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# Occupational Wage Survey

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**SAN FRANCISCO-OAKLAND, CALIFORNIA**  
**JANUARY 1957**

**Bulletin No. 1202-8**

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**UNITED STATES DEPARTMENT OF LABOR**  
**James P. Mitchell, Secretary**

**BUREAU OF LABOR STATISTICS**  
**Ewan Clague, Commissioner**



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## Preface

### The Community Wage Survey Program

The Bureau of Labor Statistics regularly conducts areawide wage surveys in a number of important industrial centers. The studies, made from late fall to early spring, relate to occupational earnings and related supplementary benefits. A preliminary report is available on completion of the study in each area, usually in the month following the payroll period studied. This bulletin provides additional data not included in the earlier report. A consolidated analytical bulletin summarizing the results of all of the year's surveys is issued after completion of the final area bulletin for the current round of surveys.

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\* NOTE: Similar tabulations for most of these items 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. The 1955 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.

Union scales, indicative of prevailing pay levels in the San Francisco-Oakland area are available for the following trades or industries: Building construction, printing, local-transit operating employees, and motortruck drivers.



# Occupational Wage Survey - San Francisco-Oakland, Calif. \*

## Introduction

The San Francisco-Oakland area is one of several important industrial centers in which the Department of Labor's 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 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.<sup>1</sup> 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. 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, 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.

Occupational employment and earnings 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

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\* 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.

<sup>1</sup> See table 1 for minimum-size establishment covered.

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,<sup>2</sup> 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

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<sup>2</sup> 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.

workers if a majority of such workers are eligible or may eventually qualify for the practices listed.<sup>3</sup> 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 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, 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, in New York and New Jersey, which

<sup>3</sup> 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.

have enacted temporary disability insurance laws which require employer contributions,<sup>4</sup> 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<sup>5</sup> 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 benefits.

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.

<sup>4</sup> The temporary disability laws in California and Rhode Island do not require employer contributions.

<sup>5</sup> An establishment was considered as having a formal plan if it established at least the minimum number of days of sick leave that could be expected by each employee. Such a plan need not be written, but informal sick leave allowances, determined on an individual basis, were excluded.

Table 1: Establishments and workers within scope of survey and number studied in San Francisco-Oakland, Calif.,<sup>1</sup> by major industry division, January 1957

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study <sup>2</sup>	Studied	Within scope of study			Studied
				Total <sup>3</sup>	Office	Plant	
All divisions	-	1,096	250	326,300	82,100	183,600	176,690
Manufacturing	101	345	83	132,800	22,400	91,300	62,360
Nonmanufacturing	-	751	167	193,500	59,700	92,300	114,330
Transportation (excluding railroads), communication, and other public utilities <sup>4</sup>	101	58	27	57,400	9,000	32,200	50,470
Wholesale trade	51	239	34	31,700	9,700	13,500	7,740
Retail trade	101	109	47	43,500	6,000	32,600	28,490
Finance, insurance, and real estate	51	180	35	39,100	30,800	<sup>5</sup> 1,100	20,750
Services <sup>6</sup>	51	165	24	21,800	( <sup>7</sup> )	( <sup>7</sup> )	6,880

<sup>1</sup> 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 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.

<sup>2</sup> 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.

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

<sup>4</sup> Also excludes taxicabs, and services incidental to water transportation. San Francisco's transit system is municipally operated, and is therefore excluded, by definition, from the scope of the studies.

<sup>5</sup> Estimate relates to real estate establishments only.

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

<sup>7</sup> 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.

### Wage Trends for Selected Occupational Groups

The table below presents indexes of salaries of office clerical workers and industrial nurses, and of average earnings of selected plant worker groups.

For office clerical workers and industrial nurses, 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, they 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. The office clerical data are based on women in the following 18 jobs: 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; and typists, class A and B. The industrial nurse data are based on women industrial nurses. Men in the following 10 skilled maintenance jobs and 3 unskilled jobs were included in the plant worker data: Skilled—carpenters; electricians; machinists; mechanics; mechanics, automotive; millwrights; painters; pipefitters; sheet-metal workers; and tool and die makers; unskilled—janitors, porters, and cleaners; laborers, material handling; and watchmen.

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 January 1953 and January 1954 employment in the job. These weighted earn-

ings for individual occupations were then totaled 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 period (survey month, winter 1952-53) 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) changes in the labor force such as labor turnover, force expansions, force reductions, and changes in the proportion of workers employed by establishments with different pay levels. Changes in the labor force can cause increases or decreases in the occupational averages without actual wage changes. For example, a force expansion might increase the proportion of lower paid workers in a specific occupation and result in a drop in the average, whereas a reduction in the proportion of lower paid workers would have the opposite effect. The movement of a high-paying establishment out of an area could cause the average earnings 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 data. 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 1953 to 1956 for workers in 15 major labor markets appeared in BLS Bull. 1188, Wages and Related Benefits, 17 Labor Markets, 1955-56.

Table 2: Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in San Francisco-Oakland, Calif., January 1957 and January 1956, and percents of increase for selected periods

Industry and occupational group	Indexes (January 1953 = 100)		Percent increases from—					
	January 1957	January 1956	January 1956 to January 1957	January 1955 to January 1956	January 1954 to January 1955	January 1953 to January 1954	January 1952 to January 1953	January 1952 to January 1957
<b>All industries:</b>								
Office clerical (women) .....	118.3	112.7	5.0	4.8	3.0	4.4	5.2	24.4
Industrial nurses (women) .....	121.0	113.8	6.4	2.6	6.3	4.3	7.0	29.5
Skilled maintenance (men) .....	118.6	110.4	7.5	3.7	2.4	4.0	5.8	25.5
Unskilled plant (men) .....	119.4	<sup>1</sup> 113.2	5.5	4.4	3.0	6.1	6.8	27.5
<b>Manufacturing:</b>								
Office clerical (women) .....	118.1	112.8	4.7	5.4	2.4	4.5	7.0	26.3
Industrial nurses (women) .....	122.5	114.5	7.0	2.6	6.2	5.1	7.8	32.0
Skilled maintenance (men) .....	120.1	110.7	8.5	4.1	2.2	4.0	5.8	27.1
Unskilled plant (men) .....	118.4	<sup>1</sup> 111.6	6.0	4.3	4.2	4.2	6.9	26.6

<sup>1</sup> Revised estimate.



Table A-1: Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1957)

