

Occupational Wage Survey

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* NOTE: Similar tabulations (also covering health, insurance, and pension plans) are available in the Philadelphia area reports for May 1950, October 1951, October 1952, and October 1953. 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 are also available for the machinery industries in the Philadelphia area (January 1955), and for leather tanning in Philadelphia-Camden-Wilmington (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.

Introduction

The Philadelphia 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 New York, N. Y., by Frederick W. Mueller under the direction of Paul E. Warwick, 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 Philadelphia, Pa.,¹ by Major Industry Division, November 1954

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	-	1,469	317	559,400	95,700	368,800	324,190
Manufacturing	101	749	139	344,600	38,600	252,200	188,810
Nonmanufacturing	-	720	178	214,800	57,100	116,600	135,380
Transportation (excluding railroads), communication, and other public utilities ⁴	101	62	23	50,700	9,100	33,000	44,380
Wholesale trade	51	200	36	29,500	7,800	14,000	7,840
Retail trade ⁵	101	104	35	66,500	8,900	50,600	51,250
Finance, insurance, and real estate	51	170	46	44,300	27,900	⁶ 2,700	24,490
Services ⁷	51	184	38	23,800	3,400	16,300	7,420

¹ The Philadelphia Area (Philadelphia and Delaware Counties, Pa., and Camden County, N. J.). 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 Excludes limited-price variety stores.

⁶ Estimate relates to real estate establishments only.

⁷ Hotels; personal services; business services; automobile repair shops; radio broadcasting and television; motion pictures; nonprofit membership organizations; and engineering and architectural services.

A: Occupational Earnings

Table A-1: Office Occupations

(Average straight-time weekly hours and earnings¹ for selected occupations studied on an area basis in Philadelphia, Pa., by industry division, November 1954)

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 \$32.50	\$32.50 and under 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	60.00-62.50	62.50-65.00	65.00-67.50	67.50-70.00	70.00-72.50	72.50-75.00	75.00-80.00	80.00-85.00	85.00-90.00	90.00 and over						
Men																															
Clerks, accounting, class A	630	38.5	78.00	-	-	-	-	-	-	-	3	5	6	34	21	38	57	48	63	29	85	49	55	137							
Manufacturing	377	39.0	78.50	-	-	-	-	-	-	-	-	2	2	26	13	24	21	31	51	4	61	19	30	4	93						
Nonmanufacturing	253	38.5	77.00	-	-	-	-	-	-	-	3	3	4	8	8	14	36	17	12	25	24	30	25	3	44						
Public utilities*	36	39.0	81.50	-	-	-	-	-	-	-	-	-	-	-	1	-	1	2	-	10	-	4	11	7							
Wholesale trade	97	38.5	81.00	-	-	-	-	-	-	-	-	-	-	2	-	5	17	2	7	7	8	19	10	4	20						
Finance**	85	38.0	73.00	-	-	-	-	-	-	-	3	-	4	5	2	7	10	12	3	8	10	4	3	5	14						
Clerks, accounting, class B	247	38.5	60.50	-	-	5	18	7	8	11	26	36	24	16	9	3	7	14	7	3	18	16	13	6							
Manufacturing	79	39.5	62.00	-	-	-	1	1	-	2	12	14	12	4	-	2	-	6	5	2	15	-	2	1							
Nonmanufacturing	168	38.5	59.50	-	-	5	17	6	8	9	14	22	12	12	9	1	7	8	2	1	3	16	11	5							
Public utilities*	28	38.5	70.50	-	-	-	2	-	2	-	3	-	-	4	-	-	1	-	-	1	1	4	10	-							
Wholesale trade	65	39.5	61.00	-	-	-	4	2	1	1	6	15	5	8	-	-	6	7	-	-	2	2	1	5							
Clerks, order	605	39.0	69.00	-	-	4	13	-	-	5	29	-	16	28	50	49	138	38	30	34	67	34	23	47							
Manufacturing	200	39.0	70.50	-	-	-	7	-	-	-	-	-	1	7	7	15	75	15	2	13	29	9	1	19							
Nonmanufacturing	405	39.5	68.00	-	-	4	6	-	-	5	29	-	15	21	43	34	63	23	28	21	38	25	22	28							
Wholesale trade	300	39.0	69.00	-	-	4	6	-	-	5	20	-	4	15	29	31	43	15	16	19	30	23	13	27							
Retail trade ⁴	79	39.5	70.00	-	-	-	-	-	-	-	-	-	2	2	10	3	20	8	12	2	8	2	9	1							
Clerks, payroll	166	39.0	72.50	-	-	-	-	-	3	8	-	-	-	2	7	37	8	12	17	2	22	8	30	10							
Manufacturing	144	39.0	73.00	-	-	-	-	-	-	6	-	-	-	2	3	37	7	12	15	2	18	6	29	7							
Office boys	726	38.5	41.50	39	19	189	132	113	38	33	56	36	29	17	13	4	-	8	-	-	-	-	-	-							
Manufacturing	349	39.5	43.50	4	4	77	79	43	7	15	30	30	23	13	13	3	-	8	-	-	-	-	-	-							
Nonmanufacturing	377	38.0	39.50	35	15	112	53	70	31	18	26	6	6	4	-	1	-	-	-	-	-	-	-	-							
Public utilities*	33	37.5	39.00	-	-	11	12	4	2	2	-	1	-	-	-	-	-	-	-	-	-	-	-	-							
Wholesale trade	71	38.5	44.00	-	-	5	7	21	8	4	17	3	6	-	-	-	-	-	-	-	-	-	-	-							
Retail trade ⁴	63	39.5	39.00	-	2	28	9	13	6	2	-	2	-	1	-	-	-	-	-	-	-	-	-	-							
Finance**	145	36.5	38.50	26	3	40	14	28	12	10	9	-	3	-	-	-	-	-	-	-	-	-	-	-							
Services	65	39.0	36.00	9	10	28	11	4	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-							
Tabulating-machine operators	548	38.5	67.00	-	-	1	1	4	9	14	11	30	23	28	28	45	55	43	31	41	35	65	51	19	14						
Manufacturing	268	39.5	70.00	-	-	-	-	-	-	-	-	10	10	16	7	26	20	21	11	31	20	45	28	18	5						
Nonmanufacturing	280	38.0	63.50	-	-	1	1	4	9	14	11	20	13	12	21	19	35	22	20	10	15	20	23	1	9						
Public utilities*	30	38.5	71.50	-	-	-	-	-	-	-	-	-	-	-	2	1	5	4	-	-	4	11	-	-							
Wholesale trade	57	39.0	75.00	-	-	-	-	-	-	-	-	-	-	-	2	11	8	3	4	6	7	6	1	9							
Finance**	171	37.5	58.50	-	-	1	1	4	8	13	11	20	10	11	19	12	19	3	11	5	9	8	6	-							
Women																															
Billers, machine (billing machine)	398	37.5	53.50	-	-	4	4	24	28	26	55	52	34	24	19	37	61	19	5	2	3	1	-	-	-						
Manufacturing	174	38.0	54.00	-	-	4	3	4	15	2	23	34	16	13	5	24	2	18	5	2	3	1	-	-	-						
Nonmanufacturing	224	36.5	53.50	-	-	-	1	20	13	24	32	18	18	11	14	13	59	1	-	-	-	-	-	-	-						
Billers, machine (bookkeeping machine)	214	39.5	53.00	-	-	12	3	27	15	12	5	6	14	53	15	10	-	26	8	-	8	-	-	-	-						
Manufacturing	81	40.0	60.00	-	-	-	-	5	-	-	-	5	29	7	8	-	11	8	-	8	-	-	-	-							
Nonmanufacturing	133	39.0	49.50	-	-	12	3	22	15	12	5	6	9	24	8	2	15	-	-	-	-	-	-	-							
Retail trade ⁴	105	39.5	50.00	-	-	3	3	19	12	12	5	4	4	23	3	2	15	-	-	-	-	-	-	-							
Bookkeeping-machine operators, class A	288	38.5	61.00	-	-	-	-	1	1	17	25	31	10	31	19	28	17	28	36	3	9	19	-	13	-						
Manufacturing	165	38.5	63.00	-	-	-	-	-	7	8	15	6	21	14	11	14	14	22	3	2	15	-	13	-							
Nonmanufacturing	123	38.5	58.00	-	-	-	-	1	1	10	17	16	4	10	5	17	3	14	14	-	7	4	-	-							

See footnotes at end of table.

