Occupational Wage Survey

DALLAS, TEXAS

OCTOBER 1955

BLS Bulletin No. 1188-1

UNITED STATES DEPARTMENT OF LABOR
James P. Mitchell, Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner

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* NOTE: Similar tabulations for most of these items are available in the Dallas area reports for June 1951, August 1952, September 1953, and September 1954. The 1953 report also provides tabulations of wage structure characteristics, labor-management agreements, and overtime pay provisions. The 1954 report also included data on frequency of wage payments, and pay provisions for holidays falling on nonworkdays. A directory indicating date of study and the price of the reports, as well as reports for other major areas, is available upon request.

Current reports on occupational earnings and supplementary wage practices in the Dallas area are also available for machinery industries (October 1955), women's and misses' dresses (August 1955), power laundries and dry cleaners (May 1955), and office building service (May 1955). 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.

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Occupational Wage Survey - Dallas, Tex.*

Introduction

The Dallas area is one of several important industrial centers in which the Department of Labor's Bureau of Labor Statistics conducted surveys of occupational earnings and related wage benefits. In each area, data are obtained by personal visits of Bureau field agents to representative establishments within six 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, besides railroads, are government operations and the construction and extractive industries. Establishments having fewer than a prescribed number of workers are omitted also because they furnish insufficient employment in the occupations studied to warrant inclusion.[1] Wherever possible, separate tabulations are provided for each of the 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 based on the establishments studied are presented, therefore, as relating to all establishments in the industry grouping and area,[2] except for those below the minimum size studied.

Occupations and Earnings

The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries. 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 (in the A-series tables) for the following types of occupations: (a) Office clerical; (b) professional and technical; (c) maintenance and powerplant; and (d) custodial and material movement.

Data are shown for full-time workers, i.e., those hired to work a regular weekly schedule in the given occupational classification. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Nonproduction bonuses are excluded also, 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 half-dollar.

Occupational employment estimates represent the total in all establishments within the scope of the study and not 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 presented also (in the B-series tables) 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 (table B-1) are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy,[3] presented in terms of total plant worker employment, and (b) effective practice, presented on the basis of workers actually employed on the specified shift at the time of the survey. In establishments having varied differentials, the amount applying to a majority was used or, if no amount applied to a majority, the classification "other" was used.

Minimum entrance rates (table B-2) relate only to the establishments visited. They are presented on an establishment, rather than on an employment basis. Scheduled hours; paid holidays; paid vacations; and health, insurance, and pension plans are treated statistically on the basis that these are applicable to all plant or office workers if a majority of such workers are eligible or may eventually qualify for the practices listed.[4] 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. Separate estimates are provided

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

[1] See table 1 for minimum-size establishment covered.

[2] The tabulation of minimum entrance rates for women office workers relates only to provisions in establishments studied.

[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.

[4] Scheduled weekly hours for office workers (first section of table B-3) are presented in terms of the proportion of women office workers employed in offices with the indicated weekly hours for women workers.

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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.

Data are presented for all health, insurance, and pension plans for which at least a part of the cost is borne by the employer, excepting only legal requirements such as workmen's compensation and social security. Such plans include those underwritten by a commercial insurance company and those provided through a union fund or paid directly by the employer out of current operating funds or from a fund set aside for this purpose. Death benefits are included as a form of life insurance.

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Information is presented for all such plans to which the employer contributes. However, New York and New Jersey, which have enacted temporary disability insurance laws which require employer contributions,[5] plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceed the requirements of the law. Tabulations of paid sick-leave plans are limited to formal plans which provide full pay or a proportion of the worker's pay during absence from work because of illness. Separate tabulations are provided according to (1) plans which provide full pay and no waiting period, and (2) plans providing either partial pay or a waiting period. In addition to the presentation of the proportions of workers who are provided sickness and accident insurance or paid sick leave, an unduplicated total is shown of workers who receive either or both types of benefit.

Catastrophe insurance, sometimes referred to as extended medical insurance, includes those plans which are designed to protect employees in case of sickness and injury involving expenses beyond the normal coverage of hospitalization, medical, and surgical plans. Medical insurance refers to plans providing for complete or partial payment of doctors' fees. Such plans may be underwritten by commercial insurance companies or nonprofit organizations or they may be self-insured. Tabulations of retirement pension plans are limited to those plans that provide monthly payments for the remainder of the worker's life.

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[5] The temporary disability laws in California and Rhode Island do not require employer contributions.

Table 1: Establishments and workers within scope of survey and number studied in Dallas, Tex.,[1] by major industry division, October 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	Total[3]
All divisions	51	656	174	150,400	31,400	89,600	87,910
Manufacturing	51	225	55	66,400	7,100	45,900	40,620
Nonmanufacturing	51	431	119	84,000	24,300	43,700	47,290
Transportation (excluding railroads), communication, and other public utilities[4]	51	51	25	20,300	5,200	10,700	16,780
Wholesale trade	51	98	18	11,000	(5)	(5)	2,380
Retail trade	51	123	33	28,200	3,300	21,700	17,390
Finance, insurance, and real estate	51	94	27	15,300	10,600	[6] 900	7,810
Services[7]	51	65	16	9,200	(5)	(5)	2,930

[1] The Dallas Metropolitan Area (Dallas County). 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 indexes 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 1 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.

[5] 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.

[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.

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Wage Trends for Selected Occupational Groups

Tabulated below are indexes of salaries of women office clerical workers, and of average earnings of selected plant worker groups.

For office clerical workers, the indexes relate to average weekly salaries for normal hours of work, that is, the standard work schedule for which straight-time salaries are paid. For plant worker groups, the indexes measure changes in straight-time hourly earnings, excluding premium pay for overtime and for work on weekends, holidays, and late shifts. The indexes are based on data for selected key occupations and include most of the numerically important jobs within each group. Eighteen jobs were included in the office clerical index; 10 skilled maintenance jobs and 3 unskilled jobs were included in the plant worker indexes. See footnotes to table 2.

Average weekly salaries or average hourly earnings were computed for each of the selected occupations. The average salaries or hourly earnings were then multiplied by the average of 1953 and 1954 employment in the job. These weighted earnings for individual occupations were then added to obtain an aggregate for each occupational group. Finally, the ratio of these group aggregates for a given year to the aggregate for the base year (1953) was computed and the result multiplied by the base year index (100) to get the index for the given year.

The indexes measure principally the effects of (1) general salary and wage changes; (2) merit or other increases in pay received by individual workers while in the same job; and (3) labor turnover or force expansion or reduction. A force expansion might increase the proportion of lower paid workers in a specific occupation and result in a drop in the index, whereas a reduction in the proportion of lower paid workers would have the opposite effect. The indexes are also affected by shifts in the proportion of workers employed by establishments with different pay levels. For example, the movement of a high-paying establishment out of an area could cause the index to drop, even though no change in rates occurred in other area establishments.

The use of constant employment weights eliminates the effects of changes in the proportion of workers represented in each job included in the index. Nor are the indexes influenced by changes in standard work schedules or in premium pay for overtime, since they are based on pay for straight-time hours.

Indexes for the period 1952 to 1955 for workers in 17 major labor markets, appeared in BLS Bull. 1172, Wages and Related Benefits, 17 Labor Markets, 1954-55.

