# Occupational Wage Survey

## LAWRENCE, MASSACHUSETTS

### MAY 1959

**Bulletin No. 1240-21**

UNITED STATES DEPARTMENT OF LABOR
James P. Mitchell, Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner

# Occupational Wage Survey

## LAWRENCE, MASSACHUSETTS

### MAY 1959

**Bulletin No. 1240-21**

September 1959

**UNITED STATES DEPARTMENT OF LABOR**
**James P. Mitchell, Secretary**

**BUREAU OF LABOR STATISTICS**
**Ewan Clague, Commissioner**

For sale by the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C. - Price 25 cents

**The Library of Congress has cataloged the series in which this publication appears as follows:**

U. S. *Bureau of Labor Statistics.*
Bulletin. no. 1– Nov. 1895–
Washington.

no. in v. illus. 16–28 cm.

Bimonthly, Nov. 1895–May 1912; irregular, July 1912–
No. 1–111 issued by the Bureau of Labor.

1. Labor and laboring classes—U. S.—Period.

HD8051.A62 331.06173 15-23307 rev*‡
Library of Congress [r58t2]

**The Library of Congress has cataloged this publication as follows:**

U. S. *Bureau of Labor Statistics.*
Occupational wage survey. 1949–
Washington, U. S. Govt. Print. Off.

v. 23–26 cm.

Nov. 1949– issued as its Bulletin (HD8051.A62)

1. Wages—U. S. 2. Non-wage payments—U. S. [2. Employee benefits] I. Title. (Series: U. S. Bureau of Labor Statistics. Bulletin)

HD4973.A462 331.2973 L 49—125*
U. S. Dept. of Labor.
for Library of Congress
Library
[57r52n1]†

## Preface

### The Community Wage Survey Program

The Bureau of Labor Statistics regularly conducts areawide wage surveys in a number of important industrial centers. Although Lawrence, Mass., has not been included in the regular program of annual surveys, the area was also surveyed in February 1956. 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 regular 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 Boston, Mass., by Paul V. Mulkern, Regional Wage and Industrial Relations Analyst.

## Contents



* NOTE: Similar tabulations for most of these items are available in the Lawrence area report for February 1956. The 1956 report (BLS Bull. 1188-11) presents, in addition, data on overtime pay provisions, frequency of wage payment, and provisions for holidays falling on nonworkdays. A directory indicating date of study and the price of the report, as well as reports for other major areas, is available upon request.

# Occupational Wage Survey—Lawrence, Mass.

## Introduction

In February 1956, the Bureau of Labor Statistics conducted its first Community Wage Survey of the Lawrence Metropolitan Area. This area includes the city of Lawrence and the neighboring towns of Andover, North Andover, and Methuen, Mass. At that time, the Lawrence area was experiencing severe economic difficulties due to the closing of textile mills and the resulting contraction of employment. Shortly before World War II, almost 31,000 workers had been employed in the area's textile plants, primarily devoted to the manufacture of woolen and worsted products. By February 1956, employment was down to 6,000 and by May 1959, at the time of the resurvey, was further reduced to 3,800 persons.[1]

However, within the past 3 years, important changes have taken place. Nonagricultural employment has increased from 40,000 to 47,400, and considerable diversification has accompanied this expansion. Unemployment is down from about 12 percent of the labor force at the time of the 1956 survey to about 6.5 percent in May 1959.

Manufacturing employment in May 1959 amounted to 28,900. Of this figure, metalworking establishments accounted for 13,400 workers, over 3 times the number employed in 1956. Other important manufacturing industries included leather and leather products, 3,200; apparel and rubber products, each with 2,000; and paper and related products with 1,800 employees. In the nonmanufacturing group, wholesale and retail trade accounted for 7,000 employees; services, 4,100; government, 3,400; transportation, communication, and public utilities, 1,400; construction, 1,300; and finance, insurance, and real estate, 1,300 employees.

## Scope and Method of Survey

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. Data were obtained by personal visits of Bureau field agents[2] 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.[3] 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,[4] except for those below the minimum size studied.

## Occupations and Earnings

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

Occupational employment and earnings data are shown for full-time workers, i.e., those hired to work a regular weekly schedule in the given occupational classification. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Nonproduction bonuses are excluded also, but cost-of-living bonuses and incentive earnings are included. Where weekly hours are reported, as for office clerical occupations, reference is to the work schedules (rounded to the nearest half hour) for which straight-time salaries are paid; average weekly earnings for these occupations have been rounded to the nearest half dollar.

---

[1] All estimates based on unpublished Labor Market Reports prepared by the Massachusetts Division of Employment Security.

[2] With the exception of union rate scales (C-series tables), which were collected only in Lawrence.

[3] See table, p. 2. For the industries in which characteristic jobs were studied on an industry basis only (tables B-1 to B-5), minimum size of establishment and extent of area covered were the same as for the six broad industry divisions.

[4] The tabulation of minimum entrance rates for women relates only to provisions in establishments studied.

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 D- and E-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.

Minimum entrance rates (table D-1) 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.[5] Because of rounding, sums of individual items in these tabulations do not necessarily equal totals.

[5] Scheduled weekly hours for office workers (first section of table E-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.

Establishments and workers within scope of survey and number studied in Lawrence, Mass.,[1] by major industry division,[2] and in selected industries, May 1959

| Item | 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 | Total[4] |
| **Industry divisions in which occupations were surveyed on an area basis** | | | | | | | |
| All divisions | 21 | 232 | 90 | 33,200 | 3,900 | 25,000 | 24,930 |
| Manufacturing | 21 | 123 | 50 | 27,900 | 2,800 | 21,700 | 22,380 |
| Nonmanufacturing | 21 | 109 | 40 | 5,300 | 1,100 | 3,300 | 2,550 |
| Transportation (excluding railroads), communication, and other public utilities[5] | 21 | 8 | 3 | 600 | ([6]) | ([6]) | 440 |
| Wholesale trade | 21 | 20 | 5 | 800 | ([6]) | ([6]) | 220 |
| Retail trade | 21 | 63 | 19 | 2,800 | ([6]) | ([6]) | 1,020 |
| Finance, insurance, and real estate | 21 | 11 | 7 | 700 | ([6]) | ([6]) | 550 |
| Services[7] | 21 | 7 | 6 | 400 | ([6]) | ([6]) | 320 |
| **Industries in which occupations were surveyed on an industry basis[8]** | | | | | | | |
| Women's cement process shoes—conventional lasted | 21 | 7 | 7 | 1,570 | 40 | 1,460 | 1,570 |
| Metalworking industries | 21 | 22 | 12 | 12,960 | 2,000 | 8,920 | 12,720 |
| Motor vehicle dealers (new and used cars)[9] | 21 | 8 | 6 | 280 | 30 | 180 | 210 |
| Banking | 21 | 6 | 5 | 380 | 290 | ([10]) | 350 |
| Power laundries and dry cleaners | 21 | 7 | 6 | 350 | 20 | 310 | 320 |

[1] The Lawrence Metropolitan Area (Lawrence City; Andover, Methuen, and North Andover towns in Essex County, Mass.). 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.

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

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

[8] Industries are defined in footnotes to wage tables.

[9] Limited to establishments having repair shops.

[10] Data not collected.

Shift differential data (table E-1) are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy,[6] presented in terms of total plant worker employment, and (b) effective practice, presented on the basis of workers actually employed on the specified shift at the time of the survey. In establishments having varied differentials, the amount applying to a majority was used or, if no amount applied to a majority, the classification "other" was used. In establishments in which some late-shift hours are paid at normal rates, a differential was recorded only if it applied to a majority of the shift hours.

With reference to wage structure characteristics (table E-3), all time-rated workers (plant or office) in an establishment are classified according to the predominant plan applying to these workers. Whereas the proportions of time and incentive workers directly reflect employment under each pay system, technical considerations required that the breakdown of incentive-worker employment according to type of incentive plan be based on the predominant plan in each establishment.

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.

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,[7] plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceeded the requirements of the law. Tabulations of paid sick-leave plans are limited to formal plans[8] which provide full pay or a proportion of the worker's pay during absence from work because of illness. Separate tabulations are provided according to (1) plans which provide full pay and no waiting period, and (2) plans providing either partial pay or a waiting period. In addition to the presentation of the proportions of workers who are provided sickness and accident insurance or paid sick leave, an unduplicated total is shown of workers who receive either or both types of benefits.

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.

---

[6] 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.

[7] The temporary disability laws in California and Rhode Island do not require employer contributions.

[8] 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.

# A: Cross Industry Occupations

## Table A-1. Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis, by industry division, Lawrence, Mass., May 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 | $ 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 and over |
| **Men** | | | | | | | | | | | | | | | | | | |
| Clerks, accounting, class A | 20 | 40.0 | $ 80.50 | - | - | - | 1 | 1 | 3 | - | 1 | 2 | 2 | 1 | 6 | - | 3 | - |
| Manufacturing | 8 | 39.0 | 88.00 | - | - | - | - | - | - | - | 1 | 1 | 2 | 1 | - | - | 3 | - |
| Nonmanufacturing | 12 | 41.0 | 76.00 | - | - | - | 1 | 1 | 3 | - | - | 1 | - | - | 6 | - | - | - |
| Clerks, accounting, class B | 11 | 40.0 | 64.00 | - | 3 | - | - | - | 1 | 3 | 2 | - | - | 1 | 1 | - | - | - |
| Manufacturing | 7 | 39.5 | 73.50 | - | - | - | - | - | 1 | 2 | 2 | - | - | 1 | 1 | - | - | - |
| Office boys | 9 | 40.0 | 47.50 | - | 6 | - | 1 | 1 | 1 | - | - | - | - | - | - | - | - | - |
| Tabulating-machine operators | 10 | 40.0 | 72.00 | - | - | - | - | 2 | 1 | - | 3 | 2 | 1 | - | 1 | - | - | - |
| Manufacturing | 10 | 40.0 | 72.00 | - | - | - | - | 2 | 1 | - | 3 | 2 | 1 | - | 1 | - | - | - |
| **Women** | | | | | | | | | | | | | | | | | | |
| Billers, machine (billing machine) | 19 | 40.0 | 59.00 | - | 1 | - | - | 11 | 4 | 2 | 1 | - | - | - | - | - | - | - |
| Nonmanufacturing | 14 | 40.0 | 57.50 | - | 1 | - | - | 11 | - | 2 | - | - | - | - | - | - | - | - |
| Billers, machine (bookkeeping machine) | 29 | 38.5 | 52.00 | 2 | 11 | - | 1 | 7 | 1 | 7 | - | - | - | - | - | - | - | - |
| Nonmanufacturing | 27 | 38.5 | 51.50 | 2 | 11 | - | - | 7 | - | 7 | - | - | - | - | - | - | - | - |
| Bookkeeping-machine operators, class A | 15 | 40.0 | 65.50 | - | - | - | - | 8 | - | 1 | 2 | - | 3 | 1 | - | - | - | - |
| Manufacturing | 7 | 40.0 | 77.00 | - | - | - | - | - | - | 1 | 2 | - | 3 | 1 | - | - | - | - |
| Bookkeeping-machine operators, class B | 66 | 40.0 | 51.50 | - | 14 | 22 | 14 | 7 | 1 | 4 | 3 | 1 | - | - | - | - | - | - |
| Manufacturing | 11 | 40.0 | 64.50 | - | - | - | 1 | 2 | 1 | 3 | 3 | 1 | - | - | - | - | - | - |
| Nonmanufacturing | 55 | 40.0 | 49.00 | - | 14 | 22 | 13 | 5 | - | 1 | - | - | - | - | - | - | - | - |
| Clerks, accounting, class A | 78 | 39.5 | 70.50 | - | - | - | - | 4 | 20 | 21 | 6 | 12 | 6 | 1 | 6 | 2 | - | - |
| Manufacturing | 44 | 40.0 | 71.00 | - | - | - | - | 4 | 12 | 9 | 5 | 3 | 6 | 1 | 2 | 2 | - | - |
| Nonmanufacturing | 34 | 39.0 | 70.50 | - | - | - | - | - | 8 | 12 | 1 | 9 | - | - | 4 | - | - | - |
| Clerks, accounting, class B | 117 | 40.0 | 58.50 | 4 | 6 | 9 | 19 | 24 | 26 | 5 | 23 | 1 | - | - | - | - | - | - |
| Manufacturing | 41 | 39.5 | 62.50 | - | - | 5 | 6 | 2 | 9 | 5 | 13 | 1 | - | - | - | - | - | - |
| Nonmanufacturing | 76 | 40.0 | 56.00 | 4 | 6 | 4 | 13 | 22 | 17 | - | 10 | - | - | - | - | - | - | - |
| Clerks, file, class B | 80 | 39.5 | 47.00 | 2 | 30 | 17 | 23 | 7 | - | 1 | - | - | - | - | - | - | - | - |
| Nonmanufacturing | 47 | 39.5 | 44.00 | 2 | 30 | 5 | 6 | 3 | - | 1 | - | - | - | - | - | - | - | - |
| Clerks, general | 91 | 38.5 | 58.50 | - | 2 | 5 | 14 | 36 | 9 | 11 | 10 | 2 | 1 | 1 | - | - | - | - |
| Manufacturing | 37 | 40.0 | 61.00 | - | - | 3 | 5 | 7 | 3 | 11 | 8 | - | - | - | - | - | - | - |
| Nonmanufacturing | 54 | 37.0 | 57.00 | - | 2 | 2 | 9 | 29 | 6 | - | 2 | 2 | 1 | 1 | - | - | - | - |
| Clerks, order | 19 | 40.0 | 72.50 | - | - | - | 2 | - | 2 | 2 | 5 | 2 | 4 | 1 | - | 1 | - | - |
| Manufacturing | 18 | 40.0 | 71.50 | - | - | - | 2 | - | 2 | 2 | 5 | 2 | 4 | - | - | 1 | - | - |
| Clerks, payroll | 145 | 40.0 | 63.00 | - | 9 | 6 | 17 | 20 | 23 | 17 | 30 | 17 | 4 | - | 1 | 1 | - | - |
| Manufacturing | 127 | 39.5 | 62.50 | - | 4 | 6 | 17 | 20 | 23 | 17 | 29 | 5 | 4 | - | 1 | 1 | - | - |
| Nonmanufacturing | 18 | 40.0 | 67.50 | - | 5 | - | - | - | - | - | 1 | 12 | - | - | - | - | - | - |
| Duplicating-machine operators (Mimeograph or Ditto) | 16 | 40.0 | 58.00 | - | 3 | - | 2 | 1 | 5 | 4 | 1 | - | - | - | - | - | - | - |
| Manufacturing | 11 | 40.0 | 61.00 | - | - | - | 2 | 1 | 5 | 2 | 1 | - | - | - | - | - | - | - |
| Key-punch operators | 53 | 39.5 | 62.00 | - | - | - | 3 | 12 | 33 | 3 | 1 | 1 | - | - | - | - | - | - |
| Manufacturing | 44 | 40.0 | 63.00 | - | - | - | 1 | 6 | 32 | 3 | 1 | 1 | - | - | - | - | - | - |

