
Occupational Wage Survey

SAN FRANCISCO-OAKLAND, CALIFORNIA
JANUARY 1959

Bulletin No. 1240-13

UNITED STATES DEPARTMENT OF LABOR
James P. Mitchell, Secretary

BUREAU OF LABOR STATISTICS
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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 San Francisco, Calif., by William P. O'Connor, under the direction of John L. Dana, Regional Wage and Industrial Relations Analyst.

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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. Data on the rate of pay for holiday work were shown in the 1954 summary report (BLS Bull. 1157-2). Both the 1954 and 1958 reports provide tabulations of wage structure characteristics, labor-management agreements, and overtime pay provisions. The 1955 report included data on frequency of wage payments, and pay provisions for holidays falling on non-workdays. 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 auto dealer repair shops (May 1958) and banking (July 1958). A report on occupational earnings is also available for the machinery industries (December 1958); data for supplementary wage practices were included in the machinery industries report of December 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

This area is one of several important industrial centers in which the U. S. Department of Labor's Bureau of Labor Statistics has conducted surveys of occupational earnings and related wage benefits on an areawide basis. In this area, data were obtained by personal visits of Bureau field agents¹ 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.² 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.

¹ Data were obtained by mail from some of the smaller establishments for which visits by Bureau field agents in the last previous survey indicated employment in relatively few of the occupations studied. Unusual changes reported by mail were verified with employers.

² See table on page 2 for minimum-size establishment covered.

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.

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 working supervisors and nonsupervisory workers performing clerical or related functions, and excludes administrative, executive, and professional personnel. "Plant workers" include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. Administrative, executive, and professional employees, and force-account construction employees who are utilized as a separate work force are excluded. Cafeteria workers and routemen are excluded in manufacturing industries, but are included as plant workers in nonmanufacturing industries.

Shift differential data (table B-1) are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy,³ presented in terms of total plant worker employment, and (b) effective practice, presented on the basis of workers

³ An establishment was considered as having a policy if it met either of the following conditions: (1) Operated late shifts at the time of the survey, or (2) had formal provisions covering late shifts.

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. Paid holidays; paid vacations; and health, insurance, and pension plans are treated statistically on the basis that these are applicable to all plant or office workers if a majority of such workers are eligible or may eventually qualify for the practices listed. Scheduled hours are treated statistically on the basis that these are applicable to all plant or office workers if a majority are covered.⁴ Because of rounding, sums of individual items in these tabulations do not necessarily equal totals.

⁴ Scheduled weekly hours for office workers (first section of table B-3) in surveys made prior to late 1957 and early 1958 were presented in terms of the proportion of women office workers employed in offices with the indicated weekly hours for women workers.

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 summary of vacation plans is limited to formal arrangements, excluding informal plans whereby time off with pay is granted at the discretion of the employer. Separate estimates are provided according to employer practice in computing vacation payments, such as time payments, percent of annual earnings, or flat-sum amounts. However, in the tabulations of vacation allowances, payments not on a time basis were converted; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay.

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

Table 1. Establishments and workers within scope of survey and number studied in San Francisco-Oakland, Calif.,¹ by major industry division,² January 1959

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study ³	Studied	Within scope of study			Studied
				Total ⁴	Office	Plant	
All divisions	-	1,157	253	346,300	91,100	179,800	181,860
Manufacturing	101	380	86	136,400	24,100	87,500	59,960
Nonmanufacturing	-	777	167	209,900	67,000	92,300	121,900
Transportation (excluding railroads), communication, and other public utilities ⁵	101	61	27	62,500	11,900	27,700	53,120
Wholesale trade	51	246	34	31,200	9,700	13,300	7,600
Retail trade	101	115	46	47,200	5,900	35,800	29,680
Finance, insurance, and real estate	51	184	35	44,400	35,000	⁶ 1,100	23,050
Services ⁷	51	171	25	24,600	(⁸)	(⁸)	8,450

¹ The 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 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. 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 Includes executive, professional, and other workers excluded from the separate office and plant categories.

⁵ 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.

⁶ Estimate relates to real estate establishments only.

⁷ Hotels; personal services; business services; automobile repair shops; motion pictures; nonprofit membership organizations; and engineering and architectural services.

⁸ 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.

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,⁵ plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceed the requirements of the law. Tabulations of paid sick-leave plans are limited to formal plans⁶ which provide

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

⁶ 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.

full pay or a proportion of the worker's pay during absence from work because of illness. Separate tabulations are provided according to (1) plans which provide full pay and no waiting period, and (2) plans providing either partial pay or a waiting period. In addition to the presentation of the proportions of workers who are provided sickness and accident insurance or paid sick leave, an unduplicated total is shown of workers who receive either or both types of benefits.

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

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 week-ends, 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 100 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 San Francisco-Oakland, Calif., January 1959 and January 1958, and percents of increase for selected periods

Industry and occupational group	Indexes (January 1953 = 100)		Percent increases from—					
	January 1959	January 1958	January 1958 to January 1959	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
All industries:								
Office clerical (women)	129.2	123.3	4.8	4.2	5.0	4.8	3.0	4.4
Industrial nurses (women)	136.2	129.0	5.6	6.6	6.4	2.6	6.3	4.3
Skilled maintenance (men)	132.2	125.6	5.3	5.9	7.5	3.7	2.4	4.0
Unskilled plant (men)	133.4	125.9	5.9	5.4	5.5	4.4	3.0	6.1
Manufacturing:								
Office clerical (women)	129.3	123.0	5.1	4.2	4.7	5.4	2.4	4.5
Industrial nurses (women)	137.7	130.4	5.6	6.5	7.0	2.6	6.2	5.1
Skilled maintenance (men)	134.4	127.8	5.1	6.4	8.5	4.1	2.2	4.0
Unskilled plant (men)	133.5	124.8	6.9	5.5	6.0	4.3	4.2	4.2

