

# 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.<sup>1</sup>



OF EMPLOYEES are Disengaged.<sup>2</sup>



**OF EMPLOYEES**Plan to Quit in 30 days.<sup>2</sup>

## **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.<sup>3</sup>

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%).<sup>2</sup> 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,<sup>2</sup> so it makes sense that clients have identified retention as their top workforce priority.<sup>1</sup>



Employees have told us that a good work/life balance is the top thing they look for from a great employer<sup>2</sup>, 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.<sup>2</sup>

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.

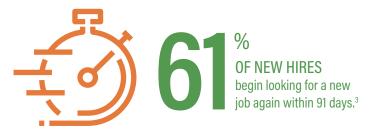
#### OTHER THAN A RAISE, HOW COULD AN EMPLOYER KEEP YOU HAPPY?

	Boomer	Gen X	Millennial	Total
Additional Time Off	32%	28%	33%	31%
Work from Home	20%	25%	20%	22%
Opportunity to Earn a 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?



#### HIRING

"I've lost selected candidates to other offers."

"My job ads aren't getting the right candidates any longer."

"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**:

- Foday's Recruitment Advertising
- Marketing Your Opportunity
- Behavior Interview Structure
- Counter Offer Threat Assessment
- 3 Making the Job Offer



Visit: www.appleone.com/SCALE/Hire



#### **ENGAGEMENT & PRODUCTIVITY**

"Some of my employees keep showing up late and leaving early." "We have some people with the wrong attitudes."

"We're not meeting our standards for excellent customer service, or production." "I'm struggling to get employees to take ownership for their projects."

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

- 3 Identify Employee Engagement Level
- 3 Recognition Program Planner
- Coaching Sandwich
- ≥ S.M.A.R.T. Goal Worksheet
- Raise Calculator



Visit: www.appleone.com/SCALE/Engage



#### RETENTION

"We've had an increase in key people leaving." "our salary budgets are not competitive."

"I have employees who have expressed goals for growth that we cannot provide for them yet."

"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**:

- Determine Turnover Risk
- Professional Goals Worksheet
- Stay Interviews
- > 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.



#### Keep the Best

#### 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

#### **DIVERSIFIED SOURCING**









Customized Client Opportunity Marketing Plan

Referral Portal



Recruiting

















Social Recruiting Certified

Headhunting

Resume Databases



Individual Job Fairs



24/7 Recruiting



Client Self-Search







Opening Portal



Prescreen

**Job Specific** Interview

Firsthand References **Background** Verification

PROVEN BENCHMARKING HURDLES

Skills and Traits Evaluation



#### Together... We Win!®

#### 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 Presentation

Candidate Review Preparation

Selection Debrief Job Offer Negotiation Engagement Support Only Pay 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: CareerBuilder Ad: Monster Facebook National Shared Database Ad: Company Site Ad: LinkedIn Twitter SEO (Google, Bing) Search: LinkedIn Ad: Craigslist Headhunting **Employer Branding** Referral System Search: CareerBuilder Job Fairs Ad: Newspaper Career Site Optimization Search: Indeed Ad: Dice Friends and Family Search: Monster Professional Organization Meetings Search: Dice Ad: Indeed InMail: LinkedIn 200 Recruiting Centers Other

#### YOUR 5.50 ASSURANCE®, 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 day - 30 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