See footnote 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, Lawrence, Mass., May 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 | $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 and over |
| **Women—Continued** | | | | | | | | | | | | | | | | | | |
| Secretaries | 142 | 39.5 | $76.50 | - | - | - | - | 9 | 17 | 17 | 18 | 23 | 29 | 10 | 12 | 4 | - | 3 |
| Manufacturing | 113 | 40.0 | 78.50 | - | - | - | - | 2 | 8 | 15 | 16 | 23 | 24 | 10 | 10 | 2 | - | 3 |
| Nonmanufacturing | 29 | 39.0 | 69.50 | - | - | - | - | 7 | 9 | 2 | 2 | - | 5 | - | 2 | 2 | - | - |
| Stenographers, general | 91 | 39.5 | 62.00 | - | 2 | - | 11 | 19 | 29 | 7 | 22 | 1 | - | - | - | - | - | - |
| Manufacturing | 63 | 39.5 | 62.00 | - | - | - | 6 | 12 | 29 | 6 | 9 | 1 | - | - | - | - | - | - |
| Nonmanufacturing | 28 | 39.5 | 62.00 | - | 2 | - | 5 | 7 | - | 1 | 13 | - | - | - | - | - | - | - |
| Switchboard operators | 37 | 39.5 | 58.00 | 2 | 6 | 3 | 4 | 5 | 3 | 6 | 2 | 5 | 1 | - | - | - | - | - |
| Manufacturing | 27 | 40.0 | 59.50 | - | 6 | 1 | 4 | 3 | 1 | 5 | 1 | 5 | 1 | - | - | - | - | - |
| Nonmanufacturing | 10 | 39.5 | 54.50 | 2 | - | 2 | - | 2 | 2 | 1 | 1 | - | - | - | - | - | - | - |
| Switchboard operator-receptionists | 40 | 39.5 | 52.50 | - | 3 | 15 | 9 | 5 | 2 | 3 | 2 | - | 1 | - | - | - | - | - |
| Manufacturing | 18 | 39.5 | 57.00 | - | - | 7 | 2 | 1 | 2 | 3 | 2 | - | 1 | - | - | - | - | - |
| Nonmanufacturing | 22 | 40.0 | 49.00 | - | 3 | 8 | 7 | 4 | - | - | - | - | - | - | - | - | - | - |
| Transcribing-machine operators, general | 21 | 39.5 | 60.50 | - | 1 | 1 | 5 | 5 | 2 | 2 | 3 | 2 | - | - | - | - | - | - |
| Manufacturing | 15 | 40.0 | 63.50 | - | - | - | 4 | 3 | 1 | 2 | 3 | 2 | - | - | - | - | - | - |
| Typists, class B | 121 | 39.5 | 51.00 | - | 18 | 27 | 45 | 24 | 6 | - | 1 | - | - | - | - | - | - | - |
| Manufacturing | 67 | 40.0 | 52.00 | - | 1 | 19 | 31 | 13 | 2 | - | 1 | - | - | - | - | - | - | - |
| Nonmanufacturing | 54 | 39.0 | 50.00 | - | 17 | 8 | 14 | 11 | 4 | - | - | - | - | - | - | - | - | - |

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

## Table A-2. Professional and Technical Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis, by industry division, Lawrence, Mass., May 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) | $55.00 and under $60.00 | $60.00 - $65.00 | $65.00 - $70.00 | $70.00 - $75.00 | $75.00 - $80.00 | $80.00 - $85.00 | $85.00 - $90.00 | $90.00 - $95.00 | $95.00 - $100.00 | $100.00 - $105.00 | $105.00 - $110.00 | $110.00 - $115.00 | $115.00 - $120.00 | $120.00 - $125.00 | $125.00 - $130.00 |
| **Men** | | | | | | | | | | | | | | | | | | |
| Draftsmen, senior | 174 | 40.0 | $91.50 | - | - | - | - | 9 | 47 | 41 | 15 | 16 | 22 | 18 | 1 | 1 | 3 | 1 |
| Manufacturing | 174 | 40.0 | 91.50 | - | - | - | - | 9 | 47 | 41 | 15 | 16 | 22 | 18 | 1 | 1 | 3 | 1 |
| Draftsmen, junior | 88 | 40.0 | 68.00 | 4 | 15 | 44 | 17 | 5 | 1 | 1 | - | - | - | 1 | - | - | - | - |
| Manufacturing | 88 | 40.0 | 68.00 | 4 | 15 | 44 | 17 | 5 | 1 | 1 | - | - | - | 1 | - | - | - | - |
| **Women** | | | | | | | | | | | | | | | | | | |
| Nurses, industrial (registered) | 23 | 40.0 | 78.00 | - | - | 6 | 4 | 3 | 4 | 2 | 4 | - | - | - | - | - | - | - |
| Manufacturing | 23 | 40.0 | 78.00 | - | - | 6 | 4 | 3 | 4 | 2 | 4 | - | - | - | - | - | - | - |

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

## Table A-3. Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis, by industry division, Lawrence, Mass., May 1959)

| Occupation and industry division | Number of workers | Average hourly earnings [1] | NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF— | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | $1.20 and under 1.30 | $1.30 - 1.40 | $1.40 - 1.50 | $1.50 - 1.60 | $1.60 - 1.70 | $1.70 - 1.80 | $1.80 - 1.90 | $1.90 - 2.00 | $2.00 - 2.10 | $2.10 - 2.20 | $2.20 - 2.30 | $2.30 - 2.40 | $2.40 - 2.50 | $2.50 - 2.60 | $2.60 - 2.70 | $2.70 - 2.80 | $2.80 - 2.90 | $2.90 and over |
| Carpenters, maintenance | 46 | $2.08 | - | - | - | - | - | 2 | 15 | 3 | 6 | 4 | 5 | 2 | 5 | 4 | - | - | - | - |
| Manufacturing | 46 | 2.08 | - | - | - | - | - | 2 | 15 | 3 | 6 | 4 | 5 | 2 | 5 | 4 | - | - | - | - |
| Electricians, maintenance | 76 | 2.37 | - | - | - | - | - | - | 6 | 4 | 1 | 3 | 9 | 8 | 7 | 29 | 1 | 8 | - | - |
| Manufacturing | 76 | 2.37 | - | - | - | - | - | - | 6 | 4 | 1 | 3 | 9 | 8 | 7 | 29 | 1 | 8 | - | - |
| Engineers, stationary | 28 | 2.28 | - | - | - | - | - | - | 4 | 1 | 3 | - | 3 | 7 | 4 | 4 | 1 | 1 | - | - |
| Manufacturing | 22 | 2.25 | - | - | - | - | - | - | 4 | - | 3 | - | 3 | 7 | - | 4 | 1 | - | - | - |
| Firemen, stationary boiler | 61 | 1.99 | - | - | - | - | 12 | 9 | 3 | 3 | 4 | 17 | 12 | 1 | - | - | - | - | - | - |
| Manufacturing | 57 | 1.97 | - | - | - | - | 12 | 9 | 3 | 3 | 4 | 17 | 9 | - | - | - | - | - | - | - |
| Helpers, trades, maintenance | 132 | 1.73 | 6 | 4 | 18 | 6 | 9 | 16 | 58 | 7 | 3 | 5 | - | - | - | - | - | - | - | - |
| Manufacturing | 131 | 1.72 | 6 | 4 | 18 | 6 | 9 | 16 | 58 | 7 | 3 | 4 | - | - | - | - | - | - | - | - |
| Machine-tool operators, toolroom | 41 | 2.19 | - | - | - | - | - | 2 | 7 | 5 | - | 3 | 7 | 3 | 7 | 7 | - | - | - | - |
| Manufacturing | 41 | 2.19 | - | - | - | - | - | 2 | 7 | 5 | - | 3 | 7 | 3 | 7 | 7 | - | - | - | - |
| Machinists, maintenance | 96 | 2.26 | - | - | - | - | - | 1 | 18 | 1 | 3 | 12 | 16 | 18 | 1 | 16 | 9 | - | - | 1 |
| Manufacturing | 96 | 2.26 | - | - | - | - | - | 1 | 18 | 1 | 3 | 12 | 16 | 18 | 1 | 16 | 9 | - | - | 1 |
| Maintenance men, general utility | 22 | 1.80 | - | - | - | 5 | 6 | 1 | 6 | - | - | - | 3 | - | - | 1 | - | - | - | - |
| Manufacturing | 16 | 1.87 | - | - | - | - | 6 | 1 | 5 | - | - | - | 3 | - | - | 1 | - | - | - | - |
| Mechanics, automotive (maintenance) | 36 | 2.31 | - | - | - | - | - | - | - | 3 | - | - | 10 | 14 | 5 | 4 | - | - | - | - |
| Manufacturing | 21 | 2.36 | - | - | - | - | - | - | - | 1 | - | - | 4 | 7 | 5 | 4 | - | - | - | - |
| Mechanics, maintenance | 60 | 2.29 | - | - | - | - | - | 4 | 3 | - | 8 | 11 | 6 | 5 | - | 18 | - | 3 | - | 2 |
| Manufacturing | 60 | 2.29 | - | - | - | - | - | 4 | 3 | - | 8 | 11 | 6 | 5 | - | 18 | - | 3 | - | 2 |
| Millwrights | 51 | 2.29 | - | - | - | - | - | - | 8 | - | - | 6 | 7 | 5 | 10 | 15 | - | - | - | - |
| Manufacturing | 51 | 2.29 | - | - | - | - | - | - | 8 | - | - | 6 | 7 | 5 | 10 | 15 | - | - | - | - |
| Oilers | 16 | 1.82 | - | - | - | 3 | 1 | 2 | 3 | 5 | 1 | 1 | - | - | - | - | - | - | - | - |
| Manufacturing | 15 | 1.79 | - | - | - | 3 | 1 | 2 | 3 | 5 | 1 | - | - | - | - | - | - | - | - | - |
| Painters, maintenance | 20 | 1.98 | - | - | - | 1 | 3 | 4 | - | - | 1 | 6 | 3 | 2 | - | - | - | - | - | - |
| Manufacturing | 20 | 1.98 | - | - | - | 1 | 3 | 4 | - | - | 1 | 6 | 3 | 2 | - | - | - | - | - | - |
| Pipefitters, maintenance | 38 | 2.33 | - | - | - | - | - | - | 1 | 2 | 3 | 1 | 3 | 11 | 4 | 13 | - | - | - | - |
| Manufacturing | 38 | 2.33 | - | - | - | - | - | - | 1 | 2 | 3 | 1 | 3 | 11 | 4 | 13 | - | - | - | - |
| Sheet-metal workers, maintenance | 11 | 2.28 | - | - | - | - | 2 | - | - | - | - | 1 | - | 2 | 2 | 4 | - | - | - | - |
| Manufacturing | 11 | 2.28 | - | - | - | - | 2 | - | - | - | - | 1 | - | 2 | 2 | 4 | - | - | - | - |
| Tool and die makers | 108 | 2.55 | - | - | - | - | - | - | - | - | - | 4 | 11 | 14 | 6 | 28 | 13 | 7 | 25 | - |
| Manufacturing | 108 | 2.55 | - | - | - | - | - | - | - | - | - | 4 | 11 | 14 | 6 | 28 | 13 | 7 | 25 | - |