Table 2: Indexes of standard weekly salaries for office clerical [1] and average straight-time hourly earnings for selected plant occupational groups [2] in Dallas, Tex., September 1954 and October 1955 and percent of increase for selected periods

Industry and occupational group	Indexes (August 1952 = 100)		Percent increases from—				
	October 1955	September 1954	September 1954 to October 1955	September 1953 to September 1954	August 1952 to September 1953	June 1951 to August 1952	June 1951 to October 1955
All industries:							
Office clerical (women)	115.3	110.9	4.0	5.0	5.6	6.1	22.4
Skilled maintenance (men)	115.0	109.9	4.6	3.8	5.9	10.0	26.5
Unskilled plant (men)	112.1	107.1	4.7	3.3	3.6	7.7	20.8
Manufacturing:							
Office clerical (women)	112.7	108.4	3.9	5.0	3.3	8.7	22.5
Skilled maintenance (men)	114.6	110.7	3.5	3.5	7.0	5.9	21.3
Unskilled plant (men)	115.0	113.8	1.1	4.0	9.5	6.5	22.5

[1] Based on data for the following jobs:

Office clerical (women):
- Billers, machine (billing machine)
- Bookkeeping-machine operators, class A and B
- Comptometer operators
- Clerks, file, class A and B
- Clerks, order
- Clerks, payroll
- Key-punch operators
- Office girls
- Secretaries
- Stenographers, general
- Switchboard operators
- Switchboard operator-receptionists
- Tabulating-machine operators
- Transcribing-machine operators, general
- Typists, class A and B

[2] Based on data for the following jobs:

Skilled maintenance (men):
- Carpenters
- Electricians
- Machinists
- Mechanics, automotive
- Mechanics
- Millwrights
- Painters
- Pipefitters
- Sheet-metal workers
- Tool and die makers

Unskilled plant (men):
- Janitors, porters, and cleaners
- Laborers, material handling
- Watchmen

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Table A-1: Office Occupations

(Average straight-time weekly hours and earnings[1] for selected occupations studied on an area basis in Dallas, Tex., by industry division, October 1955)

Sex, occupation, and industry division	Number of workers	Average: Weekly hours (Standard)	Average: Weekly earnings (Standard)	Number of workers receiving straight-time weekly earnings of— $30.00 and under 35.00	$35.00 - 40.00	$40.00 - 45.00	$45.00 - 50.00	$50.00 - 55.00	$55.00 - 60.00	$60.00 - 65.00	$65.00 - 70.00	$70.00 - 75.00	$75.00 - 80.00	$80.00 - 85.00	$85.00 - 90.00	$90.00 - 95.00	$95.00 - 100.00	$100.00 - 105.00	$105.00 - 110.00	$110.00 - 115.00	$115.00 and over
Men																					
Clerks, accounting, class A	589	40.0	$ 85.00	-	-	4	-	11	23	32	50	23	71	61	82	68	62	48	18	15	21
Manufacturing	179	40.0	92.00	-	-	-	-	-	1	14	8	7	15	16	26	21	19	11	6	15	20
Nonmanufacturing	410	40.0	82.00	-	-	4	-	11	22	18	42	16	56	45	56	47	43	37	12	-	1
Public utilities *	124	40.0	81.50	-	-	-	-	6	4	2	12	8	13	23	29	14	8	5	-	-	-
Retail trade	45	40.5	72.50	-	-	4	-	-	7	1	8	1	11	-	3	10	-	-	-	-	-
Finance **	84	40.0	71.00	-	-	-	-	5	9	15	19	3	8	5	19	1	-	-	-	-	-
Clerks, accounting, class B	312	40.0	68.50	-	-	1	6	30	34	39	53	63	54	3	9	11	6	3	-	-	-
Manufacturing	140	40.0	73.00	-	-	-	-	4	17	5	19	35	35	3	9	4	6	3	-	-	-
Nonmanufacturing	172	40.0	65.00	-	-	1	6	26	17	34	34	28	19	-	-	7	-	-	-	-	-
Public utilities *	58	40.0	64.00	-	-	-	1	9	5	13	13	15	2	-	-	-	-	-	-	-	-
Finance **	48	40.0	60.50	-	-	-	5	17	7	1	5	5	8	-	-	-	-	-	-	-	-
Clerks, order	227	40.5	72.50	-	-	1	2	12	41	56	11	9	21	33	3	4	-	24	6	-	4
Manufacturing	53	39.5	71.00	-	-	-	-	10	8	1	3	9	11	5	-	-	-	-	6	-	-
Nonmanufacturing	174	41.0	72.50	-	-	1	2	2	33	55	8	-	10	28	3	4	-	24	-	-	4
Clerks, payroll	81	40.0	77.50	-	-	-	1	1	3	10	5	9	18	17	10	-	-	3	1	1	2
Manufacturing	36	40.0	81.50	-	-	-	1	-	-	3	1	3	11	7	4	-	-	2	1	1	2
Nonmanufacturing	45	40.0	75.00	-	-	-	-	1	3	7	4	6	7	10	6	-	-	1	-	-	-
Office boys	238	39.5	42.50	19	77	65	43	16	3	13	2	-	-	-	-	-	-	-	-	-	-
Manufacturing	44	40.0	43.50	8	9	5	13	3	3	1	2	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	194	39.5	42.50	11	68	60	30	13	-	12	-	-	-	-	-	-	-	-	-	-	-
Finance **	123	39.0	42.50	-	51	36	24	12	-	-	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators	220	40.0	70.00	-	-	-	5	29	12	37	33	27	27	18	16	7	9	-	-	-	-
Manufacturing	76	40.0	77.50	-	-	-	-	-	-	10	4	14	18	15	6	7	2	-	-	-	-
Nonmanufacturing	144	40.0	66.00	-	-	-	5	29	12	27	29	13	9	3	10	-	7	-	-	-	-
Public utilities *	44	40.0	67.50	-	-	-	-	2	3	13	12	8	4	-	2	-	-	-	-	-	-
Finance **	85	39.5	64.50	-	-	-	5	24	8	12	16	5	1	-	7	-	7	-	-	-	-
Women																					
Billers, machine (billing machine)	205	40.0	53.50	-	-	48	49	41	19	-	38	-	8	2	-	-	-	-	-	-	-
Manufacturing	60	39.0	57.50	-	-	7	3	18	7	-	25	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	145	40.0	51.50	-	-	41	46	23	12	-	13	-	8	2	-	-	-	-	-	-	-
Billers, machine (bookkeeping machine)	136	41.0	52.00	1	3	9	47	24	26	20	5	-	1	-	-	-	-	-	-	-	-
Manufacturing	29	40.0	55.00	-	-	1	1	13	8	5	-	-	1	-	-	-	-	-	-	-	-
Nonmanufacturing	107	41.5	51.00	1	3	8	46	11	18	15	5	-	-	-	-	-	-	-	-	-	-
Retail trade	57	40.5	48.00	1	3	6	31	8	-	8	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A	150	40.0	62.50	-	-	4	6	35	19	18	33	15	19	1	-	-	-	-	-	-	-
Manufacturing	26	40.0	68.00	-	-	-	-	2	-	9	8	3	3	1	-	-	-	-	-	-	-
Nonmanufacturing	124	40.0	61.50	-	-	4	6	33	19	9	25	12	16	-	-	-	-	-	-	-	-
Finance **	32	39.0	59.50	-	-	-	4	8	7	2	7	2	2	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class B	441	40.0	51.50	-	7	42	153	131	45	33	22	8	-	-	-	-	-	-	-	-	-
Manufacturing	89	40.0	56.50	-	-	2	10	40	5	15	13	4	-	-	-	-	-	-	-	-	-
Nonmanufacturing	352	40.0	50.50	-	7	40	143	91	40	18	9	4	-	-	-	-	-	-	-	-	-
Retail trade	46	40.0	49.50	-	5	5	13	11	8	4	-	-	-	-	-	-	-	-	-	-	-
Finance **	258	40.0	49.50	-	2	35	127	63	14	12	5	-	-	-	-	-	-	-	-	-	-

See footnote at end of table.
* Transportation (excluding railroads), communication, and other public utilities.
** Finance, insurance, and real estate.