Sex, occupation, and industry division	Number of workers	Averages		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 40.00 and under 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 and over
<b>Men</b>																					
Clerks, accounting, class A	685	39.5	89.00	-	-	-	-	10	37	36	77	108	97	116	57	96	17	3	24	-	7
Manufacturing	399	39.5	92.00	-	-	-	-	-	7	14	32	55	77	84	29	56	17	3	20	-	5
Nonmanufacturing	286	39.5	84.50	-	-	-	-	10	30	22	45	53	20	32	28	40	-	-	4	-	2
Public utilities *	91	39.0	92.50	-	-	-	-	-	-	6	9	9	3	13	14	33	-	-	4	-	-
Wholesale trade	112	40.0	81.50	-	-	-	-	-	25	6	18	27	5	15	10	6	-	-	-	-	-
Clerks, accounting, class B	286	39.0	74.50	-	-	10	12	25	49	58	47	17	51	16	-	-	1	-	-	-	-
Manufacturing	134	40.0	79.00	-	-	-	-	2	23	29	20	9	45	5	-	-	1	-	-	-	-
Nonmanufacturing	152	38.5	71.00	-	-	10	12	23	26	29	27	8	6	11	-	-	-	-	-	-	-
Public utilities *	39	40.0	81.50	-	-	-	2	1	1	4	8	6	6	11	-	-	-	-	-	-	-
Finance **	62	38.0	69.00	-	-	2	4	14	14	19	9	-	-	-	-	-	-	-	-	-	-
Clerks, order	806	39.5	86.50	-	-	-	7	23	61	99	78	127	87	111	73	75	21	7	16	2	19
Manufacturing	266	39.5	91.00	-	-	-	7	1	16	27	6	38	21	53	44	15	10	3	10	-	15
Nonmanufacturing	540	40.0	84.50	-	-	-	-	22	45	72	72	89	66	58	29	60	11	4	6	2	4
Wholesale trade	490	40.0	84.00	-	-	-	-	12	40	72	67	84	66	58	29	40	6	4	6	2	4
Clerks, payroll	135	39.5	87.50	-	-	1	-	4	11	11	14	14	27	16	15	4	9	2	2	5	-
Manufacturing	66	39.5	92.50	-	-	1	-	-	-	5	6	10	10	8	11	-	6	2	2	5	-
Nonmanufacturing	66	39.5	82.50	-	-	-	-	4	11	6	8	4	17	8	4	4	3	-	-	-	-
Public utilities *	38	40.0	86.00	-	-	-	-	-	-	4	3	4	16	6	1	4	-	-	-	-	-
Office boys	565	39.0	54.50	47	99	153	153	78	16	17	2	-	-	-	-	-	-	-	-	-	-
Manufacturing	199	39.5	53.50	17	55	62	30	16	11	6	2	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	366	38.5	55.00	30	44	91	123	62	5	11	-	-	-	-	-	-	-	-	-	-	-
Public utilities *	50	39.5	58.00	4	1	1	20	24	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance **	158	38.5	54.50	2	14	63	51	26	2	-	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators	481	39.0	82.00	-	-	-	3	17	57	46	75	83	81	82	19	6	10	2	-	-	-
Manufacturing	147	38.5	87.00	-	-	-	-	-	6	4	12	41	32	32	12	-	8	-	-	-	-
Nonmanufacturing	334	39.0	79.50	-	-	-	3	17	51	42	63	42	49	50	7	6	2	2	-	-	-
Public utilities *	48	39.5	85.50	-	-	-	-	-	-	4	5	12	7	20	-	-	-	-	-	-	-
Finance **	89	39.5	87.50	-	-	-	-	-	-	1	16	18	23	18	5	4	2	2	-	-	-
Wholesale trade	89	39.5	87.50	-	-	-	-	-	-	1	16	18	23	18	5	4	2	2	-	-	-
Finance **	151	38.5	73.00	-	-	-	3	15	46	29	30	12	11	3	2	-	-	-	-	-	-
<b>Women</b>																					
Billers, machine (billing machine)	449	39.5	70.00	-	-	10	64	101	126	36	13	28	15	47	1	8	-	-	-	-	-
Manufacturing	104	39.5	73.50	-	-	-	3	15	44	10	3	18	-	6	-	5	-	-	-	-	-
Nonmanufacturing	345	39.5	69.50	-	-	10	61	86	82	26	10	10	15	41	1	3	-	-	-	-	-
Public utilities *	239	40.0	71.50	-	-	3	44	62	42	18	-	10	15	41	1	3	-	-	-	-	-
Billers, machine (bookkeeping machine)	174	40.0	63.50	-	-	7	31	36	81	11	8	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	152	40.0	63.50	-	-	1	31	30	81	9	-	-	-	-	-	-	-	-	-	-	-
Retail trade	124	40.0	65.00	-	-	1	7	26	81	9	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A	171	39.0	76.00	-	-	-	2	21	23	21	43	49	3	8	1	-	-	-	-	-	-
Manufacturing	58	39.0	75.50	-	-	-	-	6	16	-	21	6	1	8	-	-	-	-	-	-	-
Nonmanufacturing	113	38.5	76.00	-	-	-	2	15	7	21	22	43	2	-	1	-	-	-	-	-	-
Wholesale trade	79	39.0	76.00	-	-	-	-	15	3	18	2	39	2	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class B	1,718	39.5	60.00	3	199	321	410	396	179	130	36	16	28	-	-	-	-	-	-	-	-
Manufacturing	212	38.5	73.00	-	-	1	7	41	35	56	29	15	28	-	-	-	-	-	-	-	-
Nonmanufacturing	1,506	40.0	58.00	3	199	320	403	355	144	74	7	1	-	-	-	-	-	-	-	-	-
Wholesale trade	281	40.0	64.00	-	-	25	43	88	85	38	2	-	-	-	-	-	-	-	-	-	-
Retail trade	62	39.5	68.50	-	-	-	-	14	35	12	1	-	-	-	-	-	-	-	-	-	-
Finance **	1,097	40.0	55.50	3	199	291	344	232	19	8	-	1	-	-	-	-	-	-	-	-	-

See footnote 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 1957  
 U.S. DEPARTMENT OF LABOR  
 Bureau of Labor Statistics

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																		
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 40.00 and under	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	and over
				45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00		
Women - Continued																						
Clerks, accounting, class A -----	1,214	39.5	77.00	-	-	14	48	67	172	131	417	161	79	30	30	65	-	-	-	-	-	
Manufacturing -----	185	39.0	83.50	-	-	-	-	1	29	20	38	17	16	18	17	29	-	-	-	-	-	
Nonmanufacturing -----	1,029	39.5	76.00	-	-	14	48	66	143	111	379	144	63	12	13	36	-	-	-	-	-	
Public utilities * -----	406	40.0	76.50	-	-	-	27	39	51	39	98	95	8	5	9	35	-	-	-	-	-	
Wholesale trade -----	170	39.5	77.50	-	-	-	-	6	45	26	29	13	45	2	4	-	-	-	-	-	-	
Retail trade -----	76	39.5	76.50	-	-	-	-	-	10	11	35	14	2	3	-	1	-	-	-	-	-	
Finance ** -----	127	38.5	68.50	-	-	14	21	15	15	13	30	12	5	2	-	-	-	-	-	-	-	
Clerks, accounting, class B -----	1,687	39.0	65.00	-	83	199	275	332	339	164	129	49	76	39	1	-	1	-	-	-	-	
Manufacturing -----	399	39.0	73.50	-	3	2	12	88	59	45	73	30	72	13	1	-	1	-	-	-	-	
Nonmanufacturing -----	1,288	39.0	62.50	-	80	197	263	244	280	119	56	19	4	26	-	-	-	-	-	-	-	
Public utilities * -----	154	40.0	69.50	-	-	8	34	33	19	19	10	3	2	26	-	-	-	-	-	-	-	
Wholesale trade -----	208	40.0	67.50	-	-	12	19	35	46	70	18	6	2	-	-	-	-	-	-	-	-	
Retail trade -----	256	40.0	64.00	-	-	23	30	60	126	10	6	1	-	-	-	-	-	-	-	-	-	
Finance ** -----	574	38.5	57.50	-	80	154	154	102	62	18	4	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class A -----	429	39.0	68.50	-	4	51	35	92	88	65	23	17	34	2	1	17	-	-	-	-	-	
Manufacturing -----	71	38.5	73.50	-	-	-	-	20	15	4	4	8	20	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	358	39.0	67.50	-	4	51	35	72	73	61	19	9	14	2	1	17	-	-	-	-	-	
Public utilities * -----	95	40.0	73.00	-	-	-	18	21	7	23	5	3	-	-	1	17	-	-	-	-	-	
Wholesale trade -----	53	39.5	70.50	-	-	-	5	12	3	26	-	2	5	-	-	-	-	-	-	-	-	
Finance ** -----	169	38.5	65.50	-	4	32	6	33	54	12	13	4	9	2	-	-	-	-	-	-	-	
Clerks, file, class B -----	1,929	39.0	52.50	<sup>2</sup> 305	581	372	333	150	75	60	28	25	-	-	-	-	-	-	-	-	-	
Manufacturing -----	144	39.0	59.50	1	6	42	32	32	16	7	1	7	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	1,785	38.5	52.00	<sup>2</sup> 304	575	330	301	118	59	53	27	18	-	-	-	-	-	-	-	-	-	
Public utilities * -----	233	40.0	62.50	1	4	6	103	52	32	8	27	-	-	-	-	-	-	-	-	-	-	
Wholesale trade -----	219	39.5	55.00	24	56	41	52	16	12	-	-	18	-	-	-	-	-	-	-	-	-	
Retail trade -----	101	39.5	54.00	-	10	62	20	5	4	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ** -----	1,129	38.0	48.50	<sup>2</sup> 279	483	184	126	45	11	1	-	-	-	-	-	-	-	-	-	-	-	
Clerks, order -----	205	40.0	72.50	-	-	13	5	78	28	19	23	7	1	-	8	11	-	-	-	-	10	
Manufacturing -----	71	40.0	74.00	-	-	-	-	10	17	19	12	7	1	-	-	5	-	-	-	-	-	
Nonmanufacturing -----	134	40.0	71.50	-	-	13	5	68	11	-	11	-	-	-	8	6	-	-	-	-	10	
Wholesale trade -----	63	40.0	84.00	-	-	-	-	26	-	-	11	-	-	-	8	6	-	-	-	-	10	
Retail trade -----	71	40.0	60.50	-	-	13	5	42	11	-	-	-	-	-	-	-	-	-	-	-	2	
Clerks, payroll -----	793	39.0	76.50	1	5	13	18	45	153	139	127	114	99	54	14	5	4	-	-	2	-	
Manufacturing -----	376	39.0	77.00	1	3	2	1	22	64	79	76	39	59	16	8	2	2	-	-	2	-	
Nonmanufacturing -----	417	39.0	75.50	-	2	11	17	23	89	60	51	75	40	38	6	3	2	-	-	-	-	
Public utilities * -----	57	39.0	82.00	-	-	-	2	1	5	2	13	10	9	12	-	3	-	-	-	-	-	
Wholesale trade -----	118	39.5	82.50	-	-	-	-	-	6	15	20	31	20	18	6	-	2	-	-	-	-	
Retail trade -----	113	39.5	69.50	-	-	-	8	13	55	16	7	10	-	4	-	-	-	-	-	-	-	
Finance ** -----	100	38.5	71.00	-	2	11	7	4	14	23	11	16	10	2	-	-	-	-	-	-	-	
Comptometer operators -----	1,414	39.5	69.00	-	1	54	62	306	459	297	90	66	49	30	-	-	-	-	-	-	-	
Manufacturing -----	456	39.0	71.00	-	-	-	7	89	145	101	38	45	17	14	-	-	-	-	-	-	-	
Nonmanufacturing -----	958	39.5	67.50	-	1	54	55	217	314	196	52	21	32	16	-	-	-	-	-	-	-	
Public utilities * -----	71	39.5	77.50	-	-	-	2	6	13	12	10	3	9	16	-	-	-	-	-	-	-	
Wholesale trade -----	398	39.5	67.50	-	-	22	18	167	66	67	24	16	18	-	-	-	-	-	-	-	-	
Retail trade -----	409	40.0	67.50	-	1	4	15	31	228	116	9	-	5	-	-	-	-	-	-	-	-	
Duplicating-machine operators (mimeograph or ditto) -----	186	39.5	62.50	-	9	23	31	53	38	18	10	4	-	-	-	-	-	-	-	-	-	
Manufacturing -----	95	40.0	62.50	-	8	18	3	29	18	12	4	3	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	91	39.5	63.00	-	1	5	28	24	20	6	6	1	-	-	-	-	-	-	-	-	-	

