



**Pearl Meyer**

HR Alliance Compensation Survey and  
Trend Report

Sample Document

# Participating Companies

## 2021 Participating Companies

Accenture Ltd.

Alliance to Save Energy

American Institutes for Research

American Systems Corporation

American University

ANSER

Appian Corporation

BAE Systems North America, Inc.

Booz Allen Hamilton Inc.

CACI International, Inc.

CGI Technologies and Solutions, Inc.

ClearEdge IT Solutions LLC

CNA

CNSI

Comcast Corporation

Constellis

CVP

DCS Corporation

Definitive Logic

Deloitte LLP

Department of Defense

Echostar / Hughes Network Systems

Edgewood Management | Vantage Management

Equinix

ExoAnalytic Solutions Inc

GBL Systems Corporation

General Dynamics Mission Systems

Institute for Defense Analyses

Jacobs Engineering Group Inc.

Johns Hopkins University

Johns Hopkins University Applied Physics Laboratory

Lockheed Martin Corporation

Lowers Risk Group

Lumen

Mythics, Inc.

NCI Information Systems, Inc.

Neosystems Corp

Noblis, Inc.

Northrop Grumman Corporation

PAE

Parsons Corporation

Perspecta

Priority One Services, Inc.

Ridgeline International

SAIC, Inc.

Sedna Digital Solutions, LLC

Signal Systems Corporation

SOS International, Ltd.

STG International, Inc.

Stillwater Human Capital

TCOM, L.P.

The Aerospace Corporation

The MITRE Corporation

Unison Software, Inc.

Westat

# Table of Contents

## **01. Introduction**

Introduction.....1-1

## **02. Job Family Summary**

Summary Compensation Data.....2-1

## **03. Results by Position**

Compensation Data.....3-1

## **04. Policies & Practices**

Policies and Practices Data.....4-1

## **05. Report Descriptions & Definitions**

Report Descriptions & Definitions.....5-1

## **06. Career Levels & Position Descriptions**

Career Level Guide Charts and Position Descriptions.....6-1

## **07. Participating Companies**

Participating Companies.....7-1

# Job Family Summary

## Table of Contents

Function and Family		Page Number		
Executive	Executive	4		
Professional	Accounting	FIAC	5	
	Compliance and Audit	FIAU	6	
	Budgeting	FIBU	7	
	Cost Analysis/Accounting	FICA	8	
	Financial Planning and Analysis	FIFA	9	
	Project Accounting	FIPA	10	
	Benefits	HRBN	11	
	Compensation	HRCO	12	
	Generalist	HRGE	13	
	HRIS	HRIS	14	
	Staffing/Employment	HRST	15	
	Training/Development	HRTD	16	
	HR Business Partner	HRBP	17	
	In-House Attorney	ADIH	18	
	Contract Administration	LECO	19	
	Regulatory	LERE	20	
	Graphic Design/Artwork	MAGD	21	
	Proposal Development	MAPD	22	
	Pricing/Estimating	MAPE	23	
	Public Relations/Communications	MAPR	24	
	Business Operations	OPBO	25	
	Business Process Analysis	OPBP	26	
	Data Analytics/Business Intelligence	OPDA	27	
	Intelligence Analysis	OPIA	28	
	Logistics	OPLO	29	
	Operations Research/Analysis	OPOR	30	
	Purchasing	OPPU	31	
	Technical Training	OPTT	32	
	Technical Writing	OPTW	33	
	Editing Specialist	OPES	34	
	Program/Project Management	OPPM	35	
	Engineering	Aerospace Engineering	ENAE	36
		Configuration/Data Management	ENCM	37

# Job Family Summary

## Table of Contents

Function and Family			Page Number
	Electrical Engineering	ENEL	38
	Engineering Project/Program Management	ENPM	39
	Field Service Engineering	ENFS	40
	Hardware Engineering	ENHW	41
	Mechanical Engineering	ENME	42
	Network Engineering	ENNE	43
	Quality Engineering	ENQU	44
	Software Engineering	ENSW	45
	Systems Engineering	ENSY	46
	Test Engineering	ENTE	47
	RF Engineering	TERF	48
Information Technology	Applications Development (Client/Commercial)	ITAC	49
	Applications Development (Internal MIS)	ITAI	50
	IT Consulting	ITCN	51
	Computer Operations	ITCO	52
	Database Architecture/Data Warehouse	ITDA	53
	Database Administration	ITDB	54
	Systems Administration	ITSY	55
	Desktop Support	ITDS	56
	IT Help Desk	ITHD	57
	Network Administration	ITNA	58
	Operating Systems Programming	ITOS	59
	Information Systems Planning	ITPL	60
	IT Project/Program Mgmt	ITPM	61
	Systems Analysis	ITSA	62
	Information Security	ITSE	63
	Telecom Network (Internal)	ITTE	64
	Web Software Design	ITWD	65
	Cyber Security	ITCB	66
Telecommunications/Satellite	Network Engineering	TENE	67
Scientific	Scientists	SCSC	68
Sales	Business Development	SABD	69
	Marketing	SAMK	70
	Marketing Communications	SAMC	71