A: Occupational Earnings

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Table A-1. Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis,
by industry division, San Francisco-Oakland, Calif., 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 ¹ (Standard)	Under \$ 45.00	\$ 45.00 and under 50.00	\$ 50.00 55.00	\$ 55.00 60.00	\$ 60.00 65.00	\$ 65.00 70.00	\$ 70.00 75.00	\$ 75.00 80.00	\$ 80.00 85.00	\$ 85.00 90.00	\$ 90.00 95.00	\$ 95.00 100.00	\$ 100.00 105.00	\$ 105.00 110.00	\$ 110.00 115.00	\$ 115.00 120.00	\$ 120.00 125.00	\$ 125.00 and over	
Men																						
Clerks, accounting, class A	808	39.5	\$ 99.50	-	-	-	-	-	1	15	47	94	70	100	90	111	98	87	23	19	53	
Manufacturing	464	39.5	103.00	-	-	-	-	-	-	9	32	32	77	37	93	71	40	16	17	40		
Nonmanufacturing	344	39.0	95.00	-	-	-	-	-	1	15	38	62	38	23	53	18	27	47	7	2	13	
Public utilities*	91	39.0	104.50	-	-	-	-	-	1	1	10	7	6	11	5	7	33	1	-	8		
Wholesale trade	95	40.0	98.00	-	-	-	-	-	-	13	-	5	-	9	29	6	17	10	6	-	-	
Finance†	94	38.0	86.50	-	-	-	-	-	-	1	21	23	25	6	13	3	-	2	-	-	-	
Clerks, accounting, class B	262	39.0	85.00	-	-	-	4	12	21	5	43	68	37	6	17	34	-	12	3	-	-	
Manufacturing	121	39.0	90.00	-	-	-	-	-	10	3	6	32	23	-	8	28	-	8	3	-	-	
Nonmanufacturing	141	39.0	81.00	-	-	-	4	12	11	2	37	36	14	6	9	6	-	4	-	-	-	
Public utilities*	45	39.5	90.50	-	-	-	-	2	1	2	4	7	4	6	9	6	-	4	-	-	-	
Clerks, order	800	40.0	99.50	-	-	-	3	-	23	31	57	85	53	130	74	84	72	53	31	30	74	
Manufacturing	202	39.5	112.00	-	-	-	3	-	-	1	14	12	9	6	11	36	21	17	10	10	252	
Nonmanufacturing	598	40.0	95.00	-	-	-	-	-	23	30	43	73	44	124	63	48	51	36	21	20	22	
Wholesale trade	553	40.0	95.50	-	-	-	-	-	23	15	43	68	37	119	63	48	43	34	20	18	22	
Clerks, payroll	125	39.5	98.50	-	-	2	-	-	2	4	21	7	9	5	14	8	26	11	4	-	12	
Manufacturing	55	39.5	108.50	-	-	2	-	-	-	-	6	-	1	2	2	6	18	5	1	-	12	
Nonmanufacturing	70	39.0	90.50	-	-	-	-	-	2	4	15	7	8	3	12	2	8	6	3	-	-	
Public utilities*	31	39.0	95.50	-	-	-	-	-	-	-	1	4	5	2	12	-	3	4	-	-	-	
Office boys	576	38.5	60.00	-	60	91	203	63	92	15	34	6	11	-	1	-	-	-	-	-	-	
Manufacturing	212	39.5	63.50	-	15	21	73	17	39	5	26	4	11	-	1	-	-	-	-	-	-	
Nonmanufacturing	364	38.0	58.50	-	45	70	130	46	53	10	8	2	-	-	-	-	-	-	-	-	-	
Public utilities*	33	39.5	61.50	-	-	5	14	5	4	3	-	2	-	-	-	-	-	-	-	-	-	
Finance†	194	38.0	59.50	-	11	26	82	37	31	1	6	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators	697	39.0	89.50	-	-	-	-	11	29	40	72	109	103	94	72	75	51	34	5	2	-	
Manufacturing	217	39.0	94.00	-	-	-	-	-	11	9	13	18	28	40	9	34	20	30	5	-	-	
Nonmanufacturing	480	38.5	87.50	-	-	-	-	11	18	31	59	91	75	54	63	41	31	4	-	2	-	
Public utilities*	77	39.0	94.50	-	-	-	-	-	-	5	2	7	4	18	18	15	6	1	-	1	-	
Wholesale trade	92	39.5	97.50	-	-	-	-	-	-	-	-	8	14	6	33	14	14	3	-	-	-	
Finance†	257	38.5	81.00	-	-	-	-	11	18	23	56	65	44	27	11	2	-	-	-	-	-	
Women																						
Billers, machine (billing machine)	196	39.5	85.50	-	-	-	-	10	28	23	21	20	-	21	26	39	-	2	-	6	-	
Nonmanufacturing	164	39.5	84.00	-	-	-	-	9	26	22	21	18	-	9	18	39	-	2	-	-	-	
Billers, machine (bookkeeping machine)	220	40.0	70.00	-	-	1	17	43	22	101	18	2	8	5	-	2	-	-	1	-	-	
Nonmanufacturing	183	40.0	69.00	-	-	1	17	29	22	92	15	-	-	4	-	2	-	-	1	-	-	
Retail trade	155	40.0	70.50	-	-	1	17	9	16	92	13	-	-	4	-	2	-	-	1	-	-	
Bookkeeping-machine operators, class A	219	38.5	85.00	-	-	-	-	1	14	14	29	56	55	3	34	11	2	-	-	-	-	
Manufacturing	95	39.0	86.50	-	-	-	-	-	-	2	11	25	41	-	8	8	-	-	-	-	-	
Nonmanufacturing	124	38.5	83.50	-	-	-	-	1	14	12	18	31	14	3	26	3	2	-	-	-	-	
Wholesale trade	72	38.5	85.50	-	-	-	-	-	13	-	13	7	12	1	26	-	-	-	-	-	-	
Bookkeeping-machine operators, class B	1,770	40.0	64.50	-	7	204	310	529	302	158	116	103	22	4	12	3	-	-	-	-	-	
Manufacturing	196	39.0	78.00	-	-	-	4	5	26	24	48	52	19	3	12	3	-	-	-	-	-	
Nonmanufacturing	1,574	40.0	63.00	-	7	204	306	524	276	134	68	51	3	1	-	-	-	-	-	-	-	
Wholesale trade	271	40.0	71.50	-	-	-	-	44	82	54	53	35	3	-	-	-	-	-	-	-	-	
Retail trade	61	39.5	73.00	-	-	-	-	10	7	29	2	13	-	-	-	-	-	-	-	-	-	
Finance†	1,187	40.0	60.50	-	7	204	301	445	178	40	12	-	-	-	-	-	-	-	-	-	-	

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, San Francisco-Oakland, Calif., January 1959)

Sex, occupation, and industry division	Number workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																			
		Weekly hours (Standard)	Weekly earnings ^a (Standard)	Under \$ 45.00	\$ 45.00 and under 50.00	\$ 50.00 — 55.00	\$ 55.00 — 60.00	\$ 60.00 — 65.00	\$ 65.00 — 70.00	\$ 70.00 — 75.00	\$ 75.00 — 80.00	\$ 80.00 — 85.00	\$ 85.00 — 90.00	\$ 90.00 — 95.00	\$ 95.00 — 100.00	\$ 100.00 — 105.00	\$ 105.00 — 110.00	\$ 110.00 — 115.00	\$ 115.00 — 120.00	\$ 120.00 — 125.00	\$ 125.00 and over		
Women—Continued																							
Clerks, accounting, class A	921	39.0	\$ 84.50	-	-	-	60	8	55	101	139	137	124	77	58	68	48	31	14	1	-	-	
Manufacturing	298	39.5	92.50	-	-	-	-	-	1	28	31	34	38	36	36	41	32	6	14	1	-	-	
Nonmanufacturing	623	39.0	81.00	-	-	-	60	8	54	73	108	103	86	41	22	27	16	25	-	-	-	-	
Public utilities*	103	39.5	90.50	-	-	-	4	4	8	7	5	10	9	14	6	4	7	25	-	-	-	-	
Wholesale trade	149	39.5	82.50	-	-	-	-	-	19	26	26	24	12	18	5	13	6	-	-	-	-	-	
Retail trade	111	39.5	80.00	-	-	-	-	-	11	22	21	22	26	4	3	1	1	-	-	-	-	-	
Finance†	190	38.5	75.50	-	-	-	56	4	9	16	20	35	27	5	8	8	2	-	-	-	-	-	
Clerks, accounting, class B	2,201	39.0	69.50	6	59	123	185	461	392	282	257	265	76	43	10	40	1	-	1	-	-	-	
Manufacturing	415	39.5	78.00	-	-	3	10	30	69	37	88	84	37	35	7	13	1	-	1	-	-	-	
Nonmanufacturing	1,786	39.0	67.50	6	59	120	175	431	323	245	169	181	39	8	3	27	-	-	-	-	-	-	
Public utilities*	389	40.0	73.50	-	-	6	26	55	88	54	30	95	5	-	3	27	-	-	-	-	-	-	
Wholesale trade	225	40.0	76.50	-	-	-	-	13	42	24	64	70	12	-	-	-	-	-	-	-	-	-	
Retail trade	265	40.0	67.50	-	-	1	9	145	33	50	16	10	1	-	-	-	-	-	-	-	-	-	
Finance†	803	38.0	63.00	6	59	113	123	171	152	94	55	6	16	8	-	-	-	-	-	-	-	-	
Clerks, file, class A	400	38.5	75.50	-	6	3	42	43	59	84	37	35	1	55	13	2	-	20	-	-	-	-	
Manufacturing	79	38.5	80.50	-	-	-	-	-	29	11	3	-	1	30	5	-	-	-	-	-	-	-	
Nonmanufacturing	321	38.5	74.50	-	6	3	42	43	30	73	34	35	-	25	8	2	-	20	-	-	-	-	
Public utilities*	53	39.5	85.50	-	-	-	-	12	7	4	2	8	-	-	-	-	-	20	-	-	-	-	
Finance†	186	38.5	71.00	-	6	3	22	26	22	52	30	1	-	18	4	2	-	-	-	-	-	-	
Clerks, file, class B	2,158	38.5	56.00	79	483	549	452	306	125	72	13	28	45	6	-	-	-	-	-	-	-	-	
Manufacturing	130	39.5	69.00	-	1	8	26	28	19	11	1	7	23	6	-	-	-	-	-	-	-	-	
Nonmanufacturing	2,028	38.5	55.50	79	482	541	426	278	106	61	12	21	22	-	-	-	-	-	-	-	-	-	
Public utilities*	172	39.5	69.50	-	-	9	18	40	13	49	7	20	16	-	-	-	-	-	-	-	-	-	
Wholesale trade	188	40.0	57.00	6	-	76	59	32	13	-	-	-	2	-	-	-	-	-	-	-	-	-	
Retail trade	137	40.0	59.50	-	-	16	65	46	5	-	5	-	-	-	-	-	-	-	-	-	-	-	
Finance†	1,441	38.0	53.00	73	482	372	267	160	75	12	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, order	238	40.0	80.00	-	-	6	15	26	38	17	37	34	13	11	4	11	6	8	-	-	12	-	
Manufacturing	96	39.5	82.50	-	-	-	-	11	6	5	33	9	8	9	4	5	-	6	-	-	-	-	
Nonmanufacturing	142	40.0	79.00	-	-	6	15	15	32	12	4	25	5	2	-	6	6	2	-	-	12	-	
Wholesale trade	64	40.0	95.00	-	-	-	-	-	5	6	-	25	-	2	-	6	6	2	-	-	12	-	
Retail trade	78	40.0	65.50	-	-	6	15	15	27	6	4	-	5	-	-	-	-	-	-	-	-	-	
Clerks, payroll	823	39.0	84.00	-	2	2	5	34	64	94	110	143	110	126	44	56	13	15	2	-	3	-	
Manufacturing	407	39.0	85.00	-	2	-	1	18	27	27	51	91	68	55	11	34	9	8	2	-	3	-	
Nonmanufacturing	416	39.0	82.50	-	-	2	4	16	37	67	59	52	42	71	33	22	4	7	-	-	-	-	
Public utilities*	77	39.5	86.00	-	-	-	2	7	2	-	7	19	9	9	14	1	-	7	-	-	-	-	
Wholesale trade	101	39.5	89.50	-	-	-	-	-	6	-	24	15	4	19	10	19	4	-	-	-	-	-	
Retail trade	109	39.5	74.00	-	-	1	9	9	59	12	3	11	2	3	-	-	-	-	-	-	-	-	
Finance†	99	38.0	82.00	-	-	2	1	-	18	6	8	13	16	30	5	-	-	-	-	-	-	-	
Comptometer operators	1,331	39.5	76.00	-	-	-	21	128	145	356	289	204	71	38	60	19	-	-	-	-	-	-	
Manufacturing	463	39.0	79.50	-	-	-	1	5	27	98	133	111	30	30	25	3	-	-	-	-	-	-	
Nonmanufacturing	868	39.5	74.50	-	-	-	20	123	118	258	156	93	41	8	35	16	-	-	-	-	-	-	
Public utilities*	73	39.0	82.50	-	-	-	-	5	11	4	19	9	3	-	6	16	-	-	-	-	-	-	
Wholesale trade	368	39.5	75.50	-	-	-	16	36	54	98	82	18	28	7	29	-	-	-	-	-	-	-	
Retail trade	368	40.0	73.00	-	-	-	4	56	39	150	55	64	-	-	-	-	-	-	-	-	-	-	
Duplicating-machine operators (mimeograph or ditto)	189	39.5	69.50	-	1	3	11	41	57	31	18	17	6	4	-	-	-	-	-	-	-	-	
Manufacturing	97	39.5	71.00	-	-	1	-	17	31	19	12	11	2	4	-	-	-	-	-	-	-	-	
Nonmanufacturing	92	39.0	67.50	-	1	2	11	24	26	12	6	6	4	-	-	-	-	-	-	-	-	-	

