

Occupational Wage Survey

SAN FRANCISCO-OAKLAND, CALIFORNIA
JANUARY 1958

Bulletin No. 1224-8

UNITED STATES DEPARTMENT OF LABOR
James P. Mitchell, Secretary

BUREAU OF LABOR STATISTICS
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The Community Wage Survey Program

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

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* NOTE: Similar tabulations for most of these items are available in the San Francisco-Oakland area reports for January of each year since 1950. Prior to the present report, data on wage structure characteristics, labor-management agreements, and overtime pay provisions were last shown in the 1954 summary report (BLS Bull. 1157-2). The 1955 report included data on frequency of wage payments, and pay provisions for holidays falling on nonworkdays not included in other reports. 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 San Francisco-Oakland area are also available for machinery industries (December 1957), women's and misses' coats and suits (February 1957), and fabricated structural steel (March 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 - San Francisco-Oakland, Calif. *

Introduction

The San Francisco-Oakland area is one of several important industrial centers in which the Department of Labor's Bureau of Labor Statistics has conducted surveys of occupational earnings and related wage benefits on an areawide basis. In each area, data are obtained by personal visits of Bureau field agents to representative establishments within six broad industry divisions: Manufacturing; transportation (excluding railroads), communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies, besides railroads, are government operations and the construction and extractive industries. Establishments having fewer than a prescribed number of workers are omitted also because they furnish insufficient employment in the occupations studied to warrant inclusion.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 San Francisco, Calif., by William P. O'Connor, under the direction of John L. Dana, 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 com-

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.

mercial insurance company and those provided through a union fund or paid directly by the employer out of current operating funds or from a fund set aside for this purpose. Death benefits are included as a form of life insurance.

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Information is presented for all such plans to which the employer contributes. However, in New York and New Jersey, which 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 San Francisco-Oakland, Calif.,¹ by major industry division, January 1958

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			Studied
		Within scope of study ²	Studied	Within scope of study			
				Total ³	Office	Plant	
All divisions	-	1,098	251	338,200	88,200	179,700	184,580
Manufacturing	101	345	83	133,300	22,700	89,700	62,930
Nonmanufacturing	-	753	168	204,900	65,500	90,000	121,650
Transportation (excluding railroads), communication, and other public utilities ⁴	101	58	27	62,500	11,800	27,800	54,170
Wholesale trade	51	239	34	31,900	9,700	13,600	7,970
Retail trade	101	109	47	44,700	6,000	33,700	29,540
Finance, insurance, and real estate	51	180	35	43,100	34,100	⁵ 1,000	22,900
Services ⁶	51	167	25	22,700	(⁷)	(⁷)	7,070

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

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

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

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

⁵ Estimate relates to real estate establishments only.

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

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

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 $37\frac{1}{2}$ 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 San Francisco-Oakland, Calif., January 1958 and January 1957, and percent of increase for selected periods

Industry and occupational group	Indexes (January 1953=100)		Percent increase from—					
	January 1958	January 1957	January 1957 to January 1958	January 1956 to January 1957	January 1955 to January 1956	January 1954 to January 1955	January 1953 to January 1954	January 1952 to January 1953
All industries:								
Office clerical (women) -----	123.3	118.3	4.2	5.0	4.8	3.0	4.4	5.2
Industrial nurses (women) -----	129.0	121.0	6.6	6.4	2.6	6.3	4.3	7.0
Skilled maintenance (men) -----	125.6	118.6	5.9	7.5	3.7	2.4	4.0	5.8
Unskilled plant (men) -----	125.9	119.4	5.4	5.5	4.4	3.0	6.1	6.8
Manufacturing:								
Office clerical (women) -----	123.0	118.1	4.2	4.7	5.4	2.4	4.5	7.0
Industrial nurses (women) -----	130.4	122.5	6.5	7.0	2.6	6.2	5.1	7.8
Skilled maintenance (men) -----	127.8	120.1	6.4	8.5	4.1	2.2	4.0	5.8
Unskilled plant (men) -----	124.8	118.4	5.5	6.0	4.3	4.2	4.2	6.9

A: Occupational Earnings

Table A-1: Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1958)

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	\$ 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
Men																					
Clerks, accounting, class A	682	39.5	95.00	-	-	-	-	-	-	8	16	49	65	100	147	87	65	55	36	11	43
Manufacturing	420	39.5	98.00	-	-	-	-	-	-	8	8	24	58	115	71	35	23	34	6	38	
Nonmanufacturing	262	39.0	90.50	-	-	-	-	-	-	8	41	41	42	32	16	30	32	2	5	5	
Public utilities†	84	39.0	97.50	-	-	-	-	-	-	-	3	12	8	13	7	7	30	-	4	-	
Wholesale trade	56	40.0	93.00	-	-	-	-	-	-	-	6	6	10	8	1	23	2	-	-	-	
Finance††	65	38.0	82.50	-	-	-	-	-	-	2	2	25	8	16	9	3	-	-	-	-	
Clerks, accounting, class B	285	39.5	84.50	-	-	-	-	1	7	29	2	60	68	10	31	63	4	4	6	-	-
Manufacturing	176	39.5	89.00	-	-	-	-	-	-	2	-	26	51	4	22	57	4	4	6	-	-
Nonmanufacturing	109	39.5	77.00	-	-	-	-	1	7	27	2	34	17	6	9	6	-	-	-	-	-
Public utilities†	44	39.5	83.50	-	-	-	-	1	1	2	2	12	5	6	6	-	-	-	-	-	-
Clerks, order	916	40.0	91.50	-	-	-	-	-	-	60	84	84	97	121	156	85	60	57	33	33	46
Manufacturing	297	39.5	96.50	-	-	-	-	-	-	19	8	24	34	12	61	49	34	12	11	3	30
Nonmanufacturing	619	40.0	89.00	-	-	-	-	-	-	41	76	60	63	109	95	36	26	45	22	30	16
Wholesale trade	554	40.0	88.50	-	-	-	-	-	-	31	61	55	63	104	95	36	26	45	2	20	16
Clerks, payroll	126	39.5	92.00	-	-	-	-	1	3	2	1	20	6	26	25	10	13	5	5	-	9
Manufacturing	67	39.5	97.50	-	-	-	-	1	-	-	-	3	4	14	14	10	9	1	2	-	9
Nonmanufacturing	59	39.5	86.00	-	-	-	-	-	3	2	1	17	2	12	11	-	4	4	3	-	-
Public utilities†	30	39.5	88.50	-	-	-	-	-	1	-	1	6	-	10	7	-	1	4	-	-	-
Office boys	594	39.0	58.00	-	7	70	123	167	146	42	16	23	-	-	-	-	-	-	-	-	-
Manufacturing	203	40.0	58.00	-	-	32	39	73	19	14	15	11	-	-	-	-	-	-	-	-	-
Nonmanufacturing	391	38.5	58.00	-	7	38	84	94	127	28	1	12	-	-	-	-	-	-	-	-	-
Public utilities†	75	39.5	60.50	-	-	4	8	14	33	13	1	2	-	-	-	-	-	-	-	-	-
Finance††	173	38.0	57.00	-	-	7	53	57	47	9	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators	537	39.0	85.00	-	-	-	1	-	24	58	25	70	80	95	68	66	28	13	9	-	-
Manufacturing	157	39.0	88.00	-	-	-	-	-	-	19	8	8	31	24	16	21	18	7	5	-	-
Nonmanufacturing	380	39.0	83.50	-	-	-	1	-	24	39	17	62	49	71	52	45	10	6	4	-	-
Public utilities†	69	39.5	88.50	-	-	-	-	-	2	2	3	5	7	16	14	16	2	1	1	-	-
Wholesale trade	72	39.5	94.00	-	-	-	-	-	-	-	-	1	4	25	15	12	8	5	2	-	-
Finance††	206	38.5	78.50	-	-	-	1	-	22	35	14	45	35	21	23	10	-	-	-	-	-
Women																					
Billers, machine (billing machine)	440	39.5	74.50	-	-	-	-	32	74	104	68	46	10	27	27	45	-	2	5	-	-
Manufacturing	114	39.0	81.00	-	-	-	-	-	-	6	35	27	10	16	9	6	-	-	5	-	-
Nonmanufacturing	326	39.5	72.00	-	-	-	-	32	74	98	33	19	-	11	18	39	-	2	-	-	-
Public utilities†	234	40.0	74.00	-	-	-	-	18	66	48	22	10	-	11	18	39	-	2	-	-	-
Billers, machine (bookkeeping machine)	169	40.0	66.50	-	-	-	6	10	54	74	15	3	6	1	-	-	-	-	-	-	-
Nonmanufacturing	148	40.0	66.00	-	-	-	-	10	48	74	15	1	-	-	-	-	-	-	-	-	-
Retail trade	118	40.0	67.00	-	-	-	-	8	22	74	13	1	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A	278	39.0	81.00	-	-	-	-	1	3	35	38	43	54	63	30	11	-	-	-	-	-
Manufacturing	143	39.0	83.50	-	-	-	-	-	-	2	16	33	32	24	30	6	-	-	-	-	-
Nonmanufacturing	135	39.0	78.00	-	-	-	-	1	3	33	22	10	22	39	-	5	-	-	-	-	-
Wholesale trade	91	39.0	79.50	-	-	-	-	-	-	18	13	6	15	39	-	-	-	-	-	-	-
Bookkeeping-machine operators, class B	2,048	40.0	60.50	-	-	132	433	428	549	280	96	78	20	22	10	-	-	-	-	-	-
Manufacturing	149	39.0	74.50	-	-	-	1	-	13	36	21	37	20	11	10	-	-	-	-	-	-
Nonmanufacturing	1,899	40.0	59.50	-	-	132	432	428	536	244	75	41	-	11	-	-	-	-	-	-	-
Wholesale trade	239	40.0	67.50	-	-	-	-	6	90	77	43	23	-	-	-	-	-	-	-	-	-
Retail trade	54	39.5	70.50	-	-	-	-	-	14	13	14	9	-	4	-	-	-	-	-	-	-
Finance††	1,547	40.0	57.50	-	-	132	428	418	414	137	13	4	-	1	-	-	-	-	-	-	-

