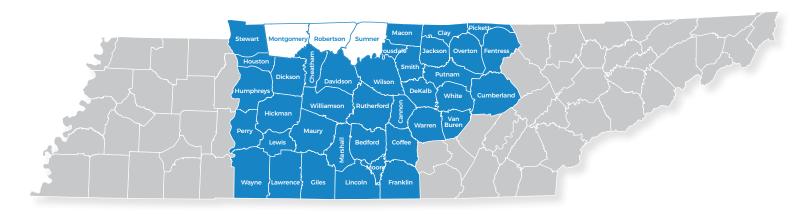
2017

MIDDLE TN REGION 4 -

WAGE & BENEFIT SURVEY



REGION 4

Montgomery County Robertson County Sumner County



Dr. Murat Arik, *Director*Jones College of Business
Business & Economic Research Center

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Executive Summary

The Business and Economic Research Center (BERC) at Middle Tennessee State University conducted a 40-county wage and benefit survey in Middle Tennessee between June and October 2017. The wage and benefit survey was sponsored by Middle Tennessee Industrial Development Association (MTIDA) and USDA as well as regional partners—the Upper Cumberland Development District, the South Central Tennessee Development District, the Greater Nashville Regional Council, the Nashville Chamber of Commerce, The Highlands Economic Partnership, and Tennessee Central Economic Authority—and local chambers and economic development organizations. The purpose of the survey is to provide local economic development officials and human resource managers a clear understanding of the compensation structure of the key occupations in the region. Reporting and analysis for the survey was designed to include both the full 40-county Middle Tennessee area and targeted subsets of counties. The present report addresses Montgomery, Robertson, and Sumner counties, Region 4.

From Region 4, 188 companies were invited to participate in this online wage and benefit survey. BERC contacted 123 companies through email and 65 companies through regular mail. As of October 2017, BERC received 42 completed surveys with an overall response rate of 22 percent. To break down the response rate, email contacts generated a significantly higher response rate than the regular mail contacts: response rate for email contacts was 27 percent, while the response rate for the regular mail was 14 percent. The 42 companies employed 8,642 people, representing about 8 percent of all private jobs in the study market area. The wage and benefit survey data is organized by establishment size, and BERC provides a detailed profile from the survey results of 69 occupations.

Key Highlights

General

- The average number of weekly hours is estimated at 8,227.
- Average annual sales of the covered establishments total nearly \$107 million.
- On average, covered establishments offer 8.8 paid holidays per year.
- On average, covered establishments offer 12.3 annual vacation days.

Health Insurance and Benefits

- 100 percent of the companies offer health insurance. Cost sharing is a common practice among the companies.
- Companies offer a range of retirement benefits including a traditional retirement plan and defined contributions. About 95 percent of the responding companies offer defined contribution plans.

¹ Quarterly Census of Employment and Wages (BLS)

- Approximately 49 percent of companies offer career development opportunities, about 48 percent offer tuition payment, and 60 percent offer other forms of incentives and bonuses.
- Overall, total employee benefits equal to 23.9 percent of wages and salaries in the study market area.

Wages

The unweighted median hourly wage across occupations in the study market area is \$26.52. The study provides details of wages and benefits for each occupational cluster.

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I. Introduction

The Business and Economic Research Center (BERC), Middle Tennessee State University, conducted a wage and benefit survey for a 3-county region comprised of Montgomery, Robertson, and Sumner counties, hereafter referred to as the "Region 4," between June and October 2017. The wage and benefit survey was sponsored by Middle Tennessee Industrial Development Association (MTIDA) and USDA as well as regional partners—the Upper Cumberland Development District, the South Central Tennessee Development District, the Greater Nashville Regional Council, the Nashville Chamber of Commerce, The Highlands Economic Partnership, and Tennessee Central Economic Authority—and local chambers and economic development organizations. The purpose of the survey is to provide local economic development officials and human resource managers a clear understanding of the compensation structure of the key occupations in the area.

In designing the online wage and benefit survey, BERC consulted existing wage and benefits surveys as well as the U.S. Bureau of Labor and Statistics (BLS) methodology for the Quarterly Census of Employment and Wages (QCEW) and the BLS Occupational Outlook Handbook to make the regional survey results comparable to national and state level occupational characteristics.

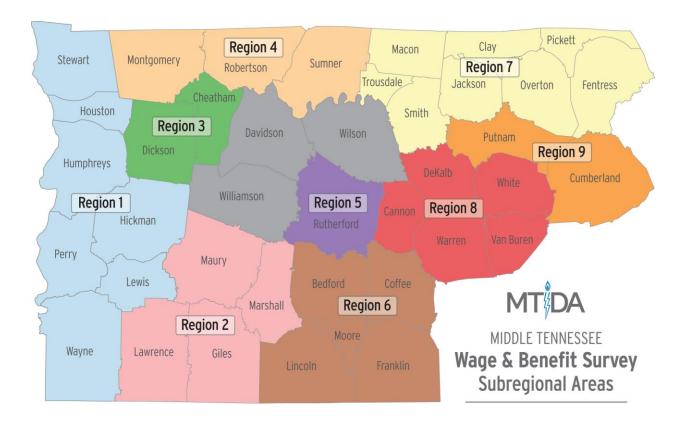
BERC retained the Standard Occupational Classification (SOC) codes for all occupations included in the survey.

To make the survey process manageable, BERC, in consultation with the MTIDA, targeted 188 companies in Region 4. Although this study gathered information for over 120 occupations, the survey response rate precluded a detailed profile of all of these occupations. The detailed occupational profiles for 69 occupations will allow local economic development officials and companies to see how a given occupation benchmarked against average jobs in the region.

The rest of the report is organized as follows. After a brief discussion about the study region, study tasks, and general characteristics of industries in the region, section two introduces the conceptual framework and study methodology. Section three analyzes survey results, while section four provides rich details for the selected occupations.

I.A. Study Region

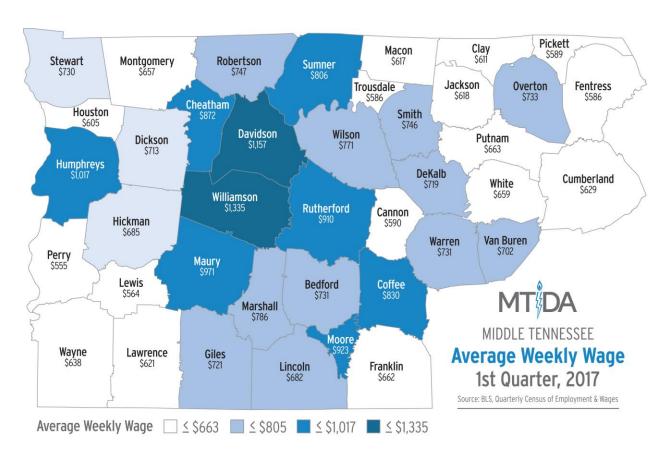
What is the study market area? The study market area, Region 4, covers Montgomery, Robertson and Sumner counties, with a labor force of 207,986² as of the fourth quarter of 2016. A map of the region can be seen below.



