



2008 Annual  
Milwaukee Area Compensation Survey

ORIENTATION  
BOOKLET

Data Effective: January 2008

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# 2008 Annual Milwaukee Area Compensation Survey

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# Milwaukee Area Compensation Survey Orientation Booklet

## **Background**

The purpose of this booklet is to guide you in the completion of the Annual Milwaukee Area Compensation Survey questionnaire. The results of this survey, sponsored by MACA and HRMA, will be available in early April 2008.

This orientation booklet is divided into 3 sections:

1. Introduction
2. RSMSurveyWISE Online Submission
3. MS Excel Spreadsheet Submission

Section 1 gives users a general overview of submission dates, survey additions, and general completion instructions. Participants have the option to submit data either using RSMSurveyWISE, our web-based survey tool, or through an MS Excel spreadsheet.

Section 2 gives instructions on how to submit data utilizing RSMSurveyWISE. This is our default data submission method. The website address is [www.rsmsurveywise.com](http://www.rsmsurveywise.com) and we encourage you to review the web-based tool and use it to submit your data for this survey. To access the website, enter the Login ID and Password supplied to you by RSM McGladrey via email. Once logged in, please change your password in the 'Account' menu option.

For those of you who wish to submit data utilizing a data dump from your HRIS program and the MS Excel spreadsheet option, a pre-formatted spreadsheet is available. You may fill out the spreadsheet and email it to Tim Pang at [tim.pang@rsmi.com](mailto:tim.pang@rsmi.com). Section 3 of this booklet will provide detailed information on this option.

For those of you who wish to submit data in hard copy, please contact RSM McGladrey at (414)

228-9377. A separate survey package will be mailed to you.

## **1. INTRODUCTION**

### **Survey Completion Dates**

All data should be reported as of **January 1, 2008**. In order to participate in this survey, you will need to submit your completed information by **Friday, February 1, at 5:00 P.M.**

### **Results Format**

The 2008 Milwaukee Area Compensation Survey Results are available electronically via PDF and Microsoft Excel files. Survey Results can be easily incorporated into data analysis and market pricing software. A hard copy of the survey results can be purchased by members for an additional \$50. A custom Selective Analysis Report is also available for an additional \$275.

### **Job Matching Accuracy**

Accurate matching of jobs is key to submitting and analyzing survey data. There are 135 jobs surveyed in this year's Compensation Survey. The list of job titles and codes by job family can be found starting on page 10. It will be important for you to review descriptions carefully to ensure that your facility has a correct "match" with a job and not just a job title. Please refer to the following guidelines to ensure utilization of proper techniques.

#### ***Matching Jobs***

The job descriptions listed with each survey position will help you match survey jobs to similar positions within your organization. *Please do not compare titles alone*, as they vary among each facility. If you do not have a position as indicated by the job description, please leave that job blank.

When completing your questionnaire, *match each job only once*. As a general rule, for an accurate match, a job incumbent should perform stated responsibilities for at least 70% of a workday.

For job families in which there are career levels, be careful when matching the job to the correct job description; do not match just by job title. For instance, if your organization has a 'Trainer' and a 'Trainer, Senior', it will be important to read the job description of both positions to ensure that job duties and educational requirements listed in the survey definitions match those of the position in your organization.

### **Organization Size and Revenues**

In order to best represent organization size and value, and ensure comparability among participants, **Gross Revenues** will be used throughout the survey as the primary classification of an organization's size. For some organizations, such as Financial Institutions, assets may be a more accurate indication of size. Please provide the appropriate information to ensure accurate classification of your organization.

Gross Revenues are defined as the total of all sales and operating revenues received in your last complete fiscal year for any goods or services provided.

Assets are defined as the total value, for your last complete fiscal year, of all property having commercial or exchange value owned by a business, corporation, or institution that may be used to discharge its liabilities.

*Please be sure to complete the Gross Revenue or Assets field in your organization's Profile page, as that will be used to classify your organization in the results.*

### **Checking Your Data**

When completing your questionnaire(s), please be aware of common "pitfalls" and how to avoid them.

The average salary is typically inside the salary range. For example, an organization may report a salary range with a minimum of \$24,000 and a maximum of \$38,000. If the facility then reports average salaries of \$30,000, it will not be questioned. If, on the other hand, average salaries of \$20,000 are reported, there will be questions raised since this figure falls considerably below the salary range.

Some jobs are market-sensitive, which means that supply and demand conditions require an organization to pay a higher rate to employ and keep an incumbent. In these cases, we can find employees paid above their range maximums.

