

Occupational Wage Survey

NEW YORK, NEW YORK

APRIL 1961

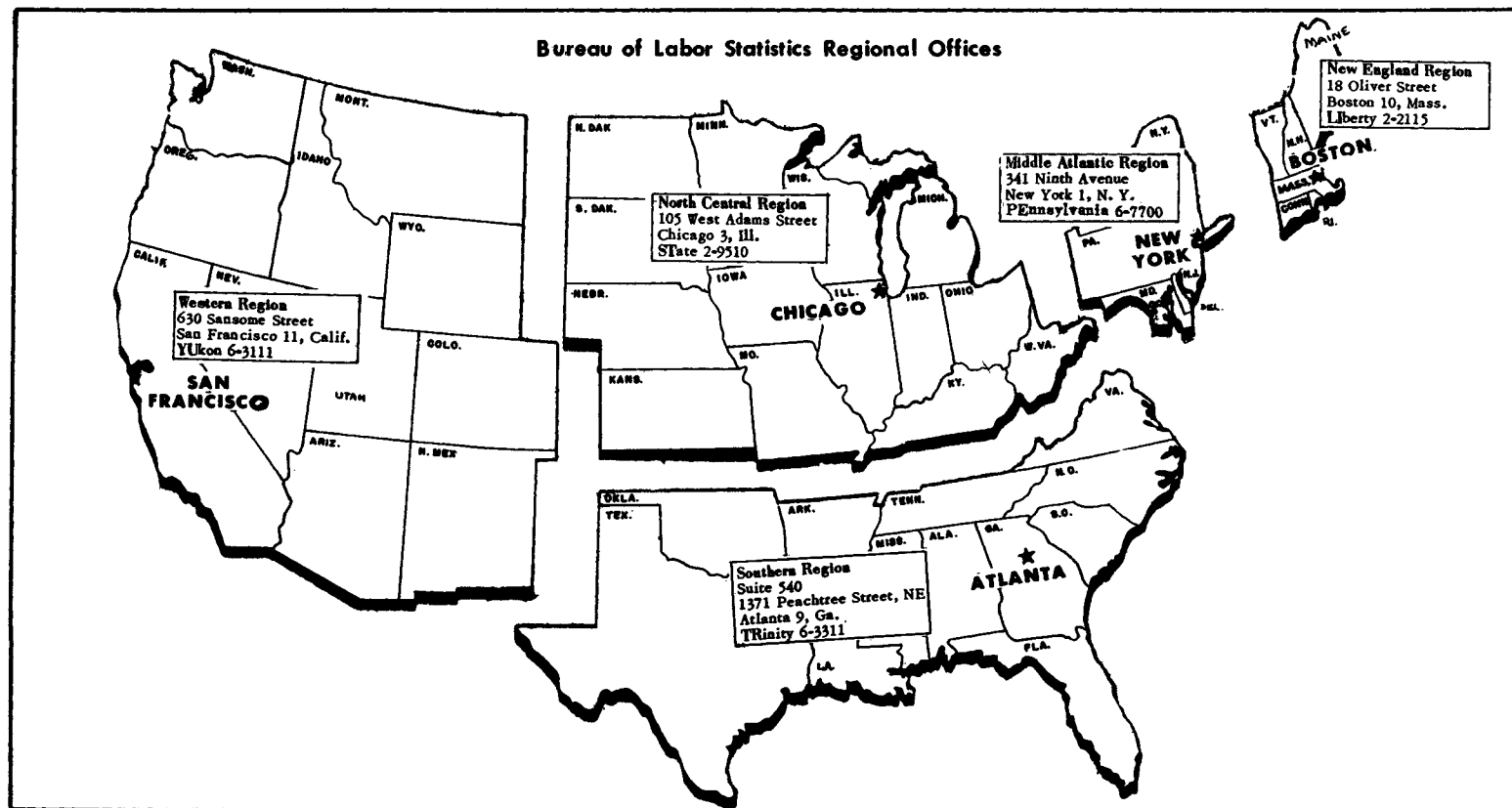
Bulletin No. 1285-65

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. Mueller, Assistant Regional Director for Wages and Industrial Relations.

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* NOTE: Similar tabulations are available in the New York City area reports for April 1951, January 1952, February 1953 and 1954, March 1955, and April of each year since 1956. A directory indicating date of study and the price of the reports, as well as reports for other major areas is available upon request.

Current reports on occupational earnings and supplementary wage practices in the New York City area are also available for fluid milk (April 1960), power laundries and dry cleaners (April 1960), banking (June 1960), non-ferrous foundries (May 1960), hospitals (July 1960), women's and misses' dresses (August 1960), and candy and other confectionery products (December 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—New York, N. Y.

Introduction

This area is one of several important industrial centers in which the U. S. Department of Labor's Bureau of Labor Statistics has conducted surveys of occupational earnings and related wage benefits on an areawide basis. In this area, data were obtained by personal visits of Bureau field economists¹ to representative establishments within six broad industry divisions: Manufacturing; transportation,² 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.

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

² 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).

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.

Establishment Practices and Supplementary Wage Provisions

Information is presented also (in the B-series tables) on selected establishment practices and supplementary benefits as they relate to office and plant workers. The term "office workers," as used in this bulletin, includes working supervisors and nonsupervisory workers performing clerical or related functions, and excludes administrative, executive, and professional personnel. "Plant workers" include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. Administrative,

executive, and professional employees, and force-account construction employees who are utilized as a separate work force are excluded. Cafeteria workers and routemen are excluded in manufacturing industries, but are included as plantworkers in nonmanufacturing industries.

Shift differential data (table B-1) are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy,³ presented in terms of total plant worker employment, and (b) effective practice, presented on the basis of workers actually employed on the specified shift at the time of the survey. In establishments having varied differentials, the amount applying to a majority was used or, if no amount applied to a majority, the classification "other" was used. In establishments in which some late-shift hours are paid at normal rates, a differential was recorded only if it applied to a majority of the shift hours.

Minimum entrance rates (table B-2) relate only to the establishments visited. They are presented on an establishment, rather than on an employment basis. Paid holidays; paid vacations; and health, insurance, and pension plans are treated statistically on the basis that these are applicable to all plant or office workers if a majority of such workers are eligible or may eventually qualify for the practices listed. Scheduled hours are treated statistically on the basis that these are applicable to all plant or office workers if a majority are covered.⁴ Because of rounding, sums of individual items in these tabulations may not equal totals.

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.

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

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

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

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

⁶ An establishment was considered as having a formal plan if it established at least the minimum number of days of sick leave that could be expected by each employee. Such a plan need not be written, but informal sick-leave allowances, determined on an individual basis, were excluded.

