

Occupational Wage Survey

NEW YORK, NEW YORK
APRIL 1959

Bulletin No. 1240-17

UNITED STATES DEPARTMENT OF LABOR
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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 New York, N. Y., by Elliot A. Browar and Alvin Golub, under the direction of Frederick W. Mueller, Regional Wage and Industrial Relations Analyst.

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* NOTE: Similar tabulations for most of these items are available in the New York City area reports for April 1951, January 1952, February 1953, 1954, March 1955, April 1956, 1957, and 1958. The 1954 report (BLS Bull. 1157-3) presents, in addition, data on rate of pay for holiday work; and both the 1954 and 1958 reports, data on wage structure characteristics, labor-management agreements, and overtime pay provisions. The 1955 report also included data on frequency of wage payments, and pay provisions for holidays falling on nonworkdays. A directory indicating date of study and the price of the reports, as well as reports for other major areas, is available upon request.

Current reports on occupational earnings and supplementary wage practices in the New York City area are also available for auto dealer repair shops (May 1958), and men's and boys' suits and coats (March 1958). A report on occupational earnings is also available for the machinery industries (February 1959). Data for supplementary wage practices were included in the machinery industries report of January 1958. Union scales, indicative of prevailing pay levels, are available for the following trades or industries: Building construction, printing, local-transit operating employees, and motortruck drivers and helpers.

Occupational Wage Survey—New York, N. Y.

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 New York, N. Y.,¹ by major industry division,² April 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		4,374	558	1,349,300	406,900	609,500	581,200
Manufacturing	101	1,346	180	405,900	84,900	234,800	138,120
Nonmanufacturing		3,028	378	943,400	322,000	374,700	443,080
Transportation (excluding railroads), communication, and other public utilities ⁵	101	194	52	197,600	42,500	84,900	151,620
Wholesale trade	51	892	82	126,200	49,500	34,200	24,950
Retail trade (except limited-price variety stores)	101	361	64	186,200	25,200	135,900	92,420
Finance, insurance, and real estate	51	698	77	249,500	165,500	20,400	121,230
Services ⁷	51	883	103	183,900	39,300	99,300	52,860

¹ The New York City Area (Bronx, Kings, New York, Queens, and Richmond Counties, N. Y.). 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. The publicly operated portion of New York's transit system is, as a government operation, excluded 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.

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 weekends, holidays, and late shifts. The indexes are based on data for selected key occupations and include most of the numerically important jobs within each group. The office clerical data are based on women in the following 18 jobs: Billers, machine (billing machine); bookkeeping-machine operators, class A and B; Comptometer operators; clerks, file, class A and B; clerks, order; clerks, payroll; key-punch operators; office girls; secretaries; stenographers, general; switchboard operators; switchboard operator-receptionists; tabulating-machine operators; transcribing-machine operators, general; and typists, class A and B. The industrial nurse data are based on women industrial nurses. Men in the following 10 skilled maintenance jobs and 3 unskilled jobs were included in the plant worker data: Skilled—carpenters; electricians; machinists; mechanics; mechanics, automotive; millwrights; painters; pipefitters; sheet-metal workers; and tool and die makers; unskilled—janitors, porters, and cleaners; laborers, material handling; and watchmen.

Average weekly salaries or average hourly earnings were computed for each of the selected occupations. The average salaries or hourly earnings were then multiplied by the average of 1953 and 1954 employment in the job. These weighted earnings for individual

occupations were then totaled to obtain an aggregate for each occupational group. Finally, the ratio of these group aggregates for a given year to the aggregate for the base period (survey month, winter 1952-53) was computed and the result multiplied by the base year index (100) to get the index for the given year.

The indexes measure, principally, the effects of (1) general salary and wage changes; (2) merit or other increases in pay received by individual workers while in the same job; and (3) changes in the labor force such as labor turnover, force expansions, force reductions, and changes in the proportion of workers employed by establishments with different pay levels. Changes in the labor force can cause increases or decreases in the occupational averages without actual wage changes. For example, a force expansion might increase the proportion of lower paid workers in a specific occupation and result in a drop in the average, whereas a reduction in the proportion of lower paid workers would have the opposite effect. The movement of a high-paying establishment out of an area could cause the average earnings to drop, even though no change in rates occurred in other area establishments.

The use of constant employment weights eliminates the effects of changes in the proportion of workers represented in each job included in the data. Nor are the indexes influenced by changes in standard work schedules or in premium pay for overtime, since they are based on pay for straight-time hours.

Indexes for the period 1953 to 1958 for workers in 17 major labor markets appeared in BLS Bull. 1224-20, *Wages and Related Benefits, 19 Labor Markets, Winter 1957-58.*

TABLE 2. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in New York, N. Y., April 1959 and April 1958, and percents of increase for selected periods

Industry and occupational group	Indexes (February 1953 = 100)		Percent increases from—					
	April 1959	April 1958	April 1958 to April 1959	April 1957 to April 1958	April 1956 to April 1957	March 1955 to April 1956	February 1954 to March 1955	February 1953 to February 1954
All industries:								
Office clerical (women)	128.2	124.5	3.0	3.5	5.2	5.9	3.5	4.3
Industrial nurses (women)	131.0	126.8	3.3	4.7	4.9	5.1	5.4	4.2
Skilled maintenance (men)	128.1	122.7	4.4	4.3	3.8	3.4	5.0	4.5
Unskilled plant (men)	130.4	125.1	4.2	4.6	5.3	5.0	2.6	5.4
Manufacturing:								
Office clerical (women)	130.9	126.4	3.6	2.9	5.9	5.3	4.7	5.2
Industrial nurses (women)	140.6	134.1	4.9	5.1	4.8	5.0	7.4	8.0
Skilled maintenance (men)	130.0	124.1	4.7	3.9	5.5	3.2	4.2	5.2
Unskilled plant (men)	134.8	129.8	3.9	5.5	7.5	3.8	3.8	6.3

A: Occupational Earnings

Table A-1. Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis, by industry division, New York, N. Y., April 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)	\$ 35.00 and under	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	and over					
				40.00	45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00							
Men																															
Clerks, accounting, class A	3,910	36.0	94.00	-	-	-	-	13	55	105	235	407	453	446	450	405	345	301	173	156	60	136	60	52	58						
Manufacturing	891	36.0	95.50	-	-	-	-	3	12	19	58	140	137	118	82	109	54	47	26	16	37	9	14	10							
Nonmanufacturing	3,019	36.0	93.50	-	-	-	13	52	93	216	349	313	309	332	323	236	247	126	130	44	99	51	38	48							
Public utilities*	527	36.5	100.00	-	-	-	-	2	9	28	49	61	41	30	23	101	29	15	39	29	12	6	12								
Wholesale trade	955	36.0	95.50	-	-	-	-	9	37	85	100	78	91	94	87	92	68	36	66	4	22	28	32	26							
Retail trade ²	175	38.5	90.50	-	-	-	2	5	3	11	21	27	36	19	4	13	1	17	-	1	5	-	-	10							
Finance †	950	35.5	89.00	-	-	-	10	29	37	55	119	108	71	151	160	83	66	41	-	-	20	-	-	-							
Services	412	36.5	92.00	-	-	-	-	1	7	7	37	60	59	50	27	42	25	11	3	49	-	23	11	-							
Clerks, accounting, class B	2,587	36.0	70.50	-	-	58	280	283	216	475	459	182	231	170	58	39	84	22	7	21	-	2	-	-							
Manufacturing	476	36.0	78.00	-	-	1	7	11	46	79	86	41	76	60	21	5	7	16	5	13	-	2	-	-							
Nonmanufacturing	2,111	36.0	69.00	-	-	57	273	272	170	396	373	141	155	110	37	34	77	6	2	8	-	-	-	-							
Public utilities*	258	37.5	82.50	-	-	1	8	19	27	49	26	22	15	6	16	63	4	-	2	-	-	-	-	-							
Wholesale trade	441	36.0	78.00	-	-	-	-	39	71	89	53	66	64	24	17	12	2	-	4	-	-	-	-	-							
Retail trade ²	164	36.5	63.50	-	-	25	18	19	9	41	14	21	15	1	1	-	-	-	-	-	-	-	-	-							
Finance †	919	36.0	61.50	-	-	32	237	208	72	189	111	24	31	8	-	2	-	2	2	-	-	-	-	-							
Services	329	36.0	69.00	-	-	-	17	37	31	68	110	17	21	22	6	-	-	-	-	-	-	-	-	-							
Clerks, order	1,648	37.0	80.50	-	-	-	17	48	61	281	202	155	236	167	182	50	118	90	23	9	6	2	1	-							
Manufacturing	345	35.5	82.50	-	-	-	10	8	27	24	42	43	41	21	40	8	39	32	2	6	-	2	-	-							
Nonmanufacturing	1,303	37.0	80.00	-	-	-	7	40	34	257	160	112	195	146	142	42	79	58	21	3	6	-	1	-							
Wholesale trade	1,219	37.0	80.00	-	-	-	7	40	34	257	162	142	94	188	143	36	65	58	21	3	5	-	1	-							
Clerks, payroll	662	36.5	82.00	-	-	18	15	33	39	36	60	89	75	72	78	53	23	20	18	22	5	1	5	-							
Manufacturing	215	36.5	82.50	-	-	-	24	10	4	19	18	63	30	9	1	3	9	9	8	5	-	3	-								
Nonmanufacturing	447	36.5	82.00	-	-	18	15	9	29	32	41	71	12	42	69	52	20	11	9	14	-	1	2	-							
Public utilities*	111	36.0	92.50	-	-	-	-	-	-	6	1	6	8	4	38	18	16	9	5	-	-	-	-	-							
Services	125	37.0	81.50	-	-	-	5	2	15	21	8	20	-	18	19	-	-	2	4	11	-	-	-	-							
Office boys	7,253	36.0	53.50	54	604	1615	2038	1565	758	323	170	69	15	40	2	-	-	-	-	-	-	-	-	-							
Manufacturing	2,154	35.5	53.50	36	177	399	743	410	191	97	49	23	15	12	2	-	-	-	-	-	-	-	-	-							
Nonmanufacturing	5,099	36.0	53.50	18	427	1216	1295	1155	567	226	121	46	-	28	-	-	-	-	-	-	-	-	-	-							
Public utilities*	401	36.0	55.50	-	16	54	127	128	40	9	14	-	-	13	-	-	-	-	-	-	-	-	-	-							
Wholesale trade	1,507	36.0	56.50	-	48	247	306	479	219	101	65	42	-	-	-	-	-	-	-	-	-	-	-	-							
Retail trade ²	196	37.5	49.50	-	29	84	49	14	15	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-							
Finance †	1,645	36.0	53.00	18	196	476	371	267	180	85	33	4	-	15	-	-	-	-	-	-	-	-	-	-							
Services	1,350	35.5	51.00	-	138	355	442	267	113	29	6	-	-	-	-	-	-	-	-	-	-	-	-	-							
Tabulating-machine operators	3,291	36.5	77.50	-	-	21	71	148	379	444	456	407	417	298	215	111	151	49	61	27	22	1	4	5	4						
Manufacturing	659	36.5	81.50	-	-	-	18	3	32	36	113	97	90	100	45	42	50	8	16	6	1	-	2	-							
Nonmanufacturing	2,632	36.5	76.50	-	-	21	53	145	347	408	343	310	327	198	170	69	101	41	45	21	21	1	2	5	4						
Public utilities*	258	38.0	92.50	-	-	-	-	-	6	2	9	10	30	28	48	48	62	8	3	1	1	-	-	-							
Wholesale trade	316	36.5	82.50	-	-	9	-	27	37	11	13	35	38	39	22	7	30	26	12	2	2	-	2	2							
Retail trade ²	177	37.5	70.50	-	-	6	3	19	27	30	24	22	17	19	7	-	2	-	1	-	-	-	-	-							
Finance †	1,588	36.0	74.00	-	-	6	40	89	227	329	230	196	212	98	83	14	6	4	16	18	18	-	-	-							
Services	293	35.5	74.00	-	-	-	10	10	50	36	67	47	30	14	10	-	1	3	13	-	-	-	-	-							
Women																															
Billers, machine (billing machine)	1,568	36.5	68.50	-	-	39	62	254	166	278	257	257	203	13	18	5	2	1	13	-	-	-	-	-							
Manufacturing	432	36.5	71.00	-	-	-	-	21	56	99	84	115	32	8	13	1	2	1	-	-	-	-	-	-							
Nonmanufacturing	1,136	36.5	67.50	-	-	39	62	233	110	179	173	142	171	5	5	4	-	-	13	-	-	-	-	-							
Wholesale trade	348	37.0	73.00	-	-	-	-	16	36	51	75	80	82	5	3	-	-	-	-	-	-	-	-	-							
Finance †	566	35.5	62.00	-	-	36	62	200	54	75	49	45	45	-	-	-	-	-	-	-	-	-	-	-							