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

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1958)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours ¹ (Standard)	Weekly earnings ² (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 A	1,332	39.5	79.50	-	-	-	7	36	43	180	141	187	442	103	67	25	63	32	6	-	-
Manufacturing	196	39.5	86.50	-	-	-	-	-	-	28	21	28	25	9	33	14	26	6	6	-	-
Nonmanufacturing	1,136	39.5	78.50	-	-	-	7	36	43	152	120	159	417	94	34	11	37	26	-	-	-
Public utilities†	434	40.0	79.50	-	-	-	-	1	34	67	36	44	173	31	8	4	11	25	-	-	-
Wholesale trade	215	39.5	80.00	-	-	-	-	-	-	52	44	25	21	19	23	6	25	-	-	-	-
Retail trade	98	39.5	79.50	-	-	-	-	-	-	3	13	43	23	12	2	1	-	1	-	-	-
Finance††	160	38.5	71.50	-	-	-	7	35	9	11	21	27	33	16	1	-	-	-	-	-	-
Clerks, accounting, class B	1,594	39.0	68.50	-	-	28	124	162	283	420	183	191	65	38	14	79	1	5	1	-	-
Manufacturing	331	39.5	77.00	-	-	1	3	14	34	49	57	64	22	18	10	52	1	5	1	-	-
Nonmanufacturing	1,263	39.0	66.50	-	-	27	121	148	249	371	126	127	43	20	4	27	-	-	-	-	-
Public utilities†	175	40.0	72.00	-	-	-	10	26	23	35	17	24	6	4	3	27	-	-	-	-	-
Wholesale trade	182	40.0	71.50	-	-	-	4	-	37	19	43	68	11	-	-	-	-	-	-	-	-
Retail trade	270	40.0	67.00	-	-	-	-	28	55	143	23	12	8	-	1	-	-	-	-	-	-
Finance††	539	38.5	61.50	-	-	27	107	92	97	162	41	6	-	7	-	-	-	-	-	-	-
Clerks, file, class A	432	39.0	71.50	-	-	-	13	54	73	88	60	68	14	11	31	-	-	20	-	-	-
Manufacturing	71	38.5	76.50	-	-	-	-	-	7	29	3	2	4	4	22	-	-	-	-	-	-
Nonmanufacturing	361	39.0	71.00	-	-	-	13	54	66	59	57	66	10	7	9	-	-	20	-	-	-
Public utilities†	115	40.0	74.50	-	-	-	-	4	36	18	14	23	-	-	-	-	-	20	-	-	-
Finance††	158	38.5	69.00	-	-	-	13	19	28	26	37	14	10	7	4	-	-	-	-	-	-
Clerks, file, class B	1,935	38.5	55.00	84	69	403	509	464	177	81	37	53	58	-	-	-	-	-	-	-	-
Manufacturing	103	39.0	64.50	-	-	1	7	33	27	12	3	2	18	-	-	-	-	-	-	-	-
Nonmanufacturing	1,832	38.5	54.50	84	69	402	502	431	150	69	34	51	40	-	-	-	-	-	-	-	-
Public utilities†	177	39.5	65.50	-	-	1	17	46	25	39	17	11	21	-	-	-	-	-	-	-	-
Wholesale trade	228	39.5	59.00	-	6	14	62	81	28	7	11	-	19	-	-	-	-	-	-	-	-
Retail trade	134	39.5	58.00	-	-	2	14	89	10	13	6	-	-	-	-	-	-	-	-	-	-
Finance††	1,203	38.0	51.00	84	63	375	369	215	87	10	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	207	40.0	76.00	-	-	-	8	13	33	57	18	24	5	12	-	6	15	4	-	-	12
Manufacturing	69	40.0	79.00	-	-	-	-	-	10	13	6	19	-	8	-	-	13	-	-	-	-
Nonmanufacturing	138	40.0	75.00	-	-	-	8	13	23	44	12	5	5	4	-	6	2	4	-	-	12
Wholesale trade	56	40.0	89.50	-	-	-	-	-	11	12	-	5	-	4	-	6	2	4	-	-	12
Retail trade	82	40.0	65.00	-	-	-	8	13	12	32	12	-	5	-	-	-	-	-	-	-	-
Clerks, payroll	735	39.0	80.50	-	-	5	1	12	23	89	125	114	125	72	86	52	13	7	3	6	2
Manufacturing	321	39.0	81.00	-	-	5	1	4	9	34	47	56	64	21	32	27	10	-	3	6	2
Nonmanufacturing	414	39.0	80.00	-	-	-	-	8	14	55	78	58	61	51	54	25	3	7	-	-	-
Public utilities†	73	39.0	84.50	-	-	-	-	-	3	1	8	17	10	11	13	2	1	7	-	-	-
Wholesale trade	114	39.5	86.00	-	-	-	-	-	-	5	12	15	14	13	33	20	2	-	-	-	-
Retail trade	122	39.5	73.50	-	-	-	-	6	4	41	26	17	16	7	5	-	-	-	-	-	-
Finance††	82	38.5	77.50	-	-	-	-	2	7	6	25	5	21	11	3	2	-	-	-	-	-
Comptometer operators	1,387	39.5	72.00	-	-	-	2	50	150	481	303	190	77	63	47	24	-	-	-	-	-
Manufacturing	454	39.0	74.00	-	-	-	-	-	29	137	110	72	40	40	18	8	-	-	-	-	-
Nonmanufacturing	933	39.5	71.00	-	-	-	2	50	121	344	193	118	37	23	29	16	-	-	-	-	-
Public utilities†	69	39.0	79.00	-	-	-	-	-	6	19	10	5	7	-	6	16	-	-	-	-	-
Wholesale trade	384	39.5	71.50	-	-	-	-	26	34	152	56	59	17	22	18	-	-	-	-	-	-
Retail trade	411	40.0	70.00	-	-	-	1	16	48	160	124	52	5	-	5	-	-	-	-	-	-
Duplicating-machine operators (mimeograph or ditto)	181	39.5	66.00	-	-	2	3	29	54	39	31	9	14	-	-	-	-	-	-	-	-
Manufacturing	89	40.0	67.50	-	-	1	-	18	16	17	22	4	11	-	-	-	-	-	-	-	-
Nonmanufacturing	92	39.5	64.50	-	-	1	3	11	38	22	9	5	3	-	-	-	-	-	-	-	-

See footnote at end of table.

