

**在米日系企業における  
現地スタッフの給料と待遇に関する調査  
2020**

**The Survey of Salaries and Employment Benefits  
for Local Staff in Japanese Companies in USA  
2020**

株式会社**日経リサーチ**

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## 調査実施概要 SURVEY METHODOLOGY

調査方法	依頼状郵送によるインターネット調査（日本語・英語併記）
調査期間	2020年1月～2020年2月
調査対象	ニューヨーク、ミッドウエスト、カリフォルニア及び南部地域などに所在する日系企業

## （回答企業の所在地）

ニューヨーク地域：	ニューヨーク、コネチカット、ニュージャージー及びペンシルベニア州
ミッドウエスト地域：	オハイオ、インディアナ、イリノイ、ミシガン、ウィスコンシン及びケンタッキー州
カリフォルニア地域：	カリフォルニア州
南部地域：	ノースキャロライナ、サウスキャロライナ、ジョージア、フロリダ、テネシー、アラバマ、アーカンソー及びテキサス州
その他：	マサチューセッツ、アイオワ、カンザス、メリーランド、ワシントンDC バージニア、ウエストバージニア、アリゾナ、ネバダ、ワシントン及びオレゴン州

サンプル数	有効回収数 合計	155		
	ニューヨーク地域：	43	ミッドウエスト地域：	33
	カリフォルニア地域：	58	南部地域：	14
	その他：	7		

調査実施	株式会社 日経リサーチ
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## &lt;ご利用にあたって&gt;

- ①本レポートにおいて提供される情報は人事関連の参考資料としての情報提供を目的としていること、および分析結果は当該調査結果を統計的手法により分析した結果から導き出された傾向値である旨を理解した上でご利用ください。
- ②重複回答や小数点以下四捨五入のため、割合の合計が100%にならない場合があります。

Survey method:	Online survey in Japanese and English
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Survey timing:	January 2020 - February 2020
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Respondents:	Japanese companies in the New York area, the Midwest, California, the South and other areas.
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## (Location of respondents)

the New York area:	New York, Connecticut, New Jersey and Pennsylvania
the Midwest:	Ohio, Indiana, Illinois, Michigan, Wisconsin and Kentucky
California:	California
the South:	North Carolina, South Carolina, Georgia, Florida, Tennessee, Alabama, Arkansas and Texas
Other areas:	Massachusetts, Iowa, Kansas, Maryland, Washington, D.C., Virginia, West Virginia, Arizona, Nevada, Washington and Oregon

Sample Size:	Valid responses Total	155		
	the New York area:	43	the Midwest :	33
	California:	58	the South:	14
	Other areas:	7		

Conducted by:	Nikkei Research Inc.
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## &lt;NOTES&gt;

- ① Please note every index that is analyzed from individual data statistically shows trends of the year, so that those in charge of human resources can use the information as references.
- ② The total is not always 100% because of multiple answers or rounding off after decimals.

