



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Louisiana

Thank you for participating in the 2021 ACEC Louisiana salary and benefits survey. The position descriptions are attached to this sheet. Also included in this email are your fill-in the blank salary survey, and your fill-in the blank benefits survey. To receive participation credit, you must complete both the salary and benefit sections.

You need to complete one benefit survey for your firm.

If your firm has more than one Louisiana office, you need to complete a separate salary survey for each LA office. Please do not include positions located outside of Louisiana in your salary survey.

Please report actual, full-time equivalent (FTE) base salaries as of July 1, 2021. If an employee works less than 40 hours per week, multiply the employee's hourly rate by 2080 to arrive at that employee's annual FTE salary. For example, if an employee works 20 hours per week and earning \$25 per hour, the reported annual salary should be \$52,000 (25 x 2080). Do not include compensation such as overtime or bonuses in the employee's base salary.

If you have an employee with dual firm positions, please report that employee's salary for the highest position. For example, if an employee is a civil engineer and the CEO, the position would be reported in the CEO position. It would not be reported in the civil engineer table.

For each office position, you will report five items: the minimum salary; the maximum salary; the average salary; the number of employees you are reporting for that position; and the average years of experience for these employees. For example, five employees work as civil engineers, at professional level III, in the New Orleans office. The annual salary for these five employees is \$50,000; \$53,000; \$57,000; \$64,000; and \$75,000. For the minimum salary, you enter \$50,000. For the maximum salary, you enter \$75,000. For the average salary, you enter \$59,800 $[(50000+53000+57000+64000+75000) \div 5]$. If you are reporting only one position, just enter it in the average salary spot.

Please make sure to save your survey answers to your computer before electronically submitting them.

Your survey answers will be combined with the other survey participants into the final ACEC LA report.

Completed surveys must be received by Friday, September 3, 2021. Surveys should be emailed to Cynthia Thomas (CThomas@TriStrategies.com) who is compiling the report for ACEC Louisiana.

If you have any questions, please contact Cindy at 972-527-7505 or CThomas@TriStrategies.com.

Again, thank you for your participation.



Professional Grade Descriptions

GRADE	Professional-I/II	Professional-III	Professional-IV	Professional-V
General Characteristics	This is the entry level for professional work.	Independently evaluates, selects, and applies standard techniques, procedures, and criteria, using judgment in making minor adaptations and modifications.	Plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria.	Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of her/his field and disciplines.
Direction Received	Receives close supervision on new aspects of assignments.	Receives instructions on specific assignment objectives, complex features, and possible solutions.	Independently performs most assignments with instructions as to the general results expected.	Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters.
Typical Duties & Responsibilities	Using prescribed methods, performs specific and limited portions of a broader assignment of an experienced professional.	Performs work which involves conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features.	Plans, schedules, conducts or coordinates detailed phases of the professional work in a part of a major project or in a total project of moderate scope.	One or more of the following: (1) In a supervisory capacity, plans, develops, coordinates, and directs a large and important project or a number of small projects with many complex features. (2) As individual researcher or worker, carries out complex or novel assignments requiring the development of new or improved techniques and procedures. (3) As staff specialist, usually performs as a staff advisor and consultant as to a technical specialty, a type of facility or equipment, or a program function.
Responsibility for Direction of Others	May be assisted by a few aides or technicians.	May supervise or coordinate the work of others who assist in specific assignments.	May supervise or coordinate the work of other professionals who assist in specific assignments.	Supervises, coordinates, and reviews the work of a small staff of professionals.
Typical Position Titles	Staff or Junior Engineer/Scientist	Engineer/Scientist	Engineer/Scientist	Senior Engineer/Scientist
Education	Bachelor's Degree			

Registration Status	Certified Engineer/Scientist in Training	Registered Professional Engineer/Scientist	
Typical Professional Attainments	Member of Professional and Technical Societies	Member of Professional Society; Member of Technical Society.	Member of Professional Society; Member of Technical Society; Publishes professional papers.

