

Company Background

- Does your company have any branch offices? ☐ a. Yes ☐ b. No **[SKIP TO QUESTION 2]**
 IF YES: A. How many branch offices does your company have? _____ branch offices
 B. Is your facility: ☐ a. Company headquarters ☐ b. Branch office
- In what state/province is your company located? (If you have more than one location, please indicate the state/province where YOUR FACILITY is located): _____
- What is the population of the nearest city/town where your company is located? (If you have multiple locations, please answer for the site where you are located.)
☐ a. Less than 50,000 ☐ c. 100,000 to 499,999 ☐ e. 1 to 2 million
☐ b. 50,000 to 99,999 ☐ d. 500,000 to 999,999 ☐ f. More than 2 million
- Which of the following best describes your company:
☐ a. Systems contractor/integrator ☐ c. Manufacturer
☐ b. Independent technical/design consultant ☐ d. Independent field sales rep
☐ e. Other: _____
- What was your company's total gross revenue for 2013? \$ _____
- What is your company's estimated total gross revenue for 2014? \$ _____

Staffing

NOTE: If your company has more than one location, please answer the following questions as they pertain to YOUR SITE only.

- Please indicate the number of people employed at your company as of September 1, 2014 in the following categories:

	Full-time	Part-time
A. Management/Executive/Officers	_____ people	_____ people
B. Administrative Staff	_____ people	_____ people
C. Technical Staff (including Project Managers) ...	_____ people	_____ people
D. Sales Staff	_____ people	_____ people
TOTALS:	_____ total FT	_____ total PT

- What changes, if any, occurred in **2013** regarding the TOTAL number of people employed by your company?
☐ a. The total number of staff did not change in 2013. **Any new hires were balanced by people leaving the company.**
☐ b. We ADDED _____ full-time and/or _____ part-time staff in 2013
☐ c. We CUT _____ full-time and/or _____ part-time staff in 2013

9. What changes, if any, have occurred in **2014** regarding the TOTAL number of people employed by your company?
- ☐ a. The total number of staff did not change in 2014. **Any new hires were balanced by people leaving the company.**
- ☐ b. We ADDED _____ full-time and/or _____ part-time staff in 2014
- ☐ c. We CUT _____ full-time and/or _____ part-time staff in 2014
10. What percentage of your company's total staff are part of a labor bargaining unit (LBU)? _____ %

Employment Benefits

11. Please indicate which of the following benefits are offered by your company and, for those that are offered, the total ANNUAL cost to your company to provide the benefit:

	Available to all (or some) full-time employees	Available to all (or some) part-time employees	Total annual cost (most recent fiscal year) to the company to provide the benefit
a. Health insurance	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
b. Dental insurance	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
c. Life insurance	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
d. Vision plan	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
e. Short-term disability	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
f. Long-term disability	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
g. Annual bonus (non-sales based)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
h. Sign-on bonus	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
i. Retirement plan/pension (any type)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

Compensation

12. Please indicate average salary increases for the following staff categories for 2013 and 2014:

	Average salary increase in 2013	Expected salary increase in 2014
A. Management/Executive/Officers	_____ % or <input type="checkbox"/> None	_____ % or <input type="checkbox"/> None
B. Administrative Staff	_____ % or <input type="checkbox"/> None	_____ % or <input type="checkbox"/> None
C. Technical Staff (Including Project Managers)	_____ % or <input type="checkbox"/> None	_____ % or <input type="checkbox"/> None
D. Sales Staff	_____ % or <input type="checkbox"/> None	_____ % or <input type="checkbox"/> None

The remaining sections of the survey request information on compensation levels for a variety of positions.

Please note the following:

- ✓ Descriptions of each position are provided in the attachment to the survey. Please review the list prior to completing this section.
- ✓ Some positions may be known by a different job title at your company. Please review the description list and select the titles that most closely match positions at your company.
- ✓ Please report the most current salary info available. Canadian members should respond using Canadian dollars.
- ✓ **In cases where a position encompasses more than one individual, please report the average salary for that position.**
- ✓ The term “annual compensation” means ALL income (including bonuses, commissions, overtime, etc.) that is documented on the individual’s W-2 statement.
- ✓ Unless noted to the contrary, please report information ONLY for FULL-TIME staff.

