

**Invitation to Participate in the
PSAC 2021 ANNUAL TOTAL COMPENSATION SURVEY
Your reply kindly requested by Friday, July 30, 2021**

PSAC **Core** and **Introductory** member companies and **CAOEC** member companies, are invited to be part of the only total compensation survey that collects data for employees in the Canadian oil and gas services sector.

For over 25 years the **PSAC Total Compensation Survey** has helped members to understand and adjust to current trends in industry compensation. As the economy reopens and companies compete for workers, designing competitive compensation packages to attract and retain key skills, expertise, and experience is vital making the PSAC Total Compensation Survey more valuable than ever.

This year, PSAC is pleased to announce that Western Compensation & Benefits Consulting (WCBC) will be conducting the Survey on our behalf.

In 2019, 42 organizations representing more than 19,500 oil and gas services employees in Canada participated in the **PSAC Total Compensation Survey** and received the benefit of compensation data encompassing more than 285 benchmark positions. Due to the difficult economic times in 2020, a Survey was not conducted.

The 2021 Survey Report will offer comprehensive cash and non-cash data including:

- ✓ Over 280 benchmark positions analyzed within 6 industry categories [oilfield services, manufacturing, supply, drilling, workover/service rigs, and all sectors combined];
- ✓ Additional summaries by geographic region, annual sales and number of employees;
- ✓ Salaried, hourly and day rate personnel;
- ✓ Short- and long-term incentive plan details;
- ✓ General employment practices, including:
 - salary details by employee group;
 - location and other allowances;
 - vacation entitlement and flex time;
 - overtime, shift differentials;
 - comprehensive benefits module;
 - status of base rate and normal pay basis;
- ✓ and much more.

Participation in the Survey includes:

- ✓ Final Survey Report in electronic format;
- ✓ Benefits module; and
- ✓ Spring 2022 Salary Increase Update (companies must participate to receive results).

Optional paper copies will be available by request for an additional charge.

In Spring 2022, an update to the Survey containing actual and forecast salary increases will be produced. This will be made available to companies choosing to participate in the update survey and is included in the cost of the primary survey. Only original survey participants will be invited to participate in the Survey update.

continued...

KEY DATES

Timelines for the project are as follows:

Commitment date for participation in the Survey	Friday, July 30, 2021
Distribution of Survey data collection material	Week of September 13, 2021
Training sessions	Week of September 20, 2021 (tentative)
Data "Effective Date"	October 1, 2021
Data submission due date	Friday, October 22, 2021
Final Survey Report delivery to participants	Week of December 13, 2021

TRAINING SESSIONS

Job matching is a critical element in the accuracy of the survey. **PSAC requires attendance at a training session by all individuals who will be directly involved in the Survey process**, in particular as we have a new Survey provider this year with a new platform and for those who will be participating for the first time. **At least one** representative from each participating company is **required** to attend a training session, to be conducted via video-conference.

PAYMENT

In prior years, some companies have made a commitment to participate but ultimately failed to submit their data. As a result, we **require full payment in advance to confirm your participation. If your data is not submitted by the due date, your payment will be forfeited and you will not receive access to the Final Survey Report.** Payments may be made via cheque or electronic funds transfer (EFT).

Lastly, we wish to remind you that **only participating members of PSAC and CAOEC will be entitled to receive the Final Survey Report once available**, therefore if access to this information is a useful tool in your compensation reviews and budgeting exercises, we urge you to participate now.

If you have not participated in the Survey before and are unsure of the information it contains, please contact PSAC at info@psac.ca with PSAC Total Compensation Survey in the subject line for more details and we will be pleased to provide you with more information.

REGISTER NOW!

The PSAC Total Compensation Survey has been produced for more than 25 years, and is highly regarded by members as a valuable resource. **If you would like to participate in the 2021 survey, kindly complete the attached Commitment Form and return it to us by Friday, July 30, 2021 together with your non-refundable payment.**

We look forward to your participation!