Table 1. Establishments and workers within scope of survey and number studied in New York, N. Y.,¹ by major industry division,² April 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			Studied
				Total ⁴	Office	Plant	Total ⁴
All divisions		4,354	565	1,394,000	428,800	623,700	633,420
Manufacturing	100	1,406	173	438,400	93,000	257,600	139,390
Nonmanufacturing		2,948	392	955,600	335,800	366,100	494,030
Transportation, communication, and other public utilities ⁵	100	201	58	221,100	43,800	103,500	179,470
Wholesale trade	50	857	78	119,500	46,700	33,600	22,980
Retail trade (except limited-price variety stores)	100	286	78	161,600	24,400	117,000	106,030
Finance, insurance, and real estate	50	709	75	263,500	177,900	⁶ 17,900	130,490
Services ⁷	50	895	103	189,900	43,000	94,100	55,060

¹ The New York Area comprises New York City (Bronx, Kings, New York, Queens, and Richmond 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 Includes executive, professional, and other workers excluded from the separate office and plant categories.

⁵ Taxicabs and services incidental to water transportation were excluded. The publicly operated portion of New York's transit system is, as a government operation, excluded from the scope of the studies.

⁶ Estimate relates to real estate establishments only.

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

Table 2. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in New York, N. Y., April 1961 and April 1960, and percents of increase for selected periods

Industry and occupational group	Indexes (February 1953=1.00)		Percent increases from—							
	April 1961	April 1960	April 1960	April 1959	April 1958	April 1957	April 1956	March 1955	February 1954	February 1953
			to April 1961	to April 1960	to April 1959	to April 1958	to April 1957	to April 1956	to March 1955	to February 1954
All industries:										
Office clerical (women)	137.9	133.4	3.4	4.1	3.0	3.5	5.2	5.9	3.5	4.3
Industrial nurses (women)	142.2	135.9	4.7	3.8	3.3	4.7	4.9	5.1	5.4	4.2
Skilled maintenance (men)	139.4	133.6	4.3	4.3	4.4	4.3	3.8	3.4	5.0	4.5
Unskilled plant (men)	140.6	136.1	3.3	4.4	4.2	4.6	5.3	5.0	2.6	5.4
Manufacturing:										
Office clerical (women)	140.8	136.3	3.3	4.2	3.6	2.9	5.9	5.3	4.7	5.2
Industrial nurses (women)	153.0	145.7	5.0	3.6	4.9	5.1	4.8	5.0	7.4	8.0
Skilled maintenance (men)	140.5	134.9	4.1	3.7	4.7	3.9	5.5	3.2	4.2	5.2
Unskilled plant (men)	144.2	137.6	4.8	2.1	3.9	5.5	7.5	3.8	3.8	6.3

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 weekends, holidays, and late shifts. The indexes are based on data for selected key occupations and include most of the numerically important jobs within each group. The office clerical data are based on women in the following 18 jobs: Billers, machine (billing machine); bookkeeping-machine operators, class A and B; Comptometer operators; clerks, file, class A and B; clerks, order; clerks, payroll; 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.

See footnotes at end of table.

Table A-1. Office Occupations—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
by industry division, New York, N. Y., April 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)	\$40.00 and under	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00	\$145.00 and over					
				45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00							
Women--Continued																															
Bookkeeping-machine operators, class A	1,429	36.5	\$81.50	-	-	2	1	24	114	269	273	210	219	143	75	50	46	-	2	1	-	-	-	-	-	-	-	-	-	-	
Manufacturing	418	36.5	83.50	-	-	-	-	-	4	52	80	106	90	29	13	12	30	-	1	1	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	1,011	36.5	80.50	-	-	2	1	24	110	217	193	104	129	114	62	38	16	-	1	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	200	37.5	85.50	-	-	-	-	3	26	17	51	51	18	9	23	1	-	1	-	-	-	-	-	-	-	-	-	-	-		
Finance ⁴	604	36.0	77.00	-	-	-	1	19	102	188	127	50	44	46	1	11	15	-	-	-	-	-	-	-	-	-	-	-	-		
Bookkeeping-machine operators, class B	5,500	36.5	71.50	-	6	89	499	1039	1033	1018	571	561	367	155	83	61	12	5	1	-	-	-	-	-	-	-	-	-	-		
Manufacturing	519	36.5	76.50	-	-	10	9	46	75	110	56	74	69	28	17	9	12	3	1	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	4,981	36.5	71.00	-	6	79	490	993	958	908	515	487	298	127	66	52	-	2	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	830	37.0	78.50	-	-	-	5	22	102	187	124	163	106	54	24	43	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade ³	181	37.5	73.00	-	-	2	5	22	19	47	48	24	4	8	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-		
Finance ⁴	3,556	36.5	68.00	-	6	73	478	945	769	587	281	204	136	33	36	8	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	342	35.5	76.00	-	-	4	2	4	68	76	42	86	41	13	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Clerks, accounting, class A	2,841	36.0	91.50	-	-	-	4	21	101	199	220	300	473	351	354	345	134	123	72	59	48	31	4	1	1	-	-	-	-		
Manufacturing	717	35.5	94.00	-	-	-	3	-	7	24	33	75	128	134	112	74	31	37	24	9	13	7	4	1	1	-	-	-	-		
Nonmanufacturing	2,124	36.0	91.00	-	-	-	1	21	94	175	187	225	345	217	242	271	103	86	48	50	35	24	-	-	-	-	-	-	-		
Public utilities ²	226	36.5	98.50	-	-	-	-	-	-	6	21	17	26	24	16	39	21	21	8	18	9	-	-	-	-	-	-	-	-		
Wholesale trade	572	36.5	95.00	-	-	-	-	1	14	39	39	31	90	77	86	77	20	12	4	32	26	24	-	-	-	-	-	-	-		
Retail trade ³	302	37.0	85.50	-	-	-	1	14	34	19	29	23	61	43	20	42	4	12	-	-	-	-	-	-	-	-	-	-	-		
Finance ⁴	555	35.5	87.50	-	-	-	-	3	35	82	48	68	71	60	68	56	56	4	4	-	-	-	-	-	-	-	-	-	-		
Services	469	36.0	90.00	-	-	-	-	3	11	29	50	86	97	13	52	57	2	37	32	-	-	-	-	-	-	-	-	-	-		
Clerks, accounting, class B	5,374	36.5	72.00	-	19	172	510	936	780	836	797	532	314	211	121	46	64	13	9	7	7	-	-	-	-	-	-	-	-		
Manufacturing	1,156	36.0	75.00	-	-	5	54	203	156	206	171	125	88	53	36	14	19	3	9	7	7	-	-	-	-	-	-	-	-		
Nonmanufacturing	4,218	36.5	71.00	-	19	167	456	733	624	630	626	407	226	158	85	32	45	10	-	-	-	-	-	-	-	-	-	-	-		
Public utilities ²	444	36.5	85.00	-	-	-	-	13	25	62	79	98	29	36	35	20	39	8	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	833	37.0	77.00	-	-	-	9	66	100	144	154	166	132	12	36	9	5	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade ³	853	37.5	67.00	-	16	80	149	180	95	108	109	42	21	44	3	3	1	2	-	-	-	-	-	-	-	-	-	-	-		
Finance ⁴	1,188	35.5	65.50	-	3	56	188	291	316	200	80	20	13	21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	900	36.0	70.00	-	-	31	110	183	88	116	204	81	31	45	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Clerks, file, class A	3,556	36.0	71.00	-	25	264	516	383	563	598	407	269	172	129	90	45	67	14	3	8	-	-	3	-	-	-	-	-	-		
Manufacturing	403	35.5	85.00	-	-	-	6	22	27	83	25	30	65	40	27	23	37	9	1	8	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	3,153	36.5	69.00	-	25	264	510	361	536	515	382	239	107	89	63	22	30	5	2	-	-	-	3	-	-	-	-	-	-		
Public utilities ²	171	36.5	84.00	-	-	-	-	10	14	30	24	23	11	15	10	8	24	2	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	380	36.0	72.00	-	-	20	37	18	42	126	85	15	3	9	15	4	-	3	-	-	-	3	-	-	-	-	-	-	-		
Finance ⁴	2,012	36.0	69.00	-	6	118	367	250	412	277	238	174	66	58	32	9	3	-	2	-	-	-	-	-	-	-	-	-	-		
Services	527	37.0	63.50	-	19	114	95	79	60	76	23	24	27	2	6	-	-	2	-	-	-	-	-	-	-	-	-	-	-		
Clerks, file, class B	8,021	36.0	59.50	64	646	1679	2084	1644	919	504	276	93	62	20	21	7	2	-	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing	1,314	36.0	63.00	16	78	194	295	210	176	121	108	30	47	11	20	6	2	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	6,707	36.5	58.50	48	568	1485	1789	1434	743	383	168	63	15	9	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Public utilities ²	446	37.5	66.50	-	8	14	92	114	64	46	50	43	7	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	645	36.5	63.50	-	-	49	103	166	187	102	32	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade ³	632	37.0	55.00	-	121	244	121	60	57	25	2	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ⁴	4,420	36.0	57.50	48	382	1056	1400	896	398	181	44	8	4	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	564	36.0	60.00	-	57	122	73	198	37	29	40	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Clerks, order	1,655	36.5	72.00	-	4	76	145	198	302	245	314	155	121	53	24	10	1	3	2	2	-	-	-	-	-	-	-	-	-		
Manufacturing	828	36.0	71.50	-	2	31	102	139	135	69	158	34	94	39	12	5	1	3	2	2	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	827	37.0	72.00	-	2	45	43	59	167	176	156	121	27	14	12	5	-	-	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	546	36.5	75.00	-	-	11	-	25	106	131	115	105	24	12	12	5	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade ³	253	38.5	67.00	-	-	34	35	28	59	35	41	16	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