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Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings[1] for selected occupations studied on an area basis in Dallas, Tex., by industry division, October 1955)

Sex, occupation, and industry division	Number of workers	Average: Weekly hours (Standard)	Average: Weekly earnings (Standard)	Number of workers receiving straight-time weekly earnings of— $30.00 and under 35.00	$35.00 - 40.00	$40.00 - 45.00	$45.00 - 50.00	$50.00 - 55.00	$55.00 - 60.00	$60.00 - 65.00	$65.00 - 70.00	$70.00 - 75.00	$75.00 - 80.00	$80.00 - 85.00	$85.00 - 90.00	$90.00 - 95.00	$95.00 - 100.00	$100.00 - 105.00	$105.00 - 110.00	$110.00 - 115.00	$115.00 and over
Women - Continued																					
Clerks, accounting, class A	550	39.5	$ 64.50	-	-	5	73	84	81	65	40	24	106	47	18	2	1	3	-	-	1
Manufacturing	102	40.0	76.00	-	-	-	-	-	5	18	8	3	45	11	5	2	1	3	-	-	1
Nonmanufacturing	448	39.5	62.00	-	-	5	73	84	76	47	32	21	61	36	13	-	-	-	-	-	-
Retail trade	77	40.0	57.00	-	-	-	14	17	32	3	2	5	3	1	-	-	-	-	-	-	-
Finance **	140	39.5	51.50	-	-	5	57	39	27	10	2	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class B	915	40.0	54.00	15	36	141	102	164	181	116	117	33	5	2	-	1	2	-	-	-	-
Manufacturing	240	40.0	58.50	-	6	4	12	56	68	31	33	25	-	2	-	1	2	-	-	-	-
Nonmanufacturing	675	40.0	52.50	15	30	137	90	108	113	85	84	8	5	-	-	-	-	-	-	-	-
Public utilities *	254	40.0	59.50	-	1	11	6	42	47	72	73	2	-	-	-	-	-	-	-	-	-
Retail trade	76	40.0	44.00	15	7	21	14	5	10	1	3	-	-	-	-	-	-	-	-	-	-
Finance **	166	39.5	47.50	-	14	70	35	19	14	8	1	-	5	-	-	-	-	-	-	-	-
Clerks, file, class A	387	39.5	49.50	-	25	122	91	69	13	36	24	4	1	2	-	-	-	-	-	-	-
Nonmanufacturing	334	39.5	48.00	-	25	119	89	57	11	25	4	4	-	-	-	-	-	-	-	-	-
Finance **	304	39.5	47.00	-	25	115	81	54	9	19	1	-	-	-	-	-	-	-	-	-	-
Clerks, file, class B	1,016	40.0	40.50	119	427	293	96	46	24	6	2	3	-	-	-	-	-	-	-	-	-
Manufacturing	47	40.0	51.50	-	-	7	9	18	8	2	-	3	-	-	-	-	-	-	-	-	-
Nonmanufacturing	969	40.0	40.00	119	427	286	87	28	16	4	2	-	-	-	-	-	-	-	-	-	-
Public utilities *	86	40.0	45.00	-	12	41	11	15	5	-	2	-	-	-	-	-	-	-	-	-	-
Retail trade	81	40.0	36.50	27	44	2	7	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance **	685	39.5	38.50	92	356	185	51	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	270	39.5	54.00	9	18	30	32	72	33	27	20	20	-	-	2	7	-	-	-	-	-
Manufacturing	77	40.0	60.50	-	-	-	13	11	18	19	7	-	-	-	2	7	-	-	-	-	-
Nonmanufacturing	193	39.5	51.00	9	18	30	19	61	15	8	13	20	-	-	-	-	-	-	-	-	-
Retail trade	74	40.0	41.00	9	18	30	13	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, payroll	523	40.0	58.50	-	1	33	80	109	91	56	71	34	31	1	14	1	-	-	-	-	1
Manufacturing	163	40.0	58.00	-	-	3	37	35	26	22	15	15	5	-	4	-	-	-	-	-	1
Nonmanufacturing	360	40.0	59.00	-	1	30	43	74	65	34	56	19	26	1	10	1	-	-	-	-	-
Retail trade	80	40.0	56.50	-	-	7	13	23	4	15	13	1	3	-	1	-	-	-	-	-	-
Finance **	56	40.0	58.50	-	1	9	2	13	6	9	5	6	4	1	-	-	-	-	-	-	-
Comptometer operators	587	40.0	56.50	-	3	28	102	136	119	87	90	13	6	2	1	-	-	-	-	-	-
Manufacturing	112	40.0	63.00	-	-	-	4	20	15	26	29	11	4	2	1	-	-	-	-	-	-
Nonmanufacturing	475	39.5	55.00	-	3	28	98	116	104	61	61	2	2	-	-	-	-	-	-	-	-
Retail trade	221	39.5	53.50	-	3	14	45	59	55	31	12	2	-	-	-	-	-	-	-	-	-
Finance **	67	40.0	53.00	-	-	-	24	19	14	10	-	-	-	-	-	-	-	-	-	-	-
Duplicating-machine operators (mimeograph or ditto)	37	40.0	54.50	-	2	3	3	5	19	2	2	1	-	-	-	-	-	-	-	-	-
Key-punch operators	490	40.0	52.50	25	23	59	71	130	72	66	21	8	13	2	-	-	-	-	-	-	-
Manufacturing	106	40.0	61.50	-	-	-	6	26	9	34	15	3	13	-	-	-	-	-	-	-	-
Nonmanufacturing	384	40.0	50.00	25	23	59	65	104	63	32	6	5	-	2	-	-	-	-	-	-	-
Public utilities *	108	40.0	56.50	-	-	3	13	32	24	24	6	4	-	2	-	-	-	-	-	-	-
Finance **	228	40.0	45.50	25	23	54	50	54	18	4	-	-	-	-	-	-	-	-	-	-	-
Office girls	206	39.5	41.00	14	122	22	31	5	8	-	2	-	2	-	-	-	-	-	-	-	-
Manufacturing	33	40.0	52.50	-	1	1	17	2	8	-	2	-	2	-	-	-	-	-	-	-	-
Nonmanufacturing	173	39.5	39.00	14	121	21	14	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance **	112	39.5	39.00	2	92	10	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-

See footnote at end of table.
* Transportation (excluding railroads), communications, and other public utilities.
** Finance, insurance, and real estate.

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Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings[1] for selected occupations studied on an area basis in Dallas, Tex., by industry division, October 1955)

