

Occupational Wage Survey

SAN FRANCISCO-OAKLAND, CALIF.

JANUARY 1955

BLS Bulletin No. 1172-7

UNITED STATES DEPARTMENT OF LABOR
James P. Mitchell, Secretary

BUREAU OF LABOR STATISTICS
Aryness Joy Wickens, Acting Commissioner

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* NOTE: Similar tabulations (also covering health, insurance, and pension plans) are available in the San Francisco-Oakland area reports for January of each year, since 1950. The 1954 report also provides tabulations of wage structure characteristics, labor-management agreements, and overtime pay provisions. A directory indicating date of study and the price of the reports, as well as reports for other major areas, is available upon request.

A current report on occupational earnings and supplementary wage practices is also available for the machinery industries in the San Francisco-Oakland area (December 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 San Francisco-Oakland 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 San Francisco, Calif., by William P. O'Connor under the direction of John L. Dana, 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 San Francisco-Oakland, Calif.¹ by Major Industry Division, January 1955

Industry division	Minimum size establishment in scope of study ²	Number of establishments		Workers in establishments			
		Within scope of study	Studied	Within scope of study			Studied
				Total ³	Office	Plant	
All divisions	-	1148	248	317,200	82,200	176,200	162,340
Manufacturing	101	358	81	127,500	22,900	86,900	59,200
Nonmanufacturing	-	790	167	189,700	59,300	89,300	103,140
Transportation (excluding railroads), communication, and other public utilities ⁴	101	69	28	55,600	8,800	29,800	46,040
Wholesale trade	51	252	34	32,900	11,800	12,300	6,740
Retail trade	101	129	48	42,400	6,100	31,200	26,230
Finance, insurance, and real estate	51	175	33	37,300	28,900	⁵ 1,900	17,290
Services ⁶	51	165	24	21,500	(⁷)	(⁷)	6,840

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

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

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

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

⁵ Estimate relates to real estate establishments only.

⁶ Hotels; personal services; business services; automobile repair shops; radio broadcasting and television; motion pictures; nonprofit membership organizations; and engineering and architectural services.

⁷ This industry division is represented in estimates for "all industries" and "nonmanufacturing" in the Series A and B tables, although coverage was insufficient to justify separate presentation of data.

A: Occupational Earnings

Table A-1: Office Occupations

(Average straight-time weekly hours and earnings¹ for selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1955)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																									
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$40.00	\$40.00 and under 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 95.00	\$95.00 100.00	\$100.00 105.00	and over				
Men																													
Clerks, accounting, class A	792	39.5	\$ 81.00	-	-	-	-	-	-	-	-	11	29	22	53	20	30	198	156	149	84	16	12	12	-	-	-	-	-
Manufacturing	403	39.5	82.50	-	-	-	-	-	-	-	-	8	9	1	25	13	17	86	88	90	26	16	12	12	-	-	-	-	-
Nonmanufacturing	389	39.5	79.50	-	-	-	-	-	-	-	-	3	20	21	28	7	13	112	68	59	58	-	-	-	-	-	-	-	
Public utilities*	101	39.0	83.00	-	-	-	-	-	-	-	-	3	20	3	7	2	7	20	6	11	42	-	-	-	-	-	-	-	
Wholesale trade	187	40.0	77.50	-	-	-	-	-	-	-	-	-	14	14	14	-	3	67	46	23	6	-	-	-	-	-	-	-	
Finance**	67	38.0	82.00	-	-	-	-	-	-	-	-	-	-	2	6	-	2	15	11	23	8	-	-	-	-	-	-	-	
Clerks, accounting, class B	451	39.5	68.50	-	-	-	2	-	34	14	4	50	26	56	14	75	37	17	26	46	44	5	-	1	-	-	-	-	
Manufacturing	142	39.5	72.50	-	-	-	-	-	2	-	16	1	7	13	17	22	13	14	24	7	5	-	1	-	-	-	-	-	
Nonmanufacturing	309	39.5	66.50	-	-	-	2	-	34	12	4	34	25	49	1	58	15	4	12	22	37	-	-	-	-	-	-	-	
Wholesale trade	77	40.0	65.50	-	-	-	-	-	-	-	-	14	17	-	-	37	3	-	6	-	-	-	-	-	-	-	-	-	
Finance**	116	38.5	61.50	-	-	-	-	10	8	3	18	8	46	-	15	8	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, order	699	39.5	83.00	-	-	-	-	-	-	2	4	18	27	15	11	31	19	113	181	92	91	57	4	34	-	-	-	-	
Manufacturing	260	39.5	83.50	-	-	-	-	-	-	-	4	1	17	1	4	12	-	54	51	50	23	27	4	12	-	-	-	-	
Nonmanufacturing	439	40.0	83.00	-	-	-	-	-	-	2	-	17	10	14	7	19	19	59	130	42	68	30	-	22	-	-	-	-	
Wholesale trade	388	40.0	83.50	-	-	-	-	-	-	-	-	17	10	6	3	19	15	59	123	26	63	25	-	22	-	-	-	-	
Clerks, payroll	134	39.0	81.50	-	-	1	-	-	-	1	2	6	-	12	6	1	14	14	18	35	8	3	7	6	-	-	-	-	
Manufacturing	69	39.0	88.50	-	-	1	-	-	-	1	-	-	-	-	-	-	-	8	11	26	8	1	7	6	-	-	-	-	
Nonmanufacturing	65	39.5	74.00	-	-	-	-	-	-	-	2	6	-	12	6	1	14	6	7	9	-	2	-	-	-	-	-	-	
Public utilities*	32	39.5	76.50	-	-	-	-	-	-	-	-	2	-	1	-	1	13	4	7	4	-	-	-	-	-	-	-	-	
Office boys	533	39.0	50.00	4	10	44	125	67	125	76	42	13	13	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	176	40.0	50.00	-	-	20	31	37	44	20	9	5	10	-	-	37	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	357	38.5	50.50	4	10	24	94	30	81	56	33	8	3	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Public utilities*	40	39.5	49.50	-	4	1	7	10	11	2	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	89	39.5	51.50	-	-	-	26	26	20	14	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance**	149	38.0	49.50	4	6	-	58	8	23	28	15	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators	489	39.0	73.50	-	-	-	-	-	-	1	-	5	14	77	30	82	20	38	96	64	52	7	-	3	-	-	-	-	
Manufacturing	110	39.5	76.00	-	-	-	-	-	-	-	-	-	-	17	3	12	2	15	31	12	11	4	-	-	-	-	-	3	
Nonmanufacturing	379	39.0	73.00	-	-	-	-	-	-	1	-	5	14	60	27	70	18	23	65	52	41	3	-	-	-	-	-	-	
Public utilities*	48	39.5	79.50	-	-	-	-	-	-	-	-	-	-	4	1	-	4	3	8	8	20	-	-	-	-	-	-	-	
Finance**	246	38.5	71.50	-	-	-	-	-	-	1	-	5	14	54	13	44	11	17	41	25	21	-	-	-	-	-	-	-	
Women																													
Billers, machine (billing machine)	540	39.5	60.00	-	-	-	12	25	34	52	80	113	85	43	33	23	-	2	13	7	15	3	-	-	-	-	-	-	
Manufacturing	187	39.5	65.50	-	-	-	-	1	2	1	4	26	58	24	31	4	-	2	13	7	14	-	-	-	-	-	-	-	
Nonmanufacturing	353	39.5	57.00	-	-	-	12	24	32	51	76	87	27	19	2	19	-	-	-	-	1	3	-	-	-	-	-	-	
Wholesale trade	71	38.0	57.50	-	-	-	-	-	-	12	12	6	21	7	13	-	-	-	-	-	-	-	-	-	-	-	-	-	
Billers, machine (bookkeeping machine)	162	40.0	59.50	-	-	-	-	-	-	14	68	34	11	9	1	11	10	-	4	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	157	40.0	59.00	-	-	-	-	-	-	14	68	34	11	9	1	10	10	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	123	40.0	59.50	-	-	-	-	-	-	10	48	32	9	9	1	4	10	-	-	-	-	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class A	202	39.0	69.50	-	-	-	6	-	5	-	3	19	21	7	14	1	41	21	52	4	8	-	-	-	-	-	-	-	
Manufacturing	66	39.0	73.50	-	-	-	-	-	-	-	-	-	9	6	-	1	13	9	20	-	8	-	-	-	-	-	-	-	
Nonmanufacturing	136	39.0	67.50	-	-	-	6	-	5	-	3	19	12	1	14	-	28	12	32	4	-	-	-	-	-	-	-	-	
Wholesale trade	80	38.5	69.50	-	-	-	-	-	-	-	-	14	12	-	7	-	12	-	31	4	-	-	-	-	-	-	-	-	