See footnotes at end of table.

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, New York, N. Y., April 1961)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																							
		Weekly hours (Standard)	Weekly earnings ^a (Standard)	\$40.00 and under 45.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00	\$150. and over	
				45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00			
Women—Continued																											
Clerks, payroll	2,469	36.5	\$82.50	-	1	51	55	129	224	295	329	288	225	293	266	163	53	24	36	15	10	8	3	-	1		
Manufacturing	912	36.5	81.50	-	-	28	7	46	115	120	106	130	81	70	97	68	18	1	4	8	6	4	2	-	1		
Nonmanufacturing	1,557	36.0	83.50	-	1	23	48	83	109	175	223	158	144	223	169	95	35	23	32	7	4	4	1	-	-		
Public utilities ²	136	36.5	97.50	-	-	-	-	-	4	2	6	9	2	11	47	12	19	2	18	-	2	-	-	-	-		
Wholesale trade	338	36.0	88.50	-	-	-	-	26	20	32	30	9	22	75	49	39	12	12	3	6	-	3	-	-	-		
Retail trade ³	321	37.0	73.00	-	1	10	24	42	61	54	48	33	8	21	14	2	-	-	-	-	-	-	-	-	-		
Finance ⁴	371	36.0	85.00	-	-	11	12	7	10	18	68	53	62	60	36	4	9	8	1	2	1	1	-	-	-		
Services	391	36.5	81.50	-	-	2	12	8	14	67	71	54	50	56	51	6	-	-	-	-	-	-	-	-	-		
Comptometer operators	3,702	36.5	77.00	-	13	75	253	299	498	511	565	544	333	280	133	73	58	34	23	6	-	2	1	1	-		
Manufacturing	874	36.5	82.50	-	6	1	17	27	80	92	137	130	150	117	52	22	23	7	13	-	-	-	-	-	-		
Nonmanufacturing	2,828	36.5	75.00	-	7	74	236	272	418	419	428	414	183	163	81	51	35	27	10	6	-	2	1	1	-		
Public utilities ²	306	36.0	82.50	-	-	-	7	15	23	43	51	48	16	36	47	8	11	-	1	-	-	-	-	-	-		
Wholesale trade	601	37.0	77.00	-	-	2	42	14	94	47	133	147	69	23	9	15	6	-	-	-	-	-	-	-	-		
Retail trade ³	1,128	36.5	72.00	-	7	53	141	185	191	162	130	87	47	36	8	24	18	20	9	6	-	2	1	1	-		
Finance ⁴	574	35.0	74.00	-	-	19	44	38	103	103	89	72	38	57	-	4	-	7	-	-	-	-	-	-	-		
Services	219	36.5	78.00	-	-	-	2	20	7	64	25	60	13	11	17	-	-	-	-	-	-	-	-	-	-		
Duplicating-machine operators (Mimeograph or Ditto)	162	35.5	68.50	-	-	10	31	32	19	15	23	26	5	-	1	-	-	-	-	-	-	-	-	-	-		
Keypunch operators	6,201	36.5	71.00	3	54	230	523	1040	1108	969	922	547	384	202	106	65	45	3	-	-	-	-	-	-	-		
Manufacturing	1,224	36.0	73.50	-	35	36	64	129	212	181	206	134	104	61	32	15	12	3	-	-	-	-	-	-	-		
Nonmanufacturing	4,977	36.5	70.50	3	19	194	459	911	896	788	716	413	280	141	74	50	33	-	-	-	-	-	-	-	-		
Public utilities ²	1,104	37.5	73.50	-	-	-	83	276	171	134	102	96	77	75	41	16	33	-	-	-	-	-	-	-	-		
Wholesale trade	645	37.0	74.50	-	-	71	14	8	95	113	153	66	56	34	9	26	-	-	-	-	-	-	-	-	-		
Retail trade ³	527	37.0	68.00	1	15	44	58	80	99	61	95	52	22	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ⁴	2,497	36.0	69.00	4	75	288	525	451	462	343	187	110	20	24	8	-	-	-	-	-	-	-	-	-	-		
Services	204	36.0	70.50	2	-	4	16	22	80	18	23	12	15	12	-	-	-	-	-	-	-	-	-	-	-		
Office girls	2,313	36.0	57.00	40	93	779	805	352	121	87	26	2	6	2	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing	202	35.5	60.00	-	6	63	51	25	24	22	1	2	6	2	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	2,111	36.0	56.50	40	87	716	754	327	97	65	25	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Public utilities ²	298	36.0	56.00	-	18	72	170	34	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ⁴	1,489	36.0	57.50	-	3	522	537	273	80	53	21	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Secretaries	36,722	36.0	95.00	-	-	1	23	231	785	1531	3498	4461	5045	4912	3790	3587	2220	1813	1304	1077	842	402	366	271	563		
Manufacturing	11,215	35.5	99.50	-	-	-	3	-	148	464	966	1048	1235	1118	1265	1167	947	664	422	461	348	265	229	162	303		
Nonmanufacturing	25,507	36.0	93.00	-	1	20	231	637	1067	2532	3413	3810	3794	2525	2420	1273	1149	882	616	494	137	137	109	260			
Public utilities ²	2,834	36.5	99.50	-	-	-	-	7	67	77	201	359	320	282	263	355	222	93	167	129	117	46	15	46	68		
Wholesale trade	5,181	36.0	95.50	-	-	-	-	25	14	63	247	552	836	987	724	594	262	439	167	128	84	9	21	3	26		
Retail trade ³	1,215	37.0	93.50	-	-	1	4	9	36	40	101	143	173	169	159	99	67	92	36	41	18	4	16	-	7		
Finance ⁴	8,633	36.0	92.00	-	-	-	12	86	237	422	1041	1155	1381	1172	848	786	360	286	309	159	126	48	75	49	81		
Services	7,644	36.0	90.50	-	-	-	4	104	283	465	942	1204	1100	1184	531	586	362	239	203	159	149	30	10	11	78		
Stenographers, general	15,484	36.0	76.50	-	-	90	542	1719	2308	2539	2575	1776	1561	1300	461	320	182	53	49	3	4	1	-	-	1	-	
Manufacturing	4,605	35.5	81.50	-	-	-	-	302	387	787	726	653	571	574	250	165	119	27	32	-	4	-	-	-	-		
Nonmanufacturing	10,879	36.0	74.50	-	90	538	1417	1921	1752	1849	1123	990	726	211	155	63	26	17	3	-	1	-	-	1	-		
Public utilities ²	1,476	37.0	82.00	-	-	29	103	149	155	224	181	143	357	60	57	11	3	2	2	-	-	-	-	-	-		
Wholesale trade	2,206	36.0	80.00	-	-	-	-	90	259	361	388	256	498	152	73	74	47	7	1	-	-	-	-	-	-		
Retail trade ³	651	36.5	71.50	-	-	2	12	152	126	133	149	31	11	7	17	2	3	2	1	1	-	1	-	1	-		
Finance ⁴	5,478	36.0	70.50	-	-	88	481	1034	1177	964	759	527	287	92	48	20	1	-	-	-	-	-	-	-	-		
Services	1,068	35.5	77.00	-	-	-	12	38	210	139	329	128	51	118	13	2	1	14	13	-	-	-	-	-	-		
Stenographers, technical	639	36.0	91.50	-	-	-	-	8	20	62	52	63	62	122	79	61	57	27	7	8	6	-	3	-	-	2	
Nonmanufacturing	326	36.0	86.50	-	-	-	-	8	16	54	40	27	33	64	33	20	29	-	2	-	-	-	-	-	-		
Public utilities ²	135	37.0	89.00	-	-	-	-	-	10	16	13	15	10	30	9	7	23	-	2	-	-	-	-	-	-		
Finance ⁴	120	36.0	81.50	-	-	-	-	8	6	25	20	10	23	9	4	12	3	-	-	-	-	-	-	-	-		

