

Occupational Wage Survey

MINNEAPOLIS-ST. PAUL, MINNESOTA

JANUARY 1959

Bulletin No. 1240-11

UNITED STATES DEPARTMENT OF LABOR
James P. Mitchell, Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner

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Preface

The Community Wage Survey Program

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

This report was prepared in the Bureau's regional office in Chicago, Ill., by Woodrow C. Linn, under the direction of George E. Votava, Regional Wage and Industrial Relations Analyst.

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* NOTE: Similar tabulations for most of these items are available in the Minneapolis-St. Paul area reports for November of each year from 1951 to 1954, December 1955, March 1957, and January 1958. Like the present report, the 1957 report was limited to occupational earnings. Most of the other reports included data on shift differential provisions; minimum entrance rates for women office workers; scheduled weekly hours; paid holidays; paid vacations; and health, insurance, and pension plans. The 1953 report (BLS Bull. 1157-1) also provides a tabulation of the rate of pay for holiday work; the 1954 report, data on pay provisions for holidays falling on nonworkdays, and frequency of wage payment. Both the 1953 and 1958 reports provide data on overtime pay practices, wage structure characteristics, and labor-management agreements. A directory indicating date of study and the price of the reports, as well as reports for other major areas, is available upon request.

A current report on occupational earnings and supplementary wage practices is also available for auto dealer repair shops in the Minneapolis-St. Paul area (June 1958). A report on occupational earnings is also available for the machinery industries (January 1959); data for supplementary wage practices in the machinery industries were included in the report of January 1958. 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—Minneapolis-St. Paul, Minn.

Introduction

This area is one of several important industrial centers in which the U. S. Department of Labor's Bureau of Labor Statistics conducts surveys of occupational earnings and related wage benefits on an area basis.

The bulletin presents current occupational employment and earnings information obtained largely by mail from the establishments visited by Bureau field agents in the last previous survey for occupations reported in that earlier study. Personal visits were made to nonrespondents and to those respondents reporting unusual changes since the previous survey.

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

These surveys are conducted on a sample basis because of the unnecessary cost involved in surveying all establishments. To obtain appropriate accuracy at minimum cost, a greater proportion of large than of small establishments is studied. In combining the data, however, all establishments are given their appropriate weight. Estimates

based on the establishments studied are presented, therefore, as relating to all establishments in the industry grouping and area, except for those below the minimum size studied.

Occupations and Earnings

The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries. Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job. (See appendix for listing of these descriptions.) Earnings data are presented (in the A-series tables) for the following types of occupations: (a) Office clerical; (b) professional and technical; (c) maintenance and powerplant; and (d) custodial and material movement.

Occupational employment and earnings data are shown for full-time workers, i. e., those hired to work a regular weekly schedule in the given occupational classification. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Nonproduction bonuses are excluded also, but cost-of-living bonuses and incentive earnings are included. Where weekly hours are reported, as for office clerical occupations, reference is 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.

¹ See table below for minimum-size establishment covered.

Table 1. Establishments and workers within scope of survey and number studied in Minneapolis-St. Paul, Minn., ¹ by major industry division, ² January 1959

Industry division	Number of establishments		Workers in establishments	
	Within scope of study ³	Studied	Within scope of study	Studied
All divisions	1,011	240	234,700	140,600
Manufacturing	427	92	115,800	69,420
Nonmanufacturing	584	148	118,900	71,180
Transportation (excluding railroads), communication, and other public utilities ⁴	71	25	26,500	20,350
Wholesale trade	138	35	19,600	9,030
Retail trade	195	38	41,100	25,690
Finance, insurance, and real estate	90	29	19,700	12,190
Services ^{5, 6}	90	21	12,000	3,920

¹ The Minneapolis-St. Paul Metropolitan Area (Anoka, Dakota, Hennepin, and Ramsey 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 The 1957 revised edition of the Standard Industrial Classification Manual was used in classifying establishments by industry division. Major changes from the earlier edition used in previous surveys are the transfer of milk pasteurization plants and ready mixed concrete establishments from trade (wholesale or retail) to manufacturing, and the transfer of radio and television broadcasting from services to the transportation, communication, and other public utilities division.

³ Includes all establishments with total employment at or above the minimum-size limitation (51 employees). 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.

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

⁵ This industry division is represented in estimates for all industries and nonmanufacturing in the Series A tables, although coverage was insufficient to justify separate presentation of data.

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

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 1958 for workers in 17 major labor markets appeared in BLS Bull. 1224-20, *Wages and Related Benefits*, 19 Labor Markets, Winter 1957-58.

Table 2. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in Minneapolis-St. Paul, Minn., January 1959 and January 1958, and percents of increase for selected periods

Industry and occupational group	Indexes (November 1952 = 100)		Percent increases from—					
	January 1959	January 1958	January 1958	March 1957	December 1955	November 1954	November 1953	November 1952
			to January 1959	to January 1958	to March 1957	to December 1955	to November 1954	to November 1953
All industries:								
Office clerical (women) -----	129.2	125.0	3.4	3.0	6.3	3.8	3.3	6.3
Industrial nurses (women) -----	133.9	129.1	3.7	3.8	5.3	3.4	4.3	9.4
Skilled maintenance (men) -----	132.6	126.7	4.6	4.1	5.3	4.9	3.3	6.6
Unskilled plant (men) -----	137.4	¹ 130.9	4.9	¹ 5.1	6.4	4.9	4.9	6.4
Manufacturing:								
Office clerical (women) -----	126.7	122.9	3.1	3.0	5.3	3.4	3.6	5.8
Industrial nurses (women) -----	133.6	128.9	3.6	4.4	5.3	2.0	5.0	9.4
Skilled maintenance (men) -----	130.2	125.1	4.1	4.4	5.1	5.4	1.4	6.7
Unskilled plant (men) -----	133.7	¹ 126.7	5.5	¹ 4.1	5.4	4.2	4.8	5.8

¹ Revised estimate.