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

** Finance, insurance, and real estate.

Occupational Wage Survey, Philadelphia, Pa., November 1954

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 in an area basis in Philadelphia, Pa., by industry division, November 1954)

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 \$32.50	\$32.50 and under 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 - 62.50	\$62.50 - 65.00	\$65.00 - 67.50	\$67.50 - 70.00	\$70.00 - 72.50	\$72.50 - 75.00	\$75.00 - 80.00	\$80.00 - 85.00	\$85.00 - 90.00	\$90.00 and over						
Women - Continued																															
Bookkeeping-machine operators, class B	1,908	38.0	48.00	-	7	91	103	278	240	288	147	239	146	139	92	48	31	29	13	5	6	1	-	5	-	-					
Manufacturing	344	38.5	53.00	-	-	2	11	12	18	12	28	68	56	24	58	12	29	6	7	-	-	1	-	-	-	-					
Nonmanufacturing	1,564	38.0	47.00	-	7	89	92	266	222	276	119	171	90	115	34	36	2	23	6	5	6	-	-	5	-	-					
Wholesale trade	257	39.0	53.00	-	-	4	-	35	14	7	15	55	26	34	14	22	-	10	5	5	6	-	-	5	-	-					
Retail trade ⁶	142	39.5	50.00	-	-	8	10	13	5	18	12	16	8	27	5	10	1	8	1	-	-	-	-	-	-	-					
Finance**	1,125	37.5	45.00	-	7	77	82	218	203	244	89	81	51	54	15	-	-	4	-	-	-	-	-	-	-	-					
Clerks, accounting, class A	1,188	37.5	59.50	-	-	-	-	45	28	91	100	59	60	130	114	89	84	146	71	30	25	44	44	19	9						
Manufacturing	440	38.0	63.50	-	-	-	-	-	-	35	9	30	18	37	42	32	41	59	32	16	11	23	40	12	3						
Nonmanufacturing	748	37.0	57.50	-	-	-	-	45	28	56	91	29	42	93	72	57	43	87	39	14	14	21	4	7	6						
Public utilities*	45	36.5	66.50	-	-	-	-	-	-	-	-	-	2	12	3	1	2	9	3	2	3	1	-	6	1						
Wholesale trade	79	39.0	67.00	-	-	-	-	-	-	-	14	-	1	-	5	17	1	9	1	5	5	13	2	1	5						
Retail trade ⁶	196	39.0	57.00	-	-	-	-	18	7	10	26	12	8	8	15	11	20	41	10	3	3	4	-	-	-						
Finance**	354	35.0	54.00	-	-	-	-	27	21	46	48	14	31	45	49	18	12	18	16	3	3	2	1	-	-						
Services	74	38.5	60.50	-	-	-	-	-	-	3	3	-	-	28	-	10	8	10	9	1	-	1	1	-	-						
Clerks, accounting, class B	1,938	38.5	49.50	20	50	74	68	233	235	236	139	358	112	121	39	61	39	18	26	27	10	24	20	10	18						
Manufacturing	505	38.5	51.00	-	-	4	-	38	92	67	25	108	41	42	4	19	21	2	19	6	2	15	-	-	-						
Nonmanufacturing	1,433	38.5	49.00	20	50	70	68	195	143	169	114	250	71	79	35	42	18	16	7	21	8	9	20	10	18						
Public utilities*	89	38.5	63.00	-	-	-	-	-	1	13	2	7	9	6	-	5	7	10	2	5	6	-	15	1	-						
Wholesale trade	262	38.5	55.50	6	-	4	6	18	19	24	10	64	6	28	15	10	2	3	5	8	2	6	-	8	18						
Retail trade ⁶	612	39.5	46.50	14	35	48	28	73	80	53	59	86	38	39	17	20	9	2	-	2	-	3	5	1	-						
Finance**	406	37.0	45.00	-	15	18	34	104	39	49	39	72	18	3	2	7	-	-	6	-	-	-	-	-	-						
Services	64	38.5	48.50	-	-	-	-	-	4	30	4	21	-	3	1	-	-	1	-	-	-	-	-	-	-						
Clerks, file, class A	699	37.5	53.00	-	-	9	14	35	50	60	76	159	43	57	55	59	15	29	12	4	10	5	7	-	-						
Manufacturing	235	39.0	57.00	-	-	5	7	11	7	14	20	16	37	30	53	1	9	12	4	5	4	-	-	-	-						
Nonmanufacturing	464	36.5	51.00	-	-	9	28	39	53	62	139	27	20	25	6	14	20	-	5	1	7	-	-	-	-						
Public utilities*	28	36.5	56.50	-	-	-	-	1	3	1	3	1	3	6	2	1	1	-	5	-	-	-	-	-	-						
Wholesale trade	52	39.5	56.50	-	-	-	-	-	-	-	21	10	-	2	2	-	8	5	-	-	-	4	-	-	-						
Finance**	216	36.0	49.50	-	9	9	22	24	30	21	37	12	12	21	2	2	11	-	-	-	1	3	-	-	-						
Clerks, file, class B	2,239	38.0	40.50	106	229	455	326	482	188	171	85	77	44	42	18	4	2	6	4	-	-	-	-	-	-						
Manufacturing	406	39.5	47.00	-	-	9	24	87	45	60	29	62	36	31	14	4	1	4	-	-	-	-	-	-	-						
Nonmanufacturing	1,833	37.5	39.00	106	229	446	302	395	143	111	56	15	8	11	4	-	1	2	4	-	-	-	-	-	-						
Public utilities*	50	36.0	50.00	-	-	-	-	1	17	6	6	4	3	4	4	-	-	1	4	-	-	-	-	-	-						
Wholesale trade	241	39.5	44.00	-	-	14	8	54	65	58	26	6	2	6	-	-	1	1	-	-	-	-	-	-	-						
Retail trade ⁶	249	39.5	37.50	15	36	95	33	41	11	6	7	3	2	-	-	-	-	-	-	-	-	-	-	-	-						
Finance**	1,072	36.5	38.00	81	153	294	216	217	50	40	17	2	1	1	-	-	-	-	-	-	-	-	-	-	-						
Clerks, order	622	39.0	48.50	6	13	29	40	70	99	72	97	57	14	20	17	25	9	5	7	1	-	31	5	-	5						
Manufacturing	258	39.0	53.50	-	-	-	-	10	52	39	15	36	13	9	17	17	8	4	7	1	-	30	-	-	-						
Nonmanufacturing	364	39.5	45.00	6	13	29	40	60	47	33	82	21	1	11	-	8	1	1	-	-	-	1	5	-	5						
Wholesale trade	106	39.5	46.50	-	-	6	4	32	16	6	28	-	-	9	-	-	-	-	-	-	-	-	-	-	5						
Retail trade ⁶	177	39.5	44.00	6	13	19	22	17	22	9	41	15	1	2	-	8	1	1	-	-	-	-	-	-	-						
Clerks, payroll	1,435	38.5	56.50	-	-	1	11	107	87	113	83	167	76	182	96	134	89	87	38	52	12	50	9	27	14						
Manufacturing	991	38.5	56.50	-	-	-	9	69	66	53	52	127	40	159	56	104	51	60	34	39	6	37	7	17	5						
Nonmanufacturing	444	38.0	56.00	-	-	1	2	38	21	60	31	40	36	23	40	30	38	27	4	13	6	13	2	10	9						
Public utilities*	127	37.5	54.00	-	-	-	-	13	16	24	14	1	16	2	9	2	3	10	1	3	2	6	-	3	2						
Retail trade ⁶	118	39.0	50.50	-	-	1	2	22	2	24	11	16	1	16	1	9	7	2	-	-	-	1	1	2	-						
Finance**	85	36.5	57.50	-	-	-	-	3	1	1	6	11	19	3	9	8	3	8	-	8	1	4	-	-	-						

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 Philadelphia, Pa., by industry division, November 1954)