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, San Francisco-Oakland, Calif., January 1959)

Sex, occupation, and industry division	Number of workers	AVERAGES		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																		
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$45.00	\$45.00 and under 50.00	50.00-55.00	55.00-60.00	60.00-65.00	65.00-70.00	70.00-75.00	75.00-80.00	80.00-85.00	85.00-90.00	90.00-95.00	95.00-100.00	100.00-105.00	105.00-110.00	110.00-115.00	115.00-120.00	120.00-125.00	125.00 and over	
Women--Continued																						
Key-punch operators	1,931	39.0	\$ 71.50	3	3	89	182	324	295	322	279	178	132	92	19	5	8	-	-	-	-	
Manufacturing	528	39.5	75.00	-	-	1	17	91	72	100	86	42	61	42	3	5	8	-	-	-	-	
Nonmanufacturing	1,403	38.5	70.00	3	3	88	165	233	223	222	193	136	71	50	16	-	-	-	-	-	-	
Public utilities*	181	39.5	78.00	-	-	-	6	22	42	17	11	9	39	35	-	-	-	-	-	-	-	
Wholesale trade	238	39.5	76.00	-	-	-	9	17	44	67	23	22	30	10	16	-	-	-	-	-	-	
Retail trade	90	40.0	71.50	-	-	-	1	10	29	21	20	8	-	1	-	-	-	-	-	-	-	
Finance†	775	38.5	65.50	3	3	88	149	178	86	113	85	66	-	4	-	-	-	-	-	-	-	
Office girls	476	39.0	59.50	8	32	95	158	80	39	39	10	6	4	2	3	-	-	-	-	-	-	
Manufacturing	199	39.0	64.50	-	2	10	80	29	23	32	8	6	4	2	3	-	-	-	-	-	-	
Nonmanufacturing	277	39.5	56.00	8	30	85	78	51	16	7	2	-	-	-	-	-	-	-	-	-	-	
Finance†	126	39.0	53.50	8	22	37	37	19	3	-	-	-	-	-	-	-	-	-	-	-	-	
Secretaries	4,013	39.0	89.00	-	-	-	5	81	236	262	590	629	514	532	323	236	248	106	86	85	80	
Manufacturing	1,511	39.5	93.00	-	-	-	-	15	97	39	194	180	171	218	117	109	156	48	77	36	54	
Nonmanufacturing	2,502	38.5	86.50	-	-	-	5	66	139	223	396	449	343	314	206	127	92	58	9	49	26	
Public utilities*	317	39.5	91.50	-	-	-	2	10	4	13	46	53	42	44	25	12	5	33	1	23	4	
Wholesale trade	442	39.5	91.50	-	-	-	-	-	25	6	15	92	94	62	56	29	26	9	4	12	12	
Retail trade	268	39.5	82.00	-	-	-	-	2	14	40	69	50	39	27	9	10	5	-	1	1	1	
Finance†	1,100	38.5	84.50	-	-	-	3	26	46	82	239	217	139	169	88	31	48	5	1	1	5	
Stenographers, general	3,869	39.0	78.00	-	-	7	61	418	654	577	711	542	245	246	158	157	28	48	8	9	-	
Manufacturing	1,426	39.5	82.50	-	-	-	-	66	189	125	251	255	137	170	105	100	14	2	6	6	-	
Nonmanufacturing	2,443	39.0	75.00	-	-	7	61	352	465	452	460	287	108	76	53	57	14	46	2	3	-	
Public utilities*	501	39.5	80.00	-	-	1	4	54	97	71	72	77	3	19	13	43	2	45	-	-	-	
Wholesale trade	332	39.5	80.00	-	-	-	13	2	32	59	72	68	19	21	26	12	8	-	-	-	-	
Retail trade	100	39.0	73.50	-	-	-	1	7	31	26	14	8	10	3	-	-	-	-	-	-	-	
Finance†	1,091	39.0	72.00	-	-	6	43	172	236	243	240	96	37	16	2	-	-	-	-	-	-	
Stenographers, technical	199	40.0	77.00	-	-	18	9	28	21	37	14	17	14	1	-	28	5	7	-	-	-	
Switchboard operators	1,010	39.0	71.50	3	-	9	100	254	224	120	94	55	50	38	35	28	-	-	-	-	-	
Manufacturing	204	39.5	81.50	-	-	-	4	18	18	5	48	32	35	23	20	1	-	-	-	-	-	
Nonmanufacturing	806	38.5	68.50	3	-	9	96	236	206	115	46	23	15	15	15	27	-	-	-	-	-	
Public utilities*	119	39.5	83.00	-	-	-	-	15	19	13	9	5	11	13	7	27	-	-	-	-	-	
Wholesale trade	73	39.5	74.50	-	-	-	-	-	30	10	20	5	-	2	6	-	-	-	-	-	-	
Retail trade	113	39.5	70.00	-	-	2	7	61	26	11	2	4	-	-	-	-	-	-	-	-	-	
Finance†	240	39.0	66.50	3	-	9	42	37	76	56	6	11	-	-	-	-	-	-	-	-	-	
Switchboard operator-receptionists	773	39.0	70.50	-	-	2	43	196	213	149	49	35	48	25	12	1	-	-	-	-	-	
Manufacturing	319	39.0	70.50	-	-	-	10	78	106	58	22	18	10	9	8	-	-	-	-	-	-	
Nonmanufacturing	454	39.0	70.50	-	-	2	33	118	107	91	27	17	38	16	4	1	-	-	-	-	-	
Public utilities*	31	40.0	86.00	-	-	-	-	2	-	-	-	6	19	3	-	1	-	-	-	-	-	
Wholesale trade	236	39.5	71.00	-	-	-	13	64	37	70	19	2	14	13	4	-	-	-	-	-	-	
Finance†	99	38.0	66.00	-	-	2	12	29	40	13	-	-	3	-	-	-	-	-	-	-	-	
Tabulating-machine operators	462	39.5	83.50	-	-	-	-	22	36	42	86	115	28	44	29	48	3	1	8	-	-	
Manufacturing	170	39.5	85.50	-	-	-	-	3	11	21	32	38	6	20	17	10	3	1	8	-	-	
Nonmanufacturing	292	39.0	82.50	-	-	-	-	19	25	21	54	77	22	24	12	38	-	-	-	-	-	
Public utilities*	101	40.0	88.00	-	-	-	-	6	7	6	6	27	2	2	9	36	-	-	-	-	-	
Finance†	152	38.5	78.50	-	-	-	-	10	18	11	45	43	7	18	-	-	-	-	-	-	-	
Transcribing-machine operators, general	864	38.5	71.50	-	-	4	30	96	301	156	164	78	9	8	5	5	2	3	1	-	2	
Manufacturing	173	39.5	75.50	-	-	-	-	5	53	33	58	1	9	8	3	3	-	-	-	-	-	
Nonmanufacturing	691	38.5	71.00	-	-	4	30	91	248	123	106	77	-	-	2	2	2	3	1	-	2	
Wholesale trade	179	39.0	72.00	-	-	-	-	18	54	46	53	6	-	-	2	-	-	-	-	-	-	
Finance†	475	38.0	70.50	-	-	4	30	69	171	70	51	70	-	-	-	2	2	3	1	-	2	

