

## **2025 COMPENSATION STUDY**

### **INSTRUCTIONS**

1. Select the position in your company which compares most closely to the enclosed job descriptions (See next page)\*
2. Provide the number of workers, current salary, bonus and total compensation for the positions listed.
3. When there is only one employee in the position, list the compensation in the column labeled “Typical.”
4. When there are two employees in the position, list the compensation in the columns labeled “Low” and “High,” and list the average of the two in the column labeled “Typical.”
5. When there are more than two employees in the position, list the compensation in all three columns: “Typical,” “Low,” and “High.”
6. Report Community Sales Agent remuneration in dollars.
7. Round all figures to the nearest thousand.
8. If position is paid by an hourly wage, please annualize by multiplying hourly wage by 2,080 hours.

\*If a position is not listed that you think would be valuable in the evaluation of employee compensation, please inform us as we are always striving to improve and advance our study.

## **JOB DESCRIPTIONS**

- 1. Chief Executive Officer (CEO)**
  - Responsible for company business plans
  - Responsible for strategic and tactical decisions
  - Accountable for profitability of the company
  - Oversees all operating objectives, policies and programs
- 2. Division President**
  - Responsible for division business plans
  - Accountable for profitability of the division
- 3. Chief Operating Officer (COO)**
  - Execute and manage operational goals
  - Manages staff, developing land, building residential construction, running construction operations, and customer service
- 4. Chief Financial Officer (CFO)**
  - Monitors, analyzes and reports on firm's operating performance
  - Responsible for general accounting functions, budgeting, forecasting, financial planning, cost controls, and cash planning
  - Responsible for financial relation with institutions and financial control of the company
- 5. Controller**
  - Responsible for accounting functions, budgeting, financial analysis, and cost controls
  - Trains and motivates accounting staff
  - Implements accounting policies and procedures
- 6. General Accounting Supervisor**
  - Coordinates and maintains all day-to-day accounting functions
  - Prepares financial statements
  - Presents accurate and timely financial information
- 7. Bookkeeper**
  - Responsible for data entry
  - Processes financial information up to financial statements
- 8. Accounts Payable Clerk**
  - Processes invoices for payment
  - Maintains supplier and trade contractor files
- 9. Sales and Marketing Manager**
  - Plans marketing strategies
  - Conducts market research
  - Supervises sales functions

**10. Marketing Manager**

- Implements marketing strategies
- Organizes advertising campaigns and promotions
- Participates in product design

**11. Sales Manager**

- Hires, trains and supervises sales staff
- Maintains records and reports of sales activity
- Evaluates performance and implements ideas to increase sales efficiency

**12. Design Center Manager**

- Oversees and manages the design center

**13. Designer**

- Holds a professional designation
- Assists buyers with exterior and interior selections
- Provides professional advice to buyers during the selection process
- Records and communicates selections made by buyers

**14. Selection Coordinator**

- Assist buyers during the selection process
- Records and communicates selections made by buyers

**15. Customer Experience Coordinator**

- Represents the company to home buyers
- Communicates home buyer needs to the builder
- Informs home buyer of the progress of their home
- Involves home buyer in the construction process, either through verbal communication or visual observation (i.e. walk-through)

**16. Contract Administrator**

- Coordinates and reviews information and legalities regarding all contractual agreements

**17. Warranty / Customer Service Manager**

- Responsible for quality during the construction process
- Coordinates and monitors warranty service
- Responsible for good customer relations and completion of warranty items

**18. Warranty / Customer Service Technician**

- Assists manager in complying to the needs of the home buyers
- Responsible for completion of warranty items

**19. Office Manager**

- Manages organizational subsystems
- Retains systems and files necessary to set guidelines for the functioning of the company
- Integrates departments and coordinates functions

**20. Administrative Assistant**

- Performs day-to-day secretarial duties and special assignments

**21. Department Administrative Assistant**

- Provides secretarial and clerical support for the department

**22. Human Resources Manager**

- Administers company policy regarding hiring and utilization of employees
- Develops benefit packages, and training plans
- Coordinates cultural ideas

**23. Management Information Systems Manager**

- Develops and maintains information systems
- Responsible for effectiveness and efficiency of all information systems

**24. Operations / Production Manager**

- Responsible for construction activities necessary to produce homes efficiently while meeting cost, quality, time, quantity, and customer satisfaction goals

**25. Production Schedule Manager**

- Manages the central schedule for the company
- Updates schedules daily based on information provided by the superintendents
- Communicates original schedule and changes to affected trades and suppliers
- Responsible for accuracy and maintenance of schedules for all construction activity

**26. Project Manager**

- Responsible for the construction activities of specific projects

**27. Superintendent**

- Responsible for all on-site construction activities
- Enforces construction schedules
- Supervises construction and solves construction problems
- Conducts inspections for compliance with plans, specs and codes

**28. Assistant Superintendent**

- Works with and reports to superintendent

**29. Purchasing / Estimating Manager**

- Estimates construction cost
- Negotiates with vendors and awards contracts

**30. Purchasing Agent**

- Prepares bid specifications, administers bidding materials, negotiates and awards contracts
- Issues purchase orders

**31. Estimator**

- Compiles and maintains accurate and thorough take-offs and budgets

**32. Land Acquisition Executive**

- Acquires land for new developments
- Conducts feasibility analysis on possible development sites
- Negotiates the buying and selling of land

**33. Land Entitlement Manager**

- Coordinates the land planning process
- Responsible for obtaining entitlement on the raw land

**34. Land Development Manager**

- Plans and prepares sites for construction

**35. In-house legal counsel**

- Responsible for legal aspects of the business

**36. Architectural Design Executive**

- Designs the company's product and options

**37. CAD Operator**

- Prepares and maintains thorough and accurate working drawings with sufficient detail for an efficient, well designed home

**38. Prep Person**

- Reports to superintendent
- Responsible for minor punch list activities
- Responsible for touch-up and final completion of home

**39. Laborer**

- Reports to superintendent
- Responsible for specific tasks as assigned by supervisor

**40. Sales Host / Hostess**

- Responsible for specific tasks as assigned by sales agent

**41. Community Sales Agent**

- Writes sales contracts with home buyers
- Actively seeks new prospects
- Manages maintenance of model and subdivision

**42. Online Sales Representative**

- Responds to customer inquiries from the website via phone, email, online chat, video chat, etc.
- Directs customer to community sales agents
- Sets customer visits to the model home and appointments with sales agents