GRADE	Professional-VI	Professional-VII	Professional-VIII	Professional-IX
General Characteristics	Plans and develops projects concerned with unique or controversial problems which have an important effect on major organization programs.	Makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive professional activities.	Makes decisions and recommendations that are recognized as authoritative and have a far-reaching impact on extensive professional and related activities of the company.	A professional at this level is either: (1) in charge of programs so extensive and complex as to require staff and resources of sizable magnitude; or (2) is an individual researcher or consultant who is a national and/or international authority and leader.
Direction Received	Supervision received is essentially administrative.	Supervision received is essentially administrative.	Receives general administrative direction.	
Typical Duties & Responsibilities	One or more of the following: (1) In a supervisory capacity (a) plans, develops, coordinates, and directs a number of large and important projects or a project of major scope and importance, or (b) is responsible for the entire program of her/his profession of an organization when the program is of limited complexity and scope. (2) As individual researcher or worker conceives, plans, and conducts research in problem areas of considerable scope and complexity. (3) As a staff specialist serves as the technical specialist.	One or both of the following: (1) In a supervisory capacity is responsible for an important segment of the professional program of an organization. Generally requires several subordinate organizational segments or teams. Recommends facilities, personnel, and funds required to carry out programs. (2) As individual researcher and consultant is a recognized leader and authority in her/his organization in a broad area of specialization or in a narrow but intensely specialized field. Selects research problems to further the organization's objectives.	One or both of the following: (1) In a supervisory capacity is responsible for an important segment or a very extensive and highly diversified program. (2) As individual researcher and consultant, formulates and guides the attack on problems of exceptional difficulty and marked importance to the organization or industry.	
Responsibility for Direction of Others	Plans, organizes, and supervises the work of a staff of professionals and technicians.	Directs several subordinate supervisors or team leaders, some of whom are in positions comparable to Professional VI.	Supervises several subordinate supervisors or team leaders.	

Typical Position Titles	Senior or Principal Engineer/Scientist	Principal Engineer/Scientist, Department Manager, Director or Assistant Director of Research, Consultant, Professor, Distinguished Professor or Department Head.	Chief Engineer, Bureau Engineer/Scientist, Director of Research, Department Head or Dean, County Engineer , Senior Advisor, Senior Consultant.	Director of Engineering, General Manager, Vice President, President, Partner, Dean, Director of Public Works
Education	Bachelor's Degree			
Registration Status	Registered Professional Engineer/Scientist			
Typical Professional Attainments	Member of Professional Society; Member of Technical Society; Publishes professional papers.			

Land Surveyors

Instrument Person I

Instrument Person - Entry level position with basic knowledge of their specific jobs. 0 or more years experience.

Instrument Person II

Instrument Person - Experienced member of the crew. Normally runs equipment and does basic calculations. May fill in for the party chief. One or more years experience.

Field Survey Party Chief

Field Survey Party Chief, Computer Technician, Senior Drafter - Directs field crew, computes survey projects or produces survey drawings with minimum of supervision. Four or more years experience.

Chief of Parties

Chief of Parties, Assistant Project Manager - Review survey department and survey project managers' requests and coordinate with field crew schedules, limited coordination with clients and client representatives, project computations, performs basic survey department functions with minimum of supervision. Six or more years experience.

Project Surveyor

Project Surveyor - Licensed surveyor, coordinates with clients and client's representatives on projects, direct supervision of research, computation, field work and drafting. Stamps and signs surveys done under his direct supervision. College graduate, college credits, or equivalent with six or more years of additional experience.

Survey Department Manager

Survey Department Manager - Licensed surveyor with overall responsibility for client contact, contract negotiations, staffing, department policies, research, computation, field work and drafting. Stamps and signs surveys done under his direct supervision. College graduate or college credits with eight or more years of additional experience.

Survey Principal

Survey Principal - Set major policy decisions for operation of office, negotiates critical issues within firms and major contracts with clients, represents top level of land surveying management in office.

Technician

Technical personnel should be classified in accordance with the following three grade descriptions:

Entry Level

This category should be used for technical personnel who have 1 to 2 year's experience in the same position.

Mid Level

This category should be used for technical personnel who have from 3 to 7 year's experience in the same position.

Senior Level

This category is for technical personnel who have more than 7 year's experience in the same position.

