

Occupational Wage Survey

BALTIMORE, MD.

APRIL 1955

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UNITED STATES DEPARTMENT OF LABOR
James P. Mitchell, Secretary

BUREAU OF LABOR STATISTICS
Aryness Joy Wickens, Acting Commissioner

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* NOTE: Similar tabulations (also covering health, insurance, and pension plans) are available in the Baltimore area reports for June 1951 and October 1952. A directory indicating date of study and the price of the reports, as well as reports for other major areas, is available upon request.

Current reports on occupational earnings and supplementary wage practices in the Baltimore area are also available for machinery industries (January 1955), and men's and boys' dress shirts (May 1954). Union scales, indicative of prevailing pay levels, are available for the following trades or industries: Building construction, printing, local transit operating employees, and motortruck drivers.

OCCUPATIONAL WAGE SURVEY, BALTIMORE, MD.*

Introduction

The Baltimore area is one of several important industrial centers in which the Bureau of Labor Statistics has conducted surveys of occupational earnings and related wage benefits on an areawide basis. In each area, data are obtained by personal visits of Bureau field agents to representative establishments within 6 broad industry divisions: Manufacturing; transportation (excluding railroads), communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies are government institutions and the construction and extractive industries. Establishments having fewer than a prescribed number of workers were also omitted since they furnish insufficient employment in the occupations studied to warrant inclusion.¹ Wherever possible, separate tabulations are provided for the individual broad industry divisions.

These surveys are conducted on a sample basis because of the unnecessary cost involved in surveying all establishments, and to ensure prompt publication of results. To obtain appropriate accuracy at minimum cost, a greater proportion of large than of small establishments is studied. In combining the data, however, all establishments are given their appropriate weight. Estimates are presented therefore as relating to all establishments in the industry grouping and area, but not to those below the minimum size studied.²

Occupations and Earnings

Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job (see Appendix for listing of these descriptions). Earnings data are presented for the following types of occupations: (a) Office clerical; (b) professional and technical; (c) maintenance and powerplant; and (d) custodial and material movement.

* This report was prepared in the Bureau's regional office in Atlanta, Ga., by Bernard J. Fahres under the direction of Louis B. Woytych, Regional Wage and Industrial Relations Analyst.

¹ See following table for minimum-size establishment covered by study.

² An exception is made in the tabulation of minimum entrance rates for women office workers which relates to provisions in establishments actually studied.

Data are shown for full-time workers, i.e., those hired to work a full-time schedule for the given occupational classification. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Nonproduction bonuses are also excluded, but cost-of-living bonuses and incentive earnings are included. Where weekly hours are reported, as for office clerical occupations, reference is to the work schedules (rounded to the nearest half-hour) for which straight-time salaries are paid; average weekly earnings for these occupations have been rounded to the nearest 50 cents.

Occupational employment estimates refer to the total in all establishments within the scope of the study and not to the number actually surveyed. Because of differences in occupational structure among establishments, the estimates of occupational employment obtained from the sample of establishments studied serve only to indicate the relative importance of the jobs studied. These differences in occupational structure do not materially affect the accuracy of the earnings data.

Establishment Practices and Supplementary Wage Provisions

Information is also presented on selected establishment practices and supplementary benefits as they relate to office and plant workers. The term, "office workers", as used in this bulletin includes all office clerical employees and excludes administrative, executive, professional, and technical personnel. "Plant workers" include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. Administrative, executive, professional, and technical employees, and force account construction employees who are utilized as a separate work force are excluded. Cafeteria workers and routemen are excluded in manufacturing industries but are included as plant workers in nonmanufacturing industries.

Shift-differential data are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy³ and (b) effective provisions for workers

³ An establishment was considered as having a policy if it met either of the following conditions: (1) Operated late shifts at the time of the survey, or (2) had formal provisions covering late shifts.

actually employed on extra shifts at the time of the survey. Tabulations relating to establishment policy are presented in terms of total plant worker employment; estimates in the second tabulation relate only to those workers actually employed on the specified shift.

Supplementary practices, other than minimum entrance rates for women office workers, and shift differentials, are treated statistically on the basis that these are provided to all workers employed in offices or plant departments that observe the practice in question.⁴ Because of varying eligibility re-

⁴ Scheduled weekly hours for office workers (first section of table B-4) are presented in terms of the proportion of women office workers employed in offices with the indicated weekly hours for women workers.

quirements, the proportion actually receiving the specific benefits may be smaller. Moreover, a practice was considered as applicable to all office or plant workers in an establishment if it applied to a majority of such workers. Because of rounding, sums of individual items in these tabulations do not necessarily equal totals.

The summary of vacation plans is limited to formal arrangements, excluding informal plans whereby time off with pay is granted at the discretion of the employer or the supervisor. Separate estimates are provided according to employer practice in computing vacation payments, such as time payments, percent of annual earnings, or flat-sum amounts. However, in the tabulations of vacation allowances by years of service, payments not on a time basis were converted; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay.

Establishments and Workers Within Scope of Survey and Number Studied in Baltimore, Md.,¹ by Major Industry Division, April 1955

Industry division	Minimum size establishment in scope of study ²	Number of establishments		Workers in establishments			
		Within scope of study	Studied	Within scope of study			Studied
				Total ³	Office	Plant	
All divisions		616	171	249,500	40,700	170,600	162,560
Manufacturing	101	269	64	159,600	19,000	118,700	105,670
Nonmanufacturing	-	347	107	89,900	21,700	51,900	56,890
Transportation (excluding railroads), communication, and other public utilities ⁴	101	21	12	20,500	3,900	12,900	18,590
Wholesale trade	51	90	29	10,200	2,600	5,000	4,740
Retail trade	101	78	23	32,400	3,700	25,400	20,070
Finance, insurance, and real estate	51	74	26	16,100	10,400	500	10,050
Services ⁵	51	84	17	10,700	*	*	3,440

¹ The Baltimore Metropolitan Area (Baltimore City, Baltimore and Anne Arundel Counties). The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other area employment indices to measure employment trends or levels since (1) planning of wage surveys requires the use of establishment data compiled considerably in advance of the pay period studied, and (2) small establishments are excluded from the scope of the survey.

² Includes all establishments with total employment at or above the minimum size limitation. All outlets (within the area) of companies in such industries as trade, finance, auto repair service, and motion-picture theaters are considered as one establishment.

³ Includes executive, technical, professional, and other workers excluded from the separate office and plant categories.

⁴ Also excludes taxicabs, and services incidental to water transportation included in earlier studies.

⁵ Hotels; personal services; business services; automobile repair shops; radio broadcasting and television; motion pictures; nonprofit membership organizations; and engineering and architectural services.

* This industry division is represented in estimates for "all industries" and "nonmanufacturing" in the Series A and B tables, although coverage was insufficient to justify separate presentation of data.

A: Occupational Earnings

Table A-1: Office Occupations

(Average straight-time weekly hours and earnings¹ for selected occupations studied on an area basis in Baltimore, Md., by industry division, April 1955)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																							
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$30.00	\$30.00 and under 32.50	\$32.50	\$35.00	\$37.50	\$40.00	\$42.50	\$45.00	\$47.50	\$50.00	\$52.50	\$55.00	\$57.50	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00 and over		
Men																											
Clerks, accounting, class A	457	39.5	81.50	-	-	-	-	-	-	-	-	1	-	4	23	10	25	65	50	41	39	61	33	48	57		
Manufacturing	251	39.5	80.50	-	-	-	-	-	-	-	-	-	-	17	1	9	33	22	33	25	47	21	25	18			
Nonmanufacturing	206	39.0	82.50	-	-	-	-	-	-	-	-	1	-	4	6	9	16	32	28	8	14	14	12	23	39		
Wholesale trade	90	39.5	95.00	-	-	-	-	-	-	-	-	-	-	-	-	5	2	-	8	3	9	3	9	23	28		
Finance **	72	37.0	69.00	-	-	-	-	-	-	-	-	1	-	3	2	4	14	22	9	4	3	9	1	-	-		
Clerks, accounting, class B	286	39.5	68.50	-	1	1	2	1	2	3	21	4	30	3	6	4	43	27	25	42	39	10	3	5	14		
Manufacturing	143	40.0	65.00	-	-	-	-	-	-	2	17	1	10	2	2	1	33	21	16	23	12	2	1	-	-		
Nonmanufacturing	143	39.5	72.50	-	1	1	2	1	2	1	4	3	20	1	4	3	10	6	9	19	27	8	2	5	14		
Wholesale trade	100	40.0	82.00	-	-	-	-	-	-	-	-	-	6	-	-	1	5	4	9	19	27	8	2	5	14		
Clerks, order	174	40.5	75.50	-	-	-	-	-	5	4	3	3	6	6	20	1	3	6	21	15	22	17	11	9	22		
Nonmanufacturing	128	40.0	74.50	-	-	-	-	-	5	4	3	3	6	6	15	-	3	4	21	-	12	14	2	8	22		
Clerks, payroll	187	40.0	80.50	-	-	-	-	-	-	1	1	2	-	3	11	6	8	13	18	21	16	18	48	19	2		
Manufacturing	160	40.0	81.00	-	-	-	-	-	-	1	1	2	-	3	11	5	5	11	13	17	8	15	47	19	2		
Office boys	289	39.0	42.50	1	15	18	43	48	50	28	20	18	16	2	14	-	5	9	2	-	-	-	-	-	-		
Manufacturing	147	39.0	43.50	-	6	2	25	24	34	4	14	13	7	-	5	-	3	8	2	-	-	-	-	-	-		
Nonmanufacturing	142	38.5	41.50	1	9	16	18	24	16	24	6	5	9	2	9	-	2	1	-	-	-	-	-	-	-		
Finance **	77	38.0	40.50	1	3	16	10	11	12	10	1	4	2	-	7	-	-	-	-	-	-	-	-	-	-		
Tabulating-machine operators	198	39.0	64.00	-	-	-	-	5	3	6	13	2	17	9	16	9	33	25	9	26	10	3	6	6	-		
Manufacturing	85	38.5	67.50	-	-	-	-	-	-	-	-	-	10	5	2	-	23	13	6	18	2	-	4	2	-		
Nonmanufacturing	113	39.5	61.50	-	-	-	-	5	3	6	13	2	7	4	14	9	10	12	3	8	8	3	2	4	-		
Finance **	61	39.0	52.50	-	-	-	-	5	3	6	13	2	7	1	8	6	3	4	-	3	-	-	-	-	-		
Women																											
Billers, machine (billing machine)	164	39.0	53.00	-	-	-	-	-	15	8	23	16	47	11	5	2	12	7	18	-	-	-	-	-	-		
Manufacturing	102	39.5	55.50	-	-	-	-	-	13	-	4	2	42	3	5	-	8	7	18	-	-	-	-	-	-		
Nonmanufacturing	62	39.0	49.00	-	-	-	-	-	2	8	19	14	5	8	-	2	4	-	-	-	-	-	-	-	-		
Billers, machine (bookkeeping machine)	101	39.5	50.00	-	-	-	9	10	5	7	19	4	9	5	8	8	7	6	4	-	-	-	-	-	-		
Nonmanufacturing	80	40.0	48.00	-	-	-	9	10	5	7	11	2	9	5	7	6	5	4	-	-	-	-	-	-	-		
Retail trade	62	40.0	44.50	-	-	-	9	10	5	7	11	2	9	3	5	6	1	-	-	-	-	-	-	-	-		
Bookkeeping-machine operators, class A	138	39.5	60.00	-	-	-	-	-	-	1	1	3	42	1	17	2	30	4	28	8	-	1	-	-	-		
Manufacturing	100	39.5	61.50	-	-	-	-	-	-	-	-	1	29	1	11	1	20	4	24	8	-	1	-	-	-		
Bookkeeping-machine operators, class B	577	39.0	45.00	-	1	43	47	100	99	52	85	31	19	14	20	15	14	33	3	-	-	1	-	-	-		
Manufacturing	117	39.5	53.50	-	-	-	-	12	2	7	26	3	6	2	9	12	10	26	2	-	-	-	-	-	-		
Nonmanufacturing	460	39.0	42.50	-	1	43	47	88	97	45	59	28	13	12	11	3	4	7	1	-	-	1	-	-	-		
Finance **	358	38.5	41.00	-	1	43	47	82	81	36	30	18	6	4	6	3	1	-	-	-	-	-	-	-	-		
Clerks, accounting, class A	446	38.5	67.00	-	-	-	4	-	2	1	4	2	22	30	8	47	79	32	124	22	35	18	14	1	1		
Manufacturing	128	39.0	69.50	-	-	-	-	-	-	-	-	-	8	12	2	11	19	3	32	7	21	2	10	-	1		
Nonmanufacturing	318	38.5	66.00	-	-	-	4	-	2	1	4	2	14	18	6	36	60	29	92	15	14	16	4	1	-		
Wholesale trade	77	39.0	77.00	-	-	-	-	-	-	-	2	-	6	9	2	6	27	-	-	-	5	16	3	1	-		
Retail trade	51	40.0	58.00	-	-	-	4	-	2	1	2	1	5	6	-	5	11	6	-	7	1	-	-	-			
Finance **	64	37.0	61.50	-	-	-	-	-	-	-	-	1	3	-	4	25	10	10	7	4	-	-	-	-			

