

# 2010 ACEC Washington Salary Survey

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## 2010 ACEC Washington Salary Survey

Page 1 - Question 1 - Open Ended - One Line

[Mandatory]

Enter your ID # (required)

Page 1 - Question 2 - Choice - Multiple Answers (Bullets)

Type of Service Provided: Please check below each category of service which your firm provides.

- Civil (Land development)
- Civil (Sanitary)
- Construction Inspection/Management
- Electrical
- Environmental
- Geotechnical
- Highway/Traffic/Transportation
- Industrial
- Mechanical (HVAC, piping, plumbing)
- Mechanical (machine design)
- Public Policy/Issues Management
- Structural
- Surveying
- Other, please specify

Page 1 - Question 3 - Choice - One Answer (Bullets)

Number of Employees: What is the total number of employees in your firm located in the Washington State?

- Under 10
- 10 - 24
- 25 - 49
- 50 - 99
- 100 - 249
- 250 - 499
- 500 or more

Page 1 - Question 4 - Choice - One Answer (Bullets)

Number of Employees: What is the total number of employees in your firm located in the World?

- Under 10
- 10 - 24
- 25 - 49

- 50 - 99
- 100 - 249
- 250 - 499
- 500 - 999
- 1000 - 1999
- 2000 or more

Page 1 - Heading

Salary Information

Key: Salary Minimum= Min | Salary Maximum= Max | Salary Average= Avg  
 Positions Reported= Pos | Average Years of Employment= YOE  
 Do not abbreviate salary information (i.e., use 50,000 and not 50k)  
 Please enter all salary information in yearly rates, not hourly.

Page 1 - Heading

Civil Engineers Position Descriptions

Page 1 - Question 5 - Open Ended - One or More Lines with Prompt

CE Professional Level I/II

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Page 1 - Question 6 - Open Ended - One or More Lines with Prompt

CE Professional Level III

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Page 1 - Question 7 - Open Ended - One or More Lines with Prompt

CE Professional Level IV

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Page 1 - Question 8 - Open Ended - One or More Lines with Prompt

CE Professional Level V

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

CE Professional Level VI

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

CE Professional Level VII

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

CE Professional Level VIII

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

CE Professional Level XI

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Structural Engineer Position Descriptions

SE Professional Level I/II

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

SE Professional Level III

- Min .....
- Max .....

Avg .....  
 Pos .....  
 YOY .....  
.....

Page 1 - Question 15 - Open Ended - One or More Lines with Prompt

SE Professional Level IV

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Page 1 - Question 16 - Open Ended - One or More Lines with Prompt

SE Professional Level V

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Page 1 - Question 17 - Open Ended - One or More Lines with Prompt

SE Professional Level VI

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Page 1 - Question 18 - Open Ended - One or More Lines with Prompt

SE Professional Level VII

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Page 1 - Question 19 - Open Ended - One or More Lines with Prompt

SE Professional Level VIII

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Page 1 - Question 20 - Open Ended - One or More Lines with Prompt

SE Professional Level IX

Min .....  
 Max .....  
 Avg .....  
.....

Pos .....  
 YOE .....

Page 2 - Heading

Electrical Engineer Position Descriptions

Page 2 - Question 21 - Open Ended - One or More Lines with Prompt

EE Professional Level I/II

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOE .....

Page 2 - Question 22 - Open Ended - One or More Lines with Prompt

EE Professional Level III

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOE .....

Page 2 - Question 23 - Open Ended - One or More Lines with Prompt

EE Professional Level IV

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOE .....

Page 2 - Question 24 - Open Ended - One or More Lines with Prompt

EE Professional Level V

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOE .....

Page 2 - Question 25 - Open Ended - One or More Lines with Prompt

EE Professional Level VI

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOE .....

EE Professional Level VII

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

EE Professional Level VIII

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

EE Professional Level IX

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Mechanical Engineer Position Descriptions

ME Professional Level I/II

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

ME Professional Level III

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

ME Professional Level IV

- Min .....
- Max .....
- Avg .....
- Pos .....

✎ YOE

Page 2 - Question 32 - Open Ended - One or More Lines with Prompt

ME Professional Level V

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 2 - Question 33 - Open Ended - One or More Lines with Prompt

ME Professional Level VI

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 2 - Question 34 - Open Ended - One or More Lines with Prompt

ME Professional Level VII

✎ Min:

✎ Max:

✎ Avg:

✎ Pos:

✎ YOE:

Page 2 - Question 35 - Open Ended - One or More Lines with Prompt

ME Professional Level VIII

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 2 - Question 36 - Open Ended - One or More Lines with Prompt

ME Professional Level IX

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 3 - Heading

Geotechnical Engineer Position Descriptions

Page 3 - Question 37 - Open Ended - One or More Lines with Prompt

GE Professional Level I/II

✎ Min

- Max .....
- Avg .....
- Pos .....
- YOY .....

Page 3 - Question 38 - Open Ended - One or More Lines with Prompt

GE Professional Level III

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Page 3 - Question 39 - Open Ended - One or More Lines with Prompt

GE Professional Level IV

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Page 3 - Question 40 - Open Ended - One or More Lines with Prompt

GE Professional Level V

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Page 3 - Question 41 - Open Ended - One or More Lines with Prompt

GE Professional Level VI

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Page 3 - Question 42 - Open Ended - One or More Lines with Prompt

GE Professional Level VII

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Page 3 - Question 43 - Open Ended - One or More Lines with Prompt

GE Professional Level VIII

- Min .....
- Max .....

Avg .....  
 Pos .....  
 YOY .....  
.....

Page 3 - Question 44 - Open Ended - One or More Lines with Prompt

GE Professional Level IX

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Page 3 - Heading

Environmental Engineer Position Descriptions

Page 3 - Question 45 - Open Ended - One or More Lines with Prompt

EvE Professional Level I/II

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Page 3 - Question 46 - Open Ended - One or More Lines with Prompt

EvE Professional Level III

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Page 3 - Question 47 - Open Ended - One or More Lines with Prompt

EvE Professional Level IV

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Page 3 - Question 48 - Open Ended - One or More Lines with Prompt

EvE Professional Level V

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

EvE Professional Level VI

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

EvE Professional Level VII

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

EvE Professional Level VIII

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

EvE Professional Level IX

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Traffic/Transportation Engineer Position Descriptions

TE Professional Level I/II

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

TE Professional Level III

- Min .....
- Max .....
- Avg .....
- Pos .....

