$50,860 | \$64,460 | 2.8\% |
| Planner | \$42,450 | \$49,130 | \$58,490 | 2.8\% |
| Production Manager | \$46,340 | \$61,660 | \$81,980 | 2.8\% |
| Project Coordinator | \$43,360 | \$57,330 | \$87,040 | 1.4\% |
| Project Manager | \$60,430 | \$79,030 | \$100,820 | 2.8\% |
| Quality Assurance Coordinator | \$36,900 | \$45,840 | \$56,540 | 3.1\% |
| Receptionist | \$26,070 | \$30,810 | \$34,910 | 2.0\% |
| Sales Assistant | \$29,960 | \$37,080 | \$46,720 | 2.7\% |
| Senior Administrative Assistant | \$42,450 | \$51,090 | \$62,450 | 3.0\% |
| Senior Data Entry Specialist | \$33,350 | \$37,640 | \$42,750 | 2.8\% |
| Senior Executive Assistant | \$50,290 | \$61,080 | \$74,930 | 2.3\% |
| Senior Office/Facilities Manager | \$53,480 | \$70,260 | \$99,130 | 2.8\% |
| Superintendent | \$63,470 | \$79,340 | \$100,490 | 2.8\% |
| Switchboard Operator | \$25,540 | \$28,780 | \$33,760 | 2.7\% |


| Creedit and Collections Collections Representative | Low $\$ 29,280$ | Median $\$ 35,320$ | High $\$ 43,620$ | \% Change |
| :---: | :---: | :---: | :---: | :---: |
| Credit Analyst | \$42,170 | \$51,870 | \$63,800 | 2.8\% |
| Credit/Collections Manager | \$57,860 | \$72,410 | \$91,600 | 2.8\% |
| Loan Processor | \$34,850 | \$41,760 | \$49,400 | 3.1\% |
| Senior Collector | \$36,530 | \$44,740 | \$56,740 | 1.8\% |
| Customer Service and Call Center | Low | Median | High | \% Change |
| Bilingual CSR | \$28,190 | \$33,920 | \$42,600 | 1.0\% |
| Call Center CSR-Inbound | \$25,750 | \$30,110 | \$34,890 | 0.9\% |
| Call Center CSR-Outbound | \$25,710 | \$29,300 | \$35,030 | 2.9\% |
| Call Center Lead | \$30,720 | \$36,220 | \$41,550 | 2.8\% |
| Call Center Manager | \$43,220 | \$53,610 | \$73,070 | 2.7\% |
| Customer Service Manager | \$41,910 | \$53,670 | \$68,620 | 2.9\% |
| Customer Service Representative | \$27,870 | \$33,360 | \$40,300 | 2.7\% |
| Outbound Telemarketing Sales Rep | \$25,040 | \$29,050 | \$37,740 | 1.2\% |
| Engineering and IT | Low | Median | High | \% Change |
| .Net Developer | \$90,000 | \$105,470 | \$125,700 | 2.5\% |
| Applications Analyst | \$57,950 | \$70,140 | \$84,430 | 3.5\% |
| AutoCAD Drafter/Designer | \$47,940 | \$55,980 | \$65,400 | 1.9\% |
| Business Intelligence Developer | \$97,590 | \$123,920 | \$145,610 | 2.8\% |
| Big Data Analytics Architect | \$133,450 | \$142,850 | \$154,540 | 2.8\% |
| Business Intelligence Analyst | \$79,270 | \$98,760 | \$128,750 | 1.6\% |
| Business Intelligence Architect | \$118,370 | \$139,900 | \$166,440 | 3.5\% |
| Data Analyst | \$44,660 | \$55,520 | \$69,950 | 1.3\% |
| Data Modeler | \$88,010 | \$105,870 | \$137,510 | 2.4\% |
| Database Administrator (DBA) | \$59,410 | \$77,360 | \$93,580 | 1.4\% |
| Design Engineer | \$68,100 | \$85,180 | \$107,830 | 2.8\% |
| Electrical Engineer | \$76,610 | \$93,010 | \$111,870 | 1.8\% |
| Engineer | \$70,350 | \$87,500 | \$108,680 | 2.7\% |
| Help Desk Support | \$37,380 | \$45,940 | \$57,580 | 2.8\% |
| Industrial Engineer | \$65,620 | \$78,850 | \$92,300 | 2.5\% |
| Information Security Analyst | \$73,730 | \$93,460 | \$116,990 | 2.8\% |
| Java Developer | \$85,250 | \$103,850 | \$125,810 | 2.8\% |


