

Occupational Wage Survey

NEWARK-JERSEY CITY, NEW JERSEY
DECEMBER 1957

Bulletin No. 1224-12

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 Newark-Jersey City area reports for November 1951, November 1952, December 1953, December 1954, and December 1955. Prior to the present report no tabulations had been presented for wage structure characteristics or labor-management agreements except in the 1953 report, which also provides a tabulation of overtime pay provisions. The 1954 report also included data on frequency of wage payments, and pay provisions for holidays falling on nonworkdays. A directory indicating date of study and the price of the reports, as well as reports for other major areas, is available upon request.

Current reports on occupational earnings and supplementary wage practices in the Newark-Jersey City area are also available for machinery industries (January 1958) and women's and misses' coats and suits (February 1957). Union scales, indicative of prevailing pay levels, are available for the following trades or industries: Building construction, printing, local-transit operating employees, and motortruck drivers and helpers.

Occupational Wage Survey - Newark-Jersey City, N. J.*

Introduction

The Newark-Jersey City 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 Bureau field agents from representative establishments within six broad industry divisions: Manufacturing; transportation (excluding railroads), communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies, besides railroads, are government operations and the construction and extractive industries. Establishments having fewer than a prescribed number of workers are omitted also because they furnish insufficient employment in the occupations studied to warrant inclusion.¹ Wherever possible, separate tabulations are provided for each of the broad industry divisions.

These surveys are conducted on a sample basis because of the unnecessary cost involved in surveying all establishments. 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

* This report was prepared in the Bureau's regional office in New York, N. Y., by Frederick W. Mueller and Elliott A. Browar, under the direction of Paul E. Warwick, Regional Wage and Industrial Relations Analyst.

¹ See table on page 2 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,² 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. In establishments in which some late-shift hours are paid at normal rates, a differential was recorded only if it applied to a majority of the shift hours.

Minimum entrance rates (table B-2) relate only to the establishments visited. They are presented on an establishment, rather than on an employment basis. Overtime pay practices; 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

² 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. Scheduled hours, wage structure characteristics, and labor-management agreements are treated statistically on the basis that these are applicable to all plant or office workers if a majority are covered.³ Because of rounding, sums of individual items in these tabulations do not necessarily equal totals.

The first part of the paid holidays table presents the number of whole and half holidays actually provided. The second part combines whole and half holidays to show total holiday time. The third section presents a list of the paid holidays and the proportions of workers to whom they are granted annually.

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

³ Scheduled weekly hours for office workers (first section of table B-3) were presented in earlier years in terms of the proportion of women office workers employed in offices with the indicated weekly hours for women workers.

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 have enacted temporary disability insurance laws which require employer contributions,⁴ 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 plans⁵ 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.

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

⁵ 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 Newark-Jersey City, N. J.,¹ by major industry division, December 1957

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study ²	Studied	Within scope of study			Studied
				Total ³	Office	Plant	
All divisions	-	1,057	277	388,800	71,900	246,500	237,660
Manufacturing	101	581	144	253,500	32,100	183,100	149,920
Nonmanufacturing	-	476	133	135,300	39,800	63,400	87,740
Transportation (excluding railroads), communication, and other public utilities ⁴	101	47	18	34,800	7,600	20,500	29,050
Wholesale trade	51	163	38	18,400	4,300	8,300	6,310
Retail trade (except limited-price variety stores)	101	58	24	25,600	2,700	20,100	18,360
Finance, insurance, and real estate	51	94	24	31,100	21,500	600	19,140
Services ⁶	51	114	29	25,400	(7)	(7)	14,880

¹ The Newark-Jersey City Area (Essex, Hudson, and Union 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 survey.

² Includes all establishments with total employment at or above the minimum-size limitation. All outlets (within the area) of companies in such industries as trade, finance, auto repair service, and motion-picture theaters are considered as 1 establishment.

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

⁴ Also excludes taxicabs, and services incidental to water transportation.

⁵ Estimate relates to real estate establishments only.

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

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

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.

With reference to wage structure characteristics, proportions of time and incentive workers directly reflect employment under each

pay system. However, because of technical considerations, all time-rated workers (plant or office) in an establishment were classified to the predominant type of rate structure applying to these workers. Incentive-worker employment was classified according to the predominant type of incentive plan in each establishment.

Graduated provisions for premium overtime pay were classified to the first effective premium rate. For example, a plan calling for time and one-half after 8 and double time after 10 hours a day was tabulated as time and one-half after 8 hours. Similarly, a plan calling for no pay or pay at regular rate after 37½ hours (regular weekly schedule) and time and one-half after 40 was considered as time and one-half after 40 hours.

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 1953 and 1954 employment in the job. These weighted earnings 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 1957 for workers in 14 major labor markets appeared in BLS Bull. 1202, *Wages and Related Benefits, 17 Labor Markets, 1956-57*.

Table 2: Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in Newark-Jersey City, N. J., December 1957 and December 1955, and percent of increase for selected periods

Industry and occupational group	Indexes (November 1952 = 100)		Percent increases from—				
	December 1957	December 1955	December 1955 to December 1957	December 1954 to December 1955	December 1953 to December 1954	November 1952 to December 1953	November 1951 to November 1952
All industries:							
Office clerical (women)	125.0	114.0	9.6	3.8	3.9	5.7	7.0
Industrial nurses (women)	126.1	111.2	13.4	1.4	4.3	5.2	4.7
Skilled maintenance (men)	127.4	115.4	10.4	5.4	3.7	5.6	3.9
Unskilled plant (men)	128.4	118.2	8.6	6.0	4.2	7.1	6.9
Manufacturing:							
Office clerical (women)	126.2	113.9	10.8	3.8	3.7	5.9	6.2
Industrial nurses (women)	126.1	111.2	13.4	1.4	4.3	5.2	3.9
Skilled maintenance (men)	127.6	115.7	10.3	5.8	3.7	5.5	4.1
Unskilled plant (men)	132.2	120.1	10.1	6.9	4.1	7.8	8.2

