

Occupational Wage Survey

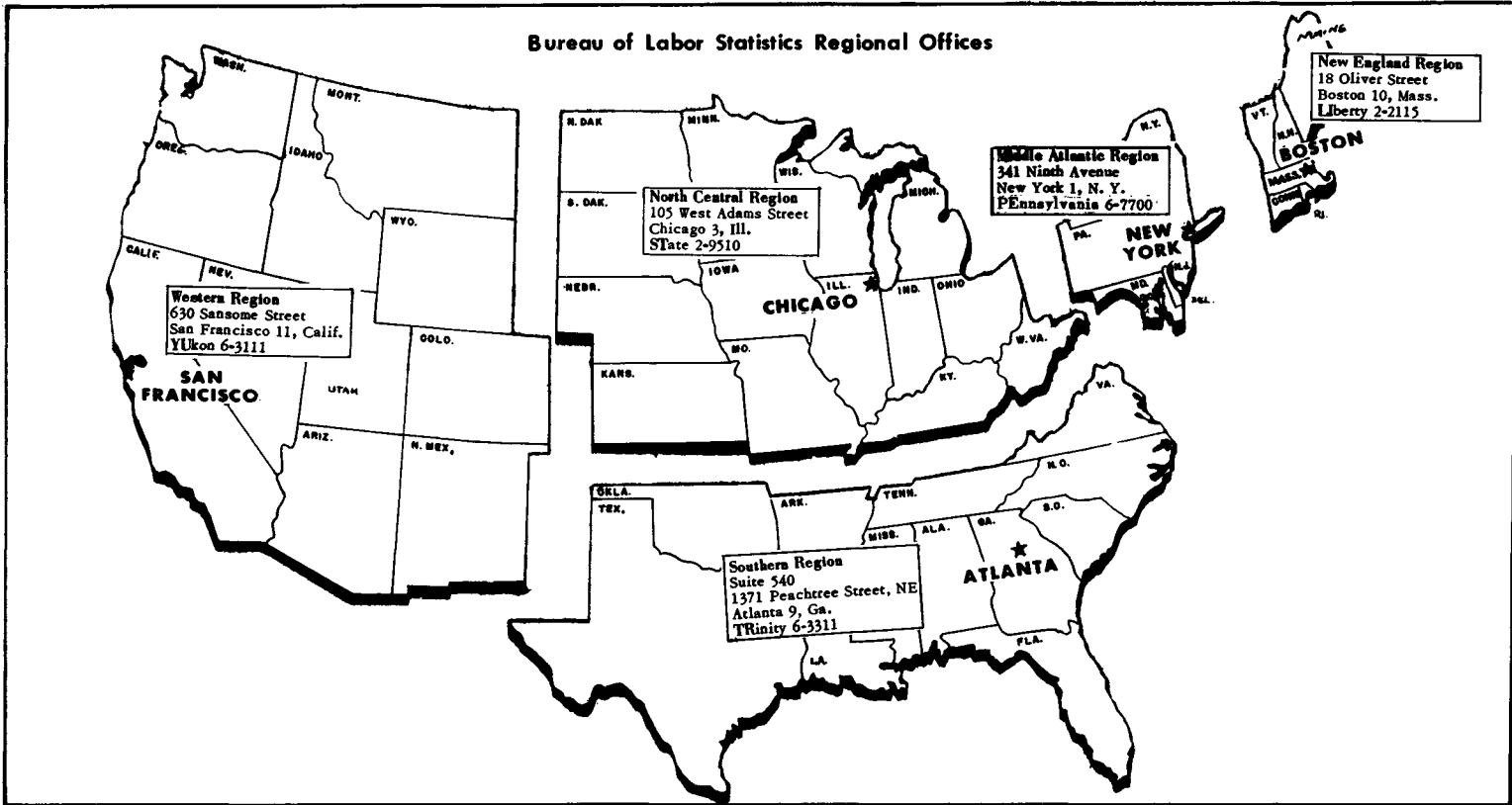
NEWARK AND JERSEY CITY, NEW JERSEY

FEBRUARY 1961

Bulletin No. 1285-40

UNITED STATES DEPARTMENT OF LABOR
Arthur J. Goldberg, Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner



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Preface

The Community Wage Survey Program

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

This report was prepared in the Bureau's regional office in New York, N. Y., by Elliott A. Browar, under the direction of Frederick W. Muller, Assistant Regional Director for Wages and Industrial Relations.

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* NOTE: Similar tabulations are available in the Newark and Jersey City area reports for November 1951 and 1952, December 1953, 1954, 1955, 1957, 1958, and February 1960. Most of the reports also include data on establishment practices and supplementary wage provisions. A directory indicating date of study and the price of the reports, as well as reports for other major areas, is available upon request.

Current reports on occupational earnings and supplementary wage practices in the Newark and Jersey City area are also available for hotels (March 1960), fluid milk (April 1960), power laundries and dry cleaners (April 1960), banking (May 1960), nonferrous foundries (May 1960), and women's and misses' dresses (August 1960). Union scales, indicative of prevailing pay levels, are available for the following trades or industries: Building construction, printing, local-transit operating employees, and motortruck drivers and helpers.

Occupational Wage Survey—Newark and Jersey City, N.J.

Introduction

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

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

In each area, data are obtained from representative establishments within six broad industry divisions: Manufacturing; transportation,¹ communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies 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. Wherever possible, separate tabulations are provided for each of the broad industry divisions.

These surveys are conducted on a sample basis because of the unnecessary cost involved in surveying all establishments. To obtain appropriate accuracy at minimum cost, a greater proportion of large than of small establishments is studied. In combining the data, however, all establishments are given their appropriate weight. Estimates based on the establishments studied are presented, therefore, as relating to all establishments in the industry grouping and area, except for those below the minimum size studied.

Occupations and Earnings

The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries. Occupational classification is based on a uniform set of job descriptions designed to

take account of interestablishment variation in duties within the same job. (See appendix for listing of these descriptions.) Earnings data are presented (in the A-series tables) for the following types of occupations: (a) Office clerical; (b) professional and technical; (c) maintenance and powerplant; and (d) custodial and material movement.

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

Average earnings of men and women are presented separately for selected occupations in which both sexes are commonly employed. Differences in pay levels of men and women in these occupations are largely due to (1) differences in the distribution of the sexes among industries and establishments; (2) differences in specific duties performed, although the occupations are appropriately classified within the same survey job description; and (3) differences in length of service or merit review when individual salaries are adjusted on this basis. Longer average service of men would result in higher average pay when both sexes are employed within the same rate range. Job descriptions used in classifying employees in these surveys are usually more generalized than those used in individual establishments to allow for minor differences among establishments in specific duties performed.

Occupational employment estimates represent the total in all establishments within the scope of the study and not the number actually surveyed. Because of differences in occupational structure among establishments, the estimates of occupational employment obtained from the sample of establishments studied serve only to indicate the relative importance of the jobs studied. These differences in occupational structure do not materially affect the accuracy of the earnings data.

¹ Railroads, formerly excluded from the scope of these studies, were included in all of the areas studied since July 1959, except Baltimore (September 1959 and December 1960), Buffalo (October 1959), Cleveland (September 1959), and Seattle (August 1959).

Table 1. Establishments and workers within scope of survey and number studied in Newark and Jersey City, N. J., ¹ by major industry division, ² February 1961

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments	
		Within scope of study ³	Studied	Within scope of study ³	Studied
All divisions -----	-	1,144	263	407,200	230,640
Manufacturing -----	100	608	132	248,300	127,980
Nonmanufacturing -----	-	536	131	158,900	102,660
Transportation, communication, and other public utilities ⁴ -----	100	74	22	49,400	37,190
Wholesale trade -----	50	184	34	20,100	5,720
Retail trade (except limited-price variety stores) -----	100	46	19	26,500	19,870
Finance, insurance, and real estate -----	50	94	27	29,200	19,770
Services ^{5, 6} -----	50	138	29	33,700	20,110

¹ The Newark and Jersey City Metropolitan Areas (Essex, Morris, Union, and Hudson Counties). The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other area employment indexes to measure employment trends or levels since (1) planning of wage surveys requires the use of establishment data compiled considerably in advance of the payroll 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 the Bureau's labor market wage surveys conducted prior to July 1958) 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 Taxicabs and services incidental to water transportation were excluded.

⁵ Hotels; personal services; business services; automobile repair shops; motion pictures; nonprofit membership organizations; and engineering and architectural services.

⁶ This industry division is represented in estimates for "all industries" and "nonmanufacturing" in the series A tables. Separate presentation of data for this division is not made for one or more of the following reasons: (1) Employment in the division is too small to provide enough data to merit separate study, (2) the sample was not designed initially to permit separate presentation, (3) response was insufficient or inadequate to permit separate presentation, (4) there is possibility of disclosure of individual establishment data.