| Eng ineering and IT (cont.) | Low | Median | High | \% Change |
| :--- | ---: | ---: | ---: | ---: |
| JD Edwards Consultant | $\$ 78,770$ | $\$ 92,740$ | $\$ 106,620$ | $2.8 \%$ |
| Mechanical Engineer | $\$ 68,160$ | $\$ 84,140$ | $\$ 101,740$ | $3.0 \%$ |
| Mobile Applications Developer | $\$ 96,400$ | $\$ 115,800$ | $\$ 139,880$ | $2.6 \%$ |
| Network Administrator | $\$ 56,470$ | $\$ 71,880$ | $\$ 89,490$ | $1.4 \%$ |
| Oracle DBA | $\$ 62,620$ | $\$ 80,830$ | $\$ 100,030$ | $2.8 \%$ |
| Oracle EBS Functional Analyst | $\$ 93,220$ | $\$ 121,960$ | $\$ 125,310$ | $2.1 \%$ |
| Oracle EBS Technical Consultant | $\$ 104,390$ | $\$ 125,050$ | $\$ 144,630$ | $2.8 \%$ |
| PeopleSoft Functional Analyst | $\$ 74,520$ | $\$ 98,430$ | $\$ 127,740$ | $3.1 \%$ |
| PeopleSoft Technical Consultant | $\$ 77,480$ | $\$ 98,230$ | $\$ 122,170$ | $2.9 \%$ |
| Program Analyst | $\$ 59,090$ | $\$ 74,540$ | $\$ 94,240$ | $2.8 \%$ |
| Program Developer | $\$ 60,780$ | $\$ 74,570$ | $\$ 92,900$ | $2.8 \%$ |
| Project Manager | $\$ 72,840$ | $\$ 97,070$ | $\$ 131,680$ | $1.8 \%$ |
| Revit Designer | $\$ 55,250$ | $\$ 65,850$ | $\$ 76,680$ | $0.6 \%$ |
| Security Systems Administrator | $\$ 70,850$ | $\$ 87,990$ | $\$ 108,910$ | $1.6 \%$ |
| Software Engineer | $\$ 69,130$ | $\$ 87,350$ | $\$ 109,200$ | $1.4 \%$ |
| SuccessFactors Consultant | $\$ 95,480$ | $\$ 108,490$ | $\$ 125,950$ | $2.8 \%$ |
| Systems Administrator | $\$ 57,320$ | $\$ 71,720$ | $\$ 87,970$ | $2.4 \%$ |
| Systems Analyst | $\$ 73,780$ | $\$ 83,590$ | $\$ 100,550$ | $1.4 \%$ |
| Systems Architect | $\$ 67,200$ | $\$ 86,870$ | $\$ 111,230$ | $3.1 \%$ |
| Systems Integration Manager | $\$ 81,200$ | $\$ 101,000$ | $\$ 123,040$ | $2.9 \%$ |
| Test Engineer | $\$ 59,660$ | $\$ 72,610$ | $\$ 85,800$ | $2.8 \%$ |
| Ul Designer | $\$ 85,660$ | $\$ 106,200$ | $\$ 126,900$ | $2.8 \%$ |
| UX Designer | $\$ 79,490$ | $\$ 94,600$ | $\$ 114,760$ | $2.8 \%$ |
| Verification Engineer | $\$ 64,050$ | $\$ 79,050$ | $\$ 95,230$ | $2.8 \%$ |
| VP of Information Technology | $\$ 220,510$ | $\$ 287,630$ | $\$ 370,230$ | $2.8 \%$ |
| Web Designer | $\$ 50,730$ | $\$ 66,190$ | $\$ 83,050$ | $2.8 \%$ |
| Workday Consultant | $\$ 81,260$ | $\$ 93,030$ | $\$ 107,320$ | $2.8 \%$ |


