

GENERAL CLERICAL GROUP

802 Administrative Assistant

Typically requires HS diploma & 2-3 years of experience. Fully qualified level. Under limited supervision, provides general admin support for a department or similar unit. Collects, analyzes data, writes up results. Makes travel arrangements per policy. Manages schedules.

		Base Salary					Performance-Based Bonus			Commissions		Holiday Bonus/Gift		Profit Sharing		Total Cash Compensation			
	# of Orgs.	# FTEs	Avg Base Salary	25th PCTL	50th PCTL	75th PCTL	# FTEs	Avg \$ Paid	Target %	# FTEs	Avg \$ Paid	# FTEs	Avg \$ Paid	# FTEs	Avg \$ Paid	Avg Total \$	25th PCTL	50th PCTL	75th PCTL
ALL RESPONDENTS	92	815	\$39,811	\$38,184	\$42,000	\$47,685	42	\$2,858	10%			38	\$1,289	13	\$3,638	\$40,059	\$38,184	\$42,700	\$49,718
By Total FTE Employees																			
Up to 50	15	27	43,211	39,000	44,900	46,760	5	1,613								44,362	40,500	45,150	47,000
51 - 100	26	56	40,997	36,150	40,850	47,576	16	2,757	13%			3	292			41,624	36,150	41,500	48,926
101 - 250	25	94	41,550	38,416	42,439	47,438										41,848	38,416	42,439	47,438
250 - 500	11	82	43,032	40,000	43,323	50,375										43,190	40,000	43,323	50,406
More than 500	15	556	38,757	35,400	40,249	52,936								11	4,195	38,928	35,400	40,249	56,384
By Size: Total Annual Gross Sales/Revenues (Manufacturing, Trade, Service, Technology Corporations)																			
Up to \$10M	13	22	43,714	39,500	42,000	47,200	4	1,500								45,064	41,250	45,000	49,595
\$10M - \$50M	17	49	43,764	40,000	47,575	52,655	11	1,647	20%							44,137	40,000	47,625	53,812
\$50M - \$250M	13	40	46,330	40,137	44,645	54,759	8	5,488								47,583	40,901	44,645	60,750
More than \$250M	13	106	41,694	33,750	45,625	49,926	10	3,026								42,535	33,750	48,055	55,892
By Size: Total Annual Operating Budget (Government, Educational Institutions, Social Service/Arts/Cultural Organizations)																			
Up to \$5M	5	6	40,962	36,680	38,750	47,830										40,962	36,680	38,750	47,830
\$5M - \$20M	10	30	39,610	34,568	39,335	44,444	5	965	6%							39,642	34,568	39,335	44,444
More than \$20M	21	562	38,493	37,379	39,068	42,026						24	217			38,517	37,379	39,068	42,252

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By Zip Code Location:																			
San Francisco Area	34	148	40,130	36,708	42,000	45,000	12	3,069	4%							40,562	36,708	42,000	45,688
Inner East Bay	24	514	38,721	39,000	42,000	47,584	22	2,503	8%							38,833	39,000	43,600	49,300
Outer East Bay	5	50	40,212	38,685	39,136	48,795										40,242	38,753	40,500	48,795
North Bay	9	34	45,865	41,865	46,350	49,000										46,557	42,529	48,000	51,000
Silicon Valley	13	50	47,432	33,750	45,302	56,259	4	5,500			4	6,246				48,372	33,750	51,402	58,777
Central Coast	5	17	33,971	31,821	37,315	46,759										34,324	31,821	37,315	48,259
By Industry:																			
Consumer Goods, Wholesale & Retail Trade	4	14	37,487	37,316	40,052	40,400										37,501	37,316	40,152	40,450
Manufacturing	10	58	47,902	43,793	48,783	51,255	6	4,981								48,884	44,125	51,347	56,925
Technology	9	26	44,729	37,426	47,268	56,518	5	4,550								45,604	37,426	50,122	60,518
Financial Services	9	16	44,543	40,500	44,900	52,863										44,727	40,500	46,375	52,863
Health Care & Health Services	9	58	36,486	36,201	42,000	49,000										36,936	36,201	44,075	52,076
Business, Professional, Leisure Services	16	46	46,366	40,800	45,000	49,450	19	2,206	6%							48,068	41,000	45,000	51,395
Government, Educational Institutions	9	489	38,794	38,944	41,500	46,820										38,794	38,944	41,500	46,820
Social Service/Arts/Cultural Organizations	26	108	37,480	35,090	38,560	41,525	9	1,793	5%							37,616	35,090	38,560	42,551