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, New York, N. Y., April 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)	\$ 35.00 and under	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	and over				
				40.00	45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00						
Women—Continued																														
Billers, machine (bookkeeping machine)	1,037	36.5	72.00	-	-	8	34	108	96	137	199	288	57	58	27	15	2	8	-	-	-	-	-	-	-	-	-	-		
Manufacturing	211	36.5	71.00	-	-	6	3	29	34	42	7	22	30	21	1	11	1	4	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	826	36.5	72.50	-	-	2	31	79	62	95	192	266	27	37	26	4	1	4	-	-	-	-	-	-	-	-	-	-		
Retail trade ²	333	38.5	68.50	-	-	2	23	50	31	51	105	33	21	6	3	1	1	-	-	-	-	-	-	-	-	-	-	-		
Bookkeeping-machine operators, class A	1,753	36.5	76.50	-	-	1	5	25	97	265	350	357	360	135	50	68	33	5	-	1	1	-	-	-	-	-	-	-		
Manufacturing	534	36.5	78.00	-	-	-	-	3	13	44	120	130	139	35	8	12	24	4	-	1	1	-	-	-	-	-	-	-		
Nonmanufacturing	1,219	37.0	76.00	-	-	1	5	22	84	221	230	227	221	100	42	56	9	1	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	195	38.0	76.00	-	-	-	-	-	7	36	44	38	37	27	4	1	-	1	-	-	-	-	-	-	-	-	-	-		
Retail trade ²	101	37.5	76.00	-	-	1	-	2	5	8	14	27	30	13	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
Finance †	858	36.5	75.50	-	-	-	5	8	71	176	167	155	136	48	29	54	9	-	-	-	-	-	-	-	-	-	-	-		
Bookkeeping-machine operators, class B	6,057	36.0	66.00	-	-	41	386	1325	1377	919	733	693	263	186	73	29	25	4	2	1	-	-	-	-	-	-	-	-		
Manufacturing	597	35.5	72.00	-	-	-	32	49	86	109	89	142	20	44	19	22	8	4	2	1	-	-	-	-	-	-	-	-		
Nonmanufacturing	5,460	36.0	65.50	-	-	41	354	1276	1291	810	674	551	243	142	54	7	17	-	-	-	-	-	-	-	-	-	-	-		
Public utilities*	119	37.0	75.00	-	-	-	-	-	-	1	63	33	14	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	655	37.0	73.50	-	-	6	33	75	102	72	203	56	87	19	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade ²	192	37.0	67.50	-	-	6	26	37	23	61	26	11	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
Finance †	4,256	36.0	63.50	-	-	40	342	1210	1136	673	420	226	121	41	28	3	16	-	-	-	-	-	-	-	-	-	-	-		
Services	238	36.0	72.50	-	-	1	-	7	43	11	58	63	41	11	3	-	-	-	-	-	-	-	-	-	-	-	-	-		
Clerks, accounting class A	3,232	36.0	84.00	-	-	3	43	192	202	310	415	447	592	423	188	187	100	35	29	54	4	6	-	-	-	-	-	2		
Manufacturing	760	36.0	86.50	-	-	-	3	33	22	73	132	99	96	127	51	41	25	24	13	1	2	-	-	-	-	-	-	2		
Nonmanufacturing	2,472	36.0	83.50	-	-	3	40	159	180	237	283	348	496	296	137	146	75	11	13	41	3	4	-	-	-	-	-	-		
Public utilities*	188	36.0	92.50	-	-	-	-	1	3	10	15	53	26	12	23	10	5	-	8	3	4	-	-	-	-	-	-	-		
Wholesale trade	622	36.5	87.50	-	-	3	6	25	65	21	44	85	91	92	51	68	24	5	13	29	-	-	-	-	-	-	-	-		
Retail trade ²	232	38.0	79.00	-	-	-	5	20	20	16	30	25	95	17	2	2	-	-	-	-	-	-	-	-	-	-	-	-		
Finance †	693	35.5	78.50	-	-	-	-	28	90	63	99	89	107	78	47	46	29	13	-	4	-	-	-	-	-	-	-	-		
Services	737	36.0	83.50	-	-	-	1	23	29	91	105	116	179	114	26	24	28	1	-	-	-	-	-	-	-	-	-	-		
Clerks, accounting, class B	5,770	36.5	66.50	4	108	143	431	933	1166	958	777	572	275	173	77	78	43	10	8	13	-	-	-	-	-	-	-	1		
Manufacturing	1,115	36.5	69.00	-	9	38	76	121	199	166	175	147	68	29	26	37	6	6	4	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	4,655	36.5	65.50	4	99	105	355	812	967	792	602	425	207	144	51	41	37	4	-	9	-	-	-	-	-	-	-	1		
Public utilities*	440	37.0	77.50	-	-	1	2	9	36	64	73	111	35	48	12	21	22	4	-	1	-	-	-	-	-	-	-	-		
Wholesale trade	758	37.0	70.50	-	8	4	25	27	145	134	196	67	77	46	2	17	8	-	-	2	-	-	-	-	-	-	-	-		
Retail trade ²	1,167	37.5	61.50	4	88	50	115	285	227	131	114	117	19	6	7	3	1	-	-	-	-	-	-	-	-	-	-	-		
Finance †	1,262	36.0	62.00	-	3	49	175	325	302	198	94	55	42	7	-	-	6	-	-	6	-	-	-	-	-	-	-	-		
Services	1,028	36.0	66.50	-	-	1	38	166	257	265	125	75	34	37	30	-	-	-	-	-	-	-	-	-	-	-	-	-		
Clerks, file, class A	3,177	36.0	68.00	-	2	136	202	408	689	556	392	258	228	100	69	72	34	16	7	8	-	-	-	-	-	-	-	-		
Manufacturing	591	35.5	73.00	-	-	5	21	58	127	84	62	64	46	24	35	29	17	6	-	8	-	-	-	-	-	-	-	-		
Nonmanufacturing	2,586	36.0	66.50	-	2	131	181	350	562	472	330	194	182	76	34	43	17	10	2	-	-	-	-	-	-	-	-	-		
Public utilities*	188	36.5	78.50	-	-	-	-	6	20	23	35	23	22	18	9	27	5	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	474	35.5	70.00	-	-	-	-	19	92	133	113	54	39	8	9	-	5	-	-	-	-	-	-	-	-	-	-	-		
Finance †	1,589	36.0	64.50	-	-	123	87	302	413	271	157	81	81	33	15	7	7	10	2	-	-	-	-	-	-	-	-	-		
Services	244	36.0	69.00	-	2	8	38	23	24	37	20	27	40	17	1	-	-	-	-	-	-	-	-	-	-	-	-	-		