See footnotes at end of table.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Occupational Wage Survey, Baltimore, Md., April 1955
U. S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings¹ for selected occupations studied on an area basis in Baltimore, Md., by industry division, April 1955)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																					
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$50.00	\$30.00 and under 32.50	\$32.50 35.00	\$35.00 37.50	\$37.50 40.00	\$40.00 42.50	\$42.50 45.00	\$45.00 47.50	\$47.50 50.00	\$50.00 52.50	\$52.50 55.00	\$55.00 57.50	\$57.50 60.00	\$60.00 65.00	\$65.00 70.00	\$70.00 75.00	\$75.00 80.00	\$80.00 85.00	\$85.00 90.00	\$90.00 95.00	\$95.00 100.00 and over	
Women - Continued																									
Clerks, accounting, class B	1,037	39.0	49.00	-	45	24	56	85	146	49	132	80	89	32	70	54	61	49	32	17	3	2	8	-	3
Manufacturing	343	39.5	54.00	-	-	-	5	13	36	9	52	29	47	21	16	17	34	27	25	10	-	-	2	-	3
Nonmanufacturing	694	39.0	47.00	-	45	24	51	72	110	40	80	51	42	11	54	37	27	22	7	7	3	2	6	-	3
Wholesale trade	108	39.5	58.50	-	-	-	2	15	4	6	17	2	8	-	4	5	10	7	7	7	3	2	6	-	3
Retail trade	172	40.5	42.00	-	26	17	26	6	19	2	18	26	14	4	12	-	2	-	-	-	-	-	-	-	-
Finance **	283	38.5	42.50	-	9	6	22	50	85	25	36	19	13	4	13	1	-	-	-	-	-	-	-	-	-
Clerks, file, class A	172	39.0	53.50	-	-	1	1	2	10	20	9	16	47	8	9	6	22	7	1	10	2	-	1	-	-
Manufacturing	63	39.0	59.00	-	-	-	-	-	-	-	-	-	32	1	2	2	14	3	-	7	2	-	-	-	-
Nonmanufacturing	109	39.0	50.50	-	-	1	1	2	10	20	9	16	15	7	7	4	8	4	1	3	-	-	1	-	-
Finance **	78	38.5	48.00	-	-	1	1	2	4	20	9	16	9	7	5	1	3	-	-	-	-	-	-	-	-
Clerks, file, class B	820	39.0	40.50	4	102	76	174	87	98	91	40	41	38	28	20	15	5	1	-	-	-	-	-	-	-
Manufacturing	138	39.0	45.50	-	5	-	12	6	33	16	18	8	10	8	12	8	2	-	-	-	-	-	-	-	-
Nonmanufacturing	682	39.0	39.00	4	97	76	162	81	65	75	22	33	28	20	8	7	3	1	-	-	-	-	-	-	-
Wholesale trade	126	40.0	46.00	-	10	-	27	5	5	8	2	10	21	20	8	6	3	1	-	-	-	-	-	-	-
Retail trade	107	40.0	34.00	4	34	16	43	4	5	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance **	378	38.5	37.50	-	51	60	91	69	48	26	13	15	4	-	1	-	-	-	-	-	-	-	-	-	-
Clerks, order	251	39.5	48.50	-	26	12	26	7	24	13	24	19	11	7	10	5	37	21	5	4	-	-	-	-	-
Manufacturing	122	39.0	56.00	-	-	-	-	-	15	6	10	15	5	3	8	2	30	21	5	2	-	-	-	-	-
Nonmanufacturing	129	40.0	41.00	-	26	12	26	7	9	7	14	4	6	4	2	3	7	-	-	2	-	-	-	-	-
Retail trade	92	40.0	38.00	-	26	12	18	5	7	2	12	4	2	-	-	3	1	-	-	-	-	-	-	-	-
Clerks, payroll	481	39.5	57.00	-	2	1	9	3	19	29	24	59	41	39	53	12	72	42	29	33	4	6	3	-	1
Manufacturing	285	39.0	58.50	-	-	-	-	2	2	16	8	34	32	24	34	4	46	29	26	23	2	2	1	-	-
Nonmanufacturing	196	39.5	55.00	-	2	1	9	1	17	13	16	25	9	15	19	8	26	13	3	10	2	4	2	-	1
Public utilities *	32	39.0	58.50	-	-	-	-	-	3	-	-	3	5	4	4	2	1	3	1	6	-	-	-	-	-
Retail trade	90	39.5	52.00	-	-	-	3	-	8	7	13	20	1	6	8	3	13	7	-	-	1	-	-	-	-
Comptometer operators	521	39.0	55.50	-	-	5	9	8	45	27	41	21	85	26	41	30	90	36	32	15	7	3	-	-	-
Manufacturing	228	39.5	59.00	-	-	-	-	-	10	13	5	6	37	6	14	16	61	27	26	7	-	-	-	-	-
Nonmanufacturing	293	39.0	52.50	-	-	5	9	8	35	14	36	15	48	20	27	14	29	9	6	8	7	3	-	-	-
Wholesale trade	62	40.0	61.50	-	-	-	-	-	-	-	2	2	13	6	2	5	13	4	3	8	4	-	-	-	-
Retail trade	211	38.5	50.50	-	-	1	9	7	33	11	34	13	26	13	25	9	16	5	3	8	3	3	-	-	-
Duplicating-machine operators (mimeograph or ditto)	108	39.5	46.00	-	3	7	12	5	15	5	23	3	6	9	9	5	1	4	1	-	-	-	-	-	-
Nonmanufacturing	61	39.5	44.50	-	3	7	7	3	10	5	6	1	5	2	7	4	-	-	1	-	-	-	-	-	-
Key-punch operators	532	39.0	50.50	-	8	10	17	9	56	45	60	46	63	48	53	24	61	15	16	1	-	-	-	-	-
Manufacturing	203	39.0	55.00	-	-	-	-	-	12	12	16	17	23	20	25	16	38	8	15	1	-	-	-	-	-
Nonmanufacturing	329	39.0	48.00	-	8	10	17	9	44	33	44	29	40	28	28	8	23	7	1	-	-	-	-	-	-
Finance **	234	38.5	45.50	-	8	10	15	7	39	27	38	20	31	11	17	1	10	-	-	-	-	-	-	-	-
Office girls	127	39.5	39.50	1	16	10	22	33	9	17	-	7	5	4	3	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	98	39.5	38.50	1	16	10	21	21	6	12	-	7	4	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	1,573	39.0	65.50	-	-	-	-	1	10	35	65	57	111	64	151	63	222	204	178	209	73	59	25	23	23
Manufacturing	796	39.5	68.50	-	-	-	-	-	17	34	-	37	16	80	7	80	120	124	157	44	47	21	5	7	
Nonmanufacturing	777	39.0	62.50	-	-	-	-	1	10	18	31	57	74	48	71	56	142	84	54	52	29	12	4	18	16
Wholesale trade	137	39.5	64.00	-	-	-	-	-	-	-	-	15	12	6	17	5	39	9	8	7	1	7	2	4	5
Retail trade	99	40.0	59.00	-	-	-	-	-	10	3	6	4	6	6	12	10	28	9	6	-	2	1	1	-	1
Finance **	369	38.5	59.50	-	-	-	-	1	2	6	19	34	46	33	34	32	53	51	28	22	5	2	-	1	-