See footnotes at end of table.

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

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

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours* (Standard)	Weekly earnings† (Standard)	\$40.00 and under 45.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00 and over
<b>Women - Continued</b>																					
Key-punch operators	1,566	39.0	65.50	-	49	191	216	310	366	210	85	87	41	11	-	-	-	-	-	-	-
Manufacturing	431	39.0	68.00	-	2	34	44	87	108	75	18	42	11	10	-	-	-	-	-	-	-
Nonmanufacturing	1,135	38.5	64.50	-	47	157	172	223	258	135	67	45	30	1	-	-	-	-	-	-	-
Public utilities*	129	39.5	73.00	-	-	4	6	18	25	12	27	35	1	1	-	-	-	-	-	-	-
Wholesale trade	194	39.5	69.50	-	3	6	17	48	39	29	16	8	28	-	-	-	-	-	-	-	-
Retail trade	66	39.5	66.50	-	2	2	3	8	27	24	-	-	-	-	-	-	-	-	-	-	-
Finance**	655	38.5	60.50	-	42	145	122	149	117	62	15	2	1	-	-	-	-	-	-	-	-
Office girls	384	39.0	56.00	27	54	104	127	28	23	12	2	7	-	-	-	-	-	-	-	-	-
Manufacturing	190	39.0	58.50	1	17	55	73	10	13	12	2	7	-	-	-	-	-	-	-	-	-
Nonmanufacturing	194	39.5	53.50	26	37	49	54	18	10	-	-	-	-	-	-	-	-	-	-	-	-
Finance**	114	39.5	51.00	26	27	14	41	4	2	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	3,359	39.0	82.50	-	-	-	39	193	437	346	598	481	359	295	219	126	118	67	25	29	27
Manufacturing	1,174	39.0	89.50	-	-	-	-	15	64	93	187	174	118	171	93	83	57	56	13	26	24
Nonmanufacturing	2,185	38.5	79.00	-	-	-	39	178	373	253	411	307	241	124	126	43	61	11	12	3	3
Public utilities*	245	39.0	83.00	-	-	-	4	11	25	14	56	34	40	12	11	13	22	-	3	-	-
Wholesale trade	427	39.0	83.00	-	-	-	6	18	28	63	79	58	53	49	38	14	11	10	-	-	-
Retail trade	224	40.0	77.00	-	-	-	-	7	57	27	47	54	7	11	11	1	1	-	1	-	-
Finance**	964	38.5	77.50	-	-	-	29	119	162	101	190	133	110	32	52	13	18	1	2	-	2
Stenographers, general	3,876	39.0	71.00	-	40	71	304	695	892	657	475	316	241	87	44	50	4	-	-	-	-
Manufacturing	1,392	39.0	75.00	-	-	7	53	94	334	281	178	203	174	32	28	7	1	-	-	-	-
Nonmanufacturing	2,484	39.0	69.00	-	40	64	251	601	558	376	297	113	67	55	16	43	3	-	-	-	-
Public utilities*	512	39.5	73.00	-	2	3	54	92	112	64	66	17	19	34	7	41	1	-	-	-	-
Wholesale trade	344	39.0	72.00	-	-	2	16	61	76	63	60	29	25	8	4	-	-	-	-	-	-
Retail trade	126	39.5	69.00	-	-	2	6	43	24	25	10	9	3	2	1	1	-	-	-	-	-
Finance**	1,100	39.0	67.00	-	25	57	105	294	229	182	144	48	9	7	-	-	-	-	-	-	-
Stenographers, technical	181	40.0	69.00	-	16	8	32	20	35	14	19	5	-	22	3	7	-	-	-	-	-
Switchboard operators	913	39.0	66.00	-	11	28	268	220	130	109	38	56	26	27	-	-	-	-	-	-	-
Manufacturing	139	40.0	74.50	-	-	-	7	5	15	57	16	28	11	-	-	-	-	-	-	-	-
Nonmanufacturing	774	39.0	64.00	-	11	28	261	215	115	52	22	28	15	27	-	-	-	-	-	-	-
Public utilities*	98	39.5	77.00	-	-	4	4	12	17	8	2	20	4	27	-	-	-	-	-	-	-
Wholesale trade	102	39.5	66.00	-	-	5	5	50	23	3	10	4	2	-	-	-	-	-	-	-	-
Retail trade	125	40.0	64.50	-	3	1	8	71	20	16	2	4	-	-	-	-	-	-	-	-	-
Finance**	202	39.0	64.00	-	8	18	19	70	55	17	8	-	7	-	-	-	-	-	-	-	-
Switchboard operator-receptionists	646	39.0	66.00	-	14	40	90	213	84	77	56	59	12	1	-	-	-	-	-	-	-
Manufacturing	259	39.0	68.00	-	-	7	26	82	44	45	8	38	9	-	-	-	-	-	-	-	-
Nonmanufacturing	387	38.5	64.50	-	14	33	64	131	40	32	48	21	3	1	-	-	-	-	-	-	-
Public utilities*	25	39.5	77.50	-	-	2	-	-	2	-	11	6	3	1	-	-	-	-	-	-	-
Wholesale trade	170	39.0	63.50	-	-	13	43	69	6	20	18	1	-	-	-	-	-	-	-	-	-
Finance**	110	38.0	62.50	-	14	18	8	35	10	9	2	14	-	-	-	-	-	-	-	-	-
Tabulating-machine operators	413	39.5	76.50	-	-	-	3	58	66	73	72	49	28	55	8	1	-	-	-	-	-
Manufacturing	132	40.0	76.00	-	-	-	-	29	36	6	9	20	3	21	7	1	-	-	-	-	-
Nonmanufacturing	281	39.5	76.50	-	-	-	3	29	30	67	63	29	25	34	1	-	-	-	-	-	-
Public utilities*	73	40.0	85.00	-	-	-	-	1	1	6	11	13	8	33	-	-	-	-	-	-	-
Finance**	143	39.0	70.50	-	-	-	3	28	29	44	32	5	2	-	-	-	-	-	-	-	-
Transcribing-machine operators, general	668	38.5	66.00	-	2	51	95	178	175	96	33	14	10	6	-	2	2	-	1	-	3
Manufacturing	152	39.5	71.50	-	-	-	2	24	46	33	24	13	6	4	-	-	-	-	-	-	-
Nonmanufacturing	516	38.5	64.50	-	2	51	93	154	129	63	9	1	4	2	-	2	2	-	1	-	3
Wholesale trade	159	39.0	64.50	-	-	-	38	45	56	14	2	-	4	-	-	-	-	-	-	-	-
Finance**	333	38.0	64.00	-	2	51	55	103	67	37	7	1	-	2	-	2	2	-	1	-	3