# Job Family Summary

## Table of Contents

Function and Family			Page Number
Common Administrative and Support	Executive Assistant	ADES	72
	Administrative Assistant	ADAS	73
	Receptionist	ADRC	74
	Office Manager	ADOM	75
	Building Maintenance	ADFM	76
Other Admin and Support	Customer Service	ADCS	77
	Security (Physical)	ADSE	78
	Security (Classified)	ADSD	79

# Alphabetical Table of Contents

<b>Position Title</b>	<b>Page Number</b>
Account Management (SAAM) - Career Level Professional (P3)	345
Account Management (SAAM) - Intermediate Professional (P2)	346
Accounting (FIAC) - 1st Level Manager (M1)	28
Accounting (FIAC) - 2nd Level Manager (M2)	29
Accounting (FIAC) - 3rd Level Manager (M3)	30
Accounting (FIAC) - Advanced Professional (P4)	25
Accounting (FIAC) - Career Level Professional (P3)	24
Accounting (FIAC) - Entry Professional (P1)	22
Accounting (FIAC) - Expert Professional (P5)	26
Accounting (FIAC) - Intermediate Professional (P2)	23
Accounting (FIAC) - Skilled Administrative (A2)	21
Accounting (FIAC) - Supervisor (MS)	27
Administrative Assistant (ADAS) - Entry Administrative (A1)	366
Administrative Assistant (ADAS) - Lead Administrative (A3)	368
Administrative Assistant (ADAS) - Skilled Administrative (A2)	367
Administrative Assistant (ADAS) - Supervisor (MS)	369
Aerospace Engineering (ENAE) - Advanced Professional (P4)	202
Aerospace Engineering (ENAE) - Career Level Professional (P3)	201
Aerospace Engineering (ENAE) - Entry Professional (P1)	199
Aerospace Engineering (ENAE) - Expert Professional (P5)	203
Aerospace Engineering (ENAE) - Intermediate Professional (P2)	200
Applications Development (Client/Commercial) (ITAC) – 2nd Level Manager (M2)	265
Applications Development (Client/Commercial) (ITAC) - Advanced Professional (P4)	263
Applications Development (Client/Commercial) (ITAC) - Career Level Professional (P3)	262
Applications Development (Client/Commercial) (ITAC) - Entry Professional (P1)	260
Applications Development (Client/Commercial) (ITAC) - Expert Professional (P5)	264
Applications Development (Client/Commercial) (ITAC) - Intermediate Professional (P2)	261
Applications Development (Internal MIS) (ITAI) - Advanced Professional (P4)	268
Applications Development (Internal MIS) (ITAI) - Career Level Professional (P3)	267

# Results By Position

Family: Software Engineering (ENSW)  
Level: Advanced Professional (P4)

## Family Description:

Perform analysis, design and development of computer software required to support hardware or technical service products. Reviews system architecture, and selects and implements appropriate development and support tools to ensure product performance. Test and debug related software.

## Level Description:

Has advanced subject matter expertise in job family. Contributes to and may lead the planning and implementation of large programs in the function, and regularly interfaces with senior management and executive leadership. Plays a role in overall functional strategic planning. Typical education and experience or equivalent combination: Bachelor's (advanced degree preferred); 8-10 years of related professional experience.

	# 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>	23	1540	\$144,190	\$130,273	\$144,486	\$158,700	56.8%	36.3%	7.3%	\$6,050	\$146,384	\$131,341	\$147,000	\$160,038	99.9%	2.9%	85.0%
<b>Industry</b>																	
Govt Chartered / Defense	6	687	\$147,287	\$134,798	\$147,429	\$159,500	77.1%	50.7%	7.8%	\$5,080	\$149,864	\$136,298	\$150,000	\$162,000	100.0%	0.0%	92.2%
Info Tech / Telecomm	15	767	\$145,283	\$130,208	\$144,212	\$160,000	67.3%	41.3%	6.3%	\$8,148	\$148,648	\$131,926	\$149,054	\$164,530	99.6%	12.1%	78.7%
Rsrch / Cons / Prof Svcs	0	0															
All Other	2	86															
<b>Security Clearance</b>																	
Yes	18	1104	\$142,765	\$128,743	\$143,196	\$157,571	53.4%	29.1%	6.3%	\$4,952	\$144,206	\$129,885	\$144,850	\$158,683	99.8%	4.0%	100.0%
No	15	436	\$147,377	\$133,145	\$146,300	\$161,470	58.7%	42.7%	7.4%	\$7,349	\$150,514	\$134,702	\$149,400	\$165,103	100.0%	0.4%	0.0%
<b>Type of Security Clearance</b>																	
TS/SCI with FS/L Poly	6	226	\$151,981	\$134,798	\$151,500	\$169,811	61.0%	26.1%	5.0%	\$2,778	\$152,708	\$137,000	\$153,648	\$169,811	100.0%	0.0%	100.0%
TS/SCI with CI Poly	3	8															
TS/SCI	7	272	\$152,935	\$139,468	\$153,600	\$164,800	53.5%	29.5%	7.4%	\$5,645	\$154,599	\$139,780	\$155,585	\$169,000	100.0%	0.0%	100.0%
Top Secret	8	227	\$147,056	\$135,766	\$148,000	\$158,600	35.6%	12.6%	10.0%	\$3,229	\$147,463	\$136,800	\$148,100	\$160,000	99.8%	0.0%	100.0%
Secret	11	220	\$141,473	\$128,267	\$142,900	\$157,600	45.3%	12.0%		\$2,668	\$141,794	\$128,267	\$143,300	\$157,600	99.4%	0.0%	100.0%
Other / Not Provided	10	367	\$142,269	\$131,926	\$142,587	\$153,750	71.3%	54.6%	7.1%	\$8,737	\$147,041	\$135,000	\$148,659	\$158,654	100.0%	15.7%	100.0%