Table 2. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in Newark and Jersey City, N. J., February 1961 and February 1960, and percents of increase for selected periods

Industry and occupational group	Indexes (November 1952 = 100)		Percent changes from—						
	February 1961	February 1960	February 1960 to February 1961	December 1958 to February 1960	December 1957 to December 1958	December 1955 to December 1957	December 1954 to December 1955	December 1953 to December 1954	November 1952 to December 1953
All industries:									
Office clerical (women) -----	139.1	135.6	2.6	4.9	3.5	9.6	3.8	3.9	5.7
Industrial nurses (women) -----	142.6	136.6	4.4	3.4	4.7	13.4	1.4	4.3	5.2
Skilled maintenance (men) -----	142.0	137.4	3.4	3.8	3.9	10.4	5.4	3.7	5.6
Unskilled plant (men) -----	144.3	138.9	3.9	3.0	5.0	8.6	6.0	4.2	7.1
Manufacturing:									
Office clerical (women) -----	139.9	136.1	2.8	3.1	4.6	10.8	3.8	3.7	5.9
Industrial nurses (women) -----	142.6	136.6	4.4	3.4	4.7	13.4	1.4	4.3	5.2
Skilled maintenance (men) -----	142.3	137.4	3.6	3.9	3.6	10.3	5.8	3.7	5.5
Unskilled plant (men) -----	150.7	144.5	4.3	3.5	5.6	10.1	6.9	4.1	7.8

Wage Trends for Selected Occupational Groups

Presented in table 2 are indexes of salaries of office clerical workers and industrial nurses, and of average earnings of selected plant worker groups. In areas which were not surveyed during the fiscal 1953 base year (July 1952 to June 1953) this table is limited to percents of change between selected periods.

For office clerical workers and industrial nurses, the indexes relate to average weekly salaries for normal hours of work, that is, the standard work schedule for which straight-time salaries are paid. For plant worker groups, they measure changes in straight-time hourly earnings, excluding premium pay for overtime and for work on week-ends, holidays, and late shifts. The indexes are based on data for selected key occupations and include most of the numerically important jobs within each group. The office clerical data are based on women in the following 18 jobs: Billers, machine (billing machine); bookkeeping-machine operators, class A and B; Comptometer operators; clerks, file, class A and B; clerks, order; clerks, payroll; keypunch operators; office girls; secretaries; stenographers, general; switchboard operators; switchboard operator-receptionists; tabulating-machine operators; transcribing-machine operators, general; and typists, class A and B. The industrial nurse data are based on women industrial nurses. Men in the following 10 skilled maintenance jobs and 3 unskilled jobs were included in the plant worker data: Skilled—carpenters; electricians; machinists; mechanics; mechanics, automotive; millwrights; painters; pipefitters; sheet-metal workers; and tool and die makers; unskilled—janitors, porters, and cleaners; laborers, material handling; and watchmen.

Average weekly salaries or average hourly earnings were computed for each of the selected occupations. The average salaries or hourly earnings were then multiplied by the average of 1953 and 1954 employment in the job. These weighted earnings for individual occupations were then totaled to obtain an aggregate for each occupational group. Finally, the ratio of these group aggregates for a given year to the aggregate for the base period (survey month, winter 1952-53) was computed and the result multiplied by the base year index (100) to get the index for the given year.

Similar procedures were followed in compiling "percents of change" in areas not surveyed during 1953.

Adjustments have been made where necessary to maintain comparability so that the year-to-year comparisons are based on the same industry and occupational coverage. For example, railroads have been included in the coverage of the surveys only since July 1959. In computing the indexes for the first year in which railroads were included, data relating to railroads were excluded. Indexes for subsequent years include data for railroads.

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

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

Indexes for the period 1953 to 1960 for workers in 20 major labor markets will appear in BLS Bull. 1265-62, Wages and Related Benefits, 60 Labor Markets, Winter 1959-60.

A: Occupational Earnings

Table A-1. Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 1961)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																			
		Weekly hours (Standard)	Weekly earnings ¹ (Standard)	\$ 35.00 and under	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 120.00 and over	
<u>Men</u>																							
Clerks, accounting, class A	472	38.0	\$101.00	-	-	-	7	1	10	13	15	16	44	41	34	57	33	45	53	18	85		
Manufacturing	223	39.0	101.50	-	-	-	-	-	-	-	-	8	5	21	9	26	39	25	19	27	7	37	
Nonmanufacturing	249	37.5	100.00	-	-	-	7	1	10	13	7	11	23	32	8	18	8	26	26	11	48		
Public utilities ²	51	36.0	97.00	-	-	-	-	-	1	-	3	2	8	7	5	2	3	4	10	3	3		
Wholesale trade	84	38.5	119.00	-	-	-	-	-	-	-	-	-	3	13	-	8	2	3	13	3	39		
Finance ⁴	74	36.0	87.50	-	-	-	7	1	7	4	2	8	6	8	2	4	2	18	1	-	4		
Clerks, accounting, class B	266	39.0	94.00	-	-	-	7	3	5	8	10	36	10	35	22	13	11	16	88	2	-		
Manufacturing	114	39.0	90.50	-	-	-	1	-	3	1	6	16	8	22	15	12	8	8	12	2	-		
Nonmanufacturing	152	39.0	97.00	-	-	-	6	3	2	7	4	20	2	13	7	1	3	8	76	-	-		
Clerks, file, class B	75	37.5	64.00	-	8	-	9	14	19	5	2	10	1	4	1	2	-	-	-	-	-	-	
Nonmanufacturing	61	37.5	63.00	-	8	-	9	13	9	5	2	10	-	3	-	2	-	-	-	-	-	-	
Clerks, order	249	38.0	92.00	-	-	-	-	-	8	1	18	23	11	36	20	59	33	13	17	8	2		
Manufacturing	98	37.5	93.00	-	-	-	-	-	-	1	1	14	2	2	20	40	8	9	-	-	-		
Nonmanufacturing	151	38.5	91.50	-	-	-	-	-	7	-	17	9	9	34	-	19	25	4	17	8	2		
Wholesale trade	123	38.5	93.00	-	-	-	-	-	-	-	17	9	9	25	-	8	25	4	16	8	2		
Clerks, payroll	107	39.0	99.00	-	-	-	-	-	-	1	-	6	7	18	10	7	23	12	12	7	4		
Manufacturing	80	38.5	97.50	-	-	-	-	-	-	-	-	4	7	17	3	7	16	10	10	6	-		
Office boys	472	37.5	59.00	12	6	55	131	78	57	48	25	16	31	9	4	-	-	-	-	-	-	-	
Manufacturing	188	38.5	59.00	12	5	18	22	48	31	25	7	4	6	8	2	-	-	-	-	-	-	-	
Nonmanufacturing	284	37.5	59.00	-	1	37	109	30	26	23	18	12	25	1	2	-	-	-	-	-	-	-	
Public utilities ²	43	37.0	72.00	-	-	-	9	1	5	1	2	7	18	-	-	-	-	-	-	-	-	-	
Finance ⁴	159	37.0	56.50	-	-	15	75	20	21	16	2	5	5	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class A	212	38.5	98.50	-	-	-	-	-	-	-	2	7	42	35	25	31	6	14	11	5	34		
Manufacturing	77	39.5	101.00	-	-	-	-	-	-	-	-	-	13	21	7	4	1	11	2	5	13		
Nonmanufacturing	135	38.0	97.00	-	-	-	-	-	-	-	2	7	29	14	18	27	5	3	9	-	21		
Tabulating-machine operators, class B	331	37.5	87.00	-	-	-	5	1	12	14	38	49	40	57	24	19	23	12	15	14	8		
Manufacturing	116	38.5	94.50	-	-	-	-	-	-	-	9	9	19	17	10	9	14	7	5	9	8		
Nonmanufacturing	215	37.0	83.00	-	-	-	5	1	12	14	29	40	21	40	14	10	9	5	10	5	-		
Public utilities ²	25	36.5	97.50	-	-	-	-	-	-	1	-	2	1	6	2	1	-	3	8	1	-		
Finance ⁴	149	36.5	78.50	-	-	-	5	1	12	9	20	34	18	32	11	6	1	-	-	-	-		
Tabulating-machine operators, class C	212	38.5	73.00	-	-	-	9	25	35	18	57	21	10	5	18	4	6	4	-	-	-		
Manufacturing	111	39.5	74.50	-	-	-	-	-	28	6	46	14	1	-	5	4	3	4	-	-	-		
Nonmanufacturing	101	37.5	71.50	-	-	-	9	25	7	12	11	7	9	5	13	-	3	-	-	-	-		
Finance ⁴	60	36.5	68.00	-	-	-	1	23	6	9	5	3	6	3	4	-	-	-	-	-	-		

See footnotes at end of table.