#### 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%

Credit and Collections	Low	Median	High	% Change
Collections Representative	\$29,280	\$35,320	\$43,620	2.6%
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%
·	\$25,040 Low	\$29,050 Median	\$37,740 High	1.2% % Change
Outbound Telemarketing Sales Rep				
Outbound Telemarketing Sales Rep  Engineering and IT	Low	Median	High	% Change
Outbound Telemarketing Sales Rep  Engineering and IT  Net Developer	Low \$90,000	Median \$105,470	High \$125,700	% Change 2.5%
Outbound Telemarketing Sales Rep  Engineering and IT  Net Developer  Applications Analyst  AutoCAD Drafter/Designer	Low \$90,000 \$57,950	Median \$105,470 \$70,140	High \$125,700 \$84,430	% Change 2.5% 3.5%
Outbound Telemarketing Sales Rep  Engineering and IT  Net Developer  Applications Analyst  AutoCAD Drafter/Designer  Business Intelligence Developer	Low \$90,000 \$57,950 \$47,940	Median \$105,470 \$70,140 \$55,980	High \$125,700 \$84,430 \$65,400	% Change 2.5% 3.5% 1.9%
Outbound Telemarketing Sales Rep  Engineering and IT  Net Developer  Applications Analyst  AutoCAD Drafter/Designer  Business Intelligence Developer  Big Data Analytics Architect	Low \$90,000 \$57,950 \$47,940 \$97,590	Median \$105,470 \$70,140 \$55,980 \$123,920	High \$125,700 \$84,430 \$65,400 \$145,610	% Change 2.5% 3.5% 1.9% 2.8%
Outbound Telemarketing Sales Rep  Engineering and IT  Net Developer  Applications Analyst  AutoCAD Drafter/Designer  Business Intelligence Developer  Big Data Analytics Architect  Business Intelligence Analyst	Low \$90,000 \$57,950 \$47,940 \$97,590 \$133,450	Median \$105,470 \$70,140 \$55,980 \$123,920 \$142,850	High \$125,700 \$84,430 \$65,400 \$145,610 \$154,540	% Change 2.5% 3.5% 1.9% 2.8%
Outbound Telemarketing Sales Rep  Engineering and IT  .Net Developer  Applications Analyst	Low \$90,000 \$57,950 \$47,940 \$97,590 \$133,450 \$79,270	Median \$105,470 \$70,140 \$55,980 \$123,920 \$142,850 \$98,760	High \$125,700 \$84,430 \$65,400 \$145,610 \$154,540 \$128,750	% Change 2.5% 3.5% 1.9% 2.8% 2.8%
Coutbound Telemarketing Sales Rep  Engineering and IT  Net Developer  Applications Analyst  AutoCAD Drafter/Designer  Business Intelligence Developer  Big Data Analytics Architect  Business Intelligence Analyst  Business Intelligence Architect	Low \$90,000 \$57,950 \$47,940 \$97,590 \$133,450 \$79,270 \$118,370	Median \$105,470 \$70,140 \$55,980 \$123,920 \$142,850 \$98,760 \$139,900	High \$125,700 \$84,430 \$65,400 \$145,610 \$154,540 \$128,750 \$166,440	% Change 2.5% 3.5% 1.9% 2.8% 2.8% 1.6% 3.5%
Coutbound Telemarketing Sales Rep  Engineering and IT  Net Developer  Applications Analyst  AutoCAD Drafter/Designer  Business Intelligence Developer  Big Data Analytics Architect  Business Intelligence Analyst  Business Intelligence Architect  Data Analyst  Data Modeler	Low \$90,000 \$57,950 \$47,940 \$97,590 \$133,450 \$79,270 \$118,370 \$44,660	Median \$105,470 \$70,140 \$55,980 \$123,920 \$142,850 \$98,760 \$139,900 \$55,520	High \$125,700 \$84,430 \$65,400 \$145,610 \$154,540 \$128,750 \$166,440 \$69,950	% Change 2.5% 3.5% 1.9% 2.8% 2.8% 1.6% 3.5%
Coutbound Telemarketing Sales Rep  Engineering and IT  Net Developer  Applications Analyst  AutoCAD Drafter/Designer  Business Intelligence Developer  Big Data Analytics Architect  Business Intelligence Analyst  Business Intelligence Architect  Data Analyst  Data Modeler  Database Administrator (DBA)	Low \$90,000 \$57,950 \$47,940 \$97,590 \$133,450 \$79,270 \$118,370 \$44,660 \$88,010	Median \$105,470 \$70,140 \$55,980 \$123,920 \$142,850 \$98,760 \$139,900 \$55,520 \$105,870	High \$125,700 \$84,430 \$65,400 \$145,610 \$154,540 \$128,750 \$166,440 \$69,950 \$137,510	% Change 2.5% 3.5% 1.9% 2.8% 2.8% 1.6% 3.5% 1.3% 2.4%
Engineering and IT  Net Developer Applications Analyst AutoCAD Drafter/Designer Business Intelligence Developer Big Data Analytics Architect Business Intelligence Analyst Business Intelligence Architect Data Analyst Data Modeler Database Administrator (DBA) Design Engineer	Low \$90,000 \$57,950 \$47,940 \$97,590 \$133,450 \$79,270 \$118,370 \$44,660 \$88,010 \$59,410	Median \$105,470 \$70,140 \$55,980 \$123,920 \$142,850 \$98,760 \$139,900 \$55,520 \$105,870 \$77,360	High \$125,700 \$84,430 \$65,400 \$145,610 \$154,540 \$128,750 \$166,440 \$69,950 \$137,510 \$93,580	% Change 2.5% 3.5% 1.9% 2.8% 2.8% 1.6% 3.5% 1.3% 2.4% 1.4%
Engineering and IT  Net Developer Applications Analyst AutoCAD Drafter/Designer Business Intelligence Developer Big Data Analytics Architect Business Intelligence Analyst Business Intelligence Architect Data Analyst	Low \$90,000 \$57,950 \$47,940 \$97,590 \$133,450 \$79,270 \$118,370 \$44,660 \$88,010 \$59,410 \$68,100	Median \$105,470 \$70,140 \$55,980 \$123,920 \$142,850 \$98,760 \$139,900 \$55,520 \$105,870 \$77,360 \$85,180	High \$125,700 \$84,430 \$65,400 \$145,610 \$154,540 \$128,750 \$166,440 \$69,950 \$137,510 \$93,580 \$107,830	% Change 2.5% 3.5% 1.9% 2.8% 2.8% 1.6% 3.55% 1.3% 2.4% 1.4% 2.8%
Engineering and IT  Net Developer Applications Analyst AutoCAD Drafter/Designer Business Intelligence Developer Big Data Analytics Architect Business Intelligence Analyst Business Intelligence Architect Data Analyst Data Modeler Database Administrator (DBA) Design Engineer Electrical Engineer	Low \$90,000 \$57,950 \$47,940 \$97,590 \$133,450 \$79,270 \$118,370 \$44,660 \$88,010 \$59,410 \$68,100 \$76,610	Median \$105,470 \$70,140 \$55,980 \$123,920 \$142,850 \$98,760 \$139,900 \$55,520 \$105,870 \$77,360 \$85,180 \$93,010	High \$125,700 \$84,430 \$65,400 \$145,610 \$154,540 \$128,750 \$166,440 \$69,950 \$137,510 \$93,580 \$107,830 \$111,870	% Change 2.5% 3.5% 1.9% 2.8% 2.8% 1.6% 3.5% 1.3% 2.4% 1.4% 2.8%
Engineering and IT  Net Developer Applications Analyst AutoCAD Drafter/Designer Business Intelligence Developer Big Data Analytics Architect Business Intelligence Analyst Business Intelligence Architect Data Analyst Data Modeler Database Administrator (DBA) Design Engineer Electrical Engineer	Low \$90,000 \$57,950 \$47,940 \$97,590 \$133,450 \$79,270 \$118,370 \$44,660 \$88,010 \$59,410 \$68,100 \$76,610 \$70,350	Median \$105,470 \$70,140 \$55,980 \$123,920 \$142,850 \$98,760 \$139,900 \$55,520 \$105,870 \$77,360 \$85,180 \$93,010 \$87,500	High \$125,700 \$84,430 \$65,400 \$145,610 \$154,540 \$128,750 \$166,440 \$69,950 \$137,510 \$93,580 \$107,830 \$111,870 \$108,680	% Change 2.5% 3.5% 1.9% 2.8% 2.8% 1.6% 3.5% 1.3% 2.4% 1.4% 2.8% 1.8% 2.7%
Engineering and IT  Net Developer Applications Analyst AutoCAD Drafter/Designer Business Intelligence Developer Big Data Analytics Architect Business Intelligence Analyst Business Intelligence Architect Data Analyst Data Modeler Database Administrator (DBA) Design Engineer Electrical Engineer Engineer Help Desk Support	Low \$90,000 \$57,950 \$47,940 \$97,590 \$133,450 \$79,270 \$118,370 \$44,660 \$88,010 \$59,410 \$68,100 \$76,610 \$70,350 \$37,380	Median \$105,470 \$70,140 \$55,980 \$123,920 \$142,850 \$98,760 \$139,900 \$55,520 \$105,870 \$77,360 \$85,180 \$93,010 \$87,500 \$45,940	High \$125,700 \$84,430 \$65,400 \$145,610 \$154,540 \$128,750 \$166,440 \$69,950 \$137,510 \$93,580 \$107,830 \$111,870 \$108,680 \$57,580	% Change 2.5% 3.5% 1.9% 2.8% 2.8% 1.6% 3.5% 1.3% 2.4% 1.4% 2.8% 1.8% 2.7% 2.8%