Sex, occupation, and industry division	Number of workers	Average: Weekly hours (Standard)	Average: Weekly earnings (Standard)	Number of workers receiving straight-time weekly earnings of— $30.00 and under 35.00	$35.00 - 40.00	$40.00 - 45.00	$45.00 - 50.00	$50.00 - 55.00	$55.00 - 60.00	$60.00 - 65.00	$65.00 - 70.00	$70.00 - 75.00	$75.00 - 80.00	$80.00 - 85.00	$85.00 - 90.00	$90.00 - 95.00	$95.00 - 100.00	$100.00 - 105.00	$105.00 - 110.00	$110.00 - 115.00	$115.00 and over
Women - Continued																					
Secretaries	1,405	40.0	$ 70.00	-	-	2	30	105	130	245	276	155	184	125	66	41	16	12	10	-	8
Manufacturing	399	40.0	72.00	-	-	-	8	10	27	84	78	33	58	48	20	12	9	9	3	-	-
Nonmanufacturing	1,006	40.0	69.00	-	-	2	22	95	103	161	198	122	126	77	46	29	7	3	7	-	8
Public utilities *	204	40.0	72.50	-	-	-	-	1	21	24	40	42	31	18	22	4	-	1	-	-	-
Retail trade	162	40.0	67.50	-	-	2	-	22	14	19	48	10	31	6	5	3	-	2	-	-	-
Finance **	384	39.5	69.00	-	-	-	9	20	26	100	83	41	45	20	17	14	1	-	-	-	8
Stenographers, general	1,928	40.0	60.50	-	15	138	194	271	313	318	267	220	139	39	14	-	-	-	-	-	-
Manufacturing	715	40.0	65.50	-	1	21	16	84	77	134	94	139	110	29	10	-	-	-	-	-	-
Nonmanufacturing	1,213	39.5	57.50	-	14	117	178	187	236	184	173	81	29	10	4	-	-	-	-	-	-
Public utilities *	351	40.0	56.50	-	-	26	76	52	79	51	50	13	2	2	-	-	-	-	-	-	-
Retail trade	110	40.0	53.50	-	1	21	20	12	23	24	8	-	1	-	-	-	-	-	-	-	-
Finance **	360	39.5	54.50	-	7	42	54	79	82	69	20	2	5	-	-	-	-	-	-	-	-
Switchboard operators	359	41.5	48.50	20	80	57	52	40	50	32	19	7	-	2	-	-	-	-	-	-	-
Manufacturing	53	40.0	61.00	-	1	-	6	7	5	16	11	5	-	2	-	-	-	-	-	-	-
Nonmanufacturing	306	42.0	46.50	20	79	57	46	33	45	16	8	2	-	-	-	-	-	-	-	-	-
Public utilities *	33	40.0	55.50	-	-	2	5	8	12	3	2	1	-	-	-	-	-	-	-	-	-
Retail trade	98	39.5	43.50	8	29	25	18	9	9	-	-	-	-	-	-	-	-	-	-	-	-
Finance **	43	40.0	57.00	-	-	-	3	12	16	9	2	1	-	-	-	-	-	-	-	-	-
Switchboard operator-receptionists	377	40.0	54.50	-	-	48	68	101	46	57	21	23	8	5	-	-	-	-	-	-	-
Manufacturing	121	40.0	53.50	-	-	12	14	53	11	23	6	2	-	-	-	-	-	-	-	-	-
Nonmanufacturing	256	40.0	55.00	-	-	36	54	48	35	34	15	21	8	5	-	-	-	-	-	-	-
Public utilities *	32	40.0	60.50	-	-	2	2	6	-	12	2	8	-	-	-	-	-	-	-	-	-
Retail trade	37	41.5	47.50	-	-	13	7	11	5	1	-	-	-	-	-	-	-	-	-	-	-
Finance **	66	39.0	52.50	-	-	19	14	9	12	7	-	-	-	5	-	-	-	-	-	-	-
Tabulating-machine operators	76	40.0	61.00	-	-	-	-	12	31	17	3	5	6	2	-	-	-	-	-	-	-
Nonmanufacturing	66	40.0	60.00	-	-	-	-	12	30	12	2	5	4	1	-	-	-	-	-	-	-
Transcribing-machine operators, general	371	40.0	50.50	-	25	72	74	104	44	42	6	4	-	-	-	-	-	-	-	-	-
Manufacturing	53	40.0	51.50	-	-	9	7	21	6	7	3	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	318	40.0	50.50	-	25	63	67	83	38	35	3	4	-	-	-	-	-	-	-	-	-
Finance **	257	40.0	49.00	-	25	61	59	62	27	21	2	-	-	-	-	-	-	-	-	-	-
Typists, class A	612	40.0	54.00	-	3	38	161	197	86	53	58	3	9	-	4	-	-	-	-	-	-
Manufacturing	105	40.0	62.00	-	-	4	4	23	4	9	53	3	5	-	-	-	-	-	-	-	-
Nonmanufacturing	507	40.0	52.00	-	3	34	157	174	82	44	5	-	4	-	4	-	-	-	-	-	-
Public utilities *	104	40.0	53.50	-	-	4	30	29	29	7	5	-	-	-	-	-	-	-	-	-	-
Retail trade	42	40.0	55.00	-	3	2	1	10	11	15	-	-	-	-	-	-	-	-	-	-	-
Finance **	216	40.0	51.00	-	-	13	70	95	22	16	-	-	-	-	-	-	-	-	-	-	-
Typists, class B	1,978	40.0	46.50	25	332	661	418	243	62	200	30	7	-	-	-	-	-	-	-	-	-
Manufacturing	455	40.0	54.50	-	2	30	104	85	34	185	15	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	1,523	39.5	44.00	25	330	631	314	158	28	15	15	7	-	-	-	-	-	-	-	-	-
Public utilities *	102	40.0	46.50	-	12	31	35	16	2	2	4	-	-	-	-	-	-	-	-	-	-
Retail trade	261	40.5	45.50	7	31	80	63	72	8	-	-	-	-	-	-	-	-	-	-	-	-
Finance **	923	39.5	42.50	18	278	408	156	54	4	-	5	-	-	-	-	-	-	-	-	-	-

[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.
** Finance, insurance, and real estate.

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Table A-2: Professional and Technical Occupations

(Average straight-time weekly hours and earnings [1] for selected occupations studied on an area basis in Dallas, Tex., by industry division, October 1955)

Sex, occupation, and industry division	Number of workers	Average: Weekly hours (Standard)	Average: Weekly earnings (Standard)	$35.00 and under 40.00	$40.00 - 45.00	$45.00 - 50.00	$50.00 - 55.00	$55.00 - 60.00	$60.00 - 65.00	$65.00 - 70.00	$70.00 - 75.00	$75.00 - 80.00	$80.00 - 85.00	$85.00 - 90.00	$90.00 - 95.00	$95.00 - 100.00	$100.00 - 105.00	$105.00 - 110.00	$110.00 - 115.00	$115.00 - 120.00	$120.00 - 125.00	$125.00 - 130.00	$130.00 - 135.00	$135.00 - 140.00	$140.00 and over
				Number of workers receiving straight-time weekly earnings of—																					
Men																									
Draftsmen, leader	77	41.0	$107.50	-	-	-	-	-	-	-	-	2	4	19	9	6	6	-	8	3	-	1	-	12	7
Manufacturing	48	40.0	94.00	-	-	-	-	-	-	-	-	2	4	18	8	6	5	-	1	1	-	1	-	1	1
Draftsmen, senior	299	40.5	84.50	-	-	-	2	7	32	25	21	49	65	10	18	17	5	15	7	7	8	7	-	4	-
Manufacturing	188	40.0	81.00	-	-	-	2	4	11	7	19	48	58	6	14	7	4	3	1	1	2	1	-	-	-
Nonmanufacturing	111	42.0	90.50	-	-	-	-	3	21	18	2	1	7	4	4	10	1	12	6	6	6	6	-	4	-
Public utilities *	49	40.0	71.00	-	-	-	-	3	18	14	2	1	3	2	2	4	-	-	-	-	-	-	-	-	-
Draftsmen, junior	258	40.5	63.50	-	12	6	28	45	62	40	34	21	2	-	2	2	2	2	-	-	-	-	-	-	-
Manufacturing	183	40.0	62.00	-	8	4	22	31	47	31	32	8	-	-	-	-	-	-	-	-	-	-	-	-	-
Tracers	65	40.5	52.50	-	14	-	29	8	11	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Women																									
Nurses, industrial (registered)	61	40.0	72.50	2	-	-	2	5	14	8	3	7	5	5	6	1	2	1	-	-	-	-	-	-	-
Manufacturing	44	40.0	73.00	2	-	-	-	2	14	5	2	3	3	4	5	1	2	1	-	-	-	-	-	-	-

[1] Hours reflect the workweek for which employees receive their straight-time salaries and the earnings correspond to these weekly hours.
* Transportation (excluding railroads), communication, and other public utilities.