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 \$32.50	\$32.50 and under 35.00	\$35.00	\$37.50	\$40.00	\$42.50	\$45.00	\$47.50	\$50.00	\$52.50	\$55.00	\$57.50	\$60.00	\$62.50	\$65.00	\$67.50	\$70.00	\$72.50	\$75.00	\$80.00	\$85.00	\$90.00 and over						
Women - Continued																															
Comptometer operators	1,023	38.5	52.50	-	5	20	30	61	52	133	116	101	78	100	105	73	60	39	20	7	8	10	4	1	-	-	-	-	-		
Manufacturing	284	39.5	55.50	-	-	-	-	6	7	30	30	27	18	59	16	25	38	14	9	-	5	-	-	-	-	-	-	-	-		
Nonmanufacturing	739	38.5	51.50	-	5	20	30	55	45	103	86	74	60	41	89	48	22	25	11	7	3	10	4	1	-	-	-	-	-		
Public utilities*	43	37.5	60.00	-	-	-	-	-	2	2	1	7	1	2	-	3	19	2	-	1	-	1	1	1	1	-	-	-	-		
Wholesale trade	203	39.0	55.50	-	-	-	-	-	10	20	30	23	16	8	38	13	3	12	11	3	3	7	2	-	-	-	-	-	-		
Retail trade ^b	412	38.5	49.50	-	5	15	4	48	20	61	46	35	35	29	51	31	-	10	-	3	-	2	1	-	-	-	-	-	-		
Finance**	76	37.0	45.50	-	-	5	6	7	13	20	9	8	7	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Duplicating-machine operators (mimeograph or ditto)	183	38.5	46.50	-	-	20	20	25	23	17	12	18	21	11	10	1	1	4	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing	119	39.0	49.00	-	-	2	14	15	7	16	5	16	21	9	9	-	1	4	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	64	38.0	42.50	-	-	18	6	10	16	1	7	2	-	2	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Key-punch operators	1,303	38.5	51.50	-	2	52	53	120	93	156	91	188	97	112	114	91	40	25	12	16	18	7	16	-	-	-	-	-	-		
Manufacturing	524	39.0	55.00	-	-	2	-	14	25	47	49	74	42	81	44	67	34	15	8	8	14	-	-	-	-	-	-	-	-		
Nonmanufacturing	779	38.0	49.50	-	2	50	53	106	68	109	42	114	55	31	70	24	6	10	4	8	4	7	16	-	-	-	-	-	-		
Public utilities*	98	38.5	55.00	-	-	-	-	12	8	19	6	3	8	5	4	16	-	1	1	-	2	1	12	-	-	-	-	-	-		
Wholesale trade	132	39.0	55.00	-	-	4	8	12	-	6	1	37	10	1	23	3	-	4	3	8	2	6	4	-	-	-	-	-	-		
Retail trade ^b	67	39.5	50.50	-	-	7	-	4	4	5	7	10	5	5	18	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance**	397	37.5	47.50	-	2	15	33	42	56	67	28	64	32	20	25	3	6	4	-	-	-	-	-	-	-	-	-	-	-		
Office girls	428	38.0	39.50	32	46	100	38	94	37	35	25	8	6	4	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing	204	39.0	42.50	-	-	57	19	34	26	29	19	7	6	4	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	224	37.0	37.00	32	46	43	19	60	11	6	6	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance**	112	36.0	35.00	23	36	34	8	10	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Secretaries	4,851	38.0	68.00	-	2	-	3	18	29	103	125	213	183	334	306	602	256	417	308	405	198	527	240	192	390	-	-	-	-	-	
Manufacturing	2,450	38.5	72.00	-	2	-	2	-	6	14	31	14	63	133	115	271	155	214	145	268	98	359	150	133	277	-	-	-	-	-	
Nonmanufacturing	2,401	37.5	64.00	-	-	-	1	18	23	89	94	199	120	201	191	331	101	203	163	137	100	168	90	59	113	-	-	-	-	-	
Public utilities*	168	37.5	85.50	-	-	-	-	-	-	-	-	-	-	11	-	-	17	4	5	8	2	17	26	12	66	-	-	-	-		
Wholesale trade	440	38.5	64.50	-	-	-	-	-	-	-	9	20	18	39	35	127	17	36	21	36	29	23	7	6	17	-	-	-	-		
Retail trade ^b	297	39.0	64.00	-	-	-	-	5	5	15	5	40	10	30	9	22	5	32	14	22	15	35	10	19	4	-	-	-	-		
Finance**	1,258	36.5	62.00	-	-	-	-	9	14	55	58	122	90	99	135	132	50	116	116	54	54	77	47	14	16	-	-	-	-		
Services	238	38.5	61.00	-	-	-	1	4	4	19	22	17	2	22	12	50	12	15	7	17	-	16	-	8	10	-	-	-	-		
Stenographers, general	4,648	38.0	54.50	7	6	121	87	246	216	413	326	650	312	551	262	432	241	285	212	85	36	105	26	13	16	-	-	-	-	-	
Manufacturing	2,416	39.0	57.50	7	-	13	13	79	58	122	159	321	166	295	168	274	171	188	185	71	21	80	20	5	-	-	-	-	-	-	
Nonmanufacturing	2,232	37.5	51.50	-	6	108	74	167	158	291	167	329	146	256	94	158	70	97	27	14	15	25	6	8	16	-	-	-	-	-	
Public utilities*	332	38.0	58.50	-	-	-	2	22	30	15	36	31	10	22	6	16	27	45	15	9	9	17	2	3	15	-	-	-	-	-	
Wholesale trade	394	39.0	56.50	-	-	-	-	10	8	39	10	65	40	51	26	60	16	34	12	4	6	3	4	5	1	-	-	-	-	-	
Retail trade ^b	219	39.0	50.50	-	-	6	2	21	9	41	7	33	15	54	8	21	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
Finance**	1,064	36.5	47.50	-	6	102	70	88	105	159	94	175	61	75	33	58	22	15	-	1	-	-	-	-	-	-	-	-	-	-	
Services	223	38.0	51.50	-	-	-	-	26	6	37	20	25	20	54	21	3	5	1	-	-	5	-	-	-	-	-	-	-	-	-	
Stenographers, technical	220	38.5	64.00	-	-	-	-	1	1	3	12	11	31	7	15	25	12	14	14	21	9	36	7	-	1	-	-	-	-	-	
Manufacturing	176	39.0	65.50	-	-	-	-	-	-	2	4	4	29	4	13	18	8	11	14	21	9	35	3	-	1	-	-	-	-	-	
Switchboard operators	953	38.5	53.00	15	14	39	38	41	53	77	102	76	54	107	64	88	68	39	10	24	16	20	8	-	-	-	-	-	-	-	
Manufacturing	290	39.5	61.00	-	-	-	-	-	-	8	19	18	6	45	44	34	36	28	10	12	9	18	3	-	-	-	-	-	-	-	
Nonmanufacturing	663	38.0	49.50	15	14	39	38	41	53	69	83	58	48	62	20	54	32	11	-	12	7	2	5	-	-	-	-	-	-	-	
Public utilities*	91	38.5	62.00	-	-	-	-	-	-	-	4	4	10	6	25	10	10	-	12	7	2	-	-	-	-	-	-	-	-	-	
Wholesale trade	104	39.0	54.50	-	-	-	-	14	-	4	4	19	3	16	9	9	21	-	-	-	-	5	-	-	-	-	-	-	-		
Retail trade ^b	146	39.0	46.00	1	2	17	7	21	19	7	26	16	10	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance**	200	37.0	50.50	-	-	-	-	13	15	38	31	32	25	14	10	20	1	1	-	-	-	-	-	-	-	-	-	-	-	-	
Services	122	37.5	40.00	14	12	22	17	7	15	20	3	6	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

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 Philadelphia, Pa., by industry division, November 1954)

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 \$32.50	\$32.50 and under 35.00	\$35.00	\$37.50	\$40.00	\$42.50	\$45.00	\$47.50	\$50.00	\$52.50	\$55.00	\$57.50	\$60.00	\$62.50	\$65.00	\$67.50	\$70.00	\$72.50	\$75.00	\$80.00	\$85.00	\$90.00 and over	
Women - Continued																										
Switchboard operator-receptionists	814	38.0	50.50	-	-	16	15	62	28	123	135	167	56	65	40	57	23	19	1	-	7	-	-	-	-	-
Manufacturing	464	38.5	51.00	-	-	-	6	24	28	73	61	115	31	31	23	44	13	13	1	-	1	-	-	-	-	-
Nonmanufacturing	350	37.5	50.00	-	-	16	9	38	-	50	74	52	25	34	17	13	10	6	-	-	6	-	-	-	-	-
Public utilities*	33	38.5	54.50	-	-	-	-	1	-	4	-	6	-	12	10	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	132	38.0	51.00	-	-	6	-	14	-	15	35	10	14	16	3	8	-	5	-	-	6	-	-	-	-	-
Retail trade ⁶	57	38.5	52.00	-	-	-	-	6	-	2	9	21	1	6	1	-	10	1	-	-	-	-	-	-	-	-
Services	91	38.0	48.50	-	-	-	-	10	-	29	30	4	10	-	3	5	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators	514	38.5	57.50	2	-	6	10	10	17	28	33	84	70	30	31	29	26	38	38	21	13	7	8	5	8	
Manufacturing	191	39.0	63.50	-	-	-	-	5	6	5	13	3	13	10	21	13	10	21	15	20	12	6	7	3	8	
Nonmanufacturing	323	38.0	54.00	2	-	6	10	5	11	23	20	81	57	20	10	16	16	17	23	1	1	1	1	2	-	
Public utilities*	65	38.5	63.50	-	-	-	-	-	-	2	-	4	4	3	9	4	12	20	-	-	-	-	1	2	-	
Finance**	142	37.0	52.00	2	-	6	9	4	10	3	20	17	25	13	7	7	12	3	2	1	1	-	-	-	-	
Transcribing-machine operators, general	862	38.5	51.50	-	-	7	49	67	78	84	96	110	67	90	60	65	36	13	12	7	11	10	-	-	-	
Manufacturing	368	38.5	55.50	-	-	-	-	11	20	16	42	63	25	45	44	51	12	12	6	6	8	7	-	-	-	
Nonmanufacturing	494	38.0	49.00	-	-	7	49	56	58	68	54	47	42	45	16	14	24	1	6	1	3	3	-	-	-	
Wholesale trade	145	39.0	53.50	-	-	-	12	-	9	19	12	20	15	21	5	6	12	1	6	1	3	3	-	-	-	
Finance**	186	36.5	46.50	-	-	4	19	31	30	32	20	14	21	7	2	6	-	-	-	-	-	-	-	-	-	
Typists, class A	1,566	38.0	52.50	-	-	20	17	81	104	213	202	220	168	147	128	95	89	37	17	9	10	7	2	-	-	
Manufacturing	654	39.5	56.00	-	-	-	-	3	15	18	76	76	104	91	96	67	69	17	5	5	8	3	1	-	-	
Nonmanufacturing	912	37.0	49.50	-	-	20	17	78	89	195	126	144	64	56	32	28	20	20	12	4	2	4	1	-	-	
Public utilities*	95	37.5	54.50	-	-	-	-	6	13	18	7	5	2	3	4	8	18	4	-	3	-	4	-	-	-	
Wholesale trade	70	39.0	52.00	-	-	-	-	-	14	-	14	27	-	-	6	-	3	2	1	2	-	1	-	-	-	
Finance**	632	36.5	48.00	-	-	12	13	68	60	160	83	90	54	46	23	8	2	13	-	-	-	-	-	-	-	
Services	76	37.5	52.50	-	-	-	-	-	-	16	15	20	6	2	2	5	-	-	10	-	-	-	-	-	-	
Typists, class B	4,008	38.0	44.50	45	153	435	395	743	508	476	310	366	174	152	106	62	42	11	15	2	12	1	-	-	-	
Manufacturing	1,495	39.0	48.50	8	-	76	61	241	168	163	175	161	123	126	79	47	38	5	15	1	7	1	-	-	-	
Nonmanufacturing	2,513	37.5	42.50	37	153	359	334	502	340	313	135	205	51	26	27	15	4	6	-	1	5	-	-	-	-	
Public utilities*	100	38.5	52.50	-	-	1	1	10	13	10	4	12	3	9	18	13	2	4	-	-	-	-	-	-	-	
Wholesale trade	339	39.0	46.00	-	-	4	36	63	57	51	45	33	16	14	9	1	2	2	-	1	5	-	-	-	-	
Retail trade ⁶	280	39.5	45.00	1	10	21	23	43	24	28	11	113	4	2	-	-	-	-	-	-	-	-	-	-	-	
Finance**	1,583	36.5	40.50	36	117	303	255	354	199	200	62	33	22	1	-	1	-	-	-	-	-	-	-	-	-	
Services	211	38.0	42.00	-	26	30	19	32	47	24	13	14	6	-	-	-	-	-	-	-	-	-	-	-	-	