See footnotes at end of table.

Table A-1. Office Occupations—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, New York, N. Y., April 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 ² (Standard)	\$40.00 and under	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00	\$145.00 and over				
				45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00						
Women—Continued																														
Switchboard operators	6,160	37.0	\$75.50	-	4	192	87	824	1087	886	1039	807	531	366	203	82	26	15	9	-	-	-	-	-	-	-	-	-	2	
Manufacturing	974	36.0	80.50	-	-	-	4	53	110	161	206	109	108	109	54	26	13	13	6	-	-	-	-	-	-	-	-	2		
Nonmanufacturing	5,186	37.0	74.50	-	4	192	83	771	977	725	833	698	423	257	149	56	13	2	3	-	-	-	-	-	-	-	-	-		
Public utilities ²	717	37.5	81.50	-	-	10	17	12	41	98	165	106	72	101	70	22	1	2	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	732	36.5	78.00	-	-	-	3	19	110	111	163	149	136	31	2	3	5	-	-	-	-	-	-	-	-	-	-	-		
Retail trade ³	395	37.5	68.00	-	4	24	39	93	77	46	63	25	8	8	2	2	4	-	-	-	-	-	-	-	-	-	-	-		
Finance ⁴	1,914	36.0	74.00	-	-	132	24	241	319	272	287	307	171	79	49	27	3	-	3	-	-	-	-	-	-	-	-	-		
Services	1,428	38.0	70.50	-	-	26	-	406	430	198	155	111	36	38	26	2	-	-	-	-	-	-	-	-	-	-	-	-		
Switchboard operator-receptionists	2,292	37.0	75.00	-	-	15	88	217	300	499	417	348	153	115	74	41	-	15	10	-	-	-	-	-	-	-	-	-		
Manufacturing	872	36.5	75.50	-	-	-	27	59	114	265	124	123	64	50	22	23	-	1	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	1,420	37.0	75.00	-	-	15	61	158	186	234	293	225	89	65	52	18	-	14	10	-	-	-	-	-	-	-	-	-		
Wholesale trade	595	37.0	77.00	-	-	5	-	41	60	85	143	145	61	42	10	3	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ⁴	213	36.5	71.50	-	-	-	21	49	22	52	42	12	-	-	-	15	-	-	-	-	-	-	-	-	-	-	-	-		
Services	432	36.5	73.00	-	-	10	31	62	84	70	65	47	8	14	31	-	-	-	10	-	-	-	-	-	-	-	-	-		
Tabulating-machine operators, class A	114	36.0	100.50	-	-	-	-	-	-	-	8	8	6	16	21	11	20	8	4	10	2	-	-	-	-	-	-	-		
Tabulating-machine operators, class B	976	36.0	82.50	-	-	-	-	26	83	166	166	273	108	43	20	18	34	24	2	12	-	-	-	1	-	-	-	-		
Nonmanufacturing	899	36.0	81.00	-	-	-	-	26	83	163	166	273	79	19	20	14	32	11	-	12	-	-	-	1	-	-	-	-		
Tabulating-machine operators, class C	388	36.5	72.50	-	-	-	17	30	112	80	87	16	28	2	13	3	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	340	36.5	72.50	-	-	-	14	22	106	59	86	14	23	2	13	1	-	-	-	-	-	-	-	-	-	-	-	-		
Transcribing-machine operators, general	2,349	36.0	73.50	-	-	37	164	286	336	505	433	274	151	75	40	16	16	3	6	1	2	2	-	-	-	-	2	-		
Manufacturing	446	35.5	78.50	-	-	-	16	32	73	53	69	67	63	38	20	6	4	-	4	1	-	-	-	-	-	-	-	-		
Nonmanufacturing	1,903	36.0	72.00	-	-	37	148	254	263	452	364	207	88	37	20	10	12	3	2	-	2	2	-	-	-	-	2	-		
Wholesale trade	670	36.0	73.50	-	-	-	2	75	72	193	170	112	22	12	5	-	7	-	-	-	-	-	-	-	-	-	-	-		
Finance ⁴	964	36.0	71.00	-	-	37	122	137	176	197	110	80	49	22	14	5	4	3	2	-	2	2	-	-	-	-	2	-		
Typists, class A	8,590	36.0	72.50	-	-	114	691	1257	1806	1475	1343	785	503	218	118	60	156	29	17	8	2	2	-	-	2	-	4	-		
Manufacturing	1,427	35.5	78.50	-	-	2	18	118	200	216	291	277	103	79	32	28	27	15	9	2	2	2	-	-	2	-	4	-		
Nonmanufacturing	7,163	36.0	71.50	-	-	112	673	1139	1606	1259	1052	508	400	139	86	32	129	14	8	6	-	-	-	-	-	-	-	-		
Public utilities ²	667	36.5	76.50	-	-	-	99	92	106	75	83	39	28	11	39	8	87	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	738	36.0	78.00	-	-	-	-	50	158	89	150	76	128	35	9	7	15	9	6	6	-	-	-	-	-	-	-	-		
Retail trade ³	186	36.5	70.00	-	-	1	4	40	45	41	34	10	3	1	6	1	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ⁴	4,288	36.0	68.00	-	-	102	537	838	1093	861	490	210	108	29	12	2	3	1	2	-	-	-	-	-	-	-	-	-		
Services	1,284	36.0	76.00	-	-	9	33	119	204	193	295	173	133	63	20	14	24	4	-	-	-	-	-	-	-	-	-	-		
Typists, class B	13,459	36.0	64.50	24	177	891	3042	3382	2397	1637	989	542	237	90	40	10	-	-	1	-	-	-	-	-	-	-	-	-		
Manufacturing	2,171	36.0	68.00	-	9	145	264	433	423	278	269	166	108	43	24	9	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	11,288	36.0	64.00	24	168	746	2778	2949	1974	1359	720	376	129	47	16	1	-	-	1	-	-	-	-	-	-	-	-	-		
Public utilities ²	611	37.0	69.50	-	-	-	1	68	189	96	65	88	55	28	8	12	1	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	1,177	36.0	69.00	-	2	29	43	279	285	263	143	91	42	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade ³	608	36.5	61.50	-	31	53	187	166	56	81	19	6	2	3	3	-	-	-	1	-	-	-	-	-	-	-	-	-		
Finance ⁴	7,350	36.0	62.50	24	135	573	2236	1894	1208	737	314	170	32	26	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	1,542	37.0	65.00	-	-	90	244	421	329	213	156	54	25	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

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 Excludes limited-price variety stores.⁴ Finance, insurance, and real estate.

Table A-1a. Office Occupations—Central Offices

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
in central offices, New York, N. Y., April 1961)

Sex and occupation	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																											
		Weekly hours ¹ (Standard)	Weekly earnings ¹ (Standard)	\$ 45.00 and under 50.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 145.00	\$ 150.00	\$ 150.00 and over					
				50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00	150.00	over						
Men																															
Clerks, accounting, class A -----	508	35.0	\$102.00	-	-	-	1	2	2	21	97	52	61	37	37	50	20	27	19	37	9	13	7	4	12						
Clerks, accounting, class B -----	197	35.5	80.00	-	-	4	23	15	67	26	13	7	5	1	11	2	5	13	1	3	-	1	-	-	-						
Office boys -----	870	35.5	59.00	94	219	257	141	60	29	26	4	4	18	9	9	-	-	-	-	-	-	-	-	-	-						
Tabulating-machine operators, class A -----	99	36.0	104.00	-	-	-	-	-	-	-	9	12	9	19	7	7	12	5	10	4	2	1	1	-	1						
Tabulating-machine operators, class B -----	253	35.5	89.00	-	-	-	-	2	27	39	33	55	20	35	16	8	1	2	15	-	-	-	-	-	-						
Tabulating-machine operators, class C -----	137	35.5	71.00	12	3	16	12	40	5	14	14	6	-	-	14	-	-	1	-	-	-	-	-	-	-						
Women																															
Bookkeeping-machine operators, class B -----	138	35.0	82.00	-	-	-	12	10	11	32	10	41	10	5	4	3	-	-	-	-	-	-	-	-	-	-					
Clerks, accounting, class A -----	349	35.5	93.50	-	-	3	1	11	13	39	52	45	53	25	28	23	12	16	6	9	7	4	1	-	1						
Clerks, accounting, class B -----	448	35.0	79.50	3	3	23	39	41	74	69	54	48	31	15	12	13	2	9	5	7	-	-	-	-	-						
Clerks, file, class A -----	323	35.5	86.00	-	-	4	16	28	43	25	32	47	40	28	27	19	7	1	6	-	-	-	-	-	-						
Clerks, file, class B -----	693	36.0	66.50	11	91	114	172	51	90	78	14	32	12	20	6	2	-	-	-	-	-	-	-	-	-						
Clerks, payroll -----	151	36.0	89.50	-	-	1	4	18	18	17	15	14	6	9	19	7	2	1	8	6	4	2	-	-	-						
Comptometer operators -----	804	35.5	78.00	6	-	64	87	76	92	121	112	102	56	27	24	17	8	12	-	-	-	-	-	-	-						
Keypunch operators -----	838	36.0	73.00	27	42	41	83	118	157	143	89	48	55	18	15	2	-	-	-	-	-	-	-	-	-						
Office girls -----	179	35.0	56.50	4	72	83	9	8	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-						
Secretaries -----	5,721	35.5	106.00	-	-	-	-	11	155	278	446	495	517	643	531	516	342	377	386	276	165	190	116	77	200						
Stenographers, general -----	3,114	35.5	81.50	-	-	11	338	305	395	526	334	356	316	207	146	120	25	31	-	4	-	-	-	-	-						
Switchboard operators -----	393	35.5	80.50	-	-	8	19	45	63	77	43	66	23	30	14	2	3	-	-	-	-	-	-	-	-						
Transcribing-machine operators, general -----	294	35.0	80.50	-	-	3	19	50	29	40	60	31	30	18	6	7	-	-	1	-	-	-	-	-	-						
Typists, class A -----	743	35.5	80.00	-	-	-	38	94	119	182	134	40	47	25	23	22	10	9	-	-	-	-	-	-	-						
Typists, class B -----	955	35.5	67.00	-	8	173	312	186	98	84	32	24	17	12	9	-	-	-	-	-	-	-	-	-	-						

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

Central (or district administrative) offices are establishments primarily engaged in general administrative, supervisory, purchasing, accounting, and other management functions performed centrally for the other establishments of the same company. They are classified on the basis of the most appropriate major industry group representing the primary activity of the establishments served.