² Bureau of Labor Statistics

I.B. Average and Sectoral Wages from the Comparative Perspective

The following map and chart present average wage data for Montgomery, Robertson, and Sumner counties as well as their immediate neighbors and the average wages across the regions. The wage panel shows six major sectors of the economy in Montgomery, Robertson, and Sumner counties in regards to the average the weekly wage.³



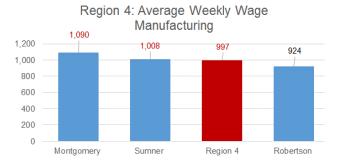
Region 4: Average Weekly Wages



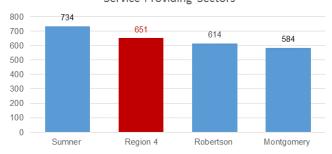
³ Source: Quarterly CSource: QCEW (www.bls.gov) and BERC

Region 4: Average Weekly Wages by Sector (1st Quarter of 2017)

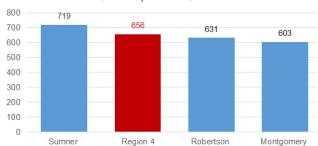




Region 4: Average Weekly Wage Service-Providing Sectors



Region 4: Average Weekly Wage Trade, Transportation, and Utilities



Region 4: Average Weekly Wage Professional and Business Services



Region 4: Average Weekly Wage Leisure and Hospitality



Source: QCEW (www.bls.gov), and BERC

I.C. Study Tasks and Research Questions

What is the purpose of this study? Which sectors are surveyed? What types of occupational data are collected? This section addresses these questions briefly, while the next section treats methodological issues. Primary research questions this survey addresses are:

- What is the compensation structure in Region 4 area?
- What are the characteristics of the key occupations?

The purpose of this study is to answer these questions in a way that helps (1) human resource managers in the study region make informed decisions about the prevailing compensation structure when making hiring decisions and (2) local economic development officials understand the compensation structure in their market when helping prospective businesses successfully transition to their region.

In terms of compensation structure and occupational characteristics, the wage and benefit survey captures wages and benefits for each occupation as well as occupational characteristics, such as educational and licensing requirements, difficulty of filling vacant positions, trainee and entry level wages, and union membership. On the benefit side, the survey covers annual paid and unpaid leave; sick leave; personal days off; medical, dental, and vision insurance; retirement benefits; and incentives. Although the wage and benefit survey includes rich details about occupations, many of the completed surveys do not provide enough information about some of the employee characteristics. Because of missing data on selected occupational characteristics for some occupations, BERC profiled only about half of the surveyed occupations.

II. Conceptual Framework and Methodology

The wage and benefit survey of Region 4 was a hybrid mailed and online survey with multiple reminders to all companies surveyed in the study market area. In this section, we briefly review issues regarding the survey design and analysis and define certain concepts used throughout the data analysis section.

II.A. Definitions

The following concepts will be used throughout the rest of the report:

Annual Wage: Annual wage is annualized salary and wages, calculated as follows:

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Annual Wage = 52 X Weekly Wage (1 Year = 52 Weeks)
= 52 X (40 X Hourly Wage) (1 Week = 40 Hours)
= 52 X (5 X 8 X Hourly Wage) (Work Week = 5 Days; and 1 Day = 8 Hours)
```

Mean (Average) Wage: Average wage is the sum of the wages divided by the number of reporting establishments.

Average Wage = (sum of the wages) / (number of establishments reporting that occupation)

Weighted Average Wage = (sum of the total wages for an occupation) / (number of jobs in that occupation)

Median (Middle Position) Wage: Median wage represents the wage level that 50 percent of wages fall above and 50 percent of the wages fall below.

Difficulty of Filling: Difficulty of filling a vacant position, with 1 being extremely easy and 10 being extremely difficult.

II.B. Survey Design

BERC designed the survey in consultation with local economic development officials. A list of local companies was prepared, and each company was assigned a unique ID to access the online survey, which was hosted on the BERC website. The wage and benefit survey included a section about each company's total employment, annual revenues, and percent of part-time workers. The second section of the survey included a list of benefits a typical business offers to its employees.

The occupational employment section was carefully prepared. Using the BLS (www.bls.gov) staffing pattern for the manufacturing sector, BERC in consultation with local economic development officials, prepared a list of occupations to be surveyed. BERC retained the original SOC code and title for occupations for the purpose of comparing the local compensation structure with the regional, state, or national compensation structure for the same occupation.

The survey also included several characteristics of each occupation for a detailed analysis. These characteristics include number of jobs, part-time status, trainee-level wage, entry-level wage, current wage, number of vacancies, licensing requirement, educational level requirement, and difficulty of filling a vacant position. For further details about the survey, see the separate appendix.

II.C. Survey Process and Data

BERC conducted a hybrid online and mailed wage and benefit survey between June and October 2017. All surveyed companies in the study market area received a cover letter and printed or electronic copy of the survey as well as instructions for online completion. Initially, 188 companies received the survey. To increase the sample size, BERC sent several reminders by email after the initial invitation to participate was sent. The final tally is shown in Table 1. BERC received 42 completed surveys with a response rate of 22 percent. It is important to note that response rate for e-mail contacts was about 27 percent.

Table 1: Wage and Benefit Survey Procedure and Response Rate

Number of Companies Surveyed	188
Number of Completed Surveys	42
Response Rate	22.34%
Mode:	Online Survey
Initial Letter:	Cover Letter with Survey
	Package, Company ID and
	Password
Reminders:	By email
Survey Closing Date:	October 2017
Response Rate by Initial Contact	Туре
E-mail Contacts	123
Responses Generated	33
Response Rate	26.83%
Regular Mail Contacts	65
Responses Generated	9
Response Rate	13.85%

II.D. Data Analysis

BERC checked all survey data for accuracy and consistency. The cleaned survey database contains a unique company code for each responding company and survey responses to the survey categories. The companies did not respond to every occupation initially included in the survey; overall, the companies in Region 4 supplied information for 69 occupations. In the following section, BERC presents the survey results.

III. Survey Results

This section provides a comprehensive analysis of the wage and benefit survey. First, BERC regroups the companies by employment size using the following three categories:

- Less Than 100
- **100–350**
- More than 350

All major categories of data except wage by occupation are presented using these three categories. Where data is available, BERC presents survey findings using both unweighted (by establishment) and weighted (by number of jobs) mean and median. Occupational wages include both hourly and annualized wages, which assume a 40-hour workweek and 52 annual workweeks.

III.A. Establishment Size, Employment, and Revenue

Of the establishments surveyed, 43 percent identified themselves as having fewer than 100 employees. An additional 38 percent recorded having between 100 and 350 employees. Overall, these 42 companies account for a total of 8,642 employees, an average of 206 per company. Of these employees, 2 percent were on average part-time.

Table 2: Wage and Benefit Survey: Employment by Establishment Size and Part-Time Status

		Numb	er of Emplo		
	Number of				Part-Time
Employment Size	Companies	Total	Median	Average	Workers (%)
Less Than 100	18	891	43.5	50	6%
100-350	16	2,869	170	1 <i>7</i> 9	1%
Over 350	8	4,882	454	610	2%
Grand Total	42	8,642	121	206	2%

Average weekly hours. The table below presents average weekly hours in the study market area: In general, median weekly work hours are 5,046 in the study market area. The median weekly hours are around 40 per an employee. The table below shows that companies of different employment size average around 41 hours per week per employee.

Table 3: Wage and Benefit Survey: Average Weekly Hours

	Average Weekly	Average Weekly		Median Weekly Hours
Employment Size	Hours	Hours Per Employee	Median Weekly Hours	Per Employee
Less than 100	1,974.44	40.88	1 , 780	40.0
100-350	6,968.59	40.57	6,740	40.0
Over 350	24,813.00	40.88	19,410	40.0
Grand Total	8,227.18	40.76	5,046	40.0

Union Membership. Union Membership. Since only a few responding companies in the entire 40-county area have a unionized workforce, BERC excluded them from a detailed analysis.

Annual Revenues. Forty-three percent of responding companies reported their annual revenue. Overall, the average annual sales total over \$106 million with a median of \$20.5 million. More details of revenues by company size can be seen in the table below.

Table 4: Wage and Benefit Survey: Average Annual Sales

	Number of		
	Companies		
Employment Size	Reporting	Average Sales	Median Sales
Less than 100	6	\$10,400,000	\$11,000,000
100-350	9	\$71 , 750 , 449	\$40,000,000
Over 350	3	\$403,500,000	\$10,000,000
Grand Total	18	\$106,591,891	\$20,500,000

III.B. Employee Benefits

BERC asked four sets of questions regarding employee benefits: time off, medical insurance, retirement, and education and other benefits. This section first provides a brief overview of employers' responses for each category and then analyzes each specific benefit in further detail.