## 回答企業属性 PROFILE OF COMPANIES INCLUDED

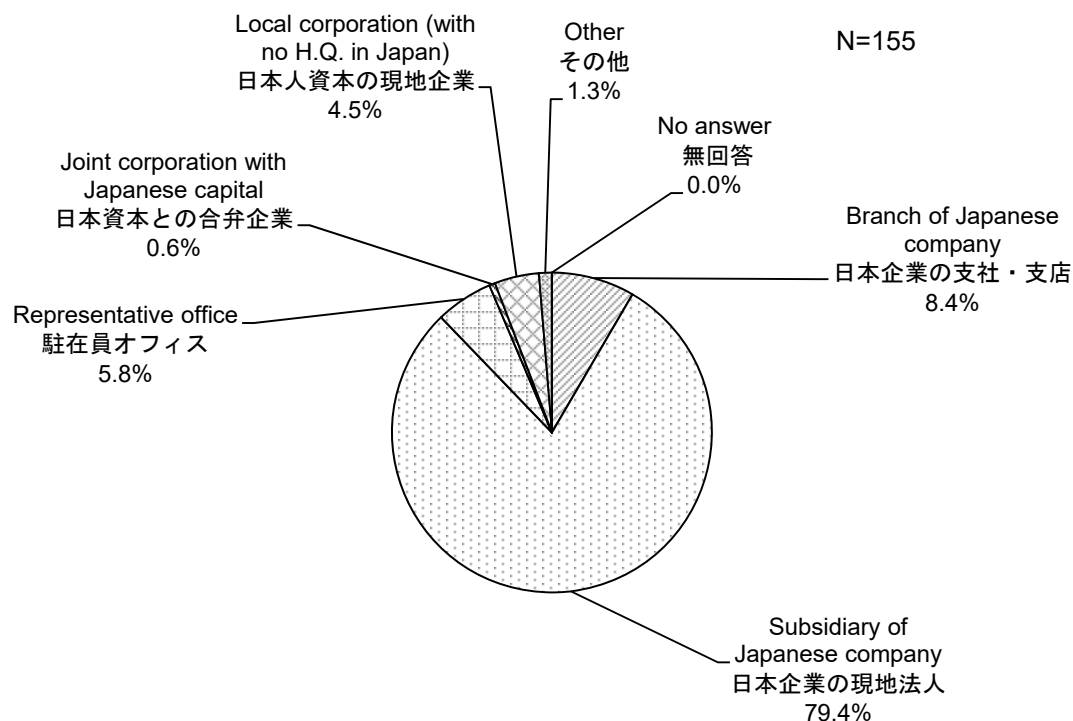
### ■所在地 Location

	Number of company	(%)		Number of company	(%)		Number of company	(%)
New York	35	22.6	California	58	37.4	Massachusetts	0	0.0
Connecticut	1	0.6	California	58	37.4	Iowa	0	0.0
New Jersey	6	3.9	North Carolina	0	0.0	Kansas	0	0.0
Pennsylvania	1	0.6	South Carolina	0	0.0	Maryland	1	0.6
the New York area	43	27.7	Georgia	5	3.2	Washington, D.C.	0	0.0
Ohio	7	4.5	Florida	1	0.6	Virginia	0	0.0
Indiana	2	1.3	Tennessee	1	0.6	West Virginia	0	0.0
Illinois	12	7.7	Alabama	1	0.6	Arizona	1	0.6
Michigan	11	7.1	Arkansas	0	0.0	Nevada	0	0.0
Wisconsin	0	0.0	Texas	6	3.9	Washington	4	2.6
Kentucky	1	0.6	the South	14	9.0	Oregon	1	0.6
the Midwest	33	21.3				Other	7	4.5
						No answer	0	0.0
						Total	155	100.0

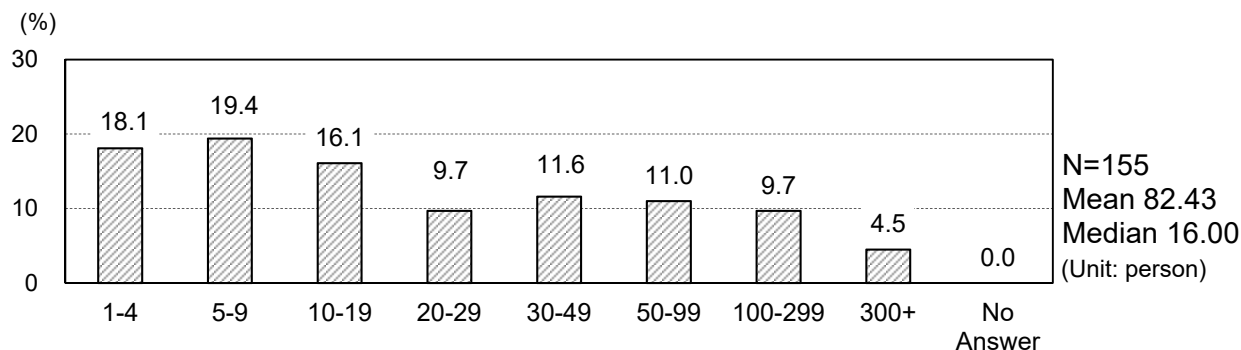
### ■業種 Industry type

Industry type	New York	Midwest	California	South	Other	Total
建設 Construction	0	1	0	1	0	2
製造-自動車・機械 Automobile/Machinery	3	12	0	3	1	19
製造-鉄鋼・金属 Steel/Metal	0	2	0	0	0	2
製造-電気製品・電子部品 Electric appliance/Electronic parts	1	5	4	2	0	12
製造-化学・薬品・石油・ゴム・窯業 Chemical/Pharma/Petroleum/Rubber/Ceramic	3	1	5	2	1	12
製造-繊維・衣服 Textile/Apparel	1	1	0	0	0	2
製造-木材・紙・パルプ Lumber/Paper/Pulp	0	0	0	0	0	0
製造-食品 Food	0	1	10	0	0	11
その他製造 Other manufacturing	1	2	6	1	0	10
輸出入業・商社 Import/Export/Trading	6	3	8	1	2	20
小売・卸売 Retail/Wholesale	4	1	8	1	1	15
銀行・証券 Bank/Securities	4	0	0	0	0	4
保険 Insurance	1	0	1	1	0	3
その他金融 Other financial	2	0	0	0	0	2
不動産 Real estate	0	0	0	0	0	0
IT関連・ソフト開発 IT/Software	1	0	6	1	0	8
通信 Communication	3	0	1	0	0	4
運輸・物流 Transportation/Logistics	2	1	6	0	0	9
レジャー Leisure	0	0	1	0	0	1
サービス Service	3	1	1	0	2	7
公的機関 Public Sector	1	0	1	0	0	2
その他 Other	7	2	0	1	0	10
計 Total	43	33	58	14	7	155