✎ YOE

Page 4 - Question 55 - Open Ended - One or More Lines with Prompt

TE Professional Level IV

- ✎ Min
- ✎ Max
- ✎ Avg
- ✎ Pos
- ✎ YOE

Page 4 - Question 56 - Open Ended - One or More Lines with Prompt

TE Professional Level V

- ✎ Min
- ✎ Max
- ✎ Avg
- ✎ Pos
- ✎ YOE

Page 4 - Question 57 - Open Ended - One or More Lines with Prompt

TE Professional Level VI

- ✎ Min
- ✎ Max
- ✎ Avg
- ✎ Pos
- ✎ YOE

Page 4 - Question 58 - Open Ended - One or More Lines with Prompt

TE Professional Level VII

- ✎ Min
- ✎ Max
- ✎ Avg
- ✎ Pos
- ✎ YOE

Page 4 - Question 59 - Open Ended - One or More Lines with Prompt

TE Professional Level VIII

- ✎ Min
- ✎ Max
- ✎ Avg
- ✎ Pos
- ✎ YOE

Page 4 - Question 60 - Open Ended - One or More Lines with Prompt

TE Professional Level IX

- ✎ Min
- ✎ Max
- ✎ Avg
- ✎ Pos
- ✎ YOE

Construction Manager Position Descriptions

Const. Mgr. Professional Level I/II

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Const. Mgr. Professional Level III

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Const. Mgr. Professional Level IV

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Const. Mgr. Professional Level V

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Const. Mgr. Professional Level VI

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Const. Mgr. Professional Level VII

- ✎ Min .....
- ✎ Max .....

✎ Avg .....  
✎ Pos .....  
✎ YOE .....

Page 4 - Question 67 - Open Ended - One or More Lines with Prompt

Const. Mgr. Professional Level VIII

✎ Min .....  
✎ Max .....  
✎ Avg .....  
✎ Pos .....  
✎ YOE .....

Page 4 - Question 68 - Open Ended - One or More Lines with Prompt

Const. Mgr. Professional Level IX

✎ Min .....  
✎ Max .....  
✎ Avg .....  
✎ Pos .....  
✎ YOE .....

Page 5 - Heading

Scientists & Planners

Page 5 - Heading

Geologist/Soil Scientist/Chemist Position Descriptions

Page 5 - Question 69 - Open Ended - One or More Lines with Prompt

Geo/Soil/Chem Professional Level I/II

✎ Min .....  
✎ Max .....  
✎ Avg .....  
✎ Pos .....  
✎ YOE .....

Page 5 - Question 70 - Open Ended - One or More Lines with Prompt

Geo/Soil/Chem Professional Level III

✎ Min .....  
✎ Max .....  
✎ Avg .....  
✎ Pos .....  
✎ YOE .....

Page 5 - Question 71 - Open Ended - One or More Lines with Prompt

Geo/Soil/Chem Professional Level IV

✎ Min .....  
✎ Max .....  
✎ Avg .....  
✎ Pos .....

✎ YOE

Page 5 - Question 72 - Open Ended - One or More Lines with Prompt

Geo/Soil/Chem Professional Level V

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 5 - Question 73 - Open Ended - One or More Lines with Prompt

Geo/Soil/Chem Professional Level VI

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 5 - Question 74 - Open Ended - One or More Lines with Prompt

Geo/Soil/Chem Professional Level VII

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 5 - Question 75 - Open Ended - One or More Lines with Prompt

Geo/Soil/Chem Professional Level VIII

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 5 - Question 76 - Open Ended - One or More Lines with Prompt

Geo/Soil/Chem Professional Level IX

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 5 - Heading

Hydrogeologist Position Descriptions

Page 5 - Question 77 - Open Ended - One or More Lines with Prompt

Hydrogeo. Professional Level I/II

✎ Min

- Max .....
- Avg .....
- Pos .....
- YOY .....

Page 5 - Question 78 - Open Ended - One or More Lines with Prompt

Hydrogeo. Professional Level III

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Page 5 - Question 79 - Open Ended - One or More Lines with Prompt

Hydrogeo. Professional Level IV

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Page 5 - Question 80 - Open Ended - One or More Lines with Prompt

Hydrogeo. Professional Level V

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Page 5 - Question 81 - Open Ended - One or More Lines with Prompt

Hydrogeo. Professional Level VI

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Page 5 - Question 82 - Open Ended - One or More Lines with Prompt

Hydrogeo. Professional Level VII

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Page 5 - Question 83 - Open Ended - One or More Lines with Prompt

Hydrogeo. Professional Level VIII

- Min .....
- Max .....

Avg .....  
 Pos .....  
 YOY .....  
.....

Page 5 - Question 84 - Open Ended - One or More Lines with Prompt

Hydrogeo. Professional Level IX

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Page 6 - Heading

Terrestrial Biologist/Wetlands Specialist Position Descriptions

Page 6 - Question 85 - Open Ended - One or More Lines with Prompt

Ter. Bio/Wet. Spec. Professional Level I/II

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Page 6 - Question 86 - Open Ended - One or More Lines with Prompt

Ter. Bio/Wet. Spec. Professional Level III

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Page 6 - Question 87 - Open Ended - One or More Lines with Prompt

Ter. Bio/Wet. Spec. Professional Level IV

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Page 6 - Question 88 - Open Ended - One or More Lines with Prompt

Ter. Bio/Wet. Spec. Professional Level V

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....  
.....

Ter. Bio/Wet. Spec. Professional Level VI

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Ter. Bio/Wet. Spec. Professional Level VII

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Ter. Bio/Wet. Spec. Professional Level VIII

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Ter. Bio/Wet. Spec. Professional Level IX

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Fisheries Biologist Position Descriptions

Fish. Bio. Professional Level I/II

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Fish. Bio. Professional Level III

- Min .....
- Max .....
- Avg .....
- Pos .....

✎ YOE

Page 6 - Question 95 - Open Ended - One or More Lines with Prompt

Fish. Bio. Professional Level IV

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 6 - Question 96 - Open Ended - One or More Lines with Prompt

Fish. Bio. Professional Level V

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 6 - Question 97 - Open Ended - One or More Lines with Prompt

Fish. Bio. Professional Level VI

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 6 - Question 98 - Open Ended - One or More Lines with Prompt

Fish. Bio. Professional Level VII

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 6 - Question 99 - Open Ended - One or More Lines with Prompt

Fish. Bio. Professional Level VIII

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 6 - Question 100 - Open Ended - One or More Lines with Prompt

Fish. Bio. Professional Level IX

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Planner Position Descriptions

Planner Professional Level I/II

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Planner Professional Level III

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Planner Professional Level IV

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Planner Professional Level V

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Planner Professional Level VI

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Planner Professional Level VII

- Min .....
- Max .....