Engineering 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%
UI 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
Benefits Administrator	\$38,310	\$44,450	\$53,890	2.8%
Benefits Coordinator	\$37,240	\$43,270	\$51,910	2.8%
Benefits Manager	\$52,530	\$64,600	\$81,500	2.6%
E-Learning Coordinator	\$41,360	\$47,420	\$54,070	1.4%
Human Resources Clerk	\$32,730	\$37,800	\$43,730	3.1%
Human Resources Coordinator	\$37,280	\$42,390	\$49,650	2.8%
Human Resources Generalist	\$45,110	\$54,990	\$67,050	1.4%
Human Resources Manager	\$56,800	\$75,760	\$102,430	2.8%
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%
Training Manager	\$49,140	\$60,220	\$75,580	1.4%
Workers' Compensation Clerk	\$33,910	\$40,030	\$46,910	1.4%
Vice President Human Resources	\$120,260	\$138,840	\$153,780	1.3%
Insurance	Low	Median	High	% Change
Adjuster	\$41,840	\$51,220	\$62,310	-0.1%
Associate Broker	\$41,460	\$51,770	\$71,990	2.8%
Broker	\$53,090	\$67,430	\$88,900	2.8%
Claims Assistant	\$31,690	\$37,840	\$47,980	1.4%
Claims Manager	\$51,080	\$63,620	\$77,960	2.8%
Insurance Underwriter	\$48,730	\$61,740	\$81,600	2.8%
Trust Assistant	\$32,790	\$41,940	\$55,300	1.4%
Underwriting Assistant	\$37,490	\$45,340	\$57,650	1.3%
Legal	Low	Median	High	% Change
Contract Administrator	\$44,260	\$55,210	\$70,430	1.4%
Dictation Secretary	\$40,160	\$46,380	\$55,730	1.4%
Legal Assistant	\$35,400	\$45,050	\$57,920	2.8%
Legal Biller	\$39,650	\$45,010	\$56,790	1.4%
Legal Receptionist	\$30,990	\$35,150	\$41,710	1.4%
Legal Secretary	\$39,260	\$49,020	\$59,880	2.8%
Paralegal	\$50,690	\$62,950	\$75,490	0.8%
VP of Business & Legal Affairs	\$244,130	\$304,950	\$377,360	2.8%