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, New York, N. Y., April 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)	\$ 35.00 and under	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00 and over			
Women—Continued																												
Clerks, file, class B	8,920	36.5	\$ 55.00	33	267	1823	2788	1894	1017	582	285	127	56	22	18	6	-	2	-	-	-	-	-	-	-	-	-	-
Manufacturing	1,328	36.0	59.00	-	42	150	322	340	138	121	78	69	34	17	14	1	-	2	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	7,592	36.5	54.50	33	225	1673	2466	1554	879	461	207	58	22	5	4	5	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities*	636	36.5	59.00	-	-	75	149	175	77	79	42	11	14	5	4	5	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	840	36.5	58.00	-	8	107	173	185	199	115	45	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ^a	609	37.5	53.00	-	20	179	220	82	62	35	8	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance †	4,912	36.0	53.00	32	197	1242	1832	896	442	158	85	20	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	595	36.0	58.00	1	-	70	92	216	99	74	27	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	2,020	37.0	68.00	-	7	31	159	263	229	401	356	253	136	124	37	16	6	-	1	1	-	-	-	-	-	-	-	-
Manufacturing	823	36.5	67.50	-	-	11	88	121	110	143	112	66	83	55	12	16	4	-	-	1	-	-	-	-	-	-	-	-
Nonmanufacturing	1,197	37.0	68.50	-	7	20	71	142	119	258	244	187	53	69	25	-	2	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	919	36.5	69.50	-	3	12	36	111	35	214	210	166	45	64	23	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ^a	271	38.5	64.50	-	4	8	34	28	82	43	34	21	8	5	2	-	2	-	-	-	-	-	-	-	-	-	-	-
Clerks, payroll	2,477	36.5	77.50	-	-	14	138	102	181	254	356	340	291	332	200	127	37	26	17	30	6	25	-	-	-	-	-	1
Manufacturing	800	36.5	78.00	-	-	10	42	21	72	55	109	101	135	110	41	43	23	2	3	26	2	4	-	-	-	-	-	-
Nonmanufacturing	1,677	36.5	77.50	-	-	4	96	81	109	199	247	239	156	222	159	84	14	24	14	4	4	21	-	-	-	-	-	-
Public utilities*	116	36.0	78.50	-	-	-	29	1	3	3	15	3	12	16	9	14	5	2	-	4	-	-	-	-	-	-	-	-
Wholesale trade	439	36.0	83.00	-	-	-	-	12	6	56	24	79	33	79	108	11	4	12	8	-	7	-	-	-	-	-	-	-
Retail trade ^a	399	37.0	70.50	-	4	40	40	33	70	78	67	5	31	20	-	1	-	-	-	-	10	-	-	-	-	-	-	-
Finance †	371	35.5	79.50	-	-	-	7	18	30	32	71	57	26	44	16	44	3	9	6	4	-	4	-	-	-	-	-	-
Services	352	36.5	75.00	-	-	-	20	10	37	38	59	33	80	52	6	15	1	1	-	-	-	-	-	-	-	-	-	-
Comptometer operators	4,266	36.5	70.50	-	6	44	168	396	715	749	699	596	394	197	103	115	45	25	5	6	-	3	-	-	-	-	-	-
Manufacturing	824	36.0	76.50	-	-	6	10	40	89	77	144	156	103	101	20	39	26	7	2	4	-	-	-	-	-	-	-	-
Nonmanufacturing	3,442	36.5	69.50	-	6	38	158	356	626	672	555	440	291	96	83	76	19	18	3	2	-	3	-	-	-	-	-	-
Public utilities*	401	36.0	75.00	-	-	-	-	33	40	63	76	82	20	27	20	27	-	13	-	-	-	-	-	-	-	-	-	-
Wholesale trade	716	36.5	71.00	-	-	3	20	24	88	229	131	94	67	32	17	9	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ^a	1,114	36.5	67.00	-	6	19	111	175	259	149	148	92	47	23	32	23	17	5	3	2	-	3	-	-	-	-	-	-
Finance †	787	35.5	69.00	-	-	16	3	93	168	120	141	117	108	2	3	16	-	-	-	-	-	-	-	-	-	-	-	-
Services	424	36.0	69.50	-	-	-	24	31	71	111	59	55	49	12	11	1	-	-	-	-	-	-	-	-	-	-	-	-
Duplicating-machine operators (mimeograph or ditto)	216	36.0	61.50	-	-	25	29	43	54	21	19	15	7	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	136	36.5	60.00	-	-	25	21	19	33	14	17	2	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Key-punch operators	5,993	36.5	65.50	-	5	290	891	939	1075	1156	890	522	291	103	73	41	10	3	2	2	-	-	-	-	-	-	-	-
Manufacturing	1,123	36.0	68.50	-	-	23	102	92	179	228	182	135	93	40	28	8	10	3	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	4,870	36.5	64.50	-	5	267	489	847	896	928	708	387	198	63	45	33	-	-	2	2	-	-	-	-	-	-	-	-
Public utilities*	824	37.0	66.50	-	-	-	121	184	74	161	88	74	69	16	19	18	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	699	36.5	66.50	-	-	153	14	17	39	128	182	80	27	36	5	14	-	-	2	2	-	-	-	-	-	-	-	-
Retail trade ^a	449	37.5	62.00	-	3	15	87	89	95	65	48	42	4	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance †	2,456	36.0	63.50	-	2	97	259	489	602	457	297	166	62	8	17	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	442	35.5	67.00	-	-	2	8	68	86	117	93	25	36	3	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Office girls	1,869	36.0	52.00	16	126	311	1026	254	71	50	4	1	4	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	236	35.0	52.50	-	35	55	79	28	12	15	2	-	4	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	1,633	36.0	52.00	16	91	256	947	226	59	35	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities*	325	33.5	50.50	-	-	91	219	13	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance †	1,009	36.0	52.50	16	92	90	642	154	29	24	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, New York, N. Y., April 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)	\$ 35.00 and under 40.00	\$ 40.00 45.00	\$ 45.00 50.00	\$ 50.00 55.00	\$ 55.00 60.00	\$ 60.00 65.00	\$ 65.00 70.00	\$ 70.00 75.00	\$ 75.00 80.00	\$ 80.00 85.00	\$ 85.00 90.00	\$ 90.00 95.00	\$ 95.00 100.00	\$ 100.00 105.00	\$ 105.00 110.00	\$ 110.00 115.00	\$ 115.00 120.00	\$ 120.00 125.00	\$ 125.00 130.00	\$ 130.00 135.00	\$ 135.00 140.00	\$ 140.00 and over						
			\$																												
Women—Continued																															
Secretaries	34,778	36.0	88.00	-	-	1	14	118	731	2209	3140	4487	5373	4319	4432	2859	1992	1529	1070	829	552	436	182	155	350						
Manufacturing	9,940	35.5	92.50	-	-	1	2	19	124	516	707	1145	1160	1001	1342	932	721	558	459	373	274	250	92	80	184						
Nonmanufacturing	24,838	36.0	86.50	-	-	-	12	99	607	1693	2433	3342	4213	3318	3090	1927	1271	971	611	456	278	186	90	75	166						
Public utilities*	2,474	36.5	94.00	-	-	-	-	-	22	48	185	325	326	255	328	261	122	157	137	81	89	47	20	26	45						
Wholesale trade	6,274	36.0	87.50	-	-	-	-	36	74	264	269	844	1275	982	934	529	485	231	148	100	88	9	-	4	7						
Retail trade*	1,066	37.5	85.00	-	-	-	5	7	42	89	58	143	169	161	107	120	56	49	26	18	11	4	-	1	-						
Finance †	8,457	36.0	86.00	-	-	-	3	20	223	694	977	1071	1335	1234	972	648	386	306	181	144	64	69	40	20	70						
Services	6,567	35.5	84.00	-	-	-	4	36	246	598	944	959	1108	686	749	369	222	228	119	113	31	57	30	24	44						
Stenographers, general	16,424	36.0	71.00	-	-	62	372	1447	2732	3425	2655	2289	1637	940	400	215	158	42	44	4	-	-	1	-	1						
Manufacturing	4,712	35.5	75.00	-	-	-	29	129	646	854	848	693	488	476	245	148	103	25	14	4	-	-	-	-	-						
Nonmanufacturing	11,712	36.0	69.50	-	-	62	343	1318	2086	2561	1807	1596	1149	464	155	67	55	17	30	-	-	-	1	-	1						
Public utilities*	1,257	36.0	73.50	-	-	-	20	70	159	287	164	208	192	99	22	15	9	8	4	-	-	-	-	-	-						
Wholesale trade	2,392	35.5	74.00	-	-	-	2	19	356	443	390	539	415	129	16	42	33	3	5	-	-	-	-	-	-						
Retail trade*	515	36.5	68.50	-	-	-	4	42	118	128	116	59	29	4	7	3	3	-	-	-	-	-	1	-	1						
Finance †	5,680	36.0	66.00	-	-	62	304	1126	1213	1204	764	507	234	151	86	4	4	6	15	-	-	-	-	-	-						
Services	1,868	35.5	71.50	-	-	-	13	61	240	499	373	283	279	81	24	3	6	-	6	-	-	-	-	-	-						
Stenographers, technical	857	35.5	85.00	-	-	-	2	6	45	59	85	117	99	104	132	105	54	23	8	9	2	2	3	2	-						
Manufacturing	393	35.5	91.50	-	-	-	-	-	8	8	18	40	42	52	77	64	38	20	8	9	2	2	3	2	-						
Nonmanufacturing	464	36.0	80.00	-	-	-	2	6	37	51	67	77	57	52	55	41	16	3	-	-	-	-	-	-	-						
Public utilities*	121	37.0	81.50	-	-	-	2	1	7	21	7	17	9	20	9	28	-	-	-	-	-	-	-	-	-						
Finance †	125	36.0	75.50	-	-	-	-	5	16	26	15	13	13	26	5	3	-	3	-	-	-	-	-	-	-						
Switchboard operators	6,441	37.0	70.00	-	-	23	234	700	1244	1100	1189	824	533	304	152	99	30	5	2	-	-	-	-	-	-	2					
Manufacturing	990	35.5	75.50	-	-	-	-	21	121	228	155	171	92	80	49	46	18	5	2	-	-	-	-	-	-	2					
Nonmanufacturing	5,451	37.0	69.00	-	-	23	234	679	1123	872	1034	653	441	224	103	53	12	-	-	-	-	-	-	-	-	-					
Public utilities*	668	37.5	74.00	-	-	-	43	14	42	94	210	97	75	42	16	32	3	-	-	-	-	-	-	-	-	-					
Wholesale trade	861	36.5	72.50	-	-	-	3	37	127	128	190	179	137	48	-	7	5	-	-	-	-	-	-	-	-	-					
Retail trade*	474	38.0	64.50	-	-	-	7	45	98	117	95	21	7	1	4	4	-	-	-	-	-	-	-	-	-	-					
Finance †	1,999	36.5	69.50	-	-	16	124	133	332	408	423	282	146	79	42	10	4	-	-	-	-	-	-	-	-	-					
Services	1,449	38.0	66.00	-	-	-	19	397	505	181	116	74	76	54	27	-	-	-	-	-	-	-	-	-	-	-					
Switchboard operator-receptionists	2,269	37.0	69.50	-	-	7	16	95	165	441	477	358	386	130	92	34	8	42	18	-	-	-	-	-	-	-					
Manufacturing	895	37.0	69.50	-	-	-	12	60	204	219	129	161	42	17	26	6	1	18	-	-	-	-	-	-	-	-					
Nonmanufacturing	1,374	37.0	69.50	-	-	7	16	83	105	237	229	225	88	75	8	2	41	-	-	-	-	-	-	-	-	-					
Wholesale trade	547	37.0	70.50	-	-	-	38	31	53	110	123	90	40	60	2	-	-	-	-	-	-	-	-	-	-	-					
Retail trade*	120	36.5	69.50	-	-	-	-	8	17	29	4	25	30	-	-	-	-	-	-	-	-	-	-	-	-	-					
Finance †	168	36.5	66.50	-	-	16	3	9	68	19	17	19	4	13	-	-	-	-	-	-	-	-	-	-	-	-					
Services	442	36.5	68.00	-	-	-	41	57	72	80	73	70	11	2	8	-	28	-	-	-	-	-	-	-	-	-					
Tabulating-machine operators	895	37.0	75.00	-	-	-	29	10	91	188	133	166	75	95	57	29	10	6	6	-	-	-	-	-	-	-					
Manufacturing	106	36.5	78.00	-	-	-	-	-	10	20	1	28	29	2	8	5	1	-	2	-	-	-	-	-	-	-					
Nonmanufacturing	789	37.0	75.00	-	-	-	29	10	81	168	132	138	46	93	49	24	9	6	4	-	-	-	-	-	-	-					
Public utilities*	108	38.5	87.50	-	-	-	-	-	3	4	11	14	7	19	13	8	6	4	-	-	-	-	-	-	-	-					
Finance †	490	36.5	74.50	-	-	-	4	8	43	121	81	101	34	71	18	8	1	-	-	-	-	-	-	-	-	-					
Transcribing-machine operators, general	2,410	36.0	70.00	-	-	12	46	302	454	421	413	360	199	98	43	26	24	3	3	-	4	-	-	-	-	2					
Manufacturing	569	36.0	73.50	-	-	3	9	4	106	117	76	105	53	39	27	14	16	-	-	-	-	-	-	-	-	-					
Nonmanufacturing	1,841	36.0	69.00	-	-	9	37	298	348	304	337	255	146	59	16	12	8	3	3	-	4	-	-	-	-	-					
Wholesale trade	683	36.0	69.50	-	-	-	4	111	153	64	109	119	81	26	8	6	2	-	-	-	-	-	-	-	-	-					
Finance †	920	35.5	68.00	-	-	9	31	178	155	181	186	76	52	25	8	4	3	-	3	-	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, New York, N. Y., April 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)	\$ 35.00 and under 40.00	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 140.00 and over					
Typists, class A	8,677	35.5	67.50	-	-	-	30	423	1720	1806	1559	1035	915	502	233	157	158	61	30	26	12	2	2	2	2	2	2				
Manufacturing	1,535	35.5	73.00	-	-	-	31	111	232	268	279	285	91	69	49	42	43	15	5	4	2	2	2	2	2	2					
Nonmanufacturing	7,142	35.5	66.50	-	-	30	392	1609	1574	1291	756	629	411	164	108	116	18	15	21	8	2	2	2	2	2	2					
Public utilities*	656	36.0	70.50	-	-	-	111	88	58	124	61	65	37	3	5	97	1	3	3	-	-	-	-	-	-	-					
Wholesale trade	1,007	36.0	71.00	-	-	-	-	83	260	151	135	163	118	51	8	6	10	8	14	-	-	-	-	-	-	-					
Retail trade*	193	36.5	65.00	-	-	1	7	38	49	60	24	7	2	2	2	1	-	-	-	-	-	-	-	-	-	-					
Finance†	3,927	35.5	63.50	-	-	28	192	1208	995	714	327	267	64	49	63	-	-	-	4	4	8	-	-	-	-	-					
Services	1,359	35.5	69.00	-	-	1	82	192	212	242	209	127	190	59	30	12	3	-	-	-	-	-	-	-	-	-					
Typists, class B	13,547	36.0	60.00	-	151	839	2756	3206	2815	1926	1123	382	225	60	33	28	2	-	1	-	-	-	-	-	-	-					
Manufacturing	2,129	36.0	64.50	-	5	85	277	373	450	359	228	152	116	29	28	25	2	-	-	-	-	-	-	-	-	-					
Nonmanufacturing	11,418	36.0	59.50	-	146	754	2479	2833	2365	1567	895	230	109	31	5	3	-	-	1	-	-	-	-	-	-	-					
Public utilities*	730	37.0	64.50	-	-	74	157	181	131	96	54	18	16	-	3	-	-	-	-	-	-	-	-	-	-	-					
Wholesale trade	1,207	36.0	65.00	-	-	-	98	187	352	250	214	40	58	4	-	-	-	-	-	-	-	-	-	-	-	-					
Retail trade	534	36.5	59.00	-	4	32	110	114	143	100	20	6	5	3	4	1	-	-	1	-	-	-	-	-	-	-					
Finance†	7,325	36.0	57.00	-	142	721	2105	1977	1291	720	291	56	17	5	-	-	-	-	-	-	-	-	-	-	-	-					
Services	1,622	36.0	63.50	-	-	1	92	398	398	366	274	74	-	-	-	-	-	-	-	-	-	-	-	-	-	-					

1 Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.
 2 Excludes limited-price variety stores.
 * Transportation (excluding railroads), communication, and other public utilities.
 † Finance, insurance, and real estate.