Occupational Wage Survey, Dallas, Tex., October 1955
U.S. DEPARTMENT OF LABOR
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Table A-3: Maintenance and Powerplant Occupations

(Average hourly earnings [1] for men in selected occupations studied on an area basis in Dallas, Tex., by industry division, October 1955)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																				
			$ 0.80 and under .90	$ 0.90 - 1.00	$ 1.00 - 1.10	$ 1.10 - 1.20	$ 1.20 - 1.30	$ 1.30 - 1.40	$ 1.40 - 1.50	$ 1.50 - 1.60	$ 1.60 - 1.70	$ 1.70 - 1.80	$ 1.80 - 1.90	$ 1.90 - 2.00	$ 2.00 - 2.10	$ 2.10 - 2.20	$ 2.20 - 2.30	$ 2.30 - 2.40	$ 2.40 - 2.50	$ 2.50 - 2.60	$ 2.60 - 2.70	$ 2.70 - 2.80	$ 2.80 - 2.90
		$																					
Carpenters, maintenance	181	2.06	-	-	-	-	4	6	2	19	-	15	13	25	12	30	22	5	-	3	-	1	24
Manufacturing	65	2.16	-	-	-	-	-	2	-	2	-	-	4	3	8	26	9	3	-	3	-	-	5
Nonmanufacturing	116	2.01	-	-	-	-	4	4	2	17	-	15	9	22	4	4	13	2	-	-	-	1	19
Retail trade	49	2.19	-	-	-	-	4	2	2	-	-	11	1	1	4	4	-	-	-	-	-	1	19
Electricians, maintenance	242	2.17	-	-	-	-	-	-	1	-	17	14	17	25	26	23	25	26	23	29	13	3	-
Manufacturing	178	2.24	-	-	-	-	-	-	-	-	4	6	11	23	19	17	4	26	23	29	13	3	-
Nonmanufacturing	64	1.97	-	-	-	-	-	-	1	-	13	8	6	2	7	6	21	-	-	-	-	-	-
Engineers, stationary	248	1.86	-	-	8	8	7	1	16	23	22	29	21	9	3	45	15	30	3	3	5	-	-
Nonmanufacturing	154	1.68	-	-	8	8	7	1	13	22	15	28	21	9	1	5	8	8	-	-	-	-	-
Public utilities *	36	1.79	-	-	-	-	-	-	8	2	2	11	2	3	-	1	7	-	-	-	-	-	-
Retail trade	33	1.62	-	-	2	2	1	1	5	2	5	5	6	3	-	1	-	-	-	-	-	-	-
Finance **	45	1.77	-	-	-	-	-	-	-	16	8	4	7	-	-	1	1	8	-	-	-	-	-
Firemen, stationary boiler	66	1.56	-	2	7	-	10	7	9	6	9	8	-	-	-	-	-	-	4	-	4	-	-
Manufacturing	45	1.67	-	-	-	-	7	7	9	6	-	8	-	-	-	-	-	-	4	-	4	-	-
Helpers, trades, maintenance	280	1.45	1	7	10	22	47	56	24	51	5	27	3	6	10	3	8	-	-	-	-	-	-
Manufacturing	169	1.47	-	5	8	14	20	29	17	24	5	27	3	6	2	3	6	-	-	-	-	-	-
Nonmanufacturing	111	1.41	1	2	2	8	27	27	7	27	-	-	-	-	8	-	2	-	-	-	-	-	-
Public utilities *	76	1.51	-	-	-	4	2	26	7	27	-	-	-	-	8	-	2	-	-	-	-	-	-
Machine-tool operators, toolroom	40	2.03	-	-	-	-	-	-	-	1	3	-	4	6	10	6	6	2	-	2	-	-	-
Manufacturing	40	2.03	-	-	-	-	-	-	-	1	3	-	4	6	10	6	6	2	-	2	-	-	-
Machinists, maintenance	124	2.15	-	-	-	-	-	-	-	2	14	6	5	28	3	13	6	3	19	15	7	3	-
Manufacturing	96	2.24	-	-	-	-	-	-	-	-	-	6	5	20	3	12	3	3	19	15	7	3	-
Mechanics, automotive (maintenance)	688	1.91	-	-	11	5	8	22	37	40	58	49	48	128	54	28	107	88	5	-	-	-	-
Manufacturing	92	1.83	-	-	-	-	2	7	9	3	9	24	4	7	6	-	7	11	3	-	-	-	-
Nonmanufacturing	596	1.93	-	-	11	5	6	15	28	37	49	25	44	121	48	28	100	77	2	-	-	-	-
Public utilities *	435	2.04	-	-	-	-	-	-	-	12	36	10	42	121	30	28	84	70	2	-	-	-	-
Retail trade	99	1.60	-	-	2	5	6	15	22	7	10	7	2	-	16	-	-	7	-	-	-	-	-
Mechanics, maintenance	547	2.00	-	-	-	1	6	10	3	34	16	76	67	50	83	42	49	51	51	8	-	-	-
Manufacturing	458	2.02	-	-	-	-	5	5	2	15	13	65	66	50	71	42	16	49	51	8	-	-	-
Nonmanufacturing	89	1.91	-	-	-	1	1	5	1	19	3	11	1	-	12	-	33	2	-	-	-	-	-
Oilers	87	1.65	-	-	3	-	-	3	14	10	28	10	1	8	5	5	-	-	-	-	-	-	-
Manufacturing	83	1.67	-	-	-	-	-	3	14	10	27	10	1	8	5	5	-	-	-	-	-	-	-
Painters, maintenance	148	1.97	-	-	-	-	5	10	4	3	16	3	4	7	56	14	6	1	5	3	-	10	1
Manufacturing	53	2.09	-	-	-	-	1	-	2	-	-	1	4	1	21	9	6	1	4	3	-	-	-
Nonmanufacturing	95	1.91	-	-	-	-	4	10	2	3	16	2	-	6	35	5	-	-	1	-	-	10	1
Plumbers, maintenance	36	2.10	-	-	-	-	-	-	-	-	6	-	5	4	-	3	2	13	3	-	-	-	-
Tool and die makers	419	2.33	-	-	-	-	-	-	-	-	4	9	-	4	32	35	113	61	88	41	16	16	-
Manufacturing	419	2.33	-	-	-	-	-	-	-	-	4	9	-	4	32	35	113	61	88	41	16	16	-

[1] Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.
* Transportation (excluding railroads), communication, and other public utilities.
** Finance, insurance, and real estate.

Occupational Wage Survey, Dallas, Tex., October 1955
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Table A-4: Custodial and Material Movement Occupations