A: Occupational Earnings

Table A-1: Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in Newark-Jersey City, N. J., by industry division, December 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours ¹ (Standard)	Weekly earnings ¹ (Standard)	\$ 35.00 and under	\$ 40.00	\$ 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 and over
		40.00	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	120.00	120.00	120.00
Men																					
Clerks, accounting, class A	452	38.5	92.50	-	-	-	-	-	6	37	33	36	47	48	61	41	35	40	17	16	35
Manufacturing	240	39.0	92.00	-	-	-	-	-	2	8	17	18	23	28	46	33	24	18	12	5	6
Nonmanufacturing	212	37.5	93.50	-	-	-	-	-	4	29	16	18	24	20	15	8	11	22	5	11	29
Public utilities †	41	35.0	89.00	-	-	-	-	-	1	-	1	5	11	6	8	3	1	1	-	4	-
Wholesale trade	103	39.5	107.50	-	-	-	-	-	-	2	3	4	2	13	6	4	9	21	4	7	28
Clerks, accounting, class B	237	39.0	81.50	-	-	2	13	16	5	28	9	49	12	12	7	82	-	1	1	-	-
Manufacturing	103	39.0	74.50	-	-	-	2	9	3	24	5	37	9	4	5	5	-	-	-	-	-
Nonmanufacturing	134	39.0	87.00	-	-	2	11	7	2	4	4	12	3	8	2	77	-	1	1	-	-
Clerks, order	282	38.0	87.50	-	-	-	-	1	15	43	14	31	35	24	33	38	5	8	2	1	32
Manufacturing	128	38.5	92.00	-	-	-	-	1	3	16	2	16	25	8	15	6	3	-	2	-	31
Nonmanufacturing	154	38.0	83.50	-	-	-	-	-	12	27	12	15	10	16	18	32	2	8	-	1	1
Wholesale trade	127	37.5	84.00	-	-	-	-	-	12	17	12	15	9	8	15	28	1	8	-	1	1
Clerks, payroll	120	39.0	86.50	-	-	-	1	-	5	5	8	18	11	22	18	9	15	1	1	2	4
Manufacturing	87	39.0	84.00	-	-	-	1	-	5	5	5	17	7	17	12	8	6	1	1	1	1
Office boys	521	37.5	53.50	26	45	108	117	79	101	21	8	12	4	-	-	-	-	-	-	-	-
Manufacturing	193	38.5	54.00	9	12	55	34	23	38	7	7	5	3	-	-	-	-	-	-	-	-
Nonmanufacturing	328	37.5	53.50	17	33	53	83	56	63	14	1	7	1	-	-	-	-	-	-	-	-
Wholesale trade	50	38.0	47.50	4	21	4	9	6	4	2	-	-	-	-	-	-	-	-	-	-	-
Finance ††	182	37.0	54.00	-	10	28	71	44	18	4	-	7	-	-	-	-	-	-	-	-	-
Tabulating-machine operators	527	38.0	79.50	-	-	-	2	26	66	47	56	94	56	53	62	21	15	18	4	-	7
Manufacturing	208	39.0	84.50	-	-	-	1	7	23	24	44	21	13	21	16	12	16	3	-	-	7
Nonmanufacturing	319	37.5	76.00	-	-	-	2	25	59	24	32	50	35	40	41	5	3	2	1	-	-
Women																					
Billers, machine (billing machine)	282	38.0	62.50	-	-	22	17	59	78	59	18	18	2	5	4	-	-	-	-	-	-
Manufacturing	176	38.0	61.50	-	-	19	7	43	39	40	13	12	-	3	-	-	-	-	-	-	-
Nonmanufacturing	106	37.5	64.00	-	-	3	10	16	39	19	5	6	2	4	-	-	-	-	-	-	-
Public utilities †	65	37.0	64.50	-	-	-	6	16	24	6	4	3	1	1	4	-	-	-	-	-	-
Billers, machine (bookkeeping machine)	179	38.5	57.50	1	12	38	32	21	24	23	13	10	5	-	-	-	-	-	-	-	-
Manufacturing	75	38.0	60.00	-	1	13	10	9	15	14	5	3	5	-	-	-	-	-	-	-	-
Nonmanufacturing	104	38.5	55.00	1	11	25	22	12	9	9	8	7	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A	199	38.0	73.00	-	-	-	15	16	15	27	41	16	30	16	15	-	8	-	-	-	-
Manufacturing	133	38.5	77.00	-	-	-	1	1	8	14	40	12	23	13	13	-	8	-	-	-	-
Nonmanufacturing	66	37.0	65.00	-	-	-	14	15	7	13	1	4	7	3	2	-	-	-	-	-	-
Bookkeeping-machine operators, class B	958	37.0	58.00	-	62	151	165	189	139	125	71	20	18	13	5	-	-	-	-	-	-
Manufacturing	270	38.0	65.00	-	-	14	27	40	41	74	29	15	16	13	1	-	-	-	-	-	-
Nonmanufacturing	688	36.5	55.50	-	62	137	138	149	98	51	42	5	2	-	4	-	-	-	-	-	-
Wholesale trade	77	38.5	59.00	-	-	8	8	12	32	13	4	-	-	-	-	-	-	-	-	-	-
Finance ††	553	36.0	54.00	-	62	121	118	134	58	34	25	-	1	-	-	-	-	-	-	-	-
Clerks, accounting, class A	594	38.5	76.50	-	-	6	13	32	44	110	81	76	81	51	35	25	20	14	2	-	4
Manufacturing	302	39.5	79.50	-	-	-	7	8	16	62	14	36	56	33	25	20	18	7	-	-	-
Nonmanufacturing	292	37.5	73.50	-	-	6	6	24	28	48	67	40	25	18	10	5	2	7	2	-	4
Public utilities †	26	37.5	84.00	-	-	-	-	-	-	4	2	2	-	9	8	-	1	-	-	-	-
Finance ††	169	36.5	68.00	-	-	6	6	15	17	39	59	17	9	-	-	-	-	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 Newark-Jersey City, N. J., by industry division, December 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)	\$ 35.00 and under 40.00	\$ 40.00 - 45.00	\$ 45.00 - 50.00	\$ 50.00 - 55.00	\$ 55.00 - 60.00	\$ 60.00 - 65.00	\$ 65.00 - 70.00	\$ 70.00 - 75.00	\$ 75.00 - 80.00	\$ 80.00 - 85.00	\$ 85.00 - 90.00	\$ 90.00 - 95.00	\$ 95.00 - 100.00	\$ 100.00 - 105.00	\$ 105.00 - 110.00	\$ 110.00 - 115.00	\$ 115.00 - 120.00	\$ 120.00 and over
Women - Continued																					
Clerks, accounting, class B	1,066	38.0	\$ 62.50	1	9	64	158	237	217	136	82	68	34	24	20	10	4	-	2	-	-
Manufacturing	466	38.5	62.50	-	3	26	38	129	107	63	30	35	13	8	10	4	-	-	-	-	-
Nonmanufacturing	600	37.5	62.50	1	6	38	120	108	110	73	52	33	21	16	10	6	4	-	2	-	-
Public utilities †	84	36.0	62.50	-	-	9	31	9	5	7	10	2	3	1	3	4	-	-	-	-	-
Wholesale trade	115	38.0	68.00	-	-	11	20	17	28	14	5	2	11	3	1	1	-	-	2	-	-
Retail trade 4	117	37.5	64.50	-	-	9	25	13	9	17	10	15	9	4	4	1	1	-	-	-	-
Finance ††	216	37.0	59.00	-	-	6	48	60	75	11	8	6	2	-	-	-	-	-	-	-	-
Clerks, file, class A	401	38.5	63.50	-	-	1	112	92	58	41	24	31	3	15	9	9	5	1	-	-	-
Manufacturing	126	39.0	69.00	-	-	-	11	17	27	27	13	8	2	2	9	4	5	1	-	-	-
Nonmanufacturing	275	38.0	60.50	-	-	1	101	75	31	14	11	23	1	13	-	5	-	-	-	-	-
Finance ††	166	37.5	58.00	-	-	1	66	61	18	9	1	1	1	5	-	3	-	-	-	-	-
Clerks, file, class B	1,207	38.0	50.50	49	131	544	216	103	57	58	30	18	-	-	1	-	-	-	-	-	-
Manufacturing	298	39.0	56.50	-	21	37	90	62	33	25	18	12	-	-	1	-	-	-	-	-	-
Nonmanufacturing	909	37.5	49.00	49	110	507	126	41	24	33	12	6	-	-	1	-	-	-	-	-	-
Wholesale trade	75	39.0	48.00	-	36	16	9	10	-	2	1	-	-	-	1	-	-	-	-	-	-
Finance ††	647	37.5	47.00	40	52	445	82	20	6	2	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	363	38.5	64.50	-	8	30	64	41	66	63	4	22	39	11	-	6	1	-	2	-	6
Manufacturing	173	38.0	67.50	-	-	-	39	25	27	21	3	20	28	2	-	-	-	-	2	-	6
Nonmanufacturing	190	38.5	61.00	-	8	30	25	16	39	42	1	2	11	9	-	6	1	-	-	-	-
Wholesale trade	134	38.5	64.00	-	-	16	14	10	29	40	-	-	9	9	-	6	1	-	-	-	-
Retail trade 4	50	38.5	53.00	-	8	14	11	6	4	2	1	2	2	-	-	-	-	-	-	-	-
Clerks, payroll	867	38.5	71.50	-	1	19	97	75	98	120	94	113	88	43	27	64	15	5	6	2	-
Manufacturing	663	38.5	72.50	-	-	6	71	44	69	97	80	88	76	42	24	53	8	2	3	-	-
Nonmanufacturing	204	37.5	68.50	-	1	13	26	31	29	23	14	25	12	1	3	11	7	3	3	2	-
Finance ††	56	37.0	71.50	-	-	-	-	6	11	12	4	14	3	-	1	5	-	-	-	-	-
Comptometer operators	896	38.0	68.00	-	2	12	55	136	155	168	153	94	53	19	34	5	10	-	-	-	-
Manufacturing	470	38.5	68.50	-	-	4	21	58	71	120	78	60	21	10	25	2	-	-	-	-	-
Nonmanufacturing	426	37.5	67.00	-	2	8	34	78	84	48	75	34	32	9	9	3	10	-	-	-	-
Wholesale trade	162	38.5	72.50	-	-	-	-	31	11	14	55	14	10	6	8	3	10	-	-	-	-
Retail trade 4	199	37.5	63.00	-	2	8	29	31	61	27	13	8	16	3	1	-	-	-	-	-	-
Duplicating-machine operators (mimeograph or ditto)	65	37.5	61.50	2	1	10	5	10	6	18	6	4	3	-	-	-	-	-	-	-	-
Key-punch operators	1,157	38.0	63.50	-	3	75	191	149	211	221	89	128	51	36	3	-	-	-	-	-	-
Manufacturing	490	38.5	68.00	-	3	13	16	39	105	116	60	61	45	30	2	-	-	-	-	-	-
Nonmanufacturing	667	37.0	60.50	-	-	62	175	110	106	105	29	67	6	6	1	-	-	-	-	-	-
Wholesale trade	91	38.5	65.50	-	-	-	28	5	14	8	9	16	5	5	1	-	-	-	-	-	-
Retail trade 4	57	38.0	61.00	-	-	3	12	8	6	28	-	-	-	-	-	-	-	-	-	-	-
Finance ††	348	37.5	60.50	-	-	17	80	76	70	48	17	40	-	-	-	-	-	-	-	-	-
Office girls	412	38.0	53.50	1	14	171	77	56	83	3	7	-	-	-	-	-	-	-	-	-	-
Manufacturing	57	39.0	53.50	-	8	20	13	1	6	2	7	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	355	38.0	53.50	1	6	151	64	55	77	1	-	-	-	-	-	-	-	-	-	-	-
Finance ††	186	37.5	51.00	-	3	141	7	25	10	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	3,537	38.0	83.00	-	-	5	34	47	128	327	377	639	526	557	309	183	158	96	39	33	79
Manufacturing	2,087	38.5	83.50	-	-	-	21	5	50	197	210	384	356	310	171	130	122	50	24	21	36
Nonmanufacturing	1,450	37.5	82.00	-	-	5	13	42	78	130	167	255	170	247	138	53	36	46	15	12	43
Public utilities †	211	37.0	87.00	-	-	-	6	3	6	19	14	21	27	41	19	11	13	8	5	6	12
Wholesale trade	147	38.0	78.50	-	-	-	-	-	12	15	28	34	22	6	18	4	2	-	3	-	3
Retail trade 4	71	39.0	74.00	-	-	1	3	5	9	9	6	9	11	9	2	5	1	-	1	-	-
Finance ††	668	37.0	79.00	-	-	4	4	24	36	75	110	140	79	75	69	14	3	23	1	2	9