Table A-1a: Office Occupations— Central Offices

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis, in central offices, New York, N. Y., April 1959)

Sex and occupation	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																											
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 40.00 and under 45.00	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 145.00	\$ 145.00 and over					
Men																															
Clerks, accounting, class A	606	35.0	93.00	-	-	-	-	12	20	39	92	66	68	65	49	60	40	28	26	9	16	9	3	-	-	4					
Clerks, accounting, class B	202	35.5	78.50	-	1	5	12	13	28	45	16	34	16	1	3	-	12	4	12	-	-	-	-	-	-	-					
Office boys	1,072	35.5	54.50	48	221	422	191	98	46	14	6	12	12	2	-	-	-	-	-	-	-	2	-	-	-	-					
Tabulating-machine operators	379	35.5	80.00	-	-	-	-	43	34	67	58	47	52	22	25	13	4	9	2	1	-	-	-	-	-	-					
Women																															
Bookkeeping-machine operators, class B	220	35.5	79.50	-	-	-	6	15	26	22	49	28	44	14	9	4	2	-	1	-	-	-	-	-	-	-					
Clerks, accounting, class A	437	35.0	86.50	-	-	3	6	12	8	48	70	64	42	56	20	48	19	13	10	1	-	-	-	-	-	-					
Clerks, accounting, class B	525	36.0	70.50	9	27	18	55	96	60	77	77	13	26	20	29	-	6	8	4	-	-	-	-	-	-	-					
Clerks, file, class A	385	35.5	77.00	-	-	-	30	53	60	53	43	35	20	31	29	18	4	3	6	-	-	-	-	-	-	-					
Clerks, file, class B	728	35.5	62.50	-	45	159	170	103	80	48	54	31	17	14	5	-	2	-	-	-	-	-	-	-	-	-					
Clerks, payroll	158	36.0	79.50	-	-	10	4	2	22	32	10	25	14	7	18	7	2	2	1	-	1	-	-	-	-	-					
Comptometer operators	905	36.0	75.00	-	3	21	77	84	116	156	161	105	71	24	49	26	6	2	4	-	-	-	-	-	-	-					
Key-punch operators	634	36.5	68.50	3	15	54	75	106	87	102	89	52	25	18	8	-	-	-	-	-	-	-	-	-	-	-					
Office girls	177	35.0	93.50	1	49	80	18	11	15	-	1	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-					
Secretaries	5,543	35.5	98.50	-	-	-	-	21	113	150	415	607	530	762	608	470	505	353	306	212	182	72	82	63	92						
Stenographers, general	3,300	35.5	93.50	-	-	15	111	399	618	602	451	359	273	195	140	92	24	17	4	-	-	-	-	-	-	-					
Stenographers, technical	399	35.0	91.50	-	-	-	-	9	13	16	33	45	53	82	62	40	20	8	2	2	3	2	-	-	-						
Switchboard operators	501	35.5	75.50	-	-	2	8	80	83	68	120	58	26	16	35	5	-	-	-	-	-	-	-	-	-						
Transcribing-machine operators, general	345	35.0	77.50	-	-	-	1	44	51	55	71	32	39	23	21	8	-	-	-	-	-	-	-	-	-						
Typists, class A	862	35.0	76.50	-	2	26	66	152	196	173	69	53	30	37	41	9	3	4	-	-	-	-	-	-	-						
Typists, class B	1,060	35.5	65.00	-	8	87	277	246	140	98	92	55	21	28	6	2	-	-	-	-	-	-	-	-	-						

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

Central (or district administrative) offices are establishments primarily engaged in general administrative, supervisory, purchasing, accounting, and other management functions performed centrally for other establishments of the same company. They are classified on the basis of the most appropriate major industry group representing the primary activity of the establishments served. The majority of central offices were classified in manufacturing; the remainder were in retail trade, public utilities, and wholesale trade. They are appropriately represented in the estimates for these major groups and for all industries and nonmanufacturing in the Series A tables. The last previous tabulation of occupational earnings in central offices appeared as Table A-1 Supplement: Office occupations—Central offices—an insert for Bull. 1202-17, Occupational Wage Survey, New York, N.Y., April 1957.

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, New York, N. Y., April 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 \$60.00	\$60.00 and under \$65.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00	\$150.00	\$155.00	\$160.00 and over					
Men																														
Draftsmen, leader	400	38.0	\$166.50	-	-	-	-	-	-	-	-	-	1	-	1	23	4	1	42	7	5	16	15	19	266	-	-	-	-	
Manufacturing	212	38.5	162.50	-	-	-	-	-	-	-	-	-	-	-	-	23	2	1	19	6	2	8	7	16	128	-	-	-	-	
Nonmanufacturing	188	37.5	171.00	-	-	-	-	-	-	-	-	-	1	-	1	-	2	-	23	1	3	8	8	3	138	-	-	-	-	
Draftsmen, senior	3,862	38.5	127.50	-	-	-	2	5	55	26	141	158	244	234	195	103	455	332	344	311	369	122	294	88	384	-	-	-	-	
Manufacturing	1,203	37.5	114.50	-	-	-	2	5	50	13	110	134	116	119	85	74	134	104	64	71	42	5	12	45	21	-	-	-	-	
Nonmanufacturing	2,659	39.0	133.50	-	-	-	-	3	5	13	31	24	128	115	110	29	321	228	280	240	327	117	282	43	363	-	-	-	-	
Public utilities*	87	35.0	134.00	-	-	-	-	2	2	2	2	4	3	1	2	2	20	-	13	1	4	3	-	8	18	-	-	-	-	
Retail trade†	68	36.5	131.00	-	-	-	-	-	-	-	-	4	-	6	3	4	5	6	13	5	5	4	2	3	8	-	-	-	-	
Services	2,397	39.5	134.00	-	-	-	-	1	3	9	17	18	125	106	99	13	287	218	227	217	314	110	272	24	337	-	-	-	-	
Draftsmen, junior	1,438	38.5	87.50	35	57	86	144	126	176	207	167	111	61	45	104	59	44	10	4	2	-	-	-	-	-	-	-	-	-	-
Manufacturing	476	37.5	82.00	9	13	39	77	80	70	85	39	29	13	4	15	-	-	2	-	1	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	962	39.0	90.50	26	44	47	67	46	106	122	128	82	48	41	89	59	44	8	4	1	-	-	-	-	-	-	-	-	-	-
Public utilities*	68	36.0	86.00	-	-	7	15	9	12	1	6	4	3	2	7	-	-	1	-	1	-	-	-	-	-	-	-	-	-	
Services	794	39.5	91.00	25	44	36	49	30	86	113	84	73	35	29	76	59	44	7	4	-	-	-	-	-	-	-	-	-	-	
Women																														
Nurses, industrial (registered)	604	37.0	93.00	-	6	11	13	62	44	125	105	84	46	50	15	17	8	5	5	7	-	-	-	-	-	-	-	-	-	
Manufacturing	216	38.0	97.00	-	-	-	1	25	19	32	21	37	13	26	14	10	3	4	3	7	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	388	36.5	90.50	-	6	11	12	37	25	93	84	47	33	24	1	7	5	1	2	-	-	-	-	-	-	-	-	-	-	
Public utilities*	82	36.5	91.00	-	-	5	4	9	8	11	13	5	18	6	1	-	1	1	-	-	-	-	-	-	-	-	-	-	-	
Retail trade†	72	38.0	86.50	-	-	-	4	21	5	13	7	12	4	4	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance †	170	36.0	89.50	-	6	6	4	7	12	59	27	29	2	12	-	-	4	-	2	-	-	-	-	-	-	-	-	-	-	

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.
² Workers were distributed as follows: 31 at \$160 to \$165; 42 at \$165 to \$170; 30 at \$170 to \$175; 25 at \$175 to \$180; 38 at \$180 to \$185; 56 at \$185 to \$190; 44 at \$190 and over.
³ Workers were distributed as follows: 231 at \$160 to \$165; 72 at \$165 to \$170; 50 at \$170 to \$175; 10 at \$180 and over.
⁴ Excludes limited-price variety stores.
* Transportation (excluding railroads), communication, and other public utilities.
† Finance, insurance, and real estate.

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, New York, N. Y., April 1959)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																									
			Under \$1.40 and under \$1.50	\$1.40	\$1.50	\$1.60	\$1.70	\$1.80	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60	\$3.70	\$3.80 and over
Carpenters, maintenance	1,157	\$2.57	-	-	-	-	-	62	76	36	16	109	66	58	148	58	230	133	73	16	5	29	10	13	4	15	-	-
Manufacturing	359	2.63	-	-	-	-	-	-	13	-	-	82	42	29	64	12	34	37	18	3	5	26	8	12	4	-	-	
Nonmanufacturing	788	2.54	-	-	-	-	-	62	76	23	16	47	24	29	84	46	196	96	55	13	-	3	2	1	-	15	-	
Public utilities*	152	2.81	-	-	-	-	-	-	1	1	4	8	8	2	1	85	2	25	3	-	-	-	-	-	-	15	-	
Retail trade†	254	2.68	-	-	-	-	-	-	4	1	-	37	6	17	-	41	60	40	33	9	-	3	2	1	-	-	-	
Finance †	192	2.56	-	-	-	-	-	15	3	5	3	10	4	80	4	41	26	-	1	-	-	-	-	-	-	-	-	
Services	180	2.09	-	-	-	-	-	62	57	18	10	3	-	2	-	-	28	-	-	-	-	-	-	-	-	-	-	
Electricians, maintenance	1,632	2.63	-	-	-	-	-	107	64	19	114	64	61	147	173	134	301	117	52	95	41	39	16	2	-	1	85	
Manufacturing	727	2.81	-	-	-	-	-	-	-	5	30	35	35	48	138	76	83	57	22	18	40	39	16	-	-	-	85	
Nonmanufacturing	905	2.48	-	-	-	-	-	107	64	14	84	29	26	99	35	58	218	60	30	77	1	-	-	2	-	1	-	
Public utilities*	188	2.64	-	-	-	-	-	-	3	7	4	11	35	12	27	52	6	-	31	-	-	-	-	-	-	-	-	
Retail trade†	129	2.70	-	-	-	-	-	-	-	-	25	1	-	-	3	16	39	6	24	12	-	-	-	2	-	1	-	
Finance †	276	2.62	-	-	-	-	-	1	5	16	16	14	46	19	6	104	10	4	34	1	-	-	-	-	-	-	-	
Services	307	2.17	-	-	-	-	-	107	63	6	36	8	1	18	1	9	22	34	2	-	-	-	-	-	-	-	-	

See footnotes at end of table.

