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Where employers go for reliable compensation data and tools.



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Find Salary Data in Seconds!

Obtaining reliable data for your organization is critical.

How much should you be paying for an accountant in North Carolina ... or in North Dakota? Compensation.BLR.com® takes the guesswork out of deciding.

Salary Center



Salary Finder

More than 2,400 jobs available

With salary data on more than 2,400 jobs, it's easy to find the information you need. Select the job title plus the demographics for your organization, and you'll get salary information for national, state, and metro areas at the 10th, 25th, 50th, 75th, and 90th percentiles.

Reliable

Our newly developed, state-of-the-art database is compiled using employer-reported data from reliable surveys available commercially and in the public sector. We give you current, reliable information on thousands of job titles for hundreds of industries.

More

You can print and save data to Excel files. You can also set up demographic profiles for each of your facilities. Plus, you can convert from hourly to annual data or vice versa in seconds.



Grade a Job

Use this tool to find a job grade for your unique jobs. Either modify one of our prescored jobs as needed, or use our nine standard factors to score any job. You can then save graded jobs into your library of jobs.



Rate Ranges

BLR's grades and rate ranges make salary administration much simpler. In this easy-to-use system, all of your jobs fit into a grade system. For each grade, you have access to rate range data for national, state, and metro areas, plus industry and job type.



Merit Increases

Use BLR's annual survey results of merit increase budgets from more than 1,100 organizations to develop your budget for the coming year. Results are available by industry, region, and company size.

The screenshot displays the Compensation.BLR.com interface. At the top, it shows job details for 'Human Resources, Training, and Labor Relations Specialists, All Other' with a grade of 33, exempt status, and an effective date of 5-2006. It lists the location as 'Massachusetts office' and provides a description: 'All human resources, training, and labor relations specialists not listed separately.' Demographic information includes Company Size (Medium), Industry (Information), Sub-Industry, State (Massachusetts), and Metro (Barnstable Town, MA; Lynn-Peabody-Salem, MA NECTA Div; Nashua, NH-MA NECTA Division).

Below the job details is a table of 'Rate Ranges' for 'All Employers, Nationwide' and 'All Employers, Massachusetts'. The table includes columns for Job Grade, Minimum, Midpoint, Maximum, and salary percentiles (54, 58, 62, 66, 70, 74, 78, 82, 86, 90). The 'All Employers, Nationwide' table shows data for grades 20 through 29. The 'All Employers, Massachusetts' table shows data for grades 20 through 23.

On the right side of the screenshot, there is a 'Rate Ranges' form with a 'Generate a detailed report on salary rate ranges for your company:' button. Below this is a 'Select Job Type(s) to Include:' section with radio buttons for 'Manufacturing/Service Jobs (Non-Exempt Plant)', 'Office/Clerical/Technical (Non-Exempt Office)', and 'Executive/Administrative/Professional'. To the right of this form is a 'Demographic Profile' section with a dropdown menu for 'Massachusetts office' and a 'Save Profile' button.



My Saved Jobs

Keep salary data for specific jobs from the *Salary Finder* and *Grade a Job* tools in this handy location for later use. You can save the jobs into groups that you create to match your organization.



My Demographic Profiles

You can create unlimited combinations of industry, company size, and geographic selections relevant to your organization. View, sort, and edit all of your saved demographic profiles as needed.

Compensation.BLR.com provides the tools you need to get the job done.

Budget and Finance Manager

Reports to: Department:
Classification: Division:
Date: Approved:

Job Description

Job Summary:
The Budget and Finance Manager's main duty is to manage budget and finances of Management Services and the corporations it services. This individual reports to the president and supervises the accounting staff.

Essential Functions:

- Supervises and monitors the accounting department.
- Generates timely financial statements.
- Assigns and distributes fiscal responsibilities, in consultation with the president.
- Creates and applies fiscal controls and procedures within the accounting department.
- Develops and monitors budgets.
- Conducts per
- Maintains co
- Responsible
- a. Mai
- b. Resp
- c. Resp
- d. Prep

Subject: Absenteeism/Tardiness
Organization: Anonymous
Example of: Standard Policy

Purpose
One of the most disruptive acts on the part of any employee is that of absenteeism or tardiness. As such, absenteeism and tardiness must be subject to appropriate, progressive discipline, applied in a consistent manner.

Records Review
Absenteeism and tardiness record cards must be maintained at least weekly by the supervisor for each assigned employee. Supervisors should review at least weekly the records of all assigned employees for any incidents of unacceptable absenteeism or tardiness for action as mentioned in the procedure below. The key factor is that supervisors must regularly review all records, not only those of employees with previously unsatisfactory records.