Engineering Technician/Designer

Knowledge of codes and design and construction practices. Able to perform basic engineering design using CADD with supervision. Technical school or community college graduate. Entry level to this position would usually be preceded by experience in another technical category, e.g., CADD Operator, Field Inspector, etc.

Environmental Technician

Assists environmental scientists in the collection, analysis and documentation of data relating to one or more of the environmental sciences. Technical school or community college graduate.

CADD/GIS Operator

Experienced in one or more CADD platforms such as AutoCAD, Intergraph, etc., and able to produce engineering drawings from design information provided by engineers. Alternatively, able to create geographic information databases using a GIS platform, such as ARC/INFO. Technical school or community college graduate.

Mapping Technician

Experienced in one or more CADD and/or GIS platforms such as AutoCAD, Intergraph, ARC/INFO, etc., and able to produce base plans and maps from aerial and/or field survey data. Technical school or community college graduate.

Laboratory/Construction Materials Technician

Responsible for logging and testing concrete and soil samples, and for performing routine maintenance and calibration of testing equipment. Technical school or community college graduate.

Field Technician/Construction Inspector

Responsible for inspecting and reporting on specific aspects of construction works in progress, such as concrete pours, rebar placement, drainage pipe placement, etc. May also be responsible for inspection and sampling of construction materials as they arrive on site. Assists geotechnical engineers in the field during soils and materials investigations. Technical school or community college graduate

Graphic Designer

Able to produce graphic designs to illustrate engineering/environmental features in the form of artistic renderings, and/or computer-generated layouts. Community college graduate.

Editor

Responsible for editing technical reports, proposals, letters and other written documents. Requires high-level grammatical skills and appropriate training.

Administrative Personnel

Office Administrator/Manager

Supervises administrative staff for support of office functions. Has thorough knowledge of company policies and practices. Responsibilities may include bookkeeping, accounting, editing, word processing, handling incoming and outgoing mail, etc. Able to work with little or no direction. Requires good computer skills. Community college graduate with appropriate training.

Executive Assistant

Performs diversified duties for company executive(s). Handles correspondence of a complex and/or confidential nature, and assists in designated administrative details requiring initiative and judgment. Requires knowledge of company policy and organization, and good computer skills. Responsibilities may include supervision of computer operators and administrative assistants. Secretarial school graduate, or high-school graduate with appropriate training.

Senior Administrative Assistant

Works under the Office Administrator/Manager in the coordination of all administrative office functions. Supervises one or more administrative assistants. Has thorough knowledge of company policies and practices. Responsibilities may include bookkeeping, accounting, word processing, incoming and outgoing mail, etc. Requires good computer skills. Community college graduate with appropriate training.

Administrative Assistant

Performs routine administrative office functions under the direction of the Office Administrator/Manager and/or Senior Administrative Assistant. Responsibilities may include filing, bookkeeping, word processing, incoming and outgoing mail, etc. Requires basic computer skills. High school graduate.

Financial Manager/Comptroller

Supervises accounting staff and has responsibility for all financial matters. Responsibilities include preparation of financial statements, overhead analyses, annual tax statements and client billings; vendor payments; and the monitoring of cash accounts and accounts receivable. Applicable degree and good computer skills required.

Bookkeeper/Accounting/Payroll Supervisor

Works under Financial Manager/Comptroller. Responsible for maintaining a complete and systematic set of records of business transactions. Balances books, and prepares reports to show receipts, expenditures, accounts receivable and payable, and various other items pertinent to the operation of a business. Supervises accounting clerks. Good computer skills required. Applicable degree and/or business school training.

Accounting/Payroll Clerk

Under supervision, performs a variety of routine bookkeeping in accordance with standard office procedures. Duties may include reconciling bank accounts; posting to and balancing general and subsidiary ledgers; processing payroll; preparing draft invoices; assisting in the maintenance of accounting files; etc. Ability to use appropriate spreadsheet computer software. Business school or community college graduate.

Human Resources Manager

Person responsible for coordinating the hiring, training and retention of professional, technical, administrative and marketing personnel, including personnel benefits, EEO and continued-education programs. High school or college graduate with appropriate training.