Time off.⁴ In this category of benefits, BERC included paid and unpaid holidays, paid vacation days, paid sick leave, paid jury duty, personal paid time off, and time off to vote. These benefit categories are in line with other wage and benefit studies as well as official methodologies such as those of BLS (www.bls.gov). Four major benefits top the chart: paid holidays, annual vacations, paid jury duty, and annual sick leave. Other common benefits include time off to vote (43 percent) and personal paid time off (33 percent).

Table 5: Wage and Benefit Survey: Benefits (Time off)

Type of Benefit	Number of Responses	Percent of Companies
Paid Holidays	42	100.0%
Unpaid Holidays	35	8.6%
Annual Vacations	39	100.0%
Annual Sick Leave	38	81.6%
Paid Jury Duty	42	95.2%
Personal Paid Time off	42	33.3%
Time-off to Vote	42	42.9%

⁴ BERC would like to caution readers that a number of respondents grouped all variations of "time off" and did not distinguish between sick leave, vacation, etc. Estimates given are conservative in nature and take this into account.

How do paid holidays, annual vacations, and annual sick leave vary by employment size? Chart 1 below presents median and average paid holidays by employment size. On average, the study market area companies offer 8.8 paid holidays annually. Chart 2 provides a frequency distribution of paid holidays by number of companies.

Chart 1: Wage and Benefit Survey: Average Paid Holidays by Employment Size

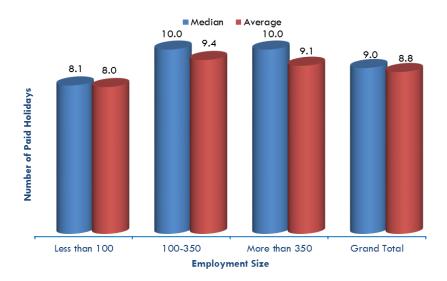


Chart 2: Wage and Benefit Survey: Number of Paid Holidays



Chart 3 presents median and average annual vacations by company size. Overall, average vacation time in the study market area is 12.3 days. In interpreting vacation days, BERC cautions the reader that many companies have graduated vacation days that change with employees' tenure at a given company. Vacation days presented in Charts 3 and 4 suggest that if you become an employee of an area company, on average you can expect to receive around 12 vacation days. However, most employers offer between 5 to 13 days of vacation as seen in Chart 4.

Chart 3: Wage and Benefit Survey: Vacation Days by Employment Size

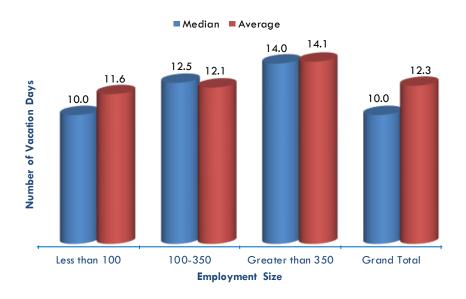


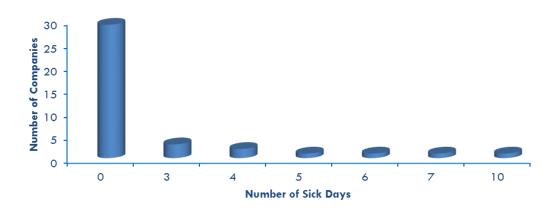
Chart 4: Wage and Benefit Survey: Number of Vacation Days



Finally, 81.6 percent of employers in the study market area offer sick leave. Overall, the average number of sick days in the region is 1.2 per employee. Overall, there is not much difference based on employment size. Companies with more than 350 employees were the most generous with 1.6 days on average. Midsize companies with between 100 and 350 employees had the lowest amount with just 1 day. It should be noted, however, that many companies do not offer sick leave and instead give employees a set amount of time off for illness, vacation, and so forth.

Chart 5: Wage and Benefit Survey: Sick Days by **Employment Size** ■ Median ■ Average 1.6 1.2 **Number of Sick Days** 1.0 0.0 0.0 0.0 0.0 100-350 Less than 100 Greater than **Grand Total** 350 **Employment Size**

Chart 6: Wage and Benefit Survey: Number of Sick Days



Insurance. What kinds of medical insurance do area companies offer their employees? Who pays what portion of the insurance premiums? The table below provides the percent of area companies offering health, dental, vision, life, and disability insurance to their employees.

Table 6: Wage and Benefit Survey: Insurance

	Insurance to Employees		Who Pays?					
	Number							
	of	Percent of		Percent of		Percent of	Cost	Percent of
Type of Insurance	Responses	Companies	Employee	Companies	Employer	Companies	Shared	Companies
Health	42	100.0%	6	17.6%	1	2.9%	27	79.4%
Dental	41	97.6%	14	42.4%	1	3.0%	18	54.5%
Vision	41	90.2%	21	75.0%	1	3.6%	6	21.4%
Life	42	97.6%	6	18.2%	26	78.8%	1	3.0%
Disability	41	90.2%	12	38.7%	16	51.6%	3	9.7%

Only a fraction of companies reported cost data.

The highlights from the above table are that 100 percent of the companies offer health and that 97 percent offer dental insurance. 79 percent of companies indicated the cost of health insurance is shared between employer and employee. However, vision insurance is primarily offered on an employee-paid basis (75 percent of companies). Life insurance is offered by around 98 percent of the companies and is usually paid for by the employer (79 percent). Disability insurance is offered by 90 percent of the companies, with employers usually paying for this coverage. It is common practice for the employer to pay for a certain package that gives employees the option to add more insurance at their own expense

When companies offer insurance benefits to dependents, who pays?

Table 7 presents findings from the wage and benefit survey. As shown in Table 7, companies primarily offer health insurance for dependents on a shared-cost basis (74 percent). The employer also normally shares the cost of dependents' dental insurance (53 percent). Vision insurance for dependents is also commonly offered, and it is paid for by the employee at 72 percent of the offering companies.

Table 7: Wage and Benefit Survey: Insurance for Dependents

		Who Pays?				
		Percent of Percent of Cost Percent				
Type of Insurance	Employee	Companies	Employer	Companies	Shared	Companies
Health	9	26.5%	0	0.0%	25	73.5%
Dental	15	44.1%	1	2.9%	18	53%
Vision	21	72.4%	1	3.4%	7	24.1%

What is the average cost of providing medical insurance?

Overall, employees are expected to pay on average of \$1,040 for health insurance, \$117 for dental, and \$45 for vision. Employers' share for each employee is significantly higher for health (\$2,851), while relatively lower for dental insurance (\$626) and vision insurance (\$27). These costs are for insuring an employee. When dependents become part of the benefit plan, individual cost for employees' health insurance increases to \$3,964, dental to \$404, and vision to \$144. Similarly, the cost to employers of insuring dependents increases significantly for health (\$7,496) and dental insurance (\$354) but decreases for vision (\$21). Of course, the cost of insurance to both employees and employers varies by establishment size. Table 8 provides detailed cost figures by establishment size.

Table 8: Wage and Benefit Survey: Average Cost of Insurance

	Insurance for Employees					
	Health Insurance		Dental Insurance		Vision Insurance	
Employment	Employee	Employer	Employee	Employer	Employee	Employer
Size	Cost	Cost	Cost	Cost	Cost	Cost
Less Than 100	\$1,062	\$2,801	\$143	\$94	\$50	\$7
100-350	\$1,441	\$3,296	\$140	\$140	\$57	N/A
Over 350	N/A	\$1,794	N/A	\$89	N/A	\$8