NOTE: Estimates for all industries, nonmanufacturing, and public utilities include data for railroads (SIC 40), omitted from the scope of all labor market wage surveys made before July 1959. Where significant, the effect of the inclusion of railroads is greatest on the data shown separately for the public utilities division.

Table A-1. Office Occupations—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 1961)

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	105.00 110.00	110.00 115.00	115.00 120.00	120.00 and over
<u>Women</u>																					
Billers, machine (billing machine)	303	37.5	\$68.50	-	-	2	14	65	56	17	66	30	27	11	7	6	2	-	-	-	-
Manufacturing	182	37.5	66.00	-	-	2	2	52	54	4	47	4	12	4	-	3	-	-	-	-	-
Nonmanufacturing	121	38.0	72.50	-	-	2	12	13	2	13	19	26	15	7	7	3	2	-	-	-	-
Public utilities ²	40	38.0	79.00	-	-	-	-	2	-	11	3	1	10	7	4	2	-	-	-	-	-
Wholesale trade	53	38.0	74.00	-	-	-	-	9	-	-	12	21	5	-	3	1	2	-	-	-	-
Billers, machine (bookkeeping machine)	173	38.5	66.00	-	-	13	22	18	34	34	9	20	3	13	7	-	-	-	-	-	-
Manufacturing	83	37.5	68.00	-	-	-	7	8	19	21	5	14	2	-	7	-	-	-	-	-	-
Nonmanufacturing	90	39.5	63.50	-	-	13	15	10	15	13	4	6	1	13	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A	218	37.5	77.00	-	-	-	-	11	6	26	35	51	12	12	10	-	-	2	-	-	-
Manufacturing	131	38.5	80.00	-	-	-	-	1	9	18	39	35	9	8	10	-	2	-	-	-	-
Nonmanufacturing	87	36.0	73.00	-	-	-	-	11	5	17	17	14	16	3	4	-	-	-	-	-	-
Bookkeeping-machine operators, class B	822	37.0	67.00	-	5	36	95	118	120	145	77	117	33	35	18	13	7	3	-	-	-
Manufacturing	261	38.0	73.00	-	-	-	15	44	20	30	20	54	13	33	13	12	7	-	-	-	-
Nonmanufacturing	561	36.5	64.00	-	5	36	80	74	100	115	57	63	20	2	5	1	-	3	-	-	-
Wholesale trade	110	38.0	68.00	-	-	-	4	10	17	37	9	24	9	-	-	-	-	-	-	-	-
Finance ⁴	381	36.0	61.00	-	5	35	73	59	74	74	41	16	1	1	2	-	-	-	-	-	-
Clerks, accounting, class A	682	38.0	89.00	-	-	-	1	22	36	38	56	75	69	37	69	100	61	43	43	11	21
Manufacturing	374	38.5	92.00	-	-	-	-	-	3	18	36	31	40	16	46	83	45	13	26	4	13
Nonmanufacturing	308	37.5	85.00	-	-	-	1	22	33	20	20	44	29	21	23	17	16	30	17	7	8
Public utilities ²	56	37.5	94.00	-	-	-	-	-	-	-	20	-	-	3	-	15	3	1	14	-	-
Finance ⁴	150	37.0	73.50	-	-	-	1	22	32	19	18	16	14	8	7	-	2	11	-	-	-
Clerks, accounting, class B	1,230	37.5	69.50	-	3	39	130	121	202	151	205	124	90	69	55	12	15	9	4	1	-
Manufacturing	535	38.5	73.00	-	-	-	16	26	96	88	83	95	59	38	8	7	10	6	3	-	-
Nonmanufacturing	695	36.5	67.00	-	3	39	114	95	106	63	122	29	31	31	47	5	5	3	1	1	-
Wholesale trade	50	37.0	71.00	-	-	-	4	8	-	8	14	10	-	3	-	2	1	-	-	-	-
Retail trade ⁶	159	38.0	68.50	-	3	10	15	16	39	12	17	9	8	12	7	5	2	2	1	1	-
Finance ⁴	187	36.5	64.00	-	-	15	44	38	20	23	10	6	2	14	15	-	-	-	-	-	-
Clerks, file, class A	323	38.0	69.00	-	16	16	29	36	58	47	10	13	30	33	2	16	7	7	1	2	-
Manufacturing	97	39.0	74.00	-	-	-	3	7	25	20	3	4	6	17	-	6	-	4	-	2	-
Nonmanufacturing	226	38.0	67.00	-	16	16	26	29	33	27	7	9	24	16	2	10	7	3	1	-	-
Public utilities ²	31	38.5	72.00	-	-	-	7	6	-	1	-	7	-	7	-	2	1	-	-	-	-
Finance ⁴	140	37.0	61.50	-	16	16	19	20	25	15	7	2	6	4	-	6	2	2	-	-	-
Clerks, file, class B	1,244	38.0	55.50	10	77	144	459	248	145	57	37	30	15	18	3	-	1	-	-	-	-
Manufacturing	254	39.0	63.00	-	-	18	43	40	63	37	10	12	12	18	-	-	1	-	-	-	-
Nonmanufacturing	990	37.5	53.50	10	77	126	416	208	82	20	27	18	3	-	3	-	-	-	-	-	-
Wholesale trade	70	39.0	54.50	-	-	14	41	-	9	-	-	3	-	-	-	-	-	-	-	-	-
Finance ⁴	761	37.0	52.50	10	68	97	337	165	67	11	3	3	-	-	-	-	-	-	-	-	-
Clerks, order	486	38.5	69.50	-	4	20	56	36	60	76	33	98	52	23	10	3	15	-	-	-	-
Manufacturing	290	38.0	73.50	-	-	-	9	17	42	38	24	80	44	23	10	3	-	-	-	-	-
Nonmanufacturing	196	38.5	64.00	-	4	20	47	19	18	38	9	18	8	-	-	-	15	-	-	-	-
Wholesale trade	121	38.5	69.50	-	-	-	24	10	12	36	8	12	4	-	-	-	15	-	-	-	-
Retail trade ⁶	68	39.0	53.00	-	4	20	23	9	6	2	1	2	1	-	-	-	-	-	-	-	-
Clerks, payroll	856	38.0	78.50	-	-	2	27	57	94	84	94	129	90	96	50	34	21	36	9	18	15
Manufacturing	641	38.5	78.00	-	-	-	15	45	79	60	79	103	56	59	45	30	13	32	8	9	8
Nonmanufacturing	215	37.5	80.50	-	-	2	12	12	15	24	15	26	34	37	5	4	8	4	1	9	7
Public utilities ²	27	36.5	67.50	-	-	-	2	4	8	7	-	1	4	-	-	-	-	-	-	-	-

See footnotes at end of table.

Table A-1. Office Occupations—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 1961)