Also, while verifying your data, please:

- Check the definitions of assistants, supervisors, etc. Match according to job descriptions, not just to job titles.
- Match each job only once.

## **Review Process**

When submitted data is reviewed, we check for data entry errors, averages outside of the ranges, and very high or very low data in comparison to the market. When we find data that looks out of place, we will contact your facility, either by phone or e-mail to verify the data. This is done to produce clear and accurate survey results.

## **Selective Analysis**

Your facility may obtain a customized "Selective Analysis Report" as needed to supplement data provided in the main Survey Results. This report will supply you with more detailed data on a select group of participating facilities.

A Selective Analysis order form will be made available once the final list of participants has been compiled. It provides a listing of only those facilities participating in the survey, and eliminates the possibility of selecting non-participants for your report.


A minimum of **five** organizations must be included to preserve confidentiality. We strongly encourage you to select at least **eight** facilities to ensure that your results are comprehensive. To discuss your selection feel free to call our office at (414) 228-9377.

## **Importance of Your Feedback**




RSM McGladrey, Inc. and your Survey Steering Committee will be looking for ways to continuously improve the survey process. We look forward to your suggestions and comments. Should you have any questions about the survey, please contact our office at (414) 228-9377 or email Tim Pang at [tim.pang@rsmi.com](mailto:tim.pang@rsmi.com).

## **2. RSM SurveyWISE SUBMISSION**

This section provides detailed information on how to submit compensation data via our web-based survey tool. To access the survey, please visit [www.rsmurveywise.com](http://www.rsmurveywise.com)

- 1. Enter your Login ID and Password in the log-in screen.** Upon logging in, you will first be asked to select the facility for which you are submitting data. You will then be asked to specify a survey. Please select the 'Milwaukee Area Compensation Survey'. You will then be brought to the main screen. **If you do not have a record of your login ID and password, please call RSM McGladrey at (414) 228-9377.**
- 2. Read the Instructions.** If this is your first time using *RSM SurveyWISE*, click on the **Instructions** link in the menu and review the instructions before proceeding.
- 3. Verify/Update your Account information.** Click on the **Account** option in the menu. You may change your password and update your contact information here at any time. *Please change your password upon your first login.* Click  to save your changes.
- 4. Complete your facility's Profile Page.** Update your organizational profile information by clicking the **Profile** option in the menu. Please completely fill out the Profile page making sure to report your last complete fiscal year's assets or gross revenues before any adjustments. **NOTE:** This information will be used to determine which category your organization will be assigned in the survey results.
- 5. Enter Job Specific Data**  
There are 135 jobs covered in this year's survey. Click on **Job Descriptions** in the menu to bring up a list of job descriptions that accompany each job title. It will be important for you to review these

descriptions carefully to ensure that your organization has a correct match with a job and not just a job title.

Click on the **Job Data** menu option. Select the job that you wish to update by clicking on the job number. Fill out the requested information for each applicable job in the list. You can navigate between jobs by clicking the  and  buttons on the data entry page. Clicking either of these buttons will cause the data you entered to be saved prior to loading the next (or previous) job. For help in entering the data, click the  help button on the data entry page.

- 6. Select the facility for which you wish to enter data if you are submitting for more than one facility.** Click on the **Select Facility** menu option. Some organizations maybe submitting data for more than one facility. Make sure the correct facility is selected before you begin entering data.
- 7. Select the survey you wish to participate in if you are currently participating in more than one RSM McGladrey survey.** Click the **Select Survey** option in the menu. Some facilities can participate in more than one survey. Make sure the correct survey is selected before you begin entering data.
- 8. Fill out the Order Form.** To order copies of the survey results, click the **Order Form** menu option to download a copy of the order form. You may email your completed form to Tim Pang at [tim.pang@rsmi.com](mailto:tim.pang@rsmi.com) or fax it to (414) 228-9028. If the Order Form is not currently available on the menu, you will receive an email when it is available.

## Definition of Terms

### Your Job Title

Please enter the position's job title in your organization.

### FLSA Status

Please use the drop down menu to indicate if a job is Exempt or Non-exempt.

### Degree of Match

Please indicate if the duties of your job are more, less, or equal to the survey description.

### Typical Work Week

The typically scheduled number of hours an employee in this position would work in one week. **Please exclude from this survey any employees that are on a reduced schedule (e.g., part-time employees).**

### Number of Employees

This field represents the number of employees in the position that are scheduled to work the typical work week. Note: Please do not report the total number of employees in your organization in this field.