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: 18 at \$90 to \$95; 36 at \$95 to \$100; 24 at \$100 to \$105; 14 at \$105 to \$110; 1 at \$110 to \$115.³ Workers were distributed as follows: 13 at \$90 to \$95; 9 at \$95 to \$100; 10 at \$100 to \$105; 12 at \$105 to \$110.⁴ Workers were distributed as follows: 3 at \$95 to \$100; 9 at \$100 to \$105; 8 at \$105 to \$110.⁵ Workers were distributed as follows: 8 at \$90 to \$95; 2 at \$95 to \$100; 4 at \$105 to \$110.⁶ Excludes limited-price variety stores.⁷ Workers were distributed as follows: 86 at \$90 to \$95; 81 at \$95 to \$100; 34 at \$100 to \$105; 43 at \$105 to \$110; 8 at \$110 to \$115; 16 at \$115 to \$120; 3 at \$120 to \$125; 1 at \$125 to \$130; 4 at \$130 to \$135; 1 at \$135 to \$140.⁸ Workers were distributed as follows: 9 at \$90 to \$95; 17 at \$95 to \$100; 16 at \$100 to \$105; 14 at \$105 to \$110; 3 at \$110 to \$115; 1 at \$115 to \$120; 2 at \$120 to \$125; 1 at \$130 to \$135; 1 at \$135 to \$140; 2 at \$140 to \$145.

* 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 Philadelphia, Pa., by industry division, November 1954)

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 \$ 45.00	\$ 45.00 and under 50.00	50.00	55.00	60.00	65.00	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	135.00	140.00	145.00 and over		
Men																											
Draftsmen, leader	224	39.5	122.00	-	-	-	-	-	-	-	-	-	-	14	2	12	19	16	8	6	30	42	23	25	7	20	
Manufacturing	206	39.5	121.50	-	-	-	-	-	-	-	-	-	-	14	2	12	18	16	2	4	29	42	21	25	5	16	
Draftsmen, senior	1,648	39.5	100.00	-	-	2	21	23	61	122	133	117	159	152	191	190	101	136	134	12	46	44	1	3			
Manufacturing	1,510	39.5	100.50	-	-	2	21	17	61	109	115	103	142	136	170	177	93	131	132	10	46	43	-	2			
Nonmanufacturing	138	38.0	95.50	-	-	-	-	6	-	13	18	14	17	16	21	13	8	5	2	2	-	1	1	1			
Public utilities *	34	38.5	95.00	-	-	-	-	-	-	-	7	3	9	1	6	6	2	-	-	-	-	-	-	-	-	-	
Draftsmen, junior	595	39.5	68.50	-	9	84	28	148	86	67	66	37	28	22	17	3	-	-	-	-	-	-	-	-	-	-	
Manufacturing	566	39.5	68.00	-	9	83	26	142	81	66	58	36	27	21	15	2	-	-	-	-	-	-	-	-	-	-	
Women																											
Nurses, industrial (registered)	337	39.0	69.50	1	-	20	48	49	63	52	59	17	17	7	2	-	-	1	-	-	1	-	-	-	-	-	
Manufacturing	249	39.5	70.50	-	-	10	33	31	44	45	48	15	16	5	2	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	88	38.0	66.50	1	-	10	15	18	19	7	11	2	1	2	-	-	-	1	-	-	1	-	-	-	-	-	

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

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

Table A-3: Maintenance and Powerplant Occupations

(Average hourly earnings¹ for men in selected occupations studied on an area basis in Philadelphia, Pa., by industry division, November 1954)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																									
			Under \$ 1.25	\$ 1.25 and under 1.30	\$ 1.30	\$ 1.35	\$ 1.40	\$ 1.45	\$ 1.50	\$ 1.55	\$ 1.60	\$ 1.65	\$ 1.70	\$ 1.75	\$ 1.80	\$ 1.85	\$ 1.90	\$ 1.95	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90 and over
Carpenters, maintenance																												
	996	2.29	-	2	2	1	1	3	4	-	22	14	24	14	38	52	37	39	129	170	61	64	7	100	66	-	-	146
Manufacturing	717	2.21	-	1	1	1	-	-	-	18	-	24	12	26	40	26	36	86	153	47	52	6	100	61	-	-	28	
Nonmanufacturing	279	2.50	-	2	1	1	-	3	4	-	4	14	-	2	12	11	3	43	17	14	12	1	-	-	5	-	118	
Public utilities *	48	2.10	-	-	-	-	-	-	-	-	-	-	-	-	10	-	3	17	8	5	-	-	-	5	-	-	-	
Retail trade ²	146	2.89	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	22	1	6	12	-	-	-	-	-	103	
Electricians, maintenance																												
	1,603	2.25	-	-	6	-	-	14	14	7	4	1	7	22	58	59	43	227	420	112	197	74	35	184	37	21	61	
Manufacturing	1,337	2.26	-	-	-	-	-	1	1	4	4	1	5	21	35	34	40	193	400	107	153	74	35	154	35	-	40	
Nonmanufacturing	266	2.22	-	-	6	-	-	13	13	3	-	-	2	1	23	25	3	34	20	5	44	-	-	30	2	21	21	
Public utilities *	72	2.23	-	-	-	-	-	-	-	-	-	-	-	-	1	11	3	20	15	-	-	-	-	22	-	-	-	
Retail trade ²	109	2.57	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	10	2	1	42	-	-	8	2	21	21	
Engineers, stationary																												
	1,258	1.98	1	3	3	2	7	40	19	9	69	95	43	37	24	166	60	76	257	113	80	53	13	16	15	49	5	3
Manufacturing	801	2.03	-	-	-	1	7	-	6	-	11	92	17	27	5	130	20	64	168	70	72	34	12	6	2	49	5	3
Nonmanufacturing	457	1.90	1	3	3	1	-	40	13	9	58	3	26	10	19	36	40	12	89	43	8	19	1	10	13	-	-	
Retail trade	89	2.08	-	-	-	-	-	-	-	-	-	-	1	2	-	-	-	12	51	3	7	11	1	1	-	-	-	
Finance **	114	1.74	1	3	-	-	-	40	-	9	2	3	6	3	19	1	12	-	1	2	1	2	-	9	-	-	-	
Services	129	1.75	-	-	3	1	-	-	13	-	56	-	19	5	-	14	7	-	-	-	-	-	-	-	11	-	-	

See footnotes at end of table.