Sex, occupation, and industry division	Number of workers	Averages		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 35.00 and under 40.00	\$ 40.00 - 45.00	\$ 45.00 - 50.00	\$ 50.00 - 55.00	\$ 55.00 - 60.00	\$ 60.00 - 65.00	\$ 65.00 - 70.00	\$ 70.00 - 75.00	\$ 75.00 - 80.00	\$ 80.00 - 85.00	\$ 85.00 - 90.00	\$ 90.00 - 95.00	\$ 95.00 - 100.00	\$ 100.00 - 105.00	\$ 105.00 - 110.00	\$ 110.00 - 115.00	\$ 115.00 - 120.00	\$ 120.00 and over
<u>Women—Continued</u>																					
Comptometer operators	699	37.5	\$ 76.50	-	-	8	16	43	54	99	87	147	79	63	33	25	20	19	4	2	-
Manufacturing	315	37.5	77.00	-	-	-	3	18	21	42	49	81	36	27	8	8	8	14	-	-	-
Nonmanufacturing	384	37.0	76.50	-	-	8	13	25	33	57	38	66	43	36	25	17	12	5	4	2	-
Public utilities ²	49	35.0	75.00	-	-	-	6	3	-	10	8	9	2	1	5	4	1	-	-	-	-
Wholesale trade	67	39.5	92.00	-	-	-	-	-	-	3	-	1	18	11	8	6	10	4	4	2	-
Retail trade ⁶	170	37.0	74.00	-	-	2	7	6	19	35	20	40	5	18	11	6	1	-	-	-	-
Finance ⁴	72	36.0	70.50	-	-	-	-	16	13	9	10	7	13	1	1	1	-	1	-	-	-
Duplicating-machine operators (Mimeograph or Ditto)	76	38.0	64.00	-	3	-	30	6	11	4	5	1	1	10	3	2	-	-	-	-	-
Keypunch operators	1,458	38.0	69.00	-	-	46	181	171	159	203	265	160	102	59	46	39	13	14	-	-	-
Manufacturing	661	39.0	72.50	-	-	32	31	83	42	69	129	81	59	43	40	32	10	10	-	-	-
Nonmanufacturing	797	36.5	66.50	-	-	14	150	88	117	134	136	79	43	16	6	7	3	4	-	-	-
Wholesale trade	50	39.0	81.00	-	-	-	-	-	4	8	12	4	10	6	-	2	4	-	-	-	-
Retail trade ⁶	80	38.5	68.00	-	-	-	4	7	9	17	30	9	4	-	-	-	-	-	-	-	-
Finance ⁴	375	36.5	66.00	-	-	2	54	43	71	86	51	57	11	-	-	-	-	-	-	-	-
Office girls	338	38.0	59.00	-	-	8	117	84	41	63	21	-	3	1	-	-	-	-	-	-	-
Nonmanufacturing	301	37.5	58.50	-	-	8	104	83	36	47	21	-	2	-	-	-	-	-	-	-	-
Finance ⁴	136	37.0	54.50	-	-	5	95	22	1	10	2	-	1	-	-	-	-	-	-	-	-
Secretaries	4,331	38.0	92.00	-	-	-	33	41	106	144	268	378	457	600	516	526	342	293	188	175	264
Manufacturing	2,413	38.5	93.00	-	-	-	28	9	37	70	136	216	223	331	317	281	200	195	109	112	149
Nonmanufacturing	1,918	37.5	91.00	-	-	-	5	32	69	74	132	162	234	269	199	245	142	98	79	63	115
Public utilities ²	306	37.0	96.00	-	-	-	-	-	-	3	15	18	25	36	57	73	17	19	11	12	20
Wholesale trade	228	38.5	92.50	-	-	-	-	-	-	22	17	45	40	18	8	19	32	2	10	15	-
Retail trade ⁶	86	39.0	82.00	-	-	-	2	10	4	5	9	10	5	8	7	10	2	5	7	1	1
Finance ⁴	740	36.5	83.00	-	-	-	3	22	62	59	81	87	121	120	34	77	12	7	24	19	12
Stenographers, general	2,440	38.0	75.50	-	-	30	60	163	196	394	377	369	353	130	145	97	73	27	10	6	10
Manufacturing	1,117	39.0	78.00	-	-	-	-	28	67	184	204	192	190	88	40	63	29	17	3	6	6
Nonmanufacturing	1,323	37.0	73.50	-	-	30	60	135	129	210	173	177	163	42	105	34	44	10	7	-	4
Public utilities ²	327	37.0	75.00	-	-	-	27	38	17	50	49	19	55	4	33	18	12	4	1	-	-
Wholesale trade	191	38.5	78.50	-	-	-	-	14	20	27	3	44	19	9	32	16	1	3	1	-	2
Finance ⁴	454	36.5	65.50	-	-	30	33	80	64	78	75	58	30	3	3	-	-	-	-	-	-
Stenographers, technical	145	38.5	77.50	-	-	-	-	2	18	14	25	33	6	18	26	2	-	1	-	-	-
Nonmanufacturing	102	38.0	77.00	-	-	-	-	2	18	7	19	18	5	13	17	2	-	1	-	-	-
Switchboard operators	687	38.5	75.00	-	10	8	34	54	54	83	102	84	76	76	57	27	16	3	3	-	-
Manufacturing	256	38.5	78.00	-	-	-	7	1	14	33	61	44	29	25	23	14	3	1	1	-	-
Nonmanufacturing	431	38.5	73.00	-	10	8	27	53	40	50	41	40	47	51	34	13	2	2	-	-	-
Public utilities ²	124	39.5	83.50	-	-	-	-	2	-	5	15	12	19	43	24	4	-	-	-	-	-
Wholesale trade	58	38.5	81.50	-	-	-	-	8	-	8	4	3	12	-	8	7	5	1	2	-	-
Retail trade ⁶	57	39.5	61.50	-	-	2	18	15	6	4	4	2	2	2	-	-	2	-	-	-	-
Finance ⁴	119	37.0	66.00	-	2	6	2	18	34	25	13	7	3	4	1	2	1	1	-	-	-

See footnotes at end of table.

Table A-1. Office Occupations—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 1961)

Sex, occupation, and industry division	Number of workers	Averages		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																		
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 35.00 and under	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 20.00 and over
				40.00	45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	and over	
<u>Women—Continued</u>																						
Switchboard operator-receptionists	780	38.0	\$72.00	-	-	-	22	73	67	197	150	100	74	31	26	19	14	7	-	-	-	
Manufacturing	467	38.5	72.00	-	-	-	22	44	56	132	57	68	55	17	10	7	14	7	-	-	-	
Nonmanufacturing	313	38.0	71.50	-	-	-	22	29	11	65	93	32	19	14	16	12	-	-	-	-	-	
Public utilities ¹	33	39.5	73.00	-	-	-	-	-	-	2	15	14	2	-	-	-	-	-	-	-	-	
Wholesale trade	138	38.0	76.50	-	-	-	-	2	-	41	40	8	10	13	16	8	-	-	-	-	-	
Finance ⁴	62	36.5	66.50	-	-	-	10	9	9	10	13	6	5	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class A	131	39.0	93.50	-	-	-	-	-	-	-	-	2	15	69	7	15	7	5	-	-	11	
Tabulating-machine operators, class B	148	38.5	82.50	-	-	-	-	-	10	5	28	26	30	13	10	7	10	-	3	4	2	
Manufacturing	101	39.5	82.00	-	-	-	-	-	9	1	21	19	22	4	6	3	9	-	3	3	1	
Tabulating-machine operators, class C	265	36.0	67.00	-	-	1	42	37	43	36	76	11	4	6	3	-	2	4	-	-	-	
Transcribing-machine operators, general	537	38.5	66.50	-	8	30	32	85	81	71	68	100	39	20	-	-	1	2	-	-	-	
Manufacturing	241	39.0	69.50	-	-	-	-	34	35	47	46	53	19	4	-	-	1	2	-	-	-	
Nonmanufacturing	296	38.0	64.50	-	8	30	32	51	46	24	22	47	20	16	-	-	-	-	-	-	-	
Finance ⁴	232	37.0	62.00	-	8	30	25	39	44	23	22	33	7	1	-	-	-	-	-	-	-	
Typists, class A	1,181	38.5	72.50	-	-	9	16	111	154	211	258	105	171	58	57	18	10	3	-	-	-	
Manufacturing	688	39.5	74.50	-	-	-	-	34	57	111	201	71	118	43	38	8	5	2	-	-	-	
Nonmanufacturing	493	38.0	69.50	-	-	9	16	77	97	100	57	34	53	15	19	10	5	1	-	-	-	
Wholesale trade	82	39.0	73.50	-	-	-	-	25	9	13	-	3	1	13	11	7	-	-	-	-	-	
Finance ⁴	234	37.0	63.50	-	-	8	16	42	77	49	36	3	-	-	-	3	-	-	-	-	-	
Typists, class B	2,589	37.5	61.50	6	102	204	389	455	531	359	257	154	54	33	11	31	3	-	-	-	-	
Manufacturing	910	39.0	65.50	-	-	41	52	166	215	175	123	51	28	30	7	20	2	-	-	-	-	
Nonmanufacturing	1,679	37.0	59.50	6	102	163	337	289	316	184	134	103	26	3	4	11	1	-	-	-	-	
Public utilities ²	265	37.5	68.00	-	-	-	23	21	63	20	77	55	3	-	2	-	1	-	-	-	-	
Wholesale trade	156	38.5	64.50	-	8	4	16	26	21	37	17	7	8	2	-	10	-	-	-	-	-	
Retail trade ⁶	74	39.0	58.50	-	2	6	14	31	4	9	4	-	2	-	2	-	-	-	-	-	-	
Finance ⁴	1,007	37.0	55.50	6	92	153	278	177	175	92	21	12	1	-	-	-	-	-	-	-	-	

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² Transportation, communication, and other public utilities.³ Workers were distributed as follows: 8 at \$120 to \$130; 17 at \$130 to \$140; 4 at \$140 to \$150; 6 at \$150 to \$160; 4 at \$160 and over.⁴ Finance, insurance, and real estate.⁵ Workers were distributed as follows: 21 at \$120 to \$130; 8 at \$130 to \$140; 5 at \$140 and over.⁶ Excludes limited-price variety stores.