Table A-3. Maintenance and Powerplant Occupations—Continued

(Average straight-time hourly earnings for men in selected occupations studied on an area basis, by industry division, New York, N. Y., April 1959)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$1.40	\$1.40 and under 1.50	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.50	3.60	3.70	3.80 and over		
Engineers, stationary	1,586	2.80	-	-	-	-	-	-	30	24	63	66	121	116	121	180	206	152	62	65	85	113	22	19	8	51	3	79		
Manufacturing	560	3.13	-	-	-	-	-	-	-	-	6	8	10	-	75	18	46	33	36	59	63	16	19	8	50	2	79			
Nonmanufacturing	1,026	2.62	-	-	-	-	-	30	24	57	58	111	116	46	162	160	119	30	29	26	50	6	-	-	1	1	-			
Public utilities*	149	2.70	-	-	-	-	-	2	2	-	2	-	43	3	8	31	22	1	-	-	26	-	-	-	-	-	-			
Retail trade ²	122	2.76	-	-	-	-	-	-	-	9	-	-	22	3	11	3	12	8	21	1	16	16	-	-	-	-	-			
Finance†	343	2.69	-	-	-	-	-	-	-	1	11	21	12	13	8	115	101	18	-	24	10	6	1	-	1	1	-			
Services	361	2.42	-	-	-	-	-	28	12	44	37	34	91	20	36	11	38	8	-	-	2	-	-	-	-	-	-			
Firemen, stationary boiler	935	2.20	38	-	-	32	66	165	43	104	133	36	36	76	24	4	-	47	-	-	-	-	-	-	68	-	-			
Manufacturing	365	2.58	-	-	-	2	5	13	27	23	33	45	4	22	52	21	4	-	46	-	-	-	-	-	68	-	-			
Nonmanufacturing	570	1.95	38	-	-	30	61	152	16	81	100	18	32	14	24	3	-	-	1	-	-	-	-	-	-	-	-			
Public utilities*	83	2.26	-	-	-	-	-	5	8	35	5	8	4	18	-	-	-	-	-	-	-	-	-	-	-	-	-			
Services	315	1.82	28	-	-	30	17	152	9	41	17	7	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Helpers, trades, maintenance	1,623	2.11	50	-	48	20	18	86	52	479	321	207	227	52	1	28	-	-	31	2	1	-	-	-	-	-	-			
Manufacturing	499	2.03	50	-	17	5	8	42	32	129	115	13	46	19	1	21	-	-	-	-	1	-	-	-	-	-	-			
Nonmanufacturing	1,124	2.14	-	-	31	15	10	44	20	350	206	194	181	33	-	7	-	-	31	2	-	-	-	-	-	-	-			
Public utilities*	518	2.19	-	-	-	5	7	6	14	107	31	181	161	6	-	-	-	-	-	-	-	-	-	-	-	-	-			
Finance†	400	2.08	-	-	-	-	-	1	225	152	7	8	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Services	121	1.90	-	-	30	3	2	32	-	15	22	4	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Machine-tool operators, toolroom	112	2.66	-	-	-	-	2	-	-	2	-	16	5	16	10	2	11	26	10	-	-	12	-	-	-	-	-			
Manufacturing	112	2.66	-	-	-	-	2	-	-	2	-	16	5	16	10	2	11	26	10	-	-	12	-	-	-	-	-			
Machinists, maintenance	1,150	2.85	-	-	-	-	-	-	-	12	25	39	34	187	140	96	83	64	35	76	18	38	87	60	156	-	-			
Manufacturing	1,007	2.84	-	-	-	-	-	-	-	12	24	39	31	159	136	95	79	33	23	76	18	38	87	60	156	-	-			
Nonmanufacturing	143	2.93	-	-	-	-	-	-	-	-	1	3	28	4	31	12	-	-	-	-	-	38	7	14	46	156	-			
Mechanics, automotive (maintenance)	3,064	2.52	-	-	-	20	38	18	34	48	115	807	504	851	65	97	75	103	126	20	58	10	3	71	1	-	-			
Manufacturing	443	2.63	-	-	-	-	-	-	-	5	25	163	21	85	10	24	18	28	2	-	-	-	-	-	62	-	-			
Nonmanufacturing	2,621	2.50	-	-	-	20	38	18	34	43	90	644	483	766	55	73	57	75	124	20	58	10	3	9	1	-	-			
Public utilities*	1,523	2.50	-	-	-	-	-	2	3	1	32	644	415	116	38	40	56	53	118	-	-	5	-	-	-	-	-			
Mechanics, maintenance	1,811	2.65	-	-	-	23	-	57	9	54	57	93	301	212	323	80	85	75	35	15	74	26	23	76	158	28	7			
Manufacturing	1,286	2.70	-	-	-	23	-	6	43	38	50	228	160	252	64	54	19	9	9	8	25	23	76	158	28	7	-			
Nonmanufacturing	525	2.54	-	-	-	-	-	51	3	11	19	43	73	52	71	16	31	56	26	6	66	1	-	-	-	-	-			
Public utilities*	151	2.62	-	-	-	-	-	-	-	5	8	63	11	11	2	-	2	3	6	39	1	-	-	-	-	-	-			
Services	180	2.33	-	-	-	-	-	51	3	11	12	10	10	29	5	-	42	7	-	-	-	-	-	-	-	-	-			
Millwrights	142	2.72	-	-	-	-	-	-	-	-	2	-	-	18	36	19	13	6	45	3	-	-	-	-	-	-	-			
Manufacturing	114	2.75	-	-	-	-	-	-	-	-	2	-	-	12	24	19	5	6	43	3	-	-	-	-	-	-	-			
Others	302	2.16	19	-	7	8	31	13	30	43	34	33	29	30	-	-	-	-	-	-	-	-	-	-	25	-	-			
Manufacturing	236	2.22	19	-	7	8	31	10	23	28	31	32	25	28	-	-	-	-	-	-	-	-	-	-	-	25	-			
Nonmanufacturing	66	1.94	-	-	-	-	-	3	7	15	3	1	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-			
Painters, maintenance	1,139	2.33	2	-	-	5	7	183	213	52	96	35	104	48	55	16	113	92	61	8	-	1	37	11	-	-	-			
Manufacturing	201	2.73	2	-	-	2	-	2	3	8	15	15	15	40	6	7	11	18	8	-	-	-	37	11	-	-	-			
Nonmanufacturing	938	2.24	-	-	-	5	5	183	211	49	88	19	89	33	15	10	106	81	43	-	-	1	-	-	-	-	-			
Public utilities*	115	2.61	-	-	-	-	-	-	-	7	17	-	4	4	1	48	6	21	-	-	-	-	-	-	-	-	-			
Retail trade ²	88	2.59	-	-	-	-	-	-	-	18	-	1	7	13	3	-	10	15	20	-	-	1	-	-	-	-	-			
Finance†	254	2.44	-	-	-	-	-	1	-	55	18	78	8	5	3	48	36	2	-	-	-	-	-	-	-	-	-			
Services	481	1.98	-	-	5	5	183	210	24	16	-	-	5	3	6	-	-	-	-	-	-	-	-	-	-	-	-			
Pipefitters, maintenance	231	2.65	-	-	-	-	-	-	-	6	-	22	16	41	53	12	17	23	11	-	-	-	26	4	-	-	-			
Manufacturing	181	2.66	-	-	-	-	-	-	-	6	-	11	6	41	53	12	1	12	9	-	-	-	26	4	-	-	-			
Plumbers, maintenance	421	2.34	-	-	-	-	-	96	17	25	25	1	58	17	52	22	91	8	5	-	-	-	2	-	2	-	-			
Manufacturing	63	2.50	-	-	-	-	-	-	-	1	-	1	9	11	15	6	2	-	-	-	-	-	2	-	2	-	-			
Nonmanufacturing	358	2.29	-	-	-	-	-	96	17	25	24	1	49	6	37	7	85	6	5	-	-	-	-	-	-	-	-			
Finance†	128	2.48	-	-	-	-	-	-	-	1	13	1	40	-	29	2	41	1	-	-	-	-	-	-	-	-	-			
Services	156	1.93	-	-	-	-	-	96	17	24	11	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Sheet-metal workers, maintenance	83	2.66	-	-	-	-	-	-	-	-	3	-	4	15	23	8	12	1	9	2	4	-	2	-	-	-	-			
Manufacturing	64	2.66	-	-	-	-	-	-	-	-	3	-	3	10	22	8	1	-	9	2	4	-	2	-	-	-	-			
Tool and die makers	1,350	2.87	-	-	-	-	-	-	-	45	6	31	14	124	167	135	149	230	102	208	73	25	8	9	3	15	6			
Manufacturing	1,311	2.87	-	-	-	-	-	-	-	45	6	31	14	123	167	135	149	230	102	208	73	25	8	9	3	15	6			

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.
² Excludes limited-price variety stores.
³ Workers were distributed as follows: 6 at \$3.80 to \$3.90; 57 at \$3.90 to \$4; 16 at \$4 and over.
* Transportation (excluding railroads), communication, and other public utilities.
† Finance, insurance, and real estate.