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

** Finance, insurance, and real estate.

Table A-3: Maintenance and Powerplant Occupations - Continued

(Average hourly earnings¹ for men in selected occupations studied on an area basis in Philadelphia, Pa., by industry division, November 1954)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																										
			Under \$1.25	\$1.25 and under 1.30	1.30	1.35	1.40	1.45	1.50	1.55	1.60	1.65	1.70	1.75	1.80	1.85	1.90	1.95	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90 and over	
Firemen, stationary boiler	1,067	1.72	39	15	10	67	130	40	17	29	38	196	76	37	51	86	45	29	36	27	49	-	50	-	-	-	-	-	-
Manufacturing	898	1.75	-	15	1	64	93	40	15	26	27	191	65	35	48	56	45	26	28	24	49	-	50	-	-	-	-	-	
Nonmanufacturing	169	1.54	39	-	9	3	37	-	2	3	11	5	11	2	3	30	-	3	8	3	-	-	-	-	-	-	-	-	
Public utilities *	38	1.85	-	-	-	-	-	-	1	3	1	5	-	2	-	12	-	3	8	3	-	-	-	-	-	-	-	-	
Retail trade ²	64	1.60	2	-	-	-	30	-	1	-	-	-	10	-	3	18	-	3	-	-	-	-	-	-	-	-	-	-	
Helpers, trades, maintenance	2,600	1.82	55	18	36	24	60	1	78	70	169	169	363	375	80	232	68	11	518	7	266	-	-	-	-	-	-	-	-
Manufacturing	1,826	1.88	12	3	32	5	31	-	54	50	125	128	197	195	59	132	30	6	501	-	266	-	-	-	-	-	-	-	-
Nonmanufacturing	774	1.69	43	15	4	19	29	1	24	20	44	41	166	180	21	100	38	5	17	7	-	-	-	-	-	-	-	-	-
Public utilities *	583	1.71	27	2	3	17	26	-	3	20	32	4	138	173	7	76	36	4	9	6	-	-	-	-	-	-	-	-	-
Wholesale trade	88	1.67	-	-	-	-	-	-	21	-	10	33	9	4	-	4	-	7	-	-	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom	445	2.09	-	-	-	-	-	-	-	3	1	4	18	30	17	8	37	20	45	108	89	41	24	-	-	-	-	-	-
Manufacturing	445	2.09	-	-	-	-	-	-	-	3	1	4	18	30	17	8	37	20	45	108	89	41	24	-	-	-	-	-	-
Machinists, maintenance	1,102	2.29	-	-	-	-	-	-	-	-	16	-	7	18	21	53	6	33	94	217	160	98	64	106	168	1	8	32	
Manufacturing	952	2.27	-	-	-	-	-	-	-	-	16	-	7	18	21	53	2	33	94	169	159	98	64	94	85	-	7	32	
Mechanics, automotive (maintenance)	1,006	2.07	-	-	-	-	-	5	-	-	1	13	-	29	18	38	103	214	261	87	72	96	37	14	18	-	-	-	
Manufacturing	287	2.09	-	-	-	-	-	-	-	-	-	-	-	11	2	1	87	42	25	44	26	11	9	11	18	-	-	-	
Nonmanufacturing	719	2.06	-	-	-	-	-	5	-	-	1	13	-	18	16	37	16	172	236	43	46	85	28	3	-	-	-	-	
Public utilities *	375	2.04	-	-	-	-	-	-	-	-	-	4	-	4	-	21	-	162	126	12	2	16	28	3	-	-	-	-	
Wholesale trade	177	2.18	-	-	-	-	-	-	-	-	-	4	-	6	7	11	-	10	6	20	44	69	-	-	-	-	-	-	
Retail trade ²	130	2.00	-	-	-	-	-	-	-	-	-	-	6	5	5	16	-	92	6	6	-	-	-	-	-	-	-	-	
Mechanics, maintenance	1,694	2.19	-	-	-	-	2	-	-	4	13	13	11	38	36	72	195	52	188	384	172	88	108	25	291	-	-	-	
Manufacturing	1,503	2.19	-	-	-	2	-	-	4	13	13	6	38	32	72	192	45	138	324	162	85	69	17	291	-	-	-	-	
Nonmanufacturing	191	2.19	-	-	-	-	-	-	-	-	-	5	-	4	-	3	7	50	60	10	3	39	8	-	-	-	-	2	
Retail trade ²	74	2.09	-	-	-	-	-	-	-	-	-	-	-	4	-	3	6	48	1	5	-	2	3	-	-	-	-	2	
Millwrights	533	2.18	-	-	-	-	-	-	-	-	1	-	-	10	-	-	33	28	40	210	98	80	30	-	1	-	-	2	
Manufacturing	529	2.18	-	-	-	-	-	-	-	-	1	-	-	10	-	-	33	28	39	209	98	79	30	-	-	-	-	2	
Oilers	417	1.66	28	29	-	13	14	-	7	59	29	55	24	23	40	5	35	35	9	12	-	-	-	-	-	-	-	-	-
Manufacturing	412	1.66	28	29	-	13	14	-	6	59	29	51	24	23	40	5	35	35	9	12	-	-	-	-	-	-	-	-	-
Painters, maintenance	803	2.05	10	2	4	3	4	-	12	42	8	66	24	12	9	56	58	41	103	134	12	19	77	35	64	7	1	-	
Manufacturing	458	2.15	-	-	-	-	-	-	1	-	2	5	22	9	3	26	44	2	93	101	5	19	53	34	39	-	-	-	
Nonmanufacturing	345	1.91	10	2	4	3	4	-	11	42	6	61	2	3	6	30	14	39	10	33	7	-	24	1	25	7	1	-	
Public utilities *	112	2.13	-	-	-	-	-	-	-	-	-	-	-	-	-	10	-	38	2	31	7	-	24	-	-	-	-	-	
Finance **	128	1.65	-	-	1	1	1	-	1	41	6	61	-	3	1	-	8	1	1	2	-	-	-	-	-	-	-	-	
Pipefitters, maintenance	913	2.28	-	-	-	-	-	-	8	3	19	2	1	8	38	58	21	35	264	72	51	41	198	68	-	-	-	26	
Manufacturing	843	2.28	-	-	-	-	-	-	8	3	19	2	-	6	38	58	21	28	243	62	51	40	196	44	-	-	-	24	
Nonmanufacturing	70	2.36	-	-	-	-	-	-	-	-	-	-	-	1	2	-	-	7	21	10	-	1	2	24	-	-	-	2	
Public utilities *	51	2.39	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	18	-	-	1	2	23	-	-	-	-	
Plumbers, maintenance	112	2.05	-	2	-	7	-	-	7	-	1	12	-	-	1	10	4	10	11	16	8	2	3	7	2	-	4	5	
Nonmanufacturing	68	1.97	-	2	-	7	-	-	7	-	-	12	-	-	1	10	-	-	6	7	5	-	-	2	-	-	4	5	
Sheet-metal workers, maintenance	205	2.18	-	-	-	-	-	-	-	1	2	-	-	-	2	5	6	16	26	88	13	7	16	13	9	-	-	-	1
Manufacturing	176	2.17	-	-	-	-	-	-	-	1	2	-	-	-	5	6	14	15	85	13	5	16	12	2	-	-	-	-	
Tool and die makers	1,885	2.41	-	-	-	-	-	-	-	-	-	-	13	2	9	25	47	37	88	73	128	443	389	435	84	-	77	35	
Manufacturing	1,883	2.41	-	-	-	-	-	-	-	-	-	-	13	2	9	25	47	37	88	71	128	443	389	435	84	-	77	35	

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.² Excludes limited-price variety stores.³ Workers were distributed as follows: 2 at \$3.10; 101 at \$3.20.⁴ Workers were distributed as follows: 3 at \$2.90 to \$3; 18 at \$3.10 to \$3.20.

