



Subject Matter Expert #1 -- SB
12 Month Objectives

Directions: Download this interactive Excel worksheet. Transfer data from **Time Spent Worksheet** into % of Time Spent column below. Refer to www.officeprofessionals.org for samples of completed salary worksheets. Compare your own base wages to wages of other occupations requiring similar levels of proficiencies as an Administrative Assistant. Percentages can be entered as decimals or percentages, i.e.: '15 %' or '.15'.

O*NET Code	Occupational Title	% of Time Spent	Entry-Level Hourly Wage	Mean Hourly Wage	Mean Annual Wage	25th Percentile Hourly Wage	50th Percentile (Median) Hourly Wage	75th Percentile Hourly Wage
13014	Administrative Services Managers	15%	\$14.89	\$26.07	\$54,240	\$17.58	\$25.54	\$37.07
19999D	Customer Service and Service Establishment Managers	15%	\$19.89	\$33.14	\$68,940	\$23.21	\$34.03	\$46.19
21117	Budget Analysts	5%	\$20.73	\$27.58	\$57,930	\$22.94	\$29.51	\$37.47
21308A	Purchasing Agents and Contract Specialists	5%	\$15.33	\$22.74	\$47,300	\$17.04	\$21.61	\$27.63
21511C	Employee Relations Specialists	10%	\$16.82	\$24.65	\$51,270	\$19.25	\$23.51	\$32.86
21511D	Employee Training Specialists	5%	\$16.82	\$24.65	\$51,270	\$19.25	\$23.51	\$32.86
21511E	Personnel Recruiters	5%	\$16.82	\$24.65	\$51,270	\$19.25	\$23.51	\$32.86
21905	Management Analysts	5%	\$19.01	\$28.81	\$59,920	\$21.36	\$28.70	\$38.81
21999F	Meeting and Convention Planners	10%	\$15.15	\$24.15	\$50,240	\$17.22	\$22.33	\$32.67
21999C	Executive Secretaries/ Administrative Assistants	25%	\$15.15	\$24.15	\$50,240	\$17.22	\$22.33	\$32.67
Weighted wages (factored % of time spent in each category)		100%	\$16.64	\$26.22	\$54,572.50	\$19.06	\$25.44	\$35.69
21999C	Executive Secretaries/Administrative Assistants		\$15.15	\$24.15	\$50,240	\$17.22	\$22.33	\$32.67
Base Salary Wage Differential			-10%	-9%	-9%	-11%	-14%	-9%

Data is from the final year of the 1996-1998 Occupational Employment Statistics (OES) survey, revised March 2000. For details see: [www.calmis.ca.gov/file/occup\\$oes_wages/oestechnotes.htm](http://www.calmis.ca.gov/file/occup$oes_wages/oestechnotes.htm).