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 Newark-Jersey City, N. J., by industry division, December 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours ¹ (Standard)	Weekly earnings ¹ (Standard)	\$ 35.00 and under	\$ 40.00	\$ 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 and over
				40.00	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	over
Women - Continued																					
Stenographers, general	2,506	38.0	\$ 67.50	-	3	55	164	346	483	518	304	261	179	95	55	31	10	1	1	-	-
Manufacturing	1,224	39.0	70.50	-	-	1	19	104	271	257	183	153	104	70	37	14	10	1	-	-	-
Nonmanufacturing	1,282	37.0	65.00	-	3	54	145	242	212	261	121	108	75	25	18	17	-	-	1	-	-
Public utilities †	233	36.0	63.00	-	-	4	56	56	28	30	17	25	5	10	1	1	-	-	-	-	-
Wholesale trade	213	38.0	69.00	-	-	8	16	-	42	72	13	20	16	7	12	6	-	-	1	-	-
Finance ††	612	37.0	61.50	-	3	40	70	164	102	129	42	25	37	-	-	-	-	-	-	-	-
Stenographers, technical	201	39.0	72.50	-	-	1	8	3	37	20	48	34	28	17	4	1	-	-	-	-	-
Manufacturing	81	39.5	70.00	-	-	-	-	-	31	14	13	13	7	3	-	-	-	-	-	-	-
Nonmanufacturing	120	38.5	74.50	-	-	1	8	3	6	6	35	21	21	14	4	1	-	-	-	-	-
Switchboard operators	562	38.5	65.50	-	25	33	45	88	53	102	96	66	18	21	5	9	1	-	-	-	-
Manufacturing	195	39.0	71.50	-	1	5	4	15	10	31	56	39	16	15	1	2	-	-	-	-	-
Nonmanufacturing	367	38.5	62.00	-	24	28	41	73	43	71	40	27	2	6	4	7	1	-	-	-	-
Public utilities †	76	39.0	66.00	-	-	6	9	14	22	16	8	8	1	-	-	-	-	-	-	-	-
Retail trade ⁴	53	40.0	55.50	-	9	8	6	14	5	5	4	1	-	-	1	-	-	-	-	-	-
Finance ††	145	36.5	60.00	-	10	7	14	42	20	29	14	7	1	1	-	-	-	-	-	-	-
Switchboard operator-receptionists	806	38.5	63.50	-	-	29	55	191	200	155	62	42	38	18	5	-	10	1	-	-	-
Manufacturing	489	38.5	63.00	-	-	28	33	104	139	80	30	38	20	3	3	-	10	1	-	-	-
Nonmanufacturing	317	38.0	64.50	-	-	1	22	87	61	75	32	4	18	15	2	-	-	-	-	-	-
Public utilities †	35	40.0	63.00	-	-	-	-	17	-	12	6	-	-	-	-	-	-	-	-	-	-
Wholesale trade	135	38.0	67.00	-	-	-	1	36	34	18	13	2	14	15	2	-	-	-	-	-	-
Finance ††	54	37.5	63.50	-	-	1	4	16	7	20	5	1	-	-	-	-	-	-	-	-	-
Tabulating-machine operators	456	37.5	69.00	-	-	3	36	71	63	91	34	82	23	30	14	5	-	4	-	-	-
Manufacturing	203	39.0	72.50	-	-	-	-	8	34	48	21	61	10	10	3	5	-	3	-	-	-
Nonmanufacturing	253	36.5	66.00	-	-	3	36	63	29	43	13	21	13	20	11	-	-	1	-	-	-
Transcribing-machine operators, general	463	38.5	62.50	-	10	11	64	96	83	105	34	40	11	3	4	-	-	2	-	-	-
Manufacturing	174	39.0	64.50	-	-	1	21	28	23	53	31	10	4	1	2	-	-	-	-	-	-
Nonmanufacturing	289	38.0	61.50	-	10	10	43	68	60	52	3	30	7	2	2	-	-	2	-	-	-
Finance ††	205	37.5	59.50	-	10	10	31	49	47	43	1	14	-	-	-	-	-	-	-	-	-
Typists, class A	220	38.5	65.00	-	-	12	104	180	268	340	168	73	37	35	3	-	-	-	-	-	-
Manufacturing	828	39.0	66.00	-	-	11	50	88	163	274	144	43	28	26	1	-	-	-	-	-	-
Nonmanufacturing	392	37.5	62.50	-	-	1	54	92	105	66	24	30	9	9	2	-	-	-	-	-	-
Public utilities †	27	35.0	66.00	-	-	-	-	9	7	3	3	-	2	3	-	-	-	-	-	-	-
Finance ††	239	37.0	59.50	-	-	-	50	72	61	50	4	1	1	-	-	-	-	-	-	-	-
Typists, class B	2,786	38.0	55.50	28	161	410	824	541	379	289	74	36	26	14	-	4	-	-	-	-	-
Manufacturing	1,031	39.0	58.50	-	29	91	212	274	198	133	53	15	16	10	-	-	-	-	-	-	-
Nonmanufacturing	1,755	37.5	54.00	28	132	319	612	267	181	156	21	21	10	4	-	4	-	-	-	-	-
Public utilities †	263	37.0	59.00	-	-	18	70	59	45	70	1	-	-	-	-	-	-	-	-	-	-
Wholesale trade	184	38.5	60.00	-	4	16	61	21	20	30	9	7	8	4	-	4	-	-	-	-	-
Retail trade ⁴	75	38.5	51.50	5	11	9	28	13	5	1	2	-	1	-	-	-	-	-	-	-	-
Finance ††	1,099	37.0	51.00	23	113	274	432	141	88	26	1	1	-	-	-	-	-	-	-	-	-

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² Workers were distributed as follows: 16 at \$120 to \$130; 8 at \$130 to \$140; 4 at \$140 and over.³ Workers were distributed as follows: 28 at \$120 to \$130; 3 at \$130 to \$140.⁴ Excludes limited-price variety stores.

† 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 Newark-Jersey City, N. J., by industry division, December 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																		
		Weekly hours ¹ (Standard)	Weekly earnings ¹ (Standard)	\$ 55.00 and under 60.00	\$ 60.00 - 65.00	\$ 65.00 - 70.00	\$ 70.00 - 75.00	\$ 75.00 - 80.00	\$ 80.00 - 85.00	\$ 85.00 - 90.00	\$ 90.00 - 95.00	\$ 95.00 - 100.00	\$ 100.00 - 105.00	\$ 105.00 - 110.00	\$ 110.00 - 115.00	\$ 115.00 - 120.00	\$ 120.00 - 125.00	\$ 125.00 - 130.00	\$ 130.00 - 135.00	\$ 135.00 - 140.00	\$ 140.00 and over	
Men																						
Draftsmen, leader	149	39.0	\$ 126.50	-	-	-	-	-	-	-	-	-	-	4	2	2	15	70	26	4	5	21
Manufacturing	142	39.0	127.00	-	-	-	-	-	-	-	-	-	2	2	2	13	70	24	4	5	20	
Draftsmen, senior	1,032	39.0	107.50	-	-	1	12	30	52	33	100	140	116	89	104	133	54	44	30	33	61	
Manufacturing	812	39.5	107.00	-	-	1	11	23	40	31	64	128	97	55	99	124	35	28	14	25	37	
Nonmanufacturing	220	38.5	111.00	-	-	-	1	7	12	2	36	12	19	34	5	9	19	16	16	8	24	
Draftsmen, junior	642	39.5	80.00	8	47	42	135	144	94	32	54	31	19	11	18	7	-	-	-	-	-	
Manufacturing	451	39.5	82.50	4	7	21	81	114	75	32	53	29	18	7	8	2	-	-	-	-	-	
Nonmanufacturing	191	39.5	74.50	4	40	21	54	30	19	-	1	2	1	4	10	5	-	-	-	-	-	
Women																						
Nurses, industrial (registered)	284	39.0	84.50	-	15	23	19	53	34	49	24	35	15	10	4	2	1	-	-	-	-	
Manufacturing	236	39.5	84.50	-	15	16	13	44	27	44	21	31	12	7	4	1	1	-	-	-	-	

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² Workers were distributed as follows: 10 at \$140 to \$150; 6 at \$150 to \$160; 5 at \$160 and over.³ Workers were distributed as follows: 17 at \$140 to \$150; 7 at \$150 and over.

Table A-3: Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis in Newark-Jersey City, N. J., by industry division, December 1957)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																						
			Under \$ 1.80	\$ 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 - 3.60	\$ 3.60 - 3.70	\$ 3.70 - 3.80	\$ 3.80 and over	
Carpenters, maintenance²																									
	594	2.66	3	2	17	7	32	38	47	88	53	53	75	40	37	42	5	1	16	4	3	5	20	6	
Manufacturing	476	2.56	-	-	17	7	31	37	41	85	45	47	75	10	34	41	5	1	-	-	-	-	-	-	-
Nonmanufacturing	118	3.07	3	2	-	-	1	1	6	3	8	6	-	30	3	1	-	-	16	4	3	5	20	6	
Public utilities†	41	2.75	-	-	-	-	-	1	6	1	-	-	-	30	3	-	-	-	-	-	-	-	-	-	-
Electricians, maintenance²																									
	1,188	2.78	-	6	11	-	18	64	62	80	128	115	269	173	93	35	13	2	4	14	10	-	15	76	
Manufacturing	1,052	2.73	-	6	11	-	15	63	60	76	115	107	264	168	58	31	13	2	1	11	-	1	15	46	
Nonmanufacturing	136	3.17	-	-	-	-	3	1	2	4	13	8	5	5	35	4	-	-	3	14	9	-	-	30	
Engineers, stationary																									
	745	2.83	12	3	14	3	28	71	30	32	25	23	109	65	58	117	3	33	6	30	1	17	65	-	
Manufacturing	483	2.87	-	-	-	-	5	66	28	32	21	18	63	52	57	19	3	25	4	28	-	-	62	-	
Nonmanufacturing	262	2.76	12	3	14	3	23	5	2	-	4	5	46	13	1	98	-	8	2	2	1	17	3	-	
Public utilities†	60	2.63	6	1	-	1	11	-	1	-	4	-	1	-	-	35	-	-	-	-	-	-	-	-	
Wholesale trade	68	2.94	-	-	-	-	-	-	-	-	-	-	11	9	1	47	-	-	-	-	-	-	-	-	
Retail trade	65	2.97	-	-	-	-	-	-	-	-	-	1	32	-	-	16	-	8	-	-	-	5	3	-	
Firemen, stationary boiler																									
	681	2.25	126	64	46	56	104	42	26	36	49	30	16	-	-	-	16	-	23	47	-	-	-	-	
Manufacturing	519	2.27	4	67	62	46	39	80	38	26	28	44	30	-	-	-	16	-	-	43	-	-	-	-	
Nonmanufacturing	162	2.22	5	59	2	-	17	24	4	-	8	5	-	16	-	-	-	-	23	4	-	-	-	-	
Public utilities†	27	2.26	-	-	-	-	8	6	-	-	8	5	-	-	-	-	-	-	-	-	-	-	-	-	

See footnotes at end of table.