A: Occupational Earnings

Table A-1. Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis, by industry division, Minneapolis-St. Paul, Minn., January 1959)

Sex, occupation, and industry division	Number of workers	Averages		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																		
		Weekly hours ¹ (Standard)	Weekly earnings ² (Standard)	Under \$40.00	\$40.00 and under 45.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00 and over	
Men																						
Clerks, accounting, class A	671	39.5	94.50	-	-	-	-	4	6	29	16	41	78	78	95	104	96	40	11	30	43	
Manufacturing	248	39.5	91.50	-	-	-	-	-	3	7	11	16	30	40	46	48	25	2	1	15	4	
Nonmanufacturing	423	40.0	96.50	-	-	-	-	4	3	22	5	25	48	38	49	56	71	38	10	15	39	
Public utilities*	170	40.0	108.50	-	-	-	-	-	-	1	-	6	7	3	7	24	29	32	10	13	238	
Wholesale trade	145	40.0	87.00	-	-	-	-	4	1	11	4	18	20	21	19	25	19	1	-	1	1	
Retail trade	62	39.5	94.50	-	-	-	-	-	-	-	1	13	10	8	4	23	1	-	-	1	-	
Clerks, accounting, class B	322	39.5	73.50	-	-	10	16	18	39	39	36	42	64	35	11	12	-	-	-	-	-	
Manufacturing	80	39.0	68.00	-	-	-	4	5	22	19	12	2	13	3	-	-	-	-	-	-	-	
Nonmanufacturing	242	40.0	75.50	-	-	10	12	13	17	20	24	40	51	32	11	12	-	-	-	-	-	
Public utilities*	135	40.0	76.50	-	-	7	7	4	13	11	10	15	25	28	9	6	-	-	-	-	-	
Wholesale trade	78	40.0	75.50	-	-	2	5	4	4	4	12	14	21	4	2	6	-	-	-	-	-	
Clerks, order	540	40.0	90.00	-	-	-	-	3	24	37	24	40	73	54	90	42	78	44	13	-	18	
Manufacturing	117	39.5	96.00	-	-	-	-	-	-	-	8	-	22	4	11	21	15	33	-	-	3	
Nonmanufacturing	423	40.0	88.50	-	-	-	-	3	24	37	16	40	51	50	79	21	63	11	13	-	15	
Wholesale trade	388	40.0	87.50	-	-	-	-	3	24	37	15	40	51	48	66	10	55	11	13	-	15	
Clerks, payroll	61	40.0	81.50	-	-	-	-	2	-	12	5	9	10	10	7	1	3	1	-	-	1	
Office boys	239	39.5	50.50	-	58	76	37	36	14	6	6	5	1	-	-	-	-	-	-	-	-	
Manufacturing	57	39.5	49.50	-	11	18	17	9	1	1	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	182	39.5	51.00	-	47	58	20	27	13	5	6	5	1	-	-	-	-	-	-	-	-	
Wholesale trade	61	40.0	55.00	-	2	11	15	18	9	4	2	-	-	-	-	-	-	-	-	-	-	
Finance†	60	39.0	47.00	-	20	29	2	7	2	-	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators ³	432	39.0	79.00	-	-	2	12	25	40	42	41	60	57	56	34	34	11	13	-	2	3	
Manufacturing	157	39.5	80.50	-	-	-	1	6	16	14	11	26	23	25	17	7	3	5	-	1	3	
Nonmanufacturing	275	39.0	78.50	-	-	2	11	19	24	28	30	34	34	31	17	27	8	8	-	2	-	
Finance†	186	38.5	76.50	-	-	2	10	19	17	22	19	29	21	13	3	19	3	7	-	2	-	
Women																						
Billers, machine (billing machine)	253	39.5	59.00	-	3	15	79	42	68	17	17	4	8	-	-	-	-	-	-	-	-	
Nonmanufacturing	242	39.5	58.50	-	3	15	78	42	66	15	11	4	8	-	-	-	-	-	-	-	-	
Public utilities*	82	40.0	59.50	-	-	2	28	22	14	8	2	2	4	-	-	-	-	-	-	-	-	
Wholesale trade	58	38.5	62.50	-	-	5	17	-	16	7	7	2	4	-	-	-	-	-	-	-	-	
Retail trade	67	40.0	54.00	-	3	8	26	10	19	-	1	-	-	-	-	-	-	-	-	-	-	
Billers, machine (bookkeeping machine)	178	39.5	61.00	-	-	25	36	17	59	12	3	9	2	3	12	-	-	-	-	-	-	
Nonmanufacturing	169	39.5	59.50	-	-	25	36	17	59	12	3	9	2	-	6	-	-	-	-	-	-	
Bookkeeping-machine operators, class A	171	39.5	71.00	-	-	1	6	15	13	54	28	27	15	10	1	1	-	-	-	-	-	
Nonmanufacturing	133	39.5	69.50	-	-	-	6	15	10	45	22	16	14	2	1	1	-	-	-	-	-	
Wholesale trade	51	40.0	76.50	-	-	-	-	1	-	6	13	16	14	1	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class B	914	39.5	58.50	-	39	112	196	191	207	80	44	14	13	4	9	5	-	-	-	-	-	
Manufacturing	230	39.5	64.00	-	-	3	51	25	54	41	33	9	1	-	8	5	-	-	-	-	-	
Nonmanufacturing	684	39.5	56.50	-	39	109	145	166	153	39	11	5	12	4	1	-	-	-	-	-	-	
Wholesale trade	178	39.5	60.00	-	-	2	30	55	68	12	8	3	-	-	-	-	-	-	-	-	-	
Retail trade	122	40.0	57.50	-	4	9	28	25	34	21	1	-	-	-	-	-	-	-	-	-	-	
Finance†	318	39.5	52.50	-	35	94	71	82	36	-	-	-	-	-	-	-	-	-	-	-	-	

See footnotes at end of table.