BENCHMARK LIST - BY FUNCTIONAL AREA

CORPORATE EXECUTIVE

1020 President and Chief Executive Officer (CEO)
 1030 President, Canadian Subsidiary
 1040 Executive VP and Chief Operating Officer
 1050 Operations Executive (Non-manufacturing)
 1070 Divisional VP/General Manager
 1080 Regional General Manager
 1240 Legal Counsel

FINANCE

4610 Accounting Clerk – Jr
 4611 Accounting Clerk – Int
 4612 Accounting Clerk – Sr
 4615 Supervisor, Accounting Clerks
 4619 Accountant – Jr
 4620 Accountant – Int
 4621 Accountant – Sr
 4630 Accounting Manager
 4642 Business Analyst
 4645 Financial Analyst – Jr
 4646 Financial Analyst – Int
 4647 Financial Analyst – Sr
 4650 Cost Accountant
 4660 Tax Accountant
 4670 Tax Manager
 4220 Benefits Administrator
 4110 Payroll Administrator – Jr
 4111 Payroll Administrator – Int
 4113 Payroll Administrator – Sr
 4114 Payroll/Benefits Administrator
 4115 Payroll Supervisor
 4117 Payroll Manager
 4751 Credit/Collections Clerk – Jr
 4752 Credit/Collections Clerk – Int
 4753 Credit/Collections Clerk – Sr
 4760 Credit/Collections Manager
 4810 Treasurer
 4830 Contoller
 4860 Financial Reporting Manager
 4910 Chief Financial Officer/Finance Executive

HUMAN RESOURCES

4310 Human Resource Assistant
 4319 Human Resource Generalist – Jr
 4320 Human Resource Generalist – Int
 4325 Human Resource Generalist – Sr
 4330 Human Resource Manager
 4381 Recruitment Specialist – Jr
 4382 Recruitment Specialist – Int
 4383 Recruitment Specialist – Sr
 4490 Human Resources Director

OFFICE

4039 Administrative Assistant – Jr
 4040 Administrative Assistant – Int
 4041 Administrative Assistant – Sr
 4045 Administrative Assistant – Executive
 9410 Administration/Office Manager
 4010 Clerical – Jr
 4011 Clerical – Int
 4012 Clerical – Sr/Specialist
 4070 Communications Coordinator
 4079 Communications Manager
 4975 Contracts Administration Manager
 4973 Contracts Administrator
 8425 Customer Service Manager
 8420 Customer Service Representative
 4981 Document Control Clerk – Jr
 4982 Document Control Clerk – Int
 4983 Document Control Clerk – Sr
 4080 Intranet Administrator
 4060 Paralegal
 4020 Receptionist
 9501 Store Manager