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

# Table A-4. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis, by industry division, Lawrence, Mass., May 1959)

| Occupation [1] and industry division | Number of workers | Average hourly earnings [2] | NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF— | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | $0.90 and under 1.00 | $1.00 - 1.10 | $1.10 - 1.20 | $1.20 - 1.30 | $1.30 - 1.40 | $1.40 - 1.50 | $1.50 - 1.60 | $1.60 - 1.70 | $1.70 - 1.80 | $1.80 - 1.90 | $1.90 - 2.00 | $2.00 - 2.10 | $2.10 - 2.20 | $2.20 - 2.30 | $2.30 - 2.40 | $2.40 - 2.50 | $2.50 - 2.60 | $2.60 - 2.70 | $2.70 - 2.80 | $2.80 - 2.90 |
| Guards | 83 | $1.93 | - | - | - | - | - | - | 4 | - | 1 | 40 | 9 | 10 | 16 | 3 | - | - | - | - | - | - |
| Manufacturing | 83 | 1.93 | - | - | - | - | - | - | 4 | - | 1 | 40 | 9 | 10 | 16 | 3 | - | - | - | - | - | - |
| Janitors, porters, and cleaners (men) | 231 | 1.47 | - | 17 | 17 | 25 | 9 | 22 | 46 | 79 | 11 | - | 5 | - | - | - | - | - | - | - | - | - |
| Manufacturing | 189 | 1.50 | - | 6 | 9 | 20 | 8 | 20 | 41 | 74 | 11 | - | - | - | - | - | - | - | - | - | - | - |
| Nonmanufacturing | 42 | 1.33 | - | 11 | 8 | 5 | 1 | 2 | 5 | 5 | - | - | 5 | - | - | - | - | - | - | - | - | - |
| Janitors, porters, and cleaners (women) | 25 | 1.40 | 2 | 2 | 2 | 1 | 3 | 4 | 3 | 8 | - | - | - | - | - | - | - | - | - | - | - | - |
| Manufacturing | 21 | 1.46 | - | 1 | 2 | - | 3 | 4 | 3 | 8 | - | - | - | - | - | - | - | - | - | - | - | - |
| Laborers, material handling | 596 | 1.74 | - | 17 | 17 | 39 | 15 | 35 | 27 | 91 | 161 | 50 | - | 15 | 13 | 116 | - | - | - | - | - | - |
| Manufacturing | 459 | 1.63 | - | 8 | 14 | 36 | 15 | 35 | 27 | 91 | 161 | 50 | - | 15 | 7 | - | - | - | - | - | - | - |
| Packers, shipping (men) | 64 | 1.73 | - | - | - | 7 | 5 | 4 | 12 | 3 | 3 | 11 | 10 | - | 3 | - | 1 | 2 | - | - | 2 | 1 |
| Manufacturing | 64 | 1.73 | - | - | - | 7 | 5 | 4 | 12 | 3 | 3 | 11 | 10 | - | 3 | - | 1 | 2 | - | - | 2 | 1 |
| Packers, shipping (women) | 92 | 1.24 | - | 1 | 45 | 21 | 13 | 1 | 11 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Manufacturing | 92 | 1.24 | - | 1 | 45 | 21 | 13 | 1 | 11 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Receiving clerks | 46 | 1.77 | - | 4 | - | - | 1 | - | 3 | 7 | 6 | 4 | 9 | 9 | 3 | - | - | - | - | - | - | - |
| Manufacturing | 36 | 1.82 | - | 1 | - | - | 1 | - | - | 6 | 6 | 4 | 9 | 9 | - | - | - | - | - | - | - | - |
| Shipping clerks | 44 | 1.96 | - | - | - | - | - | 3 | 3 | 3 | 4 | 10 | 6 | 2 | 2 | 2 | - | - | 7 | 2 | - | - |
| Manufacturing | 38 | 2.03 | - | - | - | - | - | - | 3 | - | 4 | 10 | 6 | 2 | 2 | 2 | - | - | 7 | 2 | - | - |
| Shipping and receiving clerks | 51 | 1.76 | - | - | - | 2 | - | 6 | 9 | - | 12 | 8 | 5 | 3 | 3 | 2 | - | - | 1 | - | - | - |
| Manufacturing | 41 | 1.81 | - | - | - | - | - | 1 | 9 | - | 12 | 8 | 5 | - | 3 | 2 | - | - | 1 | - | - | - |
| Truckdrivers [3] | 319 | 1.96 | - | 8 | 3 | 8 | 9 | 10 | 26 | 35 | 2 | 7 | 1 | 66 | 42 | - | 102 | - | - | - | - | - |
| Manufacturing | 127 | 1.96 | - | - | - | 3 | - | 8 | 2 | 5 | 1 | 7 | 1 | 66 | 30 | - | 4 | - | - | - | - | - |
| Nonmanufacturing | 192 | 1.96 | - | 8 | 3 | 5 | 9 | 2 | 24 | 30 | 1 | - | - | - | 12 | - | 98 | - | - | - | - | - |
| Truckdrivers, light (under 1½ tons) | 38 | 1.54 | - | 2 | - | 3 | 1 | 5 | - | 25 | 1 | - | - | - | - | - | 1 | - | - | - | - | - |
| Truckdrivers, medium (1½ to and including 4 tons) | 144 | 1.79 | - | 6 | 3 | 3 | 6 | 3 | 26 | 10 | 1 | 5 | 1 | 66 | 12 | - | 2 | - | - | - | - | - |
| Truckers, power (forklift) | 70 | 2.14 | - | - | - | - | - | - | - | - | 7 | 15 | 1 | - | 3 | - | 44 | - | - | - | - | - |
| Manufacturing | 26 | 1.86 | - | - | - | - | - | - | - | - | 7 | 15 | 1 | - | 3 | - | - | - | - | - | - | - |
| Watchmen | 60 | 1.57 | - | 8 | - | - | 4 | 3 | 8 | 10 | 16 | 8 | 3 | - | - | - | - | - | - | - | - | - |
| Manufacturing | 49 | 1.64 | - | - | - | - | 4 | 3 | 8 | 10 | 16 | 8 | - | - | - | - | - | - | - | - | - | - |

[1] Data limited to men workers except where otherwise indicated.
[2] Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.
[3] Includes all drivers regardless of size and type of truck operated.

# B: Characteristic Industry Occupations

## Table B-1. Women's Cement Process Shoes–Conventional Lasted [1]

(Average straight-time hourly earnings for selected occupations studied on an industry basis, Lawrence, Mass., May 1959)

| Occupation and sex | Number of workers | Average hourly earnings [2] | NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF— | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | $1.00 and under 1.10 | $1.10 - 1.20 | $1.20 - 1.30 | $1.30 - 1.40 | $1.40 - 1.50 | $1.50 - 1.60 | $1.60 - 1.70 | $1.70 - 1.80 | $1.80 - 1.90 | $1.90 - 2.00 | $2.00 - 2.10 | $2.10 - 2.20 | $2.20 - 2.30 | $2.30 - 2.40 | $2.40 - 2.50 | $2.50 - 2.60 | $2.60 - 2.70 | $2.70 - 2.80 | $2.80 - 2.90 | $2.90 - 3.00 | $3.00 - 3.10 | $3.10 - 3.20 | $3.20 - 3.30 | $3.30 - 3.40 | $3.40 - 3.50 | $3.50 and over |
| **Men** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assemblers for pullover, machine | 13 | $2.53 | - | - | - | - | - | 1 | - | - | 2 | - | - | 2 | 1 | - | - | 1 | 1 | - | - | - | - | 3 | 1 | 1 | - | - |
| Bed-machine operators | 35 | 2.71 | - | - | - | - | - | 2 | 1 | - | - | 1 | 2 | - | 1 | 2 | 4 | 3 | - | 4 | 5 | - | 1 | - | - | 5 | 1 | 3 |
| Cutters, lining, machine, cloth lining | 13 | 2.42 | - | - | - | - | - | 1 | 1 | - | - | 1 | - | 1 | 1 | 3 | 2 | - | 1 | - | - | - | - | - | - | - | - | 2 |
| Cutters, vamp and whole shoe, machine | 51 | 2.53 | - | - | 1 | - | - | 1 | 1 | 2 | 4 | 2 | 6 | 2 | 2 | 3 | 1 | 5 | 2 | 2 | - | 3 | 1 | 4 | 1 | 2 | 2 | 4 |
| Janitors, porters, and cleaners | 7 | 1.17 | 2 | 2 | 2 | - | - | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Heel-seat lasters | 10 | 1.86 | 1 | - | - | - | - | 1 | 3 | 2 | 1 | - | - | - | - | - | - | 1 | - | - | - | - | - | - | 1 | - | - | - |
| Pullover-machine operators | 18 | 2.67 | - | - | - | - | - | - | - | - | 1 | - | 3 | 1 | 2 | - | 1 | 1 | 3 | 1 | - | - | 4 | - | - | - | 1 | |
| Side lasters, machine | 11 | 2.51 | - | - | 1 | - | - | - | 1 | - | - | - | 1 | - | 2 | - | - | 1 | 3 | - | - | - | 1 | - | - | - | 1 | |
| Sole attachers, cement process | 11 | 2.30 | - | - | - | 1 | - | - | - | - | - | - | 2 | 1 | - | 2 | 1 | 2 | 1 | - | 1 | - | - | - | - | - | - | - |
| **Women** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fancy stitchers | 49 | 1.57 | - | 4 | 4 | 8 | 5 | 6 | 4 | 6 | 6 | 5 | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Floor girls | 12 | 1.34 | - | - | 5 | 3 | 2 | 1 | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Inspectors (crowners) | 28 | 1.23 | 2 | 8 | 15 | - | 1 | 1 | - | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Packers, shipping | 27 | 1.25 | 1 | 10 | 3 | 13 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Pasters, backers, or fitters, upper, hand | 58 | 1.27 | 12 | 21 | 2 | 7 | 7 | 1 | 3 | 4 | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Repairers | 50 | 1.27 | - | 11 | 20 | 14 | 3 | 1 | - | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Top stitchers | 56 | 1.77 | 2 | 2 | 2 | 4 | 7 | 6 | 5 | 3 | 4 | 3 | - | 10 | 3 | 2 | 1 | 2 | - | - | - | - | - | - | - | - | - | - | - |
| Vampers | 16 | 1.79 | - | - | 2 | 1 | 2 | - | 2 | 2 | - | 2 | 1 | 2 | - | 1 | - | 1 | - | - | - | - | - | - | - | - | - | - | - |

[1] The study covered establishments with 21 or more workers engaged in the manufacture of women's cement process shoes—conventional lasted, part of group 3141 as defined in the Standard Industrial Classification Manual (1957 edition) prepared by the Bureau of the Budget.

[2] Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. All or a majority of the workers in each occupation studied were paid on an incentive basis, with the exception of men janitors and women inspectors, packers, repairers, and floor girls.