✎ Avg .....  
✎ Pos .....  
✎ YOY .....  
.....

Page 7 - Question 107 - Open Ended - One or More Lines with Prompt

Planner Professional Level VIII

✎ Min .....  
✎ Max .....  
✎ Avg .....  
✎ Pos .....  
✎ YOY .....  
.....

Page 7 - Question 108 - Open Ended - One or More Lines with Prompt

Planner Professional Level IX

✎ Min .....  
✎ Max .....  
✎ Avg .....  
✎ Pos .....  
✎ YOY .....  
.....

Page 7 - Heading

GIS Professional Position Descriptions

Page 7 - Question 109 - Open Ended - One or More Lines with Prompt

GIS Professional Level I/II

✎ Min .....  
✎ Max .....  
✎ Avg .....  
✎ Pos .....  
✎ YOY .....  
.....

Page 7 - Question 110 - Open Ended - One or More Lines with Prompt

GIS Professional Level III

✎ Min .....  
✎ Max .....  
✎ Avg .....  
✎ Pos .....  
✎ YOY .....  
.....

Page 7 - Question 111 - Open Ended - One or More Lines with Prompt

GIS Professional Level IV

✎ Min .....  
✎ Max .....  
✎ Avg .....  
✎ Pos .....  
✎ YOY .....  
.....

GIS Professional Level V

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

GIS Professional Level VI

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

GIS Professional Level VII

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

GIS Professional Level VIII

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

GIS Professional Level IX

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Landscape Architect Position Descriptions

LA Professional Level I/II

- Min .....
- Max .....
- Avg .....
- Pos .....

✎ YOE

Page 8 - Question 118 - Open Ended - One or More Lines with Prompt

LA Professional Level III

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 8 - Question 119 - Open Ended - One or More Lines with Prompt

LA Professional Level IV

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 8 - Question 120 - Open Ended - One or More Lines with Prompt

LA Professional Level V

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 8 - Question 121 - Open Ended - One or More Lines with Prompt

LA Professional Level VI

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 8 - Question 122 - Open Ended - One or More Lines with Prompt

LA Professional Level VII

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

Page 8 - Question 123 - Open Ended - One or More Lines with Prompt

LA Professional Level VIII

✎ Min

✎ Max

✎ Avg

✎ Pos

✎ YOE

LA Professional Level IX

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Land Surveyor Position Descriptions

Instrument Person I: Entry-level position with basic knowledge of their specific jobs.

Instrument Person II: Experienced member of the crew. Normally runs equipment and does basic calculations. May fill in for the party chief. One or more year's experience.

Field Survey Party Chief: Field Survey Party Chief, Computer Technician, Senior Drafter - Directs field crew, computes survey projects or produces survey drawings with minimum of supervision. Four or more year's experience.

Chief of Parties: Assistant Project Manager - Review survey department and survey project managers' requests and coordinate with field crew schedules, limited coordination with clients and client representatives, project computations, performs basic survey department functions with minimum of supervision. Six or more year's experience.

Project Surveyor: Licensed surveyor, coordinates with clients and client's representatives on projects, direct supervision of research, computation, fieldwork and drafting. Stamps and signs surveys done under his direct supervision. College graduate, college credits, or equivalent with six or more years of additional experience.

Survey Department Manager: Licensed surveyor with overall responsibility for client contact, contract negotiations, staffing, department policies, research, computation, fieldwork and drafting. Stamps and signs surveys done under his direct supervision. College graduate or college credits with eight or more years of additional experience.

Survey Principal: Set major policy decisions for operation of office, negotiates critical issues within firms and major contracts with clients, represents top level of land surveying management in office.

Instrument Person I

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Instrument Person II

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Field Survey Party Chief

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Chief of Parties

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Project Surveyor

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Dept. Manager

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Survey Principal

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

**Technician Position Descriptions**  
 Technical personnel should be classified in accordance with the following three grade descriptions:  
 Entry Level: This category should be used for technical personnel who have 1 to 2 year's experience in the same position.  
 Mid Level: This category should be used for technical personnel who have from 3 to 7 year's experience in the same position.  
 Senior Level: This category is for technical personnel who have more than 7 year's experience in the same position.  
 Engineering Technician/Designer: Knowledge of codes and design and construction practices. Able to perform basic engineering design using CADD with supervision. Technical school or community college graduate. Entry level to this position would usually be preceded by experience in another technical category, e.g., CADD Operator, Field Inspector, etc.  
 Environmental Technician: Assists environmental scientists in the collection, analysis and documentation of data relating to one or more of the environmental sciences. Technical school or community college graduate.  
 CADD/GIS Operator: Experienced in one or more CADD platforms such as AutoCAD, Intergraph, etc., and able to produce engineering drawings from design information provided by engineers. Alternatively, able to create geographic information databases using a GIS platform, such as ARC/INFO. Technical school or community college graduate.  
 Mapping Technician: Experienced in one or more CADD and/or GIS platforms such as AutoCAD, Intergraph, ARC/INFO, etc., and able to produce base plans and maps from aerial and/or field survey data. Technical school or community college graduate.

Engineering Technician/Designer - Entry Level

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Engineering Technician/Designer - Mid Level

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Engineering Technician/Designer - Senior Level

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Environmental Technician - Entry Level

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Environmental Technician - Mid Level

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

Environmental Technician - Senior Level

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOY .....

CADD/GIS Operator - Entry Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

CADD/GIS Operator - Mid Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

CADD/GIS Operator - Senior Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Mapping Technician - Entry Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Mapping Technician - Mid Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Mapping Technician - Senior Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Technician Position Descriptions

Technical personnel should be classified in accordance with the following three grade descriptions:

Entry Level: This category should be used for technical personnel who have 1 to 2 year's experience in the same position.

Mid Level: This category should be used for technical personnel who have from 3 to 7 year's experience in the same position.

Senior Level: This category is for technical personnel who have more than 7 year's experience in the same position.

Laboratory Technician: Responsible for logging and testing concrete and soil samples, and for performing routine maintenance and calibration of testing equipment. Technical school or community college graduate.