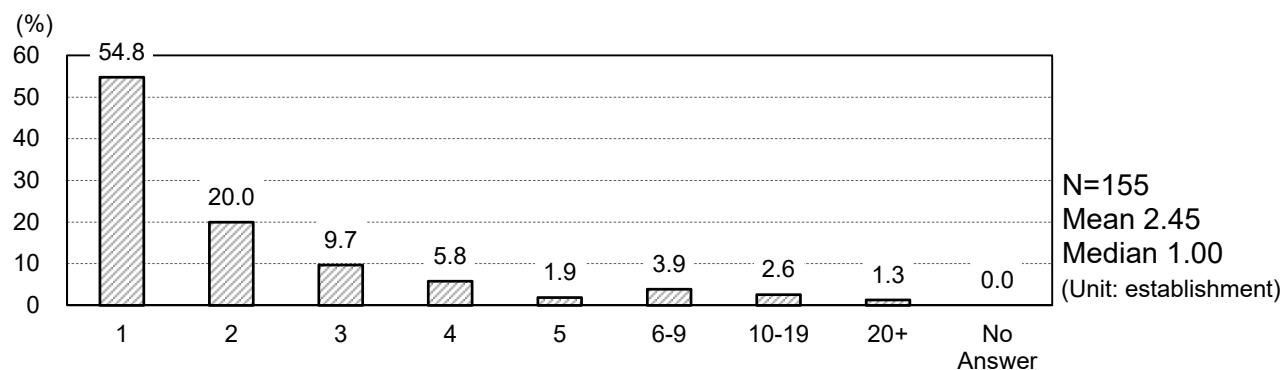
## ■オフィスのタイプ Type of office



## ■従業員数(米国内合計) Employee size (Total in the United States)



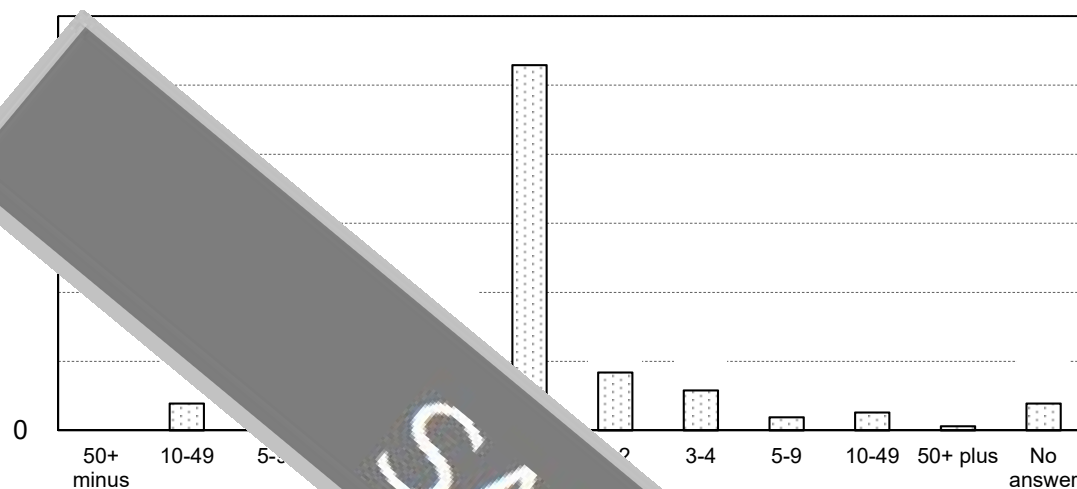
## ■米国内事業所数 Number of establishments in the United States



## 従業員数の増減 CHANGE IN STAFF NUMBERS

### 1. 現地スタッフ数の変化 Change in the number of local staff members

(%) Change in the number of local staff members in the past one year

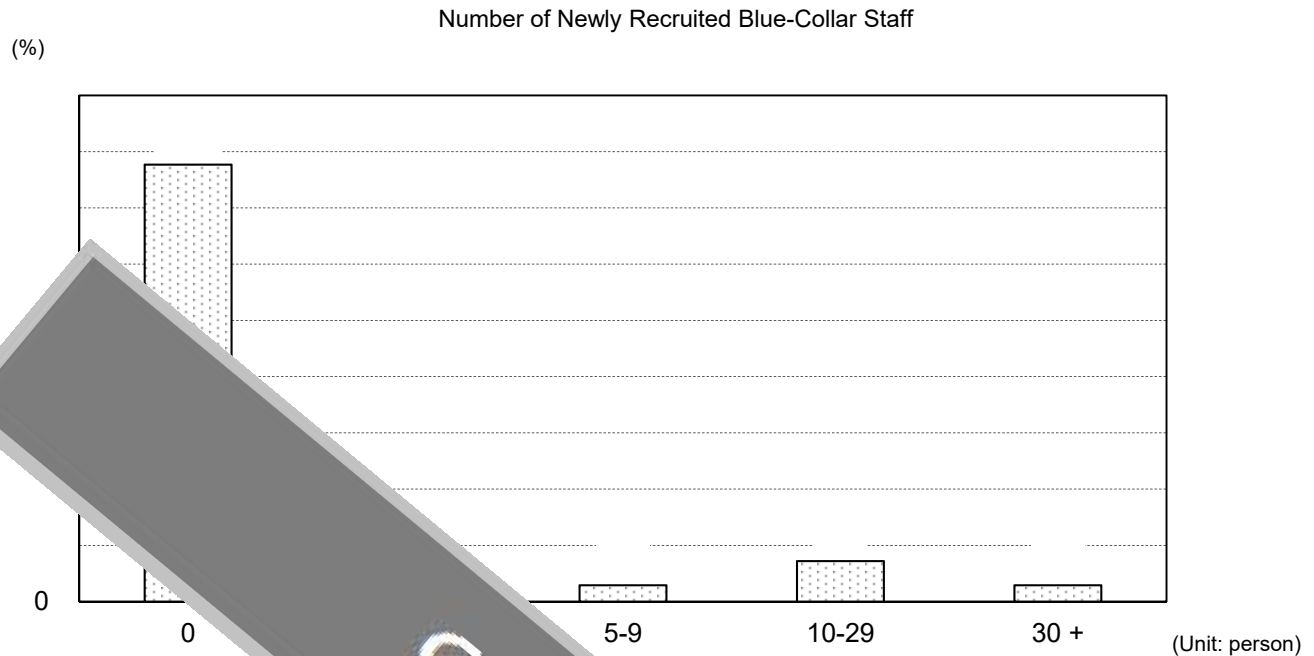


	Total	By area					By industry type				
		New York	Mid west	California	South	Other	Health care	Financial	Transportation	Leisure Service	Other
Base (N)	155	43	33	58	14	7	68	19	9	8	26
Decreased 減った											
No change 変わらない											
Increased 増えた											
No answer 無回答											

#### 4-3. 新規採用人数 / ブルーカラー Number of Newly Recruited Blue-Collar Staff

ブルーカラーの新規採用人数は「0人」と回答した企業がxx%。

xx% of the companies reported '0 person' as the number of newly recruited blue collar staff.