# Table B-2. Metalworking Industries [1]

(Average straight-time hourly earnings for selected occupations studied on an industry basis, Lawrence, Mass., May 1959)

| Occupation [2] | Number of workers | Average hourly earnings [3] | NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF— | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | $1.30 and under 1.40 | $1.40 - 1.50 | $1.50 - 1.60 | $1.60 - 1.70 | $1.70 - 1.80 | $1.80 - 1.90 | $1.90 - 2.00 | $2.00 - 2.10 | $2.10 - 2.20 | $2.20 - 2.30 | $2.30 - 2.40 | $2.40 - 2.50 | $2.50 - 2.60 | $2.60 - 2.70 | $2.70 - 2.80 | $2.80 - 2.90 |
| **Men** | | | | | | | | | | | | | | | | | | |
| | | $ | | | | | | | | | | | | | | | | |
| Assemblers, class A | 60 | 2.09 | - | - | - | 1 | 4 | - | 11 | 12 | 20 | 2 | 6 | 4 | - | - | - | - |
| Assemblers, class B | 191 | 1.90 | - | - | - | 21 | 12 | 17 | 101 | 39 | 1 | - | - | - | - | - | - | - |
| Carpenters, maintenance | 21 | 2.20 | - | - | - | - | 1 | 3 | 3 | 2 | 1 | - | 2 | 5 | 4 | - | - | - |
| Guards | 82 | 1.93 | - | - | 4 | - | - | 40 | 9 | 10 | 16 | 3 | - | - | - | - | - | - |
| Helpers, trades, maintenance | 72 | 1.82 | 2 | 1 | 1 | 4 | 12 | 41 | 4 | 3 | 4 | - | - | - | - | - | - | - |
| Inspectors, class A | 67 | 2.27 | - | - | - | - | - | 12 | 2 | - | 2 | 11 | 11 | 29 | - | - | - | - |
| Inspectors, class B | 71 | 2.03 | - | - | - | 2 | 9 | 3 | 9 | 7 | 40 | 1 | - | - | - | - | - | - |
| Janitors, porters, and cleaners | 114 | 1.59 | 2 | 10 | 30 | 65 | 7 | - | - | - | - | - | - | - | - | - | - | - |
| Laborers, material handling | 94 | 1.70 | 1 | 4 | 1 | 26 | 57 | 5 | - | - | - | - | - | - | - | - | - | - |
| Machine-tool operators, production, class A [4] | 254 | 2.20 | - | - | - | - | 4 | 10 | 16 | 42 | 30 | 48 | 91 | 1 | 12 | - | - | - |
| Engine-lathe operators, class A | 69 | 2.28 | - | - | - | - | - | - | - | 6 | - | 19 | 43 | 1 | - | - | - | - |
| Turret-lathe operators, hand (including hand screw machine), class A | 31 | 2.24 | - | - | - | - | - | - | 2 | 4 | 2 | 6 | 17 | - | - | - | - | - |
| Machine-tool operators, production, class B [4] | 98 | 1.94 | - | - | - | 3 | 13 | 33 | 16 | 15 | 9 | 3 | 6 | - | - | - | - | - |
| Drill-press operators, single- or multiple-spindle, class B | 8 | 1.91 | - | - | - | - | - | 5 | 2 | - | 1 | - | - | - | - | - | - | - |
| Turret-lathe operators, hand (including hand screw machine), class B | 23 | 1.98 | - | - | - | - | 2 | 7 | 1 | 4 | 7 | 2 | - | - | - | - | - | - |
| Machine-tool operators, production, class C | 121 | 1.87 | - | 10 | 6 | 5 | 34 | 10 | 24 | 11 | 11 | 5 | 2 | 3 | - | - | - | - |
| Machine-tool operators, toolroom | 41 | 2.19 | - | - | - | - | 2 | 7 | 5 | - | 3 | 7 | 3 | 7 | 7 | - | - | - |
| Machinists, maintenance | 36 | 2.49 | - | - | - | - | - | - | - | - | - | 5 | 5 | 1 | 16 | 9 | - | - |
| Machinists, production | 90 | 2.20 | - | - | - | - | - | - | 8 | 20 | 22 | 13 | 15 | 11 | 1 | - | - | - |
| Millwrights | 31 | 2.44 | - | - | - | - | - | 1 | - | - | - | - | 5 | 10 | 15 | - | - | - |
| Packers, shipping | 34 | 2.02 | - | - | - | 1 | 3 | 11 | 10 | - | 3 | - | 1 | 2 | - | - | 2 | 1 |
| Painters, maintenance | 15 | 2.08 | - | - | - | - | 4 | - | - | - | 6 | 3 | 2 | - | - | - | - | - |
| Sheet-metal workers, production | 18 | 2.14 | - | - | - | - | - | - | 10 | - | - | 2 | 2 | 4 | - | - | - | - |
| Testers, class B | 134 | 2.04 | - | - | - | - | 7 | 42 | 20 | 6 | 19 | 32 | 1 | 3 | 1 | - | - | 3 |
| Tool and die makers | 101 | 2.56 | - | - | - | - | - | - | - | - | 4 | 7 | 14 | 3 | 28 | 13 | 7 | 25 |
| Truckdrivers [5] | 20 | 2.00 | - | - | - | 5 | 1 | 1 | 1 | 2 | 6 | - | 4 | - | - | - | - | - |
| Medium (1½ to and including 4 tons) | 11 | 1.90 | - | - | - | 4 | 1 | 1 | 1 | 2 | - | - | 2 | - | - | - | - | - |
| Watchmen | 9 | 1.44 | 4 | 1 | 2 | 2 | - | - | - | - | - | - | - | - | - | - | - | - |
| Welders, hand, class A | 33 | 2.30 | - | - | - | - | - | - | - | 3 | 8 | 4 | 7 | 3 | 8 | - | - | - |

[1] The study covered selected metalworking establishments (Industry Groups 19, 34, 35 and 36) as defined in the 1957 revised edition of the Standard Industrial Classification Manual prepared by the Bureau of the Budget.

[2] Data could not be shown for assemblers, class C; inspectors, class C; and testers, class C.

[3] Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. All or a majority of workers in each occupation studied were paid on a time basis except assemblers, class B; punch-press operators, class B; and machine-tool operators, production, class C.

[4] Includes data for machine-tool operators in addition to those shown separately.

[5] Includes all drivers regardless of size and type of truck operated.

## Table B-3. Motor Vehicle Dealers[1]

(Average straight-time hourly earnings for selected occupations studied on an industry basis, Lawrence, Mass., May 1959)

| Occupation | Number of workers | Average hourly earnings[2] | NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF— | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | $1.10 and under 1.20 | $1.20 - 1.30 | $1.30 - 1.40 | $1.40 - 1.50 | $1.50 - 1.60 | $1.60 - 1.70 | $1.70 - 1.80 | $1.80 - 1.90 | $1.90 - 2.00 | $2.00 - 2.10 | $2.10 - 2.20 | $2.20 - 2.30 | $2.30 - 2.40 | $2.40 - 2.50 | $2.50 - 2.60 | $2.60 - 2.70 | $2.70 - 2.80 | $2.80 - 2.90 | $2.90 - 3.00 | $3.00 - 3.10 | $3.10 - 3.20 | $3.20 and over |
| Men | | | | | | | | | | | | | | | | | | | | | | | |
| Body repairmen | 10 | $2.52 | - | - | - | - | - | - | 1 | 1 | - | 3 | - | 2 | - | - | - | - | - | - | - | - | 1 | 2 |
| Greasers | 8 | 1.47 | 1 | - | 2 | 1 | 1 | 2 | - | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Mechanics, automotive, class A | 43 | 2.46 | - | - | - | - | - | - | - | 2 | 6 | 3 | 5 | 2 | 2 | 5 | 2 | 1 | 5 | 5 | - | - | 2 | 3 |
| Mechanics, automotive, class B | 16 | 1.74 | - | - | - | 2 | 1 | 1 | 7 | 1 | 2 | 2 | - | - | - | - | - | - | - | - | - | - | - | - |
| Parts men | 9 | 2.41 | - | - | - | - | 2 | - | - | - | - | 2 | - | - | 2 | 1 | - | - | - | - | - | - | - | 2 |
| Service salesmen | 10 | 2.40 | - | - | - | - | - | - | 1 | 1 | - | - | - | - | 2 | - | 2 | 2 | 2 | - | - | - | - | - |
| Washers | 13 | 1.23 | 8 | 2 | 2 | - | - | - | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

[1] The study included retail motor vehicle dealer establishments primarily engaged in selling new or new and used automobiles (Group 5511) as defined in the 1957 revised edition of the Standard Industrial Classification Manual prepared by the Bureau of the Budget. The establishments studied were selected from those employing 21 or more workers (including sales and office, as well as shop employees).

[2] Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. All or a majority of the workers in each occupation studied were paid on a time basis, except mechanics, automotive, class B.

## Table B-4. Banking[1]

(Average straight-time weekly hours and earnings for selected occupations studied on an industry basis, Lawrence, Mass., May 1959)

| Occupation | Number of workers | Average | | NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF— | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Weekly hours[2] (Standard) | Weekly earnings (Standard) | $40.00 and under 45.00 | $45.00 - 50.00 | $50.00 - 55.00 | $55.00 - 60.00 | $60.00 - 65.00 | $65.00 - 70.00 | $70.00 - 75.00 | $75.00 - 80.00 | $80.00 - 85.00 | $85.00 - 90.00 |
| Women | | | | | | | | | | | | | |
| Bookkeeping-machine operators, class B | 40 | 40.0 | $49.00 | 10 | 17 | 7 | 5 | - | 1 | - | - | - | - |
| Tellers, all around: | | | | | | | | | | | | | |
| Under 5 years of service | 15 | 40.0 | 56.00 | - | 2 | 2 | 8 | 2 | 1 | - | - | - | - |
| Tellers, note: | | | | | | | | | | | | | |
| 5 or more years of service | 9 | 40.0 | 72.00 | - | - | - | 2 | 1 | 1 | 2 | - | - | 3 |
| Tellers, paying or paying and receiving, commercial: | | | | | | | | | | | | | |
| 5 or more years of service | 11 | 40.0 | 64.50 | - | - | 1 | 1 | 3 | 3 | 3 | - | - | - |
| Tellers, saving: | | | | | | | | | | | | | |
| Under 5 years of service | 6 | 40.0 | 52.00 | - | 3 | 1 | 2 | - | - | - | - | - | - |
| 5 or more years of service | 15 | 40.0 | 62.50 | - | 1 | 4 | 3 | 2 | 2 | 1 | - | - | 2 |

[1] The study included commercial and stock and mutual savings banks (Groups 602 and 603) as defined in the 1957 revised edition of the Standard Industrial Classification Manual, prepared by the Bureau of the Budget.

[2] Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours. Average weekly hours are rounded to the nearest half hour and average weekly earnings to the nearest half dollar.

# Table B-5. Power Laundries and Dry Cleaners [1]

(Average straight-time hourly earnings for selected occupations studied on an industry basis, Lawrence, Mass., May 1959)

| Occupation and sex | Number of workers | Average hourly [2] earnings | NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF— | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | $0.90 and under 1.00 | $1.00 - 1.10 | $1.10 - 1.20 | $1.20 - 1.30 | $1.30 - 1.40 | $1.40 - 1.50 | $1.50 - 1.60 | $1.60 - 1.70 | $1.70 - 1.80 | $1.80 - 1.90 | $1.90 - 2.00 | $2.00 - 2.10 | $2.10 - 2.20 | $2.20 - 2.30 | $2.30 - 2.40 | $2.40 - 2.50 | $2.50 - 2.60 | $2.60 and over |
| **Men** | | | | | | | | | | | | | | | | | | | | |
| Dry cleaners | 7 | $2.01 | - | - | - | - | - | 2 | - | - | 2 | - | - | - | - | 1 | - | - | 1 | 1 |
| Pressers, machine, dry cleaning | 9 | 1.89 | - | - | - | - | - | - | - | - | 8 | - | - | - | - | - | - | - | - | 1 |
| Washers, machine | 7 | 1.70 | - | - | - | - | - | 1 | 2 | 1 | 2 | - | - | - | 1 | - | - | - | - | - |
| **Women** | | | | | | | | | | | | | | | | | | | | |
| Assemblers | 9 | 1.22 | - | 2 | - | 4 | 3 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Clerks, retail receiving | 24 | 1.13 | 7 | 3 | 4 | 3 | 7 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Finishers, flatwork, machine | 31 | 1.41 | - | 8 | 2 | - | 5 | 2 | 1 | 5 | 7 | 1 | - | - | - | - | - | - | - | - |
| Identifiers | 11 | 1.40 | - | - | - | 5 | 1 | - | 4 | - | 1 | - | - | - | - | - | - | - | - | - |
| Pressers, machine, dry cleaning | 8 | 1.76 | - | - | - | - | - | 1 | 1 | - | 5 | - | - | - | - | 1 | - | - | - | - |
| Pressers, machine, shirts | 24 | 1.51 | - | - | - | - | 9 | 4 | 2 | 3 | 6 | - | - | - | - | - | - | - | - | - |
| Wrappers, bundle | 13 | 1.15 | 6 | 1 | - | 1 | 3 | 1 | 1 | - | - | - | - | - | - | - | - | - | - | - |

[1] The study covered establishments in the power laundries industry (7211) and the dry cleaning industry (7221) as defined in the 1957 revised edition of the Standard Industrial Classification Manual, prepared by the Bureau of the Budget.