A. Management/Executive/Officers	Number of FULL-TIME people employed in this position	Average annual compensation (including commission and bonus)	% of compensation from commission or bonus (enter zero if none)
A1. Owner	_____	\$ _____	_____ %
A2. President/CEO	_____	\$ _____	_____ %
A3. Chief Operating Officer	_____	\$ _____	_____ %
A4. Chief Financial Officer	_____	\$ _____	_____ %
A5. Chief Technology Officer	_____	\$ _____	_____ %
A6. Branch Manager	_____	\$ _____	_____ %
A7. General Manager	_____	\$ _____	_____ %
A8. Operations Manager/VP	_____	\$ _____	_____ %
A9. Marketing Manager/VP (NON-sales)	_____	\$ _____	_____ %
A10. Service Manager	_____	\$ _____	_____ %

B. Administrative Staff	Number of FULL-TIME people employed in this position	Average annual compensation (including commission and bonus)	% of compensation from commission or bonus (enter zero if none)
B1. Receptionist	_____	\$ _____	_____ %
B2. Administrative Assistant	_____	\$ _____	_____ %
B3. Loss Control/Inventory Clerk	_____	\$ _____	_____ %
B4. Dispatcher	_____	\$ _____	_____ %
B5. Accounting Clerk	_____	\$ _____	_____ %
B6. Accountant (Bookkeeper)	_____	\$ _____	_____ %
B7. Controller	_____	\$ _____	_____ %

Continued on following page

	Number of FULL-TIME people employed in this position	Average annual compensation (including commission and bonus)	% of compensation from commission or bonus (enter zero if none)
B. Administrative Staff			
B8. Purchasing Agent	_____	\$ _____	_____ %
B9. Purchasing Manager	_____	\$ _____	_____ %
B10. Account Manager/Representative	_____	\$ _____	_____ %
B11. Office Manager	_____	\$ _____	_____ %
B12. Marketing Coordinator/Marketing Asst.. ...	_____	\$ _____	_____ %

	Number of FULL-TIME people employed in this position	Average annual compensation (including commission and bonus)	% of compensation from commission or bonus (enter zero if none)
C. Technical Staff			
C1. Project Manager	_____	\$ _____	_____ %

C1a. Are Project Managers offered an incentive (either monetary or non-monetary)?

- ☐ a. Yes ☐ b. No

IF YES: Please indicate the type(s) of incentives offered in 2014:

- ☐ a. Commission
☐ b. Bonus
☐ c. Non-monetary incentive (please describe: _____)
☐ d. Other (please describe: _____)

	Number of FULL-TIME staff	Average hourly salary
C2. Senior/Lead Installer	_____	\$ _____ per hour
C3. Installer	_____	\$ _____ per hour
C4. Electronic Systems Technician	_____	\$ _____ per hour
C5. Fabrication Technician	_____	\$ _____ per hour
C4. Systems/Design Engineer	_____	\$ _____ per hour
C5. IT/Network Engineer	_____	\$ _____ per hour
C6. Programmer	_____	\$ _____ per hour
C8. Project Leader	_____	\$ _____ per hour
C9. End-user Trainer	_____	\$ _____ per hour
C10. Estimator	_____	\$ _____ per hour
C11. CAD Operator	_____	\$ _____ per hour
C12. Coordinator	_____	\$ _____ per hour

D. Sales Force

The remaining questions explore issues unique to sales personnel. These positions are defined as follows:

Salesperson: Responsible for equipment and labor sales to customer. Also responsible for developing new client base and maintaining existing client base. "Entry-level" are individuals with less than 3 years of experience; "Experienced" are individuals with more than 3 years of experience.

Sales Manager: Responsible for the supervision/training of all salespeople, and assisting with sales to ensure that company and individual sales goals are attained.

VP of Sales: Responsible for implementation and management of company goals and objectives. To fulfill the role of department head for the sales and marketing team. To facilitate the development and/or take responsibility for the implementation of the sales and marketing portions of the annual business plan.

D1. Please indicate the following information for your company's sales personnel:

	Total number of FULL-TIME staff	Average annual TOTAL compensation (<u>including bonus and commissions</u>)	Amount from commission (enter zero if none)	Amount from bonus (enter zero if none)
A. Entry level salesperson	_____	\$ _____	\$ _____	\$ _____
B. Experienced salesperson	_____	\$ _____	\$ _____	\$ _____
C. Sales Managers	_____	\$ _____	\$ _____	\$ _____
D. VP of Sales	_____	\$ _____	\$ _____	\$ _____

D2. Please indicate how commission is typically determined :

Salespeople	Sales Managers/VP of Sales
<input type="checkbox"/> a. Based on gross sales price	<input type="checkbox"/> a. Based on gross sales price
<input type="checkbox"/> b. Based on total project revenue	<input type="checkbox"/> b. Based on total project revenue
<input type="checkbox"/> c. Based on actual gross margin	<input type="checkbox"/> c. Based on actual gross margin
<input type="checkbox"/> d. Based on estimated gross margin	<input type="checkbox"/> d. Based on estimated gross margin
<input type="checkbox"/> e. Other _____	<input type="checkbox"/> e. Other _____
<input type="checkbox"/> f. Not applicable – no commission offered	<input type="checkbox"/> f. Not applicable – no commission offered