See footnote 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 earnings for selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																		
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 40.00 and under	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 125.00 and over
				45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	125.00	125.00
<b>Women - Continued</b>																						
Typists, class A -----	1,716	39.0	\$ 66.00	-	22	134	294	438	359	172	145	112	26	14	-	-	-	-	-	-	-	-
Manufacturing -----	483	39.5	72.00	-	-	-	16	45	177	85	88	50	22	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	1,233	39.0	63.50	-	22	134	278	393	182	87	57	62	4	14	-	-	-	-	-	-	-	-
Public utilities * -----	198	40.0	70.50	-	-	6	37	52	19	7	18	44	1	14	-	-	-	-	-	-	-	-
Wholesale trade -----	98	39.5	65.50	-	-	-	25	30	12	18	10	2	1	-	-	-	-	-	-	-	-	-
Retail trade -----	64	40.0	63.00	-	-	2	23	12	14	12	-	-	-	-	-	-	-	-	-	-	-	-
Finance ** -----	812	39.0	61.00	-	22	126	193	273	119	37	27	15	-	-	-	-	-	-	-	-	-	-
Typists, class B -----	3,109	39.0	\$ 57.00	373	420	703	846	662	253	49	77	26	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	643	39.5	62.50	-	-	58	160	217	132	26	27	23	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	2,466	39.0	56.00	373	420	645	686	445	121	23	50	3	-	-	-	-	-	-	-	-	-	-
Public utilities * -----	108	39.0	61.00	1	3	3	46	32	14	3	6	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	398	40.0	57.50	6	75	58	75	118	47	16	-	3	-	-	-	-	-	-	-	-	-	-
Retail trade -----	131	39.5	59.00	-	5	31	45	26	20	4	-	-	-	-	-	-	-	-	-	-	-	-
Finance ** -----	1,608	38.5	54.00	366	326	493	443	246	34	-	-	-	-	-	-	-	-	-	-	-	-	-

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

2 Includes 48 workers at \$35 and under \$40.

3 Includes 4 workers at \$35 and under \$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 earnings for selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1957)

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 \$ 60.00	\$ 60.00 and under 65.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 140.00 and over
				60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	140.00	140.00
<b>Men</b>																						
Draftsmen, leader -----	101	39.5	\$ 122.00	-	-	-	-	-	-	-	-	14	-	7	2	8	23	28	10	4	5	-
Manufacturing -----	86	39.5	121.00	-	-	-	-	-	-	-	-	14	-	7	2	8	15	25	10	1	4	-
Draftsmen, senior -----	411	40.0	104.50	-	-	4	10	20	9	2	22	51	70	83	63	42	25	4	-	1	5	-
Manufacturing -----	275	39.5	107.50	-	-	-	-	12	1	-	18	25	52	48	49	41	21	3	-	1	4	-
Nonmanufacturing -----	136	40.0	98.50	-	-	4	10	8	8	2	4	26	18	35	14	1	4	1	-	-	1	-
Draftsmen, junior -----	181	40.0	80.50	6	26	1	22	25	15	31	33	18	4	-	-	-	-	-	-	-	-	-
Manufacturing -----	109	40.0	82.00	5	8	-	4	23	15	24	20	6	4	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	72	40.0	78.00	1	18	1	18	2	-	7	13	12	-	-	-	-	-	-	-	-	-	-
<b>Women</b>																						
Nurses, industrial (registered) -----	150	40.0	83.50	2	-	6	30	30	24	11	22	11	10	1	2	1	-	-	-	-	-	-
Manufacturing -----	119	40.0	84.50	-	-	3	28	21	20	4	20	11	9	1	2	-	-	-	-	-	-	-

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

Occupational Wage Survey, San Francisco-Oakland, Calif., January 1957  
U.S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