Grand Total	\$1,040	\$2,851	\$11 <i>7</i>	\$114	\$45	\$27

	Insurance for Dependents					
	Health Ins	urance	Dental Insurance		Vision Insurance	
Employment	Employee	Employer	Employee	Employer	Employee	Employer
Size	Cost	Cost	Cost	Cost	Cost	Cost
Less Than 100	\$3,905	\$7,349	\$477	\$288	\$143	\$21
100-350	\$5 , 405	\$8,059	\$497	\$432	\$198	N/A
Over 350	N/A	\$6,387	N/A	\$305	N/A	\$8
Grand Total	\$3,964	\$7, 496	\$404	\$354	\$144	\$21

Retirement and Other Benefits. Over 95 percent of companies in the study market area offer defined contribution plans to their employees (Table 9). Profit sharing is also offered by about 33 percent of the companies. Employee stock ownership plans are offered by 12 percent of the companies while traditional pension plans are offered by around 8 percent.

Table 9: Wage and Benefit Survey: Types of Retirement Plans

Type of Plan	Number of Companies	Percent of Companies
Traditional Pension Plan	3	8.11%
Defined Contribution (401K, 403K, IRA, etc.)	40	95.24%
Profit Sharing	14	33.33%
Employee Stock Ownership Plan	5	12.82%

Some of the surveyed companies also offer their employees career development, tuition payment, and other benefits and incentives. Table 10 provides the number and percent of companies offering these benefits. Overall, 60 percent offer incentives and bonuses, 48 percent offer career development, and 48 percent offer tuition payment.

Table 10: Wage and Benefit Survey: Types of Incentives and Bonuses

Type of Bonus and Incentive	Number of Companies	Percent of Companies
Career Development	20	48.78%
Tuition Payment	20	47.62%
Incentives and Bonuses*	24	60.00%

^{*}These incentives and bonuses include safety, production, and sales performance bonuses, discretionary bonuses, attendance bonuses, holiday bonuses, and other sales incentives.

Educational Reimbursement Benefits. The table below provides data on the number of employees taking advantage of educational reimbursement. Corporations with more than 350 employees have the highest percentage of employees taking advantage of educational benefits, 2.93 percent. Small companies with less than 100 employees have the highest percentage of employees completing educational programs (100 percent) and the highest retention rate (100 percent). Companies with between 100 and 350 employees had a slightly lower completion rate of 98.8 percent and a retention rate of 99.3 percent.

Employees Receiving Educational Reimbursement

	Average Number of	Average Percent of	Average Percent of	Average Percent of
	Employees Taking	Company Employees Taking	Employees	Employee Retention
	Advantage of Educational	Advantage of Educational	Completing the	After Program
Company Size	Reimbursement	Reimbursement	Program	Completion
Less Than 100	1.1 <i>7</i>	N/A	100.00%	100.00%
100-350	1.88	1.00%	98.75%	99.29%
More than 350	9.00	2.93%	87.61%	96.43%
Grand Total	3.80	1.57%	95.78%	98.44%

Do Companies Offer Educational Reimbursement Benefits? Of 40 companies responding to this question, 21 indicated they offer educational-reimbursement programs. For many companies, a full-time employee must work several months before receiving benefits. Seventy-one percent of companies require one year of service before receiving reimbursement, 10 percent require 6 months, and 11 percent require three months or less. Only one company allows for part-time employees to receive educational reimbursement benefits.

How much educational benefit do the companies offer? Twenty-two companies reported monetary data on the amount of educational reimbursement:

- 22 percent offer between 1,500 and 2,500;
- 36 percent offer more 5,000;
- 9 percent offer full tuition;
- 32 percent offer scale-based or discretionary reimbursement.

Is there a limit to what employees can study to qualify for reimbursement? Ninety-one percent of reporting companies limit what employees can study to be eligible for reimbursement. Typically, the requirement is that the field must be either directly related to the job, related to a future position within the company, or useful to the company in some form. Over 95 percent of companies reimburse their employees' educational expenses after the class is completed.

What are the reimbursement criteria? Many companies indicated reimbursement is based on the grade employees earn. Nearly 59 percent require a grade of C or above for full reimbursement. Other companies have higher grade requirements to receive reimbursement while still others reimburse on a scaled basis.

How do companies advertise educational-reimbursement benefits? Most companies advertise these benefits through more than one means. The most common means are inclusion in the employee handbook and information shared during the hiring and orientation process.

Where do these employees study? Employees study at a wide range of institutions including public and private four-year universities, online schools, local community colleges, Tennessee College of Applied Technology (TCAT) centers, other technical programs, and conferences and workshops. In Region 4, online colleges, Bethel University, and Volunteer State Community College were the most popular places for employees to study.

Program completion and retention. Of the employees that started the program, an average of 96 percent completed it. On average, almost two percent of company employees took advantage of educational reimbursement. The companies reported that 98 percent of all employees completing the program are still employed at the company. About 67 percent of companies reported that completing educational programs helped employees.

III.C. Value of Benefits

Total compensation for an employee consists of wages and benefits. BERC asked employers to report average value of employee benefits as a percent of wages and salaries. A total of 20 companies (48 percent of the sample size) reported their employee benefits as a percentage of wages and salaries. Average benefits equal 23.9 percent of employee wages and salaries. BERC will use this average figure to estimate total employee compensation throughout the rest of this analysis. The following formula for each occupation will be used:

Total Compensation = Average Wage + (Average Wage X 0.239)

III.D. Selected Workplace Issues

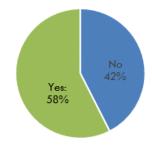
BERC asked covered employers questions about a few selected workplace issues: employee turnover and absenteeism.

Employee Turnover. What percent of companies cite employee turnover as an issue? Out of 40 responses, 58 percent of employers say this is an issue. Companies answering "Yes" ranged from small to large.