See footnotes at end of table.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings¹ for selected occupations studied on an area basis in Baltimore, Md., by industry division, April 1955)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																											
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$30.00	\$30.00 and under \$32.50	\$32.50-35.00	\$35.00-37.50	\$37.50-40.00	\$40.00-42.50	\$42.50-45.00	\$45.00-47.50	\$47.50-50.00	\$50.00-52.50	\$52.50-55.00	\$55.00-57.50	\$57.50-60.00	\$60.00-65.00	\$65.00-70.00	\$70.00-75.00	\$75.00-80.00	\$80.00-85.00	\$85.00-90.00	\$90.00-95.00	\$95.00-100.00	and over						
Women - Continued																															
Stenographers, general	1,898	38.5	55.50	-	1	7	25	77	141	48	237	120	204	98	170	106	261	144	165	77	10	6	1	-	-	-	-	-			
Manufacturing	772	39.5	61.00	-	-	-	-	1	4	8	34	31	97	32	95	45	156	84	132	47	5	-	1	-	-	-	-	-			
Nonmanufacturing	1,126	38.5	51.50	-	1	7	25	76	137	40	203	89	107	66	75	61	105	60	33	30	5	6	-	-	-	-	-				
Wholesale trade	149	39.5	62.00	-	-	-	-	5	6	-	11	5	1	6	19	15	22	14	19	16	4	6	-	-	-	-	-				
Retail trade	82	39.5	52.00	-	-	-	-	8	7	9	12	5	8	12	1	2	2	-	8	7	1	-	-	-	-	-	-				
Finance **	727	37.5	48.00	-	1	7	17	71	124	30	162	66	89	24	41	30	43	14	1	7	-	-	-	-	-	-	-				
Switchboard operators	361	40.0	50.00	-	6	5	29	18	43	21	39	36	36	18	27	9	46	11	11	-	2	2	-	2	-	-	-				
Manufacturing	89	39.5	59.50	-	-	-	-	1	1	-	5	10	5	3	15	4	24	8	11	-	2	-	-	-	-	-	-				
Nonmanufacturing	272	40.0	47.00	-	6	5	29	17	42	21	34	26	31	15	12	5	22	3	-	-	-	2	-	-	2	-	-				
Public utilities *	37	38.5	56.50	-	-	-	-	-	-	1	2	2	7	5	-	3	17	-	-	-	-	-	-	-	-	-	-				
Retail trade	78	40.5	43.50	-	1	1	6	7	24	11	9	10	1	5	3	-	-	-	-	-	-	-	-	-	-	-	-				
Finance **	87	38.5	47.50	-	-	1	2	7	5	9	20	14	13	3	3	2	4	-	-	-	-	-	-	-	-	-	-				
Switchboard operator-receptionists	375	39.0	52.50	-	5	-	-	-	62	23	54	24	41	22	31	15	40	21	24	13	-	-	-	-	-	-	-				
Manufacturing	225	39.5	52.00	-	-	-	-	-	48	13	41	8	28	11	3	8	24	11	23	7	-	-	-	-	-	-	-				
Nonmanufacturing	150	38.5	52.50	-	5	-	-	-	14	10	13	16	13	11	28	7	16	10	1	6	-	-	-	-	-	-	-				
Wholesale trade	68	39.5	53.00	-	-	-	-	-	10	2	-	9	10	3	17	4	6	6	1	-	-	-	-	-	-	-	-				
Tabulating-machine operators	157	39.0	57.00	-	1	1	1	1	8	4	8	29	14	10	18	9	12	17	4	11	6	-	3	-	-	-	-				
Nonmanufacturing	123	39.0	53.50	-	1	1	1	1	8	4	8	29	12	10	17	6	10	5	2	6	2	-	-	-	-	-	-				
Finance **	84	39.0	49.50	-	1	1	1	1	6	4	8	27	12	2	13	-	8	-	-	-	-	-	-	-	-	-	-				
Transcribing-machine operators, general	260	39.5	52.00	-	-	1	5	15	25	27	15	32	28	23	25	10	25	16	5	5	1	2	-	-	-	-	-				
Manufacturing	116	39.5	55.50	-	-	-	-	-	-	11	1	20	19	8	18	4	15	10	5	5	-	-	-	-	-	-	-				
Nonmanufacturing	144	39.5	49.00	-	-	1	5	15	25	16	14	12	9	15	7	6	10	6	-	-	1	2	-	-	-	-	-				
Finance **	90	39.0	44.50	-	-	1	3	15	24	11	13	8	2	7	2	2	1	1	-	-	-	-	-	-	-	-	-				
Typists, class A	881	39.5	55.50	-	-	1	2	5	57	63	90	55	113	60	53	41	150	158	20	4	9	-	-	-	-	-	-				
Manufacturing	492	39.5	60.00	-	-	-	-	-	2	14	16	29	50	36	20	25	129	151	19	1	-	-	-	-	-	-	-				
Nonmanufacturing	389	39.5	50.00	-	-	1	2	5	55	49	74	26	63	24	33	16	21	7	1	3	9	-	-	-	-	-	-				
Public utilities *	69	39.0	52.00	-	-	-	-	-	-	12	10	7	8	6	8	9	5	3	1	-	-	-	-	-	-	-	-				
Retail trade	74	40.5	50.50	-	-	-	1	-	13	5	6	4	12	7	11	2	12	-	-	1	-	-	-	-	-	-					
Finance **	198	39.5	46.50	-	-	1	1	5	42	30	55	15	27	5	12	5	-	-	-	-	-	-	-	-	-	-					
Typists, class B	1,219	39.5	43.50	-	14	38	179	185	208	103	205	77	66	28	36	23	36	15	6	-	-	-	-	-	-	-	-				
Manufacturing	347	39.5	49.00	-	-	-	2	23	41	19	106	24	29	15	32	15	31	10	-	-	-	-	-	-	-	-	-				
Nonmanufacturing	872	39.0	41.50	-	14	38	177	162	167	84	99	53	37	13	4	8	5	5	6	-	-	-	-	-	-	-	-				
Public utilities *	39	39.0	43.50	-	-	-	2	-	14	10	7	2	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-				
Wholesale trade	57	40.0	52.50	-	-	-	-	-	4	9	4	4	10	6	4	6	5	5	-	-	-	-	-	-	-	-	-				
Retail trade	176	40.5	43.50	-	2	7	34	11	28	17	19	38	13	-	-	1	-	-	6	-	-	-	-	-	-	-	-				
Finance **	586	39.0	39.50	-	12	31	141	151	116	48	67	9	6	4	-	1	-	-	-	-	-	-	-	-	-	-	-				

¹ Hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.

² Workers were distributed as follows: 12 at \$100 to \$110; 7 at \$110 to \$120; 7 at \$120 to \$130; 2 at \$130 and over.

³ Workers were distributed as follows: 6 at \$100 to \$110; 8 at \$110 to \$120.

⁴ Workers were distributed as follows: 18 at \$100 to \$110; 4 at \$110 to \$120.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Table A-2: Professional and Technical Occupations

(Average straight-time weekly hours and earnings¹ for selected occupations studied on an area basis in Baltimore, Md., by industry division, April 1955)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																					
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$50.00	\$50.00 and under \$52.50	\$52.50	\$55.00	\$57.50	\$60.00	\$62.50	\$65.00	\$67.50	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00 and over
Men																									
Draftsmen, leader	185	40.0	109.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	85	15	24	14	14	12	13
Manufacturing	171	40.0	110.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	79	9	24	14	14	12	13
Draftsmen, senior	650	39.5	91.50	-	-	-	-	-	4	4	4	19	75	20	95	96	96	34	47	71	29	34	15	7	-
Manufacturing	509	39.5	91.50	-	-	-	-	-	4	4	3	8	60	12	72	81	82	32	38	56	26	21	9	1	-
Nonmanufacturing	141	39.5	92.50	-	-	-	-	-	-	-	1	11	15	8	23	15	14	2	9	15	3	13	6	6	-
Draftsmen, junior	299	40.0	63.00	47	15	20	28	30	25	19	21	7	32	12	8	16	13	6	-	-	-	-	-	-	-
Manufacturing	240	40.0	63.50	41	9	13	23	27	17	13	18	5	22	10	7	16	13	6	-	-	-	-	-	-	-
Women																									
Nurses, industrial (registered)	127	39.5	75.00	-	-	-	3	3	5	13	8	6	16	32	23	17	-	-	1	-	-	-	-	-	-
Manufacturing	103	39.5	75.00	-	-	-	-	3	1	12	6	5	12	30	17	16	-	-	1	-	-	-	-	-	-

¹ Hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.
² Workers were distributed as follows: 34 at \$40 to \$42.50; 10 at \$45 to \$47.50; 3 at \$47.50 to \$50.

Occupational Wage Survey, Baltimore, Md., April 1955
 U.S. DEPARTMENT OF LABOR
 Bureau of Labor Statistics