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

†† Finance, insurance, and real estate.

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1958)

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																					
Key-punch operators	1,601	39.0	\$ 68.00	-	-	34	113	160	382	268	235	165	129	64	43	8	-	-	-	-	-
Manufacturing	415	39.0	72.00	-	-	-	1	3	33	84	71	59	44	22	15	8	-	-	-	-	-
Nonmanufacturing	1,186	39.0	67.00	-	-	33	110	127	298	197	160	106	85	42	28	-	-	-	-	-	-
Public utilities†	167	39.5	75.00	-	-	-	6	6	35	24	14	6	40	34	2	-	-	-	-	-	-
Wholesale trade	196	39.5	72.50	-	-	-	6	6	53	34	19	28	18	6	26	-	-	-	-	-	-
Retail trade	111	40.0	68.00	-	-	-	-	7	19	44	27	14	-	-	-	-	-	-	-	-	-
Finance ††	631	38.5	62.50	-	-	33	98	98	184	78	68	51	19	2	-	-	-	-	-	-	-
Office girls	400	39.0	57.50	-	21	42	95	121	45	56	5	7	6	-	2	-	-	-	-	-	-
Manufacturing	190	39.0	61.00	-	-	7	48	53	20	43	4	7	6	-	2	-	-	-	-	-	-
Nonmanufacturing	210	39.0	54.50	-	21	35	47	68	25	13	1	-	-	-	-	-	-	-	-	-	-
Finance ††	126	39.0	52.50	-	21	26	32	35	9	3	-	-	-	-	-	-	-	-	-	-	-
Secretaries	3,548	39.0	85.00	-	-	-	-	4	87	341	287	681	679	375	368	193	247	82	93	41	70
Manufacturing	1,263	39.5	90.50	-	-	-	-	-	3	56	77	189	198	160	149	123	117	62	48	25	56
Nonmanufacturing	2,285	38.5	82.00	-	-	-	-	4	84	285	210	492	481	215	219	70	130	20	45	16	14
Public utilities†	278	39.5	86.50	-	-	-	-	2	6	14	18	39	80	22	36	16	10	3	27	2	3
Wholesale trade	378	39.0	88.00	-	-	-	-	-	6	32	7	45	86	40	58	30	42	12	7	11	2
Retail trade	262	39.5	80.00	-	-	-	-	-	4	32	35	56	71	27	17	7	11	1	-	-	1
Finance ††	1,014	38.5	80.00	-	-	-	-	2	55	125	88	289	212	103	72	11	44	4	3	2	4
Stenographers, general	3,930	39.0	74.00	-	-	13	28	165	531	859	655	702	359	203	225	110	21	56	1	2	-
Manufacturing	1,371	39.5	78.00	-	-	-	-	3	95	226	214	311	170	112	169	49	14	8	-	-	-
Nonmanufacturing	2,559	39.0	72.00	-	-	13	28	162	436	633	441	391	189	91	56	61	7	48	1	2	-
Public utilities†	514	39.5	77.00	-	-	-	-	14	76	116	83	62	42	19	12	43	2	45	-	-	-
Wholesale trade	376	39.5	75.50	-	-	-	13	2	20	67	63	98	40	38	29	4	2	-	-	-	-
Retail trade	103	39.0	70.00	-	-	-	-	2	9	48	21	16	6	1	-	-	-	-	-	-	-
Finance ††	1,203	39.5	69.50	-	-	-	15	92	243	335	206	185	89	25	6	7	-	-	-	-	-
Stenographers, technical	176	39.5	72.50	-	-	-	16	25	13	50	13	17	9	1	1	14	10	7	-	-	-
Switchboard operators	984	39.0	68.50	-	-	-	13	253	130	251	109	96	35	45	23	29	-	-	-	-	-
Manufacturing	145	39.5	79.00	-	-	-	-	2	8	8	12	62	17	23	11	2	-	-	-	-	-
Nonmanufacturing	839	39.0	67.00	-	-	-	13	251	122	243	97	34	18	22	12	27	-	-	-	-	-
Public utilities†	107	39.5	80.00	-	-	-	1	4	15	14	12	3	12	12	7	27	-	-	-	-	-
Wholesale trade	115	39.5	69.50	-	-	-	-	6	17	47	27	12	4	-	2	-	-	-	-	-	-
Retail trade	133	40.0	68.00	-	-	-	-	6	13	85	15	10	-	4	-	-	-	-	-	-	-
Finance ††	232	39.0	66.00	-	-	-	12	38	53	75	36	9	2	6	1	-	-	-	-	-	-
Switchboard operator-receptionists	673	39.0	68.00	-	-	5	24	64	205	168	42	68	71	15	10	1	-	-	-	-	-
Manufacturing	283	39.0	69.00	-	-	2	-	32	79	68	24	40	22	8	8	-	-	-	-	-	-
Nonmanufacturing	390	39.0	67.00	-	-	3	24	32	126	100	18	28	49	7	2	1	-	-	-	-	-
Public utilities†	25	39.5	81.00	-	-	-	-	-	2	-	2	-	17	3	-	1	-	-	-	-	-
Wholesale trade	176	39.0	67.00	-	-	-	-	15	68	50	-	18	21	2	2	-	-	-	-	-	-
Finance ††	110	38.0	62.50	-	-	3	22	16	26	31	8	2	-	2	-	-	-	-	-	-	-
Tabulating-machine operators	385	39.5	80.50	-	-	-	-	-	32	25	81	75	61	22	29	48	5	1	6	-	-
Manufacturing	115	39.5	82.50	-	-	-	-	-	12	2	25	23	6	9	16	10	5	1	6	-	-
Nonmanufacturing	270	39.5	79.50	-	-	-	-	-	20	23	56	52	55	13	13	38	-	-	-	-	-
Public utilities†	93	40.0	86.50	-	-	-	-	-	3	5	5	11	23	2	8	36	-	-	-	-	-
Finance ††	142	39.0	74.50	-	-	-	-	-	16	18	42	37	17	8	4	-	-	-	-	-	-
Transcribing-machine operators, general	677	38.5	68.50	-	-	-	25	37	192	173	85	131	13	2	4	5	3	-	3	1	3
Manufacturing	122	39.5	72.50	-	-	-	1	1	9	41	12	43	7	2	2	4	-	-	-	-	-
Nonmanufacturing	555	38.5	68.00	-	-	-	24	36	183	132	73	88	6	-	2	1	3	-	3	1	3
Wholesale trade	172	39.0	69.00	-	-	-	-	4	43	56	37	26	4	-	2	-	-	-	-	-	-
Finance ††	367	38.0	67.00	-	-	-	24	32	139	73	33	53	2	-	-	1	3	-	3	1	3

See footnote at end of table.

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

†† Finance, insurance, and real estate.