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

Table A-3: Maintenance and Powerplant Occupations - Continued

(Average straight-time hourly earnings for men in selected occupations studied on an area basis in Newark-Jersey City, N. J., by industry division, December 1957)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																									
			Under \$1.80	\$1.80 and under 1.90	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60	\$3.70	\$3.80	\$3.80 and over			
Helpers, trades, maintenance ²	905	2.07	96	129	181	152	104	33	127	24	24	29	4	-	-	1	1	-	-	-	-	-	-	-	-	-		
Manufacturing ²	678	2.03	89	116	119	108	79	30	125	10	-	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	227	2.20	7	13	62	44	25	3	2	14	24	29	4	-	-	-	-	-	-	-	-	-	-	-	-	-		
Public utilities †	145	2.05	7	9	53	43	24	-	-	-	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Machine-tool operators, toolroom	557	2.63	-	-	-	6	-	25	111	27	56	44	111	163	9	-	-	-	-	3	2	-	-	-	-	-		
Manufacturing	557	2.63	-	-	-	6	-	25	111	27	56	44	111	163	9	-	-	-	-	3	2	-	-	-	-	-		
Machinists, maintenance	1,696	2.72	-	-	3	7	19	148	143	96	120	36	474	399	116	12	12	1	1	52	17	3	-	37	-	-		
Manufacturing	1,625	2.71	-	-	3	7	19	141	136	92	120	36	472	394	116	12	12	1	1	43	8	-	-	37	-	-		
Nonmanufacturing	71	2.94	-	-	-	-	-	7	7	4	-	-	2	5	25	-	-	-	9	9	3	-	-	-	-			
Mechanics, automotive (maintenance)	1,038	2.37	32	7	2	8	306	222	51	89	103	40	88	11	32	16	-	-	-	31	-	-	-	-	-	-		
Manufacturing	261	2.64	-	-	-	1	15	11	11	71	31	31	40	7	9	3	-	-	-	31	-	-	-	-	-	-		
Nonmanufacturing	777	2.28	32	7	2	7	291	211	40	18	72	9	48	4	23	13	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	116	2.60	-	-	-	7	7	7	7	8	50	2	6	-	22	7	-	-	-	-	-	-	-	-	-	-		
Retail trade	62	2.43	-	-	-	-	20	3	14	4	8	4	5	4	-	-	-	-	-	-	-	-	-	-	-	-		
Mechanics, maintenance	1,755	2.64	9	35	1	66	44	85	237	178	70	227	369	182	6	37	10	8	-	191	-	-	-	-	-	-		
Manufacturing	1,621	2.65	-	35	-	60	32	74	237	178	67	222	339	142	-	33	10	1	-	191	-	-	-	-	-	-		
Nonmanufacturing	134	2.61	9	-	1	6	12	11	-	-	3	5	30	40	6	4	-	7	-	-	-	-	-	-	-	-		
Public utilities †	79	2.67	-	-	1	4	10	-	-	-	-	-	20	40	4	-	-	-	-	-	-	-	-	-	-	-		
Millwrights	376	2.66	-	-	-	10	3	22	20	55	12	44	112	87	2	-	-	-	-	1	5	3	-	-	-	-		
Manufacturing	362	2.64	-	-	-	10	3	22	20	55	12	39	112	87	2	-	-	-	-	-	-	-	-	-	-	-		
Oilers	333	2.24	25	39	29	42	64	64	10	9	-	11	-	-	-	-	-	-	8	32	-	-	-	-	-	-		
Manufacturing	316	2.23	21	38	29	38	64	64	10	9	-	11	-	-	-	-	-	-	-	32	-	-	-	-	-	-		
Painters, maintenance ²	459	2.46	16	34	5	11	42	18	23	98	62	44	42	32	-	6	-	-	-	10	16	-	-	-	-	-		
Manufacturing ²	331	2.44	6	10	5	10	33	17	21	94	38	39	20	32	-	6	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	128	2.51	10	24	-	1	9	1	2	4	24	5	22	-	-	-	-	-	-	10	16	-	-	-	-	-		
Public utilities †	45	2.59	-	-	-	-	-	-	1	-	3	23	-	18	-	-	-	-	-	-	-	-	-	-	-	-		
Pipefitters, maintenance ²	871	2.77	-	-	2	4	7	32	43	116	33	85	236	99	77	65	-	-	-	2	14	8	-	48	-	-		
Manufacturing ²	808	2.73	-	-	2	4	7	32	41	116	33	81	232	99	59	65	-	-	-	2	10	8	-	33	-	-		
Nonmanufacturing	63	3.25	-	-	-	-	-	-	2	-	-	4	4	-	18	-	-	-	-	2	10	8	-	15	-	-		
Plumbers, maintenance	65	2.94	-	-	-	-	-	2	13	13	7	1	1	1	-	2	-	1	1	1	2	-	20	-	-	-		
Manufacturing	59	2.92	-	-	-	-	-	1	13	12	7	1	1	1	-	2	-	-	1	-	-	-	20	-	-	-		
Sheet-metal workers, maintenance ²	167	2.69	-	-	-	-	1	17	12	10	6	27	41	34	8	6	1	-	-	-	1	3	-	-	-	-		
Manufacturing ²	157	2.67	-	-	-	-	1	17	12	10	5	23	41	34	6	6	1	-	-	-	-	1	-	-	-	-		
Tool and die makers	1,781	2.76	-	-	8	10	10	36	45	156	101	346	268	178	384	138	26	24	9	20	4	3	15	-	-	-		
Manufacturing	1,613	2.75	-	-	8	10	10	36	45	154	100	329	261	129	292	138	26	24	9	20	4	3	15	-	-	-		
Nonmanufacturing	168	2.87	-	-	-	-	-	-	-	2	1	17	7	49	92	-	-	-	-	-	-	-	-	-	-	-		

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.² Not comparable to data published for December 1955, because of the reclassification of such workers in one large establishment.³ All workers were at \$4 to \$4.10.⁴ Workers were distributed as follows: 6 at under \$1.70; 61 at \$1.70 to \$1.80.⁵ Workers were distributed as follows: 6 at under \$1.50; 22 at \$1.50 to \$1.60; 15 at \$1.60 to \$1.70; 16 at \$1.70 to \$1.80.⁶ Workers were distributed as follows: 11 at under \$1.60; 30 at \$1.60 to \$1.70; 48 at \$1.70 to \$1.80.

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

Table A-4: Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis in Newark-Jersey City, N. J., by industry division, December 1957)