D3. Please indicate which of the following benefits are offered:

Salespeople	Sales Managers/VP of Sales
<input type="checkbox"/> a. Use of a company vehicle	<input type="checkbox"/> a. Use of a company vehicle
<input type="checkbox"/> b. Mileage reimbursement for personal vehicle	<input type="checkbox"/> b. Mileage reimbursement for personal vehicle
<input type="checkbox"/> c. Expense account	<input type="checkbox"/> c. Expense account
<input type="checkbox"/> d. Cell phone (paid by company)	<input type="checkbox"/> d. Cell phone (paid by company)

D4. What is the per diem rate for overnight business travel?

Salespeople	Sales Managers/VP of Sales
<input type="checkbox"/> a. Actual expenses, no cap	<input type="checkbox"/> a. Actual expenses, no cap
<input type="checkbox"/> b. Actual expenses with a daily cap of \$ _____	<input type="checkbox"/> b. Actual expenses with a daily cap of \$ _____
<input type="checkbox"/> c. Flat daily per diem of \$ _____	<input type="checkbox"/> c. Flat daily per diem of \$ _____
<input type="checkbox"/> d. Other: _____	<input type="checkbox"/> d. Other: _____
<input type="checkbox"/> e. Not applicable/not offered	<input type="checkbox"/> e. Not applicable/not offered

Thank you for your participation!

Please return your survey to: **AWP Research**
 ATTN: NSCA
 898 Broad Oaks
 Herndon, VA 20170-3600

You can also scan and email your survey as a PDF file to: NSCA@awpresearch.com

To enter the drawing for a **\$250 Visa Gift Card and qualify for your free report**, please fill out this entry form and return it with your survey.

We must receive this form by October 24, 2014 for you to be eligible for the drawing.
Entry forms will be separated from surveys upon receipt to keep all survey responses anonymous.

Name: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

PLEASE PRINT CLEARLY

To receive your FREE printed copy of the 2014-15 NSCA *Compensation and Benefits* report (NSCA Silver, Gold and Platinum members only) or the Final Results Summary (NSCA Individual members and nonmembers), you must provide your name, company name, mailing address and phone number.

Official Rules

Entry forms will be drawn at random from all submitted entries. It is not necessary to complete the survey to enter the drawing. The prize is not transferable. NSCA and contracted parties assisting with this survey are not liable or responsible for: (a) any late, lost, misrouted, garbled, distorted or damaged entries; (b) drawing disruptions, injuries, losses or damages caused by events beyond their control; or (c) any printing or typographical errors associated with this drawing. Odds of winning are dependent on the number of eligible entries received. The winner is responsible for payment of all applicable income taxes. The drawing is void where prohibited by law. All federal, state, and local laws and regulations apply. NSCA staff members, NSCA vendors, and their family members are not eligible. Winners will be notified by phone. The drawing will be held by March 2015 by NSCA. By participating in this drawing, all entrants agree to be bound by the rules and decisions of the NSCA, which shall be final. All inquiries should be directed to NSCA, 3950 River Ridge Drive NE, Cedar Rapids, IA 52402

Position Descriptions

A. Management/Executive/Officers

- A1. Owner** — maintains ownership of the company.
- A2. President/CEO** — responsible for implementation and management of high level strategies, making corporate decisions, and managing the overall operations and resources of a company. Supervise and support management team to ensure that company's mission is fulfilled. Ultimately responsible for profitability of company.
- A3. Chief Operating Officer** — responsible for day-to-day management of the company's operations and technical staff. Reports to the President/CEO of the company and is an officer of the company.
- A4. Chief Financial Officer** — responsible for overseeing the financial activities of the company. Duties include financial planning and monitoring cash flow. Analyzes the company's financial strengths and weaknesses and develops plans for improvement. This person is an officer of the company.
- A5. Chief Technology Officer** — responsible for overseeing all technical aspects of the company. The CTO works with Executive Management to grow the company through the use of technological resources.
- A6. Branch Manager** — responsible for oversight of all staff at branch level. Responsible for the overall profitability of the branch office. Ensures that the branch is achieving its mission.
- A7. General Manager** — manages day-to-day activities of the company but is not in a significant ownership position. Ensures that the company is achieving its mission.
- A8. Operations Manager/VP** — responsible for overseeing, controlling the process and production, and directing staff in the operations department. Manages the operations budget and develops long-range plans for the department.
- A9. Marketing Manager/VP (NON sales)** — responsible for planning, leadership, and general supervision of marketing services functions including media, literature, trade shows and events, market research and analysis, and training. Develop and manage marketing expense budgets.
- A10. Service Manager** — responsible for supervision of field service staff, dispatch, providing technical support to customers and field staff, and containing costs associated with service while enhancing the customer experience.