The majority of central offices were classified in manufacturing; the remainder were in retail trade, public utilities, and wholesale trade. They are appropriately represented in the estimates for these major groups and for all industries and nonmanufacturing in the Series A tables.

Table A-2. Professional and Technical Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
by industry division, New York, N. Y., April 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)	Under \$65.00	\$65.00 and under \$70.00	\$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 -----	473	39.0	\$168.50	-	-	-	-	-	-	-	-	-	15	-	-	3	-	28	30	2	23	33	38	55	246						
Manufacturing -----	205	39.0	170.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29	-	7	20	31	23	295							
Nonmanufacturing -----	268	39.0	167.00	-	-	-	-	-	-	-	-	-	15	-	-	3	-	28	1	2	16	13	7	32	151						
Draftsmen, senior -----	3,048	38.5	129.00	-	-	-	4	1	6	26	62	236	126	291	273	259	283	300	198	181	198	214	152	134	104						
Manufacturing -----	1,001	37.5	126.50	-	-	-	4	-	4	20	32	88	53	110	83	60	135	96	67	49	84	36	6	14	60						
Nonmanufacturing -----	2,047	39.5	130.50	-	-	-	-	1	2	6	30	148	73	181	190	199	148	204	131	132	114	178	146	120	44						
Public utilities ⁴ -----	79	36.5	122.50	-	-	-	-	-	1	4	7	6	9	6	3	4	4	13	8	10	-	-	-	3	1						
Retail trade ⁵ -----	88	37.0	139.50	-	-	-	-	-	-	-	-	2	2	9	6	1	10	14	4	7	7	3	3	7	613						
Services -----	1,772	40.0	130.00	-	-	-	-	1	1	2	9	139	62	166	166	169	127	176	112	115	100	168	137	98	24						
Draftsmen, junior -----	1,635	38.5	88.00	12	43	116	216	192	238	384	198	132	24	25	19	20	10	2	-	3	-	1	-	-	-						
Manufacturing -----	520	37.5	88.00	4	10	37	110	24	83	132	57	23	5	14	6	13	-	1	-	1	-	-	-	-	-						
Nonmanufacturing -----	1,115	38.5	88.00	8	33	79	106	168	155	252	141	109	19	11	13	7	10	1	-	2	-	1	-	-	-						
Public utilities ⁴ -----	154	35.5	88.00	-	1	3	39	42	15	20	13	8	2	2	3	2	1	1	-	1	-	1	-	-	-						
Services -----	850	39.5	88.50	6	20	58	61	116	126	199	123	98	16	9	6	4	8	-	-	-	-	-	-	-	-						
Women																															
Nurses, industrial (registered) -----	565	37.0	101.00	-	-	2	17	39	60	66	69	106	79	50	34	14	15	2	3	3	2	4	-	-	-						
Manufacturing -----	215	37.5	105.50	-	-	-	2	13	15	23	14	44	29	17	28	9	8	2	2	3	2	4	-	-	-						
Nonmanufacturing -----	350	36.5	98.00	-	-	2	15	26	45	43	55	62	50	33	6	5	7	-	1	-	-	-	-	-	-						
Public utilities ⁴ -----	87	37.0	98.00	-	-	2	5	6	18	6	5	8	27	3	5	-	2	-	-	-	-	-	-	-	-						
Retail trade ⁵ -----	64	38.0	94.50	-	-	-	1	5	13	15	12	6	3	7	1	1	-	-	-	-	-	-	-	-	-						
Finance ⁷ -----	128	36.0	97.00	-	-	-	9	15	10	20	21	20	10	17	-	-	5	-	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: 48 at \$165 to \$185; 25 at \$185 to \$205; 6 at \$205 to \$225; 1 at \$225 to \$245; 15 at \$245 to \$265.³ Workers were distributed as follows: 93 at \$165 to \$185; 29 at \$185 to \$205; 6 at \$205 to \$225; 22 at \$225 to \$245; 1 at \$245 to \$265.⁴ Transportation, communication, and other public utilities.⁵ Excludes limited-price variety stores.⁶ Workers were distributed as follows: 2 at \$165 to \$175; 7 at \$175 to \$185; 3 at \$185 to \$195; 1 at \$195 to \$205.⁷ Finance, insurance, and real estate.