Table A-3: Maintenance and Powerplant Occupations

(Average hourly earnings¹ for men in selected occupations studied on an area basis in Baltimore, Md., by industry division, April 1955)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			Under \$ 1.20	\$ 1.20 and under 1.25	\$ 1.25 - 1.30	\$ 1.30 - 1.35	\$ 1.35 - 1.40	\$ 1.40 - 1.45	\$ 1.45 - 1.50	\$ 1.50 - 1.55	\$ 1.55 - 1.60	\$ 1.60 - 1.65	\$ 1.65 - 1.70	\$ 1.70 - 1.75	\$ 1.75 - 1.80	\$ 1.80 - 1.85	\$ 1.85 - 1.90	\$ 1.90 - 1.95	\$ 1.95 - 2.00	\$ 2.00 - 2.05	\$ 2.05 - 2.10	\$ 2.10 - 2.15	\$ 2.15 - 2.20	\$ 2.20 - 2.25	\$ 2.25 - 2.30	\$ 2.30 - 2.40	\$ 2.40 - 2.50	\$ 2.50 and over
Carpenters, maintenance	413	2.06	-	1	-	-	4	2	9	3	15	16	17	9	6	16	12	17	7	31	32	28	19	81	23	28	14	23
Manufacturing	324	2.09	-	-	-	-	-	2	7	-	6	11	16	2	3	12	6	12	4	27	30	26	15	73	23	20	14	15
Nonmanufacturing	89	1.93	-	1	-	-	4	-	2	3	9	5	1	7	3	4	6	5	3	4	2	2	4	8	-	8	-	8
Electricians, maintenance	686	2.18	-	1	-	-	5	2	-	2	10	3	-	26	4	15	19	4	53	10	49	60	55	86	53	140	39	50
Manufacturing	620	2.19	-	-	-	-	5	2	-	-	10	-	-	23	4	14	17	-	43	6	45	59	49	79	51	127	39	47
Nonmanufacturing	66	2.08	-	1	-	-	-	-	-	-	2	-	3	-	3	-	1	2	4	10	4	4	6	7	2	13	-	3
Engineers, stationary	424	1.94	-	-	15	6	-	-	3	39	3	35	9	32	7	13	15	12	16	22	55	37	38	7	6	15	17	22
Manufacturing	326	2.02	-	-	-	-	-	-	2	34	-	18	8	26	-	4	8	8	9	22	52	37	35	7	4	15	16	21
Nonmanufacturing	98	1.69	-	-	15	6	-	-	1	5	3	17	1	6	7	9	7	4	7	-	3	-	3	-	2	-	1	1
Firemen, stationary boiler	362	1.70	7	1	20	54	26	-	21	51	4	12	7	-	1	14	25	4	5	28	17	28	4	-	8	15	10	-
Manufacturing	328	1.71	-	1	20	54	26	-	18	47	-	12	-	-	1	14	25	3	1	28	17	27	4	-	8	12	10	-
Helpers, trades, maintenance	1,249	1.70	79	18	19	63	23	60	22	49	44	41	56	135	78	159	137	32	20	7	206	1	-	-	-	-	-	-
Manufacturing	1,061	1.73	52	17	7	57	22	57	12	45	36	33	41	95	75	133	121	31	13	7	206	1	-	-	-	-	-	-
Nonmanufacturing	188	1.57	27	1	12	6	1	3	10	4	8	8	15	40	3	26	16	1	7	-	-	-	-	-	-	-	-	-
Public utilities *	95	1.66	6	-	-	-	1	3	2	1	8	2	12	34	-	26	-	-	-	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom	299	2.06	-	-	-	-	-	-	-	-	-	-	-	2	2	16	6	28	30	149	4	21	-	4	7	8	11	11
Manufacturing	299	2.06	-	-	-	-	-	-	-	-	-	-	-	2	2	16	6	28	30	149	4	21	-	4	7	8	11	11
Machinists, maintenance	1,175	2.28	-	-	-	-	-	-	1	-	-	2	-	-	-	11	2	11	49	69	66	79	80	131	41	296	300	37
Manufacturing	1,128	2.29	-	-	-	-	-	-	1	-	-	2	-	-	-	11	-	2	46	58	64	75	80	129	39	284	300	37
Mechanics, automotive (maintenance)	697	1.98	-	-	-	6	-	-	-	10	58	3	6	8	21	29	69	45	108	152	4	28	30	38	35	20	24	3
Manufacturing	202	2.09	-	-	-	-	-	-	-	-	8	-	-	-	11	16	4	3	15	29	4	14	22	32	25	10	6	3
Nonmanufacturing	495	1.93	-	-	-	6	-	-	-	10	50	3	6	8	10	13	65	42	93	123	-	14	8	6	10	10	18	-
Public utilities *	278	1.95	-	-	-	-	-	-	-	3	-	3	3	3	9	3	3	42	93	116	-	-	-	-	-	-	-	-
Wholesale trade	62	2.16	-	-	-	6	-	-	-	-	-	-	-	3	1	-	3	-	-	-	-	1	6	6	10	8	18	-
Mechanics, maintenance	1,288	2.14	1	-	-	-	9	25	2	13	8	11	9	57	39	47	63	56	94	103	139	42	33	249	86	117	85	
Manufacturing	1,084	2.15	-	-	-	-	8	24	-	8	-	9	-	54	26	37	38	43	70	103	130	36	20	241	81	79	77	
Nonmanufacturing	204	2.06	1	-	-	-	1	1	2	5	8	2	9	3	13	10	25	13	24	-	9	6	13	8	5	38	8	
Retail trade	51	1.79	-	-	-	-	1	1	2	5	5	-	4	2	10	6	3	9	-	-	-	2	1	-	-	-	-	-
Millwrights	153	2.17	-	-	-	-	-	-	-	-	-	-	2	-	12	4	16	1	-	10	9	10	34	13	27	12	3	
Manufacturing	152	2.17	-	-	-	-	-	-	-	-	-	-	2	-	12	4	16	1	-	10	9	10	33	13	27	12	3	
Oilers	541	1.80	31	-	6	2	4	-	-	25	10	6	32	40	22	177	22	52	49	6	12	22	-	7	16	-	-	-
Manufacturing	534	1.81	30	-	6	2	4	-	-	25	4	6	32	40	22	177	22	52	49	6	12	22	-	7	16	-	-	-
Painters, maintenance	323	1.92	30	6	1	2	7	9	2	8	1	3	2	18	5	19	13	18	23	9	2	3	5	82	28	14	13	-
Manufacturing	209	2.09	-	-	-	-	-	8	-	3	-	-	-	7	-	15	10	17	20	1	1	1	4	68	28	13	13	-
Nonmanufacturing	114	1.61	30	6	1	2	7	1	2	5	1	3	2	11	5	4	3	1	3	8	1	2	1	14	-	1	-	-
Pipefitters, maintenance	426	2.21	-	-	-	-	-	6	-	2	-	-	-	-	14	29	8	6	44	17	90	20	41	14	26	64	45	
Manufacturing	412	2.21	-	-	-	-	-	6	-	2	-	-	-	-	13	27	8	6	44	17	90	18	40	12	20	64	45	
Sheet-metal workers, maintenance	107	2.20	-	-	-	-	2	-	-	-	2	-	-	-	5	-	1	-	2	8	14	16	18	6	22	6	5	
Manufacturing	99	2.22	-	-	-	-	-	-	-	-	2	-	-	-	4	-	-	-	2	8	14	16	14	6	22	6	5	
Tool and die makers	309	2.37	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	-	7	-	37	45	73	54	81	
Manufacturing	309	2.37	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	-	7	-	37	45	73	54	81	

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.

² Workers were distributed as follows: 6 at \$0.80 to \$0.90; 3 at \$0.90 to \$1; 8 at \$1 to \$1.10; 11 at \$1.10 to \$1.20.

³ Workers were distributed as follows: 6 at \$1 to \$1.05; 7 at \$1.10 to \$1.15; 17 at \$1.15 to \$1.20.

⁴ Workers were distributed as follows: 2 at \$2.50 to \$2.60; 29 at \$2.60 to \$2.70; 14 at \$2.90 to \$3.

⁵ Workers were distributed as follows: 63 at \$2.50 to \$2.60; 7 at \$2.60 to \$2.70; 6 at \$2.70 to \$2.80; 5 at \$2.80 to \$2.90.

* Transportation (excluding railroads), communication, and other public utilities.

Table A-4: Custodial and Material Movement Occupations

(Average hourly earnings¹ for selected occupations² studied on an area basis in Baltimore, Md., by industry division, April 1955)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																										
			Under \$0.70	\$0.70 and under	\$0.75	\$0.80	\$0.85	\$0.90	\$0.95	\$1.00	\$1.05	\$1.10	\$1.15	\$1.20	\$1.25	\$1.30	\$1.35	\$1.40	\$1.45	\$1.50	\$1.60	\$1.70	\$1.80	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30 and over	
Elevator operators (passenger) (men)	114	\$ 0.86	25	27	9	-	11	9	6	3	8	3	2	-	2	-	-	-	5	-	1	3	-	-	-	-	-	-	-
Nonmanufacturing	101	.82	25	27	9	-	11	6	6	2	5	1	2	-	2	-	-	-	5	-	-	-	-	-	-	-	-	-	
Finance**	57	.77	325	-	6	-	11	6	-	2	4	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Elevator operators (passenger) (women)	211	.79	48	31	9	25	61	13	4	7	-	-	2	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	205	.78	48	31	9	25	61	13	4	1	-	-	2	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	96	.76	417	31	8	18	14	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance**	92	.77	525	-	1	7	47	9	-	1	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Guards	1,075	1.71	-	-	-	-	1	2	3	7	2	9	6	9	13	9	12	13	4	296	127	127	281	22	73	59	-	-	
Manufacturing	668	1.80	-	-	-	-	-	-	-	-	-	-	-	9	9	5	2	11	2	48	118	127	183	22	73	59	-	-	
Nonmanufacturing	407	1.57	-	-	-	-	1	2	3	7	2	9	6	-	4	4	10	2	2	248	9	-	98	-	-	-	-	-	
Public utilities*	30	1.40	-	-	-	-	-	-	-	4	-	-	2	-	2	-	10	1	2	-	9	-	-	-	-	-	-	-	
Janitors, porters, and cleaners (men)	3,104	1.26	130	70	109	91	110	120	138	334	144	229	88	60	70	38	73	127	34	475	386	119	32	127	-	-	-	-	
Manufacturing	1,875	1.45	-	-	8	24	33	23	194	67	144	41	43	20	19	62	71	34	460	354	119	32	127	-	-	-	-	-	
Nonmanufacturing	1,229	.97	130	70	109	83	86	87	115	140	77	85	47	17	50	19	11	56	-	15	32	-	-	-	-	-	-	-	
Public utilities*	147	1.30	-	-	1	-	-	-	6	11	14	11	6	28	1	3	56	-	-	10	-	-	-	-	-	-	-	-	
Wholesale trade	57	1.08	-	-	8	4	6	7	5	4	-	6	-	-	2	-	-	-	-	15	-	-	-	-	-	-	-	-	
Retail trade	452	.91	37	66	45	35	72	52	34	27	26	11	5	4	1	14	1	-	-	22	-	-	-	-	-	-	-	-	
Finance**	283	.88	652	4	44	28	8	27	31	34	15	12	3	2	19	4	-	-	-	-	-	-	-	-	-	-	-	-	
Janitors, porters, and cleaners (women)	945	.91	31	250	91	63	92	91	54	116	28	26	5	34	6	3	-	5	1	11	11	8	-	19	-	-	-	-	
Manufacturing	230	1.15	-	-	18	4	32	2	13	71	17	2	5	2	6	3	-	5	1	11	11	8	-	19	-	-	-	-	
Nonmanufacturing	715	.84	31	250	73	59	60	89	41	45	11	24	-	32	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Public utilities*	50	1.15	-	-	-	-	-	3	1	5	1	8	-	32	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	176	.83	11	32	32	13	27	10	40	8	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance**	420	.79	16	215	38	43	-	69	-	16	7	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Laborers, material handling	4,556	1.44	14	48	57	37	69	155	60	279	74	204	316	168	167	105	494	196	160	578	287	281	249	132	272	106	35	13	
Manufacturing	2,991	1.52	-	-	5	25	47	100	35	130	15	106	197	102	66	87	295	168	137	334	101	259	248	124	269	93	35	13	
Nonmanufacturing	1,565	1.28	14	48	52	12	22	55	25	149	59	98	119	66	101	18	199	28	23	244	186	22	1	8	3	13	-	-	
Public utilities*	227	1.39	-	-	-	-	4	-	-	-	-	-	97	-	-	-	3	-	-	117	3	3	-	-	-	-	-	-	
Wholesale trade	628	1.27	-	-	36	12	10	52	18	121	30	42	9	8	7	7	18	-	17	91	119	6	1	8	3	13	-	-	
Retail trade	710	1.25	14	48	16	-	8	3	7	28	29	56	13	58	94	11	178	28	6	36	64	13	-	-	-	-	-	-	
Order fillers	1,176	1.43	-	-	4	11	48	11	6	91	19	45	22	27	75	17	53	58	26	363	177	88	6	8	3	17	1	-	
Manufacturing	296	1.46	-	-	-	-	-	-	-	8	-	8	3	46	5	45	32	-	-	140	3	-	-	-	5	1	-	-	
Nonmanufacturing	880	1.42	-	-	4	11	48	11	6	91	19	37	14	24	29	12	8	26	26	223	174	88	6	8	3	12	-	-	
Wholesale trade	494	1.42	-	-	2	32	4	-	70	-	26	4	16	12	4	-	8	16	195	29	57	4	-	3	12	-	-		
Retail trade	386	1.43	-	-	4	9	16	7	6	21	19	11	10	8	17	8	8	18	10	28	145	31	2	8	-	-	-	-	
Packers, shipping	556	1.57	-	-	-	-	11	15	12	18	9	15	2	14	78	7	23	8	1	49	44	76	75	61	20	1	13	4	
Manufacturing	377	1.66	-	-	-	-	5	5	-	5	3	-	-	5	74	6	8	5	-	24	39	24	75	61	20	1	13	4	
Nonmanufacturing	179	1.37	-	-	-	-	6	10	12	13	6	15	2	9	4	1	15	3	1	25	5	52	-	-	-	-	-	-	
Retail trade	95	1.18	-	-	-	-	2	10	11	12	6	15	2	5	-	1	8	3	1	19	-	-	-	-	-	-	-	-	
Receiving clerks	288	1.56	-	-	-	12	-	-	2	10	10	9	3	5	3	30	20	13	-	35	23	21	52	6	17	11	1	5	
Manufacturing	134	1.69	-	-	-	-	-	-	-	5	-	-	-	-	14	5	13	-	-	19	11	5	34	-	16	9	-	3	
Nonmanufacturing	154	1.45	-	-	-	12	-	-	2	10	5	9	3	5	3	16	15	-	-	16	12	16	18	6	1	2	1	2	
Retail trade	100	1.41	-	-	-	12	-	-	2	5	5	9	1	1	3	3	14	-	-	14	3	4	16	5	1	1	1	-	