(%)

	Total	By area					By industry type				
		New York	Mid west	California	South	Other	Health care	Financial	Transportation	Leisure Service	Other
Base (n)	139	38	30	53	13	5	61	19	9	8	21
0											
1-4											
5-9											
10-29											
30 +											



# 昇給率・ボーナス

## SALARY INCREASE/ BONUS

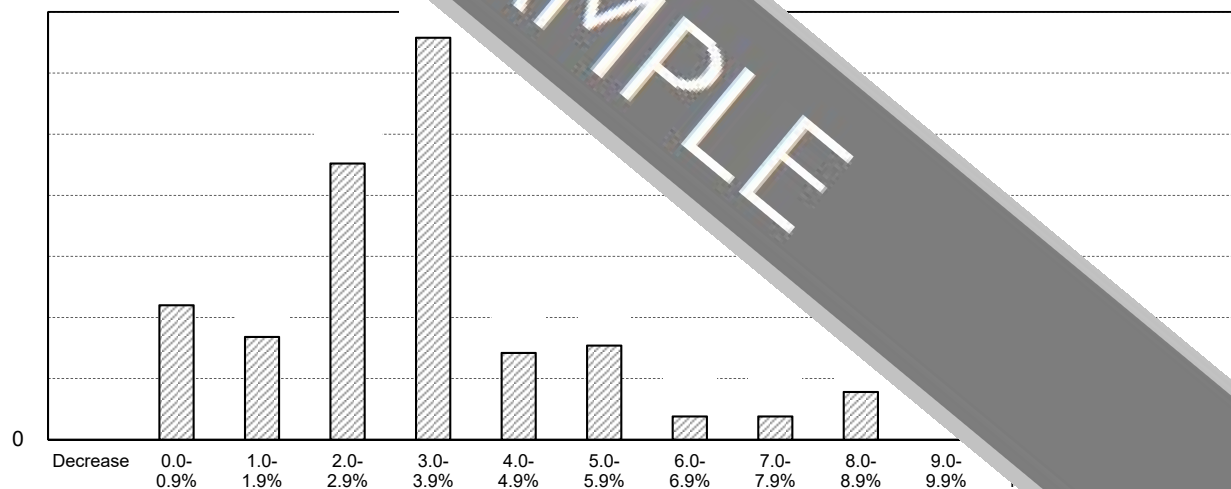
### 1. 2019年昇給率（2020年昇給率予測） Salary increase rate in 2019(2020 Projection)

	昇給率の最大値 The highest percentage	昇給率の平均値 Average percentage	昇給率の最小値 The lowest percentage	2020年の平均昇給率 Average percentage projected for 2020
(%)				
Base (N)	155	155	155	155
Mean				
Median				
Minimum				
Maximum				
Percentile 25%				
Percentile 75%				

&lt;DATA&gt;

Base (n)	212	210
Mean		
Median		

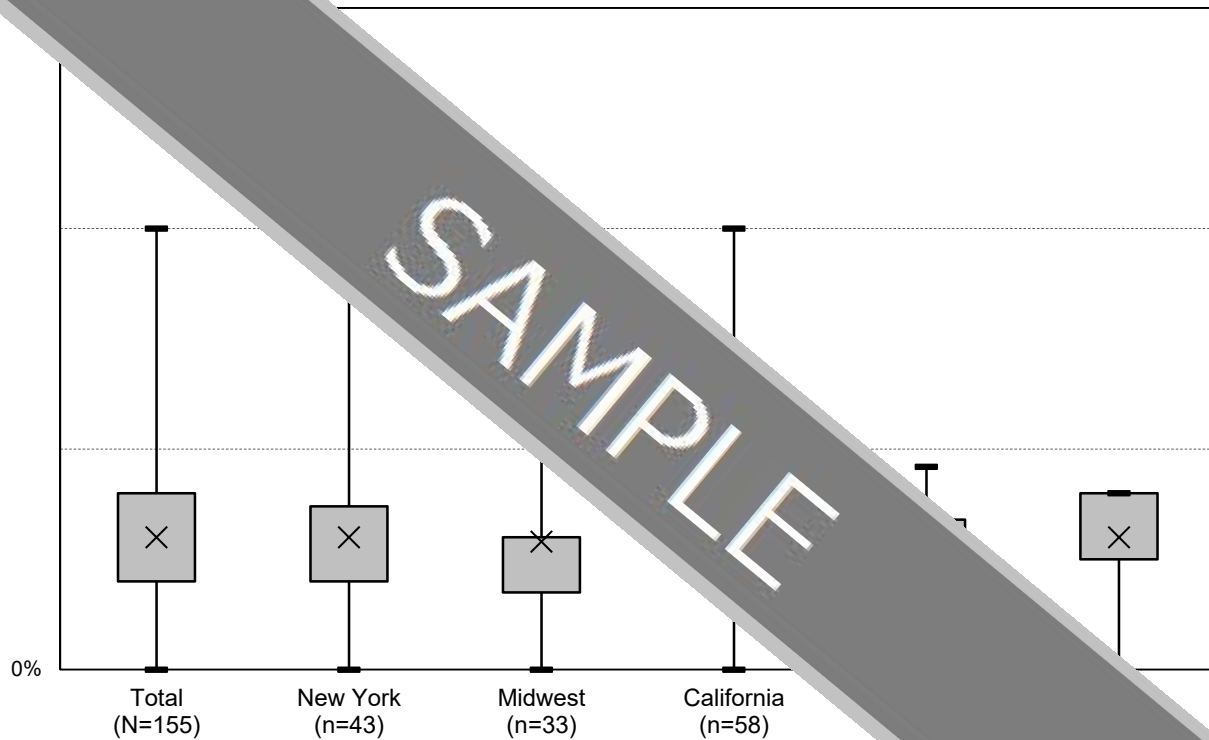
(%) Salary increase rate in 2019  
平均値



## 2019年昇給率の平均値 地域別 Average salary increase rate in 2019 - by area

(%)