Procedure
If controllable absences equal or exceed the following standards, discipline as indicated should result:

- An employee exceeding six (6) incidents of unauthorized absence or tardiness in any thirty (30) day period will receive a verbal warning from the supervisor with two copies of verbal warning documentation being submitted to Personnel. One copy will be inserted into the employee's personal file and the second copy forwarded by the Personnel Dept. to the employee's Union Representative. In the event the employee's absence was due to illness authorized by a physician s

Library

Comprehensive resource

Find legal analysis, tools, survey reports, job descriptions, model policies, checklists, news, and information on best practices all in one place. Included are plain-English analyses of regulations for your implementation. Plus, you can access calculators that will help you identify problems and solutions.

Ask the Experts

Have a question?

Check out our Q&A database, which includes hundreds of questions and answers. Or, get personalized answers to your questions, simply by sending us an e-mail.

Benefits Center

Compiled from BLR's annual survey, you can access exclusive employee benefits data. Topics such as 401(k), health insurance, paid leave of absence, and tuition assistance are covered. This is the perfect tool when evaluating your current benefits offering or adding additional benefits.

Job Description Manager

Select from thousands of prewritten, standardized job descriptions; modify them and save them in your personal job description library. Produce PDFs and printed versions with a click of your mouse. Finding and customizing job descriptions has never been easier!

Step 3: Enter Job Elements

List each job element for this job title. You can enter from two to ten job elements. To add another job element, click on the "Add another element" button below, or in the left navigation panel. As you create new job elements, a link to each will appear in the left navigation panel. By clicking on a link, you can return to any element and modify it at any time.

When you have finished adding job elements to this title, click on the "Proceed" button below.

Element Title:
Staffing and Retention

Element Description: (*Help*)
Manages job requisition system and plans for fulfillment of positions. Oversees overall recruiting process. conducts exit interviews and turnover analyses.

Goals/Objectives: (*Help*)
You can add information to goals and objectives for the employee on this job element here; click the checkbox to leave space altogether if you don't ne

Step 4: Weight Job Elements

Below is a list of all the job elements you have created for this job title. Select what percentage of the total job each should be allocated by adjusting the blue sliders. Once all weights are correct, click on the "Proceed" button below.

Job Element #	Staffing and Retention	Payroll and Compensation Management	Benefits Management	Training	Subsidiary company HR Management	Other	Weight
Job Element #1 View details	0% 25% 50% 75% 100%						25.5
Job Element #2 View details		0% 25% 50% 75% 100%					17.0
Job Element #3 View details			0% 25% 50% 75% 100%				44.5
Job Element #4 View details				0% 25% 50% 75% 100%			3.1
Job Element #5 View details					0% 25% 50% 75% 100%		5.6
Job Element #6 View details						0% 25% 50% 75% 100%	4.3
Use Slider To Adjust Weight (<i>Help</i>)							100%

[Proceed](#)

Job Description Manager

New Saved Display Options Rate Ranges Settings Help

Create a New Job Description

Search for a job description by title...
(Tip: Use a single word or combination of letters that is likely to be part of the title you are searching.)

Go

... or, select a job description title ...
(Tip: To view all Position Titles in alphabetical order, select All in both the Field and Category menus.)

Field: All Architecture and Engineering Occupations Arts, Design, Entertainment, Sports, and Building and Grounds Cleaning and Maintenance Non Exempt Exempt

Category: All Able Seaman Absorption and Adsorption Engineer Absorption Plant Operator

Position Titles: All Operator Able Seaman Absorption and Adsorption Engineer Absorption Plant Operator

Go

... or, start with a blank form. Go

Getting Started

Logging on?

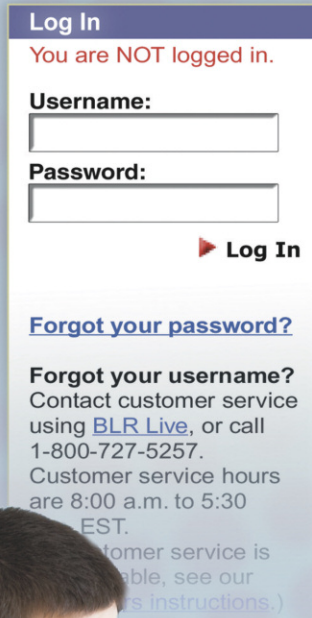
If you applied for Membership online, you will be logged on automatically. The top right of the screen page will say, "You are logged in as (your user name)."

Different computer?

Normally you will not have to log on again if you continue to use the same computer. To access your Membership from a different computer, enter your user name and password using the "Login" link found at the top right of every page.

Forgot your password?

Click the Log-in link on the top of almost any page. There you'll find a "Forgot Your Password" link where you can enter your user name and receive your Password via e-mail. If you don't remember your user name, this link will give you an e-mail form you can send to us for help.



Log In
You are NOT logged in.

Username:

Password:

Log In

[Forgot your password?](#)

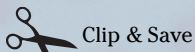
Forgot your username?
Contact customer service using [BLR Live](#), or call 1-800-727-5257. Customer service hours are 8:00 a.m. to 5:30 EST. Customer service is available, see our [instructions](#).)

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My User Name is _____

My Password is: _____

Need to change your e-mail address, credit card information, or password? Just go to My Account on the top right of any page.



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Old Saybrook, CT 06475