Computer Operator/Word Processor

Ability to operate computer using appropriate word-processing software, and some of the other commonly used software programs for spreadsheets, data bases, schedules, etc. High school or community college graduate.

Receptionist/Phone Operator

Responsible for operating the telephone system, and for receiving visitors to the office and directing them to the appropriate person within the company. May do incidental word processing and routine clerical duties, as assigned. High-school graduate.

File Clerk/Records Clerk

Responsible for filing and/or maintenance of records via computer pertaining to movement and location of documents. May do other clerical work as assigned.

IT Systems Personnel

IT Systems Manager

Information systems managers direct the work of all other computer-related workers. They analyze the computer and information needs of the firm and determine personnel and equipment requirements. These managers plan and coordinate activities such as the installation and upgrading of hardware and software; programming and systems design; the development of computer networks; and the implementation of Internet and Intranet sites.

Computer/Network Administrator

Ensure that computer systems run as efficiently as possible. Depending upon the size of the computer installation, they may work with mainframes, minicomputers, or networks of personal computers. They oversee regular operations and solve problems that surface within the system, including the management of servers, data files and email systems. Assures that peripheral equipment, such as printers and tape drives, as well as the computer itself are correctly accessed and controlled. Responsible for training system users.

CADD Manager

Responsible for system management of the CADD to include installation and upgrading of system software, site modifications, controlling system operation and resources and future planning. Provides assistance and engineering support to engineers in the development and modification of engineering computer programs in both graphics (CADD) and non-graphic applications.

Web Developers

Have responsibility for day-to-day site design and creation.

Marketing/Public Relations Personnel

Marketing Director

Senior member of firm management who is responsible for all marketing activities. Establishes marketing programs, policies and procedures. Directs preparation of marketing plan and has major influence on the substance of the plan. Is empowered to make commitments on behalf of the firm. Supervises marketing staff and directs technical staff in marketing duties. Typically represents firm to clients, peer organizations and business associates.

Marketing Manager

Middle management individual who participates in long-range planning, public relations and business development strategies, initiates and maintains contacts with prospects. Oversees proposal preparation and interview presentations. Creates marketing budget and reports to corporate leadership on marketing activities. Manages marketing staff and client contact program.

Marketing Coordinator

Develops and maintains marketing information systems and records. Edits, coordinates and helps write proposals, brochures and other marketing materials. Coordinates the marketing effort to ensure timely response to proposals, etc. Primarily functions in-house under the direction of a principal, marketing director or marketing manager.

Marketing Assistant

Provides administrative support for marketing activities. Client contact restricted to updating routine file information. Maintains databases, client files project description files and mailing lists. With direction from principal or marketing management, completes government forms and assembles qualifications packages of existing marketing materials. May help research target markets and potential clients.

Business Development

This individual seeks business opportunities for the firm. Majority of time is spent outside the firm making client contacts. Responsible for developing client relationships, soliciting project opportunities. Reports on planned and executed sales activities to appropriate level of management.

Management

CEO

The CEO is responsible for day-to-day operations and policies carried out in the firm. Other comparable titles are president, chief operating officer and managing partner.

CFO

Directs all financial functions, including development and enhancement of appropriate systems for financial planning, control and accounting. The CFO will report to the CEO. Can play a key role in company leadership, as well as strategic and tactical planning. The CFO will be a seasoned financial professional with public accounting experience (audit capacity). CPA, MBA, also called Director of Finance, Vice President of Finance or Corporate Controller.

Executive Vice President

The executive vice president, the number two position, assists the CEO with overall firm responsibilities. Responsibilities are usually coordinated with the CEO with each individual having day-to-day responsibility for designated areas. This position will usually assume CEO operational responsibilities in the absence of the CEO.

Vice President

The senior vice president is typically responsible for a segment of a firm's practice, such as a discipline, geographic area or project type. This position usually reports directly to the CEO.

Branch Office Manager

The branch office manager has on-site responsibility for day-to-day operations of a firm office separate from the main office. In some firms, this title is used for the manager of a group with a particular project specialty. Alternative titles include profit center manager and division manager. Typical responsibilities include local marketing efforts, local human resource management as well as project production. Typically, the local management responsibilities are carried out in support of, and under the direction of the central office.