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1958)

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	
Women - Continued																					
Typists, class A -----	1,483	39.0	\$ 70.50	-	-	5	27	87	382	356	219	166	110	50	67	14	-	-	-	-	-
Manufacturing -----	423	39.5	76.50	-	-	-	-	-	33	64	101	86	65	14	58	2	-	-	-	-	-
Nonmanufacturing -----	1,060	39.0	67.50	-	-	5	27	87	349	292	118	80	45	36	9	12	-	-	-	-	-
Public utilities † -----	193	39.5	73.00	-	-	-	3	15	52	39	11	11	19	29	2	12	-	-	-	-	-
Wholesale trade -----	132	40.0	69.00	-	-	-	-	6	48	29	24	14	3	2	6	-	-	-	-	-	-
Retail trade -----	67	39.5	68.00	-	-	-	-	12	14	9	23	6	1	2	-	-	-	-	-	-	-
Finance †† -----	613	39.0	65.50	-	-	5	24	54	228	192	53	37	18	2	-	-	-	-	-	-	-
Typists, class B -----	3,377	39.0	59.50	2	16	221	640	953	922	344	147	85	42	3	2	-	-	-	-	-	-
Manufacturing -----	602	39.5	65.50	-	-	-	-	124	218	116	78	23	38	3	2	-	-	-	-	-	-
Nonmanufacturing -----	2,775	39.0	58.00	2	16	221	640	829	704	228	69	62	4	-	-	-	-	-	-	-	-
Public utilities † -----	125	39.0	63.50	-	-	3	2	30	48	24	9	8	1	-	-	-	-	-	-	-	-
Wholesale trade -----	332	39.5	61.00	-	-	6	38	58	164	29	22	2	3	-	-	-	-	-	-	-	-
Retail trade -----	109	39.5	60.50	-	-	-	19	47	22	13	6	2	-	-	-	-	-	-	-	-	-
Finance †† -----	2,003	38.5	56.50	2	16	212	581	593	425	151	23	-	-	-	-	-	-	-	-	-	-

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

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

†† Finance, insurance, and real estate.

Table A-2: Professional and Technical Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1958)

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)	\$ 60.00 and under	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 145.00 and over
				65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00	
Men																					
Draftsmen, leader -----	119	39.5	\$ 124.00	-	-	-	-	-	-	5	-	21	2	2	13	5	16	26	16	8	5
Manufacturing -----	99	39.5	123.00	-	-	-	-	-	-	5	-	21	2	2	13	4	9	19	12	8	4
Draftsmen, senior -----	556	40.0	108.50	-	-	-	3	14	28	13	18	108	148	93	45	40	17	6	18	2	3
Manufacturing -----	431	40.0	110.00	-	-	-	1	13	6	13	93	129	77	30	33	16	5	12	2	1	-
Nonmanufacturing -----	125	40.0	104.50	-	-	-	3	13	15	7	5	15	19	16	15	7	1	1	6	-	2
Draftsmen, junior -----	399	40.0	85.50	1	32	55	21	56	81	80	35	30	4	1	1	1	-	1	-	-	-
Manufacturing -----	312	40.0	87.00	-	30	7	15	56	81	76	24	19	3	-	-	1	-	1	-	-	-
Nonmanufacturing -----	87	40.0	81.50	1	2	48	6	-	-	4	11	11	1	1	1	-	-	1	-	-	-
Women																					
Nurses, industrial (registered) -----	155	40.0	89.00	² 2	-	4	35	18	30	15	20	15	9	4	2	-	1	-	-	-	-
Manufacturing -----	126	40.0	90.00	-	-	3	32	9	25	11	19	13	8	4	2	-	-	-	-	-	-

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 at \$55 and under \$60.

Table A-3: Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis in San Francisco-Oakland, Calif., by industry division, January 1958)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																	
			\$ 1.90 and under 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 and over
Carpenters, maintenance	320	2.80	-	-	-	5	11	3	21	57	140	6	-	5	70	1	-	-	1	-
Manufacturing	217	2.75	-	-	-	3	-	-	15	47	130	1	-	4	17	-	-	-	-	-
Nonmanufacturing	103	2.91	-	-	-	2	11	3	6	10	5	-	1	53	1	-	-	-	1	-
Public utilities †	27	2.64	-	-	-	-	1	3	6	9	8	-	-	-	-	-	-	-	-	-
Electricians, maintenance	642	2.90	-	-	2	2	9	7	27	84	226	77	85	1	-	17	1	30	55	19
Manufacturing	493	2.95	-	-	-	-	3	7	12	83	115	70	85	-	-	16	-	30	55	17
Engineers, stationary	489	2.72	-	-	-	2	101	27	66	111	13	55	32	2	8	3	11	58	-	-
Manufacturing	233	2.94	-	-	-	-	3	2	7	75	13	37	21	-	7	-	10	58	-	-
Nonmanufacturing	256	2.52	-	-	-	2	98	25	59	36	-	18	11	2	1	3	1	-	-	-
Retail trade	81	2.65	-	-	-	-	-	10	24	36	-	6	-	1	1	3	-	-	-	-
Firemen, stationary boiler	93	2.49	1	14	-	3	34	1	15	4	11	-	2	-	-	8	-	-	-	-
Manufacturing	58	2.59	-	-	-	3	24	-	10	4	7	-	2	-	-	8	-	-	-	-
Helpers, trades, maintenance	1,032	2.33	216	104	143	99	27	620	16	6	-	1	-	-	-	-	-	-	-	-
Manufacturing	807	2.38	10	-	37	99	21	617	16	6	-	1	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom	187	2.82	-	-	-	-	-	14	-	18	16	82	22	35	-	-	-	-	-	-
Manufacturing	187	2.82	-	-	-	-	-	14	-	18	16	82	22	35	-	-	-	-	-	-
Machinists, maintenance	1,490	2.86	-	-	-	-	3	-	36	92	425	524	208	56	36	80	2	12	-	16
Manufacturing	1,389	2.87	-	-	-	-	2	-	30	92	354	503	206	56	36	80	2	12	-	16
Nonmanufacturing	101	2.73	-	-	-	-	1	-	6	-	71	21	2	-	-	-	-	-	-	-
Mechanics, automotive (maintenance)	855	2.75	-	-	-	-	2	1	22	75	591	141	14	3	-	1	5	-	-	-
Manufacturing	109	2.81	-	-	-	-	2	-	-	12	63	18	8	-	1	5	-	-	-	-
Nonmanufacturing	746	2.74	-	-	-	-	-	1	22	63	528	123	6	3	-	-	-	-	-	-
Public utilities †	680	2.74	-	-	-	-	-	1	17	53	487	119	2	1	-	-	-	-	-	-
Mechanics, maintenance	677	2.82	-	1	-	1	23	19	31	186	55	149	8	136	-	65	2	-	-	1
Manufacturing	602	2.83	-	1	-	1	15	16	10	186	53	132	8	112	-	65	2	-	-	1
Nonmanufacturing	75	2.75	-	-	-	-	8	3	21	-	2	17	-	24	-	-	-	-	-	-
Millwrights	158	3.07	-	-	-	-	3	-	-	17	47	3	-	-	-	6	82	-	-	-
Manufacturing	158	3.07	-	-	-	-	3	-	-	17	47	3	-	-	-	6	82	-	-	-
Oilers	267	2.26	-	13	57	104	64	10	5	14	-	-	-	-	-	-	-	-	-	-
Manufacturing	214	2.25	-	13	57	90	25	10	5	14	-	-	-	-	-	-	-	-	-	-
Painters, maintenance	274	2.72	-	-	-	-	48	4	44	27	85	8	2	12	12	32	-	-	-	-
Manufacturing	165	2.77	-	-	-	-	-	4	24	25	83	6	2	-	21	-	-	-	-	-
Nonmanufacturing	109	2.65	-	-	-	-	48	-	20	2	2	2	-	12	11	-	-	-	-	-
Pipefitters, maintenance	368	2.85	-	-	-	-	2	-	-	37	262	19	-	-	-	12	18	-	-	18
Manufacturing	339	2.86	-	-	-	-	2	-	-	31	255	3	-	-	-	12	18	-	-	18
Sheet-metal workers, maintenance	56	2.78	-	-	-	-	1	-	-	19	21	12	-	-	-	-	-	-	3	-
Tool and die makers	864	3.15	-	-	-	-	-	-	1	1	-	-	17	348	318	87	46	30	16	-
Manufacturing	862	3.15	-	-	-	-	-	-	-	-	-	-	17	348	318	87	46	30	16	-

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.² Includes 7 workers in manufacturing and 3 in nonmanufacturing at \$1.80 and under \$1.90.