	Total	By area				
		New York	Midwest	California	South	Other
Base (N)	155	43	33	58	14	7
Mean						
Median						
Minimum						
Maximum						

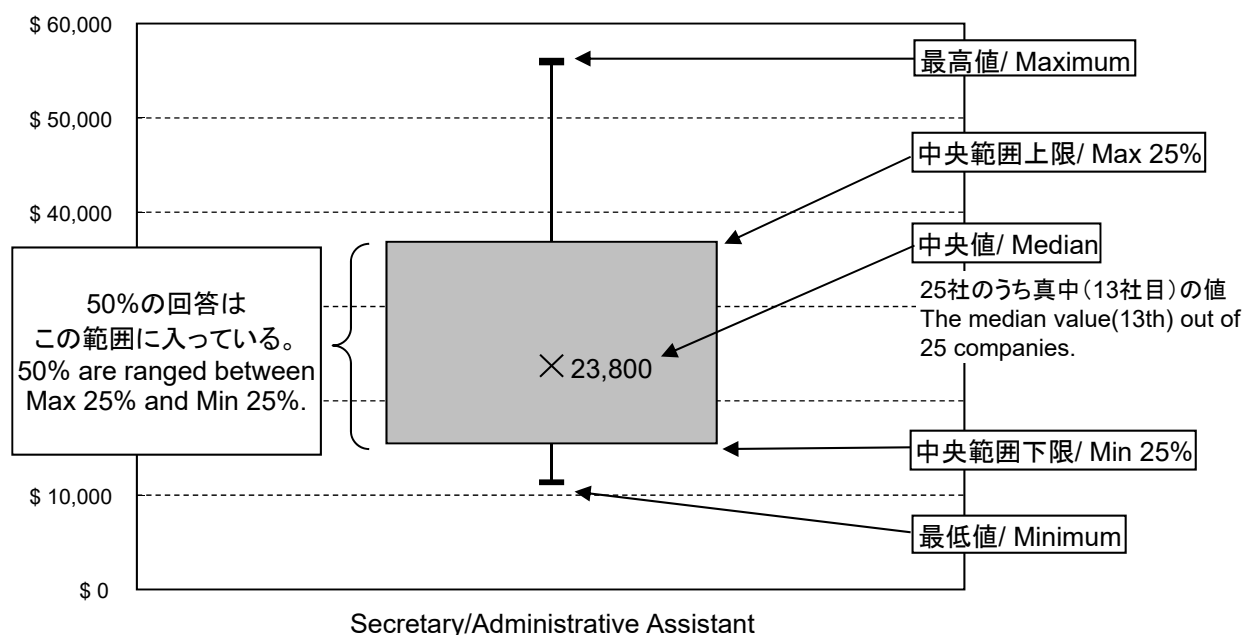


## &lt;Data in 2018&gt;

Base (N)	212	50	53	69	25
Mean					
Median					
Minimum					
Maximum					

## 職種別給与支給額 SALARY BY JOB TITLES

### ■サラリーチャートの見方 How to see the salary chart



### ■職種の定義 Job Title Definitions

#### 1. Receptionist

受付係・会社訪問者・顧客への応対をする一方、郵便物の仕分けや簡単な秘書業務も担当

Greets and assists office visitors, such as customers, vendors and applicants. Determines nature of their business and directs them to the appropriate individual. Performs other clerical duties including receiving and distributing mails and messenger services.

#### 2. Secretary/Administrative Assistant

ひとりまたは複数の上司の助手として営業の補佐、事務、ファイル管理や一般秘書業務を担当

Performs secretarial or administrative duties. Processes standard business correspondence and initiates follow-up functions for his/her supervisor/department.

#### 3. Executive Secretary

社長または副社長レベルの幹部の秘書

Performs full secretarial functions of a highly responsible and confidential nature for top level executives.

#### 4. General Clerk

主要書類や報告書の作成、計算・ファイルをする一方、顧客への対応をする事務員

Performs and supervises variety of office/clerical duties, including processing of complex documents, compiling of reports, calculating and filings. Assists customers and employees with inquiries and complaints.

#### 5. Assistant Manager

会社・部の構築や営業遂行に関し経験を持ち、上司を補佐する係長レベルの事務員

Performs general but complex administrative or business functions in a department as a senior employee under a minimum direction from his/her manager.

#### 6. Accounting Assistant/Accounting Clerk

一般会計事務補佐担当者で日常の支払伝票などの記帳・勘定の照会をする担当者

Performs one or more routine accounting clerical operations, such as posting, entering vouchers and reconciling bank accounts.

#### 7. Accountant

会計事務知識・体験を有する会計士で法人税務・取引記録・損益勘定・資産／債務バランスシートなどを作成する担当者

Applies principles of accounting to install and maintain operation of general accounting system. Provides records of assets, liabilities, and financial transactions of company.

## **8. Accounting Manager**

### **一般会計事務の管理責任者**

Administers general accounting practices which will account for corporate assets and assures that operating reports are accurate and timely for information necessary for business assessment by the management.

## **9. Controller/Treasurer**

### **法人企業経営全体の実績分析、会計事務、税務、財務部門の資金調達、運用、為替、出納管理などの最高責任者**

Plans, develops and administers the financial operation policy and organizes effective activities to provide required financial services to the company.

## **10. General Administration Manager**

### **総務部長－会社全体の総務・人事・庶務業務の管理責任者**

Plans, directs and coordinates company activities including the administration of personnel to assure achievement of corporate goals and objectives; participates in development and planning of corporate policy, goals and objectives.

## **11. Human Resources Director/Manager**

### **人事担当マネージャー－従業員の採用・解雇・育成、給与・ベネフィット・就業規定の作成・維持、労働法に関する諸問題への対応処理**

Develops, recommends and maintains new and improved personnel policies and procedures involving hiring, training, wage and benefits administrations and federal and state laws compliance. Provides assistance to operating management in the interpretation and application of established personnel policy.