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

** Finance, insurance, and real estate.

Table A-4: Custodial and Material Movement Occupations

(Average hourly earnings¹ for selected occupations² studied on an area basis in Philadelphia, Pa., by industry division, November 1954)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			Under \$0.85	\$0.85 and under .90	\$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	\$1.55	\$1.60	\$1.65	\$1.70	\$1.75	\$1.80	\$1.85	\$1.90	\$2.00	\$2.10	\$2.20 and over
Guards	1,765	1.62	-	-	-	6	21	31	58	48	61	40	31	59	143	5	141	47	89	118	311	220	109	16	23	164	24	-
Manufacturing	1,332	1.71	-	-	-	-	8	-	15	-	1	10	16	36	79	-	134	22	78	116	291	201	98	16	23	164	24	-
Nonmanufacturing	433	1.33	-	-	-	6	13	31	43	48	60	30	15	23	64	5	7	25	11	2	20	19	11	-	-	-	-	-
Finance**	382	1.30	-	-	-	6	12	31	43	48	52	30	15	23	45	5	7	25	11	2	20	19	11	-	-	-	-	-
Janitors, porters, and cleaners (men)	6,525	1.36	120	53	243	183	374	196	341	112	427	470	292	327	1165	30	590	410	568	107	142	122	225	1	23	4	-	-
Manufacturing	3,539	1.45	33	22	36	27	226	67	42	39	86	58	131	109	977	21	539	271	410	96	125	85	113	-	22	4	-	-
Nonmanufacturing	2,986	1.25	87	31	207	156	148	129	299	73	341	412	161	218	188	9	51	139	158	11	17	37	112	1	1	-	-	-
Public utilities*	548	1.56	-	-	-	-	-	10	20	7	15	19	12	31	31	-	17	83	149	5	12	29	108	-	-	-	-	-
Wholesale trade	202	1.28	-	-	29	7	14	14	2	11	-	20	7	3	28	9	25	25	1	-	4	2	1	-	-	-	-	-
Retail trade ³	929	1.19	47	-	117	2	76	32	42	35	235	71	63	92	68	-	6	31	-	6	1	2	2	-	1	-	-	-
Finance**	670	1.27	-	6	6	8	29	13	22	19	75	273	55	89	58	-	3	-	8	-	-	6	-	-	-	-	-	-
Services	637	1.04	40	25	55	139	29	60	213	1	16	29	24	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (women)	3,505	1.07	149	111	247	464	1460	189	62	217	65	58	81	104	163	3	44	6	58	5	9	3	7	-	-	-	-	-
Manufacturing	661	1.27	18	10	47	33	14	52	35	54	42	11	68	40	135	3	30	6	40	5	9	2	7	-	-	-	-	-
Nonmanufacturing	2,844	1.02	131	101	200	431	1446	137	27	163	23	47	13	64	28	-	14	-	18	-	-	1	-	-	-	-	-	-
Public utilities*	175	1.33	-	7	-	4	-	4	4	4	11	46	-	64	12	-	-	-	18	-	-	1	-	-	-	-	-	-
Retail trade ³	316	1.96	31	31	66	125	45	4	1	1	11	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance**	1,801	1.03	30	56	48	30	1301	127	22	154	1	-	8	-	-	-	8	-	-	-	-	-	-	-	-	-	-	-
Services	463	1.94	43	-	84	250	84	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Laborers, material handling	11,526	1.55	95	122	193	66	135	206	262	338	199	165	244	221	1676	31	719	1067	755	2581	737	431	289	132	241	446	153	22
Manufacturing	7,289	1.58	9	62	76	44	45	72	209	151	145	133	72	126	1136	16	652	768	578	1104	557	287	211	53	202	438	136	7
Nonmanufacturing	4,237	1.49	86	60	117	22	90	134	53	187	54	32	172	95	540	15	67	299	177	1477	180	144	78	79	39	8	17	15
Public utilities*	688	1.66	-	-	-	-	-	-	-	-	9	-	-	4	7	-	4	8	76	513	4	14	6	1	24	-	17	1
Wholesale trade	1,448	1.49	-	-	56	12	27	79	18	165	16	2	150	35	7	2	10	275	28	131	154	109	64	75	11	8	-	14
Retail trade ³	2,066	1.44	86	60	43	10	63	55	35	17	29	21	22	56	525	13	53	14	73	833	22	21	8	3	4	-	-	-
Order fillers	2,581	1.57	6	40	43	52	99	79	140	57	20	74	27	74	99	36	29	65	264	375	63	275	383	47	79	60	24	71
Manufacturing	811	1.59	6	19	23	23	18	25	40	-	12	7	-	18	18	-	21	41	63	146	24	136	56	39	-	58	-	18
Nonmanufacturing	1,770	1.57	-	21	20	29	81	54	100	57	8	67	27	56	81	36	8	24	201	229	39	139	327	8	79	2	24	53
Wholesale trade	898	1.48	-	-	16	20	54	50	80	56	5	40	-	39	-	26	2	14	131	175	18	34	57	-	56	-	10	15
Retail trade ³	558	1.53	-	21	4	-	21	4	20	1	3	27	27	17	81	10	6	9	70	54	21	105	22	6	21	2	4	2
Packers, shipping (men)	1,910	1.53	10	19	19	22	18	64	143	19	34	97	23	67	162	14	34	235	352	195	95	113	43	2	36	33	5	56
Manufacturing	1,376	1.62	10	5	15	9	-	3	56	-	15	13	-	11	150	14	32	206	351	152	65	105	43	2	26	32	5	56
Nonmanufacturing	534	1.30	-	14	4	13	18	61	87	19	19	84	23	56	12	-	2	29	1	43	30	8	-	-	10	1	-	-
Wholesale trade	318	1.34	-	6	-	6	7	29	62	5	11	50	19	15	-	-	-	28	-	42	28	-	-	-	10	-	-	-
Retail trade ³	216	1.23	-	8	4	7	11	32	25	14	8	34	4	41	12	-	2	1	1	1	2	8	-	-	-	1	-	-
Packers, shipping (women)	679	1.22	57	29	41	86	59	36	35	7	12	11	24	22	111	-	38	36	50	7	-	3	13	2	-	-	-	-
Manufacturing	293	1.43	-	-	15	14	24	-	-	-	7	-	16	12	73	-	33	30	50	7	-	3	7	2	-	-	-	-
Nonmanufacturing	386	1.07	57	29	26	72	35	36	35	7	5	11	8	10	38	-	5	6	-	-	-	6	-	-	-	-	-	-
Retail trade ³	311	1.07	57	29	14	60	7	20	35	7	5	11	8	10	38	-	5	5	-	-	-	-	-	-	-	-	-	-
Receiving clerks	952	1.65	-	7	5	3	12	12	33	17	13	18	39	12	95	23	34	64	86	34	95	41	63	77	39	87	5	38
Manufacturing	557	1.79	-	-	-	-	1	-	3	-	2	2	19	7	20	-	24	41	53	15	66	37	45	65	35	86	2	34
Nonmanufacturing	395	1.45	-	7	5	3	11	12	30	17	11	16	20	5	75	23	10	23	33	19	29	4	18	12	4	1	3	4
Wholesale trade	98	1.57	-	-	-	-	-	-	14	7	-	7	-	-	-	-	6	12	-	6	20	4	16	2	-	1	2	1
Retail trade ³	253	1.39	-	-	3	3	11	12	16	9	10	8	20	5	63	23	4	10	33	13	9	-	-	-	-	-	1	-
Shipping clerks	657	1.78	-	-	-	-	1	1	-	4	4	8	13	2	37	14	34	49	96	54	22	27	45	39	53	83	12	59
Manufacturing	524	1.81	-	-	-	-	1	-	-	3	-	7	7	-	16	6	14	48	77	54	21	19	31	35	51	79	11	44
Nonmanufacturing	133	1.65	-	-	-	-	-	1	-	1	4	1	6	2	21	8	20	1	19	-	1	8	14	4	2	4	1	15

See footnotes at end of table.

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

** Finance, insurance, and real estate.

Occupational Wage Survey, Philadelphia, Pa., November 1954

U.S. DEPARTMENT OF LABOR

Bureau of Labor Statistics

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

(Average hourly earnings¹ for selected occupations² studied on an area basis
in Philadelphia, Pa., by industry division, November 1954)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																										
			Under \$0.85	\$0.85 and under .90	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	1.55	1.60	1.65	1.70	1.75	1.80	1.85	1.90	2.00	2.10	2.20	2.20 and over
Shipping and receiving clerks	294	1.78	-	-	-	-	-	-	8	-	4	2	-	9	6	-	17	5	39	7	12	3	73	25	34	16	24	10	
Manufacturing	169	1.78	-	-	-	-	-	-	8	-	-	-	-	5	5	-	13	4	24	7	9	-	14	24	29	4	18	5	
Nonmanufacturing	125	1.79	-	-	-	-	-	-	-	-	4	2	-	4	1	-	4	1	15	-	3	3	59	1	5	12	6	5	
Truckdrivers, light (under 1½ tons)	575	1.72	-	-	-	-	6	4	2	-	10	13	10	13	19	-	12	-	15	10	7	373	5	21	9	9	6	31	
Manufacturing	143	1.83	-	-	-	-	5	-	-	-	5	5	-	-	-	-	7	-	7	9	7	22	4	19	7	9	6	31	
Truckdrivers, medium (1½ to and including 4 tons)	2,774	1.87	-	-	-	-	-	-	3	6	-	1	-	5	8	3	23	13	30	31	51	1208	111	403	239	81	541	17	
Manufacturing	1,150	1.93	-	-	-	-	-	-	-	-	-	-	1	-	1	-	3	9	13	30	31	47	356	81	27	122	19	394	17
Nonmanufacturing	1,624	1.83	-	-	-	-	-	-	3	6	-	1	-	4	8	-	14	-	-	-	-	4	852	30	376	117	62	147	-
Public utilities*	636	1.79	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	543	-	1	33	47	12	-
Wholesale trade	746	1.88	-	-	-	-	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-	285	-	245	60	15	135	-
Retail trade ³	240	1.79	-	-	-	-	-	-	3	-	-	-	-	4	7	-	14	-	-	-	4	24	30	130	24	-	-	-	
Truckdrivers, heavy (over 4 tons, trailer type)	1,437	2.01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	640	54	38	20	22	148	515
Manufacturing	255	1.95	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	114	22	5	9	21	6	78
Nonmanufacturing	1,182	2.02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	526	32	33	11	1	142	437
Wholesale trade	839	2.12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	211	32	5	11	1	142	437
Retail trade ³	173	1.77	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	145	-	28	-	-	-	-	-
Truckdrivers, heavy (over 4 tons other than trailer type)	2,022	1.87	-	-	-	-	-	-	-	-	-	-	-	-	8	-	6	-	29	56	1238	120	45	54	20	97	349	-	
Manufacturing	441	2.01	-	-	-	-	-	-	-	-	-	-	-	-	7	-	6	-	23	15	48	70	44	22	1	50	155	-	
Nonmanufacturing	1,581	1.84	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	41	1190	50	1	32	19	47	194	-	
Public utilities*	732	1.79	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1	41	606	10	1	17	7	28	20	-	
Wholesale trade	526	1.95	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	-	261	40	-	15	12	19	174	-	
Retail trade ³	323	1.75	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	323	-	-	-	-	-	-	-
Truckers, power (forklift)	1,623	1.71	-	-	4	4	-	4	-	-	-	-	15	-	130	-	137	55	240	100	116	428	153	61	62	71	18	25	
Manufacturing	1,195	1.71	-	-	-	-	-	-	-	-	-	-	-	-	127	-	122	55	204	100	102	180	85	61	52	64	18	25	
Nonmanufacturing	428	1.71	-	-	4	4	-	4	-	-	-	-	15	-	3	-	15	-	36	-	14	248	68	-	10	7	-	-	
Public utilities*	226	1.76	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	198	18	-	10	-	-	-	
Retail trade ³	130	1.71	-	-	-	-	-	-	-	-	-	-	-	3	-	15	-	34	-	14	14	50	-	-	-	-	-	-	
Truckers, power (other than forklift)	347	1.68	-	-	-	-	-	-	-	-	-	-	2	46	-	38	13	55	23	88	25	2	24	22	-	9	-	-	
Manufacturing	344	1.68	-	-	-	-	-	-	-	-	-	-	-	45	-	38	13	55	23	88	25	2	24	22	-	9	-	-	
Watchmen	2,048	1.33	114	10	158	23	107	56	53	132	180	104	85	141	242	36	74	132	108	73	19	46	75	14	63	2	1	-	
Manufacturing	1,139	1.42	15	-	18	3	80	15	24	59	129	33	56	110	196	-	67	22	100	57	11	2	75	9	56	1	1	-	
Nonmanufacturing	909	1.23	99	10	140	20	27	41	29	73	51	71	29	31	46	36	7	110	8	16	8	44	-	5	7	1	-	-	
Public utilities*	275	1.32	-	-	98	-	-	-	27	-	-	-	-	1	4	36	-	56	7	-	-	42	-	-	4	-	-	-	
Wholesale trade	129	1.03	44	-	28	-	21	4	-	4	-	2	-	4	-	-	-	10	1	-	7	1	-	3	-	-	-	-	
Retail trade ³	270	1.32	9	-	2	1	3	15	2	49	43	16	9	25	33	-	7	40	-	8	1	1	-	2	3	1	-	-	
Finance**	145	1.20	-	6	12	9	3	12	-	9	8	53	20	1	8	-	-	4	-	-	-	-	-	-	-	-	-	-	-