Management	Low	Median	High	% Change
Chief Executive Officer	\$560,630	\$737,430	\$915,100	2.8%
Chief Financial Officer	\$258,740	\$329,580	\$415,190	2.8%
Chief Information Officer	\$134,050	\$169,300	\$202,160	2.8%
Chief Operations Officer	\$341,720	\$452,120	\$569,290	2.8%
Director of Operations	\$114,500	\$139,650	\$179,580	2.8%
Foreman	\$42,120	\$54,190	\$69,630	3.0%
General Manager	\$54,600	\$73,480	\$98,950	0.7%
Team Lead	\$41,670	\$52,070	\$69,260	3.0%
3.6 3 .1 337 1.1				
Marketing, Writing,				
and Design	Low	Median	High	% Change
Art Director	\$90,940	\$110,370	\$125,090	2.8%
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%
Graphic Designer	\$39,510	\$49,080	\$62,140	2.8%
Marketing Coordinator/Assistant	\$37,860	\$46,020	\$56,550	2.8%
Marketing Data Coordinator	\$44,240	\$54,350	\$71,930	1.4%
Marketing Director	\$111,090	\$135,000	\$173,250	2.8%
Marketing Manager	\$57,770	\$76,340	\$100,040	1.4%
Production Designer	\$47,830	\$61,490	\$77,460	1.4%
Project Director	\$65,720	\$95,380	\$133,480	2.8%
Project Manager	\$64,780	\$84,980	\$108,620	2.8%
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%
Traffic Manager	\$48,280	\$64,840	\$87,980	1.4%