Table A-1. Office Occupations—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis,
by industry division, Minneapolis-St. Paul, Minn., January 1959)

Sex, occupation, and industry division	Number of workers	Average		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$40.00	\$40.00 and under 45.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00 and over
Women—Continued																					
Clerks, accounting, class A	754	39.5	74.50	-	-	9	18	52	129	78	113	140	39	41	89	32	7	2	1	2	2
Manufacturing	150	39.0	77.00	-	-	-	-	-	26	15	46	6	11	17	22	6	-	-	-	-	-
Nonmanufacturing	604	39.5	74.00	-	-	9	18	52	103	63	67	134	28	24	67	26	7	2	1	2	1
Public utilities*	223	40.0	77.50	-	-	-	2	12	22	14	19	99	2	4	22	20	4	2	1	-	-
Wholesale trade	72	40.0	76.50	-	-	-	1	2	16	5	12	14	5	8	1	6	-	-	-	1	1
Retail trade	98	40.0	72.00	-	-	-	6	6	24	22	10	3	2	1	24	-	-	-	-	-	-
Finance†	171	38.0	70.50	-	-	9	9	18	35	20	19	15	14	11	20	-	-	-	-	1	-
Clerks, accounting, class B	1,980	39.0	60.00	1	60	210	400	407	397	218	96	88	55	31	16	1	-	-	-	-	-
Manufacturing	391	39.0	63.00	-	9	31	45	81	70	60	48	15	12	11	8	1	-	-	-	-	-
Nonmanufacturing	1,589	39.0	59.50	1	51	179	355	326	327	158	48	73	43	20	8	-	-	-	-	-	-
Public utilities*	367	40.0	64.50	-	-	3	81	67	72	53	16	23	27	17	8	-	-	-	-	-	-
Wholesale trade	234	40.0	61.50	-	1	33	46	30	61	13	8	25	14	3	-	-	-	-	-	-	-
Retail trade	346	40.0	54.50	-	21	81	77	63	91	9	4	-	-	-	-	-	-	-	-	-	-
Finance†	556	38.0	58.50	1	20	47	131	150	92	71	20	22	2	-	-	-	-	-	-	-	-
Clerks, file, class A	213	39.0	61.50	-	-	3	22	78	60	18	17	2	10	2	-	1	-	-	-	-	-
Manufacturing	119	39.5	59.00	-	-	1	18	51	41	2	5	-	-	-	1	-	-	-	-	-	-
Nonmanufacturing	94	39.0	65.00	-	-	2	4	27	19	16	12	2	10	2	-	-	-	-	-	-	-
Clerks, file, class B	1,266	39.5	50.00	11	216	425	381	126	60	33	14	-	-	-	-	-	-	-	-	-	-
Manufacturing	244	39.5	51.50	-	26	71	89	39	17	2	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	1,022	39.5	50.00	11	190	354	292	87	43	31	14	-	-	-	-	-	-	-	-	-	-
Public utilities*	77	40.0	52.00	-	10	23	25	8	3	4	4	-	-	-	-	-	-	-	-	-	-
Wholesale trade	154	40.0	55.50	-	12	29	34	33	19	21	6	-	-	-	-	-	-	-	-	-	-
Retail trade	198	40.0	49.50	4	41	47	85	6	10	1	4	-	-	-	-	-	-	-	-	-	-
Finance†	509	38.5	48.50	7	91	232	127	36	11	5	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	325	39.5	61.50	-	15	45	44	43	68	50	15	19	11	7	3	4	1	-	-	-	-
Manufacturing	98	39.0	65.50	-	-	-	8	7	33	29	7	13	1	-	-	-	-	-	-	-	-
Nonmanufacturing	227	39.5	59.50	-	15	45	36	36	35	21	8	6	10	7	3	4	1	-	-	-	-
Wholesale trade	78	40.0	71.50	-	4	7	10	5	13	8	6	10	7	3	4	1	-	-	-	-	-
Retail trade	93	40.0	52.00	-	15	22	21	18	16	1	-	-	-	-	-	-	-	-	-	-	-
Clerks, payroll	640	39.5	68.00	-	2	19	68	90	108	134	75	33	28	22	42	14	-	4	-	-	1
Manufacturing	299	39.5	67.50	-	-	1	31	38	59	71	47	12	4	12	20	4	-	-	-	-	-
Nonmanufacturing	341	39.5	68.00	-	2	18	37	52	49	63	28	21	24	10	22	10	-	4	-	-	1
Public utilities*	74	40.0	71.00	-	-	9	12	7	6	1	6	3	9	8	8	4	-	-	-	-	-
Wholesale trade	88	39.5	76.50	-	-	1	4	1	18	10	11	10	8	1	14	6	-	4	-	-	-
Retail trade	103	39.5	60.50	-	2	8	14	26	17	32	2	1	1	-	-	-	-	-	-	-	-
Comptometer operators	688	39.5	64.50	-	5	19	123	87	194	91	40	55	16	25	31	2	-	-	-	-	-
Manufacturing	180	39.0	71.50	-	-	2	11	15	41	29	15	9	10	20	27	1	-	-	-	-	-
Nonmanufacturing	508	39.5	61.50	-	5	17	112	72	153	62	25	46	6	5	4	1	-	-	-	-	-
Wholesale trade	232	39.0	63.00	-	3	23	23	42	87	39	18	6	4	3	4	-	-	-	-	-	-
Retail trade	157	40.0	57.50	-	2	11	53	22	48	18	2	1	-	-	-	-	-	-	-	-	-
Finance†	55	38.5	63.50	-	-	3	15	5	9	5	-	18	-	-	-	-	-	-	-	-	-
Duplicating-machine operators (mimeograph or ditto)	74	39.5	55.00	3	4	15	13	22	12	-	2	3	-	-	-	-	-	-	-	-	-

See footnotes at end of table.