Table A-4. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis,
by industry division, New York, N. Y., April 1959)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																												
			Under \$ 1.00	\$ 1.00 and under 1.10	1.10	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40 and over			
Elevator operators, passenger (men) -----	5,663	1.74	-	39	-	27	115	1112	153	1330	114	866	1506	215	61	82	33	1	3	6	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	289	1.95	-	7	-	-	8	7	6	21	12	20	122	28	10	5	35	1	3	6	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	5,374	1.73	-	32	-	27	107	1105	147	1309	102	846	1384	187	51	77	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade ³ -----	267	1.62	-	-	-	27	41	46	30	28	22	14	36	3	17	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance† -----	3,806	1.79	-	-	-	-	-	316	49	1260	2	744	1244	166	25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services -----	1,110	1.54	-	32	-	-	66	734	37	10	65	66	86	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Elevator operators, passenger (women) -----	812	1.61	-	10	5	1	5	381	113	23	111	36	114	5	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	805	1.61	-	10	5	1	5	381	113	20	108	36	114	5	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	584	1.61	-	-	-	-	-	283	102	14	87	2	94	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Guards -----	3,444	1.89	-	85	64	148	155	49	120	125	289	352	612	518	500	131	102	83	80	29	1	-	1	-	-	-	-	-	-	-	-
Manufacturing -----	524	2.05	-	-	-	-	6	4	20	7	22	41	153	99	160	52	2	6	40	12	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	2,820	1.85	-	85	64	148	149	45	100	118	267	311	459	419	340	79	100	77	40	17	4	1	-	1	-	-	-	-	-	-	-
Public utilities* -----	203	2.05	-	-	-	-	-	-	-	1	17	39	73	13	8	4	13	1	28	4	1	-	-	-	-	-	-	-	-	-	-
Retail trade ³ -----	127	1.62	-	3	9	12	8	8	23	12	12	5	23	6	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance† -----	1,947	1.99	-	-	-	-	-	7	71	96	238	241	363	386	282	75	87	76	12	13	-	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (men) -----	20,729	1.70	35	541	1343	994	925	990	741	2997	2958	3566	4482	489	430	58	105	35	9	9	21	1	-	-	-	-	-	-	-	-	-
Manufacturing -----	4,012	1.69	-	140	315	377	271	207	281	187	183	477	957	230	182	38	93	34	9	9	21	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	16,717	1.70	35	401	1028	617	654	783	460	2810	2775	3089	3525	259	248	20	12	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities* -----	1,731	1.81	-	6	-	-	37	49	18	169	239	849	245	16	90	2	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	577	1.66	-	11	25	47	-	79	68	88	69	26	112	17	32	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ³ -----	2,040	1.38	35	321	404	230	216	138	124	201	155	78	79	36	21	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance† -----	5,064	1.81	-	21	-	-	24	134	158	1265	232	1632	1354	132	99	11	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Services -----	7,305	1.69	-	42	599	340	377	383	92	1087	2080	504	1735	58	6	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (women) -----	10,915	1.49	-	63	277	292	782	1582	7310	346	121	64	20	5	33	1	16	1	-	2	-	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	267	1.67	-	1	17	10	20	14	72	27	42	10	1	2	31	1	16	1	-	2	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	10,648	1.48	-	62	260	282	762	1568	7238	319	79	54	19	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ³ -----	401	1.42	-	26	31	42	115	41	54	57	25	7	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance† -----	4,674	1.49	-	-	2	18	513	339	3586	187	14	13	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services -----	5,015	1.48	-	36	227	189	108	1034	3342	30	11	28	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Laborers, material handling -----	11,802	1.95	-	199	355	630	752	489	702	1338	597	410	797	848	938	1464	459	386	503	95	-	10	-	-	-	-	-	-	-	830	-
Manufacturing -----	5,661	2.09	-	154	134	57	298	220	334	701	283	160	402	432	504	397	39	193	433	90	-	-	-	-	-	-	-	-	830	-	-
Nonmanufacturing -----	6,141	1.83	-	45	221	573	454	269	368	637	314	250	395	416	434	1067	420	193	70	5	-	10	-	-	-	-	-	-	-	-	-
Public utilities* -----	891	2.20	-	-	-	-	-	-	3	2	5	4	42	18	280	465	38	34	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	2,583	1.83	-	-	50	250	229	89	102	369	86	95	276	267	56	352	234	98	15	5	-	10	-	-	-	-	-	-	-	-	-
Retail trade ³ -----	2,533	1.70	-	45	167	323	225	159	252	262	188	122	71	113	97	246	147	61	55	-	-	-	-	-	-	-	-	-	-	-	-
Order fillers -----	5,592	1.97	-	92	132	133	320	323	334	457	398	284	523	315	138	84	1003	543	144	17	350	2	-	-	-	-	-	-	-	-	-
Manufacturing -----	1,316	1.70	-	92	125	85	27	75	165	184	37	27	164	83	77	15	38	3	119	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	4,276	2.05	-	-	7	48	293	248	169	273	361	257	359	232	61	69	965	540	25	17	350	2	-	-	-	-	-	-	-	-	-
Wholesale trade -----	3,300	2.05	-	-	-	-	253	207	122	174	295	224	329	212	53	11	770	274	22	2	350	2	-	-	-	-	-	-	-	-	-
Retail trade ³ -----	721	1.97	-	-	7	46	37	37	45	99	64	27	21	13	3	30	12	266	2	12	-	-	-	-	-	-	-	-	-	-	-
Packers, shipping (men) -----	4,897	1.72	-	81	183	256	280	442	575	713	436	491	359	318	336	306	86	16	17	2	-	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	2,467	1.68	-	81	145	129	174	180	286	407	179	227	129	202	224	78	10	15	-	1	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	2,430	1.76	-	-	38	127	106	262	289	306	257	264	230	116	112	228	76	1	17	1	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	1,514	1.74	-	-	11	44	65	214	214	235	171	129	162	65	36	110	47	-	11	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ³ -----	742	1.69	-	-	27	83	40	48	75	71	83	126	60	45	63	6	13	1	-	1	-	-	-	-	-	-	-	-	-	-	-
Packers, shipping (women) -----	672	1.63	-	-	-	45	58	128	63	146	58	94	51	11	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	559	1.59	-	-	-	45	58	128	60	125	34	51	45	11	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	363	1.56	-	-	-	37	50	114	22	39	24	41	23	11	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ³ -----	363																														

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, New York, N. Y., April 1959)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																															
			Under \$ 1.00	\$ 1.00 and under 1.10	\$ 1.10 and under 1.20	\$ 1.20 and under 1.30	\$ 1.30 and under 1.40	\$ 1.40 and under 1.50	\$ 1.50 and under 1.60	\$ 1.60 and under 1.70	\$ 1.70 and under 1.80	\$ 1.80 and under 1.90	\$ 1.90 and under 2.00	\$ 2.00 and under 2.10	\$ 2.10 and under 2.20	\$ 2.20 and under 2.30	\$ 2.30 and under 2.40	\$ 2.40 and under 2.50	\$ 2.50 and under 2.60	\$ 2.60 and under 2.70	\$ 2.70 and under 2.80	\$ 2.80 and under 2.90	\$ 2.90 and under 3.00	\$ 3.00 and under 3.10	\$ 3.10 and under 3.20	\$ 3.20 and under 3.30	\$ 3.30 and under 3.40	\$ 3.40 and over						
Shipping clerks	1,156	2.16	-	-	-	3	54	27	66	108	110	51	150	80	53	68	45	230	65	1	-	2	1	19	9	9	5							
Manufacturing	471	2.18	-	-	-	3	18	46	26	67	10	56	43	9	37	19	63	32	-	-	2	1	16	9	9	2								
Nonmanufacturing	685	2.14	-	-	-	-	51	9	20	82	43	41	94	37	44	31	26	167	33	1	-	-	-	3	-	-	3							
Wholesale trade	512	2.19	-	-	-	-	25	-	18	52	23	36	89	11	34	31	26	130	31	-	-	-	3	-	-	-	3							
Retail trade ³	161	3.00	-	-	-	-	26	9	2	27	18	2	4	23	10	-	-	37	2	1	-	-	-	-	-	-	-							
Shipping and receiving clerks	897	2.11	-	-	-	16	28	6	27	94	63	88	115	117	38	112	60	110	6	-	8	-	-	9	-	-	-							
Manufacturing	328	2.05	-	-	-	16	-	6	17	31	25	58	34	33	25	54	5	12	4	-	8	-	-	-	-	-	-							
Nonmanufacturing	569	2.15	-	-	-	-	28	-	10	63	38	30	81	84	13	58	55	98	2	-	-	-	-	9	-	-	-							
Wholesale trade	344	2.09	-	-	-	-	28	-	10	47	25	10	61	52	2	34	6	67	2	-	-	-	-	-	-	-	-							
Truckdrivers ⁴	13,934	2.66	-	-	-	-	14	38	133	203	53	160	186	282	1040	2199	1210	1144	3315	1044	282	384	94	603	41	123	1386							
Manufacturing	4,899	2.89	-	-	-	-	7	38	23	48	22	140	38	145	205	261	302	163	1722	70	151	61	2	36	35	86	1344							
Nonmanufacturing	9,035	2.54	-	-	-	-	7	-	110	155	31	20	148	137	835	1938	908	981	1593	974	131	323	92	567	6	37	42							
Public utilities*	4,351	2.54	-	-	-	-	-	-	-	-	-	9	33	37	298	1135	267	731	1515	37	81	50	24	49	6	37	42							
Wholesale trade	3,325	2.54	-	-	-	-	-	-	-	75	100	25	4	-	377	716	459	171	4	875	50	273	68	128	-	-	-							
Retail trade ³	1,050	2.63	-	-	-	-	7	-	12	46	-	-	39	55	119	25	148	73	74	62	-	-	390	-	-	-								
Services	256	2.15	-	-	-	-	-	-	19	7	-	3	71	32	36	49	33	6	-	-	-	-	-	-	-	-								
Truckdrivers, light (under 1½ tons)	738	2.27	-	-	-	-	-	11	39	9	14	101	58	68	157	230	6	40	3	2	-	-	-	-	-	-	-							
Manufacturing	185	2.24	-	-	-	-	-	-	38	3	3	19	3	43	17	25	-	48	-	2	-	-	-	-	-	-	-							
Nonmanufacturing	553	2.28	-	-	-	-	-	-	11	9	6	11	82	55	25	140	205	6	-	3	-	-	-	-	-	-	-							
Public utilities*	140	2.33	-	-	-	-	-	-	-	-	-	-	-	6	7	121	6	-	-	-	-	-	-	-	-	-								
Truckdrivers, medium (1½ to and including 4 tons)	6,935	2.65	-	-	-	-	14	38	47	64	44	137	51	178	734	1761	656	196	903	789	98	58	24	84	38	95	926							
Manufacturing	2,771	2.92	-	-	-	-	7	38	23	18	19	137	16	177	44	210	183	95	821	-	17	8	-	34	32	58	884							
Nonmanufacturing	4,164	2.47	-	-	-	-	7	-	24	46	25	-	35	51	690	1551	473	101	82	789	81	50	24	50	6	37	42							
Public utilities*	1,669	2.51	-	-	-	-	-	-	-	-	-	-	17	-	285	785	94	80	82	37	81	50	24	49	6	37	42							
Wholesale trade	2,085	2.50	-	-	-	-	-	-	-	-	-	25	-	-	270	716	303	21	-	750	-	-	-	-	-	-	-							
Retail trade ³	319	2.15	-	-	-	7	-	12	46	-	-	-	4	51	119	7	70	-	-	2	-	-	1	-	-	-								
Truckdrivers, heavy (over 4 tons, trailer type)	1,787	2.59	-	-	-	-	-	-	-	100	-	-	18	15	15	144	87	5	1089	88	166	60	-	-	-	-	-							
Manufacturing	326	2.70	-	-	-	-	-	-	-	-	-	3	15	-	-	68	2	37	28	120	53	-	-	-	-	-								
Nonmanufacturing	1,461	2.56	-	-	-	-	-	-	-	100	-	-	15	-	15	144	19	3	1052	60	46	7	-	-	-	-								
Public utilities*	1,141	2.62	-	-	-	-	-	-	-	-	-	-	-	-	-	144	19	-	978	-	-	-	-	-	-	-								
Truckdrivers, heavy (over 4 tons, other than trailer type)	2,521	2.95	-	-	-	-	-	-	-	-	-	-	-	-	50	132	87	490	336	148	6	260	2	519	3	28	460							
Manufacturing	1,021	3.15	-	-	-	-	-	-	-	-	-	-	-	-	46	34	10	66	336	32	2	-	2	2	3	28	460							
Nonmanufacturing	1,500	2.81	-	-	-	-	-	-	-	-	-	-	-	-	4	98	77	424	-	116	4	260	-	517	-	-	-							
Public utilities*	318	2.46	-	-	-	-	-	-	-	-	-	-	-	-	4	80	14	220	-	-	-	-	-	-	-	-	-							
Truckers, power (forklift)	1,256	2.44	-	-	-	17	-	30	2	3	25	20	44	134	128	73	24	170	229	71	45	63	-	-	-	178	-							
Manufacturing	817	2.42	-	-	-	17	-	30	2	3	25	20	44	134	97	33	8	8	121	54	42	-	-	-	-	178	-							
Nonmanufacturing	439	2.48	-	-	-	-	-	-	-	-	-	-	-	-	31	40	16	162	108	16	3	63	-	-	-	-								
Public utilities*	143	2.57	-	-	-	-	-	-	-	-	-	-	-	-	40	16	8	-	16	-	63	-	-	-	-	-								
Truckers, power (other than forklift)	239	2.34	-	-	-	-	-	-	-	3	-	7	113	-	3	74	113	-	8	3	-	2	19	-	6	-	6	2						
Manufacturing	2,780	1.75	-	67	59	150	202	201	252	243	186	407	318	406	70	97	52	13	3	2	-	-	-	-	-	-	-							
Manufacturing	774	1.67	-	27	-	126	26	68	117	110	42	47	68	33	28	1	45	18	13	3	2	-	-	-	-	-	-							
Nonmanufacturing	2,006	1.79	-	40	59	24	176	133	135	133	144	360	250	373	42	96	7	34	-	-	-	-	-	-	-	-	-							
Public utilities*	471	1.82	-	16	-	-	-	68	5	59	229	13	7	-	74	-	-	-	-	-	-	-	-	-	-	-	-							
Wholesale trade	163	1.87	-	25	-	-	-	38	10	-	7	1	6	16	7	33	-	-	-	-	-	-	-	-	-	-	-							
Retail trade ³	179	1.58	-	10	-	3	24	8	48	45	15	6	9	1	7	3	-	-	-	-	-	-	-	-	-	-								
Finance†	744	1.99	-	-	-	-	14	2	16	19	113	207	362	7	3	-	1	-	-	-	-	-	-	-	-	-								
Services	449	1.47	-	14	34	21	152	111	17	9	41	12	14	2	22	-	-	-	-	-	-	-	-	-	-	-								