Field Technician/Construction Inspector: Responsible for inspecting and reporting on specific aspects of construction works in progress, such as concrete pours, rebar placement, drainage pipe placement, etc. May also be responsible for inspection and sampling of construction materials as they arrive on site. Assists geotechnical engineers in the field during soils and materials investigations. Technical school or community college graduate.

Graphic Designer: Able to produce graphic designs to illustrate engineering/environmental features in the form of artistic renderings, and/or computer-generated layouts. Community college graduate.

Editor: Responsible for editing technical reports, proposals, letters and other written documents. Requires high level grammatical skills and appropriate training.

Laboratory Technician - Entry Level

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Laboratory Technician - Mid Level

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Laboratory Technician - Senior Level

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Field Technician/Construction Inspector - Entry Level

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Field Technician/Construction Inspector - Mid Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Field Technician/Construction Inspector - Senior Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Graphic Designer - Entry Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Graphic Designer - Mid Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Graphic Designer - Senior Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Editor - Entry Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Editor - Mid Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOE .....

Editor - Senior Level

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOE .....

Administrative Personnel Position Descriptions

Office Administrator/Manager: Supervises administrative staff for support of office functions. Has thorough knowledge of company policies and practices. Responsibilities may include bookkeeping, accounting, editing, word processing, handling mail, etc. Able to work with little or no direction. Requires computer skills. Community college graduate with appropriate training.

Executive Assistant: Performs diversified duties for company executive(s). Handles correspondence of a complex and/or confidential nature, and assists in designated administrative details requiring initiative and judgment. Requires knowledge of company policy and organization, and computer skills. Responsibilities may include supervision of computer operators and administrative assistants. Secretarial school graduate, or high-school graduate with appropriate training.

Senior Administrative Assistant: Works under the Office Administrator/Manager in the coordination of all administrative office functions. Supervises one or more administrative assistants. Has thorough knowledge of company policies and practices. Responsibilities may include bookkeeping, accounting, word-processing, handling mail, etc. Requires computer skills. Community college graduate with appropriate training.

Administrative Assistant: Performs routine administrative office functions under the direction of the Office Administrator/Manager and/or Senior Administrative Assistant. Responsibilities may include filing, bookkeeping, wordprocessing, handling mail, etc. Requires basic computer skills. High school graduate.

Financial Manager/Comptroller: Supervises accounting staff and has responsibility for all financial matters. Responsibilities include preparation of financial statements, overhead analyses, annual tax statements and client billings; vendor payments; and the monitoring of cash accounts and accounts receivable. Applicable degree and good computer skills required.

Bookkeeper/Accounting/Payroll Supervisor: Works under Financial Manager/Comptroller. Responsible for maintaining a complete and systematic set of records of business transactions. balances books, and prepares reports to show receipts, expenditures, accounts receivable and payable, and various other items pertinent to business operations. Supervises accounting clerks. Good computer skills required. Applicable degree and/or business school training.

Accounting/Payroll or Billing Clerk: Under supervision, performs a variety of routine bookkeeping in accordance with standard office procedures. Duties may include reconciling bank accounts; posting to and balancing general and subsidiary ledgers; processing payroll; preparing draft invoices; assisting in the maintenance of accounting files; etc. Ability to use appropriate spreadsheet computer software. Business school or community college graduate.

Office Admin/Manager

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOE .....

Executive Assistant

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Senior Administrative Assistant

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Financial Manager/Comptroller

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Bookkeeper/Payroll Supervisor

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Accounting/Payroll Clerk

- ✎ Min .....
- ✎ Max .....
- ✎ Avg .....
- ✎ Pos .....
- ✎ YOY .....

Administrative Personnel Position Descriptions (Cont'd)

Human Resources Manager: Develops and/or implements human resource policies and program within the policy guidelines established by senior management. Typically directs staffing, affirmative action, compensation, benefits, employee relations, training, and safety functions. May supervisor the activities of professional and clerical staff. Typically requires a degree plus 5-6 years of experience.

Human Resources Generalist: Administers programs, procedures, and plans used in carrying out human resource policies. Provides guidance to executives, managers, supervisors, and employees on a variety of HR issues. Areas of expertise may includes one or more of the following specialties: employee relations, staffing, affirmative action, compensation, benefits, safety, and training. Does not supervise staff and typically requires a degree plus 2-4 years of experience.

Computer Operator/Word Processor: Ability to operate computer using appropriate word-processing software, and some of the other commonly used software programs for spreadsheets, databases, schedules, etc. High school or community college graduate.

Receptionist/Phone Operator: Responsible for operating the telephone system, and for receiving visitors to the office and directing them to the appropriate person within the company. May do incidental word processing and routine clerical duties, as assigned. High-school graduate.

Human Resources Manager

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Human Resources Generalist

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Computer Operator/Word Processor

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Receptionist/Phone Operator

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Marketing/Public Relations Personnel Positions (SMPS Job Descriptions)

Marketing Director: Senior member of firm management who is responsible for all marketing activities. Establishes marketing programs, policies and procedures. Directs preparation of marketing plan and has major influence on the substance of the plan. Is empowered to make commitments on behalf of the firm. Supervises marketing staff and directs technical staff in marketing duties. Typically represents firm to clients, peer organizations and business associates.

Marketing Manager: Middle management individual who participates in long-range planning, public relations and business development strategies, initiates and maintains contacts with prospects. Oversees proposal preparation and interview presentations. Creates marketing budget and reports to corporate leadership on marketing activities. Manages marketing staff and client contact program.

Marketing Coordinator: Develops and maintains marketing information systems and records. Edits, coordinates and helps write proposals, brochures and other marketing materials. Coordinates the marketing effort to ensure timely response to proposals, etc. Primarily functions in-house under the direction of a principal, marketing director or marketing manager.

Marketing Assistant: Provides administrative support for marketing activities. Client contact restricted to updating routine file information. Maintains databases, client files project description files and mailing lists. With direction from principal or marketing management, completes government forms and assembles qualifications packages of existing marketing materials. May help research target markets and potential clients.

Business Development: This individual seeks business opportunities for the firm. Majority of time is spent outside the firm making client contacts. Responsible for developing client relationships, soliciting project opportunities. Reports on planned and executed sales activities to appropriate level of management.

Marketing Director

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Marketing Manager

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Marketing Coordinator

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Marketing Assistant

- Min .....
- Max .....
- Avg .....
- Pos .....