What is the average percent of employee turnover? On average, the annual employee turnover rate is around 16 percent. When asked about the reason for turnover, the most frequent answers are as follows:

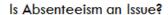
- Attendance
- Job Hopping
- Pay Rate
- Retirement

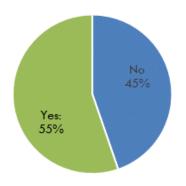




Absenteeism. Is employee absenteeism a problem? 55 percent of respondents say it is. This issue affects all company sizes.

What is the average annual employee absenteeism rate? Surveyed companies average around 7 percent absenteeism each year. When asked the most important factors for absenteeism, companies replied as follows:





- Illness
- Disengagement and Burnout
- Children and Elder Care
- Personal Issues

III.E. Wages by Occupation

This section provides wage data for manufacturing companies and selected occupations surveyed in the study market area. The wage data will be presented in two general formats: (1) average wage by establishment size and cumulative wage distribution and (2) average wage by selected occupation. In presenting wage data, BERC will use both weighted (by jobs) and unweighted (by establishment) data. However, in the next section, in which we profile 69 occupations, BERC will use establishment-level (unweighted) wage data.

As previously stated, BERC, in consultation with local economic development officials, originally identified occupations for the wage and benefit survey. The 42 companies responding to the survey provided data for 69 occupations listed. If fewer than three companies reported on a given occupation, BERC excluded that occupation from the list.

Wages by Establishment Size. Throughout this section, BERC uses establishment size and company size interchangeably. How do wages vary by establishment size? Table 11 presents aggregate wage data by both hourly and annualized wage. Unweighted wage data is the establishment data, whereas weighted wage data is employment adjusted. Overall, companies pay an average hourly wage of \$26.52 in the study market area. The median establishment wage is \$23.37. Annualized average and median establishment wages are \$55,164 and \$48,608, respectively. Table 11 illustrates slight variations in wage by employment size.

Table 11: Wage and Benefit Survey: Average Wages by Employment Size

	Unweighted Hourl	y Wages	Weighted Hourly	Wages	
					Number
Employment Size	Average (Mean)	Median	Average (Mean)	Median	of Jobs
Less than 100	\$24.83	\$21.54	\$19.43	\$16.12	864
100-350	\$27.50	\$24.38	\$21.46	\$18.54	1,451
Over 350	\$28.62	\$25.76	\$24.41	\$20.59	1,181
Total	\$26.52	\$23.37	\$21.14	\$1 <i>7</i> .91	3,496

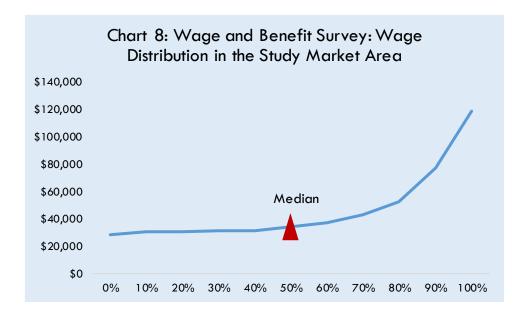
	Unweighted Annual Wages		Weighted Annua		
					Number
Employment Size	Average (Mean)	Median	Average (Mean)	Median	of Jobs
Less than 100	\$51 , 654	\$44,794	\$40 , 421	\$33,530	864
100-350	\$ <i>57,</i> 203	\$50,710	\$44 , 639	\$38,555	1,451
Over 350	\$59 , 521	\$53,589	\$50 ,77 1	\$42,836	1,181
Total	\$55,164	\$48,608	\$43,974	\$37,258	3,496

Chart 7 presents average compensation (wages + benefits) by establishment size. Although average compensation varies by establishment size, overall average compensation in the study market area is \$64,211 (\$55,164 +\$9,047). The total compensation figures in Chart 7 represent unweighted establishment wages and benefits.

■ Average Wage ■ Average Benefit Average Mage and Benefits (Unweighted)
\$ 80,000
\$ 70,000
\$ 60,000
\$ 50,000
\$ 40,000
\$ 20,000
\$ 10,000 \$7,951 \$9,047 \$8,884 \$59,521 \$57,203 \$55,164 \$51,654 \$0 Less Than 100-350 Greater than Total 100 350 **Establishment Employment Size**

Chart 7: Wage and Benefit Survey:

Finally, Chart 8 below plots wage distribution in the study market area. Overall distribution suggests wage distribution is highly skewed at the ninth and tenth deciles. The median wage in the distribution is marked on the chart, and this chart will be used in the occupational templates.



Wage by Occupations. Where data is available, this section presents occupational information by trainee-level wage, entry wage, average wage, number of jobs, educational requirement, difficulty of filling vacant positions, and licensing requirement. Table 12 tabulates the covered occupations by employment, educational and licensing requirements, difficulty of filling vacant positions, and current openings. Tables 13 and 14 present occupational-level wage data.

	Nimala 5	Niumi	Current !-!			Difficulty of Fillin
COC C- dd Tibl-			Current Job	Education of Decudence	1:	(1=Eas)
SOC Code and Title	Companies 27	or Jobs 56	Openings 3	Educational Requirement Bachelor's Degree	Licensing	10=Difficu
11-1021 General and Operations Managers 11-2021 Marketing Manager	3	6	0	Bachelor's Degree	N/A	N/
11-2022 Sales Manager	9	8	0	Bachelor's Degree	No	
11-3000 Production Planning Manager	17	23	2	Bachelor's Degree	No	
11-3011 Administrative Services Managers	4	13	0	High School	No	
11-3011 Manager of Facilities	6	8	0	Bachelor's Degree/High School	No	
11, 15 Computer and Data Processing Occupations	15	1 <i>7</i>	0	Bachelor's Degree	No	
11-3031 Controller (comptroller)	18	14	0	Bachelor's Degree	Yes	
11-3051, 19-4099 Quality Control Engineer	10	61	0	Bachelor's Degree	No	
11-3051 Plant Manager	15	14	0	Bachelor's Degree	No	
11-3061 Purchasing Manager	11	8	0	Bachelor's Degree	No	
11-3071 Shipping Supervisor 11-3121 Human Resources Manager	21 26	35 25	4 2	Bachelor's Degree Bachelor's Degree	No No	
11-9041 Engineering Manager	16	11	0	Bachelor's Degree	No	
11-9041 Quality Assurance Manager	12	8	0	Bachelor's Degree	No	
13-1022 Buyer	11	22	0	Bachelor's Degree	No	
13-1023 Purchasing Agents, Except Wholesale, Retail, and Farm Products	6	6	0	High School	No	
13-1071 Human Resources Specialist	16	11	0	Bachelor's Degree	No	
13-1151 Training Specialist	6	6	1	Bachelor's Degree	No	
13-1199 Business Operations Specialist	5	2	0	Bachelor's Degree/High School	No	
13-2011 Account Manager	7	11	0	Bachelor's Degree	No	
13-2011 Accountant, Auditor	11	14	0	Bachelor's Degree	No	
13-2051 Financial Analyst	4	2	0	Bachelor's Degree/High School	No	
15-1142 Network and Computer Systems Administrators	4	2	0	Bachelor's Degree	No	
15-1151 Computer User Support Specialist	3	4	0	Associate Degree	N/A	N/
15-1152 Computer Network Support Specialists	8	11	0	Associate Degree	No	
15-1199 Computer Occupations, all other	5	12	1	Bachelor's Degree	No	
17-2110 Quality Assurance Specialist	9	7	0	High School	No	
17-2112 Industrial Engineer	12	19	1	Bachelor's Degree	No	
17-2141 Mechanical Engineer	9	86 59	0	Bachelor's Degree	No	
17-2199 Misc Engineers 17-3020 Engineering Technician	3	12	0	Bachelor's Degree High School	No No	
37-2011 Janitors and Cleaners	8	8	0	High School	No	
41-3090 Field Service Representative	4	6	0	Associate Degree/High School	No	