† 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 San Francisco-Oakland, Calif., by industry division, January 1958)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																	
			\$ 1.20 and under 1.30	\$ 1.30 1.40	\$ 1.40 1.50	\$ 1.50 1.60	\$ 1.60 1.70	\$ 1.70 1.80	\$ 1.80 1.90	\$ 1.90 2.00	\$ 2.00 2.10	\$ 2.10 2.20	\$ 2.20 2.30	\$ 2.30 2.40	\$ 2.40 2.50	\$ 2.50 2.60	\$ 2.60 2.70	\$ 2.70 2.80	\$ 2.80 2.90	\$ 2.90 and over
Elevator operators, passenger (men) -----	319	1.71	-	-	126	2	1	9	152	21	4	4	-	-	-	-	-	-	-	
Nonmanufacturing -----	301	1.69	-	-	126	2	1	5	148	15	4	-	-	-	-	-	-	-	-	
Finance †† -----	92	1.84	-	-	2	2	1	4	82	1	-	-	-	-	-	-	-	-	-	
Elevator operators, passenger (women) -----	314	1.83	-	14	16	3	26	-	217	23	-	15	-	-	-	-	-	-	-	
Nonmanufacturing -----	292	1.81	-	14	16	3	26	-	217	16	-	-	-	-	-	-	-	-	-	
Public utilities † -----	34	1.56	-	10	2	1	18	-	3	-	-	-	-	-	-	-	-	-	-	
Retail trade -----	58	1.74	-	4	14	-	-	-	34	6	-	-	-	-	-	-	-	-	-	
Guards -----	1,132	1.82	2	-	53	23	103	590	48	88	19	60	53	70	4	18	1	-	-	
Manufacturing -----	294	2.16	-	-	-	-	-	11	12	69	2	56	53	68	4	18	1	-	-	
Nonmanufacturing -----	838	1.70	2	-	53	23	103	579	36	19	17	4	2	-	-	-	-	-	-	
Public utilities † -----	36	1.80	-	-	-	2	7	11	10	2	2	2	-	-	-	-	-	-	-	
Finance †† -----	140	1.76	2	-	11	21	18	28	26	17	15	2	-	-	-	-	-	-	-	
Janitors, porters, and cleaners (men) -----	4,485	1.90	-	97	214	76	278	283	1452	713	668	531	147	26	-	-	-	-	-	
Manufacturing -----	1,490	2.05	-	6	-	-	7	70	100	189	514	452	130	22	-	-	-	-	-	
Nonmanufacturing -----	2,995	1.82	-	91	214	76	271	213	1352	524	154	79	17	4	-	-	-	-	-	
Public utilities † -----	465	1.82	-	-	6	53	87	25	173	37	81	-	3	-	-	-	-	-	-	
Wholesale trade -----	110	1.94	-	-	-	-	-	14	29	34	12	21	-	-	-	-	-	-	-	
Retail trade -----	266	1.77	-	36	1	1	45	62	65	13	7	36	-	-	-	-	-	-	-	
Finance †† -----	603	1.85	-	-	-	10	19	14	537	19	2	2	-	-	-	-	-	-	-	
Janitors, porters, and cleaners (women) -----	634	1.81	2	8	10	60	42	121	333	18	27	10	3	-	-	-	-	-	-	
Manufacturing -----	72	1.92	2	-	-	-	12	6	7	11	27	7	-	-	-	-	-	-	-	
Nonmanufacturing -----	562	1.80	-	8	10	60	30	115	326	7	-	3	3	-	-	-	-	-	-	
Public utilities † -----	46	1.63	-	-	4	13	20	6	2	1	-	-	-	-	-	-	-	-	-	
Finance †† -----	248	1.83	-	-	-	-	-	90	158	-	-	-	-	-	-	-	-	-	-	
Laborers, material handling -----	5,173	2.19	-	-	-	-	10	35	22	84	827	2462	332	733	588	34	46	-	-	
Manufacturing -----	2,391	2.13	-	-	-	-	-	29	5	66	564	1362	152	180	31	2	-	-	-	
Nonmanufacturing -----	2,782	2.24	-	-	-	-	10	6	17	18	263	1100	180	553	557	32	46	-	-	
Public utilities † -----	1,016	2.34	-	-	-	-	4	-	2	5	48	89	16	302	550	-	-	-	-	
Wholesale trade -----	1,294	2.13	-	-	-	-	-	-	13	6	212	912	132	19	-	-	-	-	-	
Retail trade -----	470	2.32	-	-	-	-	6	6	2	7	3	99	32	230	7	32	46	-	-	
Order fillers -----	1,524	2.23	-	-	-	1	14	12	7	41	199	574	240	200	35	41	80	20	45	
Manufacturing -----	419	2.30	-	-	-	-	14	-	-	6	167	56	26	-	9	9	72	-	45	
Nonmanufacturing -----	1,105	2.21	-	-	-	1	-	12	7	35	32	518	214	200	26	32	8	20	-	
Wholesale trade -----	904	2.20	-	-	-	-	-	-	-	29	24	450	185	164	26	26	-	-	-	
Retail trade -----	201	2.24	-	-	-	1	-	12	7	6	8	68	29	36	6	8	20	-	-	
Packers, shipping (men) -----	703	2.15	-	-	-	4	7	8	21	21	40	449	74	52	21	4	-	-	2	
Manufacturing -----	370	2.19	-	-	-	4	-	-	4	4	40	185	67	44	20	-	-	-	2	
Nonmanufacturing -----	333	2.10	-	-	-	-	7	8	17	17	-	264	7	8	1	4	-	-	-	
Wholesale trade -----	222	2.14	-	-	-	-	-	-	-	-	-	216	6	-	-	-	-	-	-	
Retail trade -----	109	2.03	-	-	-	-	7	8	17	17	-	48	-	8	-	4	-	-	-	
Packers, shipping (women) -----	381	1.65	-	9	69	18	230	4	19	19	10	3	-	-	-	-	-	-	-	
Nonmanufacturing -----	50	1.73	-	2	6	11	-	2	15	11	-	3	-	-	-	-	-	-	-	
Receiving clerks -----	447	2.30	-	-	-	-	3	1	1	2	12	86	125	124	39	23	24	5	2	
Manufacturing -----	209	2.33	-	-	-	-	-	-	-	2	-	33	50	69	26	5	24	-	-	
Nonmanufacturing -----	238	2.27	-	-	-	-	3	1	1	-	12	53	75	55	13	18	-	5	2	
Wholesale trade -----	130	2.26	-	-	-	-	-	-	-	-	-	25	66	35	2	-	-	-	2	
Retail trade -----	94	2.31	-	-	-	-	1	-	-	-	11	26	9	13	11	18	-	5	-	