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.² Data limited to men workers except when otherwise indicated.³ Excludes limited-price variety stores.⁴ Workers were distributed as follows: 3 at \$0.75 to \$0.80; 54 at \$0.80 to \$0.85.⁵ Workers were distributed as follows: 25 at \$2.20 to \$2.30; 412 at \$2.30 to \$2.40.⁶ Workers were distributed as follows: 133 at \$2.20 to \$2.30; 22 at more than \$2.30.⁷ Workers were distributed as follows: 151 at \$2.20 to \$2.30; 23 at \$2.30 to \$2.40.⁸ Workers were distributed as follows: 44 at \$0.75 to \$0.80.

* 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	82.2	77.2	14.8	4.5
With shift pay differential	75.8	75.3	13.4	4.5
Uniform cents (per hour)	33.9	30.6	6.2	2.4
3 cents2	-	.1	-
4 cents3	-	Δ	-
5 cents	11.3	2.9	2.3	.2
6 cents	6.0	.4	1.2	.1
7 cents8	-	.1	-
7½ cents	4.7	1.5	.8	.2
8 cents	-	.6	-	.2
9 cents4	2.1	-	.2
10 cents	6.8	15.8	1.0	.8
12 or 12½ cents9	5.0	.2	.7
Over 12½ cents	2.4	2.3	.5	Δ
Uniform percentage	37.1	35.6	5.9	.6
5 percent	6.0	1.0	1.1	-
7, 7¼ or 7½ percent	7.4	9.0	1.2	.2
10 percent	23.7	23.8	3.6	.5
15 percent	-	1.8	-	-
Full day's pay for reduced hours	-	1.0	-	.2
Full day's pay for reduced hours plus cents or percentage differential	1.5	4.9	.4	.5
Percent of base rate, less uniform cents	3.3	3.3	1.0	.7
No shift pay differential	6.4	1.9	1.4	Δ

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.

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 standard weekly hours ² of—							Based on standard weekly hours ² of—					
		All schedules	37 1/2	40	All schedules	37 1/2	40		All schedules	37 1/2	40	All schedules	37 1/2	40
Establishments studied	317	139	xxx	xxx	178	xxx	xxx	317	139	xxx	xxx	178	xxx	xxx
	<u>FOR INEXPERIENCED TYPISTS</u>						<u>FOR OTHER INEXPERIENCED CLERICAL WORKERS</u>							
Establishments having a specified minimum	171	85	14	56	86	20	34	189	86	16	54	103	20	47
\$30.00 and under \$32.50	9	2	-	2	7	2	3	22	3	1	2	19	3	9
\$32.50 and under \$35.00	16	1	1	-	15	1	5	14	1	1	-	13	1	3
\$35.00 and under \$37.50	31	10	3	3	21	6	6	42	16	5	5	26	7	12
\$37.50 and under \$40.00	28	14	1	9	14	5	4	28	14	1	10	14	3	5
\$40.00 and under \$42.50	40	23	5	14	17	3	12	38	21	4	13	17	3	12
\$42.50 and under \$45.00	13	7	1	5	6	1	2	15	7	1	5	8	2	2
\$45.00 and under \$47.50	15	13	3	9	2	-	-	12	10	3	6	2	-	1
\$47.50 and under \$50.00	7	5	-	5	2	1	1	6	4	-	4	2	-	2
\$50.00 and under \$52.50	9	7	-	7	2	1	1	9	8	-	7	1	-	1
\$52.50 and under \$55.00	2	2	-	2	-	-	-	3	2	-	2	1	1	-
\$55.00 and under \$57.50	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Establishments having no specified minimum	73	30	xxx	xxx	43	xxx	xxx	81	35	xxx	xxx	46	xxx	xxx
Establishments which did not employ workers in this category	72	24	xxx	xxx	48	xxx	xxx	46	18	xxx	xxx	28	xxx	xxx
Data not available	1	-	xxx	xxx	1	xxx	xxx	1	-	xxx	xxx	1	xxx	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 workweeks 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 ²	Finance **	Services	All industries ³	Manufacturing	Public utilities *	Wholesale trade	Retail trade ²	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	100
Weekly -----	59	74	85	61	99	18		99	100	99	83	100	98
Biweekly -----	19	11	12	20	-	42		Δ	-	Δ	13	-	Δ
Semimonthly -----	19	14	4	19	Δ	35		Δ	-	Δ	4	-	Δ
Monthly -----	3	Δ	-	-	-	5		-	-	-	-	-	-

- ¹ Includes data for services in addition to those industry divisions shown separately.
² Excludes limited-price variety stores.
³ Includes data for real estate in addition to those industry divisions shown separately.
* Transportation (excluding railroads), communication, and other public utilities.
** Finance, insurance, and real estate.
Δ Less than 2.5 percent.

Table B-4: Scheduled Weekly Hours

Weekly hours	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries	Manufacturing	Public utilities *	Wholesale trade	Retail trade ²	Finance **	Services	All industries ³	Manufacturing	Public utilities *	Wholesale trade	Retail trade ²	Services
All workers -----	100	100	100	100	100	100	100	100	100	100	100	100	100
Under 35 hours -----	Δ	-	-	-	-	6	Δ	Δ	Δ	-	-	-	3
35 hours -----	10	3	11	3	3	23	7	Δ	Δ	-	-	-	3
Over 35 and under 37½ hours -----	11	6	Δ	3	Δ	22	30	Δ	Δ	Δ	-	-	4
37½ hours -----	25	21	57	18	10	30	19	6	7	-	Δ	5	Δ
Over 37½ and under 40 hours -----	11	18	-	10	7	8	6	Δ	Δ	-	-	Δ	Δ
40 hours -----	41	51	29	65	78	10	36	85	86	⁴ 99	99	77	51
Over 40 and under 44 hours -----	Δ	-	-	-	Δ	-	Δ	Δ	Δ	-	-	6	-
44 hours -----	Δ	-	-	-	Δ	-	Δ	Δ	Δ	-	-	6	28
Over 44 hours -----	Δ	Δ	-	-	-	-	-	Δ	Δ	-	-	4	9

- ¹ Data relate to women workers only.
² Excludes limited-price variety stores.
³ Includes data for real estate in addition to those industry divisions shown separately.
⁴ Estimate differs substantially from that in previous studies, due to the exclusion of taxicab companies from the scope of areawide studies (see scope table, page 2, footnote 4).
* Transportation (excluding railroads), communication, and other public utilities.
** Finance, insurance, and real estate.
Δ Less than 2.5 percent.