See footnotes at end of table.

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

** Finance, insurance, and real estate.

Occupational Wage Survey, San Francisco-Oakland, Calif., January 1955

U.S. DEPARTMENT OF LABOR

Bureau of Labor Statistics

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings¹ for selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1955)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																						
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$40.00	\$40.00 and under 42.50	\$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	\$95.00	\$100.00	\$105.00 and over	
Women - Continued																										
Bookkeeping-machine operators, class B	1,558	39.5	\$ 57.00	-	-	27	136	80	168	216	229	164	242	98	37	53	27	33	45	-	3	-	-	-	-	-
Manufacturing	231	38.5	65.00	-	-	1	-	1	11	4	26	7	58	21	13	28	-	22	36	-	3	-	-	-	-	-
Nonmanufacturing	1,327	39.5	56.00	-	-	26	136	79	157	212	203	157	184	77	24	25	27	11	9	-	-	-	-	-	-	-
Wholesale trade	258	39.5	61.50	-	-	-	14	-	7	13	31	16	74	42	6	18	21	7	9	-	-	-	-	-	-	-
Retail trade	113	40.0	60.00	-	-	-	-	11	6	3	13	31	17	10	7	5	6	4	-	-	-	-	-	-	-	-
Finance**	906	40.0	53.50	-	-	26	122	68	144	188	147	104	78	22	5	2	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class A	1,428	39.5	71.00	-	-	8	11	16	13	29	24	31	90	105	81	160	246	129	268	97	60	59	1	-	-	-
Manufacturing	194	38.5	76.50	-	-	-	-	-	-	1	7	1	10	5	33	14	5	59	19	12	28	-	-	-	-	-
Nonmanufacturing	1,234	39.5	70.50	-	-	8	11	16	13	29	23	24	89	95	76	127	232	124	209	78	48	31	1	-	-	-
Wholesale trade	292	40.0	75.50	-	-	-	-	-	-	-	-	-	38	21	17	14	17	95	64	26	-	-	-	-	-	-
Retail trade	95	40.0	69.00	-	-	-	-	-	-	5	-	-	19	10	7	16	8	13	5	3	-	1	-	-	-	-
Finance**	155	38.5	64.50	-	-	8	11	16	-	8	-	11	12	7	12	34	-	15	4	17	-	-	-	-	-	-
Clerks, accounting, class B	2,243	39.5	59.00	-	42	57	144	77	302	222	124	244	294	235	92	144	31	108	39	18	69	-	1	-	-	-
Manufacturing	400	39.5	65.50	-	-	2	1	3	18	18	12	59	47	40	11	37	30	83	29	9	-	-	-	-	-	-
Nonmanufacturing	1,843	39.5	57.50	-	42	55	143	74	284	204	112	185	247	195	81	107	1	25	10	9	69	-	-	-	-	-
Public utilities*	244	40.0	66.00	-	-	-	12	7	25	14	26	33	19	9	7	-	-	5	9	69	-	-	-	-	-	-
Wholesale trade	424	40.0	63.00	-	-	-	-	14	3	34	-	34	96	120	34	63	-	23	3	-	-	-	-	-	-	-
Retail trade	351	40.0	56.00	-	2	6	6	8	86	72	23	78	38	14	10	6	1	1	-	-	-	-	-	-	-	-
Finance**	733	38.5	53.00	-	40	49	125	43	145	69	63	36	88	23	20	29	-	1	2	-	-	-	-	-	-	-
Clerks, file, class A	396	39.0	62.00	-	-	16	9	23	10	48	30	48	62	24	33	9	6	25	31	8	-	14	-	-	-	-
Manufacturing	99	39.0	65.50	-	-	-	-	-	16	-	-	10	26	8	2	-	1	14	19	3	-	-	-	-	-	-
Nonmanufacturing	297	39.0	60.50	-	-	16	9	23	10	32	30	38	36	16	31	9	5	11	12	5	-	14	-	-	-	-
Public utilities*	58	39.5	69.00	-	-	-	-	-	6	7	2	4	-	4	8	7	5	-	1	-	14	-	-	-	-	-
Finance**	142	39.0	57.50	-	-	16	9	18	3	4	4	33	23	12	6	2	-	9	3	-	-	-	-	-	-	-
Clerks, file, class B	2,221	39.0	48.00	159	397	317	354	221	191	182	163	75	47	75	4	2	34	-	-	-	-	-	-	-	-	-
Manufacturing	160	39.5	56.00	-	1	5	16	4	17	25	32	23	18	6	-	-	13	-	-	-	-	-	-	-	-	-
Nonmanufacturing	2,061	39.0	47.50	159	396	312	338	217	174	157	131	52	29	69	4	2	21	-	-	-	-	-	-	-	-	-
Public utilities*	213	40.0	55.50	2	-	2	24	44	14	13	31	29	11	23	4	2	14	-	-	-	-	-	-	-	-	-
Wholesale trade	247	39.5	49.00	-	17	53	51	29	32	29	17	6	6	-	-	-	7	-	-	-	-	-	-	-	-	-
Retail trade	81	40.0	50.50	-	-	9	2	27	30	4	3	-	4	2	-	-	-	-	-	-	-	-	-	-	-	-
Finance**	1,365	38.5	45.00	157	368	215	213	106	98	111	80	9	8	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	303	39.5	66.50	-	-	-	-	11	4	46	20	7	40	51	-	21	12	14	30	26	8	8	1	2	2	2
Manufacturing	127	39.0	68.00	-	-	-	-	-	10	2	-	21	39	-	14	-	8	17	9	6	-	1	-	-	-	-
Nonmanufacturing	176	40.0	65.50	-	-	-	-	11	4	36	18	7	19	12	-	7	12	6	13	17	2	8	-	2	2	
Wholesale trade	107	40.0	72.50	-	-	-	-	-	-	12	6	12	12	-	7	12	6	9	17	2	8	-	-	2	2	2
Retail trade	69	40.0	55.00	-	-	-	-	11	4	36	6	1	7	-	-	-	-	4	-	-	-	-	-	-	-	-
Clerks, payroll	965	39.5	68.00	-	3	9	1	-	6	8	70	67	139	93	105	76	96	88	89	58	45	9	3	-	-	-
Manufacturing	470	39.5	69.00	-	3	1	-	-	4	6	23	20	70	37	58	46	35	77	33	25	3	3	-	-	-	-
Nonmanufacturing	495	39.5	67.50	-	-	8	-	-	2	2	47	47	69	56	47	30	61	11	56	33	20	6	-	-	-	-
Public utilities*	65	38.5	72.00	-	-	-	-	-	1	1	5	4	2	6	4	6	1	7	16	5	4	3	-	-	-	-
Wholesale trade	191	39.5	70.50	-	-	-	-	-	-	-	15	3	17	35	19	4	-	48	1	15	21	14	3	-	-	-
Retail trade	115	40.0	62.50	-	-	-	-	-	1	-	22	24	32	4	9	3	11	2	2	3	2	-	-	-	-	-
Finance**	100	38.5	65.00	-	-	8	-	-	-	1	3	16	10	11	11	14	1	-	23	2	-	-	-	-	-	-

