



Case Study Three -- JR
12 Month Objectives

Productivity Plus Profile™
Composite Base Salary Worksheet
Administrative Assistant
Non-OES Code: 169167997
San Jose, California

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 | 10% | \$14.89 | \$26.07 | \$54,240 | \$17.58 | \$25.54 | \$37.07 |
| 19999D | Customer Service and Service Establishment Managers | 10% | \$19.89 | \$33.14 | \$68,940 | \$23.21 | \$34.03 | \$46.19 |
| 21117 | Budget Analysts | 30% | \$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 | 0% | \$16.82 | \$24.65 | \$51,270 | \$19.25 | \$23.51 | \$32.86 |
| 21905 | Management Analysts | 10% | \$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 | 10% | \$15.15 | \$24.15 | \$50,240 | \$17.22 | \$22.33 | \$32.67 |
| Weighted wages (factored % of time spent in each category) | | 100% | \$17.92 | \$26.74 | \$55,792.50 | \$20.28 | \$26.75 | \$36.29 |
| 21999C | Executive Secretaries/Administrative Assistants | | \$15.15 | \$24.15 | \$50,240 | \$17.22 | \$22.33 | \$32.67 |
| Base Salary Wage Differential | | | -18% | -11% | -11% | -18% | -20% | -11% |

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).