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 Excludes limited-price variety stores.⁴ Includes all drivers regardless of size and type of truck operated.⁵ Workers were distributed as follows: 240 at \$3.40 to \$3.60; 236 at \$3.60 to \$3.80; 238 at \$3.80 to \$4; and 212 at \$4 and over.⁶ Workers were distributed as follows: 103 at \$3.40 to \$3.60; 219 at \$3.60 to \$3.80; 92 at \$3.80 to \$4; and 46 at \$4 and over.^{*} 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, New York, N. Y., April 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	60.4	50.6	11.8	3.2
With shift pay differential	59.0	49.6	11.6	3.2
Uniform cents (per hour)	34.6	23.2	8.8	2.0
2½ cents2	-	.1	-
5 cents	4.3	-	1.0	-
6, 6½/10, or 7 cents	3.5	1.9	.6	-
7½ cents	2.3	-	.4	-
8 or 9 cents	1.0	.8	.2	.1
10 cents	10.0	10.0	1.7	.7
12 or 12½ cents9	2.4	.2	.2
13½ or 14 cents	5.8	1.0	3.4	.1
15 or 15½ cents	5.6	2.7	1.2	.1
16 or 17½ cents	-	3.3	-	.6
20 cents and over	1.0	1.1	(²)	-
Uniform percentage	22.2	17.8	2.5	.3
5 percent	2.1	-	.5	-
7 percent	2.9	2.9	.6	.1
7½ percent7	.7	.2	-
10 percent	11.0	8.3	1.0	.3
12 or 12½ percent	1.2	-	-	-
15 percent	4.3	5.9	.3	(²)
Other formal pay differential	2.2	8.6	.3	.9
No shift pay differential	1.4	1.0	.1	(²)

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 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, New York, N. Y., April 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	35	37½	40	All schedules	35	36¼	37½	40	All schedules		35	37½	40	All schedules	35	36¼	37½	40		
Establishments studied	558	180	XXXX	XXXX	XXXX	378	XXXX	XXXX	XXXX	XXXX	558	180	XXXX	XXXX	XXXX	378	XXXX	XXXX	XXXX	XXXX		
Establishments having a specified minimum	259	83	45	14	13	176	79	21	41	25	288	91	51	13	14	197	78	23	53	27		
\$37.50 and under \$40.00	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	-	-	-	-		
\$40.00 and under \$42.50	5	2	-	-	2	3	-	1	1	1	14	4	-	-	2	10	3	1	3	1		
\$42.50 and under \$45.00	4	1	1	-	-	3	2	-	-	1	13	3	2	-	1	10	4	-	5	1		
\$45.00 and under \$47.50	23	8	3	1	2	15	3	2	5	2	50	17	12	2	1	33	6	7	14	3		
\$47.50 and under \$50.00	17	6	5	1	-	11	2	4	4	1	21	4	2	1	1	17	6	2	5	2		
\$50.00 and under \$52.50	70	19	10	4	3	51	21	7	11	9	81	21	10	4	4	60	26	8	9	11		
\$52.50 and under \$55.00	33	9	5	1	1	24	14	1	4	3	29	10	5	2	1	19	12	-	5	2		
\$55.00 and under \$57.50	57	17	10	4	1	40	21	5	9	3	37	12	8	2	-	25	11	4	6	3		
\$57.50 and under \$60.00	16	4	3	-	-	12	5	-	3	4	10	5	4	1	-	5	1	-	2	2		
\$60.00 and under \$62.50	21	8	3	3	-	13	10	1	2	-	18	6	3	1	-	12	8	1	2	-		
\$62.50 and under \$65.00	3	1	1	-	-	2	-	-	1	1	2	-	-	-	-	2	-	-	-	2		
\$65.00 and under \$67.50	3	2	2	-	-	1	-	-	1	-	6	3	3	-	-	3	1	-	2	-		
\$67.50 and under \$70.00	2	1	1	-	-	1	1	-	-	-	2	2	1	-	1	-	-	-	-	-		
\$70.00 and under \$72.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
\$72.50 and under \$75.00	3	3	-	-	3	-	-	-	-	-	3	3	-	-	3	-	-	-	-	-		
\$75.00 and over	2	2	1	-	1	-	-	-	-	-	1	1	1	-	-	-	-	-	-	-		
Establishments having no specified minimum	121	36	XXXX	XXXX	XXXX	85	XXXX	XXXX	XXXX	XXXX	130	38	XXXX	XXXX	XXXX	92	XXXX	XXXX	XXXX	XXXX		
Establishments which did not employ workers in this category	178	61	XXXX	XXXX	XXXX	117	XXXX	XXXX	XXXX	XXXX	140	51	XXXX	XXXX	XXXX	89	XXXX	XXXX	XXXX	XXXX		

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, New York, N. Y., April 1959)

Weekly hours	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Finance†	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Under 35 hours	1	1	-	-	(³)	1	3	(³)	-	-	-	-	(³)
35 hours	54	69	57	51	15	53	57	6	13	(³)	3	5	(³)
Over 35 and under 36 1/4 hours	2	(³)	-	-	-	3	5	1	4	-	-	-	-
36 1/4 hours	11	8	4	10	16	16	4	5	12	-	2	3	-
Over 36 1/4 and under 37 1/2 hours	5	1	(³)	1	9	10	(³)	(³)	-	-	-	(³)	-
37 1/2 hours	16	13	8	27	35	10	25	6	4	3	13	15	1
Over 37 1/2 and under 40 hours	1	1	-	3	5	1	(³)	1	-	-	(³)	3	(³)
40 hours	11	8	31	9	20	7	6	75	65	94	81	63	91
Over 40 and under 45 hours	(³)	-	-	-	1	-	-	2	(³)	-	-	7	3
45 hours	-	-	-	-	-	-	-	2	1	3	-	3	4
Over 45 hours	-	-	-	-	-	-	-	1	2	-	-	(³)	(³)

¹ Excludes data for limited-price variety stores.² Includes data for real estate 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, New York, N. Y., April 1959)

Item	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Finance†	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays	99	100	100	100	99	100	100	98	100	98	100	97	94
Workers in establishments providing no paid holidays	(³)	-	-	-	(³)	-	-	2	-	2	-	3	6
Number of days													
Less than 6 holidays	(³)	-	-	-	1	-	-	5	9	1	-	5	-
6 holidays	1	-	-	1	(³)	(³)	7	10	3	4	2	4	40
6 holidays plus 1 half day	-	-	-	-	-	-	-	(³)	(³)	-	-	-	-
6 holidays plus 2 half days	(³)	(³)	-	-	-	-	(³)	(³)	1	-	-	-	(³)
7 holidays	11	14	18	12	56	1	11	28	22	16	18	59	20
7 holidays plus 1 half day	1	3	-	2	1	-	5	3	4	-	(³)	5	1
7 holidays plus 2 or 3 half days	1	(³)	-	4	-	-	6	2	-	-	2	8	-
7 holidays plus 4 or 5 half days	(³)	-	-	-	-	-	3	(³)	-	-	-	-	(³)

See footnotes at end of table.

Table B-4. Paid Holidays—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by number of paid holidays provided annually, New York, N. Y., April 1959)

Item	OFFICE WORKERS ¹							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Finance†	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Services
Number of days—Continued													
8 holidays	8	15	8	7	1	3	16	12	18	14	12	6	7
8 holidays plus 1 half day	2	3	-	4	1	1	6	1	1	-	1	1	-
8 holidays plus 2 or 3 half days	2	1	4	4	2	(³)	3	2	3	1	(³)	2	(³)
8 holidays plus 4 half days	(³)	-	-	3	(³)	-	-	-	-	-	-	-	-
9 holidays	9	15	2	14	6	7	6	7	12	1	13	2	5
9 holidays plus 1 half day	1	2	-	2	2	-	2	(³)	-	-	1	(³)	1
9 holidays plus 2 or 3 half days	1	1	(³)	1	-	(³)	1	1	1	-	-	-	-
9 holidays plus 4 half days	(³)	-	-	1	-	-	-	(³)	-	-	1	-	-
10 holidays	6	18	2	9	5	2	4	2	9	-	7	(³)	13
10 holidays plus 1 half day	2	3	-	8	8	(³)	-	2	2	-	3	(³)	-
10 holidays plus 2 or 3 half days	2	3	1	2	7	-	1	(³)	(³)	-	-	(³)	-
10 holidays plus 4 or 5 half days	1	2	-	2	-	-	(³)	(³)	(³)	-	(³)	-	-
11 holidays	31	15	57	12	6	45	16	16	8	60	27	4	5
11 holidays plus 1 half day	5	2	2	1	-	10	5	1	1	(³)	3	-	(³)
11 holidays plus 2 or 3 half days	3	1	3	5	-	5	-	(³)	-	(³)	5	-	(³)
12 holidays	10	2	1	4	2	21	6	2	4	(³)	2	(³)	(³)
12 holidays plus 1 half day	1	2	-	-	-	2	1	(³)	(³)	-	-	-	-
12 holidays plus 2 or 3 half days	1	-	(³)	-	-	2	-	(³)	-	-	-	-	-
13 to 18 holidays	(³)	(³)	-	2	-	-	(³)	(³)	-	-	6	-	(³)
Total holiday time⁴													
14 or more days	(³)	(³)	-	(³)	-	-	(³)	(³)	-	-	2	-	(³)
13 1/2 or more days	(³)	(³)	(³)	(³)	-	-	(³)	(³)	-	-	2	-	(³)
13 or more days	1	(³)	(³)	2	-	2	(³)	(³)	-	-	6	-	(³)
12 1/2 or more days	3	2	2	4	-	5	1	(³)	(³)	-	6	-	(³)
12 or more days	17	7	4	12	2	31	7	3	4	(³)	12	(³)	(³)
11 1/2 or more days	22	9	6	16	2	41	12	3	5	(³)	15	(³)	1
11 or more days	54	26	65	29	15	85	29	19	14	61	43	4	6
10 1/2 or more days	56	29	65	36	23	86	30	21	17	61	45	5	6
10 or more days	64	48	67	50	29	88	34	28	27	61	52	5	19
9 1/2 or more days	66	50	70	55	31	88	38	29	28	61	53	7	20
9 or more days	76	66	74	70	39	95	48	37	42	62	66	9	24
8 1/2 or more days	78	68	74	78	40	96	57	38	43	62	69	10	24
8 or more days	87	83	82	85	41	99	77	52	61	76	80	24	32
7 1/2 or more days	88	86	82	87	43	99	82	55	65	76	81	30	33
7 or more days	99	100	100	99	99	99	93	83	88	93	98	89	54
6 1/2 or more days	99	100	100	99	99	99	93	83	88	93	98	89	54
6 or more days	99	100	100	100	99	100	100	93	91	97	100	93	94
5 or more days	99	100	100	100	99	100	100	95	94	97	100	93	94
4 or more days	99	100	100	100	99	100	100	95	95	97	100	93	94
3 1/2 or more days	99	100	100	100	99	100	100	96	99	97	100	93	94
3 or more days	99	100	100	100	99	100	100	98	100	98	100	97	94
1 or more days	99	100	100	100	99	100	100	98	100	98	100	97	94

¹ Excludes limited-price variety stores.² Includes data for real estate in addition to those industry divisions shown separately.³ Less than 0.5 percent.⁴ All combinations of full and half days that add to the same amount are combined; for example, the proportion of workers receiving a total of 7 days includes those with 7 full days and no half days, 6 full days and 2 half days, 5 full days and 4 half days, and so on. Proportions were then cumulated.