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 San Francisco-Oakland, Calif., by industry division, January 1958)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																	
			\$ 1.20 and under	\$ 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 and over
			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	
Shipping clerks	228	2.36	-	-	-	-	5	-	-	2	4	26	56	53	24	35	1	18	4	-
Manufacturing	68	2.31	-	-	-	-	-	-	-	-	-	20	10	24	3	11	-	-	-	-
Nonmanufacturing	160	2.38	-	-	-	-	5	-	-	2	4	6	46	29	21	24	1	18	4	-
Wholesale trade	123	2.38	-	-	-	-	-	-	-	-	3	6	43	29	8	19	-	13	2	-
Shipping and receiving clerks	569	2.42	-	-	-	-	-	7	4	11	18	141	38	98	186	48	5	13	-	-
Manufacturing	209	2.39	-	-	-	-	-	-	-	-	1	84	32	42	23	22	5	-	-	-
Nonmanufacturing	360	2.45	-	-	-	-	-	7	4	11	17	57	6	56	163	26	-	13	-	-
Wholesale trade	244	2.52	-	-	-	-	-	-	-	5	10	12	-	24	154	26	-	13	-	-
Retail trade	99	2.29	-	-	-	-	-	7	-	6	7	45	6	19	9	-	-	-	-	-
Truckdrivers ³	4,116	2.50	-	-	-	6	5	22	10	22	30	303	90	1457	866	881	295	77	52	-
Manufacturing	755	2.57	-	-	-	-	-	-	-	-	3	39	20	187	126	280	11	77	12	-
Nonmanufacturing	3,361	2.49	-	-	-	6	5	22	10	22	27	264	70	1270	740	601	284	-	40	-
Public utilities †	1,986	2.45	-	-	-	6	5	22	10	10	15	208	51	932	300	331	96	-	-	-
Wholesale trade	866	2.48	-	-	-	-	-	-	-	-	12	12	46	10	327	210	217	32	-	-
Retail trade	427	2.66	-	-	-	-	-	-	-	-	-	10	-	10	158	53	156	-	40	-
Truckdrivers, light (under 1½ tons)	422	2.46	-	-	-	-	-	-	4	3	15	76	26	99	103	88	2	-	6	-
Manufacturing	158	2.53	-	-	-	-	-	-	-	-	3	22	2	42	1	88	-	-	-	-
Nonmanufacturing	264	2.42	-	-	-	-	-	-	4	3	12	54	24	57	102	-	2	-	6	-
Public utilities †	57	2.35	-	-	-	-	-	-	4	3	-	4	17	29	-	-	-	-	-	-
Wholesale trade	110	2.35	-	-	-	-	-	-	-	-	12	40	6	26	26	-	-	-	-	-
Truckdrivers, medium (1½ to and including 4 tons)	1,632	2.50	-	-	-	-	-	-	-	12	4	214	52	694	231	171	152	77	25	-
Manufacturing	324	2.59	-	-	-	-	-	-	-	-	16	18	79	45	83	-	77	6	-	-
Nonmanufacturing	1,308	2.48	-	-	-	-	-	-	-	12	4	198	34	615	186	88	152	-	19	-
Public utilities †	680	2.41	-	-	-	-	-	-	-	-	4	192	22	406	-	56	-	-	-	-
Wholesale trade	315	2.43	-	-	-	-	-	-	-	12	-	6	4	200	67	26	-	-	-	-
Retail trade	304	2.66	-	-	-	-	-	-	-	-	-	-	-	8	119	6	152	-	19	-
Truckdrivers, heavy (over 4 tons, trailer type)	1,038	2.58	-	-	-	-	-	-	-	-	-	3	-	166	291	455	113	-	10	-
Manufacturing	163	2.59	-	-	-	-	-	-	-	-	-	-	-	22	66	72	3	-	-	-
Nonmanufacturing	875	2.57	-	-	-	-	-	-	-	-	-	3	-	144	225	383	110	-	10	-
Public utilities †	609	2.54	-	-	-	-	-	-	-	-	-	3	-	144	192	194	76	-	-	-
Wholesale trade	174	2.63	-	-	-	-	-	-	-	-	-	-	-	-	-	142	32	-	-	-
Truckdrivers, heavy (over 4 tons, other than trailer type)	759	2.50	-	-	-	-	-	-	-	-	-	-	-	398	155	167	28	-	11	-
Manufacturing	109	2.55	-	-	-	-	-	-	-	-	-	-	-	44	14	37	8	-	6	-
Nonmanufacturing	650	2.49	-	-	-	-	-	-	-	-	-	-	-	354	141	130	20	-	5	-
Public utilities †	376	2.47	-	-	-	-	-	-	-	-	-	-	-	253	22	81	20	-	-	-
Wholesale trade	267	2.50	-	-	-	-	-	-	-	-	-	-	-	101	117	49	-	-	-	-
Truckers, power (forklift)	1,148	2.28	-	-	-	-	-	-	27	12	139	482	368	97	14	9	-	-	-	-
Manufacturing	894	2.27	-	-	-	-	-	-	27	12	134	307	349	62	2	1	-	-	-	-
Nonmanufacturing	254	2.29	-	-	-	-	-	-	-	-	5	175	19	35	12	8	-	-	-	-
Public utilities †	84	2.30	-	-	-	-	-	-	-	-	-	55	6	12	3	8	-	-	-	-
Wholesale trade	121	2.26	-	-	-	-	-	-	-	-	5	96	6	8	6	-	-	-	-	-
Truckers, power (other than forklift)	241	2.55	-	-	-	-	-	-	-	4	77	7	-	25	-	14	-	114	-	-
Manufacturing	226	2.54	-	-	-	-	-	-	-	4	75	7	-	25	-	14	-	101	-	-
Watchmen	400	1.95	9	-	19	9	22	51	43	31	74	75	63	2	2	-	-	-	-	-
Manufacturing	267	2.01	-	-	2	7	15	26	15	30	51	68	53	-	-	-	-	-	-	-
Nonmanufacturing	133	1.82	9	-	17	2	7	25	28	1	23	7	10	2	2	-	-	-	-	-

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 Includes all drivers regardless of size and type of truck operated.⁴ Workers were at \$ 1.10 and under \$ 1.20.

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

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	92.9	92.0	16.3	4.6
With shift pay differential	92.9	92.0	16.3	4.6
Uniform cents (per hour)	49.5	36.4	10.0	4.1
4 cents	2.5	-	.6	-
5 cents	1.9	.9	.3	.1
6 cents	4.8	2.5	.7	.6
7 cents	1.0	1.0	.3	.2
8 cents	12.5	-	2.2	-
9 cents	-	4.8	-	.5
10 cents	13.4	2.7	2.8	*
13 cents	-	5.1	-	.8
13½ cents	5.9	-	1.6	-
13¾ cents	1.5	-	*	-
15 cents	2.3	6.1	.7	.2
16 cents	-	7.4	-	1.0
20 cents	3.7	3.7	.7	.1
23 cents	-	2.3	-	.6
Uniform percentage	4.6	3.8	.1	*
5 percent	1.7	-	*	-
10 percent	2.9	1.7	.1	*
15 percent	-	2.0	-	*
Full day's pay for reduced hours	-	1.5	-	-
Other ²	38.7	50.2	6.1	.4
No shift pay differential	-	-	-	-

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

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

* Less than 0.05 percent.

Occupational Wage Survey, San Francisco-Oakland, Calif., January 1958
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 in standard weekly hours ² of—							Based on standard weekly hours ² of—							
		All schedules	40	All schedules	37½	38¾	40		All schedules	40	All schedules	37½	38¾	40		
Establishments studied	251	83	xxx	168	xxx	xxx	xxx	251	83	xxx	168	xxx	xxx	xxx		
	For Inexperienced Typists							For Other Inexperienced Clerical Workers ³								
Establishments having a specified minimum	123	41	32	82	12	8	55	136	49	39	87	12	8	60		
\$42.50 and under \$45.00	1	-	-	1	-	-	-	4	-	-	4	1	-	1		
\$45.00 and under \$47.50	8	-	-	8	1	1	5	13	1	-	12	3	2	5		
\$47.50 and under \$50.00	9	-	-	9	3	1	3	7	-	-	7	2	-	5		
\$50.00 and under \$52.50	26	2	1	24	5	-	17	25	4	3	21	3	-	17		
\$52.50 and under \$55.00	9	-	-	9	1	1	6	14	5	4	9	1	1	6		
\$55.00 and under \$57.50	12	10	8	2	-	-	2	11	8	7	3	-	-	2		
\$57.50 and under \$60.00	17	10	8	7	-	2	5	16	7	6	9	1	3	5		
\$60.00 and under \$62.50	9	4	3	5	-	2	3	15	10	8	5	-	1	4		
\$62.50 and under \$65.00	5	3	3	2	1	-	1	8	4	4	4	-	-	4		
\$65.00 and under \$67.50	9	5	4	4	-	1	3	8	2	1	6	1	1	4		
\$67.50 and under \$70.00	4	2	2	2	1	-	1	6	2	2	4	-	-	4		
\$70.00 and under \$72.50	6	2	1	4	-	-	4	4	3	2	1	-	-	1		
\$72.50 and under \$75.00	7	2	2	5	-	-	5	3	1	1	2	-	-	2		
\$75.00 and over	1	1	-	-	-	-	-	2	2	1	-	-	-	-		
Establishments having no specified minimum	70	24	xxx	46	xxx	xxx	xxx	68	21	xxx	47	xxx	xxx	xxx		
Establishments which did not employ workers in this category	58	18	xxx	40	xxx	xxx	xxx	47	13	xxx	34	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.

