



2024 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