✎ YOE

Page 13 - Question 170 - Open Ended - One or More Lines with Prompt

Business Development

- ✎ Min
- ✎ Max
- ✎ Avg
- ✎ Pos
- ✎ YOE

Page 13 - Heading

IT Systems Position Descriptions

IT Systems Manager: Information systems managers direct the work of all other computer-related workers. They analyze the computer and information needs of the firm and determine personnel and equipment requirements. These managers plan and coordinate activities such as the installation and upgrading of hardware and software; programming and systems design; the development of computer networks; and the implementation of Internet and Intranet sites.

Computer/Network Administrator: Ensure that computer systems run as efficiently as possible. Depending upon the size of the computer installation, they may work with mainframes, minicomputers, or networks of personal computers. They oversee regular operations and solve problems that surface within the system, including the management of servers, data files and email systems. Assures that peripheral equipment, such as printers and tape drives, as well as the computer itself, are correctly accessed and controlled. Responsible for training system users.

CADD Manager: Responsible for system management of the CADD to include installation and upgrading of system software, site modifications, controlling system operation and resources and future planning. Provides assistance and engineering support to engineers in the development and modification of engineering computer programs in both graphics (CADD) and non-graphic applications.

Web Developers: Have responsibility for day-to-day site design and creation.

Page 13 - Question 171 - Open Ended - One or More Lines with Prompt

IT Systems Manager

- ✎ Min
- ✎ Max
- ✎ Avg
- ✎ Pos
- ✎ YOE

Page 13 - Question 172 - Open Ended - One or More Lines with Prompt

Computer/Network Administrator

- ✎ Min
- ✎ Max
- ✎ Avg
- ✎ Pos
- ✎ YOE

Page 13 - Question 173 - Open Ended - One or More Lines with Prompt

CADD Manager

- ✎ Min
- ✎ Max
- ✎ Avg
- ✎ Pos
- ✎ YOE

Web Developer

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Public Involvement and Communications

Coordinator/Support – Entry level to 2-3 years experience in supporting communications and outreach, or similar efforts; learning and practicing outreach activities, researching and preparing materials, etc. Typical education is bachelor's degree.

Mid-Level Associate – 3-10 years experience in delivering public involvement and communications programs; supporting facilitation efforts; supporting and building client relationships; project support and management of small to medium size projects. Typical education is bachelors or higher degree.

Senior Associate – 10-15 years experience in designing and delivering public involvement and communications programs; facilitation expertise; independent client relationships; responsibility for training and mentoring more junior staff; management of largest firm projects. Typical education is bachelors or higher degree, with specialized training in public involvement, communications, and facilitation/mediation.

Creative Designer – 10-20 years experience in graphic design and creative services; ability to conceptualize information pieces; develop creative campaigns, support project personnel and clients in all graphics needs.

Coordinator/Support

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Mid-level Associate

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Senior Associate

- Min .....
- Max .....
- Avg .....
- Pos .....
- YOE .....

Creative Designer

- Min .....

Max .....  
 Avg .....  
 Pos .....  
 YOY .....

**Management Position Descriptions**

**CEO:** The CEO is responsible for directing the business with the objective of maximizing profitability in alignment with the company's strategic goals. Guides the development of the strategic plan, financial forecasts, and sets company wide performance objectives. Represents the Company with its major clients and the community. Seeks growth opportunities through acquisition, geographic expansion, and new markets as appropriate. Overall responsibility for the day-to-day operations and policies carried out in the firm. Other comparable titles are president, chief operating officer (COO) and managing partner or managing principal.

**CFO:** The CFO normally reports to the CEO and directs all financial functions, including development and enhancement of appropriate systems for financial reporting and control, budgeting, and accounting. Ensures compliance with and oversees preparation of federal, state, and local tax returns. Oversees and administers risk management, cost containment, and loss prevention programs. Can play a key role in company leadership, as well as strategic and tactical planning. The CFO is a seasoned financial professional with public accounting experience (audit capacity) with a CPA and/or MBA. Also called Director of Finance, Vice President of Finance, COO or Corporate Controller.

**Executive Vice President:** The executive vice president is normally the number two position and assists the CEO with overall firm responsibilities. Responsibilities are usually coordinated with the CEO with each individual having day-to-day responsibility for designated areas. This position will usually assume CEO operational responsibilities in the absence of the CEO. Sometimes called COO.

**Vice President:** The senior vice president is typically responsible for a segment of a firm's practice, such as a discipline, geographic area or project type. This position usually reports directly to the CEO and acts as a focal point to develop the short- and long-term strategic objectives and has P&L responsibility for a segment of a firm's practice or region.

**Branch Office Manager:** The branch office manager has on-site responsibility for day-to-day operations of a firm office that includes profitability, project delivery, client relations, and the professional and technical development of the staff that is separate from the main/corporate office. Conducts detailed phases of parts of major projects or total projects of unlimited scope. Typically, the local management responsibilities are carried out in support of, and under the direction of the central office. In some firms, this title is used for the manager of a group with a particular project specialty. Alternative titles include profit center manager and division manager.

**CEO**

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....

**CFO/Controller**

Min .....  
 Max .....  
 Avg .....  
 Pos .....  
 YOY .....

**Executive VP**

Min .....  
 Max .....

✎ Avg .....  
✎ Pos .....  
✎ YOY .....  
.....

Page 14 - Question 182 - Open Ended - One or More Lines with Prompt

Vice President

✎ Min .....  
✎ Max .....  
✎ Avg .....  
✎ Pos .....  
✎ YOY .....  
.....

Page 14 - Question 183 - Open Ended - One or More Lines with Prompt

Branch Manager

✎ Min .....  
✎ Max .....  
✎ Avg .....  
✎ Pos .....  
✎ YOY .....  
.....

Page 15 - Heading

Employee Benefits Section

Page 15 - Heading

Ownership

Page 15 - Question 184 - Choice - One Answer (Bullets)

Ownership: Please identify the ownership structure of your company.

- Closely held
- Publicly traded
- ESOP

Page 15 - Heading

If you answered "ESOP" as ownership type, please answer the following questions. If not, proceed to question #9(EDIT).

Page 15 - Question 185 - Open Ended - One Line

What percent of company ownership is ESOP?

Page 15 - Question 186 - Open Ended - One Line

What is the waiting period, in years, for eligibility?

Page 15 - Question 187 - Open Ended - One Line

What is the employer contribution, in % (if applicable)?

Page 15 - Question 188 - Open Ended - One Line

What is the employer contribution, in \$ (if applicable)?