NOTE: See note on p. 5, 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, New York, N. Y., April 1961)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$1.90	\$1.90 and under 2.00	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60	\$3.70	\$3.80	\$3.90	\$4.00	\$4.10	\$4.20	\$4.30	\$4.40	
Carpenters, maintenance	970	\$ 2.77	-	-	19	31	82	62	62	72	38	56	193	102	96	63	44	3	-	18	3	8	12	4	2	-	-	-	-	-
Manufacturing	316	2.86	-	-	-	2	26	17	20	31	12	20	63	17	35	9	26	-	-	18	3	-	11	4	2	-	-	-	-	-
Nonmanufacturing	654	2.73	-	-	19	29	56	45	42	41	26	36	130	85	61	54	18	3	-	-	-	8	1	-	-	-	-	-	-	-
Public utilities ²	123	2.85	-	-	-	-	-	3	9	15	12	3	54	-	9	8	2	-	-	-	-	8	-	-	-	-	-	-	-	-
Retail trade ³	198	2.98	-	-	1	1	-	-	4	1	6	9	41	41	35	45	10	3	-	-	-	-	1	-	-	-	-	-	-	-
Finance ⁴	148	2.79	-	-	-	1	4	7	6	15	5	24	34	44	4	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	175	2.30	-	-	18	27	52	35	23	10	3	-	1	-	3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Electricians, maintenance	1,480	2.92	-	-	6	8	114	62	47	117	56	115	293	154	114	114	64	18	52	37	9	15	3	-	-	80	-	2	-	-
Manufacturing	823	3.03	-	-	-	-	15	37	41	55	34	67	187	56	44	57	27	14	52	35	9	8	3	-	-	80	-	2	-	-
Nonmanufacturing	657	2.78	-	-	6	8	99	25	6	62	22	48	106	98	70	57	37	4	-	2	-	7	-	-	-	-	-	-	-	-
Public utilities ²	165	2.82	-	-	-	2	3	5	1	19	9	37	54	-	8	-	25	-	-	2	-	-	-	-	-	-	-	-	-	-
Retail trade ³	107	3.01	-	-	-	-	4	2	-	5	1	1	20	13	23	20	7	4	-	-	-	7	-	-	-	-	-	-	-	-
Finance ⁴	218	2.89	-	-	1	3	6	2	2	27	5	4	31	67	30	37	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	167	2.44	-	-	5	3	86	16	3	11	7	6	1	18	9	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Engineers, stationary	1,631	3.12	-	-	-	2	6	64	41	67	122	41	172	101	273	111	107	89	131	52	67	51	82	-	1	4	-	47	-	-
Manufacturing	687	3.37	-	-	-	-	-	-	-	4	85	3	63	22	51	17	34	38	111	28	64	35	81	-	-	4	-	47	-	-
Nonmanufacturing	944	2.94	-	-	-	2	6	64	41	63	37	38	109	79	222	94	73	51	20	24	3	16	1	-	1	-	-	-	-	-
Public utilities ²	176	2.98	-	-	-	-	-	2	2	27	5	4	76	-	2	9	-	23	-	18	-	8	-	-	-	-	-	-	-	-
Retail trade ³	111	3.10	-	-	-	-	-	7	-	1	5	4	8	1	8	26	32	13	-	2	1	1	1	-	1	-	-	-	-	-
Finance ⁴	402	2.97	-	-	-	2	4	13	7	24	10	6	8	69	185	13	31	11	13	2	2	2	-	-	-	-	-	-	-	-
Services	218	2.74	-	-	-	-	2	42	32	11	17	24	17	9	23	25	5	4	7	-	-	-	-	-	-	-	-	-	-	-
Firemen, stationary boiler	779	2.59	66	15	8	30	97	63	137	45	72	46	23	58	13	-	42	-	-	-	-	-	64	-	-	-	-	-	-	-
Manufacturing	375	2.86	12	6	-	27	21	22	15	17	45	26	10	58	10	-	42	-	-	-	-	-	64	-	-	-	-	-	-	-
Nonmanufacturing	404	2.34	54	9	8	3	76	41	122	28	27	20	13	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	62	2.49	-	-	3	-	4	20	5	8	22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Helpers, trades, maintenance	1,132	2.32	136	28	41	28	192	129	433	42	27	40	2	-	-	-	-	34	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	430	2.29	89	5	14	24	106	57	30	15	21	34	1	-	-	-	-	34	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	702	2.33	47	23	27	4	86	72	403	27	6	6	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	448	2.37	1	16	21	-	41	62	292	14	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	94	2.08	35	5	-	3	41	3	5	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom	152	2.67	-	-	-	-	7	7	36	8	21	28	4	20	21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	152	2.67	-	-	-	-	7	7	36	8	21	28	4	20	21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Machinists, maintenance	1,259	3.08	-	-	10	30	56	25	27	23	119	76	135	112	99	53	115	8	96	25	49	20	20	159	-	-	-	2	-	-
Manufacturing	1,202	3.09	-	-	10	30	54	24	27	18	100	75	127	109	96	48	115	8	96	25	49	10	20	159	-	-	-	2	-	-
Nonmanufacturing	57	2.93	-	-	-	-	2	1	-	5	19	1	8	3	3	5	-	-	-	-	-	10	-	-	-	-	-	-	-	-