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 San Francisco-Oakland, Calif., by industry division, January 1955)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																											
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$40.00 and under 42.00	\$40.00 and 42.00	\$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	\$95.00	\$100.00	\$105.00 and over						
Women - Continued																															
Tabulating-machine operators	386	39.5	\$ 70.00	-	-	-	-	1	-	1	6	28	35	68	42	64	25	15	29	27	35	10	-	-	-	-	-	-			
Manufacturing	120	40.0	69.50	-	-	-	-	-	-	-	14	16	34	1	9	14	7	6	3	6	10	-	-	-	-	-	-	-			
Nonmanufacturing	266	39.0	70.00	-	-	-	-	1	-	1	6	14	19	34	41	55	11	8	23	24	29	-	-	-	-	-	-	-			
Public utilities*	77	40.0	77.50	-	-	-	-	1	-	1	-	-	1	6	2	5	2	3	13	14	29	-	-	-	-	-	-	-			
Finance**	141	38.5	66.50	-	-	-	-	-	-	-	6	14	18	14	27	42	6	3	2	9	-	-	-	-	-	-	-	-			
Transcribing-machine operators, general	828	39.0	61.00	-	-	3	10	19	57	55	101	157	106	131	85	51	16	15	8	2	5	1	1	-	-	-	5				
Manufacturing	257	39.5	63.50	-	-	-	-	-	9	1	20	38	34	67	29	25	13	12	8	1	-	-	-	-	-	-	-				
Nonmanufacturing	571	38.5	59.50	-	-	3	10	19	48	54	81	119	72	64	56	26	3	3	-	1	5	1	1	-	-	5					
Wholesale trade	155	39.0	61.50	-	-	-	-	-	-	17	28	26	8	28	42	-	-	3	-	-	3	-	-	-	-	-					
Finance**	381	38.5	59.00	-	-	3	9	19	46	35	51	82	56	36	10	21	3	-	-	1	2	1	1	-	-	5					
Typists, class A	1,819	39.0	60.00	-	-	20	56	88	112	217	204	206	268	219	149	119	52	35	72	2	-	-	-	-	-	-	-				
Manufacturing	458	39.5	64.50	-	-	-	-	-	3	20	30	35	70	82	86	46	30	24	32	-	-	-	-	-	-	-					
Nonmanufacturing	1,361	39.0	58.50	-	-	20	56	88	109	197	174	171	198	137	63	73	22	11	40	2	-	-	-	-	-	-					
Public utilities*	168	40.0	64.50	-	-	-	-	2	13	10	20	25	15	10	5	17	6	8	36	1	-	-	-	-	-	-					
Wholesale trade	185	40.0	61.50	-	-	-	-	-	-	40	30	35	42	22	14	-	2	-	-	-	-	-	-	-	-	-					
Finance**	934	39.0	56.50	-	-	20	56	86	89	170	108	108	134	82	25	37	16	1	2	-	-	-	-	-	-	-					
Typists, class B	2,771	39.0	52.00	18	93	171	392	481	442	420	292	167	111	45	25	63	50	-	1	-	-	-	-	-	-	-					
Manufacturing	508	39.5	57.00	-	-	2	33	40	65	95	64	62	45	27	10	21	43	-	1	-	-	-	-	-	-	-					
Nonmanufacturing	2,263	39.0	51.00	18	93	169	359	441	377	325	228	105	66	18	15	42	7	-	-	-	-	-	-	-	-	-					
Public utilities*	118	39.5	53.00	1	-	1	7	25	19	30	18	5	6	6	-	-	-	-	-	-	-	-	-	-	-	-					
Wholesale trade	403	40.0	54.00	-	-	-	34	49	76	86	71	32	41	8	2	4	-	-	-	-	-	-	-	-	-	-					
Retail trade	112	39.5	54.00	-	-	-	8	10	30	29	9	17	5	2	-	2	-	-	-	-	-	-	-	-	-	-					
Finance**	1,466	38.5	49.00	17	93	168	306	269	232	178	130	48	11	2	2	3	7	-	-	-	-	-	-	-	-	-					

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: 63 at \$32.50 to \$35; 42 at \$35 to \$37.50; 52 at \$37.50 to \$40.