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, Newark and Jersey City, N. J., February 1961)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																							
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 60.00 and under	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 145.00	\$ 150.00	\$ 155.00	\$ 160.00	\$ 165.00 and over		
Men																											
Draftsmen, leader -----	220	39.5	\$145.00	-	-	-	-	-	-	-	-	-	-	-	-	-	8	65	15	7	14	16	29	19	15	² 32	
Manufacturing -----	170	39.0	142.00	-	-	-	-	-	-	-	-	-	-	-	-	-	8	65	14	6	11	8	18	9	4	27	
Nonmanufacturing -----	50	40.0	154.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	3	8	11	10	11	5	
Draftsmen, senior -----	1,081	39.5	123.50	-	-	-	-	6	2	8	27	82	166	56	90	200	78	60	121	37	45	29	54	16	4		
Manufacturing -----	815	39.5	120.00	-	-	-	-	6	2	3	27	77	156	46	73	170	43	36	97	19	25	15	10	7	3		
Nonmanufacturing -----	266	39.5	134.50	-	-	-	-	-	-	5	-	5	10	10	17	30	35	24	24	18	20	14	44	9	1		
Draftsmen, junior -----	856	39.5	89.50	15	32	47	71	91	227	97	115	42	45	27	24	14	5	4	-	-	-	-	-	-	-	-	
Manufacturing -----	654	39.5	89.50	11	13	20	52	77	206	70	82	37	45	20	19	2	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	202	39.0	89.50	4	19	27	19	14	21	27	33	5	-	7	5	12	5	4	-	-	-	-	-	-	-	-	
Tracers -----	125	39.0	73.00	³ 1	12	92	12	-	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Women																											
Nurses, industrial (registered) -----	321	39.0	95.50	-	17	10	32	20	37	41	39	24	36	35	20	4	2	3	1	-	-	-	-	-	-	-	
Manufacturing -----	264	39.5	95.50	-	16	7	28	14	29	34	30	19	33	28	19	3	1	2	1	-	-	-	-	-	-	-	
Nonmanufacturing -----	57	38.0	95.00	-	1	3	4	6	8	7	9	5	3	7	1	1	1	1	-	-	-	-	-	-	-	-	

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² Workers were distributed as follows: 17 at \$ 165 to \$ 170; 13 at \$ 175 to \$ 180; 2 at \$ 180 to \$ 185.³ 1 worker at \$ 55 to \$ 60.

NOTE: See note on p. 4, relative to the inclusion of railroads.

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, Newark and Jersey City, N. J., February 1961)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																											
			Under \$1.80	\$1.80 and under 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 3.60	\$3.60 3.70	\$3.70 3.80	\$3.80 3.90	\$3.90 4.00	\$4.00 4.10	\$4.10 4.20	\$4.20 and over		
Carpenters, maintenance	633	\$2.88	-	4	-	1	3	11	33	68	101	45	31	40	25	110	33	10	81	3	-	1	10	-	-	1	-	-	22	
Manufacturing	463	2.86	-	-	-	3	3	32	45	51	43	29	32	25	79	29	10	81	-	-	1	-	-	-	-	-	-	-		
Nonmanufacturing	170	2.94	-	4	-	1	-	8	1	23	50	2	2	8	-	31	4	-	-	3	-	-	10	-	-	1	-	22		
Public utilities ³	109	2.69	-	-	-	-	-	-	-	23	50	2	1	-	-	30	-	-	-	3	-	-	-	-	-	-	-	-		
Electricians, maintenance	1,242	3.03	-	-	-	7	13	13	19	36	79	99	86	127	78	157	198	127	59	55	5	1	-	-	6	1	24	52		
Manufacturing	1,069	3.02	-	-	-	6	9	6	19	36	78	68	84	90	74	152	193	125	59	-	5	1	-	-	6	1	24	33		
Nonmanufacturing	173	3.13	-	-	-	1	4	7	-	-	1	31	2	37	4	5	5	2	-	55	-	-	-	-	-	-	-	19		
Public utilities ³	109	3.09	-	-	-	-	-	-	-	-	1	31	1	14	-	5	-	2	-	55	-	-	-	-	-	-	-	-		
Engineers, stationary	760	3.18	3	12	4	1	5	29	6	34	26	18	59	38	30	59	92	99	10	43	15	4	48	4	40	18	3	60		
Manufacturing	559	3.21	-	-	-	-	5	21	-	32	19	17	52	18	20	35	89	97	4	1	9	-	40	-	40	-	-	60		
Nonmanufacturing	201	3.09	3	12	4	1	-	8	6	2	7	1	7	20	10	24	3	2	6	42	6	4	8	4	-	18	3	-		
Public utilities ³	100	3.13	-	-	-	1	-	1	-	2	7	1	4	6	7	23	-	6	42	-	-	-	-	-	-	-	-	-		
Firemen, stationary boiler	576	2.63	8	19	5	30	84	66	22	73	29	38	15	42	32	8	-	-	2	47	-	-	-	18	37	1	-			
Manufacturing	444	2.64	3	7	1	20	77	65	10	54	13	35	15	29	32	8	-	-	2	40	-	-	-	35	-	-	-			
Nonmanufacturing	132	2.62	5	12	4	10	7	1	12	19	16	3	-	13	-	-	-	-	2	7	-	-	-	18	2	1	-			
Public utilities ³	61	2.65	-	-	-	-	-	-	-	12	17	9	3	-	13	-	-	-	-	7	-	-	-	-	-	-	-	-		
Helpers, trades, maintenance	716	2.24	31	48	52	76	93	78	114	125	36	47	-	8	6	-	-	-	-	2	-	-	-	-	-	-	-			
Manufacturing	406	2.24	15	16	33	56	69	58	60	30	20	41	-	-	6	-	-	-	-	2	-	-	-	-	-	-	-			
Nonmanufacturing	310	2.24	16	32	19	20	24	20	54	95	16	6	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-			
Machine-tool operators, toolroom	581	3.00	-	-	3	3	3	16	31	-	13	54	9	21	23	128	107	148	12	2	-	-	8	-	-	-	-			
Manufacturing	581	3.00	-	-	3	3	3	16	31	-	13	54	9	21	23	128	107	148	12	2	-	-	8	-	-	-	-			
Machinists, maintenance	1,751	3.03	-	-	-	-	6	69	47	197	100	115	54	87	196	328	292	85	34	-	-	2	134	-	2	2	1			
Manufacturing	1,692	3.02	-	-	-	-	6	69	47	190	90	115	51	85	196	327	291	83	1	-	-	2	134	-	2	2	1			
Nonmanufacturing	59	3.13	-	-	-	-	-	-	-	7	10	-	3	2	-	1	1	2	33	-	-	-	-	-	-	-	-			
Mechanics, automotive (maintenance)	1,142	2.74	3	3	3	-	-	3	5	227	278	134	153	48	39	66	82	44	48	-	-	-	-	6	-	-	-			
Manufacturing	286	2.94	-	-	-	-	-	-	2	8	28	10	72	34	11	44	11	20	40	-	-	-	6	-	-	-	-			
Nonmanufacturing	856	2.67	3	3	3	-	-	3	3	219	250	124	81	14	28	22	71	24	8	-	-	-	-	-	-	-	-			
Public utilities ³	734	2.65	-	-	-	-	-	-	-	211	242	117	56	12	19	21	40	8	8	-	-	-	-	-	-	-	-			
Wholesale trade	81	2.93	-	-	-	-	-	3	-	8	8	7	-	-	9	-	30	16	-	-	-	-	-	-	-	-	-			
Mechanics, maintenance	1,562	2.97	-	-	18	3	6	89	23	73	43	144	19	163	97	312	219	222	9	9	-	2	7	104	-	-	-			
Manufacturing	1,334	2.97	-	-	9	3	6	89	20	36	43	143	6	150	63	281	216	155	-	9	-	1	7	104	-	-	-			
Nonmanufacturing	228	2.95	-	-	9	-	-	-	3	37	-	1	13	13	34	31	3	67	9	-	-	1	7	-	-	-	-			
Millwrights	313	2.94	-	-	-	-	-	-	8	24	32	13	24	38	5	28	71	67	3	-	-	-	-	-	-	-	-			
Manufacturing	305	2.94	-	-	-	-	-	-	8	24	32	13	23	38	3	28	66	67	3	-	-	-	-	-	-	-	-			

See footnotes at end of table.