[2] Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. All or a majority of the workers in each occupation studied were paid on a time basis, except women finishers, identifiers, and pressers.

# C: Union Wage Scales

(Minimum wage rates and maximum straight-time hours per week agreed upon through collective bargaining between employers and trade unions, Lawrence, Mass. Rates and hours are those in effect on July 1, 1959)

## Table C-1. Building Construction

| Trade or occupation | Rate per hour [1] | Employer contribution to insurance and pension funds [2] | |
|---|---|---|---|
| | | Insurance [3] | Pension |
| **Journeymen** | $ | | |
| Asbestos workers | 3.820 | 14¢ | 10¢ |
| Boilermakers | 3.750 | 10¢ | - |
| Bricklayers | 3.900 | 13½¢ | - |
| Carpenters | 3.200 | 10¢ | - |
| Cement finishers | 3.900 | - | - |
| Electricians | 3.300 | - | 1% |
| Painters | 2.800 | - | - |
| Spray | 3.650 | - | - |
| Structural steel | 3.500 | - | - |
| Pipefitters | 3.650 | 12½¢ | 10¢ |
| Plasterers | 3.900 | - | - |
| Plumbers | 3.650 | 12½¢ | 10¢ |
| Rodmen | 4.020 | 10¢ | 10¢ |
| Structural-iron workers | 4.020 | 10¢ | 10¢ |
| **Helpers and laborers** | | | |
| Bricklayers' tenders | 2.650 | [4]7¢ | - |
| Building laborers | 2.625 | [4]7¢ | - |
| Plasterers' tenders | 2.800 | [4]7¢ | - |

[1] 37½ hours is the maximum number per week which can be worked at straight-time rates.

[2] Shown in terms of cents-per-hour or as percent of rate; in actual practice, however, some employer payments are calculated on the basis of total hours or gross payroll. These variations in method of computation are not indicated in the above tabulation.

[3] Includes life insurance, hospitalization, and other types of health and welfare benefits; excludes payments into holiday, vacation, and unemployment funds when such programs have been negotiated.

[4] Employer contribution increased to 10 cents, effective July 13, 1959.

## Table C-2. Printing Trades

| Trade or occupation | Rate per hour [1] |
|---|---|
| **Book and job** | $ |
| Compositors, hand | 2.667 |
| Machine operators | 2.667 |
| Pressmen, cylinder | 2.667 |
| **Newspaper** | |
| Compositors, hand—daywork | 2.827 |
| Compositors, hand—nightwork | 2.987 |
| Machine operators—daywork | 2.827 |
| Machine operators—nightwork | 2.987 |
| Pressmen, web—daywork | 2.840 |
| Pressmen, web—nightwork | 3.000 |
| Pressmen-in-charge, web—daywork | 3.107 |
| Pressmen-in-charge, web—nightwork | 3.267 |
| Stereotypers—daywork | 2.827 |
| Stereotypers—nightwork | 2.987 |

[1] 37½ hours is the maximum number per week which can be worked at straight-time rates.

## Table C-3. Local-Transit Operating Employees

| Trade or occupation | Rate per hour [1] |
|---|---|
| Buses: | $ |
| First 12 months | 1.860 |
| 13 - 24 months | 1.960 |
| After 24 months | 2.060 |

[1] 40 hours is the maximum number per week which can be worked at straight-time rates.

## Table C-4. Motortruck Drivers and Helpers

| Trade or occupation | Rate per hour | Hours per week [1] |
|---|---|---|
| Bakery: | | |
| Hauling and transport: | $ | |
| 1 - 3 tons | 2.050 | 48 |
| 3 - 5 tons | 2.100 | 48 |
| 5 tons and over | 2.200 | 48 |
| Helpers | 2.000 | 48 |
| Biscuit: | | |
| Drivers | 2.130 | 45 |
| Beer and liquor: | | |
| Agreement A | 2.000 | 40 |
| Helpers | 1.900 | 40 |
| Agreement B | 2.150 | 40 |
| Helpers | 2.100 | 40 |
| Coal | 1.980 | 40 |
| Construction: | | |
| Specialized earth moving equipment | 2.900 | 40 |
| 2-axle equipment | 2.645 | 40 |
| 3-axle equipment | 2.700 | 40 |
| Food service—wholesale: | | |
| Agreement A | 2.340 | 50 |
| Helpers | 2.240 | 50 |
| Agreement B | 2.270 | 50 |
| Helpers | 2.120 | 50 |
| General transportation | 2.340 | 40 |
| Helpers | 2.240 | 40 |
| Miscellaneous manufacturing | 2.120 | 46 |
| Railway express | 2.308 | 40 |

[1] Maximum number of hours which can be worked at straight-time rates.

## Table D-1. 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, Lawrence, Mass., May 1959)

| Minimum weekly salary [1] | Inexperienced typists | | | | | Other inexperienced clerical workers [2] | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | All industries | Manufacturing | | Nonmanufacturing | | All industries | Manufacturing | | Nonmanufacturing | |
| | | Based on standard weekly hours [3] of— | | | | | Based on standard weekly hours [3] of— | | | |
| | | All schedules | 40 | All schedules | 40 | | All schedules | 40 | All schedules | 40 |
| Establishments studied | 90 | 50 | xxx | 40 | xxx | 90 | 50 | xxx | 40 | xxx |
| Establishments having a specified minimum | 23 | 13 | 12 | 10 | 7 | 50 | 30 | 28 | 20 | 14 |
| $35.00 and under $37.50 | 1 | - | - | 1 | - | 2 | - | - | 2 | - |
| $37.50 and under $40.00 | - | - | - | - | - | - | - | - | - | - |
| $40.00 and under $42.50 | 8 | 2 | 2 | 6 | 6 | 25 | 14 | 14 | 11 | 11 |
| $42.50 and under $45.00 | 1 | - | - | 1 | - | 2 | - | - | 2 | - |
| $45.00 and under $47.50 | 5 | 4 | 3 | 1 | - | 11 | 8 | 6 | 3 | 2 |
| $47.50 and under $50.00 | - | - | - | - | - | 1 | 1 | 1 | - | - |
| $50.00 and under $52.50 | 7 | 6 | 6 | 1 | 1 | 9 | 7 | 7 | 2 | 1 |
| $52.50 and over | 1 | 1 | 1 | - | - | - | - | - | - | - |
| Establishments having no specified minimum | 8 | 5 | xxx | 3 | xxx | 19 | 8 | xxx | 11 | xxx |
| Establishments which did not employ workers in this category | 59 | 32 | xxx | 27 | xxx | 21 | 12 | xxx | 9 | xxx |

[1] Lowest salary rate formally established for hiring inexperienced workers for typing or other clerical jobs.
[2] Rates applicable to messengers, office girls, or similar subclerical jobs are not considered.
[3] Hours reflect the workweek for which employees receive their regular straight-time salaries. Data are presented for all workweeks combined, and for the most common workweek reported.

# E: Supplementary Wage Practices

## Table E-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, Lawrence, Mass., May 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 | 70.6 | 64.7 | 12.4 | 3.8 |
| With shift pay differential | 65.4 | 60.9 | 11.5 | 3.3 |
| Uniform cents (per hour) | 29.4 | 23.9 | 6.7 | 3.1 |
| 4 cents | 13.3 | - | 3.1 | - |
| 5 cents | 8.6 | - | 2.0 | - |
| 6 cents | 1.5 | - | - | - |
| 6½ cents | 2.9 | - | .8 | - |
| 7 cents | .9 | 9.6 | .4 | 1.8 |
| 8 cents | .8 | 3.7 | .2 | .1 |
| 9 cents | - | 2.9 | - | .5 |
| 10 cents | .6 | 6.1 | ([2]) | .7 |
| 12 cents | - | 1.7 | - | - |
| 16 cents | .9 | - | .2 | - |
| Uniform percentage | 35.9 | 36.9 | 4.8 | .2 |
| 10 percent | 35.9 | 22.9 | 4.8 | .2 |
| 15 percent | - | 14.0 | - | - |
| No shift pay differential | 5.2 | 3.9 | .9 | .5 |

[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 E-2. 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, Lawrence, Mass., May 1959)

| Weekly hours | PERCENT OF OFFICE WORKERS EMPLOYED IN— | | | PERCENT OF PLANT WORKERS EMPLOYED IN— | | |
|---|---|---|---|---|---|---|
| | All industries | Manufacturing | Nonmanufacturing | All industries | Manufacturing | Nonmanufacturing |
| All workers | 100 | 100 | 100 | 100 | 100 | 100 |
| Under 37½ hours | 3 | 1 | 11 | 2 | - | 15 |
| 37½ hours | 3 | 3 | 4 | 1 | 1 | - |
| Over 37½ and under 38¾ hours | 1 | - | 2 | (1) | - | 3 |
| 38¾ hours | 4 | 1 | 10 | - | - | - |
| Over 38¾ and under 40 hours | - | - | - | (1) | - | 2 |
| 40 hours | 88 | 95 | 69 | 80 | 88 | 29 |
| Over 40 and under 44 hours | (1) | - | 1 | (1) | - | 9 |
| 44 hours | 1 | - | 3 | 2 | - | 16 |
| Over 44 and under 45 hours | - | - | - | 1 | - | 5 |
| 45 hours | - | - | - | 8 | 7 | 10 |
| 46 hours | - | - | - | (1) | - | 3 |
| 48 hours | - | - | - | 5 | 4 | 9 |

[1] Less than 0.5 percent.

## Table E-3. Wage Structure Characteristics and Labor-Management Agreements

(Percent distribution of office and plant workers in all industries and in industry divisions by type of wage structure, method of wage payment, and labor-management agreements, Lawrence, Mass., May 1959)

| Item | PERCENT OF OFFICE WORKERS EMPLOYED IN— | | | PERCENT OF PLANT WORKERS EMPLOYED IN— | | |
|---|---|---|---|---|---|---|
| | All industries | Manufacturing | Nonmanufacturing | All industries | Manufacturing | Nonmanufacturing |
| **Wage structure for time-rated workers[1]** | | | | | | |
| All workers | 100 | 100 | 100 | 100 | 100 | 100 |
| Formal rate structure | 65 | 78 | 33 | 68 | 77 | 28 |
| Single rate | 4 | - | 16 | 31 | 32 | 25 |
| Range of rates | 60 | 78 | 18 | 37 | 44 | 3 |
| Individual rates | 35 | 22 | 67 | 32 | 23 | 72 |
| **Method of wage payment for plant workers** | | | | | | |
| All workers | | | | 100 | 100 | 100 |
| Timeworkers | | | | 61 | 58 | 81 |
| Incentive workers | | DATA NOT COLLECTED | | 39 | 42 | 19 |
| Piecework | | | | 24 | 27 | 3 |
| Bonus work | | | | 14 | 15 | 3 |
| Commission | | | | 2 | - | 13 |
| **Labor-management agreements[2]** | | | | | | |
| Workers in establishments with agreements covering a majority of such workers | 0-4 | - | 10-14 | 60-64 | 65-69 | 20-24 |