\$208,930

\$258,620

\$340,520

2.8%

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Vice President of Marketing

Medical	Low	Median	High	% Change
Electronic Med. Records Coordinator	\$32,580	\$38,940	\$49,160	3.4%
Insurance Verifier	\$35,370	\$40,240	\$45,460	0.9%
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%
Medical Office Manager	\$43,370	\$54,050	\$68,190	0.0%
Medical Records Clerk	\$28,790	\$34,370	\$40,620	1.6%
Medical Transcriptionist	\$31,110	\$37,440	\$43,590	2.6%
Patient Registration	\$29,040	\$35,970	\$43,230	1.4%
Referral Coordinator	\$34,550	\$40,090	\$50,570	3.0%
Mortgage and Lending	Low	Median	High	% Change
Credit Analyst	\$42,070	\$51,200	\$62,580	1.4%
Documentation Drawer	\$39,010	\$49,770	\$61,120	2.6%
Escrow Officer	\$39,610	\$48,310	\$58,210	2.8%
Funder	\$37,970	\$44,000	\$51,580	1.4%
Loan Officer	\$41,340	\$53,690	\$75,620	1.4%
Loan Originator	\$39,870	\$51,130	\$65,870	1.4%
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%
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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%

Travel	Low	Median	High	% Change
Travel Agent/Corporate	\$38,980	\$44,340	\$51,920	3.0%
Travel Agent/Leisure	\$32,480	\$38,740	\$46,150	1.4%
Warehouse and				
Light Industrial	Low	Median	High	% Change
Assembler	\$24,130	\$29,330	\$35,210	2.9%
Fleet Manager	\$49,530	\$61,350	\$77,420	2.8%
Inventory Analyst	\$34,830	\$41,300	\$48,180	1.4%
Inventory Clerk	\$26,810	\$31,640	\$37,370	0.3%
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%
Picker/Packer	\$22,740	\$25,850	\$30,080	2.7%
Safety Manager	\$49,980	\$63,780	\$82,300	1.6%
Shipping/Receiving Clerk	\$24,010	\$30,570	\$36,680	2.4%
Shipping/Receiving Manager	\$45,220	\$53,980	\$63,330	2.8%
Vice President of Operations	\$200,880	\$258,160	\$325,690	2.8%
Warehouse Clerk	\$25,000	\$29,010	\$34,140	2.2%
Warehouse Manager	\$49,170	\$62,800	\$79,060	2.0%



SCALE Portal National Salaries Job Descriptions Hiring Tools Engagement

# **2017 SCALE** Job Descriptions

Filter by Job Category	Search by Job Title
select job category	- Job Title
	1 2 3 38

#### **ACCOUNTANT**

#### Accounting

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabili...

View Job Details

#### ACCOUNTING CLERK

#### Accounting

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of ro...

View Job Details

#### ACCOL

#### Accountin

Manage acco preparation of detailing finance

View Job Detai

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www.appleone.com/MySCALE

**ACCOUNTS PAYABLE** 

**ACCOUNTS RECEIVABLE** 

AP/AR MANAGER



# Regional Salary Variances

To determine the estimated

#### **ALABAMA**

Birmingham	93.6%
Mobile	86.3%
Montgomery	81.9%
Huntsville	106.7%

#### **ALASKA**

Anchorage	116.4%
Fairbanks	112.0%

#### **ARIZONA**

Phoenix	95.8%
Tucson	89.8%

#### **ARKANSAS**

Fayetteville	90.6%
Fort Smith	71.9%
Little Rock	86.7%

#### **CALIFORNIA**

Anaheim112.6%
Bakersfield95.5%
Fresno91.2%
Los Angeles112.1%
Oakland139.3%
Oxnard105.4%
Riverside94.3%
Sacramento110.2%
Salinas96.0%
San Diego111.8%
San Francisco
San Jose159.2%
Santa Barbara107.0%
Santa Rosa106.1%
Stockton92.7%
Thousand Oaks105.4%
Ventura105.4%

#### **COLORADO**

Boulder	121.7%
Colorado Springs	99.6%
Denver	112.7%
Greeley	91.9%

#### CONNECTICUT

Bridgeport	130.6%
Hartford	117.7%
New Haven	111.8%

#### **DELAWARE**

Dover	87.5%
Wilmington1	07.7%

#### **DISTRICT OF COLUMBIA**

Washington13	37	.(	0	9	>
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#### FLORIDA

Jacksonville	91.0%
Clearwater	91.7%
Fort Lauderdale	.93.0%
Miami	.92.9%
Orlando	.86.8%
Tallahassee	.88.9%
Tampa	91.7%
West Palm Beach	.93.0%

#### **GEORGIA**

Atlanta	102	2%

#### HAWAII

Honolulu	102.	9%

#### **IDAHO**

Boise	6	. 7	7	•
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#### **ILLINOIS**