## **12. Customer Service**

### **顧客・取引先からの製品・価格・発送・サービス等に関する問い合わせに対応する担当者**

Responsible for handling all customer contacts received by phone, fax, letter or in person about information on products, rates delivery and services.

## **13. Sales Representative**

### **取引先からの販売品注文に対応したり、販売契約の提案や販路開発補助または実際の販売に従事する担当者**

Responsible for prompt and efficient processing of customer inquiries, orders, and necessary expediting to assure delivery. Quotes prices and submits contracts to customers. Assists development of sales contacts and may perform some selling functions.

## **14. Sales/Marketing Manager**

### **販売企画・交渉、売買契約の立案・遂行、販路開発などを担当する営業マネージャー**

Prepares and implements sales objectives and programs. Performs and coordinates the sales activities and cooperates with other functions in accordance with company/department policies and plans in order to achieve established sales goals.

## **15. Researcher/Planner**

### **市場動向の情報収集、技術動向調査、マーケティング・リサーチの企画・立案担当者**

Researches new product potentials; evaluates their potential for the profitability in the market. Directs and plans the researches, provides technical assistance to others for development of products and services.

## **16. Production Manager**

### **生産の企画、スケジュール・量・品質・在庫管理の責任者**

Plans, supervises and maintains all production processes, equipment, employees, safety. Responsible for meeting production timing, quality and quantity standards.

## **17. Purchasing Manager**

### **買い付けルートの探索、物品の選定、値段の交渉、売買契約作成に従事する担当者**

Negotiates and administers all purchase contracts to procure, at optimum balance among cost, quality, vendor service, materials and services essential to a variety of company needs.

## **18. Buyer**

### **消費者の流行、ニーズやトレンド、新商品の探索をもとに、物品の選定、値段の交渉、売買契約に従事する買い付け担当者**

Selects and purchases merchandise for resale, basing selection on nature of clientele and demand for specific merchandise.

## **19. Warehouse Manager**

### **倉庫内の従業員管理をはじめ、在庫・発送・交付などの倉庫管理の責任者**

Responsible for warehouse activities, such as scheduling of employees work, shipping and receiving and facility maintenance.

## **20. Shipping/Receiving Clerk**

### **顧客・取引先からの注文に即応し正確な発送をおこない、また、配達された物品の受付をする管理担当者**

Responds to orders accurately for accurate and prompt shipments; verifies receipt of incoming shipments and enter information into computer.

## **21. Logistic Coordinator**

### **貨物輸送(航空・船舶)選定/配置に関する必要な書類、保険、ライセンス、通関業務等の担当者**

Performs duties involving import/export operations for air & ocean shipments of goods. Prepares all import or export documents, including bills of lading, consular invoices, licensing, insurance certificates, etc. Keep abreast of customs regulations and procedures of countries involved.

## **22. Quality Assurance/Control Manager**

### **生産された製品の品質査定・管理および向上の技術担当責任者**

Develops and implements a quality production program to ensure conformity of produced materials and final products to meet customer specifications and enhances superior quality and reliability standards.

## **23. IT Manager**

### **社内の情報管理に対して最適な方法を検討・分析し、助言を行う、コンピューターシステムの構築、購入機器の選定などに関わる担当責任者**

Investigates, reviews, analyzes present methods on IT system and advises/counsels with management regarding information processing. Recommends IT implementation, plans integrated computer systems as well as purchasing process on IT equipments in a company.

## **24. System Engineer**

### **社内外を問わず、テクニカルサポート・アドバイス、またシステムサポートなどができる技術担当者**

Performs duties involving the application of systems analysis techniques and procedures, including consulting with user (in and outside the company) to determine hardware, software or system functional specifications; design, development, documentation, creation, testing or modification of systems or programs, based on and related to user or system design specifications.

## **25. Mechanical Engineer**

### **設計から製品モデリングや解析、製品開発プロセスなどを担当する機械技術者**

Designs, develops, and tests all aspects of mechanical components, equipment, and machinery. Applies knowledge of engineering principles to design products such as engines, instruments, controls, robots, machines, etc. Involved in fabrication, operation, application, installation, and/or repair of mechanical products.

## **26. Electrical Engineer**

### **電気・電子回路の設計・製作や解析、情報処理などを担当する電気・電子工学技術者**

Designs, develops, and tests all aspects of electrical components, equipment, and machinery. Uses computer-assisted engineering and design software and equipment to perform assignments. Applies principles and techniques of electrical engineering to accomplish goals.

## **27. Vice President/General Manager**

### **会社の全般的な経営計画に参画する部長又は課長格の社員で、部門の管理者**

Develops, establishes, improves standards for business activities, and provides functional directions to a division/department through interpretation of the corporate policy.

## **28. Senior Vice President/Executive Vice President/President**

### **社長・副社長－会社の全般的な経営管理責任者**

Participates in the overall administration and operation of the company through coordinating and directing operating units of the company.

## **29. Non-Regular Manufacturing Worker**

### **製造現場の作業員。ラインの稼働状況により、非定期的に雇用**

Non-regular worker on a manufacturing site. Employed on an irregular basis depending on the operating condition of factory lines.

## **30A. Regular Manufacturing Worker - Manufacturing Operator**

### **製造現場の常時雇用作業員－生産オペレーター**

Fulltime worker on a manufacturing site. Uses equipment to assist with manufacturing, packaging, and other steps along a production line.

## **30B. Regular Manufacturing Worker - Maintenance staff**

### **製造現場の常時雇用作業員－保守担当**

Fulltime worker on a manufacturing site. Ensures that facilities are safe, orderly and functional.

