

### 3 FAH-2 H-200 Appendix G

## Number of Companies Whose Job Matches Have the Following Average Salaries \*

JOBS MATCHED	ANNUAL SALARY (000)										
	25- 29	29- 33	33- 37	37- 41	41- 45	45- 55	55- 65	65- 80	80- 100	100- 120	120- +
Janitor/Laborer	1	2	1								
Guard			3	1							
Mail Clerk	1	1	5								
Driver		1	5	3	1						
Mechanic (Trades)				2	3	5					
Secretary (Entry)					3	7	1				
Secretary					2	3	4				
Executive Secretary						1	5	2			
Buyer (Clerk)					3	2	1				
Buyer						1	1	5	3		
Accounting Clerk			1	1	3	2	6				
Accounting Technician								10			
Chartered Accountant								2	1	1	
Finance Administrator											3
Systems Analyst								4	6		
Computer Administrator										1	2
Engineer									1	1	2
Personnel Administrator									1	1	4

\* Rate includes adjustments to a standard 40 hour workweek.

## A Specific Company Whose Job Matches Have the Following salaries

### Company A

Grade	Jobs Matched	*Average Annual Rate (40 hour workweek)
1	Janitor	-
2	Guard	-
3	Mail Clerk	33,500
3	Driver	-
4	Mechanic	-
5	Secretary (Entry)	48,364
6	Secretary	52,212
7	Executive Secretary	58,892
5	Buyer (Clerk)	50,472
9	Buyer	76,783
6	Accounting Clerk	52,912
7	Accounting Technician	65,785
10	Chartered Accountant	88,424
12	Finance Administrator	148,520
9	Systems Analyst	80,317
11	Computer Administrator	132,162
11	Engineer	-
11	Personnel Administrator	136,650

\* Rate includes adjustments to a standard 40 hour workweek.

**NOTE:** Send only to Company listed above.

# Fringe Benefit Data Collection Sheet

Co. Code   A  

Post: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Plan and Employee Eligibility Requirements:	Annual Company Cost or Annual Savings for Employee, Utilization	Adjustment (Annual Basis)
6. <u>Transportation Allowance</u> - company provides monthly payment of 25 L/C units to all employees.	25/mo x 12 = 300 L/C Units/year	300 L/C Units
8. <u>Bonus</u> - company pays christmas bonus of 1 month's base pay	1/12 = 0.08333	8.33%
10. <u>Social Programs</u> - company provides free tickets to soccer games and movies - average employee uses benefit infrequently.		No value
14. <u>Life Insurance</u> - company provides life insurance plan to all employees equivalent to 1 year's salary. Annual cost to company is 1.5% of payroll.	1.5% Basic salaries	1.5%

## Worksheet for Development of Average Survey Job Rates

**Post: Date**

Survey Job: 10. Buyer  
Analyst

Survey Job: Systems  
Survey Job: Accounting\_\_\_\_\_

Co.	Entrance or Minimum Rate	Co.	Entrance or Minimum Rate	Co.
A	76783	A	80317	A
B	77468	B	77468	B
C	81409	C	81466	C
D	72467	D	92478	D
E	83269	E	75444	E
F	79426	F	85468	F
G	47436 (sport)	G		G

H	76454	H	81010	H
I	63466	I	87110	I
J	92464	J		J
K		K	76453	K
L		L		L
M		M		M
N		N	75414	N
O		O		O
P		P		P
Total	703,206	Total	812,628	Total
No. Companies	9	No. Companies	10	No. Companies
Average	78,134	Average	81,263	Average

## Worksheet for Development of Tentative And Final Basic Rates for Each Grade

Post _____					Date _____
Grade	Survey Job	Average Pay	Minimum Grade Avg	Adj	Minimum Proposed
12	Finance Administrator	154,847	154,847 (*16.9)	0	154,847 (*16.9)
11	Personnel Administrator Engineer Computer Administrator	131,560 130,320 135,612	132,497  (44.9)	0	132,497  (44.9)
10	Chartered Acct.	91,424	91,424  (14.7)	0	91,424  (12.5)
9	Systems Analyst Buyer	81,263 78,134	79,699	+2	81,272 (10)
8	-		-	0	73,884 (10)
7	Accounting Tech Exec Secretary	71,097 63,237	67,167  (14.8)	0	67,167  (14.8)
6	Accounting Clerk Secretary	58,112 58,942	58,527  (10.1)	0	58,527  (10.1)
5	Buyer (Clerk) Secretary (Entry)	53,935 52,416	53,176 (8)	0	53,176 (10)
4	Mechanic (Trades)	49,255	49,255 (31.6)	-1.9	48,342 (23)
3	Driver Mail Clerk	39,304 35,560	37,432  (-0.3)	+5**	39,304 (10)
2	Guard	37,527	37,527 (10.9)	-4.8	35,730 (10)
1	Janitor/Laborer	33,841	33,841	-4.1	32,482
				17.8 pts total adjustment	

\* Percentage difference between grades.

\*\* Adjustment may rarely exceed 5%. However, alternative could be a 10.3% adjustment to grade 3 with 0 adjustments at grades 2 and 1 to avoid inversion between grades 2 and 3 and to have less points of adjustments overall. One could also sport Mail Clerk to avoid a greater than 5% adjustment.

## Worksheet for Development of Salary Ranges for Each Grade

Post: \_\_\_\_\_

Date \_\_\_\_\_

Co.  
Code

Employee Fixed or  
Average Range

A

50%

B

41%

C

40%

D

46%

E

38%

F

46%

G

55%

H

51%

I

48%

J

48%

K

45%

Total

508 divided 11  
Average = 46%

Establish standard range of 44% divided by 11 increments = 4% WGI.

Initial step 1 plus 11 increments of 4% each.