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, San Francisco-Oakland, Calif., 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 \$45.00	\$45.00 and under 50.00	\$50.00 - 55.00	\$55.00 - 60.00	\$60.00 - 65.00	\$65.00 - 70.00	\$70.00 - 75.00	\$75.00 - 80.00	\$80.00 - 85.00	\$85.00 - 90.00	\$90.00 - 95.00	\$95.00 - 100.00	\$100.00 - 105.00	\$105.00 - 110.00	\$110.00 - 115.00	\$115.00 - 120.00	\$120.00 - 125.00	\$125.00 and over	
Women--Continued																						
Typists, class A	1,428	39.0	\$ 73.00	6	6	16	84	245	328	218	128	152	86	94	50	15	-	-	-	-	-	
Manufacturing	383	39.5	82.50	-	-	-	-	7	38	61	45	81	46	60	42	3	-	-	-	-	-	
Nonmanufacturing	1,045	38.5	69.50	6	6	16	84	238	290	157	83	71	40	34	8	12	-	-	-	-	-	
Public utilities*	176	40.0	76.50	-	-	-	7	35	40	16	17	-	17	30	2	12	-	-	-	-	-	
Wholesale trade	101	39.5	71.50	-	-	-	-	15	49	16	7	1	6	2	5	-	-	-	-	-	-	
Finance†	630	38.5	67.00	6	6	14	77	177	152	92	41	54	11	-	-	-	-	-	-	-	-	
Typists, class B	3,449	39.0	62.00	27	68	433	707	1149	567	258	145	46	36	10	3	-	-	-	-	-	-	
Manufacturing	593	39.5	68.50	-	1	8	35	204	130	65	93	19	31	4	3	-	-	-	-	-	-	
Nonmanufacturing	2,856	39.0	61.00	27	67	425	672	945	437	193	52	27	5	6	-	-	-	-	-	-	-	
Public utilities*	172	39.5	67.00	-	-	14	21	52	26	24	12	18	1	4	-	-	-	-	-	-	-	
Wholesale trade	299	40.0	62.50	-	3	44	49	77	98	22	4	-	-	2	-	-	-	-	-	-	-	
Retail trade	117	39.5	63.00	-	-	9	21	50	24	10	2	1	-	-	-	-	-	-	-	-	-	
Finance†	2,050	38.5	60.00	27	64	339	542	646	261	135	28	8	-	-	-	-	-	-	-	-	-	

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

² Workers were distributed as follows: 10 at \$125 to \$130; 12 at \$130 to \$140; 6 at \$140 to \$150; 12 at \$150 to \$160; 12 at \$165 and over.

³ Workers were distributed as follows: 2 at \$125 to \$130; 10 at \$130 to \$135.

* 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, San Francisco-Oakland, Calif., 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 \$ 75.00	\$ 75.00 and under 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 - 145.00	\$ 145.00 - 150.00	\$ 150.00 - 155.00	\$ 155.00 and over	
Men																						
Draftsmen, leader	102	39.5	\$ 132.50	-	-	-	-	-	1	2	1	1	11	-	25	15	26	10	2	4	4	
Manufacturing	69	39.5	133.00	-	-	-	-	-	1	2	1	1	11	-	10	13	12	9	2	3	4	
Draftsmen, senior	705	40.0	112.50	-	1	-	16	21	100	72	114	95	105	70	39	26	27	12	6	-	1	
Manufacturing	541	40.0	114.00	-	-	-	12	20	58	55	82	75	88	53	35	23	26	10	3	-	1	
Nonmanufacturing	164	40.0	108.50	-	1	-	4	1	42	17	32	20	17	17	4	3	1	2	3	-	-	
Draftsmen, junior	303	40.0	90.00	1	52	50	78	36	18	26	37	-	2	-	2	1	-	-	-	-	-	
Manufacturing	221	40.0	90.50	-	26	50	52	36	14	18	23	-	-	-	2	-	-	-	-	-	-	
Women																						
Nurses, industrial (registered)	143	39.5	94.00	3	19	11	25	20	23	11	11	10	5	4	-	1	-	-	-	-	-	
Manufacturing	111	40.0	95.00	-	18	7	16	15	18	8	11	9	5	4	-	-	-	-	-	-	-	