Mechanics, automotive (maintenance)	2,710	2.75	-	21	25	58	2	39	69	693	465	588	262	67	87	70	49	13	89	4	67	5	2	33	2	-	-	-	-	-
Manufacturing	535	2.94	-	-	-	17	-	36	4	24	14	62	221	4	32	17	-	-	-	4	58	5	2	33	2	-	-	-	-	-
Nonmanufacturing	2,175	2.70	-	21	25	41	2	3	65	669	451	526	41	63	55	53	49	13	89	-	9	-	-	-	-	-	-	-	-	-
Public utilities ²	1,572	2.71	-	-	-	8	2	3	55	667	354	199	26	43	46	52	6	13	89	-	9	-	-	-	-	-	-	-	-	-

See footnotes at end of table.

Table A-3. Maintenance and Powerplant Occupations—Continued

(Average straight-time hourly earnings for men in selected occupations studied on an area basis by industry division, New York, N.Y., April 1961)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																										
			Under \$1.90	\$1.90 and under 2.00	\$2.00 - 2.10	\$2.10 - 2.20	\$2.20 - 2.30	\$2.30 - 2.40	\$2.40 - 2.50	\$2.50 - 2.60	\$2.60 - 2.70	\$2.70 - 2.80	\$2.80 - 2.90	\$2.90 - 3.00	\$3.00 - 3.10	\$3.10 - 3.20	\$3.20 - 3.30	\$3.30 - 3.40	\$3.40 - 3.50	\$3.50 - 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 - 4.30	\$4.30 - 4.40	
Mechanics, maintenance -----	1,608	\$2.89	10	24	24	47	69	45	112	73	211	88	262	78	116	54	63	10	76	93	7	-	146	-	-	-	-	-	-
Manufacturing -----	1,175	2.90	10	-	10	47	54	32	56	43	195	74	252	33	88	32	21	-	56	19	7	-	146	-	-	-	-	-	-
Nonmanufacturing -----	433	2.89	-	24	14	-	15	13	56	30	16	14	10	45	28	22	42	10	20	74	-	-	-	-	-	-	-	-	-
Millwrights -----	177	2.84	-	-	-	-	6	3	3	15	22	18	50	11	11	23	15	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	157	2.83	-	-	-	-	6	3	3	15	22	14	48	1	7	23	15	-	-	-	-	-	-	-	-	-	-	-	-
Oilers -----	366	2.42	51	15	14	38	29	95	10	16	47	11	-	-	-	-	-	-	-	-	-	-	40	-	-	-	-	-	-
Manufacturing -----	274	2.44	49	15	14	18	26	51	1	13	36	11	-	-	-	-	-	-	-	-	-	-	40	-	-	-	-	-	-
Nonmanufacturing -----	92	2.33	2	-	-	20	3	44	9	3	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Painters, maintenance -----	1,188	2.52	27	26	15	49	257	196	140	53	50	79	101	75	17	57	15	-	1	7	12	-	11	-	-	-	-	-	-
Manufacturing -----	185	2.81	2	4	-	4	8	7	11	32	14	21	36	4	5	-	14	-	-	-	12	-	11	-	-	-	-	-	-
Nonmanufacturing -----	1,003	2.47	25	22	15	45	249	189	129	21	36	58	65	71	12	57	1	-	1	7	-	-	-	-	-	-	-	-	-
Public utilities ² -----	144	2.80	-	-	-	-	11	1	1	11	10	44	30	1	6	22	-	-	-	7	-	-	-	-	-	-	-	-	-
Retail trade ³ -----	78	2.84	-	-	5	-	1	1	9	3	3	7	4	12	2	31	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ⁴ -----	280	2.55	-	-	-	3	69	3	95	5	16	4	23	58	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Services -----	501	2.27	25	22	10	42	168	184	24	2	7	3	8	-	4	-	1	-	1	-	-	-	-	-	-	-	-	-	-
Pipefitters, maintenance -----	230	2.76	-	-	27	-	10	1	28	27	11	12	11	43	28	16	2	-	-	1	-	-	13	-	-	-	-	-	-
Manufacturing -----	196	2.74	-	-	27	-	10	-	18	27	10	12	9	31	23	16	-	-	-	-	-	13	-	-	-	-	-	-	-
Plumbers, maintenance -----	373	2.70	-	-	1	5	69	11	13	56	21	14	77	36	59	8	-	-	-	-	2	-	-	-	-	-	1	-	-
Manufacturing -----	56	2.78	-	-	-	-	-	-	1	-	13	17	2	12	1	7	-	-	-	-	2	-	-	-	-	-	1	-	-
Nonmanufacturing -----	317	2.68	-	-	1	5	69	10	13	43	4	12	65	35	52	8	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ⁴ -----	146	2.88	-	-	-	-	2	1	1	33	-	3	22	34	48	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Services -----	106	2.30	-	-	-	5	67	9	9	10	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sheet-metal workers, maintenance -----	74	2.83	-	-	-	-	-	-	9	5	9	7	10	17	12	-	4	-	-	-	-	-	-	-	-	-	-	-	1
Manufacturing -----	51	2.85	-	-	-	-	-	-	9	4	3	2	9	7	12	-	4	-	-	-	-	-	-	-	-	-	-	-	1
Tool and die makers -----	1,112	3.12	-	-	-	-	-	6	-	10	34	25	122	108	114	306	148	103	94	9	12	15	-	6	-	-	-	-	-
Manufacturing -----	1,079	3.12	-	-	-	-	-	6	-	10	34	24	122	108	114	274	148	103	94	9	12	15	-	6	-	-	-	-	-