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

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

## Table E-4. Paid Holidays

(Percent distribution of office and plant workers in all industries and in industry divisions by number of paid holidays provided annually, Lawrence, Mass., May, 1959)

| Item | PERCENT OF OFFICE WORKERS EMPLOYED IN— | | | PERCENT OF PLANT WORKERS EMPLOYED IN— | | |
|---|---|---|---|---|---|---|
| | All industries | Manufacturing | Nonmanufacturing | All industries | Manufacturing | Nonmanufacturing |
| All workers | 100 | 100 | 100 | 100 | 100 | 100 |
| Workers in establishments providing paid holidays | 99 | 99 | 99 | 94 | 96 | 83 |
| Workers in establishments providing no paid holidays | 1 | 1 | 1 | 6 | 4 | 17 |
| **Number of days** | | | | | | |
| 6 half holidays | - | - | - | 1 | - | 10 |
| 1 holiday | (1) | - | 1 | 1 | - | 8 |
| 3 holidays | 1 | - | 5 | 2 | 1 | 12 |
| 4 holidays | (1) | (1) | - | 1 | 1 | - |
| 5 holidays | 2 | 3 | - | 4 | 5 | - |
| 6 holidays | 11 | 9 | 14 | 23 | 24 | 18 |
| 6 holidays plus 2 half days | (1) | (1) | - | 1 | 1 | - |
| 7 holidays | 35 | 45 | 10 | 34 | 38 | 8 |
| 7 holidays plus 1 half day | 2 | 2 | - | 4 | 4 | - |
| 8 holidays | 2 | 2 | - | 4 | 4 | - |
| 8 holidays plus 1 half day | 24 | 33 | - | 14 | 16 | - |
| 9 holidays | 2 | (1) | 6 | 2 | (1) | 10 |
| 9 holidays plus 1 half day | 1 | 2 | - | - | - | - |
| 10 holidays | 15 | (1) | 53 | 3 | (1) | 17 |
| 10 holidays plus 1 half day | (1) | 1 | - | 1 | 1 | - |
| 11 holidays plus 1 half day | 3 | - | 10 | - | - | - |
| **Total holiday time[2]** | | | | | | |
| 11½ days | 3 | - | 10 | - | - | - |
| 10½ or more days | 3 | 1 | 10 | 1 | 1 | - |
| 10 or more days | 19 | 1 | 63 | 3 | 1 | 17 |
| 9½ or more days | 20 | 2 | 63 | 3 | 1 | 17 |
| 9 or more days | 22 | 3 | 70 | 5 | 2 | 28 |
| 8½ or more days | 46 | 36 | 70 | 19 | 18 | 28 |
| 8 or more days | 47 | 38 | 70 | 23 | 22 | 28 |
| 7½ or more days | 49 | 40 | 70 | 26 | 26 | 28 |
| 7 or more days | 84 | 86 | 79 | 62 | 66 | 35 |
| 6 or more days | 95 | 96 | 94 | 85 | 89 | 54 |
| 5 or more days | 97 | 99 | 94 | 89 | 94 | 54 |
| 4 or more days | 97 | 99 | 94 | 90 | 95 | 54 |
| 3 or more days | 99 | 99 | 98 | 93 | 96 | 76 |
| 1 or more days | 99 | 99 | 99 | 94 | 96 | 83 |

[1] Less than 0.5 percent.

[2] 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.

# Table E-5. Paid Vacations

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, Lawrence, Mass., May 1959)

| Vacation policy | PERCENT OF OFFICE WORKERS EMPLOYED IN— | | | PERCENT OF PLANT WORKERS EMPLOYED IN— | | |
|---|---|---|---|---|---|---|
| | All industries | Manufacturing | Nonmanufacturing | All industries | Manufacturing | Nonmanufacturing |
| All workers | 100 | 100 | 100 | 100 | 100 | 100 |
| **Method of payment** | | | | | | |
| Workers in establishments providing paid vacations | 99 | 99 | 100 | 98 | 97 | 100 |
| Length-of-time payment | 99 | 99 | 99 | 79 | 76 | 98 |
| Percentage payment | (1) | - | (1) | 16 | 18 | 2 |
| Flat-sum payment | - | - | - | 1 | 1 | - |
| Other | - | - | - | 2 | 2 | - |
| Workers in establishments providing no paid vacations | (1) | (1) | - | 2 | 3 | - |
| **Amount of vacation pay[2]** | | | | | | |
| After 6 months of service | | | | | | |
| Less than 1 week | 4 | 5 | 2 | 52 | 59 | 7 |
| 1 week | 71 | 84 | 41 | 13 | 13 | 14 |
| Over 1 and under 2 weeks | 2 | 2 | - | - | - | - |
| 2 weeks | 4 | 3 | 8 | 1 | 1 | 1 |
| After 1 year of service | | | | | | |
| Less than 1 week | 1 | 1 | - | 3 | 3 | - |
| 1 week | 14 | 9 | 28 | 84 | 86 | 72 |
| 2 weeks | 83 | 90 | 65 | 10 | 8 | 23 |
| 3 weeks | 2 | - | 6 | (1) | - | 4 |
| After 2 years of service | | | | | | |
| Less than 1 week | - | - | - | 2 | 2 | - |
| 1 week | 7 | 6 | 11 | 42 | 41 | 48 |
| Over 1 and under 2 weeks | 2 | 3 | - | 19 | 22 | - |
| 2 weeks | 89 | 91 | 82 | 34 | 33 | 47 |
| 3 weeks | 2 | - | 6 | (1) | - | 4 |
| After 3 years of service | | | | | | |
| Less than 1 week | - | - | - | 1 | 1 | - |
| 1 week | 6 | 4 | 10 | 22 | 18 | 49 |
| Over 1 and under 2 weeks | 2 | 3 | - | 17 | 20 | - |
| 2 weeks | 90 | 93 | 83 | 57 | 58 | 47 |
| 3 weeks | 2 | - | 6 | (1) | - | 4 |

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 E-5. Paid Vacations–Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, Lawrence, Mass., May 1959)

| Vacation policy | PERCENT OF OFFICE WORKERS EMPLOYED IN— | | | PERCENT OF PLANT WORKERS EMPLOYED IN— | | |
|---|---|---|---|---|---|---|
| | All industries | Manufacturing | Nonmanufacturing | All industries | Manufacturing | Nonmanufacturing |
| **Amount of vacation pay[2]—Continued** | | | | | | |
| After 5 years of service | | | | | | |
| Less than 1 week | - | - | - | 1 | 1 | - |
| 1 week | 3 | 3 | 3 | 9 | 6 | 31 |
| Over 1 and under 2 weeks | - | - | - | 2 | 2 | - |
| 2 weeks | 91 | 97 | 78 | 83 | 86 | 64 |
| 3 weeks | 6 | ([1]) | 19 | 3 | 2 | 5 |
| After 10 years of service | | | | | | |
| Less than 1 week | - | - | - | 1 | 1 | - |
| 1 week | 2 | 2 | 3 | 8 | 5 | 31 |
| Over 1 and under 2 weeks | - | - | - | 2 | 2 | - |
| 2 weeks | 84 | 97 | 53 | 77 | 81 | 50 |
| Over 2 and under 3 weeks | - | - | - | 1 | 1 | - |
| 3 weeks | 14 | 1 | 44 | 9 | 8 | 19 |
| After 15 years of service | | | | | | |
| Less than 1 week | - | - | - | 1 | 1 | - |
| 1 week | 2 | 2 | 3 | 8 | 5 | 31 |
| Over 1 and under 2 weeks | - | - | - | 2 | 2 | - |
| 2 weeks | 28 | 19 | 51 | 37 | 36 | 45 |
| Over 2 and under 3 weeks | - | - | - | 1 | 1 | - |
| 3 weeks | 70 | 79 | 46 | 49 | 52 | 25 |
| After 20 years of service | | | | | | |
| Less than 1 week | - | - | - | 1 | 1 | - |
| 1 week | 2 | 2 | 3 | 8 | 5 | 31 |
| Over 1 and under 2 weeks | - | - | - | 2 | 2 | - |
| 2 weeks | 28 | 19 | 51 | 37 | 36 | 45 |
| Over 2 and under 3 weeks | - | - | - | 1 | 1 | - |
| 3 weeks | 68 | 78 | 42 | 46 | 50 | 25 |
| 4 weeks | 2 | 1 | 4 | 2 | 3 | - |
| After 25 years of service | | | | | | |
| Less than 1 week | - | - | - | 1 | 1 | - |
| 1 week | 2 | 2 | 3 | 8 | 5 | 31 |
| Over 1 and under 2 weeks | - | - | - | 2 | 2 | - |
| 2 weeks | 28 | 19 | 51 | 36 | 35 | 45 |
| Over 2 and under 3 weeks | - | - | - | 1 | 1 | - |
| 3 weeks | 63 | 73 | 39 | 44 | 48 | 20 |
| 4 weeks | 7 | 6 | 7 | 5 | 6 | 4 |

[1] Less than 0.5 percent.

[2] 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.

# Table E-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, Lawrence, Mass., May 1959)

| Type of benefit | PERCENT OF OFFICE WORKERS EMPLOYED IN— | | | PERCENT OF PLANT WORKERS EMPLOYED IN— | | |
|---|---|---|---|---|---|---|
| | All industries | Manufacturing | Nonmanufacturing | All industries | Manufacturing | Nonmanufacturing |
| All workers | 100 | 100 | 100 | 100 | 100 | 100 |
| Workers in establishments providing: | | | | | | |
| Life insurance | 91 | 96 | 77 | 85 | 90 | 52 |
| Accidental death and dismemberment insurance | 67 | 80 | 35 | 59 | 63 | 37 |
| Sickness and accident insurance or sick leave or both [1] | 79 | 90 | 52 | 81 | 86 | 46 |
| Sickness and accident insurance | 47 | 53 | 34 | 63 | 67 | 35 |
| Sick leave (full pay and no waiting period) | 38 | 40 | 33 | 3 | 1 | 18 |
| Sick leave (partial pay or waiting period) | 25 | 34 | 4 | 18 | 20 | 4 |
| Hospitalization insurance | 71 | 64 | 89 | 71 | 72 | 63 |
| Surgical insurance | 70 | 63 | 87 | 69 | 70 | 62 |
| Medical insurance | 61 | 56 | 73 | 48 | 48 | 45 |
| Catastrophe insurance | 10 | 4 | 24 | 1 | ([2]) | 5 |
| Retirement pension | 71 | 78 | 54 | 46 | 50 | 15 |
| No health, insurance, or pension plan [3] | 2 | 1 | 4 | 9 | 6 | 31 |

[1] 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.

[2] Less than 0.5 percent.

[3] Corresponding estimates for the February 1956 survey are amended as follows: Office, 8,6, 10; plant, 22, 22, and 25.

# 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.

## ASSEMBLER (METALWORKING)

(Bench assembler; floor assembler; jig assembler; line assembler; subassembler)

Assembles and/or fits together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor, depending upon the size of the units and the organization of the production process. Work may include processing operations requiring the use of handtools in scraping, chipping, and filing of parts to obtain a desired fit as well as power tools and special equipment when punching, riveting, soldering, or welding of parts is necessary. Workers who perform any of these processing operations exclusively as part of specialized assembling operations are excluded.

Class A—Assembles parts into complete units or subassemblies that require fitting of parts and decisions regarding proper performance of any component part or the assembled unit. Work involves any combination of the following: Assembling from drawings, blueprints, or other written specifications; assembling units composed of a variety of parts and/or subassemblies; assembling large units requiring careful fitting and adjusting of parts to obtain specified clearences; using a variety of hand and powered tools and precision measuring instruments.

Class B—Assembles parts into units or subassemblies in accordance with standard and prescribed procedures. Work involves any combination of the following: Assembling a limited range of standard and familiar products composed of a number of small- or medium-size parts requiring some fitting or adjusting; assembling large units that require little or no fitting of component parts; working under conditions where accurate performance and completion of work within set time limits are essential for subsequent assembling operations; using a limited variety of hand or powered tools.

## ASSEMBLER (METALWORKING)—Continued

Class C—Performs short-cycle, repetitive assembling operations. Work does not involve any fitting or making decisions regarding proper performance of the component parts or assembling procedures.

## ASSEMBLER (POWER LAUNDRIES AND DRY CLEANERS)

(Matcher; sorter; assorter; distributor)

Sorts or assembles the various dry-cleaned or laundered garments and other items of each customer's order; matching the articles according to description and identifying number as shown by plant records (see inspector).

## ASSEMBLER FOR PULLOVER, MACHINE

Prepares the upper for lasting by assembling the counter and upper and operating a machine to tack the upper to the wooden last. Work involves: Placing counters on rack of pan containing cement, lowering rack into pan to apply cement to counters; inserting cemented counter between lining and upper at the heel; setting a piece of wax or tissue paper next to lining to facilitate removal of last after completion of operations; placing upper on last making certain that heel seam is in center of rear of last; setting last on a jack and pushing jack into machine which automatically drives tacks through the upper into the heel seat and heel seam.

## BED-MACHINE OPERATOR

(Bed laster; bed-lasting-machine operator; heel and forepart laster)

Completes the operations of drawing the toe, or toe and heel, of the upper of a shoe tightly over the last. Work involves: Setting shoe on machine with sole up, and manipulating hand levers controlling

BED-MACHINE OPERATOR—Continued

a series of wipers (friction pullers) which draw the upper over edge of insole at toe or toe and heel; holding upper in place with the wipers; securing upper at the toe in one of the following ways;

McKay system—Tacking upper, using automatically-fed hand-tacking device, the tacks remaining in the finished shoe.