Page 15 - Question 189 - Open Ended - One Line

How many years until fully vested?

Page 15 - Heading

Stock Purchase Plan

Page 15 - Question 190 - Yes or No

Does your firm offer a stock purchase plan?

- Yes
- No

Page 15 - Question 191 - Yes or No

Does your firm have incentives for stock purchase?

- Yes
- No

Page 15 - Question 192 - Yes or No

Does your firm finance stock purchases with a payroll deduction?

- Yes
- No

Page 15 - Question 193 - Open Ended - One Line

What percentage discount do you offer?

Page 16 - Heading

Holidays & Time Off

Page 16 - Question 194 - Choice - Multiple Answers (Bullets)

For exempt employees, please indicate your firm's standard practice regarding compensation for overtime work - in addition to regular pay (excluding any "premium overtime" provisions - Sunday or holiday work).

- No overtime allowed
- No additional pay or time off
- Pay at straight time
- Comp Time
- Combination of pay plus comp time
- Other overtime provisions or no set rule

Specific Holidays Granted: Other than the basic 6 holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas), which of the following does your firm give as paid days off?

- President's Day
- Washington's Birthday
- Veteran's Day
- Martin Luther King Day
- Day after Thanksgiving
- Employee's Birthday
- Good Friday
- New Year's Eve (1/2 day)
- New Year's Eve
- Christmas Eve (1/2 day)
- Christmas Eve
- One floating day
- Two floating days
- Three or more floating days
- One or more other holidays

PTO: Paid (Personal) Time Off

Does your firm have a PTO policy in lieu of vacation, sick leave, and other time off?

- Yes
- No

Does your firm pay cash for unused PTO (or vacation) credit?

- Yes
- No

How many weeks of PTO are earned after the following terms of employment?

- Immediately, upon employment .....
- One year .....
- Three years .....
- Five years .....
- Seven years .....
- Ten years .....
- Fifteen years .....
- Twenty years .....
- Twenty-five years .....

Vacation Practices

Minimum Prior Service: What is the minimum length of employment, in months, required before any vacation can be taken?

How many weeks of vacation are earned (not granted) after the following terms of employment?

- One year
- Two years
- Three years
- Five years
- Seven years
- Ten years
- Fifteen years
- Twenty years
- Twenty-five years
- Thirty years

Time Off / Sick Leave / Bereavement / Sabbaticals

Does your firm allow staff to take paid time off in advance of earning/accurring it?

- Yes
- No

Can employees buy additional days off?

- Yes
- No

Does your firm offer sick leave?

- Yes
- No

What is the maximum number of sick leave days allowed?

How is accumulation of sick leave credit from year to year treated?

- Not Allowed
- Unlimited
- Limited to specific number of days

Page 17 - Question 206 - Yes or No

Does your firm pay cash for unused sick leave credit?

- Yes
- No

Page 17 - Question 207 - Yes or No

Does your firm allow conversion of all or part of unused sick leave credit to vacation time?

- Yes
- No

Page 17 - Question 208 - Yes or No

Does the firm have a bereavement leave policy?

- Yes
- No

Page 17 - Question 209 - Open Ended - One Line

If YES for the previous question, what is the length of leave in days?

Page 17 - Question 210 - Yes or No

Does your firm have sabbaticals?

- Yes
- No

Page 17 - Question 211 - Choice - Multiple Answers (Bullets)

If YES, is sabbatical:

- Paid
- Unpaid

Page 17 - Question 212 - Open Ended - One Line

Length of sabbatical, in weeks:

Page 17 - Question 213 - Open Ended - One Line

Eligible for sabbaticals after how many years of employment?

Page 18 - Heading

Tuition Reimbursements

For Supervisory/Managerial personnel, what is your firm's policy regarding paying for or reimbursing the cost of tuition for job-related courses?

- Firm pays nothing
- Percent based on course grade
- Pays 50-99% of tuition
- Pays 100% of tuition

For Technician Personnel, what is your firm's policy regarding paying for or reimbursing the cost of tuition for job-related courses?

- Firm pays nothing
- Percent based on course grade
- Pays 50-99% of tuition
- Pays 100% of tuition

For Non-Supervisory Professional Personnel, what is your firm's policy regarding paying for or reimbursing the cost of tuition for job-related courses?

- Firm pays nothing
- Percent based on course grade
- Pays 50-99% of tuition
- Pays 100% of tuition

For Marketing/Administrative Personnel, what is your firm's policy regarding paying for or reimbursing the cost of tuition for job-related courses?

- Firm pays nothing
- Percent based on course grade
- Pays 50-99% of tuition
- Pays 100% of tuition

Maximum amount of tuition reimbursement your firm covers?

---

Does the firm pay for non-job related tuition expenses?

- Yes
- No

Is there a minimum grade required for tuition reimbursement?

- Yes

No

Page 18 - Question 221 - Yes or No

Is prior approval required for tuition reimbursement?

Yes

No

Page 18 - Heading

Special Work Expenses

Page 18 - Question 222 - Rating Scale - Matrix

For each type of special work expense, please indicate your firm's policy regarding paying for or reimbursing each special work expense for Supervisory/Managerial Personnel.

	Does not pay for or reimburse	Pays a fixed dollar amount	Pays 50% or less of cost	Pays 51-9
Car furnished	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional licensing fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Association/professional society dues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Converence registration fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conference Travel/Per Diem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Military Leave Compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jury Duty Compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Page 18 - Question 223 - Rating Scale - Matrix

For each type of special work expense, please indicate your firm's policy regarding paying for or reimbursing each special work expense for Non-Supervisory Professional Personnel.

	Does not pay for or reimburse	Pays a fixed dollar amount	Pays 50% or less of cost	Pays 51-9
Car furnished	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional licensing fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Association/professional society dues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Converence registration fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conference Travel/Per Diem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Military Leave Compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jury Duty Compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Page 18 - Question 224 - Rating Scale - Matrix

For each type of special work expense, please indicate your firm's policy regarding paying for or reimbursing each special work expense for Technican Personnel.

	Does not pay for or reimburse	Pays a fixed dollar amount	Pays 50% or less of cost	Pays 51-9
Car furnished	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional licensing fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Association/professional society dues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Converence registration fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conference Travel/Per Diem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Military Leave Compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jury Duty Compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

For each type of special work expense, please indicate your firm's policy regarding paying for or reimbursing each special work expense for Marketing/Administrative Personnel.