Occupational Wage Survey, San Francisco-Oakland, Calif., January 1958
U. S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

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	Finance ^{††}	Services	All industries ³	Manufacturing	Public utilities [†]	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100		100	100	100	100	100	
Under 37½ hours	4	7	1	4	**	**		3	5	-	-	-	2
37½ hours	15	9	7	8	8	24		10	8	2	6	12	
Over 37½ and under 38¾ hours	4	-	2	-	-	9		-	-	-	-	-	-
38¾ hours	10	12	6	7	11	11		-	-	-	-	-	-
40 hours	68	73	84	81	81	56		86	87	97	94	84	
Over 40 hours	-	-	-	-	-	-		1	-	1	-	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 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.

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	Finance ^{††}	Services	All industries ²	Manufacturing	Public utilities [†]	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100		100	100	100	100	100	
Daily overtime													
Workers in establishments providing premium pay ³	92	94	85	90	92	95		99	100	99	94	98	
Time and one-half	92	94	85	90	92	95		91	84	99	92	98	
Effective after less than 8 hours	5	6	1	5	12	4		12	13	2	6	14	
Effective after 8 hours	86	86	84	85	81	91		79	72	98	86	85	
Effective after more than 8 hours	**	2	-	-	-	-		-	-	-	-	-	
Double time	-	-	-	-	-	-		8	16	-	2	-	
Workers in establishments providing no premium pay or having no policy	8	6	15	10	8	5		1	-	**	6	2	
Weekly overtime													
Workers in establishments providing premium pay ³	99	99	99	99	99	100		99	100	100	97	98	
Time and one-half	98	98	99	99	99	100		87	77	100	95	98	
Effective after less than 40 hours	6	6	2	5	16	4		12	13	2	6	14	
Effective after 40 hours	93	91	97	95	83	96		75	64	98	89	84	
Effective after more than 40 hours	**	-	-	-	-	-		**	-	-	-	1	
Double time	**	2	-	-	-	-		12	23	-	2	-	
Workers in establishments providing no premium pay or having no policy	1	1	1	**	1	**		1	-	-	3	2	

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

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

³ 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 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.

Occupational Wage Survey, San Francisco-Oakland, Calif., January 1958

U. S. DEPARTMENT OF LABOR

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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	Finance ††	Services	All industries ²	Manufacturing	Public utilities †	Wholesale trade	Retail trade	Services
Wage structure for time-rated workers ³													
Formal rate structure -----	66	68	93	58	61	63		99	100	100	100	95	
Single rate -----	5	1	6	1	17	3		81	97	39	77	69	
Range of rates -----	61	67	87	57	44	60		18	3	61	23	26	
Individual rates -----	34	32	7	42	39	38		1	-	-	-	5	
Method of wage payment for plant workers													
Time workers -----	DATA NOT COLLECTED							91	93	100	99	74	
Incentive workers -----	DATA NOT COLLECTED							9	7	-	**	26	
Piecework -----	DATA NOT COLLECTED							2	4	-	-	-	
Bonus work -----	DATA NOT COLLECTED							2	4	-	-	-	
Commission -----	DATA NOT COLLECTED							5	-	-	**	26	
Labor-management agreements ⁴													
Workers in establishments with agreements covering a majority of such workers -----	15-19	10-14	75-79	0-4	60-64	0-4		95+	95+	95+	85-89	85-89	

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

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

³ Estimates for office workers are based on total office employment, whereas estimates for plant workers are based on time-rated employees only.

⁴ 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.

Occupational Wage Survey, San Francisco-Oakland, Calif., January 1958
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Table B-6: Paid Holidays¹

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN—							PERCENT OF PLANT WORKERS EMPLOYED IN—					
	All industries ²	Manufacturing	Public utilities [†]	Wholesale trade	Retail trade	Finance ^{††}	Services	All industries ³	Manufacturing	Public utilities [†]	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100		100	100	100	100	100	
Workers in establishments providing paid holidays -----	100	100	100	100	100	100		97	96	100	100	99	
Workers in establishments providing no paid holidays -----	-	-	-	-	-	-		3	4	-	-	1	
Number of days													
Less than 5 holidays -----	**	-	-	-	**	-		3	1	-	-	16	
5 holidays -----	**	-	-	-	**	-		7	6	-	-	-	
6 holidays -----	1	1	1	4	4	-		5	4	7	**	4	
6 holidays plus 2 half days -----	**	1	-	-	-	-		1	2	-	-	-	
7 holidays -----	39	56	21	69	75	19		50	56	26	54	62	
7 holidays plus 1 half day -----	1	3	-	-	7	-		1	1	-	-	2	
7 holidays plus 2 half days -----	1	3	2	-	-	-		**	1	-	-	-	
8 holidays -----	35	31	74	23	11	30		28	23	67	43	16	
8 holidays plus 1 half day -----	7	2	-	-	-	16		1	1	-	-	-	
8 holidays plus 2 half days -----	1	1	-	-	-	1		**	1	-	-	-	
9 holidays -----	7	2	1	4	2	16		1	**	-	3	-	
9 holidays plus 1 half day -----	4	-	-	-	-	9		-	-	-	-	-	
9 holidays plus 3 half days -----	1	-	-	-	-	2		-	-	-	-	-	
10 holidays -----	1	-	1	-	-	2		-	-	-	-	-	
10 holidays plus 1 half day -----	**	**	-	-	-	-		-	-	-	-	-	
13 holidays -----	2	-	-	-	-	5		-	-	-	-	-	
Total holiday time⁴													
13 days -----	2	-	-	-	-	5		-	-	-	-	-	
12½ or more days -----	2	-	-	-	-	5		-	-	-	-	-	
12 or more days -----	2	-	-	-	-	5		-	-	-	-	-	
11½ or more days -----	2	-	-	-	-	5		-	-	-	-	-	
11 or more days -----	2	-	-	-	-	5		-	-	-	-	-	
10½ or more days -----	3	-	-	-	-	7		-	-	-	-	-	
10 or more days -----	4	**	1	-	-	9		-	-	-	-	-	
9½ or more days -----	7	**	1	-	-	18		-	-	-	-	-	
9 or more days -----	15	3	2	4	2	35		1	1	-	3	-	
8½ or more days -----	22	5	2	4	2	51		2	3	-	3	-	
8 or more days -----	58	39	78	27	14	81		30	26	67	46	16	
7½ or more days -----	59	42	78	27	21	81		31	28	67	46	18	
7 or more days -----	99	99	99	96	96	100		82	85	93	100	80	
6½ or more days -----	99	99	99	96	96	100		82	85	93	100	80	
6 or more days -----	99	100	100	100	99	100		87	89	100	100	84	
5½ or more days -----	99	100	100	100	99	100		87	89	100	100	84	
5 or more days -----	99	100	100	100	99	100		94	95	100	100	84	
4½ or more days -----	99	100	100	100	99	100		94	95	100	100	84	
4 or more days -----	99	100	100	100	99	100		94	95	100	100	84	
3½ or more days -----	99	100	100	100	99	100		94	95	100	100	84	
3 or more days -----	99	100	100	100	99	100		94	96	100	100	84	
2½ or more days -----	99	100	100	100	99	100		94	96	100	100	84	
2 or more days -----	100	100	100	100	100	100		97	96	100	100	99	

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	Finance††	Services	All industries ³	Manufacturing	Public utilities†	Wholesale trade	Retail trade	Services
Holidays⁵													
New Year's Day	100	100	100	100	100	100		90	89	100	100	84	
Washington's Birthday	90	90	99	92	96	86		74	70	93	97	80	
Decoration Day	100	100	100	100	100	100		90	95	100	100	84	
July 4th	100	100	100	100	100	100		91	90	100	100	84	
Labor Day	100	100	100	100	100	100		94	96	100	100	84	
Veterans Day	24	15	24	17	14	33		17	22	14	13	13	
Thanksgiving Day	100	100	100	100	100	100		97	96	100	100	99	
Christmas	100	100	100	100	100	100		97	95	100	100	99	
Good Friday	7	10	-	8	-	10		6	11	-	5	-	
Admission Day	42	4	50	8	-	84		12	2	49	33	2	
Election Day	2	1	-	3	-	5		3	5	-	-	-	
Day after Thanksgiving	3	4	1	-	-	4		-	-	-	-	-	
Lincoln's Birthday	3	-	2	-	-	6		-	-	-	-	-	
Columbus Day	3	-	2	-	2	6		**	-	2	-	-	
Half day Good Friday	12	3	-	-	7	27		1	1	-	-	2	
Half day Christmas Eve	3	8	2	-	-	2		3	5	-	-	-	

¹ Estimates relate to holidays provided annually.