Table A-1. Office Occupations—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis, by industry division, Minneapolis-St. Paul, Minn., January 1959)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$40.00	\$40.00 and under 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																					
Key-punch operators	884	39.0	\$ 58.00	-	25	94	227	194	182	100	21	20	20	1	-	-	-	-	-	-	-
Manufacturing	286	39.5	60.00	-	-	14	52	86	75	35	14	5	5	-	-	-	-	-	-	-	-
Nonmanufacturing	598	39.0	57.00	-	25	80	175	108	107	65	7	15	15	1	-	-	-	-	-	-	-
Public utilities*	94	40.0	61.00	-	-	9	36	14	4	11	4	2	14	-	-	-	-	-	-	-	-
Wholesale trade	90	40.0	61.00	-	-	6	16	14	25	25	-	2	1	1	-	-	-	-	-	-	-
Finance†	344	38.5	55.00	-	25	58	108	74	45	23	1	10	-	-	-	-	-	-	-	-	-
Office girls	394	39.0	47.00	7	167	123	54	17	15	8	2	1	-	-	-	-	-	-	-	-	-
Manufacturing	65	39.5	46.00	-	31	26	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	329	39.0	47.50	7	136	97	50	13	15	8	2	1	-	-	-	-	-	-	-	-	-
Public utilities*	25	40.0	57.00	-	-	3	9	5	4	2	1	1	-	-	-	-	-	-	-	-	-
Wholesale trade	64	39.5	51.50	-	10	24	12	7	4	6	1	-	-	-	-	-	-	-	-	-	-
Retail trade	58	40.0	46.50	-	20	22	15	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Finance†	182	38.5	45.00	7	106	48	14	1	6	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	2,489	39.0	76.50	-	1	7	22	101	280	415	305	488	367	210	105	84	45	20	12	12	15
Manufacturing	911	39.5	78.00	-	-	-	1	12	74	123	147	223	149	64	35	36	19	11	6	8	3
Nonmanufacturing	1,578	39.0	75.50	-	1	7	21	89	206	292	158	265	218	146	70	48	26	9	6	4	12
Public utilities*	232	40.0	77.00	-	-	-	11	26	32	35	13	25	27	11	8	17	12	6	5	1	3
Wholesale trade	354	39.5	80.50	-	-	-	-	1	32	30	63	88	57	22	11	7	1	1	3	6	-
Retail trade	208	40.0	75.00	-	-	-	3	3	26	34	32	33	45	13	3	4	-	-	-	-	-
Finance†	520	38.0	75.50	-	1	1	1	35	47	110	57	109	48	58	28	17	3	2	-	-	3
Stenographers, general	2,523	39.5	64.00	-	13	103	359	500	601	341	232	174	95	42	29	10	20	3	1	-	-
Manufacturing	994	39.5	64.50	-	-	19	122	190	282	147	98	73	34	20	-	1	6	1	1	-	-
Nonmanufacturing	1,529	39.5	63.50	-	13	84	237	310	319	194	134	101	61	22	29	9	14	2	-	-	-
Public utilities*	357	40.0	69.00	-	3	17	45	43	58	31	43	22	50	12	17	8	6	2	-	-	-
Wholesale trade	341	39.5	66.50	-	-	4	40	48	94	47	40	31	6	10	12	1	8	-	-	-	-
Retail trade	234	40.0	62.50	-	-	3	52	39	59	33	21	26	1	-	-	-	-	-	-	-	-
Finance†	453	38.5	58.50	-	10	60	87	104	90	62	27	9	4	-	-	-	-	-	-	-	-
Stenographers, technical	92	39.5	66.50	-	-	-	-	11	26	33	14	4	2	2	-	-	-	-	-	-	-
Nonmanufacturing	66	39.0	67.00	-	-	-	-	8	16	24	10	4	2	-	-	-	-	-	-	-	-
Switchboard operators	406	40.5	62.00	-	3	43	82	63	66	75	27	18	11	8	7	3	-	-	-	-	-
Manufacturing	111	40.0	66.50	-	-	-	15	15	23	17	19	8	8	3	2	1	-	-	-	-	-
Nonmanufacturing	295	40.5	60.50	-	3	43	67	48	43	58	8	10	3	5	5	2	-	-	-	-	-
Public utilities*	42	40.0	74.50	-	-	-	2	1	9	11	1	6	-	5	5	2	-	-	-	-	-
Retail trade	78	39.5	55.00	-	2	11	41	3	11	10	-	-	-	-	-	-	-	-	-	-	-
Finance†	60	38.5	61.00	-	1	2	15	8	13	17	2	2	-	-	-	-	-	-	-	-	-
Switchboard operator-receptionists	631	39.5	59.50	-	11	28	181	130	139	50	60	17	8	7	-	-	-	-	-	-	-
Manufacturing	221	39.5	61.50	-	-	12	40	43	51	25	37	8	1	4	-	-	-	-	-	-	-
Nonmanufacturing	410	39.5	58.00	-	11	16	141	87	88	25	23	9	7	3	-	-	-	-	-	-	-
Public utilities*	63	40.0	58.50	-	3	-	19	17	10	5	6	-	3	-	-	-	-	-	-	-	-
Wholesale trade	123	39.5	61.50	-	-	-	40	12	44	7	9	5	3	3	-	-	-	-	-	-	-
Retail trade	107	40.0	54.50	-	4	5	50	34	8	2	4	-	-	-	-	-	-	-	-	-	-
Finance†	53	37.5	60.00	-	-	-	11	20	14	5	1	1	1	-	-	-	-	-	-	-	-
Tabulating-machine operators*	137	39.0	67.00	-	5	5	12	13	32	15	19	18	5	5	6	2	-	-	-	-	-
Nonmanufacturing	104	39.0	65.00	-	5	5	12	10	26	12	14	11	3	3	1	2	-	-	-	-	-
Finance†	70	38.0	61.50	-	5	5	10	10	19	8	4	6	-	3	-	-	-	-	-	-	-

See footnotes at end of table.

Table A-1. Office Occupations—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis, by industry division, Minneapolis-St. Paul, Minn., January 1959)