(Average hourly earnings[1] for selected occupations[2] studied on an area basis in Dallas, Tex., by industry division, October 1955)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																					
			$ 0.40 and under .50	$ 0.50 - .60	$ 0.60 - .70	$ 0.70 - .80	$ 0.80 - .90	$ 0.90 - 1.00	$ 1.00 - 1.10	$ 1.10 - 1.20	$ 1.20 - 1.30	$ 1.30 - 1.40	$ 1.40 - 1.50	$ 1.50 - 1.60	$ 1.60 - 1.70	$ 1.70 - 1.80	$ 1.80 - 1.90	$ 1.90 - 2.00	$ 2.00 - 2.10	$ 2.10 - 2.20	$ 2.20 - 2.30	$ 2.30 - 2.40	$ 2.40 - 2.50	$ 2.50 - 2.60
Elevator operators, passenger (men)	93	$ 0.85	-	24	16	14	14	1	5	-	2	9	8	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	80	.76	-	24	16	14	14	1	5	-	1	1	4	-	-	-	-	-	-	-	-	-	-	-
Elevator operators, passenger (women)	322	.75	-	80	15	107	91	5	10	5	6	3	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	318	.75	-	80	15	107	87	5	10	5	6	3	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	85	.77	-	-	15	57	11	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance **	125	.81	-	-	-	40	73	4	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Guards	336	1.64	-	-	-	-	2	-	5	12	41	53	12	15	25	29	51	50	14	27	-	-	-	-
Manufacturing	247	1.74	-	-	-	-	-	-	2	-	21	32	9	8	5	29	50	50	14	27	-	-	-	-
Nonmanufacturing	89	1.36	-	-	-	-	2	-	3	12	20	21	3	7	20	-	1	-	-	-	-	-	-	-
Finance **	69	1.40	-	-	-	-	-	-	2	12	20	4	3	7	20	-	1	-	-	-	-	-	-	-
Janitors, porters, and cleaners (men)	3,037	1.11	56	31	54	533	261	224	368	420	325	269	114	50	42	180	52	58	-	-	-	-	-	-
Manufacturing	1,242	1.32	-	-	-	40	33	84	159	254	178	62	72	50	32	172	52	54	-	-	-	-	-	-
Nonmanufacturing	1,795	.97	56	31	54	493	228	140	209	166	147	207	42	-	10	8	-	4	-	-	-	-	-	-
Public utilities *	320	1.26	-	-	-	2	-	5	26	80	66	124	7	-	10	-	-	-	-	-	-	-	-	-
Retail trade	609	.91	-	-	36	171	152	72	71	26	33	48	-	-	-	-	-	-	-	-	-	-	-	-
Finance **	466	.87	-	-	-	253	54	51	57	21	25	5	-	-	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (women)	706	.81	1	142	110	171	38	85	58	58	27	1	-	2	2	11	-	-	-	-	-	-	-	-
Manufacturing	105	1.10	-	-	-	9	12	22	-	45	3	1	-	2	-	11	-	-	-	-	-	-	-	-
Nonmanufacturing	601	.76	1	142	110	162	26	63	58	13	24	-	-	-	2	-	-	-	-	-	-	-	-	-
Public utilities *	97	1.08	-	-	-	3	2	12	44	10	24	-	-	-	2	-	-	-	-	-	-	-	-	-
Retail trade	205	.65	-	46	110	39	4	1	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance **	278	.74	-	76	-	120	20	50	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Laborers, material handling	3,179	1.29	-	-	3	7	314	390	420	284	360	232	370	149	105	126	241	22	156	-	-	-	-	-
Manufacturing	1,344	1.38	-	-	-	-	48	139	122	123	230	65	157	112	78	95	12	7	156	-	-	-	-	-
Nonmanufacturing	1,835	1.23	-	-	3	7	266	251	298	161	130	167	213	37	27	31	229	15	-	-	-	-	-	-
Public utilities *	554	1.51	-	-	-	-	-	5	48	99	84	7	10	22	16	31	217	15	-	-	-	-	-	-
Retail trade	705	1.03	-	-	3	7	191	102	215	48	39	91	8	1	-	-	-	-	-	-	-	-	-	-
Order fillers	858	1.35	-	-	-	-	27	42	83	107	152	71	59	105	105	93	9	-	5	-	-	-	-	-
Manufacturing	222	1.58	-	-	-	-	-	-	-	8	17	20	35	7	46	75	9	-	5	-	-	-	-	-
Nonmanufacturing	636	1.27	-	-	-	-	27	42	83	99	135	51	24	98	59	18	-	-	-	-	-	-	-	-
Retail trade	239	1.38	-	-	-	-	-	16	30	31	6	8	24	88	25	11	-	-	-	-	-	-	-	-
Packers, shipping	349	1.35	-	-	-	5	4	8	36	55	63	27	27	49	20	30	12	11	2	-	-	-	-	-
Manufacturing	176	1.48	-	-	-	-	-	-	-	34	16	21	25	7	18	30	12	11	2	-	-	-	-	-
Nonmanufacturing	173	1.22	-	-	-	5	4	8	36	21	47	6	2	42	2	-	-	-	-	-	-	-	-	-
Receiving clerks	300	1.58	-	-	-	2	-	30	19	8	24	28	10	14	42	6	40	17	13	46	1	-	-	-
Manufacturing	152	1.89	-	-	-	-	-	-	-	-	1	5	6	2	22	1	39	16	13	46	1	-	-	-
Nonmanufacturing	148	1.26	-	-	-	2	-	30	19	8	23	23	4	12	20	5	1	1	-	-	-	-	-	-
Retail trade	93	1.23	-	-	-	-	-	30	10	8	13	2	4	6	14	5	1	-	-	-	-	-	-	-

See footnotes at end of table.
* Transportation (excluding railroads), communication, and other public utilities.
** Finance, insurance, and real estate.

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

(Average hourly earnings [1] for selected occupations [2] studied on an area basis in Dallas, Tex., by industry division, October 1955)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																					
			$0.40 and under .50	$0.50 - .60	$0.60 - .70	$0.70 - .80	$0.80 - .90	$0.90 - 1.00	$1.00 - 1.10	$1.10 - 1.20	$1.20 - 1.30	$1.30 - 1.40	$1.40 - 1.50	$1.50 - 1.60	$1.60 - 1.70	$1.70 - 1.80	$1.80 - 1.90	$1.90 - 2.00	$2.00 - 2.10	$2.10 - 2.20	$2.20 - 2.30	$2.30 - 2.40	$2.40 - 2.50	$2.50 - 2.60
		$																						
Shipping clerks	220	1.64	-	-	-	-	-	-	1	24	8	23	26	18	23	19	38	11	6	15	4	-	-	4
Manufacturing	130	1.79	-	-	-	-	-	-	-	-	-	3	13	13	13	15	38	11	6	14	4	-	-	-
Nonmanufacturing	90	1.41	-	-	-	-	-	-	1	24	8	20	13	5	10	4	-	-	-	1	-	-	-	4
Shipping and receiving clerks	349	1.72	-	-	-	-	-	-	2	13	20	26	27	34	41	15	35	68	50	9	3	3	-	3
Manufacturing	134	1.72	-	-	-	-	-	-	-	6	9	6	14	9	20	6	21	2	41	-	-	-	-	-
Nonmanufacturing	215	1.73	-	-	-	-	-	-	2	7	11	20	13	25	21	9	14	66	9	9	3	3	-	3
Public utilities *	132	1.75	-	-	-	-	-	-	1	2	4	20	1	7	6	9	14	66	-	2	-	-	-	-
Truckdrivers [3]	2,315	1.55	-	-	-	2	60	13	251	79	280	210	106	151	174	145	682	41	24	17	-	80	-	-
Manufacturing	380	1.56	-	-	-	-	-	-	16	19	36	35	23	18	109	59	30	19	14	2	-	-	-	-
Nonmanufacturing	1,935	1.55	-	-	-	2	60	13	235	60	244	175	83	133	65	86	652	22	10	15	-	80	-	-
Public utilities *	919	1.77	-	-	-	-	-	1	-	6	43	48	44	71	20	18	636	22	4	6	-	-	-	-
Retail trade	505	1.26	-	-	-	-	56	2	68	29	133	95	15	60	31	2	12	-	-	-	-	2	-	-
Truckdrivers, light (under 1 1/2 tons)	368	1.38	-	-	-	-	15	-	39	52	71	27	28	19	39	62	7	-	7	-	-	2	-	-
Manufacturing	97	1.44	-	-	-	-	-	-	8	8	22	12	8	-	22	10	-	-	7	-	-	-	-	-
Nonmanufacturing	271	1.36	-	-	-	-	15	-	31	44	49	15	20	19	17	52	7	-	-	-	-	2	-	-
Retail trade	129	1.33	-	-	-	-	11	-	21	22	14	7	10	17	16	2	7	-	-	-	-	2	-	-
Truckdrivers, medium (1 1/2 to and including 4 tons)	1,184	1.61	-	-	-	2	42	12	107	23	59	86	54	86	91	49	546	10	6	11	-	-	-	-
Manufacturing	141	1.52	-	-	-	-	-	-	8	9	14	7	7	7	63	22	2	-	-	2	-	-	-	-
Nonmanufacturing	1,043	1.62	-	-	-	2	42	12	99	14	45	79	47	79	28	27	544	10	6	9	-	-	-	-
Public utilities *	726	1.79	-	-	-	-	-	1	-	4	5	40	36	71	13	11	535	10	-	-	-	-	-	-
Retail trade	150	1.16	-	-	-	-	42	1	47	7	7	13	5	8	15	-	5	-	-	-	-	-	-	-
Truckdrivers, heavy (over 4 tons, trailer type)	501	1.65	-	-	-	-	-	-	99	2	24	34	8	46	30	30	118	21	5	6	-	78	-	-
Manufacturing	115	1.63	-	-	-	-	-	-	-	2	-	16	8	11	24	27	17	9	1	-	-	-	-	-
Nonmanufacturing	386	1.66	-	-	-	-	-	-	99	-	24	18	-	35	6	3	101	12	4	6	-	78	-	-
Public utilities *	162	1.77	-	-	-	-	-	-	-	-	24	6	-	-	6	3	101	12	4	6	-	-	-	-
Truckers, power (forklift)	407	1.56	-	-	-	-	7	9	16	-	65	77	32	1	45	53	4	59	31	1	7	-	-	-
Manufacturing	276	1.62	-	-	-	-	-	-	1	-	46	66	23	-	16	49	4	32	31	1	7	-	-	-
Nonmanufacturing	131	1.45	-	-	-	-	7	9	15	-	19	11	9	1	29	4	-	27	-	-	-	-	-	-
Public utilities *	70	1.57	-	-	-	-	-	-	-	-	19	11	9	1	3	-	-	27	-	-	-	-	-	-
Truckers, power (other than forklift)	219	1.69	-	-	-	-	7	-	-	-	11	21	19	12	37	18	44	15	26	6	3	-	-	-
Manufacturing	98	1.78	-	-	-	-	-	-	-	-	3	4	-	4	33	10	-	15	26	-	3	-	-	-
Watchmen	309	1.08	-	4	1	59	50	32	24	46	29	18	16	9	10	1	2	2	6	-	-	-	-	-
Manufacturing	155	1.17	-	-	-	22	13	22	8	33	13	8	9	6	10	1	2	2	6	-	-	-	-	-
Nonmanufacturing	154	.98	-	4	1	37	37	10	16	13	16	10	7	3	-	-	-	-	-	-	-	-	-	-
Public utilities *	34	1.09	-	-	-	-	8	4	6	1	12	1	1	1	-	-	-	-	-	-	-	-	-	-
Retail trade	49	1.05	-	-	1	14	3	1	7	6	4	9	2	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] Includes all drivers regardless of size and type of truck operated.
* Transportation (excluding railroads), communication, and other public utilities.