* 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 San Francisco-Oakland, Calif., by industry division, January 1955)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																							
		Weekly hours (Standard)	Weekly earnings (Standard)	\$47.50 and under 50.00	\$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	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00 and over		
Men																											
Draftsmen, senior	538	40.0	\$ 90.50	-	-	-	-	13	-	13	29	2	29	1	23	18	95	105	99	54	15	28	10	3	1	-	-
Manufacturing	405	40.0	88.00	-	-	-	-	13	-	13	26	1	29	1	22	18	78	81	47	41	15	11	7	2	-	-	
Nonmanufacturing	133	40.0	97.50	-	-	-	-	-	-	-	3	1	-	-	1	-	17	24	52	13	-	17	3	1	1	-	
Draftsmen, junior	146	40.0	78.00	13	-	-	2	2	-	1	2	10	9	2	15	39	31	19	1	-	-	-	-	-	-	-	
Manufacturing	92	40.0	77.50	13	-	-	-	1	-	2	10	2	2	6	14	22	19	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	54	40.0	79.00	-	-	-	2	1	-	-	-	-	7	-	9	25	9	-	1	-	-	-	-	-	-	-	
Women																											
Nurses, industrial (registered)	127	40.0	76.50	-	-	-	-	-	-	3	5	18	30	9	14	21	14	9	1	-	1	-	-	-	-	-	
Manufacturing	104	40.0	77.00	-	-	-	-	-	-	3	5	17	23	4	9	20	13	9	1	-	-	-	-	-	-	-	

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

U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics
Washington 25, D. C.

OCCUPATIONAL WAGE SURVEY, SAN FRANCISCO-OAKLAND CALIF. JANUARY 1955

(ELS Bulletin No. 1172-7)

E R R A T A

Correct distributions of tool and die makers according to average hourly earnings in Table A-3, Page 7, are as follows:

Occupation and industry division	Number of workers	Average hourly earnings	Number of workers receiving straight-time hourly earnings of—						
			\$2.35 and under	\$2.40	\$2.45	\$2.50	\$2.60	\$2.70	\$2.80
			2.40	2.45	2.50	2.60	2.70	2.80	2.90
Tool and die makers	791	2.65	2	2	-	281	455	33	18
Manufacturing	791	2.65	2	2	-	281	455	33	18

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Table A-3: Maintenance and Powerplant Occupations

(Average hourly earnings¹ for men in selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1955)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																											
			Under \$ 1.60	\$ 1.60 and under 1.65	\$ 1.65 1.70	\$ 1.70 1.75	\$ 1.75 1.80	\$ 1.80 1.85	\$ 1.85 1.90	\$ 1.90 1.95	\$ 1.95 2.00	\$ 2.00 2.05	\$ 2.05 2.10	\$ 2.10 2.15	\$ 2.15 2.20	\$ 2.20 2.25	\$ 2.25 2.30	\$ 2.30 2.35	\$ 2.35 2.40	\$ 2.40 2.45	\$ 2.45 2.50	\$ 2.50 2.60	\$ 2.60 2.70	\$ 2.70 2.80	\$ 2.80 2.90	\$ 2.90 3.00	\$ 3.00 3.10	\$ 3.10 and over		
Carpenters, maintenance	443	2.48	-	-	-	-	-	-	2	-	13	22	6	9	8	28	9	37	102	5	7	29	22	120	-	9	7	8		
Manufacturing	253	2.41	-	-	-	-	-	-	-	-	10	2	6	4	27	3	24	95	4	-	24	20	34	-	-	-	-			
Nonmanufacturing	190	2.57	-	-	-	-	-	2	-	13	12	4	3	4	1	6	13	7	1	7	5	2	86	-	9	7	8			
Public utilities*	39	2.32	-	-	-	-	-	-	-	-	-	2	3	4	-	6	13	2	-	4	4	1	-	-	-	-	-			
Electricians, maintenance	713	2.40	-	-	-	-	-	3	-	2	14	2	11	14	70	31	57	255	121	41	28	16	-	-	12	35	1			
Manufacturing	549	2.41	-	-	-	-	-	-	-	-	10	1	-	4	70	29	51	251	8	41	22	16	-	-	12	33	1			
Engineers, stationary	496	2.28	-	-	-	-	-	18	1	56	14	34	33	48	26	38	88	8	34	14	14	19	44	7	-	-	-			
Manufacturing	184	2.43	-	-	-	-	-	-	-	-	-	11	1	-	24	11	46	7	19	8	8	-	44	5	-	-	-			
Nonmanufacturing	312	2.19	-	-	-	-	-	18	1	56	14	23	32	48	2	27	42	1	15	6	6	19	-	2	-	-	-			
Retail trade	78	2.30	-	-	-	-	-	-	-	-	1	11	6	1	2	2	31	1	13	6	1	1	-	2	-	-	-			
Firemen, stationary boiler	146	2.09	1	-	-	-	20	3	3	23	9	-	6	9	43	-	6	15	-	-	-	2	6	-	-	-	-			
Manufacturing	113	2.14	-	-	-	-	3	3	20	9	-	6	9	42	-	5	8	-	-	-	-	2	6	-	-	-	-			
Helpers, trades, maintenance	1,259	1.99	3	4	11	9	116	37	122	41	15	783	39	48	14	6	1	1	-	9	-	-	-	-	-	-	-			
Manufacturing	1,050	2.01	-	-	8	5	92	13	12	41	3	783	21	48	14	-	1	-	-	9	-	-	-	-	-	-	-			
Machine-tool operators, toolroom	184	2.33	-	-	-	-	-	-	-	-	4	-	-	-	15	-	152	6	-	5	1	-	-	1	-	-	-			
Manufacturing	179	2.32	-	-	-	-	-	-	-	-	4	-	-	-	15	-	152	6	-	5	1	-	-	1	-	-	-			
Machinists, maintenance	1,356	2.40	-	-	-	-	-	-	-	-	1	1	-	10	36	15	442	465	180	12	79	18	76	16	1	4	-			
Manufacturing	1,265	2.40	-	-	-	-	-	-	-	-	-	1	-	10	36	10	442	385	179	9	78	18	76	16	1	4	-			
Mechanics, automotive (maintenance)	904	2.45	-	-	-	-	-	-	-	-	-	2	2	13	3	32	56	40	238	108	379	26	-	5	-	-	-			
Manufacturing	100	2.44	-	-	-	-	-	-	-	-	-	2	-	-	2	19	-	27	-	16	16	18	-	-	-	-	-			
Nonmanufacturing	804	2.45	-	-	-	-	-	-	-	-	-	-	2	13	1	13	56	13	238	92	363	8	-	5	-	-	-			
Public utilities*	651	2.45	-	-	-	-	-	-	-	-	-	-	2	3	1	7	56	1	229	34	310	8	-	-	-	-	-			
Mechanics, maintenance	887	2.31	-	-	-	-	-	-	16	3	52	10	52	40	197	32	237	99	12	20	64	4	2	46	1	-	-			
Manufacturing	790	2.31	-	-	-	-	-	-	16	3	52	10	44	34	175	30	220	59	12	20	64	4	-	46	1	-	-			
Nonmanufacturing	97	2.31	-	-	-	-	-	-	-	-	-	-	8	6	22	2	17	40	-	-	-	-	2	-	-	-	-			
Millwrights	226	2.30	-	-	-	-	-	-	-	-	-	1	3	-	12	134	29	28	17	-	-	-	2	-	-	-	-			
Manufacturing	226	2.30	-	-	-	-	-	-	-	-	-	1	3	-	12	134	29	28	17	-	-	-	2	-	-	-	-			
Oilers	182	1.95	-	-	5	26	24	27	-	40	32	20	3	-	-	-	-	-	5	-	-	-	-	-	-	-	-			
Manufacturing	136	1.93	-	-	5	26	24	27	-	22	4	20	3	-	-	-	-	-	5	-	-	-	-	-	-	-	-			
Painters, maintenance	366	2.34	-	-	-	-	-	-	1	46	1	15	26	25	29	8	23	94	4	2	11	-	76	5	-	-	-			
Manufacturing	184	2.33	-	-	-	-	-	-	1	-	1	4	25	10	4	3	21	89	4	-	11	-	11	-	-	-	-			
Nonmanufacturing	182	2.35	-	-	-	-	-	-	-	46	-	11	1	15	25	5	2	5	-	2	-	-	65	5	-	-	-			
Public utilities*	26	2.23	-	-	-	-	-	-	-	-	-	1	1	3	13	5	1	-	2	-	-	-	-	-	-	-	-			
Pipefitters, maintenance	385	2.40	-	-	-	-	-	-	-	-	-	1	3	-	21	9	65	235	10	5	10	7	-	-	-	4	15			
Manufacturing	360	2.39	-	-	-	-	-	-	-	-	-	1	3	-	21	7	60	221	10	5	10	7	-	-	-	-	15			
Sheet-metal workers, maintenance	59	2.39	-	-	-	-	-	-	-	-	-	-	3	-	5	4	6	17	3	1	20	-	-	-	-	-	-			
Tool and die makers	791	2.65	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	281	455	33	18	-	-	-	-			
Manufacturing	791	2.65	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	281	455	33	18	-	-	-	-			