41-4011 Sales Representative	4	6	N/A	N/A	N/A	N/
41-9011 Product Manager	5	0	0	High School	No	
43-5071 Shipping, Receiving, and Traffic Clerks	25	61	2	High School	No	
43-6011 Executive Secretaries and Executive Administrative Assistants	12	15	0	High School	No	
43-1000 Customer Service Manager	6	3	0	High School	No	
43-1010 Department Supervisor	13	72	0	High School	No	
43-2011 Switchboard Operators	6	3	2	High School	No	
43-3011 Bill and Account Collector 43-3031 Bookkeeping, Accounting, and Auditing Clerk	 19	6 30	0	Bachelor's Degree/High School High School	No No	
43-3051 Payroll and Timekeeping Clerk	14	16	0	High School	No	
43-4051 Customer Service Representatives	12	28	0	High School	No	
43-4161 Human Resources Assistants	20	29	0	High School	No	
43-5061 Production Planner	11	23	0	High School	No	
43-6014 Secretaries and Administrative Assistants	15	24	1	High School	No	
43-9061 Office Clerks, General	14	19	2	High School	No	
47-2111 Electrician	6	12	0	High School	No	
49-1000 Supervisor of Machine Maintenance	11	14	0	High School	No	
49-9041 Industrial and refractory machinery mechanics	4	8	2	High School	Yes/No	
49-9070 Building Maintenance Worker	16	76	4	High School	No	
49-9071 Maintenance Mechanic	21	142	4	High School		
51-1011 First-Line Supervisor of Production Workers (foreperson)	22	177	3	High School	No	
51-2011, 22, 23, 33, 90, 92, 93, 99 Assembler	16	484	52	High School	No	
51-2092 Leadperson	14	71	2	High School	No	
51-4031 Cutting, Punching, and Press Machine Operators	9	101	8	High School	No	
51-4081 Multiple Machine Tool Setters, Operators, and Tenders, Metal and	7 5	62 45	4 15	High School	No Yes	
51-4111 Tool and Die Makers 51-4121 Welders, Cutters, and Welder Fitters	5 7	45 137		High School Varies	Yes No	
51-4121 Weiders, Cutters, and Weider Fitters 51-6091 Extruding, Forming, Pressing	6	123	7	Varies High School	No No	
51-9061 Inspectors, Testers, Sorters, Samplers, and Weighers	12	120		High School	No	
51-9001 inspectors, testers, soriers, samplers, and weighers 51-9199 General Production Labor	17	624	38	High School	No	
53-3032 Heavy and Tractor-Trailer Truck Drivers		89	5	High School		
53-7051 Industrial Truck and Tractor Operators (including forklift)	16	184	31	High School	No	
53-7062 Material Handling Workers	9	118	20	Less Than High School	No	
53-7064 Packers and Packagers	14	74	3	High School	No	

Table 13: Wage and Benefit Survey: Average Hourly W				e Covered Occupations		
		Trainee Level (Hourly) Average		Entry Level (Hourly) Average		Wages
	(Hou Average					irly)
SOC Code and Title	(Mean)	Median	(Mean)	Median	Average (Mean)	Mediar
11-1021 General and Operations Managers	\$29.10	\$28.13	\$31.33	\$27.93	\$52.66	\$50.80
11-2021 Marketing Manager	N/A	N/A	\$37.75	\$37.75	\$39.36	\$47.00
11-2022 Sales Manager 11-3000 Production Planning Manager	\$30.63 N/A	\$30.63 N/A	\$29.73 \$29.34	\$31.25 \$23.08	\$52.51 \$39.04	\$49.11 \$37.25
11-3011 Administrative Services Managers	\$12.00	\$12.00	\$14.00	\$14.00	\$22.85	\$15.00
11-3011 Manager of Facilities	N/A	N/A	\$26.80	\$22.84	\$36.56	\$33.66
11-3021 Computer and Information Systems Managers	\$19.23	\$19.23	\$32.31	\$27.06	\$38.23	\$3 7. 51
11-3031 Controller (comptroller)	\$24.23	\$23.43	\$30.97	\$25.00	\$43.77	\$43.27
11-3051 Plant Manager 11-3051, 19-4099 Quality Control Engineer	\$24.00 \$22.80	\$24.00 \$22.80	\$38.01 \$25.29	\$35.23 \$25.77	\$37.11 \$57.02	\$38.00 \$55.88
11-3061 Purchasing Manager	\$16.83	\$16.83	\$33.03	\$34.81	\$42.47	\$39.40
11-3071 Shipping Supervisor	\$18.54	\$20.00	\$22.02	\$21.88	\$26.82	\$26.51
11-3121 Human Resources Manager	\$21.81	\$20.00	\$32.76	\$31.83	\$41.11	\$45.01
11-9041 Engineering Manager	\$27.03	\$27.03	\$35.07	\$34.49	\$46.38	\$46.63
11-9041 Quality Assurance Manager 13-1022 Buyer	N/A \$23.89	N/A \$23.89	\$31.61 \$24.75	\$31.95 \$26.44	\$43.44 \$28.79	\$41.00 \$29.80
13-1023 Purchasing Agents, Except Wholesale, Retail, and Farm Products	\$13.00	\$13.00	\$17.32	\$17.32	\$27.41	\$25.28
13-1071 Human Resources Specialist	\$20.04	\$19.23	\$21.99	\$19.41	\$26.70	\$26.50
13-1151 Training Specialist	\$14.09	\$14.09	\$18.68	\$18.07	\$24.23	\$25.99
13-1199 Business Operations Specialist	N/A	N/A	\$23.92	\$23.92	\$26.14	\$27.50
13-2011 Account Manager 13-2011 Accountant, Auditor	\$21.16 \$1 <i>5</i> .00	\$21.16 \$1 <i>5</i> .00	\$30.58 \$24.97	\$36.06 \$26.72	\$45.24 \$33.75	\$42.68 \$28.50
13-2011 Accountant, Auditor 13-2051 Financial Analyst	\$15.00 N/A	\$15.00 N/A	\$24.97 \$20.27	\$20.27	\$33./5	\$28.50 \$45.67
15-1142 Network and Computer Systems Administrators	N/A	N/A	N/A	N/A	\$28.96	\$26.94
15-1151 Computer User Support Specialist	N/A	N/A	\$23.73	\$23.73	\$24.56	\$24.56
15-1152 Computer Network Support Specialists	N/A	N/A	\$22.84	\$21.63	\$26.57	\$30.01
15-1199 Computer Occupations, All Other	N/A	N/A	N/A	N/A	\$21.02	\$22.84
17-2110 Quality Assurance Specialist 17-2112 Industrial Engineer	\$16.54 \$28.60	\$15.10 \$28.60	\$16.44 \$28.56	\$16.05 \$27.64	\$27.84 \$35.48	\$26.44 \$37.38
17-21112 Industrial Engineer	W/A	W/A	\$25.77	\$25.77	\$38.47	\$39.81
17-2199 Misc Engineers	N/A	N/A	\$31.03	\$33.96	\$38.72	\$39.58
17-3020 Engineering Technician	\$15.50	\$15.50	\$24.73	\$24.73	\$30.93	\$32.7 <i>5</i>
37-2011 Janitors and Cleaners	N/A	N/A	\$11.72	\$11.81	\$14.04	\$13.62
41-3090 Field Service Representative 41-4011 Sales Representative	N/A N/A	N/A N/A	N/A \$22.50	N/A \$22.50	\$25.22 \$32.27	\$20.75 \$31.03
41-9011 Product Manager	N/A	N/A	\$29.32	\$28.84	\$36.86	\$28.84
43-1000 Customer Service Manager	N/A	N/A	\$18.17	\$16.83	\$32.09	\$28.07
43-1010 Department Supervisor	N/A	N/A	\$22.03	\$21.35	\$32.39	\$36.00
43-2011 Switchboard Operators	N/A	N/A	\$13.21	\$13.20	\$16.54	\$15.00
43-3011 Bill and Account Collector	N/A	N/A N/A	\$14.00 \$16.54	\$1 <i>4</i> .00 \$1 <i>5</i> .83	\$16.62 \$20.76	\$16.62 \$20.27
43-3031 Bookkeeping, Accounting, and Auditing Clerk 43-3051 Payroll and Timekeeping Clerk	N/A N/A	N/A	\$16.86	\$18.00	\$20.70	\$20.27
43-4051 Customer Service Representatives	N/A	N/A	\$14.57	\$13.50	\$19.56	\$16.90
43-4161 Human Resources Assistants	N/A	N/A	\$16.00	\$16.83	\$19.56	\$19.96
43-5061 Production Planner	N/A	N/A	\$19.81	\$19.23	\$28.80	\$29.28
43-5071 Shipping, Receiving, and Traffic Clerks	N/A	N/A	\$14.73	\$14.80	\$17.39	\$16.67
43-6011 Executive Secretaries and Executive Administrative Assistants 43-6014 Secretaries and Administrative Assistants	N/A N/A	N/A N/A	\$1 <i>7</i> .83 \$14.33	\$19.23 \$13.75	\$23.78 \$20.19	\$22.82 \$20.52
43-9061 Office Clerks, General	N/A	N/A	\$14.81	\$1 <i>5</i> .00	\$18.47	\$18.37
47-2111 Electrician	N/A	N/A	\$1 <i>5.7</i> 6	\$1 <i>5.</i> 76	\$26.31	\$26.75
49-1000 Supervisor of Machine Maintenance	N/A	N/A	\$25.00	\$25.00	\$30.94	\$32.09