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, San Francisco-Oakland, Calif., January 1959)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																	
			Under \$ 2.10	\$ 2.10 and under 2.20	\$ 2.20 to 2.30	\$ 2.30 to 2.40	\$ 2.40 to 2.50	\$ 2.50 to 2.60	\$ 2.60 to 2.70	\$ 2.70 to 2.80	\$ 2.80 to 2.90	\$ 2.90 to 3.00	\$ 3.00 to 3.10	\$ 3.10 to 3.20	\$ 3.20 to 3.30	\$ 3.30 to 3.40	\$ 3.40 to 3.50	\$ 3.50 to 3.60	\$ 3.60 to 3.70	\$ 3.70 and over
Carpenters, maintenance	354	2.97	-	-	-	-	13	14	1	27	76	132	2	3	3	77	5	1	-	-
Manufacturing	235	2.92	-	-	-	-	-	9	-	11	65	124	-	3	2	21	-	-	-	-
Nonmanufacturing	119	3.05	-	-	-	-	13	5	1	16	11	8	2	-	1	56	5	1	-	-
Public utilities*	32	2.75	-	-	-	-	1	5	1	12	11	2	-	-	-	-	-	-	-	-
Retail trade	52	3.28	-	-	-	-	-	-	-	4	-	-	1	-	-	46	-	1	-	-
Electricians, maintenance	707	3.04	-	-	1	-	7	13	12	48	39	349	119	9	4	1	9	13	38	45
Manufacturing	547	3.07	-	-	-	-	-	13	12	46	26	220	118	9	4	-	9	13	37	40
Engineers, stationary	575	2.88	-	-	-	32	85	16	23	40	121	61	103	11	3	7	30	35	8	-
Manufacturing	355	3.02	-	-	-	6	-	4	-	25	102	58	85	-	2	-	30	35	8	-
Nonmanufacturing	220	2.66	-	-	-	26	85	12	23	15	19	3	18	11	1	7	-	-	-	-
Retail trade	52	2.80	-	-	-	-	-	7	23	5	4	2	4	-	1	6	-	-	-	-
Firemen, stationary boiler	97	2.57	1	-	14	16	9	10	9	21	13	-	-	-	-	-	4	-	-	-
Manufacturing	63	2.65	-	-	-	15	9	-	9	17	9	-	-	-	-	-	4	-	-	-
Helpers, trades, maintenance	945	2.45	-	154	96	69	25	549	7	39	6	-	-	-	-	-	-	-	-	-
Manufacturing	720	2.52	-	36	4	63	20	545	7	39	6	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom	248	2.98	-	-	-	-	-	-	-	25	10	66	141	6	-	-	-	-	-	-
Manufacturing	248	2.98	-	-	-	-	-	-	-	25	10	66	141	6	-	-	-	-	-	-
Machinists, maintenance	1,429	3.02	2	-	-	-	5	5	-	58	167	431	469	79	82	36	72	-	12	11
Manufacturing	1,310	3.03	-	-	-	-	4	-	-	57	94	394	469	79	82	36	72	-	12	11
Nonmanufacturing	119	2.85	2	-	-	-	1	5	-	1	73	37	-	-	-	-	-	-	-	-
Mechanics, automotive (maintenance)	877	2.90	-	1	-	2	-	1	11	22	188	567	63	4	13	-	5	-	-	-
Manufacturing	194	2.96	-	-	-	2	-	-	-	4	38	95	33	4	13	-	5	-	-	-
Nonmanufacturing	683	2.88	-	1	-	-	-	1	11	18	150	472	30	-	-	-	-	-	-	-
Public utilities*	602	2.87	-	1	-	-	-	1	11	12	150	427	-	-	-	-	-	-	-	-
Mechanics, maintenance	867	2.92	-	-	-	37	1	16	64	88	61	253	291	9	-	47	-	-	-	-
Manufacturing	791	2.93	-	-	-	30	-	13	43	88	61	237	263	9	-	47	-	-	-	-
Nonmanufacturing	76	2.82	-	-	-	7	1	3	21	-	-	16	28	-	-	-	-	-	-	-
Millwrights	127	3.17	-	-	-	-	6	-	-	-	17	42	3	-	1	-	3	55	-	-
Manufacturing	127	3.17	-	-	-	-	6	-	-	-	17	42	3	-	1	-	3	55	-	-
Oilers	227	2.43	-	9	17	78	69	34	14	-	6	-	-	-	-	-	-	-	-	-
Manufacturing	180	2.43	-	9	17	70	30	34	14	-	6	-	-	-	-	-	-	-	-	-
Painters, maintenance	301	2.86	-	-	-	-	48	9	18	31	27	102	22	13	-	29	-	2	-	-
Manufacturing	175	2.92	-	-	-	-	-	5	1	27	19	98	9	-	-	16	-	-	-	-
Nonmanufacturing	126	2.79	-	-	-	-	48	4	17	4	8	4	13	13	-	13	-	2	-	-
Public utilities*	32	2.73	-	-	-	-	-	4	15	4	8	1	-	-	-	-	-	-	-	-
Pipefitters, maintenance	349	2.97	-	-	-	2	2	-	-	21	55	229	3	-	-	18	-	10	-	9
Manufacturing	316	2.97	-	-	-	2	2	-	-	20	52	200	3	-	-	18	-	10	-	9
Sheet-metal workers, maintenance	71	2.91	-	-	-	-	2	-	-	-	1	60	8	-	-	-	-	-	-	-
Manufacturing	64	2.91	-	-	-	-	2	-	-	-	-	54	8	-	-	-	-	-	-	-
Tool and die makers	766	3.38	-	-	-	-	-	-	1	1	-	2	4	15	20	534	63	84	30	12
Manufacturing	764	3.38	-	-	-	-	-	-	-	-	-	2	4	15	20	534	63	84	30	12

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, San Francisco-Oakland, Calif., January 1959)

Occupation ¹ and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																
			Under \$ 1.40	\$ 1.40 and under 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 - 3.00 and over
Elevator operators, passenger (men) -----	288	1.74	3	1	3	142	-	3	11	110	6	4	8	-	-	-	-	-	-
Nonmanufacturing -----	265	1.72	1	1	3	142	-	3	7	104	1	4	-	-	-	-	-	-	-
Finance † -----	72	1.92	-	-	-	-	-	3	7	60	-	-	-	-	-	-	-	-	-
Elevator operators, passenger (women) -----	246	1.90	3	13	13	2	16	8	-	164	12	-	18	-	-	-	-	-	-
Nonmanufacturing -----	224	1.87	13	13	2	16	8	-	-	164	8	-	-	-	-	-	-	-	-
Guards -----	1,211	1.93	-	6	169	24	115	32	561	46	21	34	51	94	48	9	1	-	-
Manufacturing -----	309	2.31	-	-	-	-	16	4	23	19	17	31	51	90	48	9	1	-	-
Nonmanufacturing -----	902	1.81	-	6	169	24	99	28	538	27	4	3	-	4	-	-	-	-	-
Finance † -----	119	1.83	-	6	7	23	8	23	27	22	2	1	-	-	-	-	-	-	-
Janitors, porters, and cleaners (men) -----	4,847	2.02	3	80	71	195	149	192	411	1377	652	595	605	138	382	-	-	-	-
Manufacturing -----	1,754	2.20	-	-	-	-	27	28	73	121	132	458	450	103	362	-	-	-	-
Nonmanufacturing -----	3,093	1.92	80	71	195	122	164	338	1256	520	137	155	35	20	-	-	-	-	-
Public utilities * -----	455	1.89	-	4	44	35	21	154	100	11	78	4	4	-	-	-	-	-	-
Wholesale trade -----	100	2.04	-	-	-	-	-	-	43	30	6	21	-	-	-	-	-	-	-
Retail trade -----	218	1.79	10	48	3	44	35	10	4	20	5	23	-	16	-	-	-	-	-
Finance † -----	584	1.96	-	-	2	14	12	46	356	154	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (women) -----	652	1.90	6	3	16	88	28	109	305	43	33	16	3	2	-	-	-	-	-
Manufacturing -----	75	2.04	2	-	-	4	10	-	8	2	33	16	-	-	-	-	-	-	-
Nonmanufacturing -----	577	1.88	4	3	16	84	18	109	297	41	-	-	3	2	-	-	-	-	-
Laborers, material handling -----	4,892	2.32	-	-	-	-	14	74	7	92	453	2230	489	705	573	234	21	-	-
Manufacturing -----	2,190	2.30	-	-	-	-	-	58	-	90	92	1165	300	345	97	22	21	-	-
Nonmanufacturing -----	2,702	2.34	-	-	-	-	14	16	7	2	361	1065	189	360	476	212	-	-	-
Public utilities * -----	967	2.45	-	-	-	-	2	-	2	57	96	15	321	306	168	-	-	-	-
Wholesale trade -----	1,263	2.23	-	-	-	-	-	14	-	-	300	762	168	19	-	-	-	-	-
Retail trade -----	470	2.38	-	-	-	-	12	2	7	-	4	207	6	20	168	44	-	-	-
Order fillers -----	1,708	2.33	-	-	8	25	21	10	19	13	36	889	224	133	119	54	5	122	30
Manufacturing -----	479	2.42	-	-	8	24	-	-	12	-	-	217	44	-	35	-	-	104	30
Nonmanufacturing -----	1,229	2.30	-	-	-	1	21	10	7	13	36	672	180	133	84	54	-	18	-
Wholesale trade -----	950	2.31	-	-	-	-	-	-	-	-	36	514	180	132	56	32	-	-	-
Retail trade -----	273	2.27	-	-	-	1	21	10	7	13	-	158	-	1	22	22	-	18	-
Packers, shipping -----	685	2.24	-	-	-	5	5	11	26	-	133	383	11	63	43	5	-	-	-
Manufacturing -----	340	2.28	-	-	-	-	-	-	-	-	133	116	4	48	37	2	-	-	-
Nonmanufacturing -----	345	2.20	-	-	-	5	5	11	26	-	-	267	7	15	6	3	-	-	-
Wholesale trade -----	226	2.24	-	-	-	-	-	-	-	-	-	208	6	12	-	-	-	-	-
Retail trade -----	117	2.13	-	-	-	5	5	11	26	-	-	59	-	2	6	3	-	-	-
Receiving clerks -----	467	2.41	-	-	-	-	1	-	29	12	9	46	126	109	71	20	4	38	2
Manufacturing -----	223	2.48	-	-	-	-	-	-	1	1	-	36	43	47	52	8	-	35	-
Nonmanufacturing -----	244	2.35	-	-	-	-	1	-	28	11	9	10	83	62	19	12	4	3	2
Wholesale trade -----	149	2.31	-	-	-	-	-	-	28	-	-	6	59	46	6	2	-	2	-
Retail trade -----	84	2.39	-	-	-	-	1	-	-	10	9	2	24	15	6	10	4	3	-
Shipping clerks -----	265	2.45	-	-	-	-	3	1	-	1	3	9	92	81	20	27	18	6	2
Manufacturing -----	75	2.42	-	-	-	-	-	-	-	-	-	3	34	25	8	1	1	3	-
Nonmanufacturing -----	190	2.46	-	-	-	-	3	1	-	1	3	6	58	56	12	26	17	3	2
Wholesale trade -----	159	2.46	-	-	-	-	-	-	-	-	3	6	48	53	12	21	14	-	2