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

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

Occupational Wage Survey, San Francisco-Oakland, Calif., January 1955

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 San Francisco-Oakland, Calif., by industry division, January 1955)

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 to 1.35	\$ 1.35 to 1.40	\$ 1.40 to 1.45	\$ 1.45 to 1.50	\$ 1.50 to 1.55	\$ 1.55 to 1.60	\$ 1.60 to 1.65	\$ 1.65 to 1.70	\$ 1.70 to 1.75	\$ 1.75 to 1.80	\$ 1.80 to 1.85	\$ 1.85 to 1.90	\$ 1.90 to 1.95	\$ 1.95 to 2.00	\$ 2.00 to 2.05	\$ 2.05 to 2.10	\$ 2.10 to 2.15	\$ 2.15 to 2.20	\$ 2.20 to 2.25	\$ 2.25 to 2.30	\$ 2.30 to 2.40	\$ 2.40 to 2.50	\$ 2.50 to 2.60	\$ 2.60 and over
Shipping and receiving clerks -----	603	2.09	-	-	-	-	-	-	-	2	-	8	2	5	-	14	147	70	13	88	21	80	35	14	70	34	-	-
Manufacturing -----	271	2.04	-	-	-	-	-	-	-	-	-	-	3	-	7	107	45	8	30	3	6	21	-	7	34	-	-	
Nonmanufacturing -----	332	2.12	-	-	-	-	-	-	-	2	-	8	2	2	-	7	40	25	5	58	18	74	14	14	63	-	-	
Wholesale trade -----	222	2.19	-	-	-	-	-	-	-	-	-	-	-	-	-	20	3	-	58	-	57	14	14	56	-	-	-	
Retail trade -----	94	2.00	-	-	-	-	-	-	-	-	-	8	2	2	-	4	20	20	4	-	10	17	-	-	7	-	-	
Truckdrivers, light (under 1½ tons) -----	578	2.15	-	-	-	-	-	-	-	-	-	16	16	5	4	42	44	52	118	129	21	-	1	1	30	94	5	
Manufacturing -----	199	2.31	-	-	-	-	-	-	-	-	-	-	-	-	4	-	15	18	44	8	15	-	1	-	94	-	-	
Nonmanufacturing -----	379	2.07	-	-	-	-	-	-	-	-	-	16	16	5	-	42	29	34	74	121	6	-	-	1	30	-	5	
Public utilities* -----	144	2.02	-	-	-	-	-	-	-	-	-	2	4	-	-	40	1	23	60	14	-	-	-	-	-	-	-	
Wholesale trade -----	112	2.09	-	-	-	-	-	-	-	-	-	14	-	-	-	2	28	6	6	28	-	-	-	-	-	28	-	
Truckdrivers, medium (1½ to and including 4 tons) -----	1,879	2.19	-	-	4	5	-	2	4	-	5	-	1	-	2	19	2	18	144	108	533	408	79	251	9	149	117	19
Manufacturing -----	374	2.29	-	-	-	-	-	-	-	-	-	-	-	-	-	2	3	28	31	116	-	37	32	4	-	117	4	
Nonmanufacturing -----	1,505	2.17	-	-	4	5	-	2	4	-	5	-	1	-	2	19	-	15	116	77	417	408	42	219	5	149	-	15
Public utilities* -----	916	2.13	-	-	4	5	-	2	4	-	5	-	1	-	2	5	-	-	68	60	348	256	-	156	-	-	-	-
Wholesale trade -----	291	2.13	-	-	-	-	-	-	-	-	-	-	-	-	-	14	-	15	48	17	63	36	42	56	-	-	-	-
Retail trade -----	298	2.32	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	116	-	7	5	149	-	15	
Truckdrivers, heavy (over 4 tons, trailer type) -----	845	2.29	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	-	-	20	84	409	274	47	-	-
Manufacturing -----	118	2.23	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	-	-	-	43	45	13	6	-	-
Nonmanufacturing -----	727	2.30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20	41	364	261	41	-	-
Public utilities* -----	542	2.31	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20	-	268	254	-	-	-
Truckdrivers, heavy (over 4 tons, other than trailer type) -----	711	2.21	-	-	-	-	-	2	2	-	3	-	-	-	3	-	4	-	-	-	215	44	81	252	101	4	-	-
Manufacturing -----	154	2.19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	77	12	37	8	16	4	-	-
Nonmanufacturing -----	557	2.21	-	-	-	-	-	2	2	-	3	-	-	-	3	-	4	-	-	-	138	32	44	244	85	-	-	-
Public utilities* -----	263	2.23	-	-	-	-	-	2	2	-	3	-	-	-	3	-	4	-	-	-	12	20	-	180	37	-	-	-
Wholesale trade -----	292	2.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	126	12	44	62	48	-	-	-
Truckers, power (forklift) -----	1,044	2.04	-	-	-	-	-	-	-	-	-	-	20	-	-	17	270	359	91	25	5	22	27	90	116	2	-	-
Manufacturing -----	794	2.02	-	-	-	-	-	-	-	-	-	-	20	-	-	17	214	294	84	15	-	22	24	-	102	2	-	-
Nonmanufacturing -----	250	2.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	56	65	7	10	5	-	3	90	14	-	-	-
Public utilities* -----	130	2.15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40	-	-	-	-	-	90	-	-	-	-	-
Wholesale trade -----	86	2.03	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14	50	5	-	-	3	-	14	-	-	-	-
Truckers, power (other than forklift) -----	243	1.95	-	-	-	-	-	-	-	12	11	4	-	18	2	30	48	48	18	7	-	-	-	34	11	-	-	-
Manufacturing -----	198	1.99	-	-	-	-	-	-	-	-	-	-	-	18	2	20	48	48	18	7	-	-	-	26	11	-	-	-
Watchmen -----	619	1.62	27	1	16	13	54	3	34	172	31	40	29	63	71	28	23	7	1	4	-	2	-	-	-	-	-	-
Manufacturing -----	288	1.68	7	-	8	-	47	3	-	13	12	39	27	37	56	14	21	-	-	4	-	-	-	-	-	-	-	-
Nonmanufacturing -----	331	1.58	20	1	8	13	7	-	34	159	19	1	2	26	15	14	2	7	1	-	-	2	-	-	-	-	-	-
Wholesale trade -----	57	1.65	9	-	-	-	-	-	14	-	-	-	-	15	1	12	2	1	1	-	-	2	-	-	-	-	-	-

