***MMA/MERCES 2017 COMPENSATION IN MICHIGAN™ SURVEY***

***Please return completed questionnaire to Merces by April 28, 2017***

***Questionnaire Version: General Industry***

Contact Information:

|  |  |
| --- | --- |
| Organization |  |
| Completed by |  |
| Title |  |
| Address |  |
| City/State/Zip |  |
| Contact Phone |  |
| Contact email |  |

Employment Information:

|  |  |
| --- | --- |
| Number of Full-Time Employees |  |
| Number of Part-Time Employees |  |
| Total Number of “Full-Time Equivalents” (FTE) |  |

Company’s products/services:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company’s NAICS code (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the company have a formal incentive program?

Compensation Program Information:

Do you have formal wage/salary ranges?  Yes  No

Do you give “general” increases (same $ amount or percentage to all employees?)  Yes  No

Do you give “merit” increases? Yes  No

|  |  |  |
| --- | --- | --- |
|  | 2016 | 2017 |
| Range Adjustment Percentage |  |  |
| General Increase Percentage |  |  |
| Merit Increase Budget |  |  |
| Total Increase Budget |  |  |

Company Revenue for 2016: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(check one revenue group):

< $5 million  $20 - $50 million

$5 - $10 million  $50 - $100 million

$10 - $20 million  > $100 million

Yes  No

***INSTRUCTIONS***

**Please report employees in only one job; if an employee has multiple roles, report only the one that represents the majority of the work**. It is not necessary to find a match for every employee, simply report as many as are good matches to the survey jobs.

# in Job: Report the total number of individuals employed in the job. **Do not report “full time equivalents.”**

Average Pay: For salaried employees, report annualized pay; for hourly employees report the hourly rate. If reporting part-time employees, please provide either the annualized salary (assuming a full year worked) or an hourly rate – **please do not report part-time salaries, as this information will distort the results.**

Bonus Eligible: Check “yes” or “no” to indicate if employees in the job participate in a bonus or incentive program.

Average Bonus: **Please do not leave blank** – if not eligible, enter “0”; if eligible but did not receive a bonus, enter “0.” If you do not know the amount of the bonus, please enter “N/A”

**Return the completed questionnaire to Merces Consulting Group, Inc. by April 28, 2017**

Merces Consulting Group, Inc.

306 S. Washington Ave., Suite 300

Royal Oak, MI 48067

Fax: 248-414-6116

Email: [lmbudd@mercesconsulting.com](mailto:lmbudd@mercesconsulting.com)

*If you wish to complete an electronic version of this questionnaire or order a job description booklet, please contact Linda Budd via email at* [*lmbudd@mercesconsulting.com*](mailto:lmbudd@mercesconsulting.com) *or by phone at 248.507.4670 x-304.*