Occupation ¹ and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$1.00	\$1.00 and under 1.10	1.10	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	\$3.00 and over					
Elevator operators, passenger (men) -----	310	1.52	54	2	11	21	7	1	24	75	21	58	-	27	9	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	271	1.45	54	2	8	21	7	-	24	75	20	57	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Elevator operators, passenger (women) -----	88	1.26	16	16	9	14	14	1	1	-	-	2	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	86	1.25	16	16	9	14	14	1	1	-	-	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade ⁴ -----	56	1.13	6	16	9	11	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Guards -----	1,132	2.00	-	-	3	10	11	39	21	34	99	149	160	228	105	111	130	5	14	13	-	-	-	-	-	-	-	-		
Manufacturing -----	853	2.03	-	-	-	7	21	4	23	74	114	133	161	72	103	109	5	14	13	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	279	1.89	-	-	3	10	4	18	17	11	25	35	27	67	33	8	21	-	-	-	-	-	-	-	-	-	-	-		
Finance †† -----	105	1.74	-	-	3	-	4	9	13	9	25	22	12	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-		
Janitors, porters, and cleaners (men) -----	4,307	1.74	61	110	129	109	223	223	465	386	600	655	656	315	191	13	5	18	127	19	2	-	-	-	-	-	-	-		
Manufacturing -----	2,813	1.83	-	18	66	61	82	100	257	145	488	422	578	250	189	1	1	17	119	19	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	1,494	1.57	61	92	63	48	141	123	208	241	112	233	78	65	2	12	4	1	8	-	2	-	-	-	-	-	-	-		
Public utilities† -----	385	1.86	-	-	-	5	16	5	20	22	54	137	69	39	2	12	2	-	-	2	-	-	-	-	-	-	-	-		
Wholesale trade -----	126	1.76	-	-	-	-	11	8	17	34	13	6	2	24	-	2	1	8	-	-	-	-	-	-	-	-	-	-		
Retail trade ⁴ -----	234	1.37	6	50	21	13	30	11	65	18	9	5	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance †† -----	384	1.55	-	12	4	11	25	66	88	138	20	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Janitors, porters, and cleaners (women) -----	1,125	1.38	32	76	50	442	64	116	111	66	87	61	18	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing -----	295	1.64	-	10	12	23	1	15	29	39	85	61	18	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	830	1.29	32	66	38	419	63	101	82	27	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade ⁴ -----	53	1.13	-	23	12	10	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Laborers, material handling -----	7,792	2.09	84	79	18	59	139	129	260	432	485	388	742	1144	1864	496	360	139	69	76	71	9	-	-	-	-	-	\$749		
Manufacturing -----	4,814	2.13	-	-	2	38	87	90	193	405	467	315	656	286	884	274	219	16	64	67	2	9	-	-	-	-	-	-	740	
Nonmanufacturing -----	2,978	2.03	84	79	16	21	52	39	67	27	18	73	86	858	980	222	141	123	5	9	69	-	-	-	-	-	-	9		
Public utilities† -----	1,293	2.16	-	-	-	-	-	-	-	-	-	-	-	466	632	150	-	-	-	-	45	-	-	-	-	-	-	-		
Wholesale trade -----	985	2.09	-	-	-	9	9	27	41	21	12	53	38	220	310	-	108	95	-	9	24	-	-	-	-	-	-	9		
Retail trade ⁴ -----	572	1.72	84	79	16	12	4	9	14	3	6	7	6	172	38	72	22	28	-	-	-	-	-	-	-	-	-	-		
Order fillers -----	1,855	2.05	-	-	47	21	6	16	36	9	247	47	197	294	524	74	232	11	16	46	29	1	-	-	-	-	-	2		
Manufacturing -----	732	1.95	-	-	47	20	-	10	33	4	91	24	180	116	65	45	63	2	16	2	11	1	-	-	-	-	-	2		
Nonmanufacturing -----	1,123	2.11	-	-	-	1	6	6	3	5	156	23	17	178	459	29	169	9	-	44	18	-	-	-	-	-	-	-		
Wholesale trade -----	484	2.04	-	-	-	-	-	-	-	150	17	4	152	67	26	5	1	-	44	18	-	-	-	-	-	-	-	-		
Retail trade ⁴ -----	566	2.19	-	-	-	1	5	4	1	4	1	5	3	23	344	3	164	8	-	-	-	-	-	-	-	-	-	-		
Packers, shipping (men) -----	1,476	1.84	-	13	62	18	63	92	166	244	79	38	106	242	69	136	92	5	3	13	3	4	6	22	-	-	-	-		
Manufacturing -----	1,229	1.86	-	13	62	14	62	92	164	75	70	37	102	193	62	135	92	5	3	13	3	4	6	22	-	-	-	-		
Nonmanufacturing -----	247	1.74	-	-	-	4	1	-	2	169	9	1	4	49	7	1	-	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade -----	216	1.73	-	-	-	-	-	-	-	168	-	-	-	44	4	-	-	-	-	-	-	-	-	-	-	-	-	-		
Packers, shipping (women) -----	261	1.44	-	22	38	28	17	51	57	6	18	-	4	19	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing -----	125	1.55	-	12	6	-	13	43	5	6	17	-	4	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	136	1.33	-	10	32	28	4	8	52	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Receiving clerks -----	543	2.05	-	-	2	17	15	15	8	48	45	42	36	82	46	60	30	39	-	19	2	27	6	4	-	-	-	-		
Manufacturing -----	416	2.04	-	-	-	1	14	10	3	43	41	30	31	70	39	47	28	33	-	18	1	3	-	4	-	-	-	-		
Nonmanufacturing -----	127	2.08	-	-	2	16	1	5	5	5	4	12	5	12	7	13	2	6	-	1	1	24	6	-	-	-	-	-		
Public utilities† -----	34	2.69	-	-	-	-	-	-	-	-	-	-	-	-	1	5	2	-	-	-	-	20	6	-	-	-	-	-		
Retail trade ⁴ -----	63	1.79	-	-	2	10	1	5	5	5	4	4	3	8	2	8	-	6	-	-	-	-	-	-	-	-	-	-		
Shipping clerks -----	355	2.21	-	-	-	-	-	-	-	3	39	45	22	65	32	39	37	4	20	-	-	16	18	15	-	-	-	-		
Manufacturing -----	310	2.13	-	-	-	-	-	-	-	3	39	45	22	65	27	38	36	4	20	-	-	-	-	13	-	-	-	-		

See footnotes at end of table.

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

†† Finance, insurance, and real estate.

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

(Average straight-time hourly earnings for selected occupations studied on an area basis in Newark-Jersey City, N. J., by industry division, December 1957)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$1.00	\$1.00 and under 1.10	1.10	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	and over					
Shipping and receiving clerks	449	2.18	-	-	-	-	-	-	14	-	18	18	53	34	160	62	33	8	16	5	5	5	3	15						
Manufacturing	225	2.24	-	-	-	-	-	-	5	-	5	42	10	73	35	12	7	13	-	-	-	5	3	15						
Nonmanufacturing	224	2.12	-	-	-	-	-	-	9	-	13	18	11	24	87	27	21	1	3	5	5	-	-	-						
Wholesale trade	78	2.08	-	-	-	-	-	-	9	-	-	8	-	21	3	27	3	1	-	1	5	-	-	-						
Truckdrivers ⁷	6,546	2.58	-	-	-	-	7	5	84	19	58	115	80	574	336	817	486	607	1536	259	133	35	233	1162						
Manufacturing ⁸	2,432	2.90	-	-	-	-	5	10	23	60	50	23	60	23	57	98	172	495	224	180	124	23	7	871						
Nonmanufacturing	4,114	2.39	-	-	-	-	7	5	74	9	35	55	30	551	279	719	314	112	1312	79	9	12	226	291						
Public utilities [†]	1,739	2.44	-	-	-	-	-	-	-	-	1	5	15	39	486	95	25	1004	13	2	10	12	12	31						
Wholesale trade	1,374	2.49	-	-	-	-	-	-	52	-	18	36	-	18	224	200	199	82	22	40	7	2	214	260						
Retail trade ⁴	454	2.37	-	-	-	-	7	-	21	-	6	15	1	40	-	33	20	5	286	20	-	-	-	-						
Truckdrivers, light (under 1½ tons)	608	2.07	-	-	-	-	-	19	2	2	28	31	454	21	4	8	22	-	17	-	-	-	-	-						
Manufacturing	93	2.11	-	-	-	-	-	5	-	-	16	24	1	13	2	8	21	-	3	-	-	-	-	-						
Truckdrivers, medium (1½ to and including 4 tons)	2,768	2.65	-	-	-	-	7	5	57	14	31	37	42	61	298	723	255	90	204	31	117	18	30	748						
Manufacturing ⁹	1,155	3.08	-	-	-	-	5	10	22	34	19	2	34	31	82	57	185	12	108	8	4	537								
Nonmanufacturing	1,613	2.33	-	-	-	-	7	5	52	4	9	3	23	59	264	692	173	33	19	19	9	10	26	211						
Public utilities [†]	706	2.34	-	-	-	-	-	-	-	-	-	-	-	3	32	485	74	25	19	13	2	10	12	31						
Wholesale trade	736	2.38	-	-	-	-	-	-	52	-	-	-	-	-	224	176	79	4	-	-	7	-	14	180						
Retail trade ⁴	63	2.22	-	-	-	-	7	-	-	-	-	-	1	-	-	31	20	4	-	-	-	-	-	-						
Truckdrivers, heavy (over 4 tons, trailer type)	1,914	2.66	-	-	-	-	-	-	8	-	-	-	-	2	13	2	26	1	166	1264	68	13	14	162	175					
Manufacturing ¹¹	394	3.02	-	-	-	-	-	-	-	-	-	-	-	2	10	2	26	1	120	11	22	13	12	-	175					
Nonmanufacturing	1,520	2.57	-	-	-	-	-	-	8	-	-	-	-	3	-	-	-	-	46	1253	46	-	2	162	-					
Public utilities [†]	985	2.52	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	985	-	-	-	-	-					
Wholesale trade	254	2.81	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	46	18	26	-	2	162	-					
Truckdrivers, heavy (over 4 tons, other than trailer type)	498	2.43	-	-	-	-	-	-	-	3	24	50	5	-	15	44	135	48	44	19	-	-	10	101						
Manufacturing	122	2.46	-	-	-	-	-	-	-	-	10	5	-	8	24	15	16	4	19	-	-	-	-	21						
Nonmanufacturing	376	2.42	-	-	-	-	-	-	-	3	24	40	-	-	7	20	120	32	40	-	-	-	10	80						
Wholesale trade	320	2.45	-	-	-	-	-	-	-	-	18	36	-	-	-	20	120	32	4	-	-	-	10	80						
Truckers, power (forklift)	1,907	2.20	-	-	-	-	-	30	40	74	108	210	274	113	444	254	185	46	22	-	-	-	-	107						
Manufacturing	1,391	2.18	-	-	-	-	-	13	35	69	107	210	238	103	218	148	79	41	22	-	-	-	-	107						
Nonmanufacturing	516	2.25	-	-	-	-	-	17	5	5	1	-	35	10	226	106	106	5	-	-	-	-	-	-						
Public utilities [†]	314	2.23	-	-	-	-	-	12	3	3	1	-	25	-	175	24	71	-	-	-	-	-	-	-						
Retail trade ⁴	140	2.31	-	-	-	-	-	-	2	2	-	-	10	7	15	64	35	5	-	-	-	-	-	-						
Truckers, power (other than forklift)	159	1.97	-	-	-	-	-	3	8	15	9	25	34	27	3	15	11	-	9	-	-	-	-	-						
Manufacturing	157	1.97	-	-	-	-	-	3	8	15	9	25	34	27	1	15	11	-	9	-	-	-	-	-						
Watchmen	1,048	1.63	6	89	79	58	51	115	54	99	200	35	111	58	20	18	18	37	-	-	-	-	-	-						
Manufacturing	614	1.68	-	73	14	31	13	87	46	33	74	35	81	40	18	15	17	37	-	-	-	-	-	-						
Nonmanufacturing	434	1.55	6	16	65	27	38	28	8	66	126	-	30	18	2	3	1	-	-	-	-	-	-	-						
Public utilities [†]	145	1.72	-	6	-	6	-	4	-	2	112	-	2	13	-	-	-	-	-	-	-	-	-	-						
Wholesale trade	85	1.49	-	-	32	-	6	-	-	36	-	-	-	5	2	3	1	-	-	-	-	-	-	-						
Finance ^{††}	82	1.53	-	-	9	-	8	19	4	28	14	-	-	-	-	-	-	-	-	-	-	-	-	-						