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.² Data limited to men workers except where otherwise indicated.³ Estimates differ substantially from those in previous studies, due to the exclusion of services incidental to transportation from the scope of the areawide studies (see scope table, page 2, footnote 4).

* 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	89.6	88.6	15.0	5.3
With shift pay differential	89.6	88.6	15.0	5.3
Uniform cents (per hour)	40.3	33.3	8.7	4.5
4 cents	1.5	-	.4	-
5 cents	6.9	1.0	1.0	.1
6 cents	15.1	2.4	2.9	.6
7 cents	1.0	-	-	-
8 cents	1.6	-	.1	-
9 cents	-	5.6	-	1.0
10 cents	7.7	6.7	2.0	.5
12 cents	-	8.6	-	1.2
12½ cents	-	1.9	-	-
13, 13⅓, 13½ cents	5.5	.5	2.0	-
14 cents	-	1.0	-	Δ
15 cents	1.1	3.5	.4	.2
23 or 25 cents	-	2.1	-	.8
Uniform percentage	20.0	20.0	2.4	Δ
5 percent	6.2	-	.1	-
7½ percent	-	4.5	-	-
10 percent	13.8	3.6	2.3	-
15 percent	-	12.0	-	Δ
Full day's pay for reduced hours	2.3	1.3	.2	-
Other ²	26.9	33.9	3.6	.8
No shift pay differential	-	-	-	-

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.

² Includes such combination plans as a cents-per-hour or percentage differential plus a paid lunch period; full day's pay for reduced hours plus a flat sum; and full day's pay for reduced hours plus a cents-per-hour or percentage differential.

Δ Less than 0.05 percent.

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

Minimum rate (weekly salary)	Number of establishments with specified minimum hiring rate in—							Number of establishments with specified minimum hiring rate in—								
	All industries	Manufacturing		Nonmanufacturing				All industries	Manufacturing		Nonmanufacturing					
		Based on standard weekly hours ² of—							Based on standard weekly hours ² of—							
		All schedules	40	All schedules	37 ¹ / ₂	38 ³ / ₄	40		All schedules	40	All schedules	37 ¹ / ₂	38 ³ / ₄	40		
Establishments studied -----	248	81	xxx	167	xxx	xxx	xxx	248	81	xxx	167	xxx	xxx	xxx		
	<u>FOR INEXPERIENCED TYPISTS</u>							<u>FOR OTHER INEXPERIENCED CLERICAL WORKERS</u>								
Establishments having a specified minimum -----	115	46	39	69	7	8	46	126	48	40	78	9	8	51		
\$30.00 and under \$32.50 -----	-	-	-	-	-	-	-	1	-	-	1	-	1	-		
\$32.50 and under \$35.00 -----	1	-	-	1	-	1	-	1	-	-	1	-	1	-		
\$35.00 and under \$37.50 -----	1	-	-	1	-	-	1	2	-	-	2	1	-	1		
\$37.50 and under \$40.00 -----	1	-	-	1	-	-	-	5	1	1	4	1	-	-		
\$40.00 and under \$42.50 -----	13	2	1	11	4	1	3	13	2	1	11	3	2	4		
\$42.50 and under \$45.00 -----	15	4	4	11	4	2	6	17	4	4	13	1	1	9		
\$45.00 and under \$47.50 -----	20	8	7	12	1	3	8	21	9	7	12	1	2	7		
\$47.50 and under \$50.00 -----	13	5	3	8	-	-	7	13	6	4	7	-	1	5		
\$50.00 and under \$52.50 -----	15	5	5	10	1	-	8	16	4	4	12	2	-	10		
\$52.50 and under \$55.00 -----	14	10	8	4	-	1	3	14	10	9	4	-	-	4		
\$55.00 and under \$57.50 -----	4	3	3	1	-	-	1	9	7	6	2	-	-	2		
\$57.50 and under \$60.00 -----	8	6	5	2	-	-	2	7	2	1	5	-	-	5		
\$60.00 and under \$62.50 -----	4	1	1	3	-	-	3	3	1	1	2	-	-	2		
\$62.50 and under \$65.00 -----	5	1	1	4	-	-	4	3	1	1	2	-	-	2		
\$65.00 and under \$67.50 -----	1	1	1	-	-	-	-	-	-	-	-	-	-	2		
\$67.50 and over -----	-	-	-	-	-	-	-	1	1	1	-	-	-	-		
Establishments having no specified minimum -----	60	14	xxx	46	xxx	xxx	xxx	63	13	xxx	50	xxx	xxx	xxx		
Establishments which did not employ workers in this category -----	71	20	xxx	51	xxx	xxx	xxx	57	19	xxx	38	xxx	xxx	xxx		
Information not available -----	2	1	xxx	1	xxx	xxx	xxx	2	1	xxx	1	xxx	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.

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Table B-3: Frequency of Wage Payment

Frequency of payment	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries ¹	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	
Weekly -----	11	24	7	10	29	Δ		61	75	28	78	61	
Biweekly -----	18	Δ	63	7	15	22		25	20	72	Δ	11	
Semimonthly -----	71	74	30	83	56	78		14	5	Δ	19	28	

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

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

Δ Less than 2.5 percent.