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)	Under \$ 40.00	\$ 40.00 and under 45.00	\$ 45.00 50.00	\$ 50.00 55.00	\$ 55.00 60.00	\$ 60.00 65.00	\$ 65.00 70.00	\$ 70.00 75.00	\$ 75.00 80.00	\$ 80.00 85.00	\$ 85.00 90.00	\$ 90.00 95.00	\$ 95.00 100.00	\$ 100.00 105.00	\$ 105.00 110.00	\$ 110.00 115.00	\$ 115.00 120.00	\$ 120.00 and over
Women—Continued																					
Transcribing-machine operators, general	666	39.0	\$ 60.00	-	17	58	115	149	154	74	60	23	8	5	3	-	-	-	-	-	-
Manufacturing	186	39.0	61.50	-	9	10	28	42	26	26	29	14	1	1	-	-	-	-	-	-	-
Nonmanufacturing	480	39.0	59.00	-	8	48	87	107	128	48	31	9	7	4	3	-	-	-	-	-	-
Wholesale trade	232	39.0	61.00	-	-	9	23	49	91	32	19	3	3	-	3	-	-	-	-	-	-
Finance†	175	38.0	57.00	-	8	27	52	37	26	3	8	6	4	4	-	-	-	-	-	-	-
Typists, class A	617	39.5	61.00	-	-	39	132	130	150	63	62	19	15	2	5	-	-	-	-	-	-
Manufacturing	237	39.5	60.00	-	-	13	33	67	71	28	19	6	-	-	-	-	-	-	-	-	-
Nonmanufacturing	380	39.0	61.50	-	-	26	99	63	79	35	43	13	15	2	5	-	-	-	-	-	-
Public utilities*	90	40.0	69.50	-	-	-	14	7	13	4	26	5	15	1	5	-	-	-	-	-	-
Wholesale trade	80	40.0	64.50	-	-	-	10	5	34	19	11	-	-	1	-	-	-	-	-	-	-
Finance†	116	38.0	56.50	-	-	10	48	36	14	4	-	4	-	-	-	-	-	-	-	-	-
Typists, class B	2,529	39.0	54.00	2	125	554	747	626	303	115	49	3	5	-	-	-	-	-	-	-	-
Manufacturing	628	39.5	55.00	-	10	122	212	137	82	46	17	-	2	-	-	-	-	-	-	-	-
Nonmanufacturing	1,901	38.5	54.00	2	115	432	535	489	221	69	32	3	3	-	-	-	-	-	-	-	-
Wholesale trade	308	40.0	55.50	-	28	44	76	74	56	21	9	-	-	-	-	-	-	-	-	-	-
Retail trade	131	39.5	53.00	-	13	26	44	17	30	1	-	-	-	-	-	-	-	-	-	-	-
Finance†	1,122	38.0	52.50	2	69	315	377	271	72	8	7	1	-	-	-	-	-	-	-	-	-

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² Workers were distributed as follows: 9 at \$120 to \$125; 11 at \$125 to \$130; 3 at \$130 to \$135; 6 at \$135 to \$140; 4 at \$140 to \$145; 5 at \$145 and over.³ The January 1958 data (BLS Bull. 1224-10) should read as follows: Total—number of workers, 416, weekly earnings, \$76.50; manufacturing—number of workers, 140, weekly earnings, \$80.50.⁴ The January 1958 data (BLS Bull. 1224-10) should read as follows: Total—number of workers, 148, weekly earnings, \$66.50.

* 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, by industry division, Minneapolis-St. Paul, Minn., January 1959)

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)	Under \$ 60.00	\$ 60.00 and under 65.00	\$ 65.00 70.00	\$ 70.00 75.00	\$ 75.00 80.00	\$ 80.00 85.00	\$ 85.00 90.00	\$ 90.00 95.00	\$ 95.00 100.00	\$ 100.00 105.00	\$ 105.00 110.00	\$ 110.00 115.00	\$ 115.00 120.00	\$ 120.00 125.00	\$ 125.00 130.00	\$ 130.00 135.00	\$ 135.00 140.00	\$ 140.00 and over
Men																					
Draftsmen, senior	746	39.5	\$ 108.00	-	-	-	1	14	48	45	83	82	102	57	93	57	74	12	15	18	45
Manufacturing	584	39.5	106.00	-	-	-	1	13	45	43	71	74	67	41	75	36	46	7	15	17	33
Nonmanufacturing	162	40.0	114.00	-	-	-	-	1	3	2	12	8	35	16	18	21	28	5	-	1	12
Draftsmen, junior	505	40.0	84.50	10	22	49	68	50	97	36	44	21	46	21	41	-	-	-	-	-	-
Manufacturing	434	40.0	85.00	9	22	47	64	43	60	27	39	16	46	20	41	-	-	-	-	-	-
Nonmanufacturing	71	40.0	82.50	1	-	2	4	7	37	9	5	5	-	1	-	-	-	-	-	-	-
Women																					
Nurses industrial (registered)	100	39.5	85.00	-	1	2	6	20	27	15	16	7	5	1	-	-	-	-	-	-	-
Manufacturing	73	39.5	85.50	-	-	1	3	15	22	11	13	3	4	1	-	-	-	-	-	-	-