1 Data limited to men workers except where otherwise indicated.
 2 Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.
 3 All workers were at \$0.70 to \$0.80.
 4 Excludes limited-price variety stores.
 5 All workers were at \$3 to \$3.10.
 6 Workers were distributed as follows: 48 at \$0.80 to \$0.90; 36 at \$0.90 to \$1.
 7 Includes all drivers regardless of size and type of truck operated.
 8 Over a third of the workers (including 838 at \$3.20 and over) were paid under bonus plans.
 9 Almost half of the workers (including 537 at \$3.20 and over) were paid under bonus plans.
 10 Over a fourth of the workers were paid under bonus plans.
 11 Almost half of the workers (including 175 at \$3.20 and over) were paid under bonus plans.
 † Transportation (excluding railroads), communication, and other public utilities.
 †† Finance, insurance, and real estate.

B: Establishment Practices and Supplementary Wage Provisions

Table B-1: Shift Differentials ¹

Shift differential	Percent of manufacturing plant workers—			
	(a) In establishments having formal provisions for—		(b) Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total	88.8	80.6	15.0	4.3
With shift pay differential	87.8	80.4	15.0	4.3
Uniform cents (per hour)	40.0	36.8	7.4	3.2
Under 5 cents3	-	.1	-
5 cents	6.2	-	1.2	-
6 cents	1.7	.3	.4	.1
7 or 7½ cents	3.9	.8	.7	-
8 or 8½ cents	3.1	-	.5	-
9 or 9½ cents	1.0	1.3	.3	.1
10 or 10⅔ cents	14.4	10.0	2.6	.6
11 or 11⅗ cents	4.8	.2	1.0	.1
12 or 12½ cents	1.3	5.3	.3	.4
14 cents	-	.4	-	.1
15 cents	2.3	7.6	.2	.3
16 cents	-	4.0	-	.4
17 or 17⅒ cents	-	3.2	-	.7
18 cents4	.4	.1	*
19 cents	-	1.2	-	.1
20 cents6	1.6	*	.3
Over 20 cents	-	.5	-	-
Uniform percentage	45.5	40.2	7.1	.7
2 percent1	.1	*	*
5 percent	3.5	-	.6	-
6 percent1	.1	*	-
7 or 7½ percent	3.3	2.4	.6	*
9 percent	-	.4	-	*
10 percent	38.5	33.6	5.9	.5
13 percent	-	1.1	-	-
15 percent	-	2.5	-	.1
Full day's pay for reduced hours	-	.3	-	*
Other formal pay differential	2.3	3.1	.5	.4
No shift pay differential	1.0	.2	*	*

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

* Less than 0.05 percent.

Occupational Wage Survey, Newark-Jersey City, N. J., December 1957
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table B-2: Minimum Entrance Rates for Women Office Workers¹

Minimum rate (weekly salary)	Number of establishments with specified minimum hiring rate in—										Number of establishments with specified minimum hiring rate in—											
	All industries	Manufacturing					Nonmanufacturing					All industries	Manufacturing					Nonmanufacturing				
		Based on standard weekly hours ² of—											Based on standard weekly hours ² of—									
		All schedules	35	37½	38¾	40	All schedules	35	37½	40	All schedules		35	37½	38¾	40	All schedules	35	37½	40		
Establishments studied	277	144	xxx	xxx	xxx	xxx	133	xxx	xxx	xxx	277	144	xxx	xxx	xxx	xxx	133	xxx	xxx	xxx		
	For Inexperienced Typists										For Other Inexperienced Clerical Workers ³											
Establishments having a specified minimum	155	89	8	16	5	55	66	10	16	30	167	93	7	20	5	56	74	10	21	33		
\$35.00 and under \$37.50	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1	1	-	-		
\$37.50 and under \$40.00	4	-	-	-	-	-	4	1	1	1	5	-	-	-	-	-	5	1	1	2		
\$40.00 and under \$42.50	18	7	-	1	-	5	11	2	3	4	23	10	-	2	-	7	13	1	4	5		
\$42.50 and under \$45.00	5	3	-	1	-	2	2	-	1	1	12	4	1	-	-	3	8	-	5	3		
\$45.00 and under \$47.50	24	15	2	3	2	5	9	-	1	5	28	19	-	5	2	9	9	-	2	5		
\$47.50 and under \$50.00	20	11	2	3	1	5	9	2	3	4	17	8	1	3	1	3	9	3	4	2		
\$50.00 and under \$52.50	32	18	1	7	-	9	14	4	4	4	31	17	1	9	-	6	14	4	2	5		
\$52.50 and under \$55.00	8	3	1	-	-	2	5	-	3	2	10	6	1	-	1	4	4	-	2	2		
\$55.00 and under \$57.50	15	11	1	1	2	7	4	-	-	2	12	8	1	1	-	6	4	-	1	2		
\$57.50 and under \$60.00	11	8	-	-	-	8	3	1	-	2	8	7	1	-	-	6	1	-	-	1		
\$60.00 and under \$62.50	6	4	-	-	-	4	2	-	-	2	9	6	-	-	1	5	3	-	-	3		
\$62.50 and under \$65.00	5	3	-	-	-	3	2	-	-	2	6	4	-	-	-	4	2	-	-	2		
\$65.00 and under \$67.50	5	4	1	-	-	3	1	-	-	1	1	1	1	-	-	-	-	-	-	-		
\$67.50 and under \$70.00	2	2	-	-	-	2	-	-	-	-	2	2	-	-	-	2	-	-	-	-		
\$70.00 and over	-	-	-	-	-	-	-	-	-	-	2	1	-	-	-	1	1	-	-	1		
Establishments having no specified minimum	37	16	xxx	xxx	xxx	xxx	21	xxx	xxx	xxx	49	25	xxx	xxx	xxx	xxx	24	xxx	xxx	xxx		
Establishments which did not employ workers in this category	84	39	xxx	xxx	xxx	xxx	45	xxx	xxx	xxx	60	26	xxx	xxx	xxx	xxx	34	xxx	xxx	xxx		
Data not available	1	-	xxx	xxx	xxx	xxx	1	xxx	xxx	xxx	1	-	xxx	xxx	xxx	xxx	1	xxx	xxx	xxx		

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

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

³ 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 ¹ EMPLOYED IN—							PERCENT OF PLANT WORKERS EMPLOYED IN—					
	All industries ²	Manufacturing	Public utilities [†]	Wholesale trade	Retail trade ³	Finance ^{††}	Services	All industries ⁴	Manufacturing	Public utilities [†]	Wholesale trade	Retail trade ³	Services
All workers	100	100	100	100	100	100		100	100	100	100	100	
Under 35 hours	**	**	-	-	-	-		**	-	-	-	-	
35 hours	16	8	59	8	8	19		5	6	-	1	-	
36 hours	**	**	-	-	-	-		-	-	-	-	-	
36 ¼ hours	3	3	-	11	-	5		1	1	-	-	-	
Over 36 ¼ and under 37 ½ hours	**	-	**	-	-	-		-	-	-	-	-	
37 ½ hours	29	15	**	21	24	62		2	2	-	-	3	
Over 37 ½ and under 38 ¾ hours	3	**	-	-	3	10		**	-	-	-	3	
38 ¾ hours	10	20	2	4	-	-		-	-	-	-	-	
Over 38 ¾ and under 40 hours	1	**	-	-	-	3		-	-	-	-	-	
40 hours	37	54	39	56	64	1		87	85	99	98	87	
Over 40 and under 48 hours	**	-	-	-	1	-		1	2	1	1	1	
48 hours	**	-	-	-	-	-		2	2	-	-	3	
Over 48 hours	-	-	-	-	-	-		2	2	-	-	2	

¹ Estimates for office workers are not comparable with earlier studies. See introduction, page 2.

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

³ Excludes limited-price variety stores.

⁴ Includes data for real estate and services in addition to those industry divisions shown separately.

** Less than 0.5 percent.

[†] Transportation (excluding railroads), communication, and other public utilities.

^{††} Finance, insurance, and real estate.