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, San Francisco-Oakland, Calif., January 1959)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																
			Under \$1.40	\$1.40 and under 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 3.00 and over
Shipping and receiving clerks	536	2.54	-	-	-	-	-	7	10	2	8	29	123	15	97	186	2	18	39
Manufacturing	200	2.53	-	-	-	-	-	-	-	-	2	16	76	3	57	-	2	18	26
Nonmanufacturing	336	2.55	-	-	-	-	-	7	10	2	6	13	47	12	40	186	-	-	13
Wholesale trade	226	2.65	-	-	-	-	-	-	-	-	-	6	9	-	18	180	-	-	13
Retail trade	90	2.30	-	-	-	-	-	7	10	-	6	7	36	12	6	6	-	-	-
Truckdrivers ⁴	3,956	2.63	-	-	-	7	8	22	7	19	14	25	33	804	266	1452	623	488	136
Manufacturing	737	2.71	-	-	-	-	-	-	-	-	2	3	16	88	100	130	179	97	94
Nonmanufacturing	3,219	2.61	-	-	-	7	8	22	7	19	12	22	17	716	166	1322	444	391	42
Public utilities*	1,739	2.55	-	-	-	7	8	22	7	13	12	10	14	475	28	915	228	-	-
Wholesale trade	824	2.59	-	-	-	-	-	-	-	-	-	6	3	229	119	322	89	56	-
Retail trade	562	2.81	-	-	-	-	-	-	-	6	-	6	-	10	12	-	127	335	42
Truckdrivers, light (under 1½ tons)	532	2.54	-	-	-	7	6	9	3	7	5	19	22	204	26	96	31	97	-
Manufacturing	156	2.69	-	-	-	-	-	-	-	-	2	3	15	10	26	12	19	69	-
Nonmanufacturing	376	2.48	-	-	-	7	6	9	3	7	3	16	7	194	-	84	12	28	-
Wholesale trade	93	2.58	-	-	-	-	-	-	-	-	-	6	3	46	-	-	12	26	-
Truckdrivers, medium (1½ to and including 4 tons)	1,460	2.62	-	-	-	-	-	-	-	6	-	6	-	555	173	238	195	171	94
Manufacturing	298	2.75	-	-	-	-	-	-	-	-	-	-	-	39	41	56	40	21	94
Nonmanufacturing	1,162	2.59	-	-	-	-	-	-	-	6	-	6	-	516	132	182	155	150	-
Public utilities*	525	2.52	-	-	-	-	-	-	-	-	-	-	-	338	22	165	-	-	-
Wholesale trade	312	2.53	-	-	-	-	-	-	-	-	-	-	-	177	91	16	28	-	-
Retail trade	316	2.78	-	-	-	-	-	-	-	6	-	6	-	-	12	-	127	150	-
Truckdrivers, heavy (over 4 tons, trailer type)	904	2.70	-	-	-	-	-	-	-	-	-	-	-	-	16	384	333	108	42
Manufacturing	162	2.74	-	-	-	-	-	-	-	-	-	-	-	-	16	44	82	3	-
Nonmanufacturing	742	2.70	-	-	-	-	-	-	-	-	-	-	-	-	-	340	251	105	42
Public utilities*	492	2.66	-	-	-	-	-	-	-	-	-	-	-	-	-	265	227	-	-
Wholesale trade	129	2.68	-	-	-	-	-	-	-	-	-	-	-	-	-	75	24	30	-
Truckdrivers, heavy (over 4 tons, other than trailer type)	813	2.64	-	-	-	-	-	-	-	-	-	-	-	39	28	562	63	112	-
Manufacturing	103	2.64	-	-	-	-	-	-	-	-	-	-	-	39	-	18	38	4	-
Nonmanufacturing	710	2.64	-	-	-	-	-	-	-	-	-	-	-	-	28	544	25	108	-
Public utilities*	313	2.60	-	-	-	-	-	-	-	-	-	-	-	-	-	313	-	-	-
Wholesale trade	284	2.61	-	-	-	-	-	-	-	-	-	-	-	-	28	231	25	-	-
Truckers, power (forklift)	1,465	2.41	-	-	-	-	-	-	54	-	27	136	426	224	533	57	7	-	1
Manufacturing	1,103	2.42	-	-	-	-	-	-	54	-	27	117	226	183	493	3	-	-	-
Nonmanufacturing	362	2.40	-	-	-	-	-	-	-	-	-	19	200	41	40	54	7	-	1
Public utilities*	154	2.42	-	-	-	-	-	-	-	-	-	-	75	37	1	38	3	-	-
Wholesale trade	128	2.36	-	-	-	-	-	-	-	-	-	19	79	4	26	-	-	-	-
Retail trade	80	2.45	-	-	-	-	-	-	-	-	-	-	46	-	13	16	4	-	1
Watchmen	385	2.01	9	24	6	7	44	17	50	38	95	39	53	3	-	-	-	-	-
Manufacturing	237	2.10	-	10	-	-	24	8	9	27	84	32	43	-	-	-	-	-	-
Nonmanufacturing	148	1.87	9	14	6	7	20	9	41	11	11	7	10	3	-	-	-	-	-

¹ Data limited to men workers, except where otherwise indicated.² Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.³ All workers were at \$1.30 to \$1.40.⁴ Includes all drivers regardless of size and type of truck operated.

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

† Finance, insurance, and real estate.

B: Establishment Practices and Supplementary Wage Provisions

Table B-1. Shift Differentials

(Percent of manufacturing plant workers in establishments having formal provisions for shift work, and in establishments actually operating late shifts by type and amount of differential, San Francisco-Oakland, Calif., January 1959)

Shift differential	In establishments having formal provisions ¹ for—		In establishments actually operating—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total	92.0	90.4	16.3	5.2
With shift pay differential	92.0	90.4	16.3	5.2
Uniform cents (per hour)	49.6	38.2	10.1	4.6
4 cents	1.0	-	.2	-
5 cents	3.0	1.9	.7	.2
6 cents	1.5	1.0	.5	.2
7 cents	1.0	1.0	.3	.2
8 cents	16.9	-	3.2	-
9 cents	-	1.5	-	.5
10 cents	11.9	1.6	2.1	(³)
11 1/2 cents	.8	.8	.3	-
12 cents	-	4.0	-	.5
12 1/2 cents	.5	.5	.1	.1
13 cents	-	5.8	-	1.0
13 1/2 cents	4.0	-	1.4	-
14 1/2 cents	3.4	-	.3	-
15 cents	2.6	7.4	.8	.3
16 cents	-	7.0	-	1.0
20 cents	2.9	2.9	.1	-
23 cents	-	2.6	-	.7
Uniform percentage	5.9	4.6	.3	.1
4 percent	.5	-	-	-
5 percent	2.5	-	.1	-
10 percent	3.0	2.5	.2	.1
15 percent	-	2.1	-	(³)
Other ²	36.5	47.6	5.9	.5
No shift pay differential	-	-	-	-

¹ Includes establishments currently operating late shifts, and establishments with formal provisions covering late shifts even though they were not currently operating 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 not provided to first shift workers.

³ Less than 0.05 percent.

