

Job # : 0300 **Job Title:** Administrative Assistant

Job Description: Provides administrative support for mid-level managers to include: scheduling, tracking, and reporting information. Provides clerical support to include typing, answering calls, and opening mail.

Education: High School Diploma

	No. of Orgs	No. of Empl	Hourly Base Wage					Hourly Total Cash Compensation					Pay Range		Hourly Shift Differential				
			Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile	Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile	Avg Min	Avg Max	Evening	Night	Weekend
All Firms	56	2001	18.38	14.58	15.57	17.76	20.49	22.50	18.40	14.58	15.58	17.80	20.55	22.50	14.63	22.96	1.61	2.13	1.13
THA DISTRICT																			
District 1																			
District 2																			
District 3	9	60	17.62	13.05	15.44	17.65	19.26	22.58	17.62	13.05	15.44	17.65	19.26	22.58	14.42	21.12			
District 4 - Houston	5	24	20.88	15.29	18.20	21.94	23.25	25.13	20.90	15.39	18.30	21.94	23.25	25.13	15.20	22.29			
District 5 - Dallas																			
District - East Texas																			
District 6																			
District 7																			
District 8	11	139	15.90	13.46	14.42	15.43	17.18	18.99	15.90	13.46	14.42	15.43	17.18	18.99	12.48	19.84			
GROSS REVENUE																			
<25 Million																			
25-150 Million	11	35	17.43	13.05	15.25	16.47	19.23	24.53	17.50	13.05	15.25	16.47	19.28	24.53	13.96	20.38			
150 Million or more	25	503	19.53	14.51	15.61	18.87	22.50	26.33	19.53	14.51	15.61	18.87	22.50	26.33	15.11	23.98	1.92	2.41	1.40
LICENSED BED SIZE																			
Critical Access																			
Less than 75 Beds	5	7	20.76		15.25	21.47	25.01		20.76		15.25	21.47	25.01						
76-250 Beds	8	21	15.98	13.28	13.97	15.50	16.66	20.31	15.98	13.28	13.97	15.50	16.66	20.31	12.87	20.75			
251 or more Beds	18	395	20.58	15.14	16.85	19.99	23.15	27.06	20.58	15.14	16.85	19.99	23.15	27.06	15.84	24.93	1.92	2.41	1.40
COMMUNITY POPULATION																			
50,000 or less	16	41	16.40	13.40	14.26	15.74	18.85	19.67	16.46	13.40	14.26	15.74	19.02	20.03	12.30	18.70			
50,001 to 100,000	6	12	15.58		11.91	15.13	17.30		15.58		11.91	15.13	17.30		12.91	20.81			
100,001 to 200,000	5	44	18.51	15.21	16.68	18.51	20.23	21.71	18.51	15.21	16.68	18.51	20.23	21.71	14.34	21.00			
200,001 or more	15	429	19.79	14.46	15.58	18.93	22.58	26.75	19.79	14.46	15.58	18.93	22.58	26.75	15.33	24.33			
OWNERSHIP																			
Government	8	16	14.45		12.18	14.10	15.56		14.45		12.18	14.10	15.56		11.57	16.80			
Investor Owned	17	218	18.17	14.85	16.00	18.00	19.73	21.83	18.17	14.85	16.00	18.00	19.73	21.83	13.75	20.20			
Not-for-Profit	28	654	20.51	15.31	17.45	20.28	22.75	26.09	20.53	15.41	17.49	20.38	22.75	26.09	15.92	25.06	1.63	2.15	0.96