Table A-3: Maintenance and Powerplant Occupations

(Average hourly earnings for men in selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1957)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																	
			\$ 1.80 and under 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	\$ 2.90 3.00	\$ 3.00 3.10	\$ 3.10 3.20	\$ 3.20 3.30	\$ 3.30 3.40	\$ 3.40 3.50	\$ 3.50 and over
Carpenters, maintenance	334	2.70	-	-	-	-	17	5	24	80	115	7	4	-	-	78	3	-	1	-
Manufacturing	229	2.66	-	-	-	3	1	23	56	107	4	4	-	-	31	-	-	-	-	-
Nonmanufacturing	105	2.80	-	-	-	14	4	1	24	8	3	-	-	-	47	3	-	1	-	
Public utilities *	31	2.53	-	-	-	-	4	1	22	1	3	-	-	-	-	-	-	-	-	
Electricians, maintenance	667	2.71	-	2	-	4	7	73	45	300	136	-	2	16	30	-	48	2	2	
Manufacturing	516	2.74	-	-	-	-	4	73	24	183	136	-	1	16	29	-	46	2	2	
Engineers, stationary	525	2.54	-	12	28	143	6	102	64	27	68	2	2	2	11	48	10	-	-	
Manufacturing	227	2.77	-	-	1	4	-	64	26	6	58	-	-	-	10	48	10	-	-	
Nonmanufacturing	298	2.37	-	12	27	139	6	38	38	21	10	2	2	2	1	-	-	-	-	
Retail trade	81	2.48	-	-	-	22	-	37	6	5	5	2	2	2	-	-	-	-	-	
Finance**	52	2.25	-	-	15	36	-	-	-	-	-	-	-	-	1	-	-	-	-	
Firemen, stationary boiler	129	2.38	1	18	-	8	64	17	11	2	-	-	-	-	-	8	-	-	-	
Manufacturing	103	2.43	-	4	-	6	63	16	4	2	-	-	-	-	-	8	-	-	-	
Helpers, trades, maintenance	1,095	2.20	3	124	199	76	628	29	35	-	1	-	-	-	-	-	-	-	-	
Manufacturing	835	2.25	3	16	89	57	625	9	35	-	1	-	-	-	-	-	-	-	-	
Machine-tool operators, toolroom	155	2.64	-	-	-	12	-	20	1	64	42	16	-	-	-	-	-	-	-	
Manufacturing	155	2.64	-	-	-	12	-	20	1	64	42	16	-	-	-	-	-	-	-	
Machinists, maintenance	1,517	2.70	-	-	-	2	9	61	102	798	308	19	86	49	10	72	1	-	-	
Manufacturing	1,425	2.71	-	-	-	1	3	61	36	781	306	19	86	49	10	72	1	-	-	
Nonmanufacturing	92	2.58	-	-	-	1	6	-	66	17	2	-	-	-	-	-	-	-	-	
Mechanics, automotive (maintenance)	889	2.65	-	2	10	4	6	14	58	682	93	10	4	6	-	-	-	-	-	
Manufacturing	111	2.68	-	-	-	2	-	7	4	55	29	7	2	5	-	-	-	-	-	
Nonmanufacturing	778	2.65	-	2	10	2	6	7	54	627	64	3	2	1	-	-	-	-	-	
Public utilities *	705	2.65	-	-	-	2	6	7	54	575	59	-	2	-	-	-	-	-	-	
Mechanics, maintenance	723	2.63	-	1	-	1	12	36	178	74	118	233	-	2	2	66	-	-	-	
Manufacturing	646	2.65	-	1	-	1	12	26	155	49	105	227	-	2	2	66	-	-	-	
Nonmanufacturing	77	2.50	-	-	-	-	-	10	23	25	13	6	-	-	-	-	-	-	-	
Millwrights	152	2.66	-	-	-	-	-	3	-	17	113	3	-	-	-	10	6	-	-	
Manufacturing	152	2.66	-	-	-	-	-	3	-	17	113	3	-	-	-	10	6	-	-	
Oilers	184	2.17	-	17	78	45	16	8	8	-	-	-	12	-	-	-	-	-	-	
Manufacturing	149	2.17	-	17	78	10	16	8	8	-	-	-	12	-	-	-	-	-	-	
Painters, maintenance	308	2.57	-	-	-	1	63	11	38	60	85	8	-	2	-	38	2	-	-	
Manufacturing	170	2.64	-	-	-	1	63	11	38	60	85	8	-	2	-	38	2	-	-	
Nonmanufacturing	138	2.49	-	-	-	1	62	4	15	32	3	-	-	2	-	17	2	-	-	
Public utilities *	27	2.43	-	-	-	1	-	4	15	7	-	-	-	-	-	-	-	-	-	
Pipefitters, maintenance	371	2.69	-	-	-	1	1	15	77	232	-	-	-	21	-	-	-	-	24	
Manufacturing	345	2.69	-	-	-	1	1	14	71	213	-	-	-	21	-	-	-	-	24	
Sheet-metal workers, maintenance	53	2.60	-	-	-	-	1	-	22	30	-	-	-	-	-	-	-	-	-	
Tool and die makers	891	2.97	-	-	-	-	2	-	1	4	20	41	664	77	54	-	28	-	-	
Manufacturing	887	2.97	-	-	-	-	-	-	-	3	20	41	664	77	54	-	28	-	-	

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

2 All workers were at \$3.50 to \$3.60.

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

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

Occupational Wage Survey, San Francisco-Oakland, Calif., January 1957  
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Table A-4: Custodial and Material Movement Occupations

(Average hourly earnings for selected occupations studied on an area basis  
in San Francisco-Oakland, Calif., by industry division, January 1957)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings <sup>2</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																	
			\$ 1.10 and under 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 and over
<b>Elevator operators, passenger (men)</b> .....	369	1.62	-	-	143	6	2	35	150	22	11	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	351	1.61	-	-	143	6	2	27	147	19	7	-	-	-	-	-	-	-	-	-
Finance ** .....	128	1.75	-	-	1	6	1	10	110	-	-	-	-	-	-	-	-	-	-	-
<b>Elevator operators, passenger (women)</b> .....	298	1.75	2	3	15	24	7	5	91	118	2	31	-	-	-	-	-	-	-	-
Nonmanufacturing .....	260	1.72	2	3	15	24	7	5	91	111	2	-	-	-	-	-	-	-	-	-
Retail trade .....	134	1.74	2	3	15	1	-	-	-	111	2	-	-	-	-	-	-	-	-	-
<b>Guards</b> .....	536	1.85	-	2	1	28	107	30	39	66	128	41	24	51	9	10	-	-	-	-
Manufacturing .....	295	2.03	-	-	-	-	-	3	2	57	103	38	22	51	9	10	-	-	-	-
Nonmanufacturing .....	241	1.63	-	2	1	28	107	27	37	9	25	3	2	-	-	-	-	-	-	-
Public utilities* .....	34	1.69	-	-	-	2	6	6	17	1	-	2	-	-	-	-	-	-	-	-
Finance ** .....	127	1.68	-	2	1	26	23	21	20	8	25	1	-	-	-	-	-	-	-	-
<b>Janitors, porters, and cleaners (men)</b> .....	4,315	1.81	-	3	254	125	197	293	1017	1186	727	151	342	20	-	-	-	-	-	-
Manufacturing .....	1,415	1.96	-	-	8	-	13	58	61	323	531	90	311	20	-	-	-	-	-	-
Nonmanufacturing .....	2,900	1.74	-	3	246	125	184	235	956	863	196	61	31	-	-	-	-	-	-	-
Public utilities* .....	457	1.74	-	-	3	55	65	48	23	164	96	3	-	-	-	-	-	-	-	-
Wholesale trade .....	122	1.85	-	-	2	-	-	6	29	46	39	-	-	-	-	-	-	-	-	-
Retail trade .....	424	1.72	-	2	36	33	17	52	16	234	5	15	14	-	-	-	-	-	-	-
Finance ** .....	595	1.76	-	1	-	13	6	32	531	8	2	-	-	-	-	-	-	-	-	-
<b>Janitors, porters, and cleaners (women)</b> .....	618	1.72	3	2	5	3	62	54	13	323	116	27	7	6	-	-	-	-	-	-
Manufacturing .....	81	1.82	2	-	-	-	10	6	4	25	27	7	-	-	-	-	-	-	-	-
Nonmanufacturing .....	537	1.71	-	5	3	62	44	7	319	91	-	6	-	-	-	-	-	-	-	-
Public utilities* .....	44	1.58	-	-	-	4	33	3	3	1	-	-	-	-	-	-	-	-	-	-
Retail trade .....	70	1.75	-	5	3	1	-	4	-	54	-	-	3	-	-	-	-	-	-	-
Finance ** .....	246	1.75	-	-	-	-	1	-	245	-	-	-	-	-	-	-	-	-	-	-
<b>Laborers, material handling</b> .....	5,335	2.07	2	-	-	4	4	18	48	40	2165	1619	228	640	315	202	50	-	-	-
Manufacturing .....	2,551	2.01	-	-	-	-	-	-	29	-	1384	924	115	85	6	8	-	-	-	-
Nonmanufacturing .....	2,784	2.12	2	-	-	4	4	18	19	40	781	695	113	555	309	194	50	-	-	-
Public utilities* .....	958	2.25	-	-	-	4	-	6	9	2	100	64	3	310	280	180	-	-	-	-
Wholesale trade .....	1,356	2.00	-	-	-	-	-	6	6	31	601	620	73	11	8	-	-	-	-	-
Retail trade .....	467	2.20	2	-	-	-	4	6	4	7	80	11	36	232	21	14	50	-	-	-
<b>Order fillers</b> .....	1,532	2.10	-	-	-	-	8	-	15	19	537	426	196	143	42	8	93	-	-	45
Manufacturing .....	410	2.18	-	-	-	-	7	-	-	11	76	178	-	10	11	-	72	-	-	45
Nonmanufacturing .....	1,122	2.07	-	-	-	-	1	-	15	8	461	248	196	133	31	8	21	-	-	-
Wholesale trade .....	945	2.06	-	-	-	-	-	-	-	-	416	226	179	98	26	-	-	-	-	-
Retail trade .....	177	2.12	-	-	-	-	1	-	15	8	45	22	17	35	5	8	21	-	-	-
<b>Packers, shipping (men)</b> .....	664	1.99	-	-	-	-	12	14	32	4	367	142	9	65	19	-	-	-	-	-
Manufacturing .....	356	2.02	-	-	-	-	12	-	-	1	140	130	6	53	14	-	-	-	-	-
Nonmanufacturing .....	308	1.96	-	-	-	-	-	14	32	3	227	12	3	12	5	-	-	-	-	-
Wholesale trade .....	203	1.99	-	-	-	-	-	-	-	-	197	-	-	6	-	-	-	-	-	-
Retail trade .....	103	1.89	-	-	-	-	-	14	32	3	30	12	2	6	4	-	-	-	-	-
<b>Packers, shipping (women)</b> .....	354	1.64	-	-	17	50	14	212	38	3	20	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	64	1.74	-	-	3	8	-	2	32	3	16	-	-	-	-	-	-	-	-	-
<b>Receiving clerks</b> .....	465	2.17	-	-	-	-	-	1	-	5	15	180	121	58	38	16	29	-	-	2
Manufacturing .....	201	2.18	-	-	-	-	-	-	-	2	4	92	34	25	16	4	24	-	-	-
Nonmanufacturing .....	264	2.16	-	-	-	-	-	1	-	3	11	88	87	33	22	12	5	-	-	2
Wholesale trade .....	152	2.13	-	-	-	-	-	-	-	-	-	75	52	21	-	2	-	-	-	2
Retail trade .....	99	2.21	-	-	-	-	-	1	-	2	9	10	35	5	22	10	5	-	-	-