| Human Resources | Low | Median | High | \% Change | Management | Low | Median | High | \% Change |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Benefits Administrator | \$38,310 | \$44,450 | \$53,890 | 2.8\% | Chief Executive Officer | \$560,630 | \$737,430 | \$915,100 | 2.8\% |
| Benefits Coordinator | \$37,240 | \$43,270 | \$51,910 | 2.8\% | Chief Financial Officer | \$258,740 | \$329,580 | \$415,190 | 2.8\% |
| Benefits Manager | \$52,530 | \$64,600 | \$81,500 | 2.6\% | Chief Information Officer | \$134,050 | \$169,300 | \$202,160 | 2.8\% |
| E-Learning Coordinator | \$41,360 | \$47,420 | \$54,070 | 1.4\% | Chief Operations Officer | \$341,720 | \$452,120 | \$569,290 | 2.8\% |
| Human Resources Clerk | \$32,730 | \$37,800 | \$43,730 | 3.1\% | Director of Operations | \$114,500 | \$139,650 | \$179,580 | 2.8\% |
| Human Resources Coordinator | \$37,280 | \$42,390 | \$49,650 | 2.8\% | Foreman | \$42,120 | \$54,190 | \$69,630 | 3.0\% |
| Human Resources Generalist | \$45,110 | \$54,990 | \$67,050 | 1.4\% | General Manager | \$54,600 | \$73,480 | \$98,950 | 0.7\% |
| Human Resources Manager | \$56,800 | \$75,760 | \$102,430 | 2.8\% | Team Lead | \$41,670 | \$52,070 | \$69,260 | 3.0\% |
| Recruiter | \$37,410 | \$49,290 | \$63,950 | 1.4\% |  |  |  |  |  |
| Risk Manager | \$52,180 | \$66,060 | \$83,890 | 1.4\% |  |  |  |  |  |
| Trainer | \$41,040 | \$50,430 | \$64,320 | 1.4\% | Marketing, Writing, and Design |  |  |  |  |
| Training Manager | \$49,140 | \$60,220 | \$75,580 | 1.4\% | and Design | Low | Median | High | \% Change |
| Workers' Compensation Clerk | \$33,910 | \$40,030 | \$46,910 | 1.4\% | Art Director | \$90,940 | \$110,370 | \$125,090 | 2.8\% |
| Vice President Human Resources | \$120,260 | \$138,840 | \$153,780 | 1.3\% | Content Manager | \$67,010 | \$95,040 | \$136,800 | 2.8\% |
|  |  |  |  |  | Copywriter | \$39,560 | \$49,650 | \$61,860 | 1.4\% |
|  |  |  |  |  | Creative Director | \$109,520 | \$133,330 | \$177,660 | 2.8\% |
| Insurance | Low | Median | High | \% Change | Graphic Designer | \$39,510 | \$49,080 | \$62,140 | 2.8\% |
| Adjuster | \$41,840 | \$51,220 | \$62,310 | -0.1\% | Marketing Coordinator/Assistant | \$37,860 | \$46,020 | \$56,550 | 2.8\% |
| Associate Broker | \$41,460 | \$51,770 | \$71,990 | 2.8\% | Marketing Data Coordinator | \$44,240 | \$54,350 | \$71,930 | 1.4\% |
| Broker | \$53,090 | \$67,430 | \$88,900 | 2.8\% | Marketing Director | \$111,090 | \$135,000 | \$173,250 | 2.8\% |
| Claims Assistant | \$31,690 | \$37,840 | \$47,980 | 1.4\% | Marketing Manager | \$57,770 | \$76,340 | \$100,040 | 1.4\% |
| Claims Manager | \$51,080 | \$63,620 | \$77,960 | 2.8\% | Production Designer | \$47,830 | \$61,490 | \$77,460 | 1.4\% |
| Insurance Underwriter | \$48,730 | \$61,740 | \$81,600 | 2.8\% | Project Director | \$65,720 | \$95,380 | \$133,480 | 2.8\% |
| Trust Assistant | \$32,790 | \$41,940 | \$55,300 | 1.4\% | Project Manager | \$64,780 | \$84,980 | \$108,620 | 2.8\% |
| Underwriting Assistant | \$37,490 | $\$ 45,340$ | \$57,650 | $1.3 \%$ | Proposal/Grant Writer | \$42,410 | \$53,910 | \$65,930 | 2.8\% |
|  |  |  |  |  | SEO/SEM Specialist | \$57,550 | \$72,430 | \$107,770 | 2.8\% |
|  |  |  |  |  | Technical Writer | \$50,460 | \$65,170 | \$80,980 | 1.4\% |
| Legal | Low | Median | High | \% Change | Traffic Manager | \$48,280 | \$64,840 | \$87,980 | 1.4\% |
| Contract Administrator | \$44,260 | \$55,210 | \$70,430 | 1.4\% | Vice President of Marketing | \$208,930 | \$258,620 | \$340,520 | 2.8\% |