### Average Salary

The average yearly salary for an employee in this job. If there is more than one employee in the position, report the average annual base salary paid to the employees. The average is calculated by adding the salary pay of all current employees in the job and dividing this total by the number of current employees in the job. Please note: if the employee for the listed position is paid on an hourly basis, multiply the hourly pay with the total number of hours that employee would work in a given year.

### Target Incentive (%)

The percentage of the salary and incumbent is eligible to receive upon meeting his or her performance expectations.

### # Employees Receiving Incentive

The total number of employees listed in the current job position who received an incentive during the last plan year.

### Average Incentive (\$)

The actual dollar amount an incumbent received as an incentive. The average is calculated by adding the total incentive dollars of all current employees in the job who received an incentive and dividing this total by the number of current employees who received incentives.

### Minimum Rate

Report the rate of the established salary range that is normally paid to a candidate who satisfies the minimum education and experience requirements for the job.

### Midpoint Rate

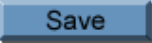
Report the midpoint of the established salary range, if applicable.

### Maximum Rate

Report the highest rate of the established salary range that is normally paid to qualified employees in the job.

## Tips on using RSM SurveyWISE

1. **Make sure the correct facility is selected** before you begin entering data or filling out the order form. Some organizations may be submitting data for more than one facility. Click on the **Select Facility** link to choose your facility. Facilities are assigned to your Login ID in the initial invitation email. Please contact RSM McGladrey at (414) 228-9377 if you would like to submit data for additional facilities.

2. **Make sure the correct survey is selected** before you begin entering data or filling out the order form. Some facilities can participate in more than one survey. Click on the **Select Survey** link to specify your survey.
  
3. **Save frequently.** Internet servers will time-out after 30 minutes of inactivity. You will then be forced to repeat the login process, and any data-entry since you last saved your work will be lost. If you pause to look up information while completing the survey, or if you wish to resume work at a later time, be sure to save your work by clicking on the  button at the end of each section.

## Sample Data Entry page

Prev. Done Next Cancel

Click to continue and save      Exit without saving

Please enter your data as of January 1, 2008

Last Updated  
By:  
On: 12/20/2007

	<b>Your Job Title</b>	<b>FLSA Status</b>	<b>Degree of Match</b>
Old			
Current	<input type="text"/>	Not Specified ▾	Select One ▾
	<b>Typical Work Week (hrs)</b>	<b># of Employees</b>	<b>Average Salary (\$)</b>
Old			
Current	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Target Incentive (%)</b>	<b># Employees Receiving Incentive</b>	<b>Average Incentive (\$)</b>
Old			
Current	<input type="text"/> %	<input type="text"/>	<input type="text"/>
<b>Pay Range</b>			
	<b>Min (\$)</b>	<b>Mid (\$)</b>	<b>Max (\$)</b>
Old			
Current	<input type="text"/>	<input type="text"/>	<input type="text"/>

Prev. Done Next Cancel

Internet

### **3. MS EXCEL SPREADSHEET SUBMISSION**

Participants can submit data through an MS Excel spreadsheet file utilizing data supplied from the participants HRIS program. This option lets organizations easily submit data without the extra work of repeated data entry. **To request a pre-formatted spreadsheet, please contact RSM McGladrey at (414) 228-9377.**

Simply include the desired data, make the survey job matches, and email the file to [tim.pang@rsmi.com](mailto:tim.pang@rsmi.com). The steps below will walk users through the process.

#### **1. Generate HRIS report with desired data.**

The following includes fields needed from a participant's HRIS to have a complete survey submission.

##### Your Job Title

Please enter the position's job title in your organization.

##### FLSA Status

Please use the drop down menu to indicate if a job is Exempt or Non-exempt.

##### Degree of Match

Please indicate if the duties of your job are more, less, or equal to the survey description.

##### Typical Work Week

The typically scheduled number of hours an employee in this position would work in one week. **Please exclude from this survey any employees that are on a reduced schedule (e.g., part-time employees).**

##### Number of Employees

This field represents the number of employees in the position that are scheduled to work the typical work week. Note: Please do not report the total number of employees in your organization in this field.

##### Average Salary

The average yearly salary for an employee in this job. If there is more than one employee in the position, report the average annual base salary paid to the employees. The average is calculated by adding the salary pay of all current employees in the job and dividing this total by the number of current employees in the job. Please note: if the employee for the listed position is paid on an hourly basis, multiply the hourly pay with the total number of hours that employee would work in a given year.

##### Target Incentive (%)

The percentage of the salary and incumbent is eligible to receive upon meeting his or her performance expectations.

