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## INTRODUCTION

The MEA Administrative and Office Support Survey is published annually by the MidAtlantic Employers' Association (MEA). The year 2010 marks the twenty-fifth year of publication for this survey. The continued growth and success of this survey would not be possible without the participation of MEA members. We wish to extend thanks to all participating organizations who invested their time to provide us with data. We truly appreciate your participation and welcome your comments.

MEA surveys represent compensation data submitted by organizations of various sizes, geographic locations, and industries. The data includes the following components:

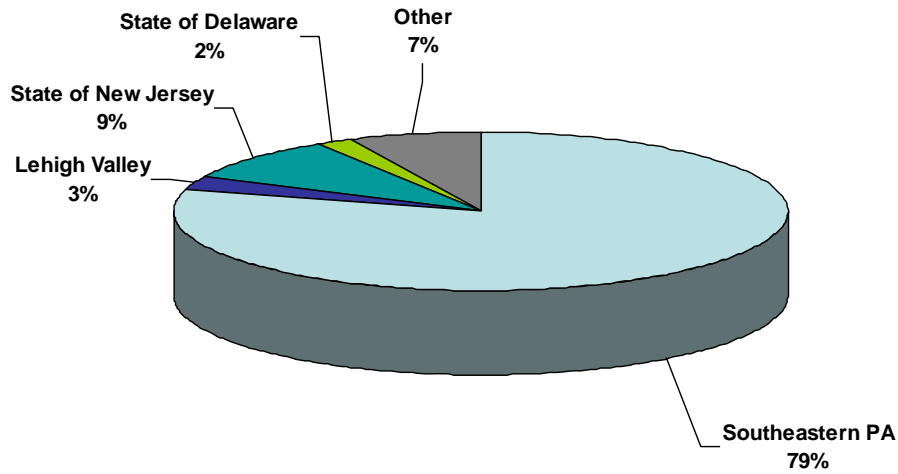
- Position description that lists duties, skills, responsibilities and supervisory levels associated with the job
- The number of companies that have provided us with salary information for the position
- The number of employees for whom salary data are reported
- Base Compensation reported as average; weighted average; and 10<sup>th</sup>, 25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup> and 90<sup>th</sup> percentiles
- Salary Ranges
- Bonus/Incentive Payments
- FLSA Exemption Status
- Minimum Education Required for Job

Following is a summary of the demographics of participating organizations in this year's Administrative and Office Support Survey Report:

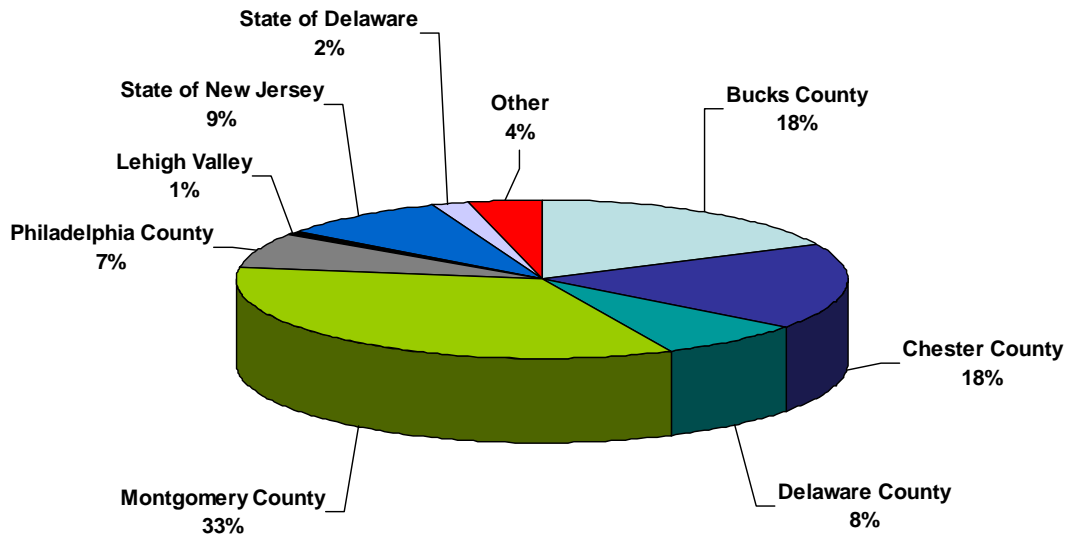
<b>Number of Participating Organizations:</b>	<b>102</b>
<b>Total Number of Employees Reported in Survey:</b>	<b>1,690</b>
<b>Data Collected in the Payroll Period Closest to:</b>	
	<b>March 1, 2010</b>
<b>Company Size:</b>	
<b>1-50 Employees</b>	
Number of Participating Organizations:	26
<b>51-100 Employees</b>	
Number of Participating Organizations:	30
<b>101-200 Employees</b>	
Number of Participating Organizations:	30
<b>201-350 Employees</b>	
Number of Participating Organizations:	6
<b>351 or More Employees</b>	
Number of Participating Organizations:	10
<b>Geographic Area Surveyed:</b>	
<b>Bucks County, PA</b>	
Number of Participating Organizations:	18
<b>Chester County, PA</b>	
Number of Participating Organizations:	18
<b>Delaware County, PA</b>	
Number of Participating Organizations:	8
<b>Montgomery County, PA</b>	
Number of Participating Organizations:	35
<b>Philadelphia County, PA</b>	
Number of Participating Organizations:	7
<b>Lehigh Valley (Lehigh, Northampton, Carbon and Monroe), PA</b>	
Number of Participating Organizations:	1
<b>State of New Jersey</b>	
Number of Participating Organizations:	9
<b>State of Delaware</b>	
Number of Participating Organizations:	2
<b>Other</b>	
Number of Participating Organizations:	4