See footnotes at end of table.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

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Table A-4: Custodial and Material Movement Occupations - Continued

(Average hourly earnings¹ for selected occupations² studied on an area basis
in Baltimore, Md., by industry division, April 1955)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																								
			Under \$0.70	\$0.70 and under .75	.75 .80	.80 .85	.85 .90	.90 .95	.95 1.00	1.00 1.05	1.05 1.10	1.10 1.15	1.15 1.20	1.20 1.25	1.25 1.30	1.30 1.35	1.35 1.40	1.40 1.45	1.45 1.50	1.50 1.60	1.60 1.70	1.70 1.80	1.80 1.90	1.90 2.00	2.00 2.10	2.10 2.20	2.20 2.30
Shipping clerks -----	332	1.69	-	-	-	-	-	-	-	15	-	5	8	30	8	5	16	1	41	37	21	63	10	37	17	15	3
Manufacturing -----	197	1.75	-	-	-	-	-	-	-	11	-	5	-	18	-	2	-	23	23	7	44	4	32	13	15	-	
Nonmanufacturing -----	135	1.59	-	-	-	-	-	-	-	4	-	-	8	12	8	5	14	1	18	14	14	19	6	5	4	3	
Retail trade -----	87	1.56	-	-	-	-	-	-	-	-	-	-	7	12	-	4	11	-	18	2	11	14	5	1	1	1	
Shipping and receiving clerks -----	271	1.62	-	-	-	-	-	-	-	-	5	6	2	11	17	21	26	4	38	34	6	48	35	7	10	1	
Manufacturing -----	166	1.63	-	-	-	-	-	-	-	-	-	-	-	15	20	19	-	31	17	-	21	31	7	3	1	-	
Nonmanufacturing -----	105	1.60	-	-	-	-	-	-	-	-	5	6	2	10	2	1	7	4	7	17	6	27	4	-	7	-	
Wholesale trade -----	62	1.59	-	-	-	-	-	-	-	-	2	4	-	8	2	-	7	4	6	8	4	6	4	-	7	-	
Truckdrivers, light (under 1½ tons) -----	487	1.69	-	-	-	-	-	4	6	16	40	-	18	8	9	16	-	25	7	4	173	9	27	7	108	8	
Manufacturing -----	235	1.80	-	-	-	-	-	-	-	16	14	-	17	-	-	16	-	11	3	2	7	9	27	1	108	2	
Nonmanufacturing -----	252	1.59	-	-	-	-	-	4	6	-	26	-	1	8	9	-	-	14	4	2	166	-	-	6	-	6	
Truckdrivers, medium (1½ to and including 4 tons) -----	818	1.65	-	-	-	-	-	4	6	10	16	2	42	14	18	18	17	16	15	26	58	344	133	57	-	22	
Manufacturing -----	251	1.67	-	-	-	-	-	-	6	-	-	-	26	12	-	6	-	14	3	8	8	94	2	57	-	15	
Nonmanufacturing -----	567	1.65	-	-	-	-	-	4	-	10	16	2	16	2	18	12	17	2	12	18	50	250	131	-	-	7	
Wholesale trade -----	215	1.59	-	-	-	-	-	-	-	2	12	2	10	2	7	7	6	-	12	10	18	119	1	-	-	7	
Retail trade -----	66	1.41	-	-	-	-	-	4	-	8	4	-	-	-	7	1	7	2	-	5	12	16	-	-	-	-	
Truckdrivers, heavy (over 4 tons, trailer type) -----	840	1.88	-	-	-	-	-	-	-	-	-	12	22	15	5	-	17	45	12	17	17	262	60	49	83	5	
Manufacturing -----	277	1.64	-	-	-	-	-	-	-	-	-	12	18	-	5	-	10	45	12	17	16	19	60	49	-	2	
Nonmanufacturing -----	563	2.00	-	-	-	-	-	-	-	-	-	-	4	15	-	-	7	-	-	-	1	243	-	-	83	3	
Public utilities* -----	220	1.78	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	220	-	-	-	-	-
Wholesale trade -----	274	2.17	-	-	-	-	-	-	-	-	-	-	4	15	-	-	7	-	-	-	-	21	-	-	17	3	
Truckdrivers, heavy (over 4 tons, other than trailer type) -----	933	1.76	-	-	-	-	-	-	6	30	6	-	15	-	-	-	-	-	-	4	259	355	14	83	145	6	
Manufacturing -----	184	1.96	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	-	22	14	79	60	5	
Nonmanufacturing -----	749	1.71	-	-	-	-	-	-	6	30	6	-	15	-	-	-	-	-	-	-	259	333	-	4	85	1	
Wholesale trade -----	177	1.73	-	-	-	-	-	-	6	30	6	-	15	-	-	-	-	-	-	1	19	-	4	85	1	-	
Truckers, power (forklift) -----	1,040	1.79	-	-	-	-	-	-	-	-	-	2	12	1	-	18	32	30	22	51	102	239	167	292	3	54	
Manufacturing -----	975	1.79	-	-	-	-	-	-	-	-	-	2	12	-	-	18	32	30	22	42	74	215	164	292	3	54	
Nonmanufacturing -----	65	1.68	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	9	28	24	3	-	-	-	-	
Truckers, power (other than forklift) -----	357	1.81	-	-	-	-	-	-	-	2	2	-	16	-	-	-	-	1	12	20	6	56	106	132	-	3	
Manufacturing -----	356	1.82	-	-	-	-	-	-	-	2	2	-	16	-	-	-	-	1	11	20	6	56	106	132	-	3	
Watchmen -----	815	1.10	5	15	78	111	49	73	11	75	6	86	75	18	21	-	16	48	17	10	39	43	7	12	-	-	
Manufacturing -----	497	1.16	-	-	5	102	6	38	-	55	1	81	53	18	6	-	10	35	-	10	26	35	4	12	-	-	
Nonmanufacturing -----	318	1.02	5	15	73	9	43	35	11	20	5	5	22	-	15	-	6	13	17	-	13	8	3	-	-	-	
Public utilities* -----	37	1.38	-	-	3	-	3	-	2	-	-	-	-	-	2	-	-	2	17	-	2	6	-	-	-	-	
Wholesale trade -----	87	1.06	-	-	18	-	19	14	-	3	-	5	6	-	2	-	6	-	-	-	11	1	2	-	-	-	
Retail trade -----	104	.91	-	4	43	6	16	7	1	12	2	-	-	-	-	-	-	11	-	-	-	1	1	-	-	-	
Finance** -----	58	.89	5	4	9	3	5	14	8	2	3	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.² Data limited to men workers except where otherwise indicated.³ Workers were distributed as follows: 20 at \$0.55 to \$0.60; 5 at \$0.60 to \$0.65.⁴ Workers were distributed as follows: 5 at \$0.60 to \$0.65; 12 at \$0.65 to \$0.70.⁵ Workers were distributed as follows: 10 at \$0.40 to \$0.45; 5 at \$0.45 to \$0.50; 5 at \$0.50 to \$0.55; 5 at \$0.55 to \$0.60.⁶ Workers were distributed as follows: 25 at \$0.50 to \$0.55; 15 at \$0.55 to \$0.60; 10 at \$0.60 to \$0.65; 2 at \$0.65 to \$0.70.⁷ All workers were at \$2.30 to \$2.35.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

B: Establishment Practices and Supplementary Wage Provisions

Table B-1: Shift Differential Provisions ¹

Shift differential	Percent of manufacturing plant workers—			
	(a) In establishments having formal provisions for—		(b) Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total -----	88.0	82.7	17.8	9.6
With shift pay differential -----	83.4	80.0	16.8	9.1
Uniform cents (per hour) -----	48.6	46.2	10.3	7.5
3 cents -----	1.3	-	.3	-
4 cents -----	3.9	.9	1.2	.1
5 cents -----	8.0	2.0	1.2	.1
6 cents -----	27.2	3.2	6.7	.6
7 or 8 cents -----	-	3.9	-	.7
9 cents -----	2.6	26.2	.2	5.0
10 cents -----	4.4	2.3	.6	.3
12 cents -----	-	2.1	-	.2
12½ cents -----	-	1.7	-	.1
13⅓ cents -----	1.2	-	.1	-
15 cents and over -----	-	3.9	-	.4
Uniform percentage -----	23.3	20.5	3.8	1.1
2½ percent -----	1.1	-	.2	-
5 percent -----	4.5	-	.5	-
7 percent -----	2.6	2.6	.5	.1
7½ percent -----	2.2	3.0	.3	-
10 percent -----	12.9	13.7	2.2	1.0
Over 10 percent -----	-	1.2	-	Δ
Full day's pay for reduced hours -----	2.2	4.0	.5	.4
Other formal paid differential -----	9.3	9.3	2.2	.1
No shift pay differential -----	4.6	2.7	1.0	.5

¹ Shift differential data are presented in terms of (a) establishment policy, and (b) workers actually employed on late shifts at the time of the survey. An establishment was considered as having a policy if it met either of the following conditions: (1) Operated late shifts at the time of the survey, or (2) had formal provisions covering late shifts.

Δ Less than 0.05 percent.