# 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>	27	757	\$70,872	\$61,000	\$69,700	\$80,565	44.0%	14.7%	4.0%	\$3,202	\$71,344	\$61,500	\$70,000	\$80,829	11.4%	3.0%	62.0%
<b>Geographic Location</b>																	
State: DC	12	40	\$74,878	\$65,302	\$77,935	\$83,628	43.2%	2.7%	4.0%	\$6,268	\$75,046	\$65,302	\$77,935	\$83,628	12.8%	2.7%	49.5%
State: MD	20	444	\$68,669	\$60,129	\$66,498	\$76,752	51.6%	26.7%	4.4%	\$2,222	\$69,263	\$60,840	\$67,350	\$78,167	16.4%	0.0%	79.8%
State: VA	19	273	\$77,107	\$68,959	\$75,858	\$85,000	53.8%	12.5%	3.9%	\$4,754	\$77,699	\$69,150	\$76,125	\$85,700	11.4%	6.6%	51.3%
<b>Industry</b>																	
Govt Chartered / Defense	9	236	\$72,852	\$65,000	\$70,100	\$78,167	44.2%	22.6%		\$2,180	\$73,344	\$65,387	\$70,900	\$79,449	13.6%	0.0%	64.2%
Info Tech / Telecomm	11	143	\$78,061	\$68,959	\$78,409	\$86,063	72.2%	26.8%	4.0%	\$4,527	\$79,276	\$70,000	\$79,810	\$88,172	20.8%	14.5%	67.8%
Rsrch / Cons / Prof Svcs	0	0															
All Other	7	378	\$68,963	\$56,000	\$70,013	\$79,800	36.2%	11.7%		\$2,550	\$69,261	\$56,000	\$70,013	\$81,900	9.8%	0.0%	10.5%
<b>Security Clearance</b>																	
Yes	14	184	\$71,681	\$64,169	\$69,900	\$77,969	76.6%	33.2%	3.3%	\$2,399	\$72,476	\$64,948	\$70,951	\$78,288	27.2%	3.8%	100.0%
No	22	573	\$72,685	\$61,544	\$72,413	\$83,936	35.1%	8.1%	4.8%	\$4,783	\$73,074	\$61,560	\$72,500	\$84,200	5.5%	3.1%	0.0%
<b>Type of Security Clearance</b>																	
TS/SCI with FS/L Poly	3	41															
TS/SCI with CI Poly	1	1															
TS/SCI	5	23	\$80,326	\$69,222	\$81,829	\$90,349	87.2%	32.4%	4.0%	\$3,295	\$81,394	\$70,722	\$81,829	\$90,349	21.4%	15.3%	100.0%
Top Secret	6	22	\$73,020	\$66,435	\$71,843	\$76,590	68.3%	28.9%	4.0%	\$3,765	\$74,110	\$66,498	\$72,843	\$78,409	6.3%	6.1%	100.0%
Secret	9	73	\$71,773	\$64,511	\$69,680	\$76,502	59.2%	15.8%	4.0%	\$1,807	\$72,058	\$64,511	\$69,680	\$76,502	12.7%	1.8%	100.0%
Other / Not Provided	12	484	\$74,981	\$62,205	\$77,419	\$85,800	45.2%	7.3%	3.0%	\$4,702	\$75,324	\$62,205	\$77,419	\$86,100	9.2%	4.6%	100.0%

# Policies & Practices

<b>Section Contents</b>	<b>Page</b>
Organizational Data.....	4-1
Salary Budgets and Increases.....	4-4
Pay Increases .....	4-7
Salary Structures and Pay Ranges.....	4-10
Geographic Differentials.....	4-13
Below Minimum/Over Maximum Treatment.....	4-14
Exempt Overtime Practices .....	4-15
Variable Pay Practices .....	4-16
Signing Bonus .....	4-19
Hot Skills .....	4-22
Turnover.....	4-23
Retirement Savings Plan .....	4-27
Tuition Assistance .....	4-28
Pay for Time not Worked.....	4-30
Security Clearance Practices .....	4-34
Sales Practices .....	4-44
Severance Programs.....	4-46
Workplace Flexibility.....	4-48
Diversity and Inclusion.....	4-52