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

** Finance, insurance, and real estate.

Table B-4: Scheduled Weekly Hours

Weekly hours	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries ³	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	
35 hours and under -----	3	Δ	3	-	-	Δ		Δ	Δ	-	Δ	Δ	
36 ¹ / ₄ hours -----	3	Δ	-	8	-	3		Δ	Δ	-	-	-	
Over 36 ¹ / ₄ and under 37 ¹ / ₂ hours -----	Δ	4	-	-	-	Δ		-	-	-	-	-	
37 ¹ / ₂ hours -----	10	9	5	8	5	14		11	11	Δ	-	13	
Over 37 ¹ / ₂ and under 38 ³ / ₄ hours -----	6	-	Δ	-	-	14		-	-	-	-	-	
38 ³ / ₄ hours -----	11	11	7	Δ	-	21		Δ	-	Δ	-	-	
40 hours -----	66	73	83	82	95	45		87	87	95	98	84	
Over 40 hours -----	Δ	-	Δ	-	-	-		Δ	-	4	-	3	

¹ Data relate to women workers only.

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

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

Δ Less than 2.5 percent.

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

** Finance, insurance, and real estate.

Occupational Wage Survey, San Francisco-Oakland, Calif., January 1955

U.S. DEPARTMENT OF LABOR

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Table B-5: Paid Holiday Provisions¹

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries ²	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Finance **	Services	All industries ³	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100		100	100	100	100	100	
<u>Number of paid holidays</u>													
Workers in establishments providing paid holidays	100	100	100	100	100	100		95	93	100	100	98	
2 days	Δ	-	-	-	Δ	-		3	-	-	-	15	
3 days	-	-	-	-	-	-		Δ	3	-	-	-	
5 days	Δ	-	-	-	Δ	-		5	-	3	-	Δ	
6 days	12	18	3	Δ	8	16		13	18	7	3	Δ	
7 days	53	60	25	89	83	32		49	53	27	65	66	
8 days	17	21	66	7	8	4		25	19	63	32	14	
9 days	3	Δ	-	Δ	-	6		Δ	-	-	-	-	
10 days	3	Δ	6	-	-	7		-	-	-	-	-	
11 days	12	-	-	-	-	34		-	-	-	-	-	
Workers in establishments providing no paid holidays	-	-	-	-	-	-		5	7	-	-	Δ	
<u>Provisions for holidays occurring on nonwork days⁴</u>													
With provisions for holidays falling on Saturday	16	38	11	15	21	-		41	58	31	22	21	
Another day off with pay	12	27	5	15	17	-		18	25	6	22	10	
Extra day's pay	4	9	6	-	3	-		18	25	24	-	8	
Option of another day off or extra day's pay	Δ	Δ	-	-	Δ	-		3	5	Δ	-	Δ	
Provisions differ for various holidays	-	-	-	-	-	-		-	-	-	-	-	
Other provisions	Δ	Δ	-	-	-	-		Δ	Δ	-	-	Δ	
Saturday is a scheduled workday for all workers	3	-	Δ	-	38	-		9	Δ	4	-	37	
No provisions (or no pay) for holidays falling on Saturday	81	62	89	85	41	100		46	34	65	78	40	
With provisions for holidays falling on Sunday	96	92	100	97	99	97		88	91	100	97	83	
Another day off with pay	96	92	99	97	99	97		84	87	96	97	81	
Extra day's pay	Δ	-	Δ	-	-	-		Δ	Δ	4	-	-	
Option of another day off or extra day's pay	Δ	Δ	-	-	-	-		Δ	3	-	-	-	
Provisions differ for various holidays	-	-	-	-	-	-		-	-	-	-	-	
Other provisions	-	-	-	-	-	-		Δ	-	-	-	Δ	
Sunday is a scheduled work day for all workers	-	-	-	-	-	-		Δ	Δ	-	-	-	
No provisions (or no pay) for holidays falling on Sunday	4	8	-	3	Δ	3		6	Δ	-	3	15	
With provisions for holidays falling during vacation	83	88	91	85	95	71		81	83	96	69	89	
Another day off with pay	76	72	91	79	87	71		60	49	94	60	74	
Extra day's pay	4	12	-	Δ	-	-		14	25	Δ	5	Δ	
Option of another day off or extra day's pay	Δ	3	-	4	9	-		8	9	-	4	13	
Provisions differ for various holidays	-	-	-	-	-	-		-	-	-	-	-	
Other provisions	-	-	-	-	-	-		-	-	-	-	-	
No provisions (or no pay) for holidays falling during vacation	17	12	9	15	5	29		14	11	4	31	9	

¹ Estimates include only full-day holidays provided annually.

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

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

⁴ 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.