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Table B-2: Minimum Entrance Rates for Women Office Workers ¹

Minimum rate (weekly salary)	Number of establishments with specified minimum hiring rate in—					Number of establishments with specified minimum hiring rate in—				
	All industries	Manufacturing		Nonmanufacturing		All industries	Manufacturing		Nonmanufacturing	
		Based on weekly standard hours ² of—					Based on weekly standard hours ² of—			
		All schedules	40	All schedules	40		All schedules	40	All schedules	40
Establishments studied	171	64	xxx	107	xxx	171	64	xxx	107	xxx
	<u>FOR INEXPERIENCED TYPISTS</u>					<u>FOR OTHER INEXPERIENCED CLERICAL WORKERS</u>				
Establishments having a specified minimum	86	35	29	51	40	91	32	26	59	44
\$27.50 and under \$30.00	-	-	-	-	-	2	-	-	2	1
\$30.00 and under \$32.50	8	-	-	8	7	19	2	1	17	15
\$32.50 and under \$35.00	9	1	1	8	5	11	-	-	11	7
\$35.00 and under \$37.50	16	2	2	14	12	11	3	3	8	7
\$37.50 and under \$40.00	6	4	3	2	1	8	5	3	3	1
\$40.00 and under \$42.50	17	9	8	8	7	17	8	7	9	5
\$42.50 and under \$45.00	9	6	6	3	3	9	5	4	4	4
\$45.00 and under \$47.50	8	4	2	4	1	4	2	2	2	1
\$47.50 and under \$50.00	3	1	-	2	2	1	-	-	1	1
\$50.00 and under \$52.50	3	2	2	1	1	3	1	1	2	2
\$52.50 and under \$55.00	-	-	-	-	-	-	-	-	-	-
\$55.00 and under \$57.50	5	4	3	1	1	4	4	3	-	-
\$57.50 and over	2	2	2	-	-	2	2	2	-	-
Establishments having no specified minimum	18	7	xxx	11	xxx	21	8	xxx	13	xxx
Establishments which did not employ workers in this category	67	22	xxx	45	xxx	59	24	xxx	35	xxx

¹ Lowest salary rate formally established for hiring inexperienced workers for typing or other clerical jobs.

² Hours reflect the workweek for which employees receive their regular straight-time salaries. Data are presented for all workweeks combined, and for the most common workweek reported.

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Table B-3: Frequency of Wage Payment

Frequency of payment	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries ¹	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	
Weekly -----	58	68	97	48	99	13		98	99	99	85	96	
Biweekly -----	23	11	Δ	22	Δ	61		Δ	Δ	Δ	12	4	
Semimonthly -----	18	19	Δ	30	-	26		Δ	-	-	3	-	
Monthly -----	Δ	Δ	-	-	-	-		-	-	-	-	-	

¹ Includes data for services in addition to those industry divisions shown separately.

² Includes data for real estate and services in addition to those industry divisions shown separately.

Δ Less than 2.5 percent.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Table B-4: Scheduled Weekly Hours

Weekly hours	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries ³	Manufacturing	Public utilities,* ⁴	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	
Under 35 hours -----	Δ	Δ	-	-	-	Δ		Δ	-	-	-	-	
35 hours -----	6	3	Δ	Δ	3	13		-	-	-	-	-	
Over 35 and under 37½ hours -----	3	Δ	-	Δ	-	7		Δ	Δ	-	-	-	
37½ hours -----	12	12	53	5	-	8		Δ	3	-	-	-	
Over 37½ and under 40 hours -----	4	3	Δ	6	Δ	5		-	-	-	-	-	
40 hours -----	72	79	41	84	91	66		77	88	79	72	44	
Over 40 and under 44 hours -----	Δ	Δ	Δ	Δ	Δ	-		4	Δ	17	9	12	
44 hours -----	Δ	Δ	-	-	Δ	-		Δ	-	-	-	8	
Over 44 and under 48 hours -----	Δ	-	-	-	Δ	-		4	Δ	-	15	14	
48 hours -----	Δ	-	-	-	Δ	-		6	4	4	-	18	
Over 48 hours -----	-	-	-	-	-	-		3	3	-	4	4	

¹ Data relates to women workers only.

² Includes data for services in addition to those industry divisions shown separately.

³ Includes data for real estate and services in addition to those industry divisions shown separately.

⁴ Estimates differ substantially from those in previous studies, due to the exclusion of taxicab companies and services incidental to water transportation from the scope of areawide studies (see scope table, page 2, footnote 4).

Δ Less than 2.5 percent.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

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Table B-5: Paid Holiday Provisions ¹

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries ²	Manufacturing	Public utilities ³	Wholesale trade	Retail trade	Finance ^{**}	Services	All industries ³	Manufacturing	Public utilities ^{**}	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100		100	100	100	100	100	
<u>Number of paid holidays</u>													
Workers in establishments providing paid holidays	100	100	100	100	100	100		98	99	100	86	96	
Less than 5 days	Δ	-	-	-	Δ	-		Δ	-	-	-	9	
5 days	Δ	3	-	4	Δ	-		4	Δ	-	11	-	
6 days	30	36	4	36	85	4		57	62	21	32	64	
7 days	26	45	7	15	11	9		23	28	9	11	17	
8 days	11	7	36	8	Δ	13		7	5	29	25	Δ	
9 days	13	5	51	21	-	17		4	Δ	40	7	-	
10 days	5	4	-	16	-	6		Δ	Δ	-	-	-	
13 days	13	-	Δ	-	-	51		Δ	-	Δ	-	-	
Workers in establishments providing no paid holidays	-	-	-	-	-	-		Δ	Δ	⁴ -	14	4	
<u>Provisions for holidays occurring on nonworkdays ⁵</u>													
With provisions for holidays falling on													
Saturday	32	44	6	49	54	9		66	72	60	55	57	
Another day off with pay	21	23	3	48	45	9		20	19	5	48	29	
Extra day's pay	10	18	3	Δ	9	-		44	51	55	6	28	
Option of another day off or extra day's pay	Δ	3	-	-	-	-		Δ	Δ	-	-	-	
Provisions differ for various holidays	-	-	-	-	-	-		-	-	-	-	-	
Other provisions	Δ	-	-	-	-	-		-	-	-	-	-	
Saturday is a scheduled workday for all workers	3	Δ	Δ	Δ	8	Δ		11	7	3	4	35	
No provisions (or no pay) for holidays falling on Saturday	65	54	93	50	38	90		21	21	37	27	4	
With provisions for holidays falling on													
Sunday	99	99	100	97	96	100		92	97	100	72	77	
Another day off with pay	96	94	99	97	96	100		81	88	53	70	74	
Extra day's pay	Δ	Δ	Δ	-	-	-		9	7	47	Δ	3	
Option of another day off or extra day's pay	Δ	3	-	-	-	-		Δ	Δ	-	-	-	
Provisions differ for various holidays	-	-	-	-	-	-		-	-	-	-	-	
Other provisions	-	-	-	-	-	-		-	-	-	-	-	
Sunday is a scheduled workday for all workers	-	-	-	-	-	-		-	-	-	-	-	
No provisions (or no pay) for holidays falling on Sunday	Δ	Δ	-	3	4	-		6	Δ	-	14	19	
With provisions for holidays falling during vacation													
Another day off with pay	83	84	100	93	82	75		82	87	100	63	66	
Extra day's pay	62	40	94	93	82	75		37	26	77	62	63	
Option of another day off or extra day's pay	11	22	3	-	-	-		36	49	20	-	3	
Provisions differ for various holidays	Δ	Δ	3	-	-	-		3	3	3	Δ	-	
Other provisions	9	21	-	-	-	-		6	9	-	-	-	
No provisions (or no pay) for holidays falling during vacation	17	16	-	7	18	25		16	12	-	23	30	

¹ Estimates include only full-day holidays provided annually.

² Includes data for services in addition to those divisions shown separately.

³ Includes data for real estate, and services in addition to those industry divisions shown separately.

⁴ Estimate differs substantially from that in previous studies, due to the exclusion of taxicab companies and services incidental to water transportation from the scope of areawide studies (see scope table, page 2, footnote 4).

⁵ Limited to provisions in establishments having a formal policy applying when holidays occur on nonworkdays; some of the estimates would be slightly higher if practices determined informally as the situation occurs were included.

Δ Less than 2.5 percent.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Table B-6: Paid Vacations

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries ¹	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	
METHOD OF PAYMENT													
Workers in establishments providing paid vacations -----	100	100	100	100	100	100		100	100	100	98	100	
Length-of-time payment -----	100	100	100	100	100	100		95	93	100	98	100	
Percentage payment -----	-	-	-	-	-	-		4	6	-	-	-	
Flat-sum payment -----	-	-	-	-	-	-		-	-	-	-	-	
Other -----	-	-	-	-	-	-		Δ	Δ	-	-	-	
Workers in establishments providing no paid vacations -----	-	-	-	-	-	-		Δ	-	-	Δ	-	
AMOUNT OF VACATION PAY													
After 1 year of service													
Under 1 week -----	Δ	-	-	-	-	-		Δ	Δ	-	-	-	
1 week -----	20	21	9	19	70	5		74	78	27	65	80	
Over 1 and under 2 weeks -----	11	21	Δ	-	14	Δ		10	12	3	-	11	
2 weeks -----	68	58	90	81	16	94		14	8	67	33	9	
Over 2 and under 3 weeks -----	Δ	-	-	-	-	-		Δ	-	-	-	-	
3 weeks -----	-	-	-	-	-	-		Δ	-	3	-	-	
After 2 years of service													
1 week -----	8	11	3	15	12	-		53	59	9	51	41	
Over 1 and under 2 weeks -----	10	21	-	-	Δ	-		16	22	-	-	3	
2 weeks -----	81	68	95	85	86	100		30	19	88	47	56	
Over 2 and under 3 weeks -----	Δ	-	-	-	-	-		Δ	-	-	-	-	
3 weeks -----	Δ	-	Δ	-	-	-		Δ	-	3	-	-	
After 3 years of service													
1 week -----	7	11	Δ	13	7	-		41	49	-	43	19	
Over 1 and under 2 weeks -----	10	21	-	-	Δ	-		15	20	-	5	4	
2 weeks -----	82	68	99	87	92	100		43	31	97	50	77	
Over 2 and under 3 weeks -----	Δ	-	-	-	-	-		Δ	-	-	-	-	
3 weeks -----	Δ	-	Δ	-	-	-		Δ	-	3	-	-	
After 5 years of service													
1 week -----	Δ	Δ	Δ	7	5	-		8	Δ	-	32	17	
Over 1 and under 2 weeks -----	Δ	-	-	-	Δ	-		Δ	-	-	-	4	
2 weeks -----	94	97	96	93	94	90		88	95	97	66	76	
Over 2 and under 3 weeks -----	3	-	-	-	-	10		Δ	3	-	-	-	
3 weeks -----	Δ	3	3	-	Δ	-		Δ	Δ	3	-	3	

See footnotes at end of table.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Occupational Wage Survey, Baltimore, Md., April 1955
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

NOTE: In the tabulations of vacation allowances by years of service, payments other than "length of time", such as percentage of annual earnings or flat-sum payments, were converted to an equivalent time basis; for example, a payment of 2 percent of annual earnings was considered as 1 week's pay.