MANUFACTURING/DISTRIBUTION

5101 Assembler – Jr
 5102 Assembler – Int
 5103 Assembler – Sr
 9505 Bulk Plant Operator – Jr
 9506 Bulk Plant Operator – Int
 9507 Bulk Plant Operator – Sr
 9520 Dispatcher
 9521 Dispatcher – Sr
 5055 Equipment Manager
 5357 Inventory Control Coordinator
 5359 Inventory Control Manager
 5001 Lead Hand
 5065 Lean Practitioner/Specialist
 5069 Lean Manager
 5020 Logistics Coordinator
 5151 Machine Operator – Jr
 5152 Machine Operator – Int
 5153 Machine Operator – Sr
 9335 Machinist – 1st Year Apprentice
 9336 Machinist – 2nd Year Apprentice
 9337 Machinist – 3rd Year Apprentice
 9338 Machinist – 4th Year Apprentice
 9339 Machinist – Journeyman
 5070 Manufacturing Executive
 9455 Mechanic – Heavy Duty – 1st Year Apprentice
 9456 Mechanic – Heavy Duty – 2nd Year Apprentice
 9457 Mechanic – Heavy Duty – 3rd Year Apprentice
 9458 Mechanic – Heavy Duty – 4th Year Apprentice
 9459 Mechanic – Heavy Duty – Journeyman
 9460 Mechanic – Heavy Duty – Supervisor
 9345 Millwright – 1st Year Apprentice
 9346 Millwright – 2nd Year Apprentice
 9347 Millwright – 3rd Year Apprentice
 9348 Millwright – 4th Year Apprentice
 9349 Millwright – Journeyman
 5203 Parts Person
 5014 Plant/Production Maintenance Manager
 5010 Plant Manager
 5011 Production Superintendent
 5301 Quality Control Analyst/Inspector – Jr
 5302 Quality Control Analyst/Inspector – Int
 5303 Quality Control Analyst/Inspector – Sr
 5073 Quality Control Manager
 5030 Scheduler/Production Planner – Jr
 5031 Scheduler/Production Planner – Int
 5032 Scheduler/Production Planner – Sr
 5013 Shipper/Receiver
 9573 Shop Foreman
 5208 Shop Help/General Labourer
 9365 Steamfitter/Pipefitter – 1st Year Apprentice
 9366 Steamfitter/Pipefitter – 2nd Year Apprentice
 9367 Steamfitter/Pipefitter – 3rd Year Apprentice
 9368 Steamfitter/Pipefitter – Journeyman
 5362 Supply Chain Coordinator
 5370 Supply Chain Manager
 5171 Valve Technician – Jr
 5172 Valve Technician – Int
 5173 Valve Technician – Sr
 5025 Warehouse Manager
 5200 Warehouse Worker – Jr
 5201 Warehouse Worker – Int
 5202 Warehouse Worker – Sr
 9535 Welder – 1st Year Apprentice
 9536 Welder – 2nd Year Apprentice
 9537 Welder – 3rd Year Apprentice
 9539 Welder – Journeyman
 9544 Welder, Non-Ticketed
 9545 Welder – Supervisor
 9570 Yard Coordinator

ENGINEERING/TECHNICAL

3120 Computer Aided Design (CAD) Designer – Jr
 3121 Computer Aided Design (CAD) Designer – Int
 3122 Computer Aided Design (CAD) Designer – Sr
 3110 Computer Aided Design (CAD) Drafter – Jr
 3111 Computer Aided Design (CAD) Drafter – Int
 3112 Computer Aided Design (CAD) Drafter – Sr
 3129 Computer Aided Design (CAD) Manager
 9311 Electrical Technician – Jr
 9312 Electrical Technician – Int
 9313 Electrical Technician – Sr
 9305 Electrician – 1st Year Apprentice
 9306 Electrician – 2nd Year Apprentice
 9307 Electrician – 3rd Year Apprentice
 9308 Electrician – 4th Year Apprentice
 9309 Electrician – Journeyman
 3031 Engineer I
 3032 Engineer II
 3033 Engineer III
 3034 Engineer IV
 3035 Engineer V
 3036 Engineer VI
 3060 Engineering Manager
 3070 Engineering Executive
 3220 Engineering Technologist – Jr
 3221 Engineering Technologist – Int
 3222 Engineering Technologist – Sr
 9301 Field Engineer – Jr
 9302 Field Engineer – Int
 9303 Field Engineer – Sr
 9120 Instrumentation Technologist
 9135 Instrument Technician – 1st Year Apprentice
 9136 Instrument Technician – 2nd Year Apprentice
 9137 Instrument Technician – 3rd Year Apprentice
 9138 Instrument Technician – 4th Year Apprentice
 9139 Instrument Technician – Journeyman
 3511 Laboratory Technologist – Jr
 3512 Laboratory Technologist – Int
 3513 Laboratory Technologist – Sr
 3515 Laboratory Supervisor
 9251 Mechanical/Service Centre Technician – Jr
 9252 Mechanical/Service Centre Technician – Int
 9253 Mechanical/Service Centre Technician – Sr
 9810 Sales Technical Support Engineer