| Medical | Low | Median | High | \% Change | Travel | Low | Median | High | \% Change |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Electronic Med. Records Coordinator | \$32,580 | \$38,940 | \$49,160 | 3.4\% | Travel Agent/Corporate | \$38,980 | \$44,340 | \$51,920 | 3.0\% |
| Insurance Verifier | \$35,370 | \$40,240 | \$45,460 | 0.9\% | Travel Agent/Leisure | \$32,480 | \$38,740 | \$46,150 | 1.4\% |
| Medical Biller/Coder | \$30,240 | \$36,290 | \$45,250 | 1.8\% |  |  |  |  |  |
| Medical Claims Assistant | \$31,950 | \$37,100 | \$42,890 | 1.4\% |  |  |  |  |  |
| Medical Claims Manager | \$39,820 | \$49,030 | \$62,040 | 0.5\% |  |  |  |  |  |  |
| Medical Front Desk | \$27,530 | \$31,880 | \$37,170 | 1.4\% | Light Industrial | Low | Median | High | \% Change |
| Medical Office Manager | \$43,370 | \$54,050 | \$68,190 | 0.0\% | Assembler | \$24,130 | \$29,330 | \$35,210 | 2.9\% |
| Medical Records Clerk | \$28,790 | \$34,370 | \$40,620 | 1.6\% | Fleet Manager | \$49,530 | \$61,350 | \$77,420 | 2.8\% |
| Medical Transcriptionist | \$31,110 | \$37,440 | \$43,590 | 2.6\% | Inventory Analyst | \$34,830 | \$41,300 | \$48,180 | 1.4\% |
| Patient Registration | \$29,040 | \$35,970 | \$43,230 | 1.4\% | Inventory Clerk | \$26,810 | \$31,640 | \$37,370 | 0.3\% |
| Referral Coordinator | \$34,550 | \$40,090 | \$50,570 | 3.0\% | Manufacturing Technician | \$34,820 | \$41,650 | \$48,360 | 3.1\% |
|  |  |  |  |  | Material Handler | \$26,030 | \$30,440 | \$35,610 | 2.5\% |
|  |  |  |  |  | Operations Manager | \$53,140 | \$70,040 | \$95,250 | 2.2\% |
| Mortgage and Lending | Low | Median | High | \% Change | Picker/Packer | \$22,740 | \$25,850 | \$30,080 | 2.7\% |
| Credit Analyst | \$42,070 | \$51,200 | \$62,580 | 1.4\% | Safety Manager | \$49,980 | \$63,780 | \$82,300 | 1.6\% |
| Documentation Drawer | \$39,010 | \$49,770 | \$61,120 | 2.6\% | Shipping/Receiving Clerk | \$24,010 | \$30,570 | \$36,680 | 2.4\% |
| Escrow Officer | \$39,610 | \$48,310 | \$58,210 | 2.8\% | Shipping/Receiving Manager | \$45,220 | \$53,980 | \$63,330 | 2.8\% |
| Funder | \$37,970 | \$44,000 | \$51,580 | 1.4\% | Vice President of Operations | \$200,880 | \$258,160 | \$325,690 | 2.8\% |
| Loan Officer | \$41,340 | \$53,690 | \$75,620 | 1.4\% | Warehouse Clerk | \$25,000 | \$29,010 | \$34,140 | 2.2\% |
| Loan Originator | \$39,870 | \$51,130 | \$65,870 | 1.4\% | Warehouse Manager | \$49,170 | \$62,800 | \$79,060 | 2.0\% |
| Loan Processing Manager | \$51,060 | \$61,610 | \$78,210 | 2.8\% |  |  |  |  |  |
| Loan Processor | \$34,730 | \$42,740 | \$53,240 | 2.8\% |  |  |  |  |  |
| Senior Underwriter | \$58,180 | \$70,970 | \$85,120 | 1.4\% |  |  |  |  |  |
| Title Examiner | \$37,990 | \$44,280 | \$52,440 | 3.2\% |  |  |  |  |  |
| Underwriter | \$48,220 | \$58,590 | \$74,550 | 2.8\% |  |  |  |  |  |
| Sales | Low | Median | High | \% Change |  |  |  |  |  |
| Account Executive | \$41,090 | \$54,980 | \$77,080 | 3.5\% |  |  |  |  |  |
| Account Manager | \$40,600 | \$52,930 | \$67,590 | 1.4\% |  |  |  |  |  |
| Director of Sales | \$98,630 | \$134,870 | \$170,440 | 2.8\% |  |  |  |  |  |
| Inside Sales Representative | \$36,730 | \$46,180 | \$57,680 | 2.8\% |  |  |  |  |  |
| Outside Sales Representative | \$40,700 | \$56,150 | \$75,650 | 1.4\% |  |  |  |  |  |
| Sales Coordinator | \$37,390 | \$49,090 | \$63,460 | 2.8\% |  |  |  |  |  |
| Sales Manager | \$57,530 | \$78,430 | \$105,140 | 2.8\% |  |  |  |  |  |
| Telemarketer | \$25,450 | \$31,130 | \$42,520 | 2.8\% |  |  |  |  |  |
| Vice President of Sales | \$98,300 | \$137,100 | \$178,040 | 2.8\% |  |  |  |  |  |