Table B-2. Minimum Entrance Salaries for Women Office Workers

(Distribution of establishments studied in all industries and in industry divisions by minimum entrance salary for selected categories of inexperienced women office workers, San Francisco-Oakland, Calif., January 1959)

Minimum weekly salary ¹	Inexperienced typists							Other inexperienced clerical workers ²						
	All industries	Manufacturing		Nonmanufacturing				All industries	Manufacturing		Nonmanufacturing			
		Based on standard weekly hours ³ of—							Based on standard weekly hours ³ of—					
		All schedules	40	All schedules	37½	38¾	40		All schedules	40	All schedules	37½	38¾	40
Establishments studied	253	86	xxx	167	xxx	xxx	xxx	253	86	xxx	167	xxx	xxx	xxx
Establishments having a specified minimum	120	43	35	77	12	8	50	133	47	39	86	13	8	58
\$42.50 and under \$45.00	1	-	-	1	-	-	-	2	-	-	2	-	-	1
\$45.00 and under \$47.50	1	-	-	1	-	-	1	7	1	-	6	2	-	2
\$47.50 and under \$50.00	4	1	-	3	1	-	1	8	-	-	8	3	2	3
\$50.00 and under \$52.50	25	-	-	25	5	-	17	25	1	1	24	2	-	20
\$52.50 and under \$55.00	15	3	3	12	3	3	6	15	6	4	9	2	1	5
\$55.00 and under \$57.50	6	1	1	5	1	-	4	7	2	2	5	1	-	4
\$57.50 and under \$60.00	21	12	10	9	1	2	5	18	10	9	8	1	2	4
\$60.00 and under \$62.50	12	6	4	6	-	1	4	14	8	7	6	-	1	5
\$62.50 and under \$65.00	3	1	1	2	-	-	2	6	2	2	4	1	1	2
\$65.00 and under \$67.50	9	6	5	3	-	1	2	6	2	1	4	-	1	3
\$67.50 and under \$70.00	3	2	2	1	-	1	-	5	3	3	2	-	-	2
\$70.00 and under \$72.50	4	-	-	4	-	-	4	5	1	1	4	-	-	4
\$72.50 and under \$75.00	4	2	2	2	1	-	1	5	3	3	2	1	-	1
\$75.00 and under \$77.50	2	2	2	-	-	-	-	2	2	2	-	-	-	-
\$77.50 and under \$80.00	6	3	3	3	-	-	3	5	3	3	2	-	-	2
\$80.00 and over	4	4	2	-	-	-	-	3	3	1	-	-	-	-
Establishments having no specified minimum	71	22	xxx	49	xxx	xxx	xxx	70	21	xxx	49	xxx	xxx	xxx
Establishments which did not employ workers in this category	62	21	xxx	41	xxx	xxx	xxx	50	18	xxx	32	xxx	xxx	xxx

¹ Lowest salary rate formally established for hiring inexperienced workers for typing or other clerical jobs.² Rates applicable to messengers, office girls, or similar subclerical jobs are not considered.³ 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.

Table B-3. Scheduled Weekly Hours

(Percent distribution of office and plant workers in all industries and in industry divisions by scheduled weekly hours of first-shift workers, San Francisco-Oakland, Calif., January 1959)

Weekly hours	OFFICE WORKERS							PLANT WORKERS					
	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	
Under 35 hours	-	-	-	-	-	-		(³)	-	-	-	-	
35 hours	2	2	2	-	(³)	(³)		3	6	-	-	1	
36¼ hours	1	1	-	4	-	-		2	4	-	-	-	
Over 36¼ and under 37½ hours	1	5	-	-	-	-		-	-	-	-	-	
37½ hours	16	6	7	8	6	29		7	3	3	6	9	
Over 37½ and under 38¾ hours	4	-	-	-	-	11		-	-	-	-	-	
38¾ hours	12	16	8	7	10	13		-	-	-	-	-	
40 hours	64	70	83	81	84	47		87	87	96	94	88	
Over 40 hours	-	-	-	-	-	-		(³)	-	1	-	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 Less than 0.5 percent.

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

† Finance, insurance, and real estate.

Table B-4. Paid Holidays

(Percent distribution of office and plant workers in all industries and in industry divisions by number of paid holidays provided annually, San Francisco-Oakland, Calif., January 1959)

Item	OFFICE WORKERS ¹							PLANT WORKERS					
	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 paid holidays -----	100	100	100	100	100	100		97	96	100	100	100	
Workers in establishments providing no paid holidays -----	-	-	-	-	-	-		3	4	-	-	-	
Number of days													
Less than 5 holidays -----	(4)	-	-	-	(4)	-		3	-	-	-	16	
5 holidays -----	(4)	-	-	-	-	-		4	-	-	-	-	
6 holidays -----	1	(4)	-	4	2	-		4	4	7	(4)	1	
6 holidays plus 2 half days -----	(4)	1	-	-	-	-		1	2	-	-	-	
7 holidays -----	24	32	20	25	77	5		34	30	26	8	62	
7 holidays plus 1 half day -----	1	(4)	-	-	6	-		1	2	-	-	1	
7 holidays plus 2 half days -----	4	15	-	2	-	-		7	14	-	2	-	
8 holidays -----	50	45	78	66	12	49		40	40	67	90	20	
8 holidays plus 1 half day -----	1	2	-	-	-	2		-	-	-	-	-	
8 holidays plus 2 half days -----	1	(4)	-	-	-	1		(4)	1	-	-	-	
9 holidays -----	11	1	-	2	3	26		1	1	-	-	-	
9 holidays plus 1 half day -----	2	-	-	-	-	6		-	-	-	-	-	
9 holidays plus 2 half days -----	1	-	-	-	-	2		-	-	-	-	-	
9 holidays plus 3 half days -----	1	-	-	-	-	2		-	-	-	-	-	
10 holidays -----	1	(4)	1	-	-	3		1	2	-	-	-	
10 holidays plus 1 half day -----	(4)	1	-	-	-	-		-	-	-	-	-	
13 holidays -----	2	-	-	-	-	4		-	-	-	-	-	
Total holiday time³													
11 or more days -----	2	-	-	-	-	4		-	-	-	-	-	
10 1/2 or more days -----	3	1	-	-	-	6		-	-	-	-	-	
10 or more days -----	5	1	1	-	-	12		1	2	-	-	-	
9 1/2 or more days -----	7	1	1	-	-	17		1	2	-	-	-	
9 or more days -----	19	3	1	2	3	44		2	4	-	-	-	
8 1/2 or more days -----	20	5	1	2	3	46		2	4	-	-	-	
8 or more days -----	74	66	80	70	15	95		50	58	67	92	20	
7 1/2 or more days -----	75	66	80	70	21	95		51	60	67	92	21	
7 or more days -----	99	99	100	96	98	100		86	92	93	99	83	
6 or more days -----	99	100	100	100	99	100		90	96	100	100	84	
5 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	100	

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 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.

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

† Finance, insurance, and real estate.

Table B-5. Paid Vacations

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, San Francisco-Oakland, Calif., January 1959)

Vacation policy	OFFICE WORKERS ¹							PLANT WORKERS					
	All industries ²	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	99	99	100	100	100	100		97	94	100	100	100	
Percentage payment	(³)	1	-	-	-	-		3	6	-	-	-	
Flat-sum payment	-	-	-	-	-	-		(³)	1	-	-	-	
Other	-	-	-	-	-	-		-	-	-	-	-	
Workers in establishments providing no paid vacations	-	-	-	-	-	-		-	-	-	-	-	
Amount of vacation pay⁴													
<u>After 6 months of service</u>													
Less than 1 week	(³)	-	1	-	-	-		3	5	3	-	-	
1 week	56	64	63	40	16	61		26	29	59	12	7	
Over 1 and under 2 weeks	2	2	-	-	-	4		2	2	6	-	-	
2 weeks	8	-	-	-	-	21		-	-	-	-	-	
<u>After 1 year of service</u>													
1 week	19	4	66	24	69	-		60	53	53	76	71	
Over 1 and under 2 weeks	-	-	-	-	-	-		10	20	-	2	-	
2 weeks	79	95	33	76	31	96		26	22	32	22	29	
Over 2 and under 3 weeks	2	-	1	-	-	4		2	-	15	-	-	
3 weeks	(³)	1	-	-	-	-		2	5	-	-	-	
<u>After 2 years of service</u>													
1 week	(³)	-	1	-	-	-		11	15	4	-	3	
Over 1 and under 2 weeks	(³)	-	4	-	-	-		5	9	-	(³)	1	
2 weeks	97	99	94	100	100	96		78	66	81	99	96	
Over 2 and under 3 weeks	(³)	-	1	-	-	-		3	1	15	-	-	
3 weeks	2	1	-	-	-	4		4	8	-	-	-	
<u>After 3 years of service</u>													
1 week	-	-	-	-	-	-		2	3	-	-	-	
Over 1 and under 2 weeks	-	-	-	-	-	-		6	13	-	(³)	1	
2 weeks	96	93	95	100	100	96		85	75	85	99	99	
Over 2 and under 3 weeks	-	-	-	-	-	-		(³)	1	-	-	-	
3 weeks	4	7	5	-	-	4		6	8	15	-	-	

See footnotes at end of table.