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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	77.7	61.4	14.9	3.4
With shift pay differential	74.4	60.5	14.1	3.3
Uniform cents (per hour)	66.6	29.1	11.4	2.2
3 cents	1.5	-	.4	-
5 cents	11.9	2.8	1.5	†
6 cents	1.7	1.5	.1	.3
7 cents	8.5	1.8	1.7	.2
7½ cents	1.7	-	.3	-
9 cents	-	1.1	-	.3
10 cents	19.0	15.6	1.4	.5
12 cents	19.1	1.6	5.4	†
12½ cents	1.0	1.0	.3	.1
Over 12½ cents	2.2	3.7	.3	.8
Uniform percentage	7.8	5.6	2.7	.3
5 percent	7.8	-	2.7	-
7½ percent	-	5.6	-	.3
Other[2]	-	25.8	-	.8
No shift pay differential	3.3	.9	.8	.1

[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] Full day's pay for reduced hours, and either 7½ cents or 10 cents per hour.

† 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	40		All schedules	40	All schedules	40
Establishments studied	174	55	xxx	119	xxx	174	55	xxx	119	xxx
	FOR INEXPERIENCED TYPISTS					FOR OTHER INEXPERIENCED CLERICAL WORKERS				
Establishments having a specified minimum	78	20	19	58	45	86	20	20	66	51
$27.50 and under $30.00	-	-	-	-	-	2	-	-	2	1
$30.00 and under $32.50	1	-	-	1	1	5	-	-	5	3
$32.50 and under $35.00	4	-	-	4	3	4	-	-	4	4
$35.00 and under $37.50	7	-	-	7	6	19	1	1	18	14
$37.50 and under $40.00	11	1	1	10	8	11	1	1	10	7
$40.00 and under $42.50	27	5	5	22	19	22	6	6	16	14
$42.50 and under $45.00	12	3	3	9	4	8	2	2	6	3
$45.00 and under $47.50	7	5	4	2	1	4	2	2	2	2
$47.50 and under $50.00	3	2	2	1	1	1	-	-	1	1
$50.00 and under $52.50	5	3	3	2	2	8	6	6	2	2
$52.50 and under $55.00	-	-	-	-	-	1	1	1	-	-
$55.00 and over	1	1	1	-	-	1	1	1	-	-
Establishments having no specified minimum	30	11	xxx	19	xxx	36	14	xxx	22	xxx
Establishments which did not employ workers in this category	65	24	xxx	41	xxx	51	21	xxx	30	xxx
Data not available	1	-	xxx	1	xxx	1	-	xxx	1	xxx

[1] Lowest salary rate formally established for hiring inexperienced workers for typing or other clerical jobs.
[2] Hours reflect the workweek for which employees receive their regular straight-time salaries. Data are presented for all workweeks combined, and for the most common workweek reported.

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Table B-3: Scheduled Weekly Hours

Weekly hours	PERCENT OF OFFICE WORKERS[1] EMPLOYED IN—					PERCENT OF PLANT WORKERS EMPLOYED IN—			
	All industries [2]	Manufacturing	Public utilities *	Retail trade	Finance **	All industries [3]	Manufacturing	Public utilities *	Retail trade
All workers	100	100	100	100	100	100	100	100	100
37 1/2 hours and under	5	†	3	8	5	†	†	-	-
Over 37 1/2 and under 40 hours	7	-	-	7	18	†	-	-	9
40 hours	76	93	92	66	77	58	77	64	31
Over 40 and under 44 hours	3	†	4	9	-	5	†	11	11
44 hours	6	†	†	7	†	6	3	-	12
Over 44 and under 48 hours	†	†	†	4	-	8	6	18	7
48 hours	†	-	-	-	-	11	†	3	23
Over 48 and under 50 hours	-	-	-	-	-	†	†	†	-
50 hours	-	-	-	-	-	†	3	-	-
Over 50 and under 54 hours	-	-	-	-	-	3	4	-	-
54 hours and over	-	-	-	-	-	4	3	†	8

[1] Data relate to women workers only.
[2] Includes data for wholesale trade and services in addition to those industry divisions shown separately.
[3] Includes data for wholesale trade, real estate, and services in addition to those industry divisions shown separately.
† Less than 2.5 percent.
* Transportation (excluding railroads), communication, and other public utilities.
** Finance, insurance, and real estate.

Table B-4: Paid Holidays [1]

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN—					PERCENT OF PLANT WORKERS EMPLOYED IN—			
	All industries [2]	Manufacturing	Public utilities *	Retail trade	Finance **	All industries [3]	Manufacturing	Public utilities *.	Retail trade
All workers	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays	99	99	100	99	100	87	91	85	88
Less than 4 holidays	†	†	-	†	-	4	-	-	9
4 holidays	10	5	†	43	-	14	7	†	38
5 holidays	29	19	18	30	43	24	22	15	30
Full days only	22	18	15	30	23	22	20	13	28
Plus 1 half day	6	†	3	-	15	†	†	†	3
Plus 6 half days	†	-	-	-	5	-	-	-	-
6 holidays	41	44	36	26	50	28	40	27	12
Full days only	38	41	36	26	45	25	35	27	12
Plus 1 or 2 half days	3	3	-	-	5	3	6	-	-
7 holidays	15	31	43	-	-	16	21	40	-
8 holidays	4	†	3	-	7	†	†	-	-
Full days only	†	†	3	-	-	†	†	-	-
Plus 1 or 2 half days	3	-	-	-	7	-	-	-	-
Workers in establishments providing no paid holidays	†	†	-	†	-	13	9	15	12

[1] Estimates relate to full-day holidays provided annually, as in earlier studies. These are further divided between workers who receive merely the indicated number of full-day holidays, and those who receive 1 or more half-holidays in addition.
[2] Includes data for wholesale trade and services in addition to those industry divisions shown separately.
[3] Includes data for wholesale trade, real estate, and services in addition to those industry divisions shown separately.
† Less than 2.5 percent.
* Transportation (excluding railroads), communication, and other public utilities.
** Finance, insurance, and real estate.