Welt system—Passing a wire from an anchor tack, which is driven on one side of the shoe, around the drawn-in upper at the toe, to the opposite side where it is winded around another anchor tack, to hold upper in place until it is stitched to insole by a later operation; or may staple upper instead of using above methods.

Cement system—Wiping toe in place and holding it with wiper; trimming off surplus toe box, lining and upper, by hand, close to insole; applying cement to insole between lining and upper at toe and folding over lasting allowance of upper and sticking it in insole. If the heel also is lasted in the process, an automatically-fed hand-tacking device is used to drive tacks through the upper at the heel.

## BILLER, MACHINE

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

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

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

## BODY REPAIRMAN

(Automobile-collision serviceman; fender and body repairman; body man)

Repairs damaged automobile fenders and bodies to restore their original shape and smoothness of surface by hammering out and filling dents, and by welding breaks in the metal. May remove bolts and nuts, take off old fenders, and install new fenders. May perform such related tasks as replacing broken glass and repairing damaged radiators and woodwork. May paint repaired surfaces.

## 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.

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.

## CARPENTER, 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.

## 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 assignations 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, GENERAL

Typically is required to perform a variety of office operations. This requirement may arise as a result of impracticability of specialization in a small office. The work generally involves the use of independent judgment in tending to a pattern of office work from day to day, as well as knowledge relating to phases of office work that occur only occasionally. For example, the range of operations performed may entail all or some combination of the following: Answering correspondence, preparing bills and invoices, posting to various records, preparing payrolls, filing, etc. May also operate various office machines and type as the work requires.

## 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.

## CLERK, RETAIL RECEIVING

Receives work from routemen or from customers over the counter in the receiving office or store of a dry-cleaning or laundry establishment. Work involves most of the following: Maintaining a record of articles or bundles received; returning completed work to customers who call for it; collecting payment and maintaining simple records of money received; and in establishments where dry cleaning is done, fastening an identifying marker to each article, examining an article for defects such as holes, stains, or tears, and making a record of the identification symbol assigned to each article with a brief description of the article and of any defects noted. Store managers are excluded.

## CROWNER (INSPECTOR)

(Examiner)

Examines shoe parts, partly finished shoes in various stages of manufacture, or finished shoes before packing. Work involves inspecting for the following imperfections: Irregularity of leather surfaces; misplaced or incompletely driven tacks; unevenness and incorrect amount of stitching; inside misalignment; improper proportion of toe tip. May correct minor defects or imperfections and reject major defects for reprocessing in proper department.

## CUTTER, LINING, MACHINE

Cuts parts of shoe lining from leather or fabricated materials, by means of a clicking machine. Work involves: Setting lining material, usually in multiple plies, on cutting table of machine; selecting proper die and setting it in place on material; depressing lever to cause upper arm to drop automatically on the die with sufficient force to cut material to the shape and size of die.

CUTTER, LINING, MACHINE—Continued

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

Cloth lining
Leather lining

CUTTER, VAMP AND WHOLE SHOE, MACHINE

Cuts parts of shoe uppers from hides, skins, or fabricated materials, by means of a clicking machine. Work involves: Setting leather or other shoe material on cutting table of machine; selecting proper die and setting it in place on material; depressing lever to cause upper arm to drop automatically on the die with sufficient force to cut material to the shape and size of the die.

DRAFTSMAN, 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, 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.

DRILL-PRESS OPERATOR, SINGLE- OR MULTIPLE-SPINDLE

Operates one or more types of single- or multiple-spindle drill-presses, to perform such operations as drilling, reaming, counter-sinking, counterboring, spot-facing, and tapping. Drill-press operators, radial, and operators of portable drilling equipment are excluded. (For description of class of work see machine-tool operator, production.)

DRY CLEANER

Operates a dry-cleaning machine to clean garments, drapes, and other articles and whose work involves most of the following: Knowledge of cleaning processes, fabrics, and colors; placing sorted articles in drum of cleaning machines; operating valves to admit cleaning fluids into drum of machine; starting drum rotating, allowing it to rotate until articles are cleaned and removing articles from machine; and draining and filtering cleaning fluid. May, in addition, operate an extractor, tumbling machine, or place articles in a cabinet dryer.

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.

ELECTRICIAN, MAINTENANCE

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

ENGINEER, STATIONARY

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

ENGINE-LATHE OPERATOR

Operates an engine lathe for shaping external and internal cylindrical surfaces of metal objects. The engine lathe, basically characterized by a headstock, tailstock, and power-fed tool carriage, is a general-purpose machine tool used primarily for turning. It is also commonly used in performing such operations as facing, boring, drilling, and threading, and, equipped with appropriate attachments, may be used for a very wide variety of special machining operations. The stock may be held in position by the lathe "centers" or by various types of chucks and fixtures. Bench-lathe operators, automatic-lathe operators, screw-machine operators, automatic, and turret-lathe operators, hand (including hand screw machine) are excluded. (For description of class of work see machine-tool operator, production.)

FANCY STITCHER

(Applique stitcher; blind-row stitcher; etching stitcher; eyelet-row stitcher; stripper, stitching; trimming stitcher)

Operates a power-driven sewing machine to stitch decorative designs on shoe uppers, such as outlining eyelet row, stitching imitation foxings or fancy panel designs, running extra rows of stitching, and stitching piping and ornamental leather strips (applique). Work involves: Inserting material under the presser foot and needle of machine; depressing lever to start machine; guiding material by hand (usually along previously marked lines on material) as stitching is performed.

FINISHER, FLATWORK, MACHINE

Performs flatwork-finishing operations by machine. Work involves one or more of the following: Shaking out the creases in semidry washing to prepare it for the flatwork-ironing machine; feeding clean, damp flatwork pieces into the flatwork-ironing machine by placing the articles on the feeder rollers; catching or receiving articles as they emerge from the machine and partially folding them.

FIREMAN, STATIONARY BOILER

Fires stationary boilers to furnish the establishment in which employed with heat, power, or steam. Feeds fuel 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.

FLOOR BOY OR GIRL

(Assembly boy; floorman; router)

Keeps stock and distributes partially finished materials used in the manufacture of footwear to various departments to keep workers supplied with material, using truck or carrying material. May perform simple machine operations under direction of foreman, such as tempering soles and molding edges of soles.

GREASER

(Lubricating man)

Lubricates, by means of hand-operated or compressed-air operated grease guns and oil sprays, all parts of automobiles or trucks where lubrication is required, using proper type lubricant on the various points on chassis or motors; drains old lubricant from lubricant reservoirs and refills with new. May perform other related duties, such as checking radiator water level, checking and adding distilled water to battery, repairing tires, etc. May also perform duties of washer.

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.

HEEL-SEAT LASTER

Operates a heel-seat-lasting machine which draws the heel section of shoe upper tightly over the last and automatically tacks the edges to the heel seat of the insole. Work involves: Setting shoe on machine and manipulating controls which cause the wiper plates to draw the upper and lining evenly over the heel seat. Machine automatically drives tacks through upper and insole.

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.

IDENTIFIER (OTHER THAN MARKER)

(Classifier)

Sorts bundles of soiled laundry, placing the articles into various net bags and attaching customer identification tags or tickets onto the bags. May weigh, list, or count some or all articles contained in each bundle. Does not include workers who mark or otherwise identify each piece in a bundle, and assemblers who do not handle soiled clothing preparatory to washing (see marker).

## INSPECTOR

Inspects parts, products, and/or processes. Performs such operations as examining parts or products for flaws and defects, checking their dimensions and appearance to determine whether they meet the required standards and specifications.

Class A—Responsible for decisions regarding the quality of the product and/or operations. Work involves any combination of the following: Thorough knowledge of the processing operations in the branch of work to which assigned, including the use of a variety of precision measuring instruments; interpreting drawings and specifications in inspection work on units composed of a large number of component parts; examining a variety of products or processing operations; determining causes of flaws in products and/or processes and suggesting necessary changes to correct work methods; devising inspection procedures for new products.

Class B—Work involves any combination of the following: Knowledge of processing operations in the branch of work to which assigned, limited to familiar products and processes or where performance is dependent on past experience; performing inspection operations on products and/or processes having rigid specifications, but where the inspection procedures involve a sequence of inspection operations, including decisions regarding proper fit or performance of some parts; using precision measuring instruments.

Class C—Work involves any combination of the following: Short-cycle, repetitive inspection operations; using a standardized, special-purpose measuring instrument repetitively; visual examination of parts or products, rejecting units having obvious deformities or flaws.

## 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.

## 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.

## 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.

## MACHINE-TOOL OPERATOR, PRODUCTION

Operates one or more nonportable, power-driven machine tools in order to shape metal by progressively removing portions of the stock in the form of chips or shavings, or by abrasion. For wage study purposes, this classification is limited to operators of the following types of machine tools:

| | |
|---|---|
| Automatic lathes | *Machine tools, miscellaneous |
| Boring machines | Milling machines |
| Drill presses, radial | Planers |
| Drill presses, single- or multiple-spindle | Screw machines, automatic |
| Engine lathes | Screw machines, hand |
| Gear-cutting machines | Shapers |
| Gear-finishing machines | Turret lathes, automatic |
| Grinding machines | Turret lathes, hand |

Class A—Sets up machines, by determining proper feeds, speeds, tooling and operation sequence or by selecting those prescribed in drawings, blueprints or layouts; makes necessary adjustments during operation where changes in work and setup are relatively frequent and where care is essential to achieve requisite dimensions of very close tolerances.

Class B—Sets up machines on standard or roughing operations where feeds, speeds, tooling and operation sequence are prescribed or maintains operation setup made by others; makes all necessary adjustments during operation where care is essential to achieve very close tolerances or where changes in product are relatively frequent.

Class C—Operates machines on routine and repetitive operations; makes only minor adjustments during operations; when trouble occurs stops machine and calls foreman, leadman, or setup man to correct the operation.

---

* Operators required alternately to operate more than one type of machine tool as listed above are classified as machine-tool operator, miscellaneous.

## 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.

## MACHINIST, PRODUCTION

Fabricates metal parts involving a series of progressive operations. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping 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 needed for the work; fitting and assembling parts. 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.

## MAINTENANCE MAN, GENERAL UTILITY

Keeps the machines, mechanical equipment, and/or structure of an establishment (usually a small plant where specialization in maintenance work is impractical) in repair; whose duties involve the performance of operations and the use of tools and equipment of several trades, rather than specialization in one trade or one type of maintenance work only, and whose work involves a combination of the following: Planning and laying out of work relating to repair of buildings, machines, mechanical, and/or electrical equipment; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, stairs, as well as making and repairing bins, cribs, and partitions.

## MECHANIC, AUTOMOTIVE

Repairs automobiles and trucks, performing such duties as disassembling and overhauling engines, transmissions, clutches, rear ends, and other assemblies on automobiles, replacing worn or broken parts, grinding valves, adjusting brakes, tightening body bolts, aligning wheels, etc. In addition to general automotive mechanics, this classification also includes workers whose duties are limited to repairing and overhauling the motor.

Class A—Repairs, rebuilds, or overhauls engines, transmissions, clutches, rear ends, or other assemblies, replaces worn or broken parts, grinds valves, bores cylinders, fits rings. In addition may adjust brakes or lights, tighten body bolts, align wheels, etc. May remove or replace motors, transmissions, or other assemblies. May do machining of parts.

Class B—Adjusts brakes or lights, tightens body bolts, aligns wheels, or makes other adjustments or repairs of a minor nature; or removes and replaces motors, transmissions, clutches, rear ends, etc., but does no repairing, rebuilding, or overhauling of these assemblies. Workers who are employed as helpers to mechanics are excluded from this classification.

## 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.

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

## 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.

## OILER

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

## 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.

## 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, while 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.

## PARTS MAN

(Counterman; parts clerk, automobile)

Sells automobile parts to customers and fills requisitions of service department for parts. Gives information concerning specific parts to customer, using catalogs as source of information. Marks and stores parts in stockroom according to prearranged plan.

## PASTER, BACKER, OR FITTER, UPPER, HAND

(Backer; backing paster; backing cementer; canvas backer, upper; cementer, upper to lining; fitter, upper to lining; paster, line and brush, hand; paster; plain paster; reinforcer paster; quarter and lining fitter; upper doubler)

Reinforces vamps, tops, straps, and other parts of shoes, by pasting to each a piece of cut-to-size canvas, thin leather, or other lining material (doubler). Work involves one or more of the following: Pressing doubler against cement-covered roll and sticking doubler to leather parts, using backing tape which is so prepared that it sticks when pressed on other material with a hot iron. May paste reinforcing over only a portion of upper that is exposed to extra wear or strain.