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

Table A-3. Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis, by industry division, Minneapolis-St. Paul, Minn., January 1959)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																	
			Under \$ 1.90	\$ 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 and over
Carpenters, maintenance	196	2.81	-	2	-	2	13	13	34	9	7	39	6	-	1	5	1	60	1	3
Manufacturing	107	2.71	-	2	-	-	10	3	18	5	5	39	2	-	1	4	-	18	-	-
Nonmanufacturing	89	2.92	-	-	-	2	3	10	16	4	2	-	4	-	-	1	1	42	1	3
Electricians, maintenance	345	2.89	-	-	-	-	1	24	17	15	16	46	39	39	51	54	18	23	-	2
Manufacturing	254	2.82	-	-	-	-	-	24	17	11	13	38	39	39	43	18	3	9	-	-
Nonmanufacturing	91	3.10	-	-	-	-	1	-	-	4	3	8	-	-	8	36	15	14	-	2
Engineers, stationary	528	2.60	-	16	19	19	12	62	30	169	56	30	44	17	6	6	36	-	-	6
Manufacturing	304	2.63	-	15	19	17	8	40	13	52	18	20	40	11	6	4	35	-	-	6
Nonmanufacturing	224	2.56	-	1	-	2	4	22	17	117	38	10	4	6	-	2	1	-	-	-
Firemen, stationary boiler	422	2.39	19	6	43	61	29	55	73	67	29	-	-	-	5	35	-	-	-	-
Manufacturing	275	2.43	5	6	34	52	19	29	19	47	24	-	-	-	5	35	-	-	-	-
Nonmanufacturing	147	2.32	14	-	9	9	10	26	54	20	5	-	-	-	-	-	-	-	-	-
Helpers, trades, maintenance	311	2.27	6	14	41	51	32	79	23	61	3	1	-	-	-	-	-	-	-	-
Manufacturing	254	2.24	6	13	41	43	31	74	11	32	3	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom	116	2.44	-	-	-	12	1	31	30	28	11	3	-	-	-	-	-	-	-	-
Manufacturing	116	2.44	-	-	-	12	1	31	30	28	11	3	-	-	-	-	-	-	-	-
Machinists, maintenance	493	2.82	-	-	-	-	36	-	40	13	60	8	183	59	12	25	3	42	12	-
Manufacturing	480	2.81	-	-	-	-	36	-	40	13	59	7	183	59	8	25	3	35	12	-
Mechanics, automotive (maintenance)	740	2.58	-	-	-	10	42	18	72	70	426	89	7	-	-	4	-	2	-	-
Manufacturing	66	2.58	-	-	-	-	7	6	17	3	28	-	-	-	3	-	2	-	-	-
Nonmanufacturing	674	2.58	-	-	-	10	35	12	55	67	398	89	7	-	-	1	-	-	-	-
Public utilities*	610	2.60	-	-	-	1	30	12	36	42	393	89	7	-	-	-	-	-	-	-
Mechanics, maintenance	608	2.53	3	14	13	42	42	109	48	68	82	95	64	4	-	-	-	24	-	-
Manufacturing	393	2.52	-	9	9	38	26	88	22	26	66	84	-	1	-	-	-	24	-	-
Nonmanufacturing	215	2.56	3	5	4	4	16	21	26	42	16	11	64	3	-	-	-	-	-	-
Millwrights	211	2.72	-	-	-	-	3	3	10	11	46	80	34	3	19	-	-	2	-	-
Manufacturing	208	2.72	-	-	-	-	3	3	9	11	46	80	32	3	19	-	-	2	-	-
Others	142	2.26	-	2	12	62	18	14	13	13	1	1	6	-	-	-	-	-	-	-
Manufacturing	135	2.25	-	2	12	62	14	14	13	10	1	1	6	-	-	-	-	-	-	-
Painters, maintenance	147	2.83	1	-	-	2	9	7	8	15	-	32	2	-	11	55	5	-	-	-
Manufacturing	50	2.76	-	-	-	-	-	2	3	8	-	23	1	-	11	1	1	-	-	-
Nonmanufacturing	97	2.87	1	-	-	2	9	5	5	7	-	9	1	-	-	54	4	-	-	-
Pipefitters, maintenance	144	2.86	-	-	-	-	1	1	2	6	3	56	36	2	21	-	13	-	3	-
Manufacturing	130	2.83	-	-	-	-	1	1	2	6	3	56	36	1	12	-	10	-	2	-
Tool and die makers	569	2.95	-	-	-	-	-	16	12	-	57	82	53	92	70	16	171	-	-	-
Manufacturing	569	2.95	-	-	-	-	-	16	12	-	57	82	53	92	70	16	171	-	-	-

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

* 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,
by industry division, Minneapolis-St. Paul, Minn., January 1959)

Occupation ¹ and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																	
			Under \$ 1.10	\$ 1.10 and under 1.20	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70 and over
Elevator operators, passenger (men) -----	101	1.53	-	3	9	23	5	1	51	4	1	-	1	3	-	-	-	-	-	-
Nonmanufacturing -----	100	1.53	-	3	9	23	5	1	51	4	-	-	1	3	-	-	-	-	-	-
Elevator operators, passenger (women) -----	233	1.41	10	38	20	14	10	133	-	-	-	5	1	2	-	-	-	-	-	-
Nonmanufacturing -----	233	1.41	10	38	20	14	10	133	-	-	-	5	1	2	-	-	-	-	-	-
Retail trade -----	89	1.27	10	38	1	14	9	17	-	-	-	-	-	-	-	-	-	-	-	-
Guards ² -----	473	2.06	-	-	-	-	30	5	8	20	18	82	101	52	86	20	28	18	5	-
Manufacturing -----	347	2.14	-	-	-	-	-	2	19	8	68	60	33	86	20	28	18	5	-	-
Nonmanufacturing -----	126	1.85	-	-	-	-	30	5	6	1	10	14	41	19	-	-	-	-	-	-
Finance† -----	123	1.85	-	-	-	-	30	5	6	-	9	14	40	19	-	-	-	-	-	-
Janitors, porters, and cleaners (men) -----	2,592	1.72	34	83	172	211	67	131	294	489	493	233	159	78	81	61	3	3	-	-
Manufacturing -----	1,142	1.88	-	25	10	19	12	29	77	70	405	204	138	36	52	59	3	3	-	-
Nonmanufacturing -----	1,450	1.59	34	58	162	192	55	102	217	419	88	29	21	42	29	2	-	-	-	-
Public utilities* -----	213	1.79	6	2	13	9	1	12	17	63	18	9	16	23	24	-	-	-	-	-
Wholesale trade -----	79	1.76	-	-	-	8	-	26	6	8	6	-	4	19	2	-	-	-	-	-
Retail trade -----	552	1.52	19	10	123	81	15	40	87	113	50	12	-	-	2	-	-	-	-	-
Finance† -----	426	1.67	-	-	18	2	33	23	107	220	11	8	1	-	3	-	-	-	-	-
Janitors, porters, and cleaners (women) -----	695	1.41	22	53	65	341	77	9	11	61	44	9	-	3	-	-	-	-	-	-
Manufacturing -----	153	1.65	-	-	32	1	2	5	10	56	38	9	-	-	-	-	-	-	-	-
Nonmanufacturing -----	542	1.35	22	53	33	340	75	4	1	5	6	-	-	3	-	-	-	-	-	-
Retail trade -----	106	1.22	15	35	21	26	8	-	-	1	-	-	-	-	-	-	-	-	-	-
Finance† -----	349	1.38	-	-	6	276	66	1	-	-	-	-	-	-	-	-	-	-	-	-
Laborers, material handling -----	4,244	2.14	58	50	55	49	32	74	127	113	314	348	296	752	402	420	876	195	-	83
Manufacturing -----	1,676	2.07	-	-	9	2	11	59	95	71	250	197	271	166	193	207	59	3	-	83
Nonmanufacturing -----	2,568	2.18	58	50	46	47	21	15	32	42	64	151	25	586	209	213	817	192	-	-
Public utilities* -----	938	2.45	-	-	-	-	-	-	-	4	11	43	-	-	-	-	688	192	-	-
Wholesale trade -----	1,034	2.20	-	-	-	-	-	-	-	8	-	18	27	25	560	149	138	109	-	-
Retail trade -----	568	1.75	58	22	46	47	21	15	24	38	35	81	-	26	60	75	20	-	-	-
Order fillers -----	2,499	2.07	11	8	62	103	101	56	14	70	32	164	247	781	201	612	7	30	-	-
Manufacturing -----	423	2.05	-	-	-	-	-	10	8	48	21	83	111	20	87	-	5	30	-	-
Nonmanufacturing -----	2,076	2.07	11	8	62	103	101	46	6	22	11	81	136	761	114	612	2	-	-	-
Wholesale trade -----	1,327	2.21	-	-	-	-	-	1	-	6	4	34	118	681	96	386	1	-	-	-
Retail trade -----	639	1.81	11	8	62	103	101	45	-	2	3	23	5	31	18	226	1	-	-	-
Packers, shipping (men) -----	816	2.10	-	-	-	3	17	16	6	7	68	70	98	347	103	61	7	-	1	12
Manufacturing -----	309	2.03	-	-	-	-	3	16	6	1	54	64	59	27	62	-	4	-	1	12
Nonmanufacturing -----	507	2.14	-	-	-	3	14	-	-	6	14	6	39	320	41	61	3	-	-	-
Wholesale trade -----	431	2.17	-	-	-	-	-	-	-	6	9	4	34	310	4	61	3	-	-	-
Packers, shipping (women) -----	382	1.56	4	33	16	50	46	11	162	8	32	8	4	4	4	-	-	-	-	-
Manufacturing -----	160	1.39	3	30	16	26	46	11	24	-	-	-	-	-	4	-	-	-	-	-
Retail trade -----	147	1.37	3	30	16	26	36	11	24	-	-	-	-	-	1	-	-	-	-	-
Receiving clerks -----	477	2.19	-	-	-	1	7	3	6	14	30	45	64	49	92	58	69	15	24	-
Manufacturing -----	254	2.23	-	-	-	-	-	-	-	10	1	20	48	40	44	29	27	12	23	-
Nonmanufacturing -----	223	2.14	-	-	-	1	7	3	6	4	29	25	16	9	48	29	42	3	1	-
Wholesale trade -----	96	2.24	-	-	-	-	-	-	-	5	9	3	3	40	23	10	3	-	-	-
Retail trade -----	112	2.08	-	-	-	1	2	3	6	4	24	12	13	5	8	5	29	-	-	-
Shipping clerks -----	368	2.31	-	-	-	-	-	-	-	-	7	16	38	50	41	92	66	22	32	4
Manufacturing -----	187	2.28	-	-	-	-	-	-	-	-	7	6	31	34	25	28	19	16	17	4
Nonmanufacturing -----	181	2.34	-	-	-	-	-	-	-	-	-	10	7	16	16	64	47	6	15	-
Wholesale trade -----	122	2.31	-	-	-	-	-	-	-	-	-	9	3	12	13	48	28	6	3	-