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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	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	100	100
<u>Number of paid holidays</u>													
Workers in establishments providing paid holidays -----	100	100	100	100	100	100	100	97	98	100	93	98	86
Under 6 days -----	Δ	Δ	-	-	Δ	-	-	3	Δ	-	7	14	6
6 days -----	23	29	12	15	78	Δ	45	41	37	39	22	60	70
7 days -----	27	45	6	52	18	5	25	35	42	14	32	21	4
8 days -----	16	20	40	23	3	5	5	14	16	20	22	3	4
9 days -----	4	Δ	8	9	-	5	-	Δ	-	3	9	-	-
10 days -----	5	3	31	Δ	-	Δ	-	3	Δ	21	Δ	-	-
11 days -----	Δ	-	-	-	-	5	25	-	-	-	-	-	-
12 days -----	4	Δ	Δ	-	-	13	-	Δ	-	4	-	-	Δ
13 days -----	18	-	-	-	-	63	-	-	-	-	-	-	-
Workers in establishments providing no paid holidays -----	-	-	-	-	-	-	-	3	Δ	-	7	Δ	14
<u>Provisions for holidays occurring on nonwork days³</u>													
With provisions for holidays falling on Saturday -----	52	59	57	51	80	35	28	83	89	72	56	75	53
Another day off with pay -----	38	37	39	41	68	29	22	28	29	23	23	39	5
Extra day's pay -----	11	16	12	9	11	5	7	53	60	43	33	31	42
Option of another day off or extra day's pay -----	Δ	-	6	-	Δ	-	-	Δ	-	6	-	3	Δ
Provisions differ for various holidays -----	3	6	-	Δ	-	Δ	-	Δ	Δ	-	-	-	-
Other provisions -----	-	-	-	-	-	-	-	Δ	-	-	-	Δ	6
Saturday is a scheduled workday for all workers -----	Δ	-	-	-	-	-	3	Δ	-	-	-	-	4
No provision (or no pay) for holidays falling on Saturday -----	48	41	43	49	20	65	69	15	9	28	37	24	30
With provisions for holidays falling on Sunday -----	99	99	100	99	99	100	99	92	97	86	93	86	67
Another day off with pay -----	96	93	100	99	98	96	98	84	90	80	85	71	52
Extra day's pay -----	4	7	-	-	Δ	4	Δ	8	7	6	8	12	9
Option of another day off or extra day's pay -----	-	-	-	-	-	-	-	Δ	-	-	-	-	Δ
Provisions differ for various holidays -----	-	-	-	-	-	-	-	-	-	-	-	-	-
Other provisions -----	-	-	-	-	-	-	-	Δ	-	-	-	Δ	6
Sunday is a scheduled workday for all workers -----	-	-	-	-	-	-	-	-	-	-	-	-	-
No provisions (or no pay) for holidays falling on Sunday -----	Δ	Δ	-	Δ	Δ	-	Δ	5	Δ	14	-	14	19
With provisions for holidays falling during vacation -----	89	92	98	97	89	82	84	85	88	96	89	75	49
Another day off with pay -----	77	70	89	86	88	77	74	44	38	59	70	65	17
Extra day's pay -----	5	6	9	3	Δ	4	5	29	36	32	3	5	18
Option of another day off or extra day's pay -----	7	16	Δ	7	Δ	Δ	Δ	11	14	Δ	16	4	4
Provisions differ for various holidays -----	-	-	-	-	-	-	-	-	-	-	-	-	-
Other provisions -----	Δ	-	-	-	-	-	3	Δ	-	3	-	-	10
No provisions (or no pay) for holidays falling during vacation -----	11	8	Δ	3	11	18	16	12	10	4	4	25	38

¹ Estimates include only full-day holidays provided annually.² Includes data for real estate in addition to those industry divisions shown separately.³ Limited to provisions in establishments having a formal policy applying when holidays occur on nonwork days; 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.

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Table B-6: Paid Vacations

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN—							PERCENT OF PLANT WORKERS EMPLOYED IN—					
	All industries	Manufacturing	Public utilities *	Wholesale trade	Retail trade ¹	Finance **	Services	All Industries ²	Manufacturing	Public utilities *	Wholesale trade	Retail trade ¹	Services
All workers _____	100	100	100	100	100	100	100	100	100	100	100	100	100
METHOD OF PAYMENT													
Workers in establishments providing paid vacations _____	99	100	100	100	100	99	100	99	100	100	86	100	100
Length-of-time payment _____	99	98	100	100	100	99	95	73	62	100	86	100	76
Percentage payment _____	Δ	Δ	-	-	-	-	-	24	35	-	-	-	Δ
Flat-sum payment _____	-	-	-	-	-	-	-	Δ	Δ	-	-	-	-
Other _____	Δ	-	-	-	-	-	5	Δ	Δ	-	-	-	23
Workers in establishments providing no paid vacations _____	Δ	-	-	-	-	Δ	-	Δ	-	-	14	-	-
AMOUNT OF VACATION PAY													
After 1 year of service													
Less than 1 week _____	-	-	-	-	-	-	-	Δ	Δ	-	-	-	-
1 week _____	19	17	13	21	76	4	20	71	72	56	56	80	71
Over 1 and under 2 weeks _____	Δ	-	Δ	-	-	4	5	4	5	Δ	-	-	23
2 weeks _____	80	83	87	78	24	92	75	24	23	43	30	20	6
Over 2 and under 3 weeks _____	Δ	-	-	Δ	-	-	-	-	-	-	-	-	-
After 2 years of service													
Less than 1 week _____	-	-	-	-	-	-	-	Δ	Δ	-	-	-	-
1 week _____	4	5	Δ	6	12	Δ	8	44	47	39	37	36	43
Over 1 and under 2 weeks _____	Δ	3	-	-	Δ	-	5	20	27	-	3	Δ	23
2 weeks _____	93	92	98	93	87	97	70	35	25	60	45	62	34
Over 2 and under 3 weeks _____	Δ	-	-	Δ	-	Δ	17	-	-	-	-	-	-
3 weeks _____	-	-	-	-	-	-	-	Δ	-	Δ	-	-	-
After 3 years of service													
Less than 1 week _____	-	-	-	-	-	-	-	Δ	Δ	-	-	-	-
1 week _____	Δ	4	Δ	3	Δ	-	7	29	32	30	22	14	32
Over 1 and under 2 weeks _____	Δ	3	-	-	-	-	5	18	25	-	3	Δ	27
2 weeks _____	95	93	99	96	99	98	71	52	43	70	60	85	41
Over 2 and under 3 weeks _____	Δ	-	-	Δ	-	Δ	17	-	-	-	-	-	-
3 weeks _____	-	-	-	-	-	-	-	Δ	-	Δ	-	-	-
After 5 years of service													
Less than 1 week _____	-	-	-	-	-	-	-	Δ	Δ	-	-	-	-
1 week _____	Δ	Δ	-	-	-	-	4	Δ	Δ	-	-	-	22
Over 1 and under 2 weeks _____	Δ	Δ	-	-	-	-	5	Δ	Δ	-	-	-	27
2 weeks _____	89	85	99	97	93	90	72	91	92	99	86	95	51
Over 2 and under 3 weeks _____	5	6	-	Δ	-	6	17	Δ	Δ	-	-	-	-
3 weeks _____	5	8	Δ	Δ	7	3	3	Δ	3	Δ	-	5	Δ
Over 3 and under 4 weeks _____	-	-	-	-	-	-	-	Δ	Δ	-	-	-	-

See footnotes at end of table.

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

** Finance, insurance, and real estate.

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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	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Finance**	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Services
All workers -----	100	100	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>													
Under 2 weeks -----	Δ	Δ	-	-	-	-	9	4	3	-	-	-	49
2 weeks -----	72	67	82	82	65	76	49	72	76	60	78	61	51
Over 2 and under 3 weeks -----	3	Δ	Δ	Δ	-	10	-	Δ	3	Δ	-	-	-
3 weeks -----	25	31	18	17	35	14	43	21	17	39	8	39	Δ
Over 3 and under 4 weeks -----	-	-	-	-	-	-	-	Δ	Δ	Δ	-	-	-
<u>After 15 years of service</u>													
Under 2 weeks -----	Δ	Δ	-	-	-	-	9	4	3	-	-	-	49
2 weeks -----	25	17	8	30	28	35	48	33	30	17	47	52	47
Over 2 and under 3 weeks -----	Δ	Δ	-	-	-	3	-	3	4	-	-	-	-
3 weeks -----	74	82	92	70	72	62	43	59	63	83	39	48	4
Over 3 and under 4 weeks -----	Δ	-	-	Δ	-	-	-	Δ	Δ	Δ	-	-	-
4 weeks and over -----	Δ	Δ	-	-	-	-	-	-	-	-	-	-	-
<u>After 20 years of service</u>													
Under 2 weeks -----	Δ	Δ	-	-	-	-	9	4	3	-	-	-	49
2 weeks -----	17	15	8	30	22	17	22	31	30	17	39	41	43
Over 2 and under 3 weeks -----	Δ	Δ	-	-	-	3	-	3	4	-	-	-	-
3 weeks -----	78	84	92	70	67	72	69	59	61	83	47	52	8
Over 3 and under 4 weeks -----	Δ	-	-	Δ	-	-	-	Δ	3	Δ	-	-	-
4 weeks and over -----	4	Δ	-	-	11	8	-	Δ	-	-	-	7	-
<u>After 25 years of service</u>													
Under 2 weeks -----	Δ	Δ	-	-	-	-	9	4	3	-	-	-	49
2 weeks -----	16	15	8	30	18	16	21	28	28	17	39	32	37
Over 2 and under 3 weeks -----	Δ	Δ	-	-	-	Δ	-	3	4	-	-	-	-
3 weeks -----	60	78	85	50	26	38	71	54	59	75	35	34	14
Over 3 and under 4 weeks -----	Δ	-	-	Δ	-	-	-	Δ	3	Δ	-	-	-
4 weeks and over -----	23	6	7	20	56	44	-	9	5	8	12	34	-

¹ Excludes limited-price variety stores.

² Includes data for real estate 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.

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.

Office

BILLER, 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 memorandum, 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 worker's 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

TRANSCRIBING-MACHINE OPERATOR, GENERAL - Continued

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 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 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

NURSE, INDUSTRIAL (REGISTERED) - Continued

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 employee's 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 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,

ELECTRICIAN, MAINTENANCE - Continued

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, tool-room 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.

Custodial and Material MovementGUARD

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.

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 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

(Die maker; jig maker; tool maker; 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.

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

JANITOR, PORTER, OR CLEANER - Continued

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 slip, customer 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 shipments 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.

SHIPPING AND RECEIVING CLERK - Continued

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 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.