	Does not pay for or reimburse	Pays a fixed dollar amount	Pays 50% or less of cost	Pays 51-9
Car furnished	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional licensing fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Association/professional society dues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Converence registration fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conference Travel/Per Diem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Military Leave Compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jury Duty Compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Certification/Professional Licensure

Does your firm provide automatic adjustments for attaining certification or professional licensure?

- Spot Bonus
- Salary Increase
- Both
- Nothing

If your firm pays a spot bonus for licensure, how much is it?

If your firm pays a salary increase for licensure, by what percent?

Telecommuting Practices

For each employee group, please indicate your firm's standard practice regarding telecommuting (TC).

	No TC allowed	Permanent TC only	Temporary TC only	Either perm. or tem
Professional-level Supervisory/Managerial Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional-level Non-supervisory Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technicians/Designers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administrative Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Flextime Practices

For each employee group, please indicate your firm's standard practice regarding flexible work time (flextime).

	No flextime allowed	Permanent flextime only	Temporary flextime only	Other
Professional-level Supervisory/Managerial Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Professional-level Non-supervisory Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Technicians/Designers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Administrative Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Transportation Subsidies

For each employee group, please indicate your firm's standard practice regarding transportation subsidies. (All inclusive, covers parking, bus pass, etc.)

	None	Fixed amount	% of expenses	100% of expenses	Other
Professional-level Supervisory/Managerial Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional-level Non-supervisory Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technicians/Designers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administrative Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Employee Benefit Policies

For Supervisory/Managerial Personnel, please indicate whether the general benefits listed are set by policy, negotiated, or not applicable.

	Policy	Negotiated	N/A
Vacations/Holidays Practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insurance Practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Work Expenses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bonus Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

For Non-Supervisory Professional Personnel, please indicate whether the general benefits listed are set by policy, negotiated, or not applicable.

	Policy	Negotiated	N/A
Vacations/Holidays Practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insurance Practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Work Expenses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bonus Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

For Technician Personnel, please indicate whether the general benefits listed are set by policy, negotiated, or not applicable.

	Policy	Negotiated	N/A
Vacations/Holidays Practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Insurance Practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Work Expenses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bonus Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Page 19 - Question 235 - Rating Scale - Matrix

For Marketing/Administrative Personnel, please indicate whether the general benefits listed are set by policy, negotiated, or not applicable.

	Policy	Negotiated	N/A
Vacations/Holidays Practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insurance Practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Work Expenses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bonus Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Page 19 - Heading

Insurance Practices

Page 19 - Question 236 - Rating Scale - Matrix

Indicate the level of payment your firm provides for insurance premium coverage. The options are:  
 1) Firm does not provide this coverage  
 2) Firm provides this coverage but pays none of the insurance premium  
 3) Firm pays 25% or less of insurance premium  
 4) Firm pays 25 - 49% of insurance premium  
 5) Firm pays 50 - 74% of insurance premium  
 6) Firm pays 75 - 99% of insurance premium  
 7) Firm pays 100% of insurance premium  
 8) Firm pays 100% of cost of an HMO

	Does not provide	Provides but does not pay premiums	Pays <25%	Pays
Short Term Disability (not worker's comp.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Long-Term Disability insurance (generally 180+ days)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Health insurance for employee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Health insurance for employee's family	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Dental insurance for employee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Dental insurance for employee's family	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Vision Care insurance for employee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Vision Care insurance for employee's family	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Life insurance for employee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Long Term Care insurance for employee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Long Term Care insurance for employee's family	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Domestic Partners coverage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Page 19 - Heading

Medical Insurance

Page 19 - Question 237 - Choice - One Answer (Bullets)

Please describe the structure of your Medical Plan's annual deductible.

- \$0
- \$200
- \$500
- \$1000
- More

Page 19 - Question 238 - Choice - One Answer (Bullets)

Please describe the structure of your Medical Plan's office visit co-pay.

- \$0
- \$15
- \$20
- \$25
- More

Page 19 - Question 239 - Choice - One Answer (Bullets)

Please describe the structure of your firm's Dental Plan's office visit co-pay.

- \$25
  - \$50
  - Other, please specify
- .....

Page 19 - Question 240 - Choice - One Answer (Bullets)

Please describe the structure of your Dental Plan's annual maximum benefit.

- \$1000
- \$1500
- \$2000

Page 19 - Question 241 - Open Ended - One Line

Annual maximum benefit under firm's Medical Plan?

.....

Page 19 - Question 242 - Choice - One Answer (Bullets)

What is the lifetime maximum benefit?

- \$1 Million
- \$2 Million
- Unlimited

Page 19 - Question 243 - Yes or No

Do part-time employees receive medical benefits?

- Yes
- No

Page 19 - Question 244 - Open Ended - One Line

How many hours per week are required for part-time employees to be eligible for medical benefits?

.....

Do retirees receive continuing medical benefits?

- Yes
- No

If yes, how much does the firm pay toward the retiree premium?

- Medical Plan Retiree Premium (% paid by employer) .....
- Vision Plan Retiree Premium (% paid by employer) .....
- Dental Plan Retiree Premium (% paid by employer) .....

Disability

Short-Term Disability

- What is the waiting period for benefits? .....
- What percent of salary is paid? .....
- What is the maximum benefit? .....

Long-Term Disability

- What is the waiting period for benefits? .....
- What percent of salary is paid? .....
- What is the maximum benefit? .....

Life Insurance

Life Insurance

- If Life Insurance is paid out in flat fee, what is the amount? .....
- If Life Insurance is paid out as a percentage of salary, what is the percent? .....
- What is the maximum amount of coverage? .....

Supplemental Benefits

CEO Supplemental Benefits: Please indicate by checking the applicable supplemental benefits.

- Non-Qualified retirement plan
- Car allowance/vehicle
- Financial counseling services
- Legal counseling services
- Club memberships
- Supplemental medical insurance

- Supplemental life insurance
  - Supplemental LTD
  - Cellular phone
  - Deferred compensation plan
  - Supplemental vacation days
  - Personal computer
  - Sabbaticals
  - Parking
  - Other, please specify
- 

Page 20 - Question 251 - Choice - Multiple Answers (Bullets)

Executive/Senior Management Supplemental Benefits: Please indicate by checking the applicable supplemental benefits.

