



South Carolina Community Action 2022 Wage Compensation Study Benchmark Positions Worksheet

An important part of this study will compare wage data for **32 Benchmark Positions** - key jobs that can be found at many organizations.

Because organizations participating in this study are not all the same size and do not provide the same types of services, we do not expect your organization will have every position on this list.

This ***Benchmark Positions Worksheet*** is provided to help you match your organization's job titles and employees to the Benchmark Positions.

- See the *Benchmark Positions Guide* for summary job descriptions and supervisory responsibilities.
- See the *Sample Organizational Chart and Worksheet* for an example of how to align your organizational chart.

Please be sure to include Contractors and Part-time Employees who fill any of the Benchmark Positions. You can also include employees who hold more than one position from the Benchmark Positions Guide (e.g., Gladys Stephenson is a cook and also a bus monitor). The Wage Study provides an option to enter data for contractors, part-time employees, and staff with multiple roles.

In preparation for completing the study, use the ***Benchmark Positions Guide*** and ***Worksheet*** to:

1. Identify the positions from your organization to include in the study. Write them in the "Job Title" column on the Worksheet.
2. Identify up to five employees for each position. Write down their initials in the "Employees" column on the Worksheet. If a position is currently VACANT (with no employees in that role) please enter "VACANT" in the "Employees" column.
3. Identify any employees who hold multiple positions from the Benchmark Position Guide. Enter their information in the last section of the worksheet: "Staff with Multiple Roles."

Questions? Please contact Jane Hanson, hanson@foundationsforfamilies.com.



**South Carolina Community Action
2022 Wage Compensation Study
Benchmark Positions Worksheet**

ADMINISTRATIVE STAFF

	Benchmark Position	Common and Related Job Titles	YOUR ORGANIZATION Job Title	YOUR ORGANIZATION Employees (initials)
1	Chief Executive Officer (CEO)	Executive Director, President, Superintendent, Executive Director, Hospital Administrator	1 2 3 4 5	1 2 3 4 5
2	Chief Financial Officer (CFO)	Finance Director, Comptroller	1 2 3 4 5	1 2 3 4 5
3	Program Director	Division Director, Division Manager, Unit Manager, Superintendent, Head Start Director, Human Resources Director, Director of Management Information Systems Weatherization Director, Workforce (WIOA) Director, Community Services Director	1 2 3 4 5	1 2 3 4 5
4	Assistant Program Director	Associate Director, Service Area Manager, Area Manager, Assistant Superintendent, Area Superintendent, Assistant Head Start Director, EHS Manager, Weatherization Coordinator, CACFP Manager	1 2 3 4 5	1 2 3 4 5
5	Center Coordinator	Principal, Child Care Center Director	1 2 3 4 5	1 2 3 4 5

	Benchmark Position	Common and Related Job Titles	YOUR ORGANIZATION Job Title	YOUR ORGANIZATION Employees (initials)
6	Finance Manager	Assistant CFO, Fiscal Manager	1 2 3 4 5	1 2 3 4 5
7	Program Specialist or Assistant	Education Specialist, ERSEA Specialist, Health Services Assistant, Disabilities Assistant, Human Resources Assistant, Records Compliance Specialist, Computer Specialist, Accounting Specialist, Budget Specialist, Systems Analyst, IT Specialist	1 2 3 4 5	1 2 3 4 5
8	Administrative Assistant	Executive Assistant, Secretary	1 2 3 4 5	1 2 3 4 5
9	Clerk	Human Resources Clerk, Purchasing Clerk, Transportation Clerk, CACFP Clerk, Accounting Clerk	1 2 3 4 5	1 2 3 4 5
10	Receptionist		1 2 3 4 5	1 2 3 4 5