See footnotes at end of table.

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

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

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Bureau of Labor Statistics

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

(Average hourly earnings for selected occupations studied on an area basis  
in San Francisco-Oakland, Calif., by industry division, January 1957)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings <sup>2</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																	
			\$ 1.10 and under 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 and over
Shipping clerks	255	2.19	-	-	-	-	-	2	-	-	32	74	48	16	49	26	6	-	2	-
Manufacturing	110	2.17	-	-	-	-	-	-	-	22	39	10	3	16	20	-	-	-	-	-
Nonmanufacturing	145	2.21	-	-	-	-	-	2	-	10	35	38	13	33	6	6	-	2	-	
Wholesale trade	105	2.19	-	-	-	-	-	-	-	6	35	29	6	25	2	-	-	2	-	
Shipping and receiving clerks	559	2.30	-	-	-	2	-	17	-	-	74	84	43	107	194	25	-	13	-	
Manufacturing	205	2.27	-	-	-	-	-	-	-	45	32	39	39	27	23	-	-	-	-	
Nonmanufacturing	354	2.32	-	-	-	2	-	17	-	29	52	4	68	167	2	-	-	13	-	
Wholesale trade	231	2.40	-	-	-	-	-	-	-	20	-	-	31	167	-	-	-	13	-	
Retail trade	106	2.14	-	-	-	2	-	15	-	9	50	4	24	-	2	-	-	-	-	
Truckdrivers <sup>5</sup>	4,160	2.42	-	-	-	13	6	8	10	23	23	87	525	902	1532	732	152	89	58	
Manufacturing	780	2.50	-	-	-	-	-	-	1	1	5	71	180	204	61	145	79	33	-	
Nonmanufacturing	3,380	2.40	-	-	-	13	6	8	10	22	22	82	454	722	1328	671	7	10	25	
Public utilities*	1,976	2.37	-	-	-	13	6	8	10	12	9	29	363	370	812	344	-	-	-	
Wholesale trade	897	2.39	-	-	-	-	-	-	-	-	12	43	90	269	395	88	-	-	-	
Retail trade	425	2.53	-	-	-	-	-	-	-	10	-	10	-	3	121	239	7	10	25	
Truckdrivers, light (under 1½ tons)	457	2.37	-	-	-	-	-	-	4	12	-	81	55	178	2	30	88	1	6	
Manufacturing	165	2.48	-	-	-	-	-	-	-	1	-	2	34	36	2	1	88	1	-	
Nonmanufacturing	292	2.30	-	-	-	-	-	-	4	11	-	79	21	142	-	29	-	-	6	
Public utilities*	60	2.23	-	-	-	-	-	-	4	1	-	26	-	29	-	-	-	-	-	
Wholesale trade	129	2.29	-	-	-	-	-	-	-	-	-	43	21	39	-	26	-	-	-	
Truckdrivers, medium (1½ to and including 4 tons)	1,728	2.39	-	-	-	-	-	-	-	4	13	3	447	648	261	206	35	77	34	
Manufacturing	370	2.51	-	-	-	-	-	-	-	-	-	3	28	104	90	20	28	77	20	
Nonmanufacturing	1,358	2.36	-	-	-	-	-	-	-	4	13	-	419	544	171	186	7	-	14	
Public utilities*	730	2.30	-	-	-	-	-	-	-	4	-	-	349	341	36	-	-	-	-	
Wholesale trade	322	2.33	-	-	-	-	-	-	-	-	12	-	69	194	15	32	-	-	-	
Retail trade	297	2.53	-	-	-	-	-	-	-	-	-	-	-	2	120	154	7	-	14	
Truckdrivers, heavy (over 4 tons, trailer type)	911	2.49	-	-	-	-	-	-	-	-	-	-	9	-	530	332	29	11	-	
Manufacturing	133	2.50	-	-	-	-	-	-	-	-	-	-	9	-	73	21	29	1	-	
Nonmanufacturing	778	2.48	-	-	-	-	-	-	-	-	-	-	-	-	457	311	-	10	-	
Public utilities*	544	2.48	-	-	-	-	-	-	-	-	-	-	-	-	315	229	-	-	-	
Truckdrivers, heavy (over 4 tons, other than trailer type)	817	2.45	-	-	-	-	-	-	-	-	-	-	-	76	639	84	-	-	18	
Manufacturing	111	2.49	-	-	-	-	-	-	-	-	-	-	-	40	39	19	-	-	13	
Nonmanufacturing	706	2.44	-	-	-	-	-	-	-	-	-	-	-	36	600	65	-	-	5	
Public utilities*	396	2.43	-	-	-	-	-	-	-	-	-	-	-	-	361	35	-	-	-	
Wholesale trade	304	2.45	-	-	-	-	-	-	-	-	-	-	-	36	238	30	-	-	-	
Truckers, power (forklift)	1,069	2.16	-	-	-	-	-	-	32	14	367	313	268	33	25	4	-	13	-	
Manufacturing	819	2.15	-	-	-	-	-	-	32	14	218	305	238	9	2	1	-	-	-	
Nonmanufacturing	250	2.20	-	-	-	-	-	-	-	-	149	8	30	24	3	-	13	-	-	
Public utilities*	79	2.19	-	-	-	-	-	-	-	-	50	6	-	20	3	-	-	-	-	
Wholesale trade	134	2.19	-	-	-	-	-	-	-	-	88	-	15	18	-	-	13	-	-	
Truckers, power (other than forklift)	269	2.25	-	-	-	-	-	-	25	67	19	84	7	-	7	60	-	-	-	
Manufacturing	264	2.26	-	-	-	-	-	-	20	67	19	84	7	-	7	60	-	-	-	
Watchmen	408	1.86	9	18	13	4	11	42	39	64	94	53	59	-	2	-	-	-	-	
Manufacturing	251	1.91	-	7	7	2	6	17	4	45	68	48	47	-	-	-	-	-	-	
Nonmanufacturing	157	1.78	9	11	6	2	5	25	35	19	26	5	12	-	2	-	-	-	-	

<sup>1</sup> Data limited to men workers, except where otherwise indicated.<sup>2</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.<sup>3</sup> All workers were at \$1 to \$1.10.<sup>4</sup> Certain manufacturing workers included in earlier reports were reclassified and excluded. Had they been included the earnings would have been: All industries, \$2.13; manufacturing, \$2.13.<sup>5</sup> Includes all drivers regardless of size and type of truck operated.