## PARTICIPANT ANALYSIS

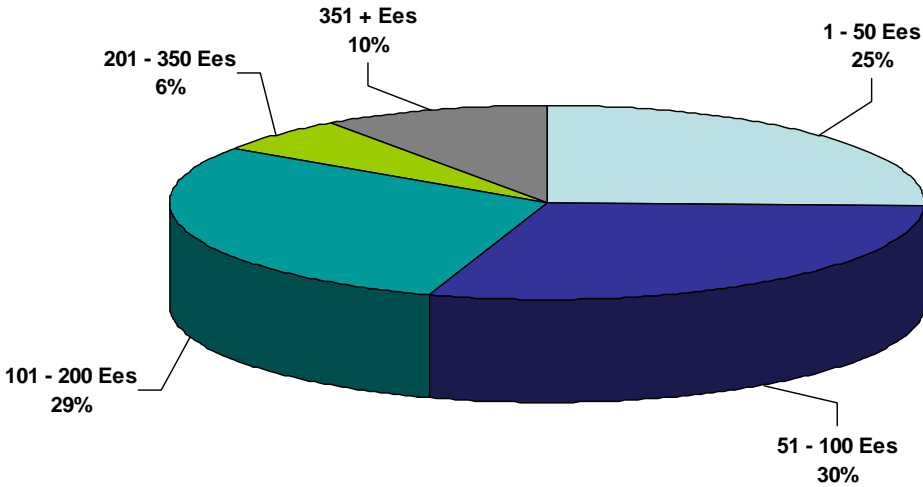
The 102 responding organizations in this survey come from all parts of the MEA region. The figure below shows their distribution by the region's labor market areas: Southeastern Pennsylvania, New Jersey, Delaware and the Lehigh Valley.



In addition to a labor market analysis, MEA reports survey results by county/state. The distribution of participating organizations by county/state is as follows:



MEA surveys incorporate information from a diverse set of employers as represented by the size of the organization. This year's administrative and office support survey provides data for all sizes of organizations, although there is a predominance of small and medium sized firms in our respondent group. The figure below illustrates the distribution of administrative and office support survey respondents by size, as determined by the number of employees at the responding firm's location.



NOTE: Some organizations find it useful to pull a specific sub-set of data from the overall survey results. For an additional fee, MEA can provide a custom cut of survey data (e.g. all jobs reported from organizations residing in Montgomery County). Please contact [surveys@meainfo.org](mailto:surveys@meainfo.org) for more information.

