

COMPENSATION SURVEY TEMPLATE

INTRODUCTION

[DATE]

The County of Orange, would like to invite you to participate in this Confidential Compensation Survey. We will provide survey participants with a report that summarizes the data collected to thank you for your participation.

The survey is organized into 2 sections:

- Section I: Employer General Information
- Section II: Compensation for Benchmarked Positions

Even if you are able to match only one of the benchmarked positions, your responses are valuable to us.

If you have any questions or would like to discuss the survey, please contact the County of Orange Human Resources Department.

PLEASE COMPLETE THIS SURVEY BY [DATE].

Thank you for your participation.

Sincerely,

County of Orange Human Resources Department

COMPENSATION SURVEY TEMPLATE

I. EMPLOYER GENERAL INFORMATION

Please supply the following general information about your company or organization. The County of Orange makes a commitment to maintaining your confidentiality and will not share individual information with any other organization. All data you supply will be identified in our records with a code rather than your organization's name.

COMPANY OR ORGANIZATION INFORMATION

ORGANIZATION	<input type="text"/>
ADDRESS	<input type="text"/>
CITY	<input type="text"/>
COUNTY	<input type="text"/>
STATE (if not CA)	<input type="text"/>
ZIP	<input type="text"/>
WEBSITE	<input type="text"/>

PERSON COMPLETING SURVEY

NAME	<input type="text"/>
TITLE	<input type="text"/>
TELEPHONE	<input type="text"/>
FAX	<input type="text"/>
EMAIL	<input type="text"/>

PERSON TO WHOM COMPLIMENTARY SURVEY RESULTS SHOULD BE SENT (If different from above):

NAME	<input type="text"/>
TITLE	<input type="text"/>
ADDRESS	<input type="text"/>
CITY	<input type="text"/>
STATE (If not CA)	<input type="text"/>
ZIP	<input type="text"/>
TELEPHONE	<input type="text"/>
EMAIL	<input type="text"/>

NUMBER OF EMPLOYEES

	< 500	500-999	1,000-5,000	> 5,000	N/A
Number of employees in your organization:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of employees located in California:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of employees located in Orange County only:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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ORGANIZATION TYPE

Private Sector

Government

Education

Non-Profit

Other (please specify)

COMPETITIVENESS

	Below market average	At market average	Above market average
At what level of competitiveness do you target your base salaries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At what level of competitiveness do you target your benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At what level of competitiveness do you target your total compensation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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II. BASE PAY FOR BENCHMARKED POSITIONS

The purpose of this section is to obtain compensation information for selected benchmark positions in your organization. For ease of survey navigation, benchmark positions are categorized into the following job classes:

- Executive and Professional
- Management and Professional
- Clerical
- Safety
- Technical
- Trade and Maintenance

Please read each job title and its capsule position description carefully. The descriptor should help you determine if your organization has a reasonably comparable position. "Journey level" indicates that incumbents have full mastery of job skills.

For each capsule position description:

- A. Indicate how the position at your organization compares to the qualifications and responsibilities outlined in the capsule position description.
- B. Enter the POSITION TITLE in your organization that most closely matches each capsule position description.
- C. Enter the NUMBER OF INCUMBENTS assigned to this position in your organization. (This includes all part-time and full-time staff)
- D. Indicate the AVERAGE NUMBER OF YEARS incumbents have held this position.
- E. Indicate the ACTUAL ANNUAL BASE PAY of an incumbent, or AVERAGE for multiple incumbents, assigned to this position. Provide only the annual base salary, exclusive of overtime pay, skill pay, insurance, etc. If any of those items are included in base pay and cannot be separated out, please so indicate.
- F. Indicate the PERCENT OF BASE SALARY that represents benefits received for this position, (i.e., insurance, retirement, savings, deferred compensation, perquisites, etc.)
- G. Indicate the RECRUITMENT DIFFICULTY for this position.

PLEASE INDICATE THE EFFECTIVE DATE OF THE DATA YOU ARE PROVIDING.

If it is easy to do so, please provide pay levels as of the most recent completed fiscal year, or as of the current pay period.

jñ Most recent completed fiscal year

jñ Current pay period

jñ Other (please specify)

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Our target comparisons are for Orange County. Please indicate if your compensation data reflects (Pick one):

County of Orange, California, only

Southern California

Northern California

California (In general)

Other (please specify)

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CLERICAL

The following benchmark positions will be surveyed in this category:

- Office Technician (General Clerical)
- Word Processing Technician
- Office Specialist (Legal, Medical, etc.)
- Data Entry Technician
- Administrative Assistant/Secretary
- Accounting Assistant
- Office Supervisor
- Executive Assistant/Executive Secretary

If you think your organization may have at least one match for the positions listed above, please choose "Continue" and click "NEXT" at the bottom of the page.

If you are certain that your organization does not have at least one match for the positions listed above, please choose "Skip" and click "NEXT" at the bottom of the page.

Continue

Skip

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OFFICE TECHNICIAN (GENERAL CLERICAL)

Journey level. Under supervision, uses a keyboard to produce a variety of simple or repetitive materials for which the format and content are relatively routine or standardized. Performs a variety of general office duties which might include compiling information, calculating data, keeping records, maintaining files, answering phones and assisting the public; provides office support to one or more employees, including scheduling appointments and meetings, maintaining calendars, screening mail and taking informal minutes; and reviews and proofread materials. May learn to operate and use transcription or automated information processing equipment; review the work of and act as lead worker for other employees in same or lower level class; assist in training new workers; or act for supervisor in his or her absence. Requires 6 months as an Office Trainee; one year of office experience; completion of 18 semester units in secretarial sciences, office practices, or a closely related field; or completion of 360 hours of relevant training.

A. PLEASE INDICATE THE DEGREE TO WHICH YOU HAVE A MATCH FOR THIS POSITION IN YOUR ORGANIZATION.

LESS - Our position has LESS qualifications and responsibilities.

CLOSE - Our position CLOSELY MATCHES the qualifications and responsibilities.

MORE - Our position requires MORE qualifications and responsibilities.

NO COMPARABLE POSITION - If selected, move on to the next position description by clicking on "NEXT" at the bottom of this page.

B. POSITION TITLE IN YOUR ORGANIZATION

C. NUMBER OF INCUMBENTS IN THIS POSITION

D. AVERAGE NUMBER OF YEARS IN POSITION

E. ACTUAL OR AVERAGE ANNUAL BASE PAY

F. PERCENT OF BASE SALARY THAT TOTAL BENEFITS REPRESENT FOR THIS POSITION

G. RECRUITMENT DIFFICULTY

Difficult

Average

Easy

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SURVEY REVIEW

If you would like to review your answers, choose "Review" below and click "NEXT" at the bottom of the page. You will be taken to the first page of the survey.

If you have finished the survey, choose "Complete" and click "NEXT" at the bottom of the page. Click "DONE" on the next page and your survey will be added to the survey database and you are finished.

Please choose one of the following

Review

Complete

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THANK YOU

Thank you for participating in this Confidential Compensation Survey.

Please click DONE below to complete your survey.