## 2017 SCALE Job Descriptions

## Looking for the right description?

We have an online database of detailed job descriptions that will help you identify the perfect candidate for your open position.

Search our job descriptions in the SCALE Portal www.appleone.com/MySCALE

| ACCOUNTANT |
| :--- |
| Accounting |
| Analyze financial information and <br> prepare financial reports to determine <br> or maintain record of assets, liabili... |
| View Job Details |



## ACCOI

View Job Detail

AP/AR MANAGE

|  | CALIFORNIA |
| :---: | :---: |
| ) | Anaheim.............................................112.6\% |
|  | Bakersfield........................................ $95.5 \%$ |
| $\bigcirc$ |  |
|  | Los Angeles.......................................112.1\% |
| Legrorral | Oakland...........................................139.3\% |
|  | Oxnard ...........................................105.4\% |
|  | Riverside.......................................94.3\% |
| Jariances | Sacramento .........................................110.2\% |
|  | Salinas................................................96.0\% |
| To determine the estimated | San Diego ..............................................111.8\% |
| salary range for a position | San Francisco ....................................139.3\% |
| in your area, use these local | San Jose.................................................159.2\% |
|  | Santa Barbara..................................107.0\% |
|  | Santa Rosa ...........................................106.1\% |
|  | Stockton............................................... $92.7 \%$ |
| ALABAMA | Thousand Oaks ................................105.4\% |
| Birmingham......................................93.6\% | Ventura..........................................105.4\% |
| Mobile............................................86.3\% |  |
| Montgomery ....................................81.9\% | COLORADO |
| Huntsville........................................106.7\% | Boulder.................................................. $121.7 \%$ |
|  | Colorado Springs ...............................99.6\% |
| ALASKA | Denver...............................................112.7\% |
| Anchorage ..........................................116.4\% | Greeley ..............................................91.9\% |
| Fairbanks..........................................112.0\% |  |
|  | CONNECTICUT |
| ARIZONA | Bridgeport ........................................130.6\% |
| Phoenix...............................................95.8\% | Hartford ..............................................117.7\% |
| Tucson............................................89.8\% | New Haven..........................................111.8\% |
| ARKANSAS | DELAWARE |
| Fayetteville ..........................................90.6\% | Dover.................................................87.5\% |
| Fort Smith .............................................71.9\% | Wilmington ........................................107.7\% |
| Little Rock..........................................86.7\% |  |