49-9041 Industrial and refractory machinery mechanics	N/A	N/A	\$18.91	\$18.68	\$22.92	\$24.13
49-9070 Building Maintenance Worker 49-9071 Maintenance Mechanic	N/A N/A	N/A N/A	\$14.60 \$1 <i>7.</i> 78	\$1 <i>5</i> .4 <i>5</i> \$1 <i>7</i> .50	\$18.50 \$21.86	\$20.1 <i>5</i> \$20.78
51-1011 First-Line Supervisor of Production Workers (Foreperson)	N/A N/A	N/A N/A	\$17.76	\$17.30	\$25.31	\$25.96
51-2011, 22, 23, 33, 90, 92, 93, 99 Assembler	N/A	N/A	\$12.40	\$12.37	\$14.83	\$15.00
51-2092 Leadperson	N/A	N/A	\$14.32	\$13.50	\$1 <i>7.</i> 58	\$16.00
51-4031 Cutting, Punching, and Press Machine Operators	N/A	N/A	\$15.25	\$15.00	\$16.73	\$16.85
51-4081 Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	N/A	N/A	\$12.78 \$18.33	\$11.80	\$17.22	\$15.90
51-4111 Tool and Die Makers 51-4121 Welders, Cutters, and Welder Fitters	N/A N/A	N/A N/A	\$18.32 \$15.09	\$18.94 \$15.06	\$26.42 \$17.74	\$26.37 \$1 <i>7.75</i>
51-6091 Extruding, Forming, Pressing	N/A	N/A	\$13.07	\$13.00	\$17.74	\$16.66
51-9061 Inspectors, Testers, Sorters, Samplers, and Weighers	N/A	N/A	\$12.96	\$12.00	\$15.88	\$15.00
51-9199 General Production Labor	N/A	N/A	\$12.60	\$12.25	\$14.90	\$14.06
53-3032 Heavy and Tractor-Trailer Truck Drivers	N/A	N/A	\$17.06	\$16.76	\$17.99	\$17.77
53-7051 Industrial Truck and Tractor Operators (including forklift) 53-7062 Material Handling Workers	N/A	N/A	\$12.61 \$11.40	\$12.25 \$11.50	\$15.18	\$14.62 \$13.84
53-7062 Material Handling Workers 53-7064 Packers and Packagers	N/A N/A	N/A N/A	\$11.40 \$12.26	\$11.50 \$12.00	\$13.86 \$14.46	\$13.86 \$14.90
I waters with I watergers	17/ 🗛	17/ ^	\$12.73	\$12.00	Ų 1 →1.→0	\$13.52

		Unweighted (by			
	Weighted (by Job)		Establishment)		
	Average	(2) 552)	Average		
SOC Code and Title	(Mean)	Median	(Mean)		
11-1021 General and Operations Managers	\$100,482	\$85,010	\$109,533	\$105,66	
11-2021 Marketing Manager	\$97 , 760	\$97,760	\$81,869	\$97 , 76	
11-2022 Sales Manager	\$103 <i>,</i> 709	\$104,000	\$109,221	\$102,14	
11-3000 Production Planning Manager	\$76,271	\$70,720	\$81,203	<i>\$77,</i> 48	
11-3011 Administrative Services Managers	\$80,454	\$80,454	\$4 7, 528	\$31,20	
11-3011 Manager of Facilities	\$74,714	\$60,008	\$76,045	\$70,00	
11, 15 Computer and Data Processing Occupations	\$83,258	\$90,002	\$79,518	\$78,02	
11-3031 Controller (comptroller)	\$92,564	\$85,010	\$91,042	\$90,00	
11-3051, 19-4099 Quality Control Engineer	\$74,025	\$75,005			
11-3051 Plant Manager	\$106,973		\$118,607		
11-3061 Purchasing Manager	\$99, <i>7</i> 90	\$82,618			
11-3071 Shipping Supervisor	\$44,873	\$33,280	\$55,792	\$55,14	
11-3121 Human Resources Manager	\$82,699	\$85,259	\$85,515	\$93,62	
11-9041 Engineering Manager	\$97,728	\$96,990	\$96,469	\$96,99	
11-9041 Quality Assurance Manager	\$91,597	\$8 <i>5</i> ,280	\$90,353	\$85,28	
13-1022 Buyer	\$65,636	\$69,992	\$59,892		
13-1023 Purchasing Agents, Except Wholesale, Retail, and Farm Products	\$51,085	\$51,085			
13-1071 Human Resources Specialist	\$54,486	\$50,606			
13-1151 Training Specialist	\$50,360	\$54,538			
13-1199 Business Operations Specialist	\$48,558	\$48,568			
13-2011 Account Manager	\$94,977	\$98,509			
13-2011 Accountant, Auditor	\$68,592	\$61,838			
13-2051 Financial Analyst	\$99,694	\$99,694			
15-1142 Network and Computer Systems Administrators	\$56,035	\$56,035			
15-1151 Computer User Support Specialist 15-1152 Computer Network Support Specialists	\$64,730 \$58,820	\$64,730 \$65,000			
15-1199 Computer Occupations, all other	\$41,506	\$41,184			
17-2110 Quality Assurance Specialist	\$47,160	\$59,987	\$57,912		
17-2112 Industrial Engineer	\$76,152	\$ <i>77,75</i> 0			
17-2141 Mechanical Engineer	\$66,962	\$65,000			
17-2199 Misc Engineers	\$74,212	\$71,968			
17-3020 Engineering Technician	\$61,045	\$54,018			
37-2011 Janitors and Cleaners	\$29,601	\$30,763			
41-3090 Field Service Representative	\$66,300	\$66,300			
41-4011 Sales Representative	N/A	N/A	\$67,129		
41-9011 Product Manager	\$50,003	\$50,003	\$76,662	\$59,98	
43-5071 Shipping, Receiving, and Traffic Clerks	\$79 , 588	\$ <i>7</i> 1, <i>7</i> 60	\$66,740	\$58,37	
43-6011 Executive Secretaries and Executive Administrative Assistants	\$66 <i>,</i> 783	\$74,880	\$6 7, 381	\$74,88	
43-1000 Customer Service Manager	\$36,899	\$35,006	\$34,412	\$31,20	
43-1010 Department Supervisor	\$34,559	\$34,559	\$34,559	\$34,5	
43-2011 Switchboard Operators	\$42,318	\$38,688	\$43,1 <i>7</i> 6	\$42,10	
43-3011 Bill and Account Collector	\$44,359	\$43,493	\$44,540	\$41,87	
43-3031 Bookkeeping, Accounting, and Auditing Clerk	\$42,083	\$35,984	\$40,692	\$35,1	
43-3051 Payroll and Timekeeping Clerk	\$43,064	\$42,120	\$40,675	\$41,5	
43-4051 Customer Service Representatives	\$62,5 <i>57</i>	\$61,006	\$59,912	\$60,8	
43-4161 Human Resources Assistants	\$32,498	\$30,909			
43-5061 Production Planner	\$41,858	\$36,400			
43-6014 Secretaries and Administrative Assistants	\$40,064	\$37,981	\$41,987		
43-9061 Office Clerks, General	\$38,989	\$39,998			
47-2111 Electrician	\$57,762	\$57,429			
49-1000 Supervisor of Machine Maintenance	\$70,809	\$79,206			
49-9041 Industrial and refractory machinery mechanics	\$47,024	\$50,440 \$57,054			
49-9070 Building Maintenance Worker 49-9071 Maintenance Mechanic	\$50,538 \$49,256	\$57,054 \$52,603			
51-1011 First-Line Supervisor of Production Workers (foreperson)	\$51,314	\$52,003			
51-2011, 22, 23, 33, 90, 92, 93, 99 Assembler	\$30,823	\$34,000		-	
51-2092 Leadperson	\$35,823	\$32,448		ļ	
51-4031 Cutting, Punching, and Press Machine Operators	\$38,470	\$46,405			
51-4081 Multiple Machine Tool Setters, Operators, and Tenders, Metal and Pla		\$28,475			
51-4111 Tool and Die Makers	\$58,745	\$55,598			
51-4121 Welders, Cutters, and Welder Fitters	\$40,013	\$41,662			
51-6091 Extruding, Forming, Pressing	\$34,658	\$33,654			
51-9061 Inspectors, Testers, Sorters, Samplers, and Weighers	\$29,804	\$31,200			
51-9199 General Production Labor	\$30,818	\$28,080			
53-3032 Heavy and Tractor-Trailer Truck Drivers	\$40,664	\$41,600			
53-7051 Industrial Truck and Tractor Operators (including forklift)	\$28,810	\$27,040			
53-7062 Material Handling Workers	\$31,782	\$32,282			
53-7064 Packers and Packagers	\$28,518	\$28,080			
53-7199 Material Moving Workers	\$31 <i>,77</i> 3	\$34,486			

IV. Detailed Occupational Profiles

This section includes templates for 69 occupations. Data reported in each of these templates have already been reported in previous sections. What is new in these templates is that company characteristics are provided for companies reporting that job. These templates are labeled as Templates 1–69. Each template may be used as a standalone document for informational purposes.