PURCHASING

4510 Buyer – Jr
 4511 Buyer – Int
 4512 Buyer – Sr
 4530 Purchasing Manager
 4535 Procurement Manager

INFORMATION TECHNOLOGY

6120 Applications Programmer/Analyst – Jr
 6121 Applications Programmer/Analyst – Int
 6122 Applications Programmer/Analyst – Sr
 6060 Desktop Support Technician – Jr
 6061 Desktop Support Technician – Int
 6062 Desktop Support Technician – Sr
 6034 Help Desk Support
 6145 IT/IS Director
 9105 IT/IS Manager
 6081 Network Administrator – Jr
 6082 Network Administrator – Int
 6083 Network Administrator – Sr
 6086 Network Analyst – Jr
 6087 Network Analyst – Int
 6088 Network Analyst – Sr

BENCHMARK LIST - BY FUNCTIONAL AREA

FIELD OPERATIONS

9485 Assistant Manager, Operations
9515 Crew Coordinator/Dispatcher
9601 Directional Drilling Operator – Jr
9602 Directional Drilling Operator – Int
9603 Directional Drilling Operator – Sr
9615 Directional Drilling Coordinator
9475 District Manager
9624 Drilling – Derrickman
9625 Drilling – Drilling Supervisor/Driller
9641 Drilling – Field Superintendent
9622 Drilling – Floorhand
9621 Drilling – Leaseman
9623 Drilling – Motorhand
9640 Drilling – Rig Manager
9831 Drilling Fluid Service Representative – Jr
9832 Drilling Fluid Service Representative – Int
9833 Drilling Fluid Service Representative – Sr
9465 Field Administrative Assistant
9480 Field Coordinator
9301 Field Engineer – Jr
9302 Field Engineer – Int
9303 Field Engineer – Sr
9711 Field Operations Supervisor – Jr
9712 Field Operations Supervisor – Int
9713 Field Operations Supervisor – Sr
9701 Field Operator – Jr
9702 Field Operator – Int
9703 Field Operator – Sr
9201 Field Service Representative
9190 Field Services Technician – Jr
9191 Field Services Technician – Int
9192 Field Services Technician – Sr
9921 Field Supervisor, Well Servicing – Jr
9922 Field Supervisor, Well Servicing – Int
9923 Field Supervisor, Well Servicing – Sr
9180 Field Technician
9951 MWD Specialist – Jr
9952 MWD Specialist – Int
9953 MWD Specialist – Sr
9954 MWD Coordinator
9490 Operations Manager I
9491 Operations Manager II
9492 Operations Manager III
9493 Operations Manager IV
9494 Operations Manager V
9751 Pressure Pumping Services Operator – Jr
9752 Pressure Pumping Services Operator – Int
9753 Pressure Pumping Services Operator – Sr
9761 Pressure Pumping Services Supervisor – Jr
9762 Pressure Pumping Services Supervisor – Int
9763 Pressure Pumping Services Supervisor – Sr
9161 Solids Control Technician – Jr
9162 Solids Control Technician – Int
9163 Solids Control Technician – Sr
9902 Well Servicing – Derrickhand
9904 Well Servicing – Driller (Operator)
9901 Well Servicing – Floorhand
9910 Well Servicing – Rig Manager (Tool Push)
9931 Wireline Specialist – Jr
9932 Wireline Specialist – Int
9933 Wireline Specialist – Sr