| DISTRICT OF COLUMBIA | IOWA |
| :---: | :---: |
| Washington .........................................137.0\% | Des Moines............................................99.6\% |
| FLORIDA | KANSAS |
| Jacksonville ..........................................91.0\% | Overland Park......................................98.5\% |
| Clearwater.............................................91.7\% |  |
| Fort Lauderdale...................................93.0\% | KENTUCKY |
| Miami .................................................... 92.9\% | Bowling Green......................................78.8\% |
| Orlando ...................................................86.8\% | Lexington.............................................87.9\% |
| Tallahassee........................................... 88.9 \% | Louisville...............................................89.2\% |
| Tampa ....................................................91.7\% | LOUISIANA |
| West Palm Beach................................93.0\% | New Orleans............................................ 87.5\% |
| GEORGIA | Shreveport...........................................78.0\% |
| Atlanta ................................................102.2\% | MAINE |
| HAWAII | Portland ............................................... 96.3\% |
| Honolulu............................................. 102.9\% | MARYLAND |
| IDAHO | Baltimore ..............................................110.7\% |
| Boise.................................................... 86.7\% | MASSACHUSETTS |
| ILLINOIS | Boston..................................................129.1\% |
| Chicago .................................................107.4\% | Springfield..........................................102.3\% |
| Peoria ....................................................101.5\% | MICHIGAN |
| Rockford ...............................................88.8\% | Ann Arbor............................................113.2\% |
| Springfield............................................99.6\% | Detroit.................................................102.7\% |
| INDIANA | Flint ....................................................... 88.9\% |
| Carmel.................................................94.4\% | Grand Rapids ........................................87.9\% |
| Evansville..............................................86.0\% | Lansing .................................................95.8\% |
| Fort Wayne...........................................85.1\% |  |
| Indianapolis .........................................94.4\% |  |

2018 SCALE

| MINNESOTA |
| :---: |
| Bloomington .......................................110.8\% |
| Minneapolis.......................................110.8\% |
| St. Paul..............................................110.8\% |
| MISSISSIPPI |
| Jackson ............................................84.3\% |
| MISSOURI |
| Kansas City ......................................... $98.5 \%$ |
| Springfield.........................................79.6\% |
| St. Louis...........................................97.2\% |
| MONTANA |
|  |
| NEBRASKA |
| Lincoln ..............................................89.7\% |
| Omaha-Council Bluffs .........................93.7\% |
| NEVADA |
| Las Vegas .........................................87.6\% |
| Reno...................................................1.7\% |
| NEW HAMPSHIRE |
| Manchester.......................................... $104.6 \%$ |
| NEW JERSEY |
| Edison .................................................... $124.5 \%$ |
| Ewing................................................125.2\% |
| Paramus ..........................................124.5\% |
| Princeton ........................................125.2\% |
| Trenton ..............................................125.2\% |


| NEW MEXICO |
| :---: |
| Albuquerque........................................92\% |
|  |
| NEW YORK |
| Albany ...............................................105.5\% |
| Buffalo ..............................................93.5\% |
| New York ......................................124.5\% |
| NORTH CAROLINA |
| Charlotte............................................. $99.9 \%$ |
| Raleigh............................................101.6\% |
| NORTH DAKOTA |
| Fargo ................................................91.9\% |
| OHIO |
| Akron................................................93.6\% |
| Cincinnati...........................................97.0\% |
| Cleveland..........................................97.2\% |
| Columbus .......................................98.4\% |
| Dayton ..................................................95.3\% |
| Toledo ...............................................87.5\% |
| OKLAHOMA |
| Oklahoma City ......................................91.2\% |
| Tulsa..................................................90.3\% |
| OREGON |
| Eugene....................................................88.4\% |
| Portland ............................................108.7\% |
| Salem...................................................92.7\% |