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

## B: Establishment Practices and Supplementary Wage Provisions

Table B-1: Shift Differential Provisions<sup>1</sup>

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 .....	92.9	92.0	16.3	4.8
With shift pay differential .....	92.9	92.0	16.3	4.8
Uniform cents (per hour) .....	48.5	35.8	9.7	3.9
4 cents .....	2.4	-	.6	-
5 cents .....	1.8	.9	.3	.1
6 cents .....	5.0	2.4	1.2	.6
7 cents .....	3.1	1.0	.4	.2
8 cents .....	9.3	-	1.6	-
9 cents .....	-	5.0	-	.8
10 cents .....	11.9	4.1	2.2	†
13 cents .....	-	1.9	-	.3
13½ cents .....	7.3	-	1.7	-
14 cents .....	-	.8	-	.1
15 cents .....	2.5	4.6	.8	.2
16 cents .....	-	7.3	-	1.0
20 cents .....	5.3	3.7	.8	-
23 cents .....	-	2.5	-	.6
30 cents .....	-	1.5	-	-
Uniform percentage .....	8.9	7.9	1.2	.1
5 percent .....	1.7	-	†	-
10 percent .....	7.1	1.7	1.2	†
15 percent .....	-	6.2	-	†
Full day's pay for reduced hours .....	-	1.5	-	-
Other <sup>2</sup> .....	35.5	46.9	5.3	.8
No shift pay differential .....	-	-	-	-

<sup>1</sup> 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.

<sup>2</sup> Primarily combination plans providing full day's pay for reduced hours plus a percentage differential. Most other plans provide full day's pay for reduced hours plus either a flat sum per shift or per week, or a paid lunch period.

† Less than 0.05 percent.

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U. S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

Table B-2: Minimum Entrance Rates for Women Office Workers<sup>1</sup>

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 <sup>2</sup> of—							Based on standard weekly hours <sup>2</sup> of—							
		All schedules	40	All schedules	37½	38¾	40		All schedules	40	All schedules	37½	38¾	40		
Establishments studied .....	250	83	xxx	167	xxx	xxx	xxx	250	83	xxx	167	xxx	xxx	xxx		
	For Inexperienced Typists							For Other Inexperienced Clerical Workers <sup>3</sup>								
Establishments having a specified minimum .....	117	43	33	74	14	7	46	132	50	39	82	16	6	53		
\$35.00 and under \$37.50 .....	-	-	-	-	-	-	-	1	-	-	1	1	-	-		
\$37.50 and under \$40.00 .....	1	-	-	1	-	-	-	1	-	-	1	-	-	-		
\$40.00 and under \$42.50 .....	-	-	-	-	-	-	-	3	-	-	3	2	-	-		
\$42.50 and under \$45.00 .....	5	-	-	5	1	-	3	9	1	-	8	2	1	4		
\$45.00 and under \$47.50 .....	15	1	-	14	5	1	6	17	2	2	15	5	1	7		
\$47.50 and under \$50.00 .....	10	3	2	7	4	1	2	10	4	3	6	1	-	4		
\$50.00 and under \$52.50 .....	23	8	7	15	1	1	11	26	12	9	14	3	1	9		
\$52.50 and under \$55.00 .....	8	3	3	5	1	-	4	6	3	2	3	-	-	3		
\$55.00 and under \$57.50 .....	15	9	6	6	1	2	3	13	6	6	7	1	1	5		
\$57.50 and under \$60.00 .....	12	5	4	7	-	1	5	16	9	8	7	1	1	5		
\$60.00 and under \$62.50 .....	9	5	5	4	1	-	3	9	4	3	5	-	-	5		
\$62.50 and under \$65.00 .....	7	3	2	4	-	1	3	8	4	3	4	-	1	3		
\$65.00 and under \$67.50 .....	3	3	2	-	-	-	-	7	3	2	4	-	-	4		
\$67.50 and under \$70.00 .....	-	-	-	-	-	-	-	2	-	-	2	-	-	2		
\$70.00 and under \$72.50 .....	7	2	2	5	-	-	5	2	-	-	2	-	-	2		
\$72.50 and under \$75.00 .....	2	1	-	1	-	-	1	1	1	-	-	-	-	-		
\$75.00 and over .....	-	-	-	-	-	-	-	1	1	1	-	-	-	-		
Establishments having no specified minimum .....	71	23	xxx	48	xxx	xxx	xxx	71	21	xxx	50	xxx	xxx	xxx		
Establishments which did not employ workers in this category .....	61	17	xxx	44	xxx	xxx	xxx	46	12	xxx	34	xxx	xxx	xxx		
Data not available .....	1	-	xxx	1	xxx	xxx	xxx	1	-	xxx	1	xxx	xxx	xxx		

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

<sup>2</sup> 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.

<sup>3</sup> Rates applicable to messengers, office girls, or similar subclerical jobs are not considered.

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Table B-3: Scheduled Weekly Hours

Weekly hours	PERCENT OF OFFICE WORKERS EMPLOYED IN—							PERCENT OF PLANT WORKERS EMPLOYED IN—					
	All industries <sup>2</sup>	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries <sup>3</sup>	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	
Under 37½ hours -----	5	8	†	5	†	†		†	3	-	-	†	
37½ hours -----	19	14	7	8	11	30		10	9	†	6	12	
Over 37½ and under 38¾ hours -----	4	-	†	-	-	10		-	-	-	-	-	
38¾ hours -----	9	12	7	6	†	11		†	-	†	-	-	
40 hours -----	64	66	83	80	88	48		86	87	97	94	84	
Over 40 hours -----	-	-	-	-	-	-		†	†	†	-	†	

<sup>1</sup> Data relate to women workers only.

<sup>2</sup> Includes data for services in addition to those industry divisions shown separately.

<sup>3</sup> Includes data for 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<sup>1</sup>

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN—							PERCENT OF PLANT WORKERS EMPLOYED IN—					
	All industries <sup>2</sup>	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries <sup>3</sup>	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	
Workers in establishments providing paid holidays -----	100	100	100	100	100	100		95	91	100	100	99	
2 holidays -----	†	-	-	-	†	-		3	-	-	-	16	
3 holidays -----	-	-	-	-	-	-		†	†	-	-	-	
5 holidays -----	†	-	-	-	†	-		4	-	-	-	-	
6 holidays -----	†	†	†	6	3	-		6	4	7	4	4	
6 holidays plus 2 half days -----	†	†	-	-	-	-		†	†	-	-	-	
7 holidays -----	47	68	23	78	82	21		51	61	24	55	60	
7 holidays plus 1 half day -----	†	†	-	-	7	-		†	†	-	-	†	
7 holidays plus 2, 3, or 4 half days -----	†	†	†	-	-	-		†	†	-	-	-	
8 holidays -----	31	23	69	13	5	36		28	19	70	41	17	
8 holidays plus 1 half day -----	†	†	-	-	-	5		†	†	-	-	-	
8 holidays plus 2 half days -----	†	-	-	-	-	†		-	-	-	-	-	
9 holidays -----	9	†	†	3	†	21		†	-	-	-	-	
9 holidays plus 1 half day -----	†	-	-	-	-	5		-	-	-	-	-	
10 holidays and over -----	4	†	3	-	-	10		-	-	-	-	-	
Workers in establishments providing no paid holidays -----	-	-	-	-	-	-		5	9	-	-	†	

<sup>1</sup> Estimates relate to holidays provided annually.

<sup>2</sup> Includes data for services in addition to those industry divisions shown separately.