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

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

⁴ 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.

⁵ 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	Finance ††	Services	All industries ²	Manufacturing	Public utilities †	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100		100	100	100	100	100	
Method of payment													
Workers in establishments providing paid vacations	100	100	100	100	100	100		100	100	100	100	100	
Length-of-time payment	100	99	100	100	100	100		95	91	100	100	100	
Percentage payment	**	1	-	-	-	-		4	9	-	-	-	
Other	-	-	-	-	-	-		**	1	-	-	-	
Workers in establishments providing no paid vacations	-	-	-	-	-	-		-	-	-	-	-	
Amount of vacation pay³													
<u>After 1 year of service</u>													
1 week	19	6	67	29	65	-		63	56	53	83	81	
Over 1 and under 2 weeks	-	-	-	-	-	-		11	21	-	2	-	
2 weeks	80	93	32	71	35	98		21	19	31	15	19	
Over 2 and under 3 weeks	1	-	1	-	-	2		3	-	17	-	-	
3 weeks	**	1	-	-	-	-		2	4	-	-	-	
<u>After 2 years of service</u>													
1 week	1	1	1	-	**	-		11	16	4	-	1	
Over 1 and under 2 weeks	1	-	4	-	-	-		7	13	-	**	3	
2 weeks	98	98	94	100	100	98		76	63	79	100	96	
Over 2 and under 3 weeks	**	-	1	-	-	-		3	-	17	-	-	
3 weeks	1	1	-	-	-	2		4	7	-	-	-	
<u>After 3 years of service</u>													
1 week	-	-	-	-	-	-		2	4	-	-	-	
Over 1 and under 2 weeks	-	-	-	-	-	-		7	13	-	**	3	
2 weeks	96	92	96	100	100	98		84	75	83	100	97	
Over 2 and under 3 weeks	**	-	1	-	-	-		1	-	7	-	-	
3 weeks	4	8	3	-	-	2		6	8	10	-	-	
<u>After 5 years of service</u>													
Under 2 weeks	-	-	-	-	-	-		1	1	-	-	-	
2 weeks	87	91	85	96	87	87		86	88	82	98	79	
Over 2 and under 3 weeks	5	-	1	4	-	11		1	-	7	2	-	
3 weeks	8	9	14	-	13	2		12	11	12	-	21	
4 weeks	**	-	-	-	-	-		-	-	-	-	-	

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	Finance ††	Services	All industries ²	Manufacturing	Public utilities †	Wholesale trade	Retail trade	Services
Amount of vacation pay ³ - Continued													
<u>After 10 years of service</u>													
Under 2 weeks -----	-	-	-	-	-	-	-	1	1	-	-	-	-
2 weeks -----	58	62	61	69	16	63	52	63	61	76	13	-	-
Over 2 and under 3 weeks -----	6	2	1	4	-	12	5	6	8	2	-	-	-
3 weeks -----	36	36	37	27	84	25	43	30	29	21	87	-	-
4 weeks -----	**	-	1	-	-	-	**	-	2	-	-	-	-
<u>After 15 years of service</u>													
Under 2 weeks -----	-	-	-	-	-	-	1	1	-	-	-	-	-
2 weeks -----	12	8	4	12	6	18	6	5	2	-	-	5	-
Over 2 and under 3 weeks -----	2	-	1	-	-	5	1	-	7	-	-	-	-
3 weeks -----	86	92	94	88	94	77	92	94	90	100	95	-	-
4 weeks -----	**	-	1	-	-	-	**	-	2	-	-	-	-
<u>After 20 years of service</u>													
Under 2 weeks -----	-	-	-	-	-	-	1	1	-	-	-	-	-
2 weeks -----	8	8	4	12	6	8	6	5	2	-	-	5	-
Over 2 and under 3 weeks -----	**	-	1	-	-	-	1	-	7	-	-	-	-
3 weeks -----	82	73	94	77	91	84	84	83	90	91	92	-	-
4 weeks -----	10	19	1	11	2	8	8	11	2	9	4	-	-
<u>After 25 years of service</u>													
Under 2 weeks -----	-	-	-	-	-	-	1	1	-	-	-	-	-
2 weeks -----	7	8	4	12	6	6	6	5	2	-	-	5	-
Over 2 and under 3 weeks -----	**	-	1	-	-	-	1	-	7	-	-	-	-
3 weeks -----	70	62	71	59	75	75	72	70	72	85	78	-	-
Over 3 and under 4 weeks -----	1	2	-	-	-	-	2	3	-	-	-	-	-
4 weeks ⁴ -----	23	27	25	29	19	20	19	21	20	15	17	-	-

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

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

³ 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.

⁴ 4 weeks' pay is available, after service in excess of 25 years, to an additional 5 percent of office workers (chiefly in finance) and to 1 percent of plant workers.

** 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	Finance ^{††}	Services	All industries ²	Manufacturing	Public utilities [†]	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100		100	100	100	100	100	
Workers in establishments providing:													
Life insurance	95	90	96	97	78	100		93	95	94	100	86	
Accidental death and dismemberment insurance	41	57	12	48	37	43		50	67	19	62	29	
Sickness and accident insurance or sick leave or both ³	76	73	92	76	44	81		54	42	84	86	50	
Sickness and accident insurance	33	29	31	18	22	46		24	27	37	5	21	
Sick leave (full pay and no waiting period)	54	62	46	63	19	57		17	10	41	18	20	
Sick leave (partial pay or waiting period)	10	2	44	10	16	3		22	9	39	68	15	
Hospitalization insurance	81	90	54	77	87	88		87	94	59	79	94	
Surgical insurance	81	90	54	75	87	88		87	94	59	76	94	
Medical insurance	70	83	54	67	84	67		84	88	59	74	93	
Catastrophe insurance	36	37	30	29	13	44		25	29	42	25	14	
Retirement pension	80	79	87	62	37	94		67	63	97	88	48	
No health, insurance, or pension plan	**	**	-	1	-	-		**	-	-	-	-	

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

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

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

** Less than 0.5 percent.

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

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

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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:

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

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

BOOKKEEPING-MACHINE OPERATOR

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

BOOKKEEPING-MACHINE OPERATOR - Continued

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

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

CLERK, ACCOUNTING

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

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

CLERK, FILE

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

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

CLERK, ORDER

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

CLERK, PAYROLL

Computes wages of company employees and enters the necessary data on the payroll sheets. Duties involve: Calculating workers' earnings based on time or production records; posting calculated data on payroll sheet, showing information such as worker's name, working days, time, rate, deductions for insurance, and total wages due. May make out 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; shelve; trucker; stockman or stock helper; warehouseman or warehouse helper)

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

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

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

PACKER, SHIPPING

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

SHIPPING AND RECEIVING CLERK

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

SHIPPING AND RECEIVING CLERK - Continued

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

For wage study purposes, workers are classified as follows:

Receiving clerk
Shipping clerk
Shipping and receiving clerk

TRUCKDRIVER

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

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

Truckdriver (combination of sizes listed separately)
Truckdriver, light (under 1½ tons)
Truckdriver, medium (1½ to and including 4 tons)
Truckdriver, heavy (over 4 tons, trailer type)
Truckdriver, heavy (over 4 tons, other than trailer type)

TRUCKER, POWER

Operates a manually controlled gasoline- or electric-powered truck or tractor to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

For wage study purposes, workers are classified by type of truck, as follows:

Trucker, power (forklift)
Trucker, power (other than forklift)

WATCHMAN

Makes rounds of premises periodically in protecting property against fire, theft, and illegal entry.

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 sales 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