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

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Table B-5. Paid Vacations--Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, San Francisco-Oakland, Calif., January 1959)

Vacation policy	OFFICE WORKERS ¹							PLANT WORKERS					
	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance†	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
Amount of vacation pay⁴—Continued													
<u>After 5 years of service</u>													
Under 2 weeks	-	-	-	-	-	-	-	1	1	-	-	-	-
2 weeks	80	86	83	95	39	83	75	83	83	91	44	44	44
Over 2 and under 3 weeks	5	-	-	3	-	13	1	1	-	2	-	-	-
3 weeks	14	14	17	1	61	4	23	15	17	6	56	56	56
4 weeks	(³)	-	-	-	-	-	-	-	-	-	-	-	-
<u>After 10 years of service</u>													
Under 2 weeks	-	-	-	-	-	-	-	1	1	-	-	-	-
2 weeks	48	33	57	64	14	60	37	47	46	46	9	9	9
Over 2 and under 3 weeks	10	11	4	3	-	16	8	11	18	2	-	-	-
3 weeks	42	56	38	33	86	23	54	42	33	52	91	91	91
4 weeks	(³)	-	1	-	-	-	(³)	-	3	-	-	-	-
<u>After 15 years of service</u>													
Under 2 weeks	-	-	-	-	-	-	-	1	1	-	-	-	-
2 weeks	10	5	5	13	5	16	5	3	2	-	-	4	4
Over 2 and under 3 weeks	1	-	-	-	-	2	-	-	-	-	-	-	-
3 weeks	87	95	94	87	95	77	93	93	95	100	96	96	96
Over 3 and under 4 weeks	2	-	-	-	-	5	(³)	1	-	-	-	-	-
4 weeks	(³)	(³)	1	-	-	-	1	2	3	-	-	-	-
<u>After 20 years of service</u>													
Under 2 weeks	-	-	-	-	-	-	-	1	1	-	-	-	-
2 weeks	6	5	5	13	5	6	5	3	2	-	-	4	4
3 weeks	83	75	93	79	93	83	84	83	91	90	90	90	90
Over 3 and under 4 weeks	(³)	2	-	-	-	-	(³)	1	-	-	-	-	-
4 weeks	10	18	2	8	2	10	10	13	7	10	6	6	6
<u>After 25 years of service</u>													
Under 2 weeks	-	-	-	-	-	-	-	1	1	-	-	-	-
2 weeks	6	5	5	13	5	5	5	3	2	-	-	4	4
3 weeks	66	53	67	58	75	74	73	67	77	83	80	80	80
Over 3 and under 4 weeks	3	10	-	-	-	-	3	6	-	-	-	-	-
4 weeks	25	33	28	29	20	21	19	23	21	17	15	15	15

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 Less than 0.5 percent.⁴ Periods of service were arbitrarily chosen and do not necessarily reflect the individual provisions for progressions. For example, the changes in proportions indicated at 10 years' service include changes in provisions occurring between 5 and 10 years.

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

† Finance, insurance, and real estate.

Table B-6. Health, Insurance, and Pension Plans

(Percent of office and plant workers in all industries and in industry divisions employed in establishments providing health, insurance, or pension benefits, San Francisco-Oakland, Calif., January 1959)

Type of benefit	OFFICE WORKERS:							PLANT WORKERS					
	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	92	97	97	80	100		94	97	94	100	87	
Accidental death and dismemberment insurance	48	62	61	51	30	43		57	68	66	66	24	
Sickness and accident insurance or sick leave or both ³	81	78	96	79	77	81		65	45	89	89	88	
Sickness and accident insurance	36	38	32	32	15	44		25	28	36	19	19	
Sick leave (full pay and no waiting period)	58	58	51	68	20	63		18	12	45	18	13	
Sick leave (partial pay or waiting period)	11	1	42	9	51	3		34	11	42	71	68	
Hospitalization insurance	83	95	54	83	90	85		90	98	59	86	95	
Surgical insurance	83	94	54	81	90	85		90	98	59	81	95	
Medical insurance	72	88	54	72	88	65		87	93	59	79	94	
Catastrophe insurance	43	34	37	31	61	53		32	30	46	26	43	
Retirement pension	82	83	87	65	36	96		70	66	95	89	52	
No health, insurance, or pension plan	(⁴)	(⁴)	-	1	-	-		(³)	-	-	-	-	

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.⁴ Less than 0.5 percent.^{*} Transportation (excluding railroads), communication, and other public utilities.[†] Finance, insurance, and real estate.

Appendix : Occupational Descriptions

The primary purpose of preparing job descriptions for the Bureau's wage surveys is to assist its field staff in classifying into appropriate occupations workers who are employed under a variety of payroll titles and different work arrangements from establishment to establishment and from area to area. This is essential in order to permit the grouping of occupational wage rates representing comparable job content. Because of this emphasis on interestablishment and interarea comparability of occupational content, the Bureau's job descriptions may differ significantly from those in use in individual establishments or those prepared for other purposes. In applying these job descriptions, the Bureau's field representatives are instructed to exclude working supervisors, apprentices, learners, beginners, trainees, handicapped workers, part-time, temporary, and probationary workers.

Office

BILLER, MACHINE

Prepares statements, bills, and invoices on a machine other than an ordinary or electromatic typewriter. May also keep records as to billings or shipping charges or perform other clerical work incidental to billing operations. For wage study purposes, billers, machine, are classified by type of machine, as follows:

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

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

BOOKKEEPING-MACHINE OPERATOR

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

BOOKKEEPING-MACHINE OPERATOR—Continued

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

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

CLERK, ACCOUNTING

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

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

CLERK, FILE

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

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

CLERK, ORDER

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

CLERK, PAYROLL

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

COMPTOMETER OPERATOR

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

DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

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

KEY-PUNCH OPERATOR

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

OFFICE BOY OR GIRL

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

SECRETARY

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

STENOGRAPHER, GENERAL

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

STENOGRAPHER, TECHNICAL

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

SWITCHBOARD OPERATOR

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

SWITCHBOARD OPERATOR-RECEPTIONIST

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

TABULATING-MACHINE OPERATOR

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL—Continued

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

TYPIST

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

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

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

Professional and TechnicalDRAFTSMAN, JUNIOR

(Assistant draftsman)

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

DRAFTSMAN, LEADER

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

DRAFTSMAN, LEADER—Continued

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

DRAFTSMAN, SENIOR

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

NURSE, INDUSTRIAL (REGISTERED)

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

NURSE, INDUSTRIAL (REGISTERED)—Continued

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

TRACER

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

Maintenance and PowerplantCARPENTER, MAINTENANCE

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

ELECTRICIAN, MAINTENANCE

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

ENGINEER, STATIONARY

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

FIREMAN, STATIONARY BOILER

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

HELPER, TRADES, MAINTENANCE

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

MACHINE-TOOL OPERATOR, TOOLROOM

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

MACHINIST, MAINTENANCE

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

MECHANIC, AUTOMOTIVE (MAINTENANCE)

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

MECHANIC, MAINTENANCE

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

MILLWRIGHT

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

OILER

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

PAINTER, MAINTENANCE

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

PIPEFITTER, MAINTENANCE

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

PLUMBER, MAINTENANCE

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

SHEET-METAL WORKER, MAINTENANCE

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

SHEET-METAL WORKER, MAINTENANCE—Continued

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

TOOL AND DIE MAKER

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

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

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

Custodial and Material MovementELEVATOR OPERATOR, PASSENGER

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

GUARD

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

JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

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

LABORER, MATERIAL HANDLING

(Loader and unloader; handler and stacker; 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 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