Chicago	107.4%
Peoria	101.5%
Rockford	88.8%
Springfield	99.6%

#### **INDIANA**

Carmel	94.4%
Evansville	86.0%
Fort Wayne	85.1%
Indianapolis	94.4%

#### **IOWA**

Des	Moines	9	9.	.6	%	ć

#### **KANSAS**

%	Overland	Park	98 5%
/0	Overland	I UI N	

#### **KENTUCKY**

Bowling Green	78.8%
Lexington	87.9%
Louisville	89.2%

#### **LOUISIANA**

New Orleans	87.	.5%
Shrayanort	78	∩%

#### MAINE

Portland	96	70/

#### **MARYLAND**

Raltimore	110 79

#### **MASSACHUSETTS**

Boston	129	.1%
Springfield	102.	3%

#### **MICHIGAN**

Ann Arbor	113.2%
Detroit	102.7%
Flint	88.9%
Grand Rapids	87.9%
Lansing	95.89

MINNESOTA		NEW MEXICO		PENNSYLVANIA		UTAH	
Bloomington	110.8%	Albuquerque	92.5%	Harrisburg	95.1%	Logan	79.6%
Minneapolis	110.8%	Las Cruces	83.6%	Philadelphia	107.7%	Provo	89.1%
St. Paul	110.8%	NEW YORK		Pittsburgh	95.4%	Salt Lake City	98.4%
MISSISSIPPI		Albany	105.5%	King of Prussia	107.7%	VERMONT	
Jackson	84.3%	Buffalo	93.5%	PUERTO RICO		Burlington	104.0%
MISSOURI		New York	124.5%	San Juan	59.7%	VIRGINIA	
Kansas City	98.5%	NORTH CAROLINA		RHODE ISLAND		Arlington	137.0%
Springfield	79.6%	Charlotte	99.9%	Providence	103.0%	Chesapeake	93.6%
St. Louis	97.2%	Raleigh	101.6%	SOUTH CAROLINA		Newport News	
MONTANA		NORTH DAKOTA		Charleston	89.7%	Reston	
Billings	87.9%	Fargo	91.9%	Columbia	87.1%	Richmond	99.0%
				Greenville	85.2%	WASHINGTON	
NEBRASKA		OHIO				Bellevue	123.3%
Lincoln	89.7%	Akron	93.6%	SOUTH DAKOTA		Seattle	123.3%
Omaha-Council Bluffs	93.7%	Cincinnati	97.0%	Rapid City	80.1%	Tacoma	123.3%
NEWARA		Cleveland	97.2%	Sioux Falls	87.0%		
NEVADA		Columbus	98.4%			<b>WEST VIRGINIA</b>	
Las Vegas	87.6%	Dayton	95.3%	TENNESSEE		Charleston	86.4%
Reno	91.1%	Toledo	87.5%	Knoxville	85.7%	Huntington	81.5%
NEW HAMPSHIRE				Memphis	86.5%		
Manchester	10.4.69/	OKLAHOMA		Nashville	92.2%	WISCONSIN	
rianchester	104.0%	Oklahoma City	91.2%	TEXAS		Green Bay	87.9%
NEW JERSEY		Tulsa	90.3%			Madison	102.4%
Edison	124.5%	ODECON		Arlington		Milwaukee	99.4%
Ewing	125.2%	OREGON		Austin		Wausau	85.4%
Paramus	124.5%	Eugene		Dallas		WWOMING	
Princeton		Portland		Fort Worth		WYOMING	
Trenton		Salem	92.7%	Houston		Casper	
	123.270			Edinburg	70.4%	Cheyenne	93.1%
				Midland	107.2%		

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San Antonio......91.1%







#### **Partners**

#### STAFFING SOLUTIONS



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



- · Administrative & Clerical
- Entertainment



· Healthcare & Clinical



• Engineering & Technical



• Executive Search

#### **WORKFORCE SOLUTIONS**



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



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

#### **BUSINESS SOLUTIONS**



Delivers exceptional employee screening solutions worldwide.



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



Provides a comprehensive approach to supplier data management.



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



A full service travel company.

#### Resources

- 2018 SCALE Survey of Employers ACT-1 Group, September 2017
- 2.2017 SCALE Survey of Employees
  ACT-1 Group, September 2017
- 3. Talent Attraction Study: What Matters to the Modern Candidate Indeed, 2015



# Online SCALE Portal

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