| PENNSYLVANIA | UTAH |
| :---: | :---: |
|  | Logan ..............................................79.6\% |
| Philadelphia.......................................107.7\% | Provo ....................................................89.1\% |
| Pittsburgh .........................................95.4\% | Salt Lake City.................................98.4\% |
| King of Prussia ..................................107.7\% |  |
|  | VERMONT |
| PUERTO RICO | Burlington .....................................104.0\% |
| San Juan................................................. $59.7 \%$ |  |
|  | VIRGINIA |
| RHODE ISLAND | Arlington............................................137.0\% |
| Providence.......................................... $103.0 \%$ | Chesapeake........................................93.6\% |
|  | Newport News ................................... $93.6 \%$ |
| SOUTH CAROLINA | Reston..............................................137.0\% |
| Charleston..........................................89.7\% | Richmond ........................................99.0\% |
| Columbia..............................................87.1\% |  |
|  | WASHINGTON |
|  | Bellevue........................................123.3\% |
| SOUTH DAKOTA | Seattle......................................................123.3\% |
| Rapid City.........................................80.1\% | Tacoma............................................123.3\% |
| Sioux Falls .........................................87.0\% |  |
|  | WEST VIRGINIA |
| TENNESSEE | Charleston........................................86.4\% |
| Knoxville ...............................................85.7\% | Huntington..........................................81.5\% |
| Memphis.............................................86.5\% |  |
| Nashville.............................................. $92.2 \%$ | WISCONSIN |
|  | Green Bay.........................................87.9\% |
| TEXAS | Madison ............................................102.4\% |
| Arlington..........................................101.5\% | Milwaukee.........................................99.4\% |
| Austin ................................................102.4\% | Wausau.............................................85.4\% |
| Dallas ................................................101.5\% |  |
| Fort Worth .......................................101.5\% | WYOMING |
|  | Casper..........................................94.9\% |
| Edinburg ..............................................70.4\% | Cheyenne............................................93.1\% |
| Midland.............................................107.2\% |  |
| San Antonio...........................................91.1\% |  |

2018 SCALE

About the (1) ACT•1Group


## Partners

```
STAFFING SOLUTIONS
```


## (1) AppleOne

- Accounting \& Finance
- Administrative \& Clerical
- Engineering \& Technical
- Professional


## ACT

- Administrative \& Clerical - Entertainment


## (P) All's Well

Healthcare \& Clinical

## Sat.tech

- Engineering \& Technical


## WORKFORCE SOLUTIONS

## Agile: 1

Talent, technology, and procurement outsourcing solutions that address business objectives associated with talent acquisition, non-employee worker sourcing and management.

## [8] <br> Acceleration

Simplifies communication between applicants workers, suppliers, and hiring managers by providing automated, modular solutions that improve temporary labor and direct placement needs.

## Resources

1. 2018 SCALE Survey of Employers ACT-1 Group, September 2017
2. 2017 SCALE Survey of Employees ACT-1 Group, September 2017

## BUSINESS SOLUTIONS

## A-Check Global

Delivers exceptional employee screening solutions worldwide.

Partners with Fortune 500 companies to provide a wide range of services to federal government customers.

## DRIVESRM

Provides a comprehensive approach to supplier data management

## Aims

ATIMS is a leading provider of Law Enforcement and Public Safety software.

-CTATravel

A full service travel company.

[^0]

## Online

## SCALE Portal

appleone.com/MySCALE

- Full retention toolkit
- Up-to-date financial information
- Workforce guidance
- Expanded job descriptions


[^0]:    3. Talent Attraction Study: What Matters to the Modern Candidate Indeed, 2015
