

Job # : 0302 **Job Title:** Executive Assistant

Provides administrative support to the executives to include: scheduling, tracking, reporting information, and analyzing data. Provides clerical support to include: typing, answering calls, and opening mail. Maintains confidential files. Usually serves as assistant to the senior executives in the organization.

Experience: 5+ years

Education: High School Diploma

Status: Nonexempt

Average Sign-On Bonus: \$0.00

	No. of Orgs	No. of Empl	Hourly Base Wage						Hourly Total Compensation						Pay Range		Hourly Shift Differential		
			Wtd Min	25th %tile	Wtd Avg	Median	75th %tile	Wtd Max	Wtd Min	25th %tile	Wtd Avg	Median	75th %tile	Wtd Max	Wtd Min	Wtd Max	Evening	Night	Weekend
ALL FIRMS	62	284	20.00	20.00	23.72	22.05	24.88	27.46	20.02	20.00	23.74	22.23	24.88	27.48	18.04	28.46			
THA DISTRICT																			
District 1																			
District 2																			
District 3	5	7	23.29	18.65	23.70	24.04	27.29	24.46	23.29	18.65	23.70	24.04	27.29	24.46					
District 4	9	12	23.88	20.91	24.25	24.12	26.89	24.85	23.88	20.91	24.25	24.12	26.89	24.85	18.20	28.25			
District 5 - Dallas	9	39	21.94	22.41	25.40	25.64	27.58	28.07	21.94	22.41	25.40	25.64	27.58	28.07	18.50	29.82			
District 5 - East Texas	10	14	20.35	18.30	20.97	20.63	22.85	21.90	20.35	18.30	20.97	20.63	22.85	21.90	14.87	23.75			
District 6																			
District 7	6	7	23.27	20.59	23.47	21.73	30.33	23.67	23.27	20.59	23.47	21.73	30.33	23.67					
District 8	13	57	17.72	19.78	20.73	20.73	21.77	23.18	17.78	19.78	20.79	20.73	22.60	23.25	15.15	24.59			
GROSS REVENUE																			
< 25 Million	17	23	20.28	16.43	20.80	20.00	22.04	21.44	20.43	16.43	20.96	20.00	22.87	21.60	15.34	23.91			
25 - 150 Million	21	35	20.54	20.07	21.50	21.67	23.69	22.62	20.54	20.07	21.50	21.67	23.69	22.62	15.56	24.02			
150 Million or more	21	106	21.38	21.75	25.23	24.99	27.90	28.15	21.40	21.75	25.24	24.99	27.90	28.16	19.08	29.75			
LICENSED BED SIZE																			
Critical Access	5	7	18.87	14.40	19.19	19.21	21.58	19.51	18.91	14.40	19.23	19.21	21.65	19.55					
Less than 75 Beds	14	28	19.26	17.31	20.61	19.48	21.67	22.21	19.37	17.31	20.73	19.48	23.03	22.34	16.20	25.44			
75 - 250 Beds	19	28	21.67	20.15	22.49	21.93	24.45	23.20	21.67	20.15	22.49	21.93	24.45	23.20	15.77	24.43			
251 or more Beds	20	114	20.72	21.24	24.76	25.32	27.90	27.74	20.74	21.24	24.78	25.32	27.90	27.75	18.26	28.75			
COMMUNITY POPULATION																			
50,000 or less	24	30	19.91	18.19	20.50	20.52	22.05	21.24	19.91	18.19	20.50	20.52	22.05	21.24	15.40	24.40			
50,001 to 100,000	7	11	20.38	19.72	21.28	22.70	24.52	22.56	20.38	19.72	21.28	22.70	24.52	22.56	16.14	25.27			
100,001 to 200,000	5	9	23.11	18.08	24.32	24.99	33.26	25.50	23.28	18.33	24.48	24.99	33.26	25.66					
200,001 or more	24	131	20.61	20.60	24.35	23.70	27.52	27.14	20.64	20.67	24.38	23.70	27.52	27.17	18.06	28.39			
OWNERSHIP																			
Government	11	16	18.51	18.00	19.03	19.21	21.67	19.82	18.51	18.00	19.03	19.21	21.67	19.82	15.60	24.11			
Investor Owned	16	38	19.05	18.90	21.18	21.29	23.66	23.26	19.14	18.90	21.27	21.60	23.66	23.35	15.94	24.86			
Not for Profit	33	127	21.34	20.67	24.79	23.19	27.20	27.31	21.35	20.75	24.80	23.19	27.20	27.33	18.11	28.52			