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# Results By Position

Family: Administrative Assistant (ADAS)  
Level: Lead Administrative (A3)

**Family Description:**

Provide a variety of administrative support functions to departments, managers, professionals and/or projects. NOTE: This job family may only be matched to career levels A1, A2, A3, and MS.

**Level Description:**

Leads specialized area of administrative support or provides support to VP or higher. Full knowledge of procedures in area of expertise. May provide work direction to lower level support employees. Typically requires: HS diploma or GED; at least 5 years of related experience; thorough knowledge of policies and procedures; highly tactful communications; expertise with related systems. Receives broad supervision.

	# Firms	# Empl	Avg Base	25th %tile Base	50th %tile Base	75th %tile Base	% Elig STI	% Rcvg STI	Target Award	Avg Awd (x0)	Avg Total Cash	25th %tile Cash	50th %tile Cash	75th %tile Cash	% FLSA Exempt	% Elig LTI	% Sec Clr
<b>All Firms</b>	30	560	\$61,441	\$54,865	\$61,000	\$66,512	21.6%	8.8%	4.8%	\$3,439	\$61,744	\$54,865	\$61,000	\$67,000	7.3%	0.5%	30.3%
<b>Geographic Location</b>																	
State: DC	8	22	\$61,955	\$55,146	\$65,975	\$67,392	53.9%	21.6%		\$670	\$62,100	\$55,146	\$66,016	\$67,475	27.7%	5.4%	35.1%
State: MD	12	345	\$61,812	\$55,385	\$60,955	\$66,248	19.7%	16.6%	7.0%	\$5,274	\$62,687	\$55,385	\$60,955	\$66,248	0.0%	0.0%	25.3%
State: VA	20	193	\$66,380	\$59,160	\$66,062	\$74,000	49.6%	12.7%	3.5%	\$2,134	\$66,651	\$59,160	\$66,300	\$74,100	20.0%	0.9%	37.5%
<b>Industry</b>																	
Govt Chartered / Defense	7	189	\$65,182	\$59,280	\$64,268	\$72,000	31.8%	2.1%		\$3,000	\$65,245	\$59,280	\$64,268	\$72,000	0.0%	0.0%	51.4%
Info Tech / Telecomm	12	53	\$66,162	\$60,180	\$66,512	\$70,025	69.8%	22.6%	3.5%	\$2,331	\$66,690	\$60,180	\$67,160	\$70,973	28.3%	3.8%	33.3%
Rsrch / Cons / Prof Svcs	7	41	\$67,559	\$60,715	\$67,392	\$72,230	59.4%	32.7%		\$689	\$67,785	\$60,895	\$67,392	\$73,518	27.9%	0.0%	0.0%
All Other	4	277															
<b>Security Clearance</b>																	
Yes	8	111	\$62,251	\$57,720	\$63,107	\$67,000	21.4%	8.0%		\$1,333	\$62,358	\$57,720	\$63,107	\$67,000	18.7%	5.4%	100.0%
No	27	449	\$61,996	\$53,966	\$61,000	\$68,675	28.3%	11.6%	4.8%	\$3,643	\$62,420	\$54,000	\$61,000	\$68,800	7.9%	0.0%	0.0%
<b>Type of Security Clearance</b>																	
TS/SCI with FS/L Poly	3	29															
TS/SCI with CI Poly	0	0															
TS/SCI	0	0															
Top Secret	6	15	\$59,925	\$55,640	\$60,500	\$66,300	17.1%	17.1%		\$500	\$60,011	\$55,640	\$60,500	\$66,300	33.5%	8.5%	100.0%
Secret	6	62	\$62,152	\$55,400	\$64,168	\$69,597	10.2%	0.0%			\$62,152	\$55,400	\$64,168	\$69,597	10.2%	10.2%	100.0%
Other / Not Provided	9	57	\$66,720	\$60,900	\$67,496	\$72,230	70.2%	8.8%	2.0%	\$1,688	\$66,868	\$60,900	\$67,496	\$72,230	22.8%	0.0%	100.0%

# Results By Position

Family: Program/Project Management (OPPM)  
Level: Program Manager I (M1)

## Family Description:

Manages and ensures the timely completion of programs or projects. Uses specific knowledge about one or more related areas to plan, communicate and achieve objectives through the program/project team. Oversees the team as they plan, track and execute project plans from start to completion. Recommends changes to improve processes and alleviate process inaccuracy and duplication.