Table A-3. Maintenance and Powerplant Occupations—Continued

(Average straight-time hourly earnings for men in selected occupations studied on an area basis by industry division, Newark and Jersey City, N.J., February 1961)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																															
			Under \$1.80	\$1.80 and under 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 3.60	\$3.60 3.70	\$3.70 3.80	\$3.80 3.90	\$3.90 4.00	\$4.00 4.10	\$4.10 4.20	\$4.20 and over						
			Oilers	348	\$2.45	18	5	10	40	29	18	63	54	51	3	10	-	18	-	-	-	-	-	-	-	-	-	-	-	-	-	8	-	21
Manufacturing	324	2.43	15	5	6	40	29	18	55	53	51	3	10	-	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	21	-	-	-	
Painters, maintenance	470	2.72	10	4	9	21	4	6	11	30	70	70	61	38	49	17	10	34	-	8	-	-	-	-	-	-	-	18	-	-	-	-	-	
Manufacturing	333	2.71	4	-	9	-	4	6	11	20	47	70	45	34	34	17	6	26	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	137	2.75	6	4	-	21	-	-	-	10	23	-	16	4	15	-	4	8	-	8	-	-	-	-	-	-	18	-	-	-	-	-		
Public utilities ³	72	2.82	-	-	-	-	-	-	-	9	23	-	9	-	15	-	-	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-		
Pipefitters, maintenance	851	3.04	-	-	-	-	-	-	14	22	36	64	51	93	41	175	89	108	97	17	-	-	-	-	-	-	10	-	34	-	-	-		
Manufacturing	754	3.01	-	-	-	-	-	-	14	22	34	64	51	93	39	175	88	47	97	-	-	-	-	-	-	10	-	20	-	-	-	-		
Plumbers, maintenance	71	2.77	-	-	-	-	-	-	-	-	12	42	8	-	1	-	1	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-		
Sheet-metal workers, maintenance	163	3.02	-	-	-	-	-	-	-	3	4	13	2	12	28	44	24	19	12	-	-	-	-	-	-	-	1	-	-	-	-	1	-	
Manufacturing	157	3.02	-	-	-	-	-	-	-	3	4	12	2	11	25	44	24	19	12	-	-	-	-	-	-	-	1	-	-	-	-	-		
Tool and die makers	1,785	3.10	-	-	-	-	12	18	-	18	45	38	66	106	305	331	119	181	252	217	24	12	41	-	-	-	-	-	-	-	-	-	-	
Manufacturing	1,502	3.09	-	-	-	-	12	18	-	18	45	38	54	89	288	316	28	180	122	217	24	12	41	-	-	-	-	-	-	-	-	-	-	

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.
² Workers were distributed as follows: 17 at \$4.20 to \$4.30; 5 at \$4.30 and over.
³ Transportation, communication, and other public utilities.
⁴ Workers were distributed as follows: 3 at \$4.20 to \$4.30; 13 at \$4.30 to \$4.40; 3 at \$4.40 and over.
⁵ All workers were at \$4.20 to \$4.30.

NOTE: See note on p. 4, relative to the inclusion of railroads.

Table A-4. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N.J., February 1961)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																													
			Under \$1.00	\$1.00 and under 1.10	\$1.10 1.20	\$1.20 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 and over				
			Elevator operators, passenger (men)	204	\$1.83	-	-	4	5	1	3	12	28	10	73	23	15	-	28	-	2	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	170	1.80	-	-	-	3	1	2	12	25	10	73	23	14	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Elevator operators, passenger (women)	170	1.39	35	6	22	7	12	46	12	7	-	-	-	2	-	21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	168	1.39	35	6	22	7	12	46	12	7	-	-	-	-	-	21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴	51	1.27	-	6	16	4	11	4	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Guards	1,946	1.75	-	-	383	375	13	198	44	20	39	18	49	84	136	115	109	156	49	122	11	2	11	9	3	-	-	-	-	-	-	-
Manufacturing	732	2.29	-	-	-	-	-	-	-	12	28	8	40	83	128	96	54	100	49	98	11	2	11	9	3	-	-	-	-	-	-	-
Nonmanufacturing	1,214	1.43	-	-	383	375	13	198	44	8	11	10	9	1	8	19	55	56	-	24	-	-	-	-	-	-	-	-	-	-	-	-

See footnotes at end of table.

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

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 1961)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$1.00	\$1.00 and under 1.10	\$1.10	\$1.20	\$1.30	\$1.40	\$1.50	\$1.60	\$1.70	\$1.80	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40	\$3.40 and over	
Janitors, porters, and cleaners (men)	4,439	\$1.90	55	49	162	189	194	157	177	259	232	394	441	531	412	698	240	83	34	26	26	-	80	-	-	-	-	-	-	-
Manufacturing	2,773	2.04	-	16	51	55	42	69	53	120	121	208	371	273	371	565	214	81	34	23	26	-	80	-	-	-	-	-	-	-
Nonmanufacturing	1,666	1.67	55	33	111	134	152	88	124	139	111	186	70	258	41	133	26	2	-	3	-	-	-	-	-	-	-	-	-	-
Public utilities ⁵	395	2.10	-	-	-	-	-	2	2	15	4	8	17	191	26	121	6	-	-	3	-	-	-	-	-	-	-	-	-	-
Wholesale trade	111	1.91	-	-	-	12	-	19	-	13	6	-	27	11	1	20	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴	198	1.44	-	18	29	35	34	7	5	24	22	4	1	6	4	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ⁶	343	1.70	-	-	2	1	18	29	58	27	50	137	6	13	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (women)	996	1.56	22	18	10	71	89	320	149	40	72	16	45	101	36	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	214	1.82	-	6	-	25	18	1	14	3	7	7	45	45	36	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	782	1.48	22	12	10	46	71	319	135	37	65	9	-	56	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ⁶	392	1.44	-	-	-	20	17	277	75	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Laborers, material handling	8,939	2.39	-	156	47	65	12	129	108	217	153	125	405	409	430	1032	639	2307	1271	267	71	164	4	92	13	4	-	-	819	
Manufacturing	4,735	2.45	-	-	-	9	-	127	48	179	119	110	334	381	355	443	254	813	345	119	56	147	4	56	13	4	-	7819		
Nonmanufacturing	4,204	2.31	-	156	47	56	12	2	60	38	34	15	71	28	75	589	385	1494	926	148	15	17	-	36	-	-	-	-	-	
Public utilities ⁵	2,631	2.43	-	-	-	-	-	-	-	-	6	3	3	3	5	420	207	1112	870	-	2	-	-	-	-	-	-	-	-	-
Wholesale trade	699	2.28	-	-	-	-	-	-	45	36	13	9	45	9	100	158	221	9	6	-	12	-	36	-	-	-	-	-	-	
Retail trade ⁴	716	1.95	-	156	47	56	12	2	-	2	9	3	-	2	2	55	20	151	41	140	13	5	-	-	-	-	-	-	-	-
Order fillers	2,231	2.39	-	-	12	42	21	1	22	5	1	79	55	110	202	142	123	304	436	352	213	34	26	21	28	1	-	1		
Manufacturing	1,120	2.39	-	-	12	18	12	-	6	-	17	32	71	195	59	73	119	122	170	117	20	26	21	28	1	-	1			
Nonmanufacturing	1,111	2.39	-	-	-	24	9	1	16	5	1	62	23	39	7	83	50	185	314	182	96	14	-	-	-	-	-	-	-	
Wholesale trade	460	2.20	-	-	-	24	8	-	9	-	60	22	20	-	80	2	143	84	1	5	2	-	-	-	-	-	-	-	-	
Retail trade ⁴	569	2.57	-	-	-	1	1	1	7	2	1	1	-	-	2	4	42	224	181	91	12	-	-	-	-	-	-	-	-	-
Packers, shipping (men)	1,661	2.08	-	3	26	58	39	75	105	36	114	204	68	81	83	129	105	231	144	90	27	14	4	3	3	6	5	8		
Manufacturing	1,449	2.08	-	-	18	41	37	71	105	36	97	195	60	57	75	110	25	218	144	90	27	14	4	3	3	6	5	8		
Nonmanufacturing	212	2.02	-	3	8	17	2	4	-	-	17	9	8	24	8	19	80	13	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	183	2.10	-	-	-	15	-	3	-	-	16	8	-	24	8	16	80	13	-	-	-	-	-	-	-	-	-	-	-	-
Packers, shipping (women)	321	1.51	-	-	26	70	46	9	42	70	3	25	2	12	2	14	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	159	1.75	-	-	-	-	-	-	33	68	3	25	2	12	2	14	-	-	-	-	-	-	-	-	-	-	-	-	-	
Receiving clerks	562	2.30	-	3	3	3	11	1	3	12	7	38	7	48	77	34	88	99	22	14	44	15	8	2	16	4	-	3		
Manufacturing	316	2.29	-	-	-	-	7	-	1	1	-	18	2	39	76	28	39	34	12	6	39	1	8	2	-	3	-	-		
Nonmanufacturing	246	2.31	-	3	3	3	4	1	2	11	7	20	5	9	1	6	49	65	10	8	5	14	-	-	16	1	-	3		
Retail trade ⁴	106	2.19	-	3	3	3	4	1	2	5	7	4	1	5	1	6	23	2	9	8	5	14	-	-	-	-	-	-	-	
Shipping clerks	392	2.42	-	-	-	-	-	-	9	8	26	25	9	32	17	28	38	39	52	19	3	28	-	-	13	39	-	7		
Manufacturing	283	2.25	-	-	-	-	-	-	7	7	26	25	9	16	16	28	28	39	52	15	3	3	-	-	3	-	4			
Nonmanufacturing	109	2.85	-	-	-	-	-	-	-	1	-	-	-	16	1	-	10	-	-	4	-	25	-	-	10	39	-	3		
Shipping and receiving clerks	488	2.38	-	-	-	4	-	-	-	-	4	42	-	18	31	46	82	50	152	1	24	17	17	-	-	-	-	-	-	
Manufacturing	227	2.39	-	-	-	4	-	-	-	-	-	7	-	9	4	34	44	44	60	-	14	4	3	-	-	-	-	-	-	
Nonmanufacturing	261	2.37	-	-	-	-	-	-	-	-	4	35	-	9	27	12	38	6	92	1	10	13	14	-	-	-	-	-	-	
Wholesale trade	108	2.50	-	-	-	-	-	-	-	-	-	-	-	9	22	4	4	-	36	1	10	12	10	-	-	-	-	-	-	
Truckdrivers ⁸	7,848	2.86	-	-	-	-	6	-	14	23	10	62	110	56	382	293	1037	711	439	867	1758	314	179	239	238	42	1068			
Manufacturing	2,773	3.21	-	-	-	-	-	-	8	9	7	4	50	30	34	45	274	172	86	326	156	196	179	47	40	42	1068			
Nonmanufacturing	5,075	2.67	-	-	-	-	6	-	6	14	3	58	60	26	348	248	763	539	353	541	1602	118	-	192	198	-	-			
Public utilities ⁵	2,930	2.70	-	-	-	-	-	-	-	-	2	-	1	2	2	17	72	486	443	348	309	1248	-	-	-	-	-	-	-	
Wholesale trade	1,281	2.72	-	-	-	-	-	-	-	9	-	36	50	16	25	75	273	80	4	178	34	111	-	192	198	-	-			
Retail trade ⁴	425	2.76	-	-	-	-	6	-	6	-	-	15	-	-	5	2	-	-	16	1	54	320	-	-	-	-	-	-		