## 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.

## PRESSER, MACHINE, DRY CLEANING

Smooths the surfaces of garments, slip covers, drapes, and other shaped-fabric articles with a pressing machine to shape the articles, remove wrinkles, and to flatten seams. May operate two presses, loading one while the other is closed.

## PRESSER, MACHINE, SHIRTS

Operates or tends the operation of one or more of the several type machines that press shirts. Performs such shirt pressing operations as body pressing, bosom pressing, collar and cuff pressing, and/or sleeve pressing.

## PULLOVER-MACHINE OPERATOR

(Pullers-over, machine)

Operates a machine in which the upper at the toe and along the sides of the front of the shoe is pulled over and tacked temporarily to the last to give preliminary shaping to the front part of the upper and to attach it to the insole and the last. Work involves: Setting shoe in holding jig of machine; depressing lever to rotate mechanism that closes top and side jaws on edge of upper; positioning upper on last by manipulating tip levers to align center of upper oon center of last; depressing lever to rotate mechanism through second half of travel, and to drive tacks at toe and along the side of the shoe, which hold upper in position until stapled or tacked along entire edge.

## PUNCH-PRESS OPERATOR

Feeds and operates a power press equipped with special production dies that perform one or a combination of cutting and shaping operations on the stock. Individual pieces of stock or partly fabricated units may be positioned in the machine by the operator, or the machine may be equipped with a feeding device that automatically positions single pieces of stock or repetitively positions strip or sheet stock for successive operations.

## PUNCH-PRESS OPERATOR—Continued

Punch presses are commonly designated by functional names derived from the operation they perform, such as blanking press or forming press; by names descriptive of the frame, such as arch press; or by names that indicate how the power is transmitted, such as crank press or toggle press.

Class A—Work involves any combination of the following: Difficult positioning of work units because of size or shape, or type of operation to be performed; processing unusually large work that is positioned in the press with the aid of other workers; processing work units that must be steadied while operations are being performed; deep drawing or forming operations requiring careful positioning of work and prompt recognition of faulty operation; short-run work requiring ability to perform a variety of punch-press operations or to operate several types of presses; examining output and making adjustments as necessary to maintain production within standards; setting, aligning, and adjusting dies and fixtures in the press.

Class B—Required mainly to feed, control, and examine operation of the press, and when trouble occurs to call on foreman, leadman, or die maker to correct the situation. Work involves one or more of the following: Performing single operations, such as punching, blanking, or piercing on small or medium size stock easily positioned by hand; feeding small units into the press from a feed race or chute; loading and tending a press equipped with a feeding device for handling a strip or sheet stock, or a dial drum, magazine, or hopper feed for handling individual stock blanks.

## REPAIRER

(Blemish remover)

Corrects imperfections in the finish of the completed shoe. Work involves most of the following: Removing stains, scratches, blemishes, and loose threads; blending various shades of fluid, wax filler, or crayon to affected part of shoe. May use hand spray gun with colored dope to cover blemished area.

## 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.

## SERVICE SALESMAN

(Automobile inspector; garage-dervice floorman; automobile-repair serviceman; write-up man)

Examines automobiles driven into garage by customers and determines need and cost of repairs. Ascertains nature of needed repairs by testing, by questioning customer concerning performance of automobile, or by visual inspection.

## 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 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.

## SHEET-METAL WORKER, PRODUCTION

Fabricates, assembles, alters, repairs, and installs sheet-metal products. Work involves most of the following: Planning and laying out of work from drawings, blueprints, models, or other written or oral instructions; using a variety of sheet-metal-working handtools in bending, forming, shaping, fitting up, and fastening of all types of sheet-metal work; making necessary shop computations and using sheet-metal measuring instruments; setting up and operating a variety of types and sizes of sheet-metal-working machines; working to precise specifications; devising methods, procedures, and operation sequences on work performed by other workers on a specialized basis. In general, the work of the sheet-metal worker requires a rounded training usually acquired through a formal apprenticeship or equivalent training and experience.

## SHIPPING AND RECEIVING CLERK

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

## SHIPPING AND RECEIVING CLERK—Continued

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

For wage study purposes, workers are classified as follows:

Receiving clerk
Shipping clerk
Shipping and receiving clerk

## SIDE LASTER, MACHINE

Operates a machine to last the sides and shanks of the upper. Work involves: Drawing out lining and upper with hand pincers, holding shoe so that pincers of machine grasp edges of upper and draw them evenly and closely about the last, and manipulating lever of machine to operate device which drives staples or tacks through the upper at the sides and shanks.

## SOLE ATTACHER, CEMENT PROCESS

(Compo-conveyor operator; sole layer, machine; sole-laying machine operator; soler)

Operates a sole-laying machine to cement outsoles permanently to the uppers of shoes. Work involves: Setting toe part of shoe on which outsole has been positioned and heel part of last directly below corresponding jacks (lugs) of machine; pressing air pedal (which opens valve on pipe leading to air compressor storage tank) to fill the air cushion and force the shoe against the jacks which hold the outsole firmly in place while the cement dries. May also, prior to permanent attachment of outsole, brush a coat of solvent over the inner surface of the outsole from the heel seat to the toe and press outer sole on shoe, being certain that edges of sole project evenly over the edges of shoe.

## 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).

## 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.

TELLER, ALL AROUND

Receives deposits and pays out withdrawals on savings accounts; receives deposits and cashes checks for checking accounts; receives payments on notes, etc. May record daily transactions and balance accounts. May supervise one or more clerks who record details of transactions, such as names, dates, serial numbers, and amounts involved so that pertinent data may be distributed among the several departments for recording, filing, and clearing.

For wage study purposes, workers are classified by years of service, as follows:

Under 5 years of service
5 or more years of service

TELLER, NOTE

Collects exchange charges and payments on notes, drafts, rents, and contracts for deeds. May accept and give receipts for collateral on maturity notes. Is in charge of sending out notices of maturity. Receives renewal notes. Protests items when it is necessary. Causes notes to be presented at other places, when place of payment is other than the bank. Follows up on the value of collateral. In the case of real estate notes, sees that mortgages are properly recorded and checks certificates of title. Checks fire insurance coverage. Must be familiar with Negotiable Instruments Act and standard terms of extention agreements.

For wage study purposes, workers are classified by years of service, as follows:

Under 5 years of service
5 or more years of service

TELLER, PAYING OR PAYING AND RECEIVING, COMMERCIAL

Cashes customers' personal or other checks. May also receive deposits on checking accounts and make entries in customers' account books. Writes up or signs deposit slips to be used later in balancing books. May record the daily transactions and balance accounts. May supervise one or more clerks who record details of transactions, such as names, dates, serial numbers, and amounts involved so that pertinent data may be distributed among the several departments for recording, filing, and clearing. May also handle withdrawals and deposits on savings accounts.

For wage study purposes, workers are classified by years of service, as follows:

Under 5 years of service
5 or more years of service

TELLER, SAVINGS

Receives deposits and pays out withdrawals on savings accounts. Makes entries in customers' account books. Writes up or signs deposit slips to be used later in balancing books. May record daily transactions and balance accounts. May supervise one or more clerks who record details of transactions.

For wage study purposes, workers are classified by years of service, as follows:

Under 5 years of service
5 or more years of service

TESTER

(Air tester; electric-motor tester; hardness inspector; hydraulic tester; internal-combustion-engine tester, water tester)

Performs tests on parts or products to determine whether the operation and/or characteristics of various parts or products meet required standards and specifications.

Class A—Responsibility for decisions regarding the quality and/or operating performance of the unit. Work involves any combination of the following: Using a wide variety of precision measuring instruments and testing equipment; interpreting drawings and specifications as to operating requirements; testing a wide variety of products or parts; devising test equipment setups in conducting experimental, development, or commercial tests.

Class B—Some responsibility for decisions regarding the quality and/or operating performance of the product or device. Work involves any combination of the following: Testing products or parts having rigid specifications, but where testing procedures and allowable variations are prescribed; performing repetitive tests which involve a sequence of testing operations; using precision testing equipment.

TESTER—Continued

Class C—Work involves any combination of the following: Short-cycle repetitive testing operations; using a standard or special-purpose testing instrument or test set repetitively; accepting or rejecting units on the basis of prescribed standards.

TOOL AND DIE MAKER

(Die maker; jig maker; tool maker; 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.

TOP STITCHER

Operates a sewing machine to stitch the lining to the upper part of a shoe and to trim off excess edges of lining. Work involves: Fitting lining to upper to obtain proper allowance for insertion of counter or receiving upper and lining already fitted or cemented together; setting parts into machine at heel seam, lowering guide down to the edge of top of upper, and guiding parts through machine by hand to complete stitching and trimming operation.

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

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)

TURRET-LATHE OPERATOR, HAND (INCLUDING HAND SCREW MACHINE)

Operates a lathe equipped with a turret used to present a number of cutting tools, required for a cycle of machining operations, to the work in sequence. Operations commonly performed on a turret lathe include turning, facing, boring, drilling, and threading. The operator rotates or indexes the turret to bring the tools toward the work for each operation. Individual workpieces, such as forgings and castings, are held in a chuck or the lathe may be equipped with a bar stock feeding device to present the correct length of stock to the tools at the beginning of each cycle of operations. (For description of class of work see machine-tool operator, production.)

## TYPIST

Uses a typewriter to make copies of various material or to made 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 distribution 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.

## VAMPER

(Vamp closer; vamp stitcher; zigzag seamer)

By use of a power-driven sewing machine, sews together the forepart of the upper (tip and vamp) and the two quarters of a shoe. Work involves: Setting overlapped edges together under presser foot and needle of machine; depressing lever to start machine and guiding material through stitching process; sewing top to entire lower part of upper when shoe has a cut separate from quarters, or has a whole vamp. Parts are sometimes first pasted together by another worker to insure more accurate stitching.

## WASHER

(Car washer; wash boy)

Washes automobiles and trucks; sweeps and cleans interior of automobile; may polish auto vehicle bodies, using polishing compound and a cloth. Various parts of this job may be performed by individual workers in automobile laundry production lines.

## WASHER, MACHINE

Operates one or more washing machines to wash household linens, garments, curtains, drapes, and other articles. Work involves the following: Manipulating valves, switches, and levers to start and stop the machine and to control the amount and temperature of water for the sudsing and rinsing of each batch; mixing and adding soap, bluing, and bleaching solutions; loading and unloading the washing machine, if not done by loaders or unloaders (pullers). May make minor repairs to washing machine.

## WATCHMAN

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

## WRAPPER, BUNDLE

Wraps packages or finished products, or packs articles, goods, or materials and secures the package or box with twine, ribbon, gummed tape, or paste. May segregate articles according to size or type, or according to customer's order and inspect articles for defects before wrapping.

## WELDER, HAND

Fuses (welds) metal objects together by means of an oxyacetylene torch or arc welding apparatus in the fabrication of metal shapes and in repairing broken or cracked metal objects. In addition to performing hand welding or brazing operation, the welder may also lay out guide lines or marks on metal parts and may cut metal with a cutting torch.

Class A—Performs welding operations requiring most of the following: Planning and laying out of work from drawings, blueprints, or other written specifications; knowledge of welding properties of a variety of metals and alloys; setting up work and determining operation sequence; welding high pressure vessels or other objects involving critical safety and load requirements; working from a variety of positions.

Class B—Performs welding operations on repetitive work, where no critical safety and load requirements are involved; where the work calls mainly for one-position welding; and where the layout and planning of the work are performed by others.

☆ U. S. GOVERNMENT PRINTING OFFICE : 1959 O - 523872

## Occupational Wage Surveys

Occupational wage surveys were conducted in 21 major labor markets during late 1958 and early 1959. These bulletins, numbered 1240-1 through 1240-21, may be purchased from the Superintendent of Documents, U. S. 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
Los Angeles-Long Beach, Calif., March 1959 – BLS Bull. 1240-15, price 25 cents
Milwaukee, Wis., April 1959 – BLS Bull. 1240-16, price 20 cents
New York, N.Y., April 1959 – BLS Bull. 1240-17, price 25 cents
Chicago, Ill., April 1959 – BLS Bull. 1240-18, price 25 cents
Atlanta, Ga., May 1959 – BLS Bull. 1240-19, price 20 cents
Portland, Oreg., April 1959 – BLS Bull. 1240-20, price 20 cents