- Non-Qualified retirement plan
  - Car allowance/vehicle
  - Financial counseling services
  - Legal counseling services
  - Club memberships
  - Supplemental medical insurance
  - Supplemental life insurance
  - Supplemental LTD
  - Cellular phone
  - Deferred compensation plan
  - Supplemental vacation days
  - Personal computer
  - Sabbaticals
  - Parking
  - Other, please specify
- 

Page 20 - Question 252 - Choice - Multiple Answers (Bullets)

Senior Management Supplemental Benefits: Please indicate by checking the applicable supplemental benefits.

- Non-Qualified retirement plan
  - Car allowance/vehicle
  - Financial counseling services
  - Legal counseling services
  - Club memberships
  - Supplemental medical insurance
  - Supplemental life insurance
  - Supplemental LTD
  - Cellular phone
  - Deferred compensation plan
  - Supplemental vacation days
  - Personal computer
  - Sabbaticals
  - Parking
  - Other, please specify
-

Other Employees Supplemental Benefits: Please indicate by checking the applicable supplemental benefits.

- Non-Qualified retirement plan
  - Car allowance/vehicle
  - Financial counseling services
  - Legal counseling services
  - Club memberships
  - Supplemental medical insurance
  - Supplemental life insurance
  - Supplemental LTD
  - Cellular phone
  - Deferred compensation plan
  - Supplemental vacation days
  - Personal computer
  - Sabbaticals
  - Parking
  - Other, please specify
- .....

Tax-Advantaged Programs

Does your firm provide the ability to pay medical premiums on a pre-tax basis?

- Yes
- No

Does your firm provide the ability to contribute to a Healthcare Flexible Spending Account on a pre-tax basis?

- Yes
- No

Does your firm provide the ability to contribute to a Dependent Care Flexible Spending Account on a pre-tax basis?

- Yes
- No

Does your firm offer an IRS Section 132 Transportation plan?

- Yes
- No

Health Spending Account Plans

Does your firm offer an HSA Plan with a high deductible as one of your medical plans?

- Yes
- No
- Considering

If yes, what is your deductible?

- \$1000
- \$1500
- \$2000
- Other

If no, are you considering an HSA plan?

- Yes
- No

If your firm is considering an HSA Plan, how far into the future will you offer it?

- Next 6 Months
- 1 Year
- 2 Years

Retirement Plan Practices

What retirement plan(s) does your firm have (select all that apply)

- Firm has a defined contribution plan
- Firm has a defined benefit pension plan
- Firm has a 401(k)/SEP/IRA plan
- Firm has a deferred compensation plan

What is firm's total contribution to retirement as a percentage of salaries?

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.....

.....

.....

Firm's Contribution to Defined Contribution Pension Plan: If your firm has a defined contribution pension plan, please indicate the firm's contribution (in terms of percent of each employee's salary). Note: Please exclude contributions to defined benefit and /or 401k/SEP/IRA plans.

- No defined contribution pension plan
- Less than 1.5%
- 1.5-4.9%
- 5.0-6.9%
- 7.0-9.9%
- 10-14.9%
- 15%

Firm's Contribution to 401(k)/SEP/IRA plan - Without Employee Contribution. If your firm has a 401(k)/SEP/IRA plan, please indicate the firm's contribution - if the employee contributes nothing.

- No 401(k)/SEP/IRA plan or no contribution
- A flat amount, regardless of employee's salary level
- Percentage of contribution varies
- Under 5% of employee's salary
- 5-6.9% of employee's salary
- 7.0-9.9% of employee's salary
- 10.0-14.9% of employee's salary
- 15% of employee's salary
- More than 15% of employee's salary

Firm's Matching of Employee's Contribution to 401(k)/SEP/IRA Plan(s): Please indicate your firm's practice regarding matching the employee's contribution to a 401(k)/SEP/IRA retirement program.

- 401(k)/SEP/IRA plan is not in effect
- 401(k)/SEP/IRA plan is in effect, but firm does not contribute anything
- Firm matches under 25% of employee's contribution (to a specified maximum)
- Firm matches 25% of employee's contribution (to a specified maximum)
- Firm matches 26-49% of employee's contribution (to a specified maximum)
- Firm matches 50% of employee's contribution (to a specified maximum)
- Firm matches 51-99% of employee's contribution (to a specified maximum)
- Firm matches 100% of employee's contribution (to a specified maximum)
- Firm matches more than 100% of employee's contribution (to a specified maximum)

Bonus Plan Practices

Do you have an incentive cash bonus compensation program?

- Yes
- No

Please check below all factors used to determine the amount of bonus pay/profit distribution

- Project Profitability
- Company Profitability
- Return on Investment for Owners
- Professional Development
- Individual Performance
- Team Performance
- Client Satisfaction
- Evaluation by Management
- Other, please specify

If you selected "Return on Investment for Owners" above, please indicate what % of ROI was achieved.

Please indicate the approximate percentage of bonus pay to basic annual salary for each employee group for 2009 cash bonus pay.

- President/CEO
- Vice President
- Majority Owners
- Professional-level Supervisory/Managerial Personnel
- Professional-level Non-supervisory Personnel
- Senior Project Manager
- Project Manager
- Technicians
- Administrative Personnel
- Marketing Personnel

Does your firm pay bonuses for employees who recruit new employees?

- Yes
- No

How are the bonuses calculated?

- Fixed amount
- % of salary
- Variable

Maximum recruiting bonus (in dollars)?

Page 21 - Question 274 - Yes or No

Does your firm have a spot award program?

- Yes
- No

Page 21 - Question 275 - Open Ended - One Line

Who can nominate an employee for a spot award?

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Page 21 - Question 276 - Open Ended - One Line

What is the minimum spot award amount?

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Page 21 - Question 277 - Open Ended - One Line

What is the maximum spot award amount?

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Page 21 - Question 278 - Open Ended - One Line

What is the number of employees hired in the past 12 months?

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Page 21 - Question 279 - Open Ended - One Line

What is the number of employees that have left/been terminated in the past 12 months?

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Page 21 - Heading

Comments

We rely on your comments to continually improve our survey. Tell us what you think or what you would do differently?

Page 21 - Question 280 - Open Ended - Comments Box

Comments:

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Thank You Page

Redirect: [http://www.acec-wa.org/calendar/thank\\_you.htm](http://www.acec-wa.org/calendar/thank_you.htm)

Screen Out Page

(Standard - Zoomerang branding)

Over Quota Page

(Standard - Zoomerang branding)

Survey Closed Page

(Standard - Zoomerang branding)