See footnotes at end of table.

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

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 1961)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																										
			Under \$ 1.00	\$ 1.00 and under 1.10	\$ 1.10 1.20	\$ 1.20 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 and over	
Truckdrivers: ⁸ —Continued																													
Truckdrivers, light (under 1½ tons) -----	494	\$2.19	-	-	-	-	-	6	-	14	12	3	19	21	14	327	28	36	8	6	-	-	-	-	-	-	-	-	-
Manufacturing -----	77	2.20	-	-	-	-	-	-	-	8	7	-	-	11	12	-	10	16	8	5	-	-	-	-	-	-	-	-	-
Truckdrivers, medium (1½ to and including 4 tons) -----	3,281	2.83	-	-	-	-	-	-	-	-	-	7	7	68	42	21	142	945	490	399	472	-	114	-	16	16	-	542	
Manufacturing -----	1,339	3.28	-	-	-	-	-	-	-	-	-	7	4	36	18	-	20	243	22	57	251	-	107	-	16	16	-	1,054	
Nonmanufacturing -----	1,942	2.52	-	-	-	-	-	-	-	-	-	-	-	3	32	24	21	122	702	468	342	221	-	7	-	-	-	-	
Public utilities ⁵ -----	1,368	2.56	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24	470	388	342	144	-	-	-	-	-	-	
Wholesale trade -----	429	2.45	-	-	-	-	-	-	-	-	-	-	-	32	16	16	6	232	64	-	63	-	-	-	-	-	-	-	
Truckdrivers, heavy (over 4 tons, trailer type) -----	2,600	2.97	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32	16	97	20	252	1453	83	-	207	178	-	262	
Manufacturing -----	602	3.18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	15	79	10	48	145	26	-	15	-	-	1,026	
Nonmanufacturing -----	1,998	2.91	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30	1	18	10	204	1308	57	-	192	178	-	-	
Public utilities ⁵ -----	1,155	2.85	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	6	165	978	-	-	-	-	-	-	-	
Wholesale trade -----	522	3.05	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30	-	12	4	39	10	57	-	192	178	-	-	
Truckdrivers, heavy (over 4 tons, other than trailer type) -----	778	2.74	-	-	-	-	-	-	-	-	11	-	36	21	-	11	43	32	23	10	118	305	117	3	10	20	18	-	
Manufacturing -----	169	2.79	-	-	-	-	-	-	-	-	2	-	3	-	11	13	-	23	10	2	11	63	3	10	-	18	-	-	
Nonmanufacturing -----	609	2.72	-	-	-	-	-	-	-	-	9	-	36	18	-	30	32	-	-	116	294	54	-	-	-	20	-	-	
Wholesale trade -----	299	2.58	-	-	-	-	-	-	-	-	9	-	36	18	-	30	32	-	-	76	24	54	-	-	-	20	-	-	
Truckers, power (forklift) -----	1,765	2.45	-	-	-	2	10	11	1	-	15	157	30	201	178	149	160	298	225	173	53	-	-	-	-	-	-	102	
Manufacturing -----	1,387	2.43	-	-	-	2	10	3	1	-	13	157	21	201	158	143	69	209	188	80	30	-	-	-	-	-	-	102	
Nonmanufacturing -----	378	2.54	-	-	-	-	-	8	-	-	2	-	9	-	20	6	91	89	37	93	23	-	-	-	-	-	-	-	
Public utilities ⁵ -----	189	2.56	-	-	-	-	-	-	-	-	-	-	-	-	-	-	91	38	-	60	-	-	-	-	-	-	-	-	
Retail trade ⁴ -----	142	2.60	-	-	-	-	-	-	-	-	2	-	-	-	20	6	-	21	37	33	23	-	-	-	-	-	-	-	
Truckers, power (other than forklift) -----	176	2.22	-	-	-	-	-	-	-	12	-	1	19	72	9	38	8	11	6	-	-	-	-	-	-	-	-	-	
Manufacturing -----	138	2.18	-	-	-	-	-	-	-	12	-	1	19	72	8	2	7	11	6	-	-	-	-	-	-	-	-	-	
Watchmen -----	951	1.87	-	1	14	67	65	10	70	83	68	54	48	252	54	50	53	10	16	36	-	-	-	-	-	-	-	-	
Manufacturing -----	634	1.95	-	-	-	7	47	9	37	58	46	-	48	231	45	11	45	-	15	35	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	317	1.72	-	1	14	60	18	1	33	25	22	54	-	21	9	39	8	10	1	1	-	-	-	-	-	-	-	-	
Public utilities ⁵ -----	67	1.99	-	-	-	-	-	-	16	-	2	4	-	21	9	3	3	9	-	-	-	-	-	-	-	-	-	-	
Wholesale trade -----	90	1.62	-	-	-	37	-	-	-	12	-	30	-	-	-	3	5	1	1	1	-	-	-	-	-	-	-	-	
Finance ⁶ -----	68	1.66	-	1	8	-	3	1	3	12	20	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

¹ Data limited to men workers except where otherwise indicated.² Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.³ All workers were at \$0.90 to \$1.⁴ Excludes limited-price variety stores.⁵ Transportation, communication, and other public utilities.⁶ Finance, insurance, and real estate.⁷ All workers were at \$3.50 to \$3.60.⁸ Includes all drivers regardless of size and type of truck operated.⁹ All workers were paid under bonus plans except 18 workers.¹⁰ All workers were paid under bonus plans.

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 economists are instructed to exclude working supervisors, apprentices, learners, beginners, trainees, handicapped workers, part-time, temporary, and probationary workers.

OFFICE

BILLER, MACHINE

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

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

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

BOOKKEEPING-MACHINE OPERATOR

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

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

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

CLERK, ACCOUNTING

Class A—Under general direction of a bookkeeper or accountant, has responsibility for keeping one or more sections of a complete set of books or records relating to one phase of an establishment's business transactions. Work involves posting and

CLERK, ACCOUNTING—Continued

balancing subsidiary ledger or ledgers such as accounts receivable or accounts payable; examining and coding invoices or vouchers with proper accounting distribution; requires judgment and experience in making proper assignments and allocations. May assist in preparing, adjusting, and closing journal entries; may direct class B accounting clerks.