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Table B-4: Overtime Pay

Overtime policy	PERCENT OF OFFICE WORKERS EMPLOYED IN--						PERCENT OF PLANT WORKERS EMPLOYED IN--						
	All industries ¹	Manufacturing	Public utilities †	Wholesale trade	Retail trade ²	Finance ††	Services	All industries ³	Manufacturing	Public utilities †	Wholesale trade	Retail trade ²	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	
Daily overtime													
Workers in establishments providing premium pay ⁴ -----	72	82	85	49	48	58		90	95	100	90	51	
Time and one-half -----	72	82	85	49	45	58		90	95	100	90	46	
Effective after less than 8 hours -----	23	15	2	9	35	45		8	9	-	1	12	
Effective after 8 hours -----	49	67	83	40	10	13		81	85	100	89	34	
Other -----	**	-	-	-	3	-		**	-	-	-	6	
Workers in establishments providing no premium pay or having no policy -----	28	17	15	49	44	42		9	5	-	10	33	
Information not available -----	**	**	-	2	8	-		1	-	-	-	15	
Weekly overtime													
Workers in establishments providing premium pay ⁴ -----	98	99	99	94	89	99		93	99	100	100	77	
Time and one-half -----	98	99	99	94	89	99		98	99	100	100	77	
Effective after less than 40 hours -----	15	18	2	16	24	16		8	9	-	1	3	
Effective after 40 hours -----	82	81	98	77	60	84		89	90	100	99	61	
Effective after more than 40 hours -----	**	-	-	-	6	-		1	-	-	-	13	
Workers in establishments providing no premium pay or having no policy -----	2	1	**	4	3	**		1	**	-	-	7	
Information not available -----	**	**	-	2	8	-		1	-	-	-	15	

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

² Excludes limited-price variety stores.

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

⁴ Graduated provisions are classified to the first effective premium rate. For example, a plan calling for time and one-half after 8 and double time after 10 hours a day would be considered as time and one-half after 8 hours. Similarly a plan calling for no pay or pay at regular rate after 37½ hours and time and one-half after 40 hours would be considered as time and one-half after 40 hours.

** Less than 0.5 percent.

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

†† Finance, insurance, and real estate.

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Table B-5: Wage Structure Characteristics and Labor-Management Agreements

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN—							PERCENT OF PLANT WORKERS EMPLOYED IN—					
	All industries ¹	Manufacturing	Public utilities†	Wholesale trade	Retail trade ²	Finance††	Services	All industries ³	Manufacturing	Public utilities†	Wholesale trade	Retail trade ²	Services
Wage structure for time-rated workers⁴													
Formal rate structure	73	69	88	50	32	87		90	92	100	90	69	
Single rate	2	3	2	2	-	-		51	54	28	62	40	
Range of rates	71	66	86	48	32	87		39	37	72	27	29	
Individual rates	27	31	12	50	68	13		10	8	-	10	31	
Method of wage payment for plant workers													
Time workers'								75	71	99	88	82	
Incentive workers								25	29	1	12	18	
Piece work								9	12	**	-	-	
Bonus work								14	17	1	2	**	
Commission								2	**	-	10	18	
Labor-management agreements⁵													
Workers in establishments with agreements covering a majority of such workers	25-29	30-34	50-54	5-9	20-24	10-14		85-89	85-89	95+	85-89	50-54	

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

² Excludes limited-price variety stores.

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

⁴ Estimates for office workers are based on total office employees, whereas estimates for plant workers are based on time-rated employees only.

⁵ Estimates relate to all workers (office or plant) employed in an establishment having a contract in effect covering a majority of the workers in their respective category. The estimates so obtained are not necessarily representative of the extent to which all workers in the area may be covered by provisions of labor-management agreements, due to the exclusion of smaller size establishments.

** Less than 0.5 percent.

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

†† Finance, insurance, and real estate.

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Table B-6: Paid Holidays⁴

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries ²	Manufacturing	Public utilities [†]	Wholesale trade	Retail trade ³	Finance ^{††}	Services	All industries ⁴	Manufacturing	Public utilities [†]	Wholesale trade	Retail trade ³	Services
All workers	100	100	100	100	100	100		100	100	100	100	100	
Workers in establishments providing paid holidays	99	100	100	100	96	100		98	99	98	96	92	
Workers in establishments providing no paid holidays	**	-	-	-	4	-		2	1	2	4	8	
Number of days													
Less than 6 holidays	-	-	-	-	-	-		1	1	1	-	4	
6 holidays	2	3	1	8	5	-		7	7	3	26	3	
6 holidays plus 1 half day	**	-	-	-	-	-		**	-	-	-	1	
6 holidays plus 2 half days	1	3	-	4	-	-		2	3	-	5	-	
6 holidays plus 3 half days	**	-	**	-	-	-		-	-	-	-	-	
7 holidays	20	32	2	17	55	4		32	32	20	13	50	
7 holidays plus 1 half day	**	**	-	-	2	-		3	2	-	-	13	
7 holidays plus 2 half days	3	6	-	-	-	2		4	3	-	-	15	
7 holidays plus 5 half days	**	-	-	2	-	**		**	-	-	1	-	
8 holidays	13	27	-	8	1	-		18	24	-	2	3	
8 holidays plus 1 half day	2	2	-	-	-	-		4	5	-	-	-	
8 holidays plus 2 half days	3	7	1	-	2	-		4	5	-	-	**	
8 holidays plus 3, 5, or 6 half days	**	1	-	-	-	-		1	1	-	-	-	
9 holidays	9	5	49	14	3	9		7	5	23	15	3	
9 holidays plus 1 half day	1	3	-	-	-	-		1	1	-	-	-	
9 holidays plus 2 half days	-	-	-	-	-	-		1	1	-	-	-	
10 holidays	1	2	-	6	-	-		3	3	-	5	-	
10 holidays plus 1 half day	1	-	-	**	15	-		-	-	-	-	-	
10 holidays plus 2 half days	1	2	-	-	-	-		**	**	-	-	-	
11 holidays	3	2	6	20	7	-		4	2	17	19	-	
11 holidays plus 1 half day	1	**	-	-	-	-		**	-	-	-	-	
11 holidays plus 2 half days	**	-	-	-	8	-		-	-	-	-	-	
11 holidays plus 3 half days	1	1	-	-	-	-		1	2	-	-	-	
12 holidays	34	3	41	21	-	84		5	2	34	11	-	
12 holidays plus 1 half day	1	-	-	-	-	5		-	-	-	-	-	
12 holidays plus 2 half days	1	-	-	-	-	3		-	-	-	-	-	
13 holidays	1	-	-	-	-	3		-	-	-	-	-	
Over 13 holidays	**	**	-	-	-	-		**	**	-	-	-	
Total holiday time⁵													
14 1/2 days	**	**	-	-	-	-		-	-	-	-	-	
14 or more days	**	**	-	-	-	-		**	**	-	-	-	
13 or more days	2	**	-	-	-	5		**	**	-	-	-	
12 1/2 or more days	4	1	-	-	-	10		1	2	-	-	-	
12 or more days	38	5	41	21	8	94		6	3	34	11	-	

See footnotes at end of table.

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

†† Finance, insurance, and real estate.

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Table B-6: Paid Holidays¹ - Continued

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN—							PERCENT OF PLANT WORKERS EMPLOYED IN—					
	All industries ²	Manufacturing	Public utilities †	Wholesale trade	Retail trade ³	Finance ††	Services	All industries ⁴	Manufacturing	Public utilities †	Wholesale trade	Retail trade ³	Services
Total holiday time⁵ - Continued													
11½ or more days	39	5	41	21	8	94		6	3	34	11	-	
11 or more days	43	10	47	41	14	94		10	6	51	30	-	
10½ or more days	43	10	47	41	29	94		10	6	51	30	-	
10 or more days	45	12	47	47	29	94		14	10	51	35	-	
9½ or more days	47	15	47	50	29	94		16	12	51	36	-	
9 or more days	58	27	97	64	34	94		26	22	74	50	3	
8½ or more days	60	29	97	64	34	94		30	27	74	50	3	
8 or more days	76	62	97	71	34	96		53	55	74	52	21	
7½ or more days	77	63	97	71	36	96		56	57	74	52	34	
7 or more days	98	97	99	92	91	100		90	92	94	71	84	
6½ or more days	98	97	99	92	91	100		90	92	94	71	85	
6 or more days	99	100	100	100	96	100		97	98	97	96	88	
5½ or more days	99	100	100	100	96	100		97	99	97	96	88	
5 or more days	99	100	100	100	96	100		97	99	98	96	88	
4 or more days	99	100	100	100	96	100		98	99	98	96	88	
3 or more days	99	100	100	100	96	100		98	99	98	96	92	
Holidays⁶													
New Year's Day	100	100	100	100	96	100		98	99	98	96	88	
Washington's Birthday	89	78	99	85	91	100		68	63	95	63	84	
Decoration Day	100	100	100	100	96	100		98	99	97	96	88	
July 4th	99	98	100	100	96	100		95	96	97	96	88	
Labor Day	100	100	100	100	96	100		98	99	98	96	88	
Veteran's Day	50	10	97	50	29	94		17	10	74	46	2	
Thanksgiving	100	100	100	100	96	100		97	99	98	96	88	
Christmas	100	100	100	100	96	100		97	98	98	96	88	
Good Friday	51	33	45	28	-	94		24	26	34	23	-	
Easter Monday	1	3	-	-	-	-		3	4	-	-	-	
Election Day	51	25	45	58	16	92		25	25	51	32	**	
Columbus Day	51	13	95	46	29	94		16	10	74	39	-	
Lincoln's Birthday	44	11	47	52	29	93		14	10	51	35	-	
Day after Thanksgiving	4	8	-	-	-	2		6	8	-	-	-	
Christmas Eve	1	3	-	-	-	-		4	5	-	-	-	
Day (designated each year)	1	3	-	-	-	-		4	5	-	-	-	
½ day Christmas Eve	13	22	-	4	10	3		16	19	-	5	**	
½ day New Year's Eve	10	19	-	4	10	3		12	16	-	5	**	
½ day Election Day	2	3	1	3	15	**		6	5	-	1	28	

¹ Estimates relate to holidays provided annually.

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

³ Excludes limited-price variety stores.

⁴ Includes data for real estate and services in addition to those industry divisions shown separately.

⁵ All combinations of full and half days that add to the same amount are combined; for example, the proportion of workers receiving a total of 7 days includes those with 7 full days and no half days, 6 full days and 2 half days, 5 full days and 4 half days, and so on. Proportions were then cumulated.