See footnotes at end of table.

Table A-4. Custodial and Material Movement Occupations—Continued

(Average straight-time hourly earnings for selected occupations studied on an area basis, by industry division, Minneapolis-St. Paul, Minn., January 1959)

Occupation ¹ and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																	
			Under \$ 1.10	\$ 1.10 and under 1.20	\$ 1.20 - 1.30	\$ 1.30 - 1.40	\$ 1.40 - 1.50	\$ 1.50 - 1.60	\$ 1.60 - 1.70	\$ 1.70 - 1.80	\$ 1.80 - 1.90	\$ 1.90 - 2.00	\$ 2.00 - 2.10	\$ 2.10 - 2.20	\$ 2.20 - 2.30	\$ 2.30 - 2.40	\$ 2.40 - 2.50	\$ 2.50 - 2.60	\$ 2.60 - 2.70	\$ 2.70 and over
Shipping and receiving clerks	299	2.26	-	-	-	-	-	2	-	13	2	15	49	17	29	16	6	27	11	22
Manufacturing	127	2.29	-	-	-	-	-	-	-	-	-	14	37	17	10	4	-	22	4	19
Nonmanufacturing	82	2.20	-	-	-	-	-	2	-	13	2	1	12	-	19	12	6	5	7	3
Truckdrivers ⁴	3,281	2.42	-	-	-	-	3	10	2	21	13	47	66	46	202	342	2249	139	109	32
Manufacturing	439	2.43	-	-	-	-	-	-	-	-	-	8	43	18	51	92	63	32	100	32
Nonmanufacturing	2,842	2.42	-	-	-	-	3	10	2	21	13	39	23	28	151	250	2186	107	9	-
Public utilities *	1,784	2.45	-	-	-	-	3	10	2	12	5	20	5	-	1	1	1677	39	9	-
Wholesale trade	442	2.37	-	-	-	-	-	-	-	-	-	-	-	18	24	86	88	184	42	-
Retail trade	613	2.37	-	-	-	-	-	-	-	9	7	19	-	4	64	159	325	26	-	-
Truckdrivers, light (under 1½ tons)	413	2.37	-	-	-	-	3	10	2	21	6	19	10	11	11	28	202	14	74	2
Manufacturing	135	2.54	-	-	-	-	-	-	-	-	-	-	5	10	8	6	18	12	74	2
Truckdrivers, medium (1½ to and including 4 tons)	1,927	2.42	-	-	-	-	-	-	-	-	7	28	56	35	157	208	1321	67	26	22
Manufacturing	232	2.37	-	-	-	-	-	-	-	-	-	8	38	8	14	65	38	13	26	22
Nonmanufacturing	1,695	2.42	-	-	-	-	-	-	-	-	7	20	18	27	143	143	1283	54	-	-
Public utilities *	1,190	2.46	-	-	-	-	-	-	-	-	-	20	-	-	-	1	1130	39	-	-
Wholesale trade	281	2.33	-	-	-	-	-	-	-	-	-	-	-	18	24	80	39	105	15	-
Retail trade	224	2.33	-	-	-	-	-	-	-	-	7	-	-	-	3	63	103	48	-	-
Truckdrivers, heavy (over 4 tons, trailer type)	591	2.47	-	-	-	-	-	-	-	-	-	-	-	-	9	1	538	35	-	8
Manufacturing	574	2.46	-	-	-	-	-	-	-	-	-	-	-	-	5	1	533	35	-	-
Public utilities *	382	2.47	-	-	-	-	-	-	-	-	-	-	-	-	-	-	382	-	-	-
Wholesale trade	72	2.44	-	-	-	-	-	-	-	-	-	-	-	-	5	1	57	9	-	-
Truckdrivers, heavy (over 4 tons, other than trailer type)	160	2.38	-	-	-	-	-	-	-	-	-	-	-	-	25	94	14	18	9	-
Nonmanufacturing	123	2.41	-	-	-	-	-	-	-	-	-	-	-	-	-	84	14	16	9	-
Truckers, power (forklift)	769	2.30	-	-	-	-	-	-	4	19	23	61	48	32	100	130	326	1	-	25
Manufacturing	329	2.18	-	-	-	-	-	-	4	19	23	61	42	25	30	44	56	-	-	25
Nonmanufacturing	440	2.39	-	-	-	-	-	-	-	-	-	-	6	7	70	86	270	1	-	-
Public utilities *	224	2.47	-	-	-	-	-	-	-	-	-	-	-	-	7	217	-	-	-	-
Wholesale trade	92	2.30	-	-	-	-	-	-	-	-	-	-	-	7	44	11	30	-	-	-
Retail trade	124	2.32	-	-	-	-	-	-	-	-	-	-	6	-	26	68	23	1	-	-
Truckers, power (other than forklift)	221	2.22	-	-	-	-	-	-	-	19	25	15	6	66	32	49	-	-	-	9
Manufacturing	182	2.23	-	-	-	-	-	-	-	19	13	15	6	62	9	49	-	-	-	9
Watchmen ⁵	228	1.70	1	26	16	5	3	3	9	22	57	29	11	34	6	8	1	-	-	-
Manufacturing	62	1.79	-	-	5	3	2	1	4	6	18	5	12	6	-	-	-	-	-	-
Nonmanufacturing	166	1.66	1	26	11	2	1	8	18	51	11	6	22	-	8	1	-	-	-	-
Public utilities *	55	1.90	-	-	-	-	1	8	8	1	8	-	20	-	8	1	-	-	-	-