<sup>3</sup> Includes data for 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 <sup>1</sup>	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Finance **	Services	All industries <sup>2</sup>	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	
<b>METHOD OF PAYMENT</b>													
Workers in establishments providing paid vacations -----	100	100	100	100	100	100		100	100	100	100	100	
Length-of-time payment -----	99	99	100	100	100	100		89	77	100	100	100	
Percentage payment -----	†	†	-	-	-	-		11	22	-	-	-	
Other -----	-	-	-	-	-	-		†	†	-	-	-	
<b>AMOUNT OF VACATION PAY AND SERVICE PERIOD <sup>3</sup></b>													
1 week or more -----	100	100	100	100	100	100		100	100	100	100	100	
6 months -----	66	65	60	28	17	91		29	29	74	10	6	
1 year -----	100	100	100	100	100	100		100	100	100	100	100	
2 weeks or more -----	100	100	100	100	100	100		100	99	100	100	100	
6 months -----	9	-	-	-	-	24		-	-	-	-	-	
1 year -----	82	94	38	69	35	100		26	24	36	21	19	
2 years -----	99	99	93	100	100	100		82	69	96	100	95	
3 years -----	100	100	100	100	100	100		92	85	100	100	96	
5 years -----	100	100	100	100	100	100		100	99	100	100	100	
3 weeks or more -----	88	82	93	78	90	94		88	88	93	100	89	
1 year -----	†	†	-	-	-	-		†	4	-	-	-	
2 years -----	†	†	-	-	-	-		4	7	-	-	-	
3 years -----	4	8	3	-	-	†		6	8	9	5	-	
5 years -----	8	8	17	-	11	†		11	11	11	5	18	
10 years -----	27	32	23	11	33	19		31	29	15	27	42	
15 years -----	81	81	93	78	90	75		87	86	93	100	89	
20 years -----	88	82	93	78	90	94		88	88	93	100	89	
4 weeks -----	24	22	29	26	19	28		17	19	18	15	18	
5 years -----	†	-	-	-	-	-		-	-	-	-	-	
10 years -----	†	-	†	-	-	-		†	-	†	-	-	
15 years -----	†	-	†	-	-	-		†	-	†	-	-	
20 years -----	5	5	†	-	†	8		3	4	†	6	4	
25 years -----	24	22	29	26	19	28		17	19	18	15	18	

<sup>1</sup> Includes data for services in addition to those industry divisions shown separately.

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

<sup>3</sup> Periods of service were arbitrarily chosen and do not necessarily reflect the individual provisions for progression. For example, the changes in proportions indicated at 10 years' service include changes in provisions occurring between 5 and 10 years. Estimates are cumulative. Thus, the proportion receiving 3 weeks' pay or more after 5 years includes those who receive 3 weeks' or more pay after fewer years of service.

† Less than 2.5 percent.

\* 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-5: Paid Vacations - Continued

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries <sup>1</sup>	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Finance **	Services	All industries <sup>2</sup>	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Services
<b>PREDOMINANT PRACTICES AFTER SELECTED YEARS OF SERVICE <sup>4</sup></b>													
1 year or less: 1 week -----	xxx	xxx	61	xxx	65	xxx		63	54	61	79	81	
2 weeks -----	81	93	xxx	69	xxx	98		xxx	xxx	xxx	xxx	xxx	
2 years or less: 2 weeks -----	98	98	92	100	99	98		75	62	81	94	95	
3 years or less: 2 weeks -----	96	92	96	100	100	98		84	76	85	94	96	
5 years or less: 2 weeks -----	86	92	82	96	89	86		88	89	84	92	82	
10 years or less: 2 weeks -----	68	68	76	85	67	67		66	69	80	71	58	
15 years or less: 3 weeks -----	81	81	92	78	90	75		87	86	91	100	89	
20 years or less: 3 weeks -----	83	77	92	78	88	85		85	84	91	94	85	
25 years or less: 3 weeks -----	64	60	64	53	72	66		71	69	75	85	70	

<sup>1</sup> Includes data for services in addition to those industry divisions shown separately.

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

<sup>4</sup> The pay provision applicable to more workers than any other single provision, for service up to and including the indicated number of years. Excludes workers who receive more or less pay for the indicated service period.

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

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

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 <sup>1</sup>	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Finance **	Services	All industries <sup>2</sup>	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	
Workers in establishments providing:													
Life insurance -----	94	90	95	97	79	100		94	95	95	100	86	
Accidental death and dismemberment insurance -----	40	57	13	46	39	37		49	67	16	64	29	
Sickness and accident insurance or sick leave or both <sup>3</sup> -----	72	64	92	73	48	80		55	42	86	77	50	
Sickness and accident insurance -----	31	26	39	19	28	41		26	28	30	3	31	
Sick leave (full pay and no waiting period) -----	53	53	56	55	19	59		16	11	34	18	17	
Sick leave (partial pay or waiting period) -----	7	†	32	11	16	3		23	8	50	57	15	
Hospitalization insurance -----	80	88	42	82	82	86		84	95	37	83	94	
Surgical insurance -----	80	88	42	81	87	86		84	95	37	81	94	
Medical insurance -----	68	81	42	73	84	63		80	89	37	78	93	
Catastrophe insurance -----	27	32	15	18	12	34		19	22	26	16	13	
Retirement pension -----	72	72	82	48	30	88		63	60	96	72	40	
No health, insurance, or pension plan -----	†	†	-	†	7	-		†	-	-	-	†	

<sup>1</sup> Includes data for services in addition to those industry divisions shown separately.

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

<sup>3</sup> Unduplicated total of workers receiving sick leave or sickness and accident insurance shown separately below. Sick-leave plans are limited to those which definitely establish at least the minimum number of days' pay that can be expected by each employee. Informal sick leave allowances determined on an individual basis are excluded.

† Less than 2.5 percent.

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

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

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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 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 paychecks 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 handwritten matter, using a mimeograph or ditto machine. Makes necessary adjustment such as for ink and paper feed counter and cylinder speed. Is not required to prepare stencil or ditto master. May keep file of used stencils or ditto masters. May sort, collate, and staple completed material.

KEY-PUNCH OPERATOR

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

OFFICE BOY OR GIRL

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

SECRETARY

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

STENOGRAPHER, GENERAL

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

STENOGRAPHER, TECHNICAL

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

SWITCHBOARD OPERATOR

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

SWITCHBOARD OPERATOR-RECEPTIONIST

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

TABULATING-MACHINE OPERATOR

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL - Continued

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

TYPIST

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

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

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

Professional and TechnicalDRAFTSMAN, JUNIOR

(Assistant draftsman)

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

DRAFTSMAN, LEADER

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

DRAFTSMAN, LEADER - Continued

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

DRAFTSMAN, SENIOR

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

NURSE, INDUSTRIAL (REGISTERED)

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

NURSE, INDUSTRIAL (REGISTERED) - Continued

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

TRACER

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

Maintenance and PowerplantCARPENTER, MAINTENANCE

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

ELECTRICIAN, MAINTENANCE

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

ENGINEER, STATIONARY

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

FIREMAN, STATIONARY BOILER

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

HELPER, TRADES, MAINTENANCE

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

MACHINE-TOOL OPERATOR, TOOLROOM

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

MECHANIC, MAINTENANCE

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

MILLWRIGHT

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

OILER

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

PAINTER, MAINTENANCE

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

PIPEFITTER, MAINTENANCE

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

PLUMBER, MAINTENANCE

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

SHEET-METAL WORKER, MAINTENANCE

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

SHEET-METAL WORKER, MAINTENANCE - Continued

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

TOOL AND DIE MAKER

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

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

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

Custodial and Material MovementELEVATOR OPERATOR, PASSENGER

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

GUARD

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

JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

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

LABORER, MATERIAL HANDLING

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

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

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

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

PACKER, SHIPPING

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

SHIPPING AND RECEIVING CLERK

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

SHIPPING AND RECEIVING CLERK - Continued

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

For wage study purposes, workers are classified as follows:

Receiving clerk  
Shipping clerk  
Shipping and receiving clerk

TRUCKDRIVER

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

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

Truckdriver (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.



## Bulletins in This Series

Occupational wage surveys are being conducted in 17 major labor markets during late 1956 and early 1957. 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 below. As additional bulletins become available, they will be listed in subsequent issues.

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