Use the Program/Project Management Career Levels.

## Level Description:

Plan, staff, budget, and direct one or more program(s) to ensure the timely delivery of contractual commitments to clients/customers. Typically have budget or profit/loss responsibility, ensuring adherence to schedules, budgets, and other contract terms. Typical program(s) under management generally range from \$1 million to \$5 million in annual revenues and involve 10-25 employees or contractors.

	# Firms	# Empl	Avg Base	25th %tile Base	50th %tile Base	75th %tile Base	% Elig STI	% Rcvg STI	Target Award	Avg Awd (x0)	Avg Total Cash	25th %tile Cash	50th %tile Cash	75th %tile Cash	% FLSA Exempt	% Elig LTI	% Sec Clr
All Firms	25	163	\$126,555	\$107,435	\$121,306	\$144,009	83.4%	36.8%	9.4%	\$8,323	\$129,619	\$110,013	\$125,000	\$145,259	99.4%	1.2%	65.9%
<b>Industry</b>																	
Govt Chartered / Defense	5	66	\$129,245	\$108,032	\$134,553	\$150,183	71.0%	16.6%	6.6%	\$2,598	\$129,677	\$111,287	\$134,553	\$150,183	100.0%	0.0%	71.0%
Info Tech / Telecomm	15	71	\$133,554	\$120,000	\$130,005	\$147,900	74.6%	45.1%	9.0%	\$7,248	\$136,821	\$120,000	\$133,737	\$150,420	100.0%	2.8%	49.0%
Rsrch / Cons / Prof Svcs	3	11															
All Other	2	15															
<b>Security Clearance</b>																	
Yes	11	87	\$132,648	\$108,032	\$138,032	\$150,183	100.0%	34.7%	8.8%	\$7,805	\$135,359	\$110,013	\$138,438	\$153,632	100.0%	0.0%	100.0%
No	18	76	\$127,473	\$113,765	\$123,280	\$137,465	64.5%	42.1%	10.7%	\$10,346	\$131,830	\$117,313	\$128,601	\$144,794	98.7%	2.6%	0.0%
<b>Type of Security Clearance</b>																	
TS/SCI with FS/L Poly	1	2															
TS/SCI with CI Poly	1	37															
TS/SCI	3	8															
Top Secret	5	12	\$150,070	\$136,845	\$147,900	\$166,900	100.0%	50.2%	11.3%	\$11,626	\$155,907	\$138,032	\$156,024	\$174,500	100.0%	0.0%	100.0%
Secret	5	25	\$132,649	\$109,943	\$144,009	\$153,375	100.0%	53.9%	7.6%	\$6,085	\$135,931	\$110,013	\$144,009	\$153,632	100.0%	0.0%	100.0%
Other / Not Provided	7	34	\$128,131	\$107,869	\$125,000	\$150,000	74.6%	31.5%	8.0%	\$3,501	\$129,233	\$111,287	\$128,021	\$150,000	96.5%	0.0%	100.0%
<b>Revenue Group</b>																	
Under \$50M	3	13															
\$50M to < \$300M	7	40	\$137,948	\$120,000	\$138,438	\$155,727	87.3%	45.7%	8.7%	\$6,574	\$140,950	\$120,000	\$144,805	\$160,000	100.0%	4.2%	73.6%
\$300M to < \$1B	4	36															
\$1B to < \$5B	5	26	\$131,142	\$107,869	\$125,000	\$144,912	49.7%	28.3%	5.7%	\$5,802	\$132,784	\$116,283	\$125,000	\$144,912	96.4%	6.2%	0.0%
\$5B and Above	5	45	\$136,310	\$107,435	\$130,005	\$147,919	100.0%	37.8%	11.3%	\$8,105	\$139,375	\$109,163	\$131,005	\$172,210	100.0%	0.0%	73.1%

# Policies & Practices

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