Table B-6: Paid Vacations

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries ¹	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	
<u>METHOD OF PAYMENT</u>													
Workers in establishments providing paid vacations -----	100	100	100	100	100	100		100	100	100	100	100	
Length-of-time payment -----	99	98	100	100	100	100		89	78	100	100	100	
Percentage payment -----	Δ	Δ	-	-	-	-		11	22	-	-	-	
Other -----	-	-	-	-	-	-		-	-	-	-	-	
<u>AMOUNT OF VACATION PAY</u>													
<u>After 1 year of service</u>													
1 week -----	18	8	59	21	66	-		64	57	64	69	78	
Over 1 and under 2 weeks -----	-	-	-	-	-	-		8	16	-	-	-	
2 weeks -----	82	92	39	79	34	100		25	25	21	31	22	
Over 2 and under 3 weeks -----	Δ	-	Δ	-	-	-		Δ	-	15	-	-	
3 weeks -----	-	-	-	-	-	-		Δ	Δ	-	-	-	
<u>After 2 years of service</u>													
1 week -----	Δ	-	-	-	-	-		12	18	4	6	-	
Over 1 and under 2 weeks -----	Δ	-	5	-	-	-		14	26	-	Δ	6	
2 weeks -----	99	100	93	100	100	100		68	48	81	94	94	
Over 2 and under 3 weeks -----	Δ	-	Δ	-	-	-		Δ	-	15	-	-	
3 weeks -----	-	-	-	-	-	-		4	8	-	-	-	
<u>After 3 years of service</u>													
1 week -----	-	-	-	-	-	-		6	11	-	-	-	
Over 1 and under 2 weeks -----	-	-	-	-	-	-		4	7	-	Δ	Δ	
2 weeks -----	97	92	98	100	100	98		83	73	85	99	98	
Over 2 and under 3 weeks -----	Δ	-	Δ	-	-	-		Δ	-	15	-	-	
3 weeks -----	3	8	-	-	-	Δ		5	10	-	-	-	
<u>After 5 years of service</u>													
1 week -----	-	-	-	-	-	-		Δ	-	-	-	-	
2 weeks -----	87	92	82	94	94	84		90	90	84	99	92	
Over 2 and under 3 weeks -----	5	-	Δ	Δ	Δ	14		3	-	15	Δ	-	
3 weeks -----	7	8	16	5	5	Δ		7	10	Δ	-	8	
4 weeks and over -----	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 ¹	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Finance **	Services	All industries ²	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	
<u>AMOUNT OF VACATION PAY - Continued</u>													
<u>After 10 years of service</u>													
1 week -----	-	-	-	-	-	-		Δ	-	-	-	-	-
2 weeks -----	77	80	82	90	93	67		86	84	84	90	88	-
Over 2 and under 3 weeks -----	4	-	Δ	Δ	-	10		3	-	15	Δ	-	-
3 weeks -----	19	20	15	8	7	23		11	16	Δ	9	12	-
4 weeks and over -----	Δ	-	Δ	-	-	-		Δ	-	Δ	-	-	-
<u>After 15 years of service</u>													
1 week -----	-	-	-	-	-	-		Δ	-	-	-	-	-
2 weeks -----	35	26	13	24	41	49		38	39	6	29	49	-
Over 2 and under 3 weeks -----	Δ	-	Δ	-	-	5		Δ	-	15	-	-	-
3 weeks -----	63	74	84	76	59	46		59	59	78	71	51	-
4 weeks and over -----	Δ	-	Δ	-	-	-		Δ	Δ	Δ	-	-	-
<u>After 20 years of service</u>													
1 week -----	-	-	-	-	-	-		Δ	-	-	-	-	-
2 weeks -----	21	23	13	24	41	13		37	38	6	29	49	-
Over 2 and under 3 weeks -----	Δ	-	Δ	-	-	-		Δ	-	15	-	-	-
3 weeks -----	76	77	84	76	59	80		60	61	78	71	51	-
4 weeks and over -----	3	Δ	Δ	-	-	7		Δ	Δ	Δ	-	-	-
<u>After 25 years of service</u>													
1 week -----	-	-	-	-	-	-		Δ	-	-	-	-	-
2 weeks -----	19	22	13	24	41	10		36	38	6	28	46	-
Over 2 and under 3 weeks -----	Δ	-	Δ	-	-	-		Δ	-	15	-	-	-
3 weeks -----	66	68	80	60	46	68		52	50	78	67	45	-
4 weeks and over -----	14	10	5	16	13	21		9	13	Δ	6	9	-

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

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

Δ Less than 2.5 percent.

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

** Finance, insurance, and real estate.

APPENDIX: JOB DESCRIPTIONS

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

OfficeBILLER, MACHINE

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

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

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

BOOKKEEPING-MACHINE OPERATOR

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

BOOKKEEPING-MACHINE OPERATOR - Continued

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

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

CLERK, ACCOUNTING

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

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

CLERK, FILE

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

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

CLERK, ORDER

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

CLERK, PAYROLL

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

COMPTOMETER OPERATOR

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

DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

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

KEY-PUNCH OPERATOR

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

OFFICE BOY OR GIRL

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

SECRETARY

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

STENOGRAPHER, GENERAL

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

STENOGRAPHER, TECHNICAL

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

SWITCHBOARD OPERATOR

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

SWITCHBOARD OPERATOR-RECEPTIONIST

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

TABULATING-MACHINE OPERATOR

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL - Continued

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

TYPIST

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

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

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

Professional and TechnicalDRAFTSMAN, JUNIOR

(Assistant draftsman)

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

DRAFTSMAN, LEADER

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

DRAFTSMAN, LEADER - Continued

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

DRAFTSMAN, SENIOR

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

NURSE, INDUSTRIAL (REGISTERED)

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

NURSE, INDUSTRIAL (REGISTERED) - Continued

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

TRACER

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

Maintenance and PowerplantCARPENTER, MAINTENANCE

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

ELECTRICIAN, MAINTENANCE

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

ENGINEER, STATIONARY

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

FIREMAN, STATIONARY BOILER

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

HELPER, TRADES, MAINTENANCE

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

MACHINE-TOOL OPERATOR, TOOLROOM

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

MACHINIST, MAINTENANCE

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

MECHANIC, AUTOMOTIVE (MAINTENANCE)

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

MECHANIC, MAINTENANCE

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

MILLWRIGHT

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

OILER

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

PAINTER, MAINTENANCE

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

PIPEFITTER, MAINTENANCE

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

PLUMBER, MAINTENANCE

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

SHEET-METAL WORKER, MAINTENANCE

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

SHEET-METAL WORKER, MAINTENANCE - Continued

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

TOOL AND DIE MAKER

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

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

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

Custodial and Material 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.

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

JANITOR, PORTER, OR CLEANER - Continued

of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; cleaning lavatories, showers, and restrooms. Workers who specialize in window washing are excluded.

LABORERS, MATERIAL HANDLING

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

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

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

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

PACKER, SHIPPING

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

SHIPPING AND RECEIVING CLERK

Prepares merchandise for shipment, or receives and is responsible for incoming shipment of merchandise or other materials. Shipping work involves: A knowledge of shipping procedures, practices, routes, available means of transportation and rates; and pre-

SHIPPING AND RECEIVING CLERK - Continued

paring records of the goods shipped, making up bills of lading, posting weight and shipping charges, and keeping a file of shipping records. May direct or assist in preparing the merchandise for shipment. Receiving work involves: Verifying or directing others in verifying the correctness of shipments against bills of lading, invoices, or 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.

For the convenience of users of BLS data, copies of bulletins may also be purchased from the following sales offices:

U.S. Department of Labor
Bureau of Labor Statistics
341 Ninth Avenue
New York 1, N. Y.

U.S. Department of Labor
Bureau of Labor Statistics
105 West Adams Street
Chicago 3, Ill.

U.S. Department of Labor
Bureau of Labor Statistics
630 Sansome Street
San Francisco 11, Calif.

Occupational wage surveys are being conducted in 17 major labor markets during late 1954 and early 1955. Bulletins for the following areas are now available and may be purchased from the Superintendent of Documents, Government Printing Office, Washington 25, D. C., or from any of the regional sales offices listed above.

<u>Labor Market</u>	<u>Survey Period</u>	<u>BLS Bulletin Number</u>	<u>Price</u>
Buffalo, N. Y.	September 1954	1172-1	25 cents
Cleveland, Ohio	October 1954	1172-2	25 cents
Dallas, Tex.	September 1954	1172-3	20 cents
Philadelphia, Pa.	November 1954	1172-4	25 cents
Minneapolis-St. Paul, Minn.	November 1954	1172-5	20 cents
Denver, Colo.	December 1954	1172-6	25 cents
San Francisco- Oakland, Calif.	January 1955	1172-7	20 cents