⁶ Only the holidays or half-day holidays provided to at least 3 percent of the office or plant workers in the area are shown in this tabulation. A few other holidays or half-holidays were provided.

** Less than 0.5 percent.

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

†† Finance, insurance, and real estate.

Table B-7: Paid Vacations

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries ¹	Manufacturing	Public utilities [†]	Wholesale trade	Retail trade ²	Finance ^{††}	Services	All industries ³	Manufacturing	Public utilities [†]	Wholesale trade	Retail trade ²	Services
All workers	100	100	100	100	100	100		100	100	100	100	100	
Method of payment													
Workers in establishments providing paid vacations	100	100	100	100	100	100		100	100	100	100	100	
Length-of-time payment	98	96	100	100	100	100		92	90	100	100	98	
Percentage payment	2	4	-	-	-	-		7	8	-	-	2	
Flat-sum payment	-	-	-	-	-	-		1	2	-	-	-	
Workers in establishments providing no paid vacations	-	-	-	-	-	-		-	-	-	-	-	
Amount of vacation pay⁴													
<u>After 6 months of service</u>													
Under 1 week	12	3	1	-	-	37		25	32	1	12	-	
1 week	54	66	65	61	71	28		23	14	39	33	65	
Over 1 and under 2 weeks	17	12	34	9	-	26		7	3	40	11	-	
2 weeks	5	4	-	-	-	9		**	-	**	-	-	
<u>After 1 year of service</u>													
Under 1 week	**	**	-	-	-	-		-	-	-	-	-	
1 week	6	9	**	7	35	-		67	78	20	33	30	
Over 1 and under 2 weeks	**	**	2	-	-	-		4	4	3	-	-	
2 weeks	92	89	98	92	58	100		26	16	58	58	64	
Over 2 and under 3 weeks	**	-	-	1	7	-		1	-	4	9	6	
3 weeks	**	1	-	-	-	-		3	2	15	-	-	
<u>After 2 years of service</u>													
1 week	3	4	-	4	7	-		31	35	19	14	6	
Over 1 and under 2 weeks	1	1	-	-	-	-		22	30	-	-	-	
2 weeks	95	94	100	94	86	100		43	33	62	77	88	
Over 2 and under 3 weeks	1	-	-	1	7	-		1	-	4	9	6	
3 weeks	**	1	-	-	-	-		3	2	15	-	-	
<u>After 3 years of service</u>													
1 week	1	1	-	4	2	-		13	16	-	-	1	
Over 1 and under 2 weeks	2	4	-	-	-	-		23	31	-	5	-	
2 weeks	95	92	100	92	91	100		57	48	81	85	93	
Over 2 and under 3 weeks	1	-	-	1	7	-		1	-	4	9	6	
3 weeks	1	3	-	3	-	-		5	5	15	1	-	

See footnotes at end of table.

[†] Transportation (excluding railroads), communication, and other public utilities.^{††} Finance, insurance, and real estate.

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

Table B-7: Paid Vacations - Continued

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries ¹	Manufacturing	Public utilities †	Wholesale trade	Retail trade ²	Finance ††	Services	All industries ³	Manufacturing	Public utilities †	Wholesale trade	Retail trade ²	Services
Amount of vacation pay⁴- Continued													
<u>After 5 years of service</u>													
Under 2 weeks -----	**	**	-	-	-	-	-	3	4	-	-	-	-
2 weeks -----	76	93	93	89	64	41	82	84	75	61	70	70	70
Over 2 and under 3 weeks -----	13	1	-	1	17	38	6	5	4	9	12	12	12
3 weeks -----	10	4	7	6	19	21	7	4	21	30	18	18	18
4 weeks -----	1	2	-	3	-	-	2	3	-	1	-	-	-
<u>After 10 years of service</u>													
Under 2 weeks -----	**	-	-	-	-	-	-	2	2	-	-	-	-
2 weeks -----	54	67	86	63	43	26	56	57	58	31	50	50	50
Over 2 and under 3 weeks -----	14	7	-	1	2	34	13	16	4	14	**	**	**
3 weeks -----	31	23	14	33	55	40	27	22	38	54	50	50	50
4 weeks -----	1	3	-	3	-	-	2	3	-	1	-	-	-
<u>After 15 years of service</u>													
Under 2 weeks -----	**	-	-	-	-	-	-	2	2	-	-	-	-
2 weeks -----	10	10	2	13	43	4	16	14	1	8	34	34	34
Over 2 and under 3 weeks -----	1	-	-	1	-	2	**	-	4	4	-	-	-
3 weeks -----	82	85	98	80	45	80	73	77	95	54	51	51	51
Over 3 and under 4 weeks -----	1	-	-	-	-	3	3	4	-	5	-	-	-
4 weeks -----	6	5	-	6	12	10	5	4	-	29	15	15	15
<u>After 20 years of service</u>													
Under 2 weeks -----	**	-	-	-	-	-	-	2	2	-	-	-	-
2 weeks -----	9	10	2	13	43	4	16	13	1	8	34	34	34
Over 2 and under 3 weeks -----	**	-	-	1	-	-	**	-	4	4	-	-	-
3 weeks -----	66	82	96	75	21	38	70	75	93	46	36	36	36
Over 3 and under 4 weeks -----	-	-	-	-	-	-	3	4	-	5	-	-	-
4 weeks -----	24	9	2	11	37	57	9	6	2	37	30	30	30
<u>After 25 years of service</u>													
Under 2 weeks -----	**	-	-	-	-	-	-	2	2	-	-	-	-
2 weeks -----	9	9	2	9	43	4	15	13	1	8	34	34	34
Over 2 and under 3 weeks -----	**	-	-	1	-	-	**	-	4	2	-	-	-
3 weeks -----	51	69	62	57	12	25	55	61	50	43	32	32	32
Over 3 and under 4 weeks -----	1	1	-	-	-	-	2	3	-	7	-	-	-
4 weeks -----	39	21	36	32	46	71	25	22	45	40	34	34	34

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

² Excludes limited-price variety stores.

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

⁴ Periods of service were arbitrarily chosen and do not necessarily reflect the individual provisions for progressions. For example, the changes in proportions indicated at 10 years' service include changes in provisions occurring between 5 and 10 years.

** Less than 0.5 percent.

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

†† Finance, insurance, and real estate.

Table B-8: Health, Insurance, and Pension Plans

Type of plan	PERCENT OF OFFICE WORKERS EMPLOYED IN—							PERCENT OF PLANT WORKERS EMPLOYED IN—					
	All industries ¹	Manufacturing	Public utilities [†]	Wholesale trade	Retail trade ²	Finance ^{††}	Services	All industries ³	Manufacturing	Public utilities [†]	Wholesale trade	Retail trade ²	Services
All workers	100	100	100	100	100	100		100	100	100	100	100	
Workers in establishments providing:													
Life insurance	94	95	98	97	80	96		92	93	100	96	75	
Accidental death and dismemberment insurance	48	62	56	83	34	21		52	55	27	67	34	
Sickness and accident insurance or sick leave or both ⁴	(⁵)	(⁵)	(⁵)	(⁵)	(⁵)	(⁵)		81	81	97	77	85	
Sickness and accident insurance	51	77	36	58	52	16		71	79	51	62	52	
Sick leave (full pay and no waiting period)	(⁵)	(⁵)	(⁵)	(⁵)	(⁵)	(⁵)		19	14	31	18	43	
Sick leave (partial pay or waiting period)	7	3	49	3	5	-		7	3	43	8	8	
Hospitalization insurance	76	83	18	85	88	85		86	91	48	79	86	
Surgical insurance	75	82	18	83	81	85		84	90	48	79	80	
Medical insurance	57	58	12	68	61	72		61	64	36	64	61	
Catastrophe insurance	14	14	-	24	24	16		11	13	-	9	16	
Retirement pension	86	85	95	67	65	92		76	79	95	70	68	
No health, insurance, or pension plan	**	**	-	-	3	-		2	1	-	4	6	

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

² Excludes limited-price variety stores.

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

⁴ 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.

⁵ Data not available.

** Less than 0.5 percent.

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

†† Finance, insurance, and real estate.

Occupational Wage Survey, Newark-Jersey City, N. J., December 1957
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

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

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

MACHINIST, MAINTENANCE

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

MECHANIC, AUTOMOTIVE (MAINTENANCE)

Repairs automobiles, 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 1 1/2 tons)
Truckdriver, medium (1 1/2 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.

Occupational Wage Surveys

Occupational wage surveys are being conducted in 19 major labor markets during late 1957 and early 1958. These bulletins, numbered 1224-1 through 1224-19, when available may be purchased from the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., or from any of the regional offices shown below.

A summary bulletin containing data for all labor markets, combined with additional analysis will be issued early in 1959.

Bulletins for the labor markets listed below are now available.

Seattle, Wash., August 1957 – BLS Bull. 1224-1, price 20 cents
Boston, Mass., September 1957 – BLS Bull. 1224-2, price 25 cents
Baltimore, Md., August 1957 – BLS Bull. 1224-3, price 25 cents
Dallas, Tex., October 1957 – BLS Bull. 1224-4, price 20 cents
St. Louis, Mo., November 1957 – BLS Bull. 1224-5, price 25 cents

Philadelphia, Pa., October 1957 – BLS Bull. 1224-6, price 25 cents
Denver, Colo., December 1957 – BLS Bull. 1224-7, price 25 cents
San Francisco-Oakland, Calif., January 1958 – BLS Bull. 1224-8,
price 25 cents
Memphis, Tenn., January 1958 – BLS Bull. 1224-9, price 25 cents