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 The January 1958 data (BLS Bull. 1224-10) should read as follows: Total—number of workers, 540, average hourly earnings, \$2; manufacturing—number of workers, 418, average hourly earnings, \$2.06.⁴ Includes all drivers regardless of size and type of truck operated.⁵ The January 1958 data (BLS Bull. 1224-10) should read as follows: Total—number of workers, 237, average hourly earnings, \$1.68; manufacturing—number of workers, 86, average hourly earnings, \$1.80.

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

† Finance, insurance, and real estate.

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:

Billor, 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.

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

BOOKKEEPING-MACHINE OPERATOR

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

BOOKKEEPING-MACHINE OPERATOR—Continued.

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

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

CLERK, ACCOUNTING

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

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

CLERK, FILE

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

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

CLERK, ORDER

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

CLERK, PAYROLL

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

COMPTOMETER OPERATOR

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

DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

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

KEY-PUNCH OPERATOR

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

OFFICE BOY OR GIRL

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

SECRETARY

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

STENOGRAPHER, GENERAL

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

STENOGRAPHER, TECHNICAL

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

SWITCHBOARD OPERATOR

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

SWITCHBOARD OPERATOR-RECEPTIONIST

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

TABULATING-MACHINE OPERATOR

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL—Continued

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

TYPIST

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

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

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

Professional and TechnicalDRAFTSMAN, JUNIOR

(Assistant draftsman)

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

DRAFTSMAN, LEADER

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

DRAFTSMAN, LEADER—Continued

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

DRAFTSMAN, SENIOR

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

NURSE, INDUSTRIAL (REGISTERED)

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

NURSE, INDUSTRIAL (REGISTERED)—Continued

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

TRACER

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

Maintenance and PowerplantCARPENTER, MAINTENANCE

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

ELECTRICIAN, MAINTENANCE

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

ENGINEER, STATIONARY

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

FIREMAN, STATIONARY BOILER

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

HELPER, TRADES, MAINTENANCE

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

MACHINE-TOOL OPERATOR, TOOLROOM

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

MACHINIST, MAINTENANCE

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

MECHANIC, AUTOMOTIVE (MAINTENANCE)

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

MECHANIC, MAINTENANCE

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

MILLWRIGHT

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

OILER

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

PAINTER, MAINTENANCE

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

PIPEFITTER, MAINTENANCE

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

PLUMBER, MAINTENANCE

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

SHEET-METAL WORKER, MAINTENANCE

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

SHEET-METAL WORKER, MAINTENANCE—Continued

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

TOOL AND DIE MAKER

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

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

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

Custodial and Material MovementELEVATOR OPERATOR, PASSENGER

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

GUARD

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

JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

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

LABORER, MATERIAL HANDLING

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

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

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

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

PACKER, SHIPPING

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

SHIPPING AND RECEIVING CLERK

Prepares merchandise for shipment, or receives and is responsible for incoming shipments 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 20 major labor markets during late 1958 and early 1959. These bulletins, numbered 1240-1 through 1240-20, when available, may be purchased from the Superintendent of Documents, Government Printing Office, Washington 25, D. C., or from any of the BLS regional sales offices shown below.

A summary bulletin (1240-21) containing data for all labor markets, combined with additional analysis will be issued early in 1960.

Bulletins for the areas listed below are now available.

Seattle, Wash., August 1958 – BLS Bull. 1240-1, price 25 cents
Baltimore, Md., August 1958 – BLS Bull. 1240-2, price 25 cents
Buffalo (Erie and Niagara Counties), N. Y., September 1958 –
BLS Bull. 1240-3, price 25 cents
St. Louis, Mo., October 1958 – BLS Bull. 1240-4, price 15 cents
Dallas, Tex., October 1958 – BLS Bull. 1240-5, price 25 cents
Boston, Mass., October 1958 – BLS Bull. 1240-6, price 25 cents
Denver, Colo., December 1958 – BLS Bull. 1240-7, price 20 cents
Philadelphia, Pa., November 1958 – BLS Bull. 1240-8, price 30 cents