Table B-6: Paid Vacations - Continued

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All Industries ¹	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All Industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100		100	100	100	100	100	
<u>AMOUNT OF VACATION PAY - Continued</u>													
<u>After 10 years of service</u>													
1 week	Δ	Δ	Δ	7	5	-		8	Δ	-	32	17	
2 weeks	85	86	96	92	74	83		82	89	97	63	60	
Over 2 and under 3 weeks	Δ	3	-	-	-	-		Δ	3	-	-	-	
3 weeks	12	11	3	Δ	21	17		8	7	3	3	23	
<u>After 15 years of service</u>													
1 week	Δ	Δ	Δ	7	5	-		8	Δ	-	32	17	
2 weeks	27	18	5	34	28	50		25	26	4	23	35	
Over 2 and under 3 weeks	Δ	-	-	-	-	-		Δ	3	-	-	-	
3 weeks	71	81	94	59	67	50		65	70	96	43	48	
<u>After 20 years of service</u>													
1 week	Δ	Δ	Δ	7	5	-		7	Δ	-	32	17	
2 weeks	21	18	Δ	34	26	29		22	24	4	23	29	
Over 2 and under 3 weeks	Δ	-	-	-	-	-		Δ	3	-	-	-	
3 weeks	77	81	98	59	68	71		67	72	96	43	51	
4 weeks and over	Δ	-	-	-	Δ	-		Δ	Δ	-	-	3	
<u>After 25 years of service</u>													
1 week	Δ	Δ	Δ	7	5	-		7	Δ	-	32	17	
2 weeks	17	18	Δ	32	26	13		22	24	4	21	29	
Over 2 and under 3 weeks	Δ	-	-	-	-	-		Δ	3	-	-	-	
3 weeks	65	69	98	19	37	71		60	64	96	20	45	
4 weeks and over	16	12	-	42	32	16		8	8	-	25	9	

¹ Includes data for services in addition to those industry divisions shown separately.

² Includes data for real estate and services in addition to those industry divisions shown separately.

Δ Less than 2.5 percent.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

APPENDIX: JOB DESCRIPTIONS

The primary purpose of preparing job descriptions for the Bureau's wage surveys is to assist its field staff in classifying into appropriate occupations workers who are employed under a variety of payroll titles and different work arrangements from establishment to establishment and from area to area. This is essential in order to permit the grouping of occupational wage rates representing comparable job content. Because of this emphasis on interestablishment and interarea comparability of occupational content, the Bureau's job descriptions may differ significantly from those in use in individual establishments or those prepared for other purposes. In applying these job descriptions, the Bureau's field representatives are instructed to exclude working supervisors, apprentices, learners, beginners, trainees, handicapped workers, part-time, temporary, and probationary workers.

OfficeBILLER, MACHINE

Prepares statements, bills, and invoices on a machine other than an ordinary or electromatic typewriter. May also keep records as to billings or shipping charges or perform other clerical work incidental to billing operations. For wage study purposes, billers, machine, are classified by type of machine, as follows:

Biller, machine (billing machine) - Uses a special billing machine (Moon Hopkins, Elliott Fisher, Burroughs, etc., which are combination typing and adding machines) to prepare bills and invoices from customers' purchase orders, internally prepared orders, shipping memoranda, etc. Usually involves application of predetermined discounts and shipping charges and entry of necessary extensions, which may or may not be computed on the billing machine, and totals which are automatically accumulated by machine. The operation usually involves a large number of carbon copies of the bill being prepared and is often done on a fanfold machine.

Biller, machine (bookkeeping machine) - Uses a bookkeeping machine (Sundstrand, Elliott Fisher, Remington Rand, etc., which may or may not have typewriter keyboard) to prepare customers' bills as part of the accounts receivable operation. Generally involves the simultaneous entry of figures on customers' ledger record. The machine automatically accumulates figures on a number of vertical columns and computes and usually prints automatically the debit or credit balances. Does not involve a knowledge of bookkeeping. Works from uniform and standard types of sales and credit slips.

BOOKKEEPING-MACHINE OPERATOR

Operates a bookkeeping machine (Remington Rand, Elliott Fisher, Sundstrand, Burroughs, National Cash Register, with or without a typewriter keyboard) to keep a record of business transactions.

BOOKKEEPING-MACHINE OPERATOR - Continued

Class A - Keeps a set of records requiring a knowledge of and experience in basic bookkeeping principles and familiarity with the structure of the particular accounting system used. Determines proper records and distribution of debit and credit items to be used in each phase of the work. May prepare consolidated reports, balance sheets, and other records by hand.

Class B - Keeps a record of one or more phases or sections of a set of records usually requiring little knowledge of basic bookkeeping. Phases or sections include accounts payable, payroll, customers' accounts (not including a simple type of billing described under biller, machine), cost distribution, expense distribution, inventory control, etc. May check or assist in preparation of trial balances and prepare control sheets for the accounting department.

CLERK, ACCOUNTING

Class A - Under general direction of a bookkeeper or accountant, has responsibility for keeping one or more sections of a complete set of books or records relating to one phase of an establishment's business transactions. Work involves posting and balancing subsidiary ledger or ledgers such as accounts receivable or accounts payable; examining and coding invoices or vouchers with proper accounting distribution; requires judgment and experience in making proper assignments and allocations. May assist in preparing, adjusting, and closing journal entries; may direct class B accounting clerks.

Class B - Under supervision, performs one or more routine accounting operations such as posting simple journal vouchers, accounts payable vouchers, entering vouchers in voucher registers; reconciling bank accounts; posting subsidiary ledgers controlled by general ledgers. This job does not require a knowledge of accounting and bookkeeping principles but is found in offices in which the more routine accounting work is subdivided on a functional basis among several workers.

CLERK, FILE

Class A - Responsible for maintaining an established filing system. Classifies and indexes correspondence or other material; may also file this material. May keep records of various types in conjunction with files or supervise others in filing and locating material in the files. May perform incidental clerical duties.

Class B - Performs routine filing, usually of material that has already been classified, or locates or assists in locating material in the files. May perform incidental clerical duties.

CLERK, ORDER

Receives customers' orders for material or merchandise by mail, phone, or personally. Duties involve any combination of the following: Quoting prices to customers; making out an order sheet listing the items to make up the order; checking prices and quantities of items on order sheet; distributing order sheets to respective departments to be filled. May check with credit department to determine credit rating of customer, acknowledge receipt of orders from customers, follow up orders to see that they have been filled, keep file of orders received, and check shipping invoices with original orders.

CLERK, PAYROLL

Computes wages of company employees and enters the necessary data on the payroll sheets. Duties involve: Calculating workers' earnings based on time or production records; posting calculated data on payroll sheet, showing information such as worker's name, working days, time, rate, deductions for insurance, and total wages due. May make out pay checks and assist paymaster in making up and distributing pay envelopes. May use a calculating machine.

COMPTOMETER OPERATOR

Primary duty is to operate a Comptometer to perform mathematical computations. This job is not to be confused with that of statistical or other type of clerk, which may involve frequent use of a Comptometer but, in which, use of this machine is incidental to performance of other duties.

DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

Under general supervision and with no supervisory responsibilities, reproduces multiple copies of typewritten or handwriting matter, using a mimeograph or ditto machine. Makes necessary adjustment such as for ink and paper feed counter and cylinder speed. Is not required to prepare stencil or ditto master. May keep file of used stencils or ditto masters. May sort, collate, and staple completed material.

KEY-PUNCH OPERATOR

Under general supervision and with no supervisory responsibilities, records accounting and statistical data on tabulating cards by punching a series of holes in the cards in a specified sequence, using an alphabetical or a numerical key-punch machine, following written information on records. May duplicate cards by using the duplicating device attached to machine. Keeps files of punch cards. May verify own work or work of others.

OFFICE BOY OR GIRL

Performs various routine duties such as running errands, operating minor office machines such as sealers or mailers, opening and distributing mail, and other minor clerical work.

SECRETARY

Performs secretarial and clerical duties for a superior in an administrative or executive position. Duties include making appointments for superior; receiving people coming into office; answering and making phone calls; handling personal and important or confidential mail, and writing routine correspondence on own initiative; taking dictation (where transcribing machine is not used) either in shorthand or by stenotype or similar machine, and transcribing dictation or the recorded information reproduced on a transcribing machine. May prepare special reports or memoranda for information of superior.

STENOGRAPHER, GENERAL

Primary duty is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a normal routine vocabulary, and to transcribe this dictation on a typewriter. May also type from written copy. May also set up and keep files in order, keep simple records, etc. Does not include transcribing-machine work (see transcribing-machine operator).

STENOGRAPHER, TECHNICAL

Primary duty is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research and to transcribe this dictation on a typewriter. May also type from written copy. May also set up and keep files in order, keep simple records, etc. Does not include transcribing-machine work.

SWITCHBOARD OPERATOR

Operates a single- or multiple-position telephone switchboard. Duties involve handling incoming, outgoing, and intraplant or office calls. May record toll calls and take messages. May give information to persons who call in, or occasionally take telephone orders. For workers who also act as receptionists see switchboard operator-receptionist.

SWITCHBOARD OPERATOR-RECEPTIONIST

In addition to performing duties of operator, on a single position or monitor-type switchboard, acts as receptionist and may also type or perform routine clerical work as part of regular duties. This typing or clerical work may take the major part of this worker's time while at switchboard.

TABULATING-MACHINE OPERATOR

Operates machine that automatically analyzes and translates information punched in groups of tabulating cards and prints translated data on forms or accounting records; sets or adjusts machine; does simple wiring of plugboards according to established practice or diagrams; places cards to be tabulated in feed magazine and starts machine. May file cards after they are tabulated. May, in addition, operate auxiliary machines.

TRANSCRIBING-MACHINE OPERATOR, GENERAL

Primary duty is to transcribe dictation involving a normal routine vocabulary from transcribing machine records. May also type from written copy and do simple clerical work. Workers transcribing dictation involving a varied technical or specialized vocabulary such as legal briefs or reports on scientific research are not

TRANSCRIBING-MACHINE OPERATOR, GENERAL - Continued

included. A worker who takes dictation in shorthand or by stenotype or similar machine is classified as a stenographer, general.

TYPIST

Uses a typewriter to make copies of various material or to make out bills after calculations have been made by another person. May do clerical work involving little special training, such as keeping simple records, filing records and reports or sorting and distributing incoming mail.