SALES/MARKETING

8010 Order Desk Clerk
8011 Sales Representative, Remote – Jr
8013 Sales Representative, Remote – Int
8014 Sales Representative, Remote – Sr
8051 Sales Assistant/Coordinator – Jr
8052 Sales Assistant/Coordinator – Int
8053 Sales Assistant/Coordinator – Sr
8250 Sales Manager – National
9815 Sales Manager
9810 Sales Technical Support Engineer
9861 Sales Representative – Jr
9862 Sales Representative – Int
9863 Sales Representative – Sr
9864 Sales Representative – Adv
8305 Marketing Coordinator
8370 Marketing Manager
8390 Marketing and Sales Executive
9850 Business Development Manager

OTHER

4090 Project Administrator
4091 Project Coordinator
4093 Project Manager
4094 Sr Project Manager
4098 Director, Project Management
9020 Estimator
9029 Manager, Estimating
9035 Project Superintendent
9522 Winch Tractor/Bed Truck Operator
9524 Swamper
9526 Truck Driver – Local
9528 Driver – Tractor Trailer
9530 Bulk Haul Truck Operator
9533 Boom/Picker Truck Operator
9577 Training Coordinator
9579 Training Manager
9581 QHSE Specialist – Jr
9582 QHSE Specialist – Int
9583 QHSE Specialist – Sr
9585 QHSE Manager



2021 TOTAL COMPENSATION SURVEY

Participation and Purchase Commitment Form

PLEASE RETURN THIS FORM BY JULY 30, 2021

Section 1

Company Name: _____

- Yes, we would like to participate in the 2021 Total Compensation Survey, and purchase the final Survey report for a total cost of \$ 1,495. + GST**
Please complete ALL Sections (1, 2, 3, 4 & 5).

We will also be submitting data for the following SUBSIDIARIES:
 NOTE: Subsidiaries are SEPARATE LEGAL ENTITIES also listed as PSAC Core Members – NOT business units within your company's org structure

- No, we do not wish to participate this year**
Please complete Section 1 ONLY and scan & email form to djourneay@psac.ca.

Section 2

By signing below, our company indicates its commitment to participate in the data collection and purchase the final Survey report. Full payment of the participant purchase price of \$1,495. + GST is required at the time of commitment by cheque or Electronic Funds Transfer (EFT).

Signature of person authorizing company participation in the Survey and purchase of the Final Survey Results (REQUIRED)

Print Name (REQUIRED)

Title (REQUIRED)

X		
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Please complete and return all pages of this form together with your **non-refundable payment of \$1,495 + GST** to:

Petroleum Services Association of Canada
PO Box 1950 Stn M, Calgary, AB T2P 2M2
 or scan and email to djourneay@psac.ca

Payment Option (REQUIRED) <input type="checkbox"/> Cheque enclosed <input type="checkbox"/> Electronic Funds Transfer (EFT) <input type="checkbox"/> Invoice required	PO # _____ (if required) Cost Ctr _____ (if required)
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Section 3

Primary Contact for the Survey:

Name	Title
Company Legal Name	Mailing Address
Courier Address (if different from mailing address)	City/Province/Postal Code
Phone No.	Email Address
Alternate Contact (if any)	Alternate Contact Title
Alternate Contact's Phone No.	Alternate Contact's Email

Section 4

Please list below the name of the person **who will be responsible for completing the Survey online IF DIFFERENT FROM THE CONTACTS LISTED IN SECTION 3 ABOVE:**

Name:	Phone No.:
Title:	Email Address:

TRAINING SESSION

Please list the individual from your company who will be directly involved in the job matching process and/or assembling the data submission package who will attend one of the online training sessions – dates and times to be confirmed (**NOTE: participation in a virtual training session by at least one company representative is MANDATORY for all participating companies**):

Name:	Phone No.:
Title:	Email Address:

Section 5

If you would like any **additional benchmark positions** added to the Survey, please submit the position title(s) and job description(s) in the format below along with your Commitment Form **by JULY 30, 2021**. ONLY if there are enough companies able to provide data for a position, will it be considered for addition to the Survey.

New positions requested (please use a separate sheet for any additional titles):

Position Title: _____

Position Overview: (50-75 words or attach a description):