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Table B-5: Paid Vacations

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN—					PERCENT OF PLANT WORKERS EMPLOYED IN—			
	All industries[1]	Manufacturing	Public utilities *	Retail trade	Finance **	All industries[2]	Manufacturing	Public utilities *	Retail trade
All workers	100	100	100	100	100	100	100	100	100
METHOD OF PAYMENT									
Workers in establishments providing paid vacations[3]	99	99	100	100	100	98	98	100	97
Length-of-time payment	99	99	100	100	100	92	89	100	92
Percentage payment	-	-	-	-	-	5	9	-	3
Other	-	-	-	-	-	†	-	-	†
Workers in establishments providing no paid vacations	†	†		-	-	†	†		3
AMOUNT OF VACATION PAY									
After 1 year of service									
1 week	33	38	55	82	-	77	87	62	75
2 weeks	66	61	45	18	100	19	9	35	22
Over 2 and under 3 weeks	†	-	-	-	-	†	-	-	-
After 2 years of service									
1 week	11	11	12	17	-	48	66	32	28
Over 1 and under 2 weeks	†	†	†	5	-	5	†	†	7
2 weeks	86	88	86	78	100	44	30	66	62
Over 2 and under 3 weeks	†	-	-	-	-	†	-	-	-
After 3 years of service									
1 week	7	6	†	9	-	19	21	6	18
Over 1 and under 2 weeks	†	†	3	†	-	7	6	12	3
2 weeks	91	93	97	89	100	71	70	82	76
Over 2 and under 3 weeks	†	-	-	-	-	†	-	-	-
3 weeks	-	-	-	-	-	†	†	-	-
After 5 years of service									
1 week	3	4	†	6	-	12	11	3	12
Over 1 and under 2 weeks	†	-	†	-	-	†	-	†	-
2 weeks	92	89	98	94	96	83	85	95	84
Over 2 and under 3 weeks	†	3	-	-	-	†	†	-	-
3 weeks	3	4	-	†	4	†	†	-	†

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.

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Table B-5: Paid Vacations - Continued

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN—					PERCENT OF PLANT WORKERS EMPLOYED IN—			
	All industries [1]	Manufacturing	Public utilities *	Retail trade	Finance **	All industries [2]	Manufacturing	Public utilities *	Retail trade
All workers	100	100	100	100	100	100	100	100	100
AMOUNT OF VACATION PAY - Continued									
After 10 years of service									
1 week	†	4	†	†	-	11	11	3	8
2 weeks	86	88	100	98	77	82	79	97	88
Over 2 and under 3 weeks	6	†	-	-	14	3	6	-	-
3 weeks	6	7	-	†	8	†	†	-	†
After 15 years of service									
1 week	†	4	†	†	-	11	11	3	8
2 weeks	50	40	38	60	54	51	44	32	71
Over 2 and under 3 weeks	†	-	-	-	3	†	-	-	-
3 weeks	46	56	62	38	44	36	43	64	18
After 20 years of service									
1 week	†	4	†	†	-	11	11	3	8
2 weeks	45	40	22	51	50	48	43	23	63
Over 2 and under 3 weeks	†	-	-	-	3	†	-	-	-
3 weeks	50	56	75	46	47	39	44	70	26
4 weeks	†	-	3	-	-	†	-	3	-
After 25 years of service									
1 week	†	4	†	†	-	11	11	3	8
2 weeks	43	40	21	48	50	45	43	13	58
Over 2 and under 3 weeks	†	-	-	-	-	†	-	-	-
3 weeks	39	39	76	20	29	35	38	81	20
Over 3 and under 4 weeks	†	-	-	-	3	-	-	-	-
4 weeks	14	17	3	30	18	7	6	3	11

[1] Includes data for wholesale trade and services in addition to those industry divisions shown separately.
[2] Includes data for wholesale trade, real estate, and services in addition to those industry divisions shown separately.
[3] Includes proportions of workers in establishments which did not provide vacations until after 2 years of service, as follows: Office workers - manufacturing, 1 percent. Plant workers- all industries, 2 percent; manufacturing, 2 percent; public utilities, 3 percent.
† 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: Health, Insurance, and Pension Plans

Type of plan	PERCENT OF OFFICE WORKERS EMPLOYED IN—					PERCENT OF PLANT WORKERS EMPLOYED IN—			
	All industries [1]	Manufacturing	Public utilities *	Retail trade	Finance **	All industries [2]	Manufacturing	Public utilities *	Retail trade
All workers	100	100	100	100	100	100	100	100	100
Workers in establishments providing:									
Life insurance	90	96	98	82	81	84	90	96	71
Accidental death and dismemberment insurance	46	64	43	60	35	47	51	49	46
Sickness and accident insurance or sick leave or both [3]	69	83	74	60	66	56	61	83	39
Sickness and accident insurance	33	61	29	20	14	43	57	43	22
Sick leave (full pay and no waiting period)	41	50	27	19	53	9	6	24	8
Sick leave (partial pay or waiting period)	14	†	39	42	7	12	3	36	21
Hospitalization insurance	74	91	43	75	79	74	84	49	64
Surgical insurance	72	93	42	70	73	73	85	47	58
Medical insurance	62	76	36	60	69	56	65	29	45
Catastrophe insurance	15	9	5	38	21	10	8	9	20
Retirement pension	64	78	85	48	58	49	57	82	33
No health, insurance, or pension plan	4	†	†	7	7	7	3	4	12

[1] Includes data for wholesale trade and services in addition to those industry divisions shown separately.
[2] Includes data for wholesale trade, real estate, and services in addition to those industry divisions shown separately.
[3] Unduplicated total of workers receiving sick leave or sickness and accident insurance shown separately below.
† Less than 2.5 percent.
* Transportation (excluding railroads), communication, and other public utilities.
** Finance, insurance, and real estate.

Occupational Wage Survey, Dallas, Tex., October 1955
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

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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.

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 memoranda, etc. Usually involves application of predetermined discounts and shipping charges and entry of necessary extensions, which may or may not be computed on the billing machine, and totals which are automatically accumulated by machine. The operation usually involves a large number of carbon copies of the bill being prepared and is often done on a fanfold machine.

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

BOOKKEEPING-MACHINE OPERATOR

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

BOOKKEEPING-MACHINE OPERATOR - Continued

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

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

CLERK, ACCOUNTING

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

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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.

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SWITCHBOARD OPERATOR-RECEPTIONIST

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

TABULATING-MACHINE OPERATOR

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL - Continued

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

TYPIST

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

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

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

Professional and Technical

DRAFTSMAN, 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.

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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 Powerplant

CARPENTER, 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.

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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.

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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 Movement

ELEVATOR OPERATOR, PASSENGER

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

GUARD

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

JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

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

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LABORER, MATERIAL HANDLING

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

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

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

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

PACKER, SHIPPING

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

SHIPPING AND RECEIVING CLERK

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

SHIPPING AND RECEIVING CLERK - Continued

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

For wage study purposes, workers are classified as follows:

Receiving clerk
Shipping clerk
Shipping and receiving clerk

TRUCKDRIVER

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

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

Truckdriver (combination of sizes listed separately)
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.

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