## **30C. Regular Manufacturing Worker - Other**

### **製造現場の常時雇用作業員－その他**

Fulltime worker on a manufacturing site (except for System Engineer, Mechanical Engineer, Electrical Engineer, Manufacturing Operator, Maintenance staff above)

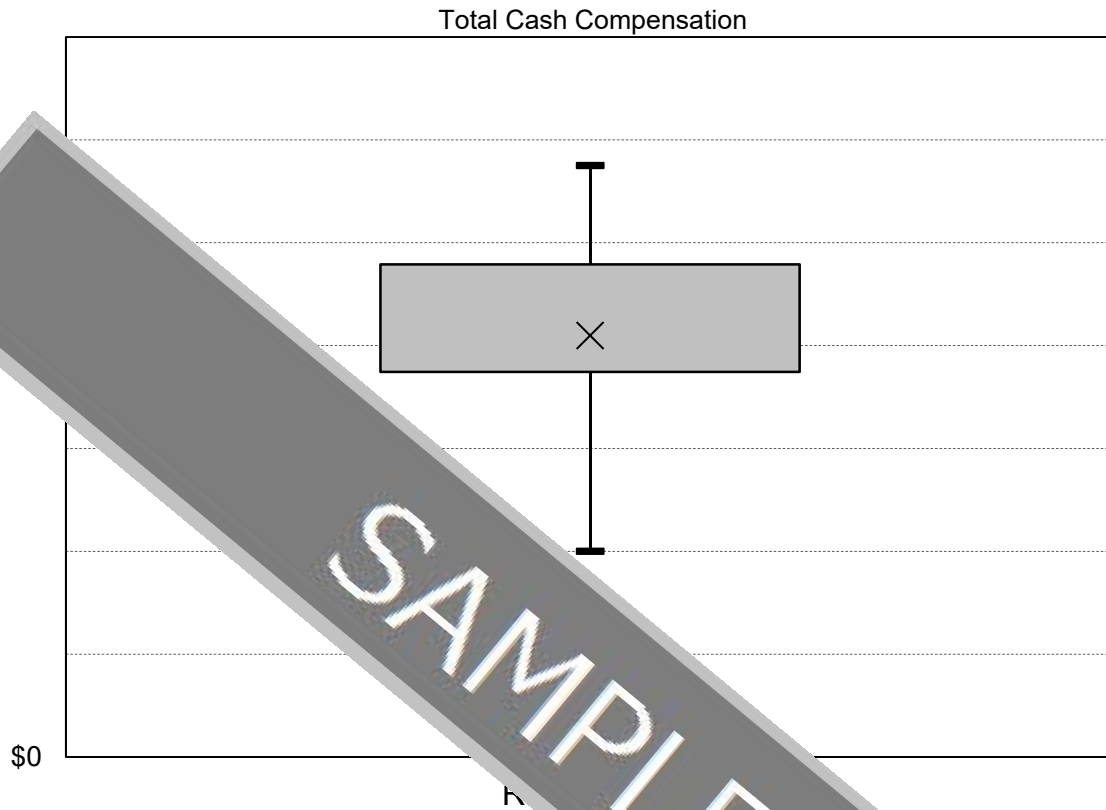
## **31. Driver/Chauffer**

### **運転手**

## 1. Receptionist

年間基本給の平均は\$XX、ボーナス等を含めた総支給額の平均は\$xxである。

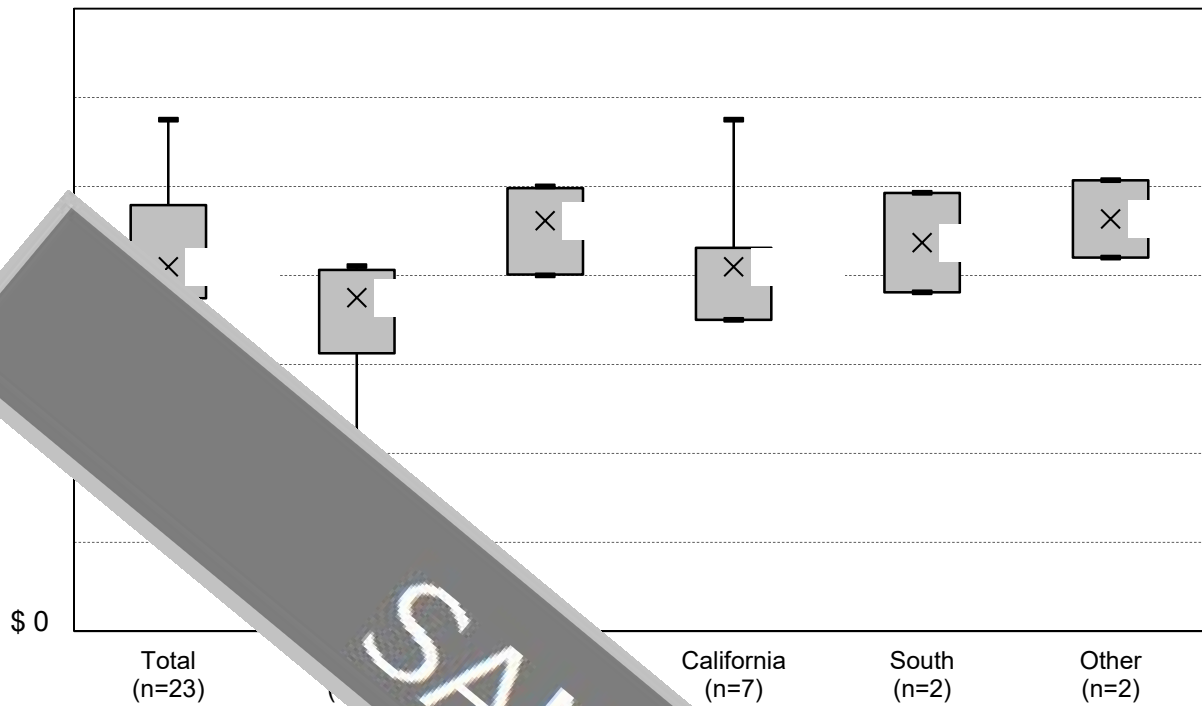
The average annual base salary is \$XX. The average of total compensation including bonuses is \$xx.