* 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, New York, N. Y., April 1959)

Vacation policy	OFFICE WORKERS ¹							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Finance†	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Method of payment													
Workers in establishments providing paid vacations	99	99	100	100	100	99	100	99	99	100	100	99	99
Length-of-time payment	99	99	100	100	100	99	99	94	86	100	100	99	98
Percentage payment	(³)	(³)	-	-	-	-	(³)	1	3	-	-	-	1
Flat-sum payment	-	-	-	-	-	-	-	3	9	-	-	-	-
Other	-	-	-	-	-	-	-	1	2	-	-	-	-
Workers in establishments providing no paid vacations	(³)	(³)	-	-	-	(³)	-	(³)	(³)	-	-	(³)	1
Amount of vacation pay⁴													
After 6 months of service													
Less than 1 week	3	3	1	5	24	(³)	5	28	49	1	11	25	10
1 week	52	57	56	56	42	49	48	29	14	62	49	40	14
Over 1 and under 2 weeks	20	24	13	13	12	20	28	7	13	3	18	(³)	3
2 weeks	16	3	18	12	-	27	6	3	1	22	1	-	(³)
After 1 year of service													
1 week	6	6	(³)	3	43	2	12	50	55	14	19	49	80
Over 1 and under 2 weeks	(³)	-	-	-	4	-	-	3	2	-	-	4	-
2 weeks	93	93	99	96	53	98	88	41	31	78	71	46	18
Over 2 and under 3 weeks	(³)	-	-	1	-	-	(³)	1	1	-	4	-	(³)
3 weeks	(³)	(³)	-	-	-	-	-	6	12	8	7	-	-
After 2 years of service													
1 week	(³)	1	-	-	1	-	2	15	28	6	4	2	19
Over 1 and under 2 weeks	(³)	(³)	-	-	-	(³)	4	14	13	-	-	-	41
2 weeks	96	96	100	99	89	97	81	62	46	87	85	90	38
Over 2 and under 3 weeks	2	-	-	1	10	1	7	3	1	-	4	8	(³)
3 weeks	2	3	-	-	-	2	6	6	12	8	7	-	(³)
After 3 years of service													
1 week	(³)	(³)	-	-	1	-	(³)	6	13	-	2	2	4
Over 1 and under 2 weeks	(³)	(³)	-	-	-	-	-	4	11	-	-	-	-
2 weeks	92	89	94	97	85	95	83	79	61	92	85	86	95
Over 2 and under 3 weeks	2	-	1	1	11	1	7	2	1	-	4	8	(³)
3 weeks	6	11	4	2	4	4	9	8	15	8	9	4	(³)

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.

Table B-5. Paid Vacations—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, New York, N. Y., April 1959)

Vacation policy	OFFICE WORKERS ¹							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Finance†	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Services
Amount of vacation pay⁴—Continued													
<u>After 5 years of service</u>													
1 week	(³)	-	-	-	1	-	-	4	10	-	-	2	2
2 weeks	68	76	75	85	60	60	58	74	68	84	67	69	94
Over 2 and under 3 weeks	10	(³)	4	5	6	20	7	4	4	1	4	4	(³)
3 weeks	22	22	21	11	33	21	35	16	15	12	29	25	3
4 weeks	(³)	1	-	-	-	-	-	2	3	3	-	-	-
<u>After 10 years of service</u>													
1 week	(³)	-	-	-	1	-	-	4	10	-	-	2	2
2 weeks	29	31	44	41	24	19	36	46	41	50	41	29	83
Over 2 and under 3 weeks	9	1	21	5	-	15	(³)	7	6	22	4	-	1
3 weeks	60	62	31	53	74	66	60	40	40	23	55	68	13
Over 3 and under 4 weeks	-	-	-	-	-	-	-	(³)	(³)	-	-	-	-
4 weeks	2	5	5	1	1	-	3	2	3	6	-	2	-
<u>After 15 years of service</u>													
1 week	(³)	-	-	-	1	-	-	4	10	-	-	2	2
2 weeks	10	13	4	17	11	4	25	28	26	6	19	18	65
Over 2 and under 3 weeks	(³)	-	-	-	-	1	(³)	1	2	-	-	-	(³)
3 weeks	82	69	90	81	85	90	64	62	57	88	77	74	32
Over 3 and under 4 weeks	1	-	-	1	-	3	-	(³)	(³)	-	(³)	-	-
4 weeks	6	17	5	1	4	2	11	5	5	6	4	6	1
<u>After 20 years of service</u>													
1 week	(³)	-	-	-	1	-	-	4	10	-	-	2	2
2 weeks	10	13	4	17	11	4	24	27	25	6	19	18	63
Over 2 and under 3 weeks	(³)	-	-	-	-	1	(³)	(³)	1	-	-	-	(³)
3 weeks	68	59	83	69	72	71	55	57	56	78	72	60	33
Over 3 and under 4 weeks	-	-	-	-	-	-	-	(³)	(³)	-	-	-	-
4 weeks	22	28	12	15	17	24	21	11	8	15	9	20	1
<u>After 25 years of service</u>													
1 week	(³)	-	-	-	1	-	-	4	10	-	-	2	2
2 weeks	9	13	4	17	11	3	23	26	25	6	19	18	58
Over 2 and under 3 weeks	(³)	-	-	-	-	-	(³)	(³)	1	-	-	-	(³)
3 weeks	33	39	59	45	30	17	43	45	48	60	56	34	36
Over 3 and under 4 weeks	(³)	1	1	-	-	-	-	1	3	-	-	-	-
4 weeks	57	47	35	38	58	78	34	22	13	34	25	46	3
Over 4 weeks	1	-	-	-	-	2	-	-	-	-	-	-	-

¹ Excludes limited-price variety stores.² Includes data for real estate 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, New York, N. Y., April 1959)

Type of benefit	OFFICE WORKERS ¹							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Finance†	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Life insurance	94	91	93	93	87	97	94	94	96	93	96	91	92
Accidental death and dismemberment insurance	43	43	63	50	27	39	39	46	40	67	68	35	57
Sickness and accident insurance or sick leave or both ³	92	90	95	93	91	93	93	85	81	96	89	86	83
Sickness and accident insurance	31	34	33	38	56	24	27	66	73	39	57	69	68
Sick leave (full pay and no waiting period)	84	80	86	84	42	91	84	26	15	40	52	29	24
Sick leave (partial pay or waiting period)	2	4	5	2	11	-	(⁵)	11	5	42	9	4	3
Hospitalization insurance	78	84	61	72	88	83	62	87	96	53	78	96	84
Surgical insurance	77	85	63	69	85	81	59	85	95	45	76	94	83
Medical insurance	55	66	42	51	67	53	49	60	67	34	43	69	64
Catastrophe insurance	38	32	20	33	16	52	35	5	3	10	12	4	4
Retirement pension	82	77	92	82	67	88	62	82	85	98	84	74	79
No health, insurance, or pension plan	(⁵)	(⁵)	-	1	1	-	(⁵)	1	(⁵)	1	1	2	4

¹ Excludes limited-price variety stores.² Includes data for real estate 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. Excludes sickness and accident or combination plans which meet only the minimum requirements of the State law as to benefits or employer contributions.⁴ Not comparable with estimates in earlier surveys due to reinterpretation of provisions in a number of establishments.⁵ 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:

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

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

BOOKKEEPING-MACHINE OPERATOR

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

BOOKKEEPING-MACHINE OPERATOR—Continued

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

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

CLERK, ACCOUNTING

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

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

CLERK, FILE

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

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

CLERK, ORDER

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

CLERK, PAYROLL

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

COMPTOMETER OPERATOR

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

DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

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

KEY-PUNCH OPERATOR

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

OFFICE BOY OR GIRL

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

SECRETARY

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

STENOGRAPHER, GENERAL

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

STENOGRAPHER, TECHNICAL

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

SWITCHBOARD OPERATOR

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

SWITCHBOARD OPERATOR-RECEPTIONIST

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

TABULATING-MACHINE OPERATOR

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL—Continued

included. A worker who takes dictation in shorthand or by steno-type 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

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.

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.

ENGINEER, STATIONARY

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

FIREMAN, STATIONARY BOILER

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

HELPER, TRADES, MAINTENANCE

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

MACHINE-TOOL OPERATOR, TOOLROOM

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

MACHINIST, MAINTENANCE

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

MECHANIC, AUTOMOTIVE (MAINTENANCE)

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

MECHANIC, MAINTENANCE

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

MILLWRIGHT

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

OILER

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

PAINTER, MAINTENANCE

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

PIPEFITTER, MAINTENANCE

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

PLUMBER, MAINTENANCE

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

SHEET-METAL WORKER, MAINTENANCE

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

SHEET-METAL WORKER, MAINTENANCE—Continued

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

TOOL AND DIE MAKER

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

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

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

Custodial and Material MovementELEVATOR OPERATOR, PASSENGER

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

GUARD

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

JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

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

LABORER, MATERIAL HANDLING

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

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

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

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

PACKER, SHIPPING

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

SHIPPING AND RECEIVING CLERK

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

SHIPPING AND RECEIVING CLERK—Continued

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

For wage study purposes, workers are classified as follows:

Receiving clerk
Shipping clerk
Shipping and receiving clerk

TRUCKDRIVER

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

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

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

TRUCKER, POWER

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

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

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

WATCHMAN

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

Occupational Wage Surveys

Occupational wage surveys are being conducted in 21 major labor markets during late 1958 and early 1959. These bulletins, numbered 1240-1 through 1240-21, 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 (1240-22) containing data for all labor markets, except Lawrence, Mass., 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

Newark-Jersey City, N. J., December 1958 –
 BLS Bull. 1240-9, price 20 cents
 Memphis, Tenn., January 1959 – BLS Bull. 1240-10, price 20 cents
 Minneapolis-St. Paul, Minn., January 1959 –
 BLS Bull. 1240-11, price 20 cents
 Detroit, Mich., January 1959 – BLS Bull. 1240-12, price 25 cents
 San Francisco-Oakland, Calif., January 1959 –
 BLS Bull. 1240-13, price 25 cents
 New Orleans, La., February 1959 – BLS Bull. 1240-14, price 20 cents