## **Positions Not Published Due to Insufficient Data**

### **Finance & Accounting Classification**

AOS-01-33: Tax Analyst I

AOS-01-34: Tax Analyst II

AOS-01-35: Tax Analyst III

### **General & Administrative Classification**

AOS-02-31: Editor Assistant

AOS-02-17: General Clerk I

AOS-02-32: Meeting Planner

### **Human Resources Classification**

AOS-03-13: Compensation Analyst I

AOS-03-14: Compensation Analyst II

AOS-03-23: Training Specialist I

AOS-03-24: Training Specialist II

AOS-03-25: Risk Manager

### **Legal Classification**

AOS-10-11: Attorney I

AOS-10-12: Attorney II

AOS-10-13: Attorney III

### **Materials and Distribution Classification**

AOS-04-15: Expediter/Purchase

### **Sales and Marketing Classification**

AOS-05-25: Retail Salesperson

AOS-05-32: Telemarketing Sales Representative

AOS-05-16: Estimator I

### **Food Service Classification**

AOS-06-10: Cook

AOS-06-11: Dietitian/Nutritionist

### **Healthcare Classification**

AOS-07-10: Licensed Practical Nurse (LPN)

AOS-07-11: Registered Nurse (RN)

### **Marketing Support Classification**

AOS-04-26: Technical Illustrator

### **Miscellaneous Classification**

AOS-09-10: Interpreter

**201010 Accountant I - AOS-01-10 Reported - Annually**

First of three levels of professional accounting work. The job typically requires a bachelor's degree in accounting and less than 1 year of experience, or equivalent. Under general supervision, applies principles of accounting to record financial information and prepare financial reports. Duties include compiling and classifying financial information, preparing entries to accounts and documenting business transactions. Other duties include auditing contract terms, orders, and vouchers and/or preparing reports to substantiate individual transactions prior to settlement. Typically uses standard spreadsheet and database software or an accounting applications package designed for general accounting. May provide technical direction to clerical staff.

	Rates Actually Being Paid					Rate Ranges			Annual Incentive / Exemption Status						
	No. Orgns.	No. Empls.	Avg.	Wtd. Avg.	Percentiles Reported					No. Orgs.	Avg. Min.	Avg. Max.	No. Emp.	Wtd. Avg.	
					10th	25th	50th	75th	90th						
*Min. Educ.: 1=40% 2=0% 3=20% 4=0% 5=0% 6=40%															
<b>Total Responses</b>	10	12	36,727	37,737	28,973	30,649	39,020	43,648	48,392	4	32,968	50,646	--	--	Exempt: 44%
<u>Industry Category</u>															Non-Exempt: 56%
Goods producing	7	9	39,790	40,457	--	35,500	40,370	44,781	--		Insufficient Data		--	--	
Non-goods producing			Insufficient Data	Insufficient Data	--	--	--	--	--		Insufficient Data		--	--	
Non-goods producing not-for-profit			Insufficient Data	Insufficient Data	--	--	--	--	--		Insufficient Data		--	--	
<u>Employment Size</u>															
1 - 50 Employees			Insufficient Data	Insufficient Data	--	--	--	--	--		Insufficient Data		--	--	
51 -100 Employees			Insufficient Data	Insufficient Data	--	--	--	--	--		Insufficient Data		--	--	
101 - 200 Employees	4	5	37,906	38,958	--	29,330	41,225	47,453	--		Insufficient Data		--	--	
201 - 350 Employees			Insufficient Data	Insufficient Data	--	--	--	--	--		Insufficient Data		--	--	
351 or More Employees	3	4	35,163	36,976	--	--	--	--	--		Insufficient Data		--	--	
<u>Labor Market</u>															
Southeastern PA	8	9	36,388	37,058	--	30,119	38,000	42,413	--	3	31,653	49,071	--	--	
State of New Jersey			Insufficient Data	Insufficient Data	--	--	--	--	--		Insufficient Data		--	--	
Other			Insufficient Data	Insufficient Data	--	--	--	--	--		Insufficient Data		--	--	

\*Minimum Education Required for Job: 1 = High School, 2 = Associates, 3 = Bachelors, 4 = Masters, 5 = Ph.D., 6 = Unknown.