##### # Employees Receiving Incentive

The total number of employees listed in the current job position who received an incentive during the last plan year.

##### Average Incentive (\$)

The actual dollar amount an incumbent received as an incentive. The average is calculated by adding the total incentive dollars of all current employees in the job who received an incentive and dividing this total by the number of current employees who received incentives.

##### Minimum Rate

Report the rate of the established salary range that is normally paid to a candidate who satisfies the minimum education and experience requirements for the job.

##### Midpoint Rate

Report the midpoint of the established salary range, if applicable.

### Maximum Rate

Report the highest rate of the established salary range that is normally paid to qualified employees in the job.

2. **Format the spreadsheet.** The table below outlines the columns needed and desired order in the spreadsheet. If any fields are not applicable, please leave them blank.
3. **Make the survey job matches.** Column A of your spreadsheet needs to include the survey job code for the respective job match (i.e., Job code 12.034 is matched to your Human Resources Assistant). RSM McGladrey will not accept submissions without appropriate survey job matches. Please only submit data with survey matches.
4. **Save your spreadsheet with a file name identifying your facility.** Your file name will identify the facility for which you are

submitting data. Examples would be:  
567-XYZ Hospital.xls or ABC Corporation  
Milwaukee.xls

5. **Submit your completed spreadsheet via email to [tim.pang@rsmi.com](mailto:tim.pang@rsmi.com).**
6. **Go to [RSMsurveyWISE.com](http://RSMsurveyWISE.com) to complete the additional steps of the survey.** Section 2 of this booklet outlines the login process, survey completion, and survey ordering. If you have already submitted your data via emailed spreadsheet, please complete Steps 1, 2, 3, 4, and 8 in Section 2 to finalize your participation.

**Should you need assistance at any time, please call RSM McGladrey at (414) 228-9377.**

### Required Spreadsheet Format

Spreadsheet Column	Field Title	Data Format Alpha/Numeric	Comments
A	Survey Job Code	N	RSM won't accept data without survey match
B	Your Job Title	A	The position's Job Title in your organization
C	FLSA Status	A	Exempt or Non-Exempt
D	Degree of Match	A	Less, Equal, or More
E	Typical Work Week	N	Ex: 40
F	Number of Employees	N	Ex: 25
G	Avg. Salary	N	Ex: 35000
H	Target Incentive (%)	N	Ex: 15
I	# Ees Receiving Incentive	N	Ex: 5
J	Average Incentive	N	Ex: 5000
K	Minimum	N	Ex: 28000
L	Midpoint	N	Ex: 36000
M	Maximum	N	Ex: 44000

## 2008 Milwaukee Area Compensation Survey List of Job Codes and Titles By Job Family

### Administrative

15.001 Administrative Assistant, Associate  
 15.003 Administrative Assistant, Intermediate  
 15.004 Administrative Assistant, Senior  
 15.010 Administrative Assistant: to CEO,  
 President, or Chair  
 15.028 Clerk  
 15.009 Data Entry Operator  
 15.027 Legal Administrative Assistant  
 15.025 Mail Clerk  
 15.024 Office Supervisor/Administrator  
 15.017 Receptionist  
 15.026 Switchboard Operator

### Business Services

33.073 Credit/Collections Clerk

### Engineering & Design

45.012 CAD Drafter  
 45.017 Electrical Engineer  
 45.018 Electrical Engineer, Senior  
 45.013 Electronics Technician  
 45.014 Electronics Technician, Senior  
 45.015 Engineering Technician  
 45.016 Engineering Technician, Senior  
 45.005 Graphic Artist  
 45.006 Graphic Artist, Senior  
 45.001 Manufacturing Engineer  
 45.002 Manufacturing Engineer, Senior  
 45.003 Manufacturing Engineering Supervisor  
 45.007 Quality Assurance Technician  
 45.008 Quality Assurance Technician, Senior  
 45.010 Quality Engineer  
 45.011 Quality Engineer, Senior

### Facilities/Support Services

31.039 Building Maintenance Mechanic  
 30.003 Carpenter  
 31.050 Custodian/Janitor  
 31.057 Electrician (Journey Level)  
 30.047 Field Service Representative  
 31.052 HVAC Technician  
 31.040 Machine Maintenance Mechanic  
 (Journey level)  
 30.046 Office Cleaner  
 30.051 Plant Maintenance Supervisor