B. Administrative Staff

- B1. Receptionist** — greets visitors and others to the Company's facilities upon arrival. Answers phones and routes calls to proper staff. May do typing and filing to assist secretarial staff.
- B2. Administrative Assistant** — composes routine correspondence, maintains files, receives telephone calls, arranges appointments, and operates word processing systems.
- B3. Loss Control/Inventory Clerk** — under general supervision, receives, loads and unloads, stores and issues equipment, materials, merchandise or tools in a stockroom or storeroom. Responsible for general shipping, receiving and proper functioning of storage area.
- B4. Dispatcher** — receives requests for field service and dispatches such requests to the appropriate field personnel for follow-up based on location, nature or call requirements, etc.
- B5. Accounting Clerk** — responsible for preparing invoices, bills, statements, payments to vendors, etc. Checks for accuracy of prices, terms, transportation charges, and conditions. Enters data into accounting system. Files documents in proper locations.
- B6. Accountant (may also be called Bookkeeper)** — responsible for complete and systematic set of balanced financial books. Compiles reports at regular intervals. Prepares monthly statements, payroll, accounts payable, accounts receivable, taxes, etc.
- B7. Controller** — directs financial affairs of an organization. Prepares financial analysis of operations for guidance of management. Prepares reports which outline company's financial position in areas of income, expenses and earnings based on past, present and future operations.

B. Administrative Staff *(Continued)*

- B8. Purchasing Agent** — responsible for the purchase of materials and supplies required. Reviews and approves requisitions, supply sources, supplies, quotations, terms, etc. Responsible for overall control of deliveries.
- B9. Purchasing Manager** — responsible for supervision of Purchasing Agent(s), and for developing/monitoring purchasing procedures to ensure that supplies and equipment are ordered in the most efficient and cost-effective manner.
- B10. Account Manager/Representative** — ensure customer satisfaction by representing the Company's products and services in a clear and positive manner to distributors, dealers, and customers. Responds to customer matters. Manage customer expectations and enhance the customer experience.
- B11. Office Manager** — is responsible for supervising general office, clerical, statistical and service functions. Develops and organizes office procedures and systems.
- B12. Marketing Coordinator/Marketing Assistant** — assists in the planning, development and implementation of all marketing campaigns and regular communications efforts for Company or Company's products/services. Responsible for writing and editing copy for media including direct mail, electronic communications, advertisements, feature articles, and websites.

C. Technical Staff

- C1. Project Manager** — oversees all projects to ensure that they are completed within budget and on time. Schedules project leaders and installers.
- C2. Senior/Lead Installer** — experienced in the trade and executing the installation of structured cabling and electronic equipment.
- C3. Installer** — has very little knowledge of the trade. Responsibilities include wire pulling and installation of basic electronics equipment. The installer is learning the trade under the supervision of the Project Leader.
- C4. Electronic Systems Technician** — is responsible for the installation, maintenance, troubleshooting and service of electronic systems. Typically has a minimum of a two-year degree or equivalent.
- C5. Fabrication Technician** — is responsible for constructing material(s) related to functional drawings and is mechanically skilled.
- C6. Systems/Design Engineer** — is responsible for the pre-sales design of new systems. Also responsible for troubleshooting and resolving advanced technical problems.
- C7. IT/Network Engineer** — responsible for design and installation of infrastructure projects, including structured cabling systems, local area networks, wireless, radio, voice systems, the integration between various building and information technology systems, etc. Responsible for troubleshooting and resolving advanced technical IT problems.
- C8. Programmer** — responsible for programming of control systems and/or digital signal processors. Understands and works with schematics, blueprints and/or the customer to satisfy customers' operational requirements. Troubleshoots and tests the systems to document accordingly.
- C9. Project Leader** — responsible for the completion of a specific job. Oversees technicians and installers to ensure quality of workmanship.
- C10. End-user Trainer** — responsible for training the end-user on the day-to-day functions of an installed electronic system. Reconciles needs assessment to end user functionality.
- C11. Estimator** — responsible for assembling bill of materials (equipment list) and bidding appropriate labor associated with each job. Also responsible for working closely with sales and service staff.
- C12. CAD Operator** — prepares shop drawings and blueprints for new or existing systems.
- C13. Coordinator** — oversees all areas and employees of the service department. Responsible for the profitability of the service department and the safety of employees.