EDUCATION STAFF

	Benchmark Position	Common and Related Job Titles	Organization Job Title	Organization Employees (initials)
11	Education Manager	Education Coordinator, Education Liaison	1 2 3 4 5	1 2 3 4 5
12	Mentor	Mentor Teacher, Mentor Coach, Head Teacher, Supervising Teacher, Resource Teacher	1 2 3 4 5	1 2 3 4 5
13	Floater	Permanent Substitute Teacher	1 2 3 4 5	1 2 3 4 5
14	Preschool Teacher	Teacher, PreK Teacher, Lead Teacher Head Start positions may include: HS Teacher I (BA), HS Teacher II (AA), HS Teacher III (CDA)	1 2 3 4 5	1 2 3 4 5
15	Infant/Toddler Teacher	Lead Teacher, Child Care Worker Early Head Start positions may include: EHS Teacher I (BA), EHS Teacher II (AA), EHS Teacher III (CDA)	1 2 3 4 5	1 2 3 4 5
16	Assistant Teacher	Teacher Aide, Assistant Teacher, Classroom Aide, Classroom Assistant, Day Care Worker, Caregiver, Classroom Paraprofessional	1 2 3 4 5	1 2 3 4 5

	Benchmark Position	Common and Related Job Titles	Organization Job Title	Organization Employees (initials)
17	Home Educator	Home Visitor	1 2 3 4 5	1 2 3 4 5

HEALTH AND DISABILITIES STAFF

	Benchmark Position	Common and Related Job Titles	Organization Job Title	Organization Employees (initials)
18	Health/Nutrition Manager	Health Services Manager, Health Coordinator, Health Services Director, Health Manager, Health Liaison	1 2 3 4 5	1 2 3 4 5
19	Disabilities Services Manager	Disabilities and Mental Health Liaison	1 2 3 4 5	1 2 3 4 5
20	Nurse	School Nurse, Registered Nurse	1 2 3 4 5	1 2 3 4 5
21	Mental Health Specialist	Mental Health Coordinator	1 2 3 4 5	1 2 3 4 5

	Benchmark Position	Common and Related Job Titles	Organization Job Title	Organization Employees (initials)
22	Registered Dietician	Nutritionist	1 2 3 4 5	1 2 3 4 5
23	Food Services Manager	Cafeteria Manager, Kitchen Supervisor Nutrition Technician	1 2 3 4 5	1 2 3 4 5
24	Cook	Assistant Nutrition Technician	1 2 3 4 5	1 2 3 4 5

SOCIAL SERVICES STAFF

	Benchmark Position	Common and Related Job Titles	Organization Job Title	Organization Employees (initials)
25	Family Services Manager	Family and Community Engagement Specialist, Family and Community Partnerships Manager, Parent Involvement Specialist, Parent Involvement Liaison, Parent Engagement Manager, Transition Liaison	1 2 3 4 5	1 2 3 4 5
26	Case Worker	Case Manager, CSBG Case Manager, Counselor (Head Start) Family Service Worker, Family Advocate, Family Services Specialist, Family Development Worker	1 2 3 4 5	1 2 3 4 5
27	ERSEA Manager	ERSEA Liaison	1 2 3 4 5	1 2 3 4 5

SERVICE STAFF

	Benchmark Position	Common and Related Job Titles	Organization Job Title	Organization Employees (initials)
28	Transportation Manager	Transportation Supervisor, Transportation Liaison, Bus Manager	1 2 3 4 5	1 2 3 4 5
29	Bus Driver		1 2 3 4 5	1 2 3 4 5
30	Bus Monitor	Bus Aide	1 2 3 4 5	1 2 3 4 5
31	Maintenance Specialist	Maintenance Manager, Facilities Assistant, Handyman	1 2 3 4 5	1 2 3 4 5
32	Custodian	Janitor, Cleaner, Housekeeper	1 2 3 4 5	1 2 3 4 5

STAFF with MULTIPLE ROLES

	Benchmark Position	Organization Job Title 1	Organization Job Title 3	Organization Job Title 3	Organization Employees (initials)
33	Staff with Multiple Roles Enter any staff who have more than one of the benchmark positions listed above here	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5