### Facilities/Support Services (Continued)

31.033 Security Guard (Unarmed)

### Finance

11.039 Accountant, Associate  
 11.040 Accountant, Intermediate  
 11.041 Accountant, Senior  
 11.045 Accounting Clerk, Associate  
 11.046 Accounting Clerk, Intermediate  
 11.047 Accounting Clerk, Senior  
 11.042 Cost Accountant  
 11.043 Cost Accountant, Senior  
 11.044 Credit Analyst  
 11.037 Financial Analyst  
 11.038 Financial Analyst, Senior  
 11.021 Internal Auditor  
 11.022 Internal Auditor, Senior  
 11.055 Loan Officer – Commercial  
 11.056 Loan Officer – Commercial, Senior  
 11.052 Loan Officer – Retail/Mortgage  
 11.053 Loan Officer – Retail/Mortgage, Senior  
 11.048 Payroll Clerk  
 11.049 Payroll Supervisor  
 11.050 Teller  
 11.051 Teller, Senior  
 11.054 Teller: Lead (Head Teller)

### Food & Nutrition

32.005 Food Service Worker

### Human Resources

12.007 Benefits Analyst  
 12.008 Benefits Analyst, Senior  
 12.004 Compensation Analyst  
 12.005 Compensation Analyst, Senior  
 12.018 HRIS Specialist/Coordinator  
 12.034 Human Resources Assistant  
 12.035 Human Resources Assistant, Senior  
 12.036 Human Resources Generalist,  
 Associate  
 12.037 Human Resources Generalist,  
 Intermediate  
 12.038 Human Resources Generalist, Senior  
 12.028 Recruiter  
 12.039 Trainer  
 12.040 Trainer, Senior

## 2008 Milwaukee Area Compensation Survey List of Job Codes and Titles By Job Family

### Information Technology

13.047 Applications Systems Analyst/Programmer, Associate  
 13.048 Applications Systems Analyst/Programmer, Intermediate  
 13.049 Applications Systems Analyst/Programmer, Senior  
 13.050 Applications Systems Supervisor  
 13.053 Computer Operator, Associate  
 13.054 Computer Operator, Intermediate  
 13.055 Computer Operator, Senior  
 13.056 Computer Operator: Lead  
 13.057 Computer Operator: Shift Supervisor  
 13.061 Database Administrator  
 13.058 Database Analyst/Programmer, Associate  
 13.059 Database Analyst/Programmer, Intermediate  
 13.060 Database Analyst/Programmer, Senior  
 13.008 Help Desk Specialist  
 13.009 Help Desk Specialist, Senior  
 13.064 Information Security Analyst  
 13.065 Telecommunications Analyst/Technician  
 13.066 Telecommunications Analyst/Technician, Senior  
 13.062 Information Systems Training Consultant  
 13.063 Information Systems Training Consultant, Senior  
 13.035 Network Administrator  
 13.072 Network or PC Support Technician  
 13.073 Network Technician, Senior  
 13.051 Operating Systems Analyst  
 13.052 Operating Systems Analyst, Senior  
 13.070 Project Manager – Information Systems  
 13.071 Project Manager – Information Systems, Senior  
 13.075 Systems Architect  
 13.028 Web Designer  
 13.067 Website Administrator  
 13.068 Web Publisher

### Legal

16.022 Paralegal

### Managed Care

38.012 Claims Examiner  
 38.050 Claims Examiner, Senior

### Marketing, Sales and Public Relations

50.002 Customer Service Representative, Associate  
 50.003 Customer Service Representative, Intermediate  
 50.004 Customer Service Representative, Senior  
 50.005 Customer Service Supervisor  
 50.001 Market Research Analyst  
 50.006 Product Manager  
 50.007 Project Manager, Senior

### Material Management

31.043 Light Duty Truck/Van Driver  
 31.053 Material Handler (Power Lift Truck Operator)  
 31.027 Materials Handling Shipping/Receiving Supervisor  
 31.044 Order Filler/Picker  
 31.056 Production/Materials Analyst, Associate  
 31.025 Production/Materials Analyst, Intermediate  
 31.026 Production/Materials Analyst, Senior  
 31.054 Production Scheduler  
 31.048 Production Supervisor  
 31.013 Purchasing Assistant  
 31.016 Purchasing Supervisor  
 31.022 Shipper/Receiver  
 31.012 Sourcing Specialist (Buyer)  
 31.049 Sourcing Specialist (Buyer), Senior  
 31.020 Storekeeper

### Patient Care

23.027 Staff Nurse (RN)  
 28.009 Industrial/Occupational Nurse (RN)

### Technical Services

26.045 Laboratory Technician  
 26.056 Laboratory Technician, Senior