Class A - Performs one or more of the following: Typing material in final form from very rough and involved draft; copying from plain or corrected copy in which there is a frequent and varied use of technical and unusual words or from foreign-language copy; combining material from several sources, or planning layout of complicated statistical tables to maintain uniformity and balance in spacing; typing tables from rough draft in final form. May type routine form letters, varying details to suit circumstances.

Class B - Performs one or more of the following: Typing from relatively clear or typed drafts; routine typing of forms, insurance policies, etc.; setting up simple standard tabulations, or copying more complex tables already set up and spaced properly.

Professional and TechnicalDRAFTSMAN, JUNIOR

(Assistant draftsman)

Draws to scale units or parts of drawings prepared by draftsman or others for engineering, construction, or manufacturing purposes. Uses various types of drafting tools as required. May prepare drawings from simple plans or sketches, or perform other duties under direction of a draftsman.

DRAFTSMAN, LEADER

Plans and directs activities of one or more draftsmen in preparation of working plans and detail drawings from rough or preliminary sketches for engineering, construction, or manufacturing purposes. Duties involve a combination of the following: Interpreting blueprints, sketches, and written or verbal orders; determining work procedures; assigning duties to subordinates and inspecting their work; performing more difficult problems. May assist subordinates during

DRAFTSMAN, LEADER - Continued

emergencies or as a regular assignment, or perform related duties of a supervisory or administrative nature.

DRAFTSMAN, SENIOR

Prepares working plans and detail drawings from notes, rough or detailed sketches for engineering, construction, or manufacturing purposes. Duties involve a combination of the following: Preparing working plans, detail drawings, maps, cross-sections, etc., to scale by use of drafting instruments; making engineering computations such as those involved in strength of materials, beams and trusses; verifying completed work, checking dimensions, materials to be used, and quantities; writing specifications; making adjustments or changes in drawings or specifications. May ink in lines and letters on pencil drawings, prepare detail units of complete drawings, or trace drawings. Work is frequently in a specialized field such as architectural, electrical, mechanical, or structural drafting.

NURSE, INDUSTRIAL (REGISTERED)

A registered nurse who gives nursing service to ill or injured employees or other persons who become ill or suffer an accident on the premises of a factory or other establishment. Duties involve a combination of the following: Giving first aid to the ill or injured; attending to subsequent dressing of employees' injuries; keeping records of patients treated; preparing accident reports for compensation or other purposes; conducting physical examinations and health evaluations of applicants and employees; and planning and carrying out programs involving health education, accident prevention, evaluation of plant

NURSE, INDUSTRIAL (REGISTERED) - Continued

environment, or other activities affecting the health, welfare, and safety of all personnel.

TRACER

Copies plans and drawings prepared by others, by placing tracing cloth or paper over drawing and tracing with pen or pencil. Uses T-square, compass, and other drafting tools. May prepare simple drawings and do simple lettering.

Maintenance and PowerplantCARPENTER, MAINTENANCE

Performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions; using a variety of carpenter's handtools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

ELECTRICIAN, MAINTENANCE

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generating, distribution, or utilization of electric energy in an establishment. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layout, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; using a variety of electrician's handtools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

ENGINEER, STATIONARY

Operates and maintains and may also supervise the operation of stationary engines and equipment (mechanical or electrical) to supply the establishment in which employed with power, heat, refrigeration, or air-conditioning. Work involves: Operating and maintaining equipment such as steam engines, air compressors, generators, motors, turbines, ventilating and refrigerating equipment, steam boilers and boiler-fed water pumps; making equipment repairs; keeping a record of operation of machinery, temperature, and fuel consumption. May also supervise these operations. Head or chief engineers in establishments employing more than one engineer are excluded.

FIREMAN, STATIONARY BOILER

Fires stationary boilers to furnish the establishment in which employed with heat, power, or steam. Feeds fuels to fire by hand or operates a mechanical stoker, gas, or oil burner; checks water and safety valves. May clean, oil, or assist in repairing boiler-room equipment.

HELPER, TRADES, MAINTENANCE

Assists one or more workers in the skilled maintenance trades, by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting worker by holding materials or tools; performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade: In some trades the helper is confined to supplying, lifting, and holding materials and tools and cleaning working areas; and in others he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

MACHINE-TOOL OPERATOR, TOOLROOM

Specializes in the operation of one or more types of machine tools, such as jig borers, cylindrical or surface grinders, engine lathes, or milling machines in the construction of machine-shop tools, gauges, jigs, fixtures, or dies. Work involves most of the following: Planning and performing difficult machining operations; processing items requiring complicated setups or a high degree of accuracy; using a variety of precision measuring instruments; selecting feeds, speeds, tooling and operation sequence; making necessary adjustments during operation to achieve requisite tolerances or dimensions. May be required to recognize when tools need dressing, to dress tools, and to select proper coolants and cutting and lubricating oils. For cross-industry wage study purposes, machine-tool operators, toolroom, in tool and die jobbing shops are excluded from this classification.

MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment operated in an establishment. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for his work; fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, AUTOMOTIVE (MAINTENANCE)

Repairs automobiles, busses, motortrucks, and tractors of an establishment. Work involves most of the following: Examining automotive equipment to diagnose source of trouble; disassembling equipment and performing repairs that involve the use of such handtools as wrenches, gauges, drills, or specialized equipment in disassembling or fitting parts; replacing broken or defective parts from stock; grinding and adjusting valves; reassembling and installing the various assemblies in the vehicle and making necessary adjustments; alining wheels, adjusting brakes and lights, or tightening body bolts. In general, the work of the automotive mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, MAINTENANCE

Repairs machinery or mechanical equipment of an establishment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of handtools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending of the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shop; reassembling machines; and making all necessary adjustments for operation. In general, the work of a maintenance mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

MILLWRIGHT

Installs new machines or heavy equipment and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: Planning and laying out of the work; interpreting blueprints or other specifications; using a variety of handtools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; alining and balancing of equipment; selecting standard tools, equipment, and parts to be used; installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

OILER

Lubricates, with oil or grease, the moving parts or wearing surfaces of mechanical equipment of an establishment.

PAINTER, MAINTENANCE

Paints and redecorates walls, woodwork, and fixtures of an establishment. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

PIPEFITTER, MAINTENANCE

Installs or repairs water, steam, gas, or other types of pipe and pipefittings in an establishment. Work involves most of the following: Laying out of work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer or oxyacetylene torch or pipe-cutting machine; threading pipe with stocks and dies; bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

PLUMBER, MAINTENANCE

Keeps the plumbing system of an establishment in good order. Work involves: Knowledge of sanitary codes regarding installation of vents and traps in plumbing system; installing or repairing pipes and fixtures; opening clogged drains with a plunger or plumber's snake. In general, the work of the maintenance plumber requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

SHEET-METAL WORKER, MAINTENANCE

Fabricates, installs, and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: Planning

SHEET-METAL WORKER, MAINTENANCE - Continued

and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal-working machines; using a variety of handtools in cutting, bending, forming, shaping, fitting, and assembling; installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

TOOL AND DIE MAKER

(Diemaker; jig maker; toolmaker; fixture maker; gauge maker)

Constructs and repairs machine-shop tools, gauges, jigs, fixtures or dies for forgings, punching and other metal-forming work. Work involves most of the following: Planning and laying out of work from models, blueprints, drawings, or other oral and written specifications; using a variety of tool and die maker's handtools and precision measuring instruments; understanding of the working properties of common metals and alloys; setting up and operating of machine tools and related equipment; making necessary shop computations relating to dimensions of work, speeds, feeds, and tooling of machines; heat-treating of metal parts during fabrication as well as of finished tools and dies to achieve required qualities; working to close tolerances; fitting and assembling of parts to prescribed tolerances and allowances; selecting appropriate materials, tools, and processes. In general, the tool and die maker's work requires a rounded training in machine-shop and toolroom practice usually acquired through a formal apprenticeship or equivalent training and experience.

For cross-industry wage study purposes, tool and die makers in tool and die jobbing shops are excluded from this classification.

Custodial and Material MovementELEVATOR OPERATOR, PASSENGER

Transports passengers between floors of an office building, apartment house, department store, hotel or similar establishment. Workers who operate elevators in conjunction with other duties such as those of starters and janitors are excluded.

GUARD

Performs routine police duties, either at fixed post or on tour, maintaining order, using arms or force where necessary. Includes gatemen who are stationed at gate and check on identity of employees and other persons entering.

JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; cleaning lavatories, showers, and restrooms. Workers who specialize in window washing are excluded.

LABORER, MATERIAL HANDLING

(Loader and unloader; handler and stacker; shelver; trucker; stockman or stock helper; warehouseman or warehouse helper)

A worker employed in a warehouse, manufacturing plant, store, or other establishment whose duties involve one or more of the following: Loading and unloading various materials and merchandise on or from freight cars, trucks, or other transporting devices; unpacking, shelving, or placing materials or merchandise in proper storage location; transporting materials or merchandise by hand truck, car, or wheelbarrow. Longshoremen, who load and unload ships are excluded.

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock, or report short supplies to supervisor, and perform other related duties.

PACKER, SHIPPING

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; applying labels or entering identifying data on container. Packers who also make wooden boxes or crates are excluded.

SHIPPING AND RECEIVING CLERK

Prepares merchandise for shipment, or receives and is responsible for incoming shipment of merchandise or other materials. Shipping work involves: A knowledge of shipping procedures, practices, routes, available means of transportation and rates; and preparing records of the goods shipped, making up bills of lading, posting weight and shipping charges, and keeping a file of shipping records. May direct or assist in preparing the merchandise for shipment. Receiving work involves: Verifying or directing others in verifying the correctness of shipments against bills of lading, invoices, or

SHIPPING AND RECEIVING CLERK - Continued

other records; checking for shortages and rejecting damaged goods; routing merchandise or materials to proper departments; maintaining necessary records and files.

For wage study purposes, workers are classified as follows:

Receiving clerk
Shipping clerk
Shipping and receiving clerk

TRUCKDRIVER

Drives a truck within a city or industrial area to transport materials, merchandise, equipment, or men between various types of establishments such as: Manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Driver-salesmen and over-the-road drivers are excluded.

For wage study purposes, truckdrivers are classified by size and type of equipment, as follows: (Tractor-trailer should be rated on the basis of trailer capacity.)

Truckdriver, light (under 1½ tons)
Truckdriver, medium (1½ to and including 4 tons)
Truckdriver, heavy (over 4 tons, trailer type)
Truckdriver, heavy (over 4 tons, other than trailer type)

TRUCKER, POWER

Operates a manually controlled gasoline- or electric-powered truck or tractor to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

For wage study purposes, workers are classified by type of truck, as follows:

Trucker, power (forklift)
Trucker, power (other than forklift)

WATCHMAN

Makes rounds of premises periodically in protecting property against fire, theft, and illegal entry.