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

CLERK, FILE

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

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

CLERK, ORDER

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

CLERK, PAYROLL

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

COMPTOMETER OPERATOR

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

DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

Under general supervision and with no supervisory responsibilities, reproduces multiple copies of typewritten or handwritten matter, using a Mimeograph or Ditto machine. Makes necessary adjustments 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.

KEYPUNCH 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 keypunch machine, following written information on records. May duplicate cards by using the duplicating device attached to machine. May keep files of punch cards. May verify own work or work of others.

OFFICE BOY OR GIRL

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

SECRETARY

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

STENOGRAPHER, GENERAL

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

STENOGRAPHER, TECHNICAL

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

SWITCHBOARD OPERATOR

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

SWITCHBOARD OPERATOR-RECEPTIONIST

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

TABULATING-MACHINE OPERATOR

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL

Primary duty is to transcribe dictation involving a normal routine vocabulary from transcribing-machine records. May also type from written copy and do simple clerical work. Workers transcribing dictation involving a varied technical or specialized vocabulary such as legal briefs or reports on scientific research are not included. A worker who takes dictation in shorthand or by Stenotype or similar machine is classified as a stenographer, general.

TYPIST

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

TYPIST—Continued

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

TYPIST—Continued

in spacing; typing tables from rough draft in final form. May type routine form letters, varying details to suit circumstances.

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

PROFESSIONAL AND TECHNICAL

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, LEADER

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

DRAFTSMAN, SENIOR

Prepares working plans and detail drawings from notes, rough or detailed sketches for engineering, construction, or manufacturing purposes. Duties involve *a combination of the following*: Preparing working plans, detail drawings, maps, cross-sections, etc., to scale by use of drafting instruments; making engineering computations such as those involved in strength of materials, beams and trusses; verifying completed work, checking dimensions, materials to be used, and quantities;

DRAFTSMAN, SENIOR—Continued

writing specifications; making adjustments or changes in drawings or specifications. May ink in lines and letters on pencil drawings, prepare detail units of complete drawings, or trace drawings. Work is frequently in a specialized field such as architectural, electrical, mechanical, or structural drafting.

NURSE, INDUSTRIAL (REGISTERED)

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

TRACER

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

MAINTENANCE AND POWERPLANT

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.

ELECTRICIAN, MAINTENANCE

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

ENGINEER, STATIONARY

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

FIREMAN, STATIONARY BOILER

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

HELPER, TRADES, MAINTENANCE

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

MACHINE-TOOL OPERATOR, TOOLROOM

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

MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment operated in an establishment. Work involves *most of the following*: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and

MACHINIST, MAINTENANCE—Continued

operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for his work; fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, AUTOMOTIVE (MAINTENANCE)

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

MECHANIC, MAINTENANCE

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

MILLWRIGHT

Installs new machines or heavy equipment and dismantles and installs machines or heavy equipment when changes in the plant layout

MILLWRIGHT—Continued

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

OILER

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

PAINTER, MAINTENANCE

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

PIPEFITTER, MAINTENANCE

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

PLUMBER, MAINTENANCE

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

SHEET-METAL WORKER, MAINTENANCE

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

CUSTODIAL AND MATERIAL MOVEMENT**ELEVATOR OPERATOR, PASSENGER**

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

GUARD

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

JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial

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.

JANITOR, PORTER, OR CLEANER—Continued

or other establishment. Duties involve *a combination of the following*: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; cleaning lavatories, showers, and restrooms. Workers who specialize in window washing are excluded.

LABORER, MATERIAL HANDLING

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

A worker employed in a warehouse, manufacturing plant, store, or other establishment whose duties involve *one or more of the following*: Loading and unloading various materials and merchandise on or

LABORER, MATERIAL HANDLING—Continued

from freight cars, trucks, or other transporting devices; unpacking, shelving, or placing materials or merchandise in proper storage location; transporting materials or merchandise by hand truck, car, or wheelbarrow. *Longshoremen, who load and unload ships are excluded.*

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

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

PACKER, SHIPPING

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

SHIPPING AND RECEIVING CLERK

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

SHIPPING AND RECEIVING CLERK—Continued

For wage study purposes, workers are classified as follows:

Receiving clerk
Shipping clerk
Shipping and receiving clerk

TRUCKDRIVER

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

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

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

TRUCKER, POWER

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

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

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

WATCHMAN

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

Occupational Wage Surveys

Occupational wage surveys will be conducted in the 82 major labor markets listed below during late 1960 and early 1961. Bulletins, when available, 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 on the inside front cover.

A summary bulletin containing data for 80 labor markets, combined with additional analysis, will be issued early in 1962.

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|--|--|--|
| <p>Akron, Ohio—Bull. 1285-
 Albany—Schenectady—Troy, N.Y.—Bull. 1285-
 Albuquerque, N. Mex.—Bull. 1285-
 Allentown—Bethlehem—Easton,
 Pa.—N.J.—Bull. 1285-
 Atlanta, Ga.—Bull. 1285-
 * Baltimore, Md.—Bull. 1285- 34
 Beaumont—Port Arthur, Tex.—Bull. 1285-
 Birmingham, Ala.—Bull. 1285-</p> | <p>*Green Bay, Wis.—Bull. 1285-2
 Greenville, S.C.—Bull. 1285-
 Houston, Tex.—Bull. 1285-
 *Indianapolis, Ind.—Bull. 1285- 28
 Jackson, Miss.—Bull. 1285-42
 **Jacksonville, Fla.—Bull. 1285- 30
 *Kansas City, Mo.—Kans.—Bull. 1285-18
 Lawrence—Haverhill, Mass.—N.H.—Bull. 1285-
 **Little Rock—North Little Rock, Ark.—Bull. 1285-6</p> | <p>Pittsburgh, Pa.—Bull. 1285-
 *Portland, Maine—Bull. 1285-19
 Portland, Oreg.—Wash.—Bull. 1285-
 Providence—Pawtucket, R.I.—Mass.—Bull. 1285-
 **Raleigh, N.C.—Bull. 1285- 5
 *Richmond, Va.—Bull. 1285- 26
 Rockford, Ill.—Bull. 1285-
 **St. Louis, Mo.—Ill.—Bull. 1285- 10
 **Salt Lake City, Utah—Bull. 1285-32</p> |
| <p>Boise, Idaho—Bull. 1285-
 **Boston, Mass.—Bull. 1285-15
 **Buffalo, N.Y.—Bull. 1285- 31
 Burlington, Vt.—Bull. 1285-
 *Canton, Ohio—Bull. 1285- 29
 Charleston, W. Va.—Bull. 1285-
 Charlotte, N.C.—Bull. 1285-
 **Chattanooga, Tenn.—Ga.—Bull. 1285-14
 Chicago, Ill.—Bull. 1285-</p> | <p>Los Angeles—Long Beach, Calif.—Bull. 1285-
 Louisville, Ky.—Ind.—Bull. 1285-
 Lubbock, Tex.—Bull. 1285-
 *Manchester, N.H.—Bull. 1285-1
 Memphis, Tenn.—Bull. 1285- 35
 *Miami, Fla.—Bull. 1285- 33
 Milwaukee, Wis.—Bull. 1285-
 Minneapolis—St. Paul, Minn.—Bull. 1285- 39
 Muskegon—Muskegon Heights, Mich.—Bull. 1285-</p> | <p>San Antonio, Tex.—Bull. 1285-
 *San Bernardino—Riverside—Ontario,
 Calif.—Bull. 1285- 4
 San Francisco—Oakland, Calif.—Bull. 1285- 36
 Savannah, Ga.—Bull. 1285-
 **Scranton, Pa.—Bull. 1285-8
 **Seattle, Wash.—Bull. 1285-7
 ***Sioux Falls, S. Dak.—Bull. 1285-17
 South Bend, Ind.—Bull. 1285-</p> |
| <p>Cincinnati, Ohio—Ky.—Bull. 1285-
 **Cleveland, Ohio—Bull. 1285-11
 Columbus, Ohio—Bull. 1285- 38
 **Dallas, Tex.—Bull. 1285-21
 **Davenport—Rock Island—Moline, Iowa—Ill.—
 Bull. 1285-16
 Dayton, Ohio—Bull. 1285- 41
 *Denver, Colo.—Bull. 1285- 27
 Des Moines, Iowa—Bull. 1285-
 Detroit, Mich.—Bull. 1285- 37
 **Fort Worth, Tex.—Bull. 1285- 23</p> | <p>Newark and Jersey City, N.J.—Bull. 1285- 40
 New Haven, Conn.—Bull. 1285-
 New Orleans, La.—Bull. 1285-
 New York, N.Y.—Bull. 1285-
 Norfolk—Portsmouth and Newport News—
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