| **Job Code** | **Title** | **Company Title** | **# in Job** | **Average Pay** | **Bonus Eligible** | **Average Bonus** |
| --- | --- | --- | --- | --- | --- | --- |
| **SAMPLE** | **Sample Position** | **Our Title** | **12** | **35,000** | **Yes  No** | **2,000** |
| ***GENERAL EXECUTIVE JOBS*** | | | | | | |
| 101011 | President/CEO |  |  |  | Yes  No |  |
| 101012 | Executive/Senior VP |  |  |  | Yes  No |  |
| 101013 | Executive Assistant |  |  |  | Yes  No |  |
| 101111 | Top Administration Executive |  |  |  | Yes  No |  |
| ***ACCOUNTING & FINANCE JOBS*** | | | | | | |
| 102011 | Top Financial Officer |  |  |  | Yes  No |  |
| 102111 | Controller |  |  |  | Yes  No |  |
| 102121 | General Accounting Mgr. |  |  |  | Yes  No |  |
| 102122 | General Accounting Supervisor |  |  |  | Yes  No |  |
| 102132 | Accountant |  |  |  | Yes  No |  |
| 102152 | Accounting Clerk |  |  |  | Yes  No |  |
| 102153 | Accounts Payable Clerk |  |  |  | Yes  No |  |
| 102154 | Accounts Receivable Clerk |  |  |  | Yes  No |  |
| 102424 | Estimator |  |  |  | Yes  No |  |
| 102631 | Financial Analyst |  |  |  | Yes  No |  |
| 102771 | Payroll Clerk |  |  |  | Yes  No |  |
| ***SALES & MARKETING JOBS*** | | | | | | |
| 103011 | Top Sales & Marketing Executive |  |  |  | Yes  No |  |
| 103121 | Product Manager |  |  |  | Yes  No |  |
| 103122 | Sales Director/Manager |  |  |  | Yes  No |  |
| 103124 | Sales Manager – Region/District |  |  |  | Yes  No |  |
| 103131 | Account Manager/Rep. |  |  |  | Yes  No |  |
| 103132 | Sales Rep. (Senior) |  |  |  | Yes  No |  |
| 103133 | Sales Rep. |  |  |  | Yes  No |  |
| 103134 | Inside Sales Rep. |  |  |  | Yes  No |  |
| 103136 | Sales Engineer |  |  |  | Yes  No |  |
| 103171 | Sales Assistant |  |  |  | Yes  No |  |
| 103172 | Sales Support/Order Clerk |  |  |  | Yes  No |  |
| 103222 | Customer Service Manager/Supervisor |  |  |  | Yes  No |  |
| 103252 | Customer Service Rep. |  |  |  | Yes  No |  |
| 103351 | Field Service Rep. |  |  |  | Yes  No |  |
| 103521 | Marketing Manager/Director |  |  |  | Yes  No |  |
| 103531 | Marketing Specialist |  |  |  | Yes  No |  |
| 103551 | Marketing Assistant/Coordinator |  |  |  | Yes  No |  |
| 103552 | Graphic Designer/Artist |  |  |  | Yes  No |  |
| ***INFORMATION SYSTEMS JOBS*** | | | | | | |
| 104021 | IS Manager/Director |  |  |  | Yes  No |  |
| 104022 | IS Specialist (Small Operations) |  |  |  | Yes  No |  |
| 104032 | Help Desk Specialist |  |  |  | Yes  No |  |
| 104035 | PC/Computer Technician |  |  |  | Yes  No |  |
| 104121 | Network Manager |  |  |  | Yes  No |  |
| 104131 | Network Administrator |  |  |  | Yes  No |  |
| ***HUMAN RESOURCES JOBS*** | | | | | | |
| 105011 | Top HR Executive |  |  |  | Yes  No |  |
| 105021 | HR Manager/Director |  |  |  | Yes  No |  |
| 105031 | HR Generalist (Senior) |  |  |  | Yes  No |  |
| 105032 | HR Generalist |  |  |  | Yes  No |  |
| 105071 | HR Assistant |  |  |  | Yes  No |  |
| 105432 | Trainer |  |  |  | Yes  No |  |
| 105521 | Safety Director |  |  |  | Yes  No |  |
| ***OFFICE & ADMINISTRATIVE JOBS*** | | | | | | |
| 106022 | Office Manager |  |  |  | Yes  No |  |
| 106051 | Executive Secretary |  |  |  | Yes  No |  |
| 106075 | Administrative Assistant |  |  |  | Yes  No |  |
| 106076 | General Clerk |  |  |  | Yes  No |  |
| 106077 | Receptionist |  |  |  | Yes  No |  |
| ***BUILDING & GROUNDS JOBS*** | | | | | | |
| 107121 | Maintenance Manager |  |  |  | Yes  No |  |
| 107122 | Maintenance Supervisor |  |  |  | Yes  No |  |
| 107151 | Building Maintenance Person |  |  |  | Yes  No |  |
| 107172 | Custodian |  |  |  | Yes  No |  |
| 107175 | Maintenance Electrician |  |  |  | Yes  No |  |
| 107177 | Maintenance Helper |  |  |  | Yes  No |  |
| 107179 | Maintenance Mechanic (Senior) |  |  |  | Yes  No |  |
| 107181 | Maintenance Mechanic |  |  |  | Yes  No |  |
| ***MATERIALS MANAGEMENT JOBS*** | | | | | | |
| 107211 | Top Materials/ Purchasing Exec. |  |  |  | Yes  No |  |
| 107321 | Materials Manager |  |  |  | Yes  No |  |
| 107322 | Materials Handling Supervisor |  |  |  | Yes  No |  |
| 107371 | Material Handler |  |  |  | Yes  No |  |
| 107372 | Packer/Boxer |  |  |  | Yes  No |  |
| 107373 | Tool Crib Attendant |  |  |  | Yes  No |  |
| 107422 | Purchasing Manager |  |  |  | Yes  No |  |
| 107431 | Sr. Buyer/Purchasing Agent |  |  |  | Yes  No |  |
| 107432 | Buyer |  |  |  | Yes  No |  |
| 107471 | Purchasing Clerk |  |  |  | Yes  No |  |
| 107523 | Shipping & Receiving Supervisor |  |  |  | Yes  No |  |
| 107572 | Shipping/Receiving Clerk |  |  |  | Yes  No |  |
| 107573 | Shipper |  |  |  | Yes  No |  |
| 107574 | Local Truck Driver |  |  |  | Yes  No |  |
| 107626 | Warehouse Supervisor |  |  |  | Yes  No |  |
| 107674 | Warehouser |  |  |  | Yes  No |  |
| 107681 | Inventory Clerk |  |  |  | Yes  No |  |
| ***ENGINEERING JOBS*** | | | | | | |
| 108012 | Engineering Director/ Chief Engineer |  |  |  | Yes  No |  |
| 108031 | Engineering Specialist |  |  |  | Yes  No |  |
| 108033 | Project Manager (Senior) |  |  |  | Yes  No |  |
| 108034 | Project Manager |  |  |  | Yes  No |  |
| 108122 | Engineering Supervisor |  |  |  | Yes  No |  |
| 108151 | Engineering Technician |  |  |  | Yes  No |  |
| 108152 | Laboratory Technician |  |  |  | Yes  No |  |
| 108231 | Applications Engineer |  |  |  | Yes  No |  |
| 108331 | Electrical/Electronic Engineer (Senior) |  |  |  | Yes  No |  |
| 108332 | Electrical/Electronic Engineer |  |  |  | Yes  No |  |
| 108352 | Electronic Technician |  |  |  | Yes  No |  |
| 108421 | Manufacturing Engineering Manager |  |  |  | Yes  No |  |
| 108432 | Manufacturing Engineer |  |  |  | Yes  No |  |
| 108433 | Plant Manufacturing Engineer |  |  |  | Yes  No |  |
| 108521 | Product Development Manager |  |  |  | Yes  No |  |
| 108531 | Product Development Engineer (Senior) |  |  |  | Yes  No |  |
| 108532 | Product Development Engineer |  |  |  | Yes  No |  |
| 108622 | Design Supervisor |  |  |  | Yes  No |  |
| 108634 | Designer (Senior) |  |  |  | Yes  No |  |
| 108635 | Designer |  |  |  | Yes  No |  |
| 108651 | Drafter/Detailer |  |  |  | Yes  No |  |