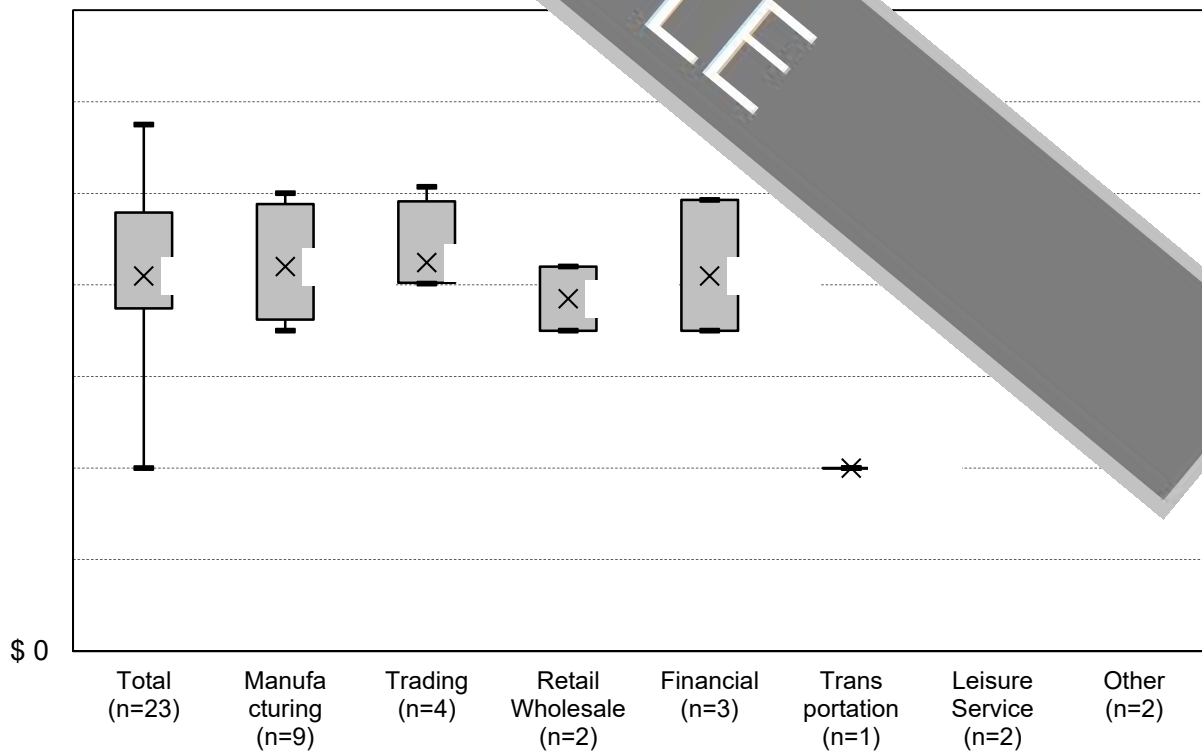
	Annual base salary 年間基本給	Bonus ボーナス	(overseas assignment expenses, etc.) その他 (時間外、交通費等)	Total cash compensation 総支給額
Base	23	9		
Mean				
Median				
Minimum				
Maximum				
Percentiles 25%				
50%				
75%				

## 1. Receptionist

### ■ Total cash compensation by Area



### ■ Total cash compensation by Industry



## 1. Receptionist

(\$)

連番 Sample	エリア Area	業種 Industry Type	従業員 規模 Employee Size	勤務 年数 Year of Service	最終 学歴 Final Education	年間基本給 Annual Base Salary	ボーナス Bonus	その他手当 (時間外手当/ 通勤手当など) Other cash compensation	年間総支給額 Total cash compensation
1	New York	Transportation/Logistics	1-29	2-3	University/ graduate school				
2	California	Mfg. (Chemical/pharma/petrol/rubber/ceramic)	1-29	0-1	NA				
3	New York	Bank/Securities	1-29	NA	University/ graduate school				
4	California	Mfg. (Automobile/machinery)	1-29	0-1	High school or below				
5	California	Retail/Wholesale	1-29	NA	High school or below				
6	California	Mfg. (Food)	100-399	0-1	Technical school				
7	California	Other	30-99	4-5	University/ graduate school				
8	California	Mfg. (Automobile/machinery)	30-99	0-1	High school or below				
9	California	Mfg. (Automobile/machinery)	30-99	2-3	High school or below				
10	California	Mfg. (Automobile/machinery)	1-29	4-5	University/ graduate school				
11	California	Mfg. (Automobile/machinery)	1-29	0-1	NA				
12	California	Mfg. (Automobile/machinery)	100-399	4-5	High school or below				
13	New York	Other1		10-14	University/ graduate school				
14	California	Other1		2-3	High school or below				
15	California	Other1		0-1	Technical school				
16	California	Other1			NA				
17	Midwest	Import/Export/Trading			Technical school				
18	Midwest	Mfg. (Electric app)			University/ graduate school				
19	South	Insurance			High school or below				
20	Midwest	Mfg. (Automobile/machinery)			High school or below				
21	Midwest	Mfg. (Automobile/machinery)			High school or below				
22	Other1	Import/Export/Trading			High school or below				
23	California	Service	30-99		High school or below				