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.² Transportation, communication, and other public utilities.³ Excludes limited-price variety stores.⁴ Finance, insurance, and real estate.⁵ Workers were distributed as follows: 1 at \$1.30 to \$1.40; 1 at \$1.60 to \$1.70; 30 at \$1.70 to \$1.80; 22 at \$1.80 to \$1.90.⁶ Workers were distributed as follows: 8 at \$1.30 to \$1.40; 19 at \$1.40 to \$1.50; 15 at \$1.50 to \$1.60; 1 at \$1.60 to \$1.70; 20 at \$1.70 to \$1.80; 26 at \$1.80 to \$1.90.⁷ Workers were distributed as follows: 13 at \$1.70 to \$1.80; 22 at \$1.80 to \$1.90.⁸ Workers were distributed as follows: 17 at \$1.40 to \$1.50; 22 at \$1.70 to \$1.80; 10 at \$1.80 to \$1.90.

NOTE: See note on p. 5, 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, New York, N. Y., April 1961)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			\$1.00 and under	\$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	\$3.50 and over
			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	3.50	over
Elevator operators, passenger (men)	5,096	\$1.91	10	12	59	74	154	57	1512	50	95	124	1496	1223	91	32	78	17	3	7	-	-	2	-	-	-	-	-
Manufacturing	285	2.12	10	-	2	-	9	2	4	8	23	11	5	105	42	14	21	17	3	7	-	-	2	-	-	-	-	-
Nonmanufacturing	4,811	1.89	-	12	57	74	145	55	1508	42	72	113	1491	1118	49	18	57	-	-	-	-	-	-	-	-	-	-	-
Public utilities ³	157	2.27	-	-	-	-	-	-	-	-	1	8	5	69	12	5	57	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴	336	1.66	-	12	5	24	70	44	56	14	34	12	37	28	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ⁵	3,387	1.97	-	-	-	-	-	1	873	5	21	61	1402	975	36	13	-	-	-	-	-	-	-	-	-	-	-	-
Services	864	1.61	-	-	52	50	75	1	569	13	6	32	47	18	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Elevator operators, passenger (women)	772	1.75	8	6	5	8	5	16	398	11	92	75	52	79	8	1	8	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	767	1.75	8	6	5	8	5	16	398	11	90	72	52	79	8	1	8	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	68	1.52	8	6	5	8	5	9	4	7	5	4	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴	439	1.72	-	-	-	-	-	-	328	4	-	43	18	43	2	-	1	-	-	-	-	-	-	-	-	-	-	-
Services																												
Guards	4,556	1.84	41	516	350	175	358	65	141	129	254	318	735	417	422	326	81	36	80	77	19	8	5	3	-	-	-	-
Manufacturing	595	2.11	21	-	-	-	-	-	8	51	4	55	33	65	122	104	49	19	1	-	50	7	-	4	2	-	-	-
Nonmanufacturing	3,961	1.80	20	516	350	175	358	57	90	125	199	285	670	295	318	277	62	35	80	27	12	8	1	1	-	-	-	-
Public utilities ³	231	2.34	-	-	-	-	-	-	-	-	3	2	41	61	25	12	1	26	49	-	1	8	1	1	-	-	-	-
Retail trade ⁴	118	1.67	-	9	10	22	4	4	12	13	6	1	21	5	11	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ⁵	1,820	2.10	4	-	-	-	2	13	67	108	186	261	302	225	280	233	61	9	31	27	11	-	-	-	-	-	-	-
Services	1,790	1.44	16	507	340	153	352	40	11	4	4	21	306	4	-	32	-	-	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (men)	19,799	1.81	755	366	539	1396	712	1186	2134	968	3291	956	2853	2973	892	436	77	133	72	27	1	2	30	-	-	-	-	-
Manufacturing	4,037	1.84	79	111	240	372	290	330	221	108	213	230	560	363	361	283	44	123	49	27	1	2	30	-	-	-	-	-
Nonmanufacturing	15,762	1.80	676	255	299	1024	422	856	1913	860	3078	726	2293	2610	531	153	33	10	23	-	-	-	-	-	-	-	-	-
Public utilities ³	1,489	2.00	-	-	-	7	16	57	35	42	564	97	136	236	185	75	9	8	22	-	-	-	-	-	-	-	-	-
Wholesale trade	457	1.71	20	50	20	-	2	30	73	49	72	42	48	34	5	12	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴	1,906	1.48	240	200	226	271	139	116	146	182	148	83	80	34	30	7	3	1	-	-	-	-	-	-	-	-	-	-
Finance ⁵	4,694	1.92	16	-	-	8	16	132	1158	326	231	251	1581	794	168	7	5	-	1	-	-	-	-	-	-	-	-	-
Services	7,216	1.77	400	5	53	738	249	521	501	261	2063	253	448	1512	143	52	16	1	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (women)	11,298	1.62	12	50	72	872	234	3284	5956	304	256	71	92	27	31	16	17	2	-	2	-	-	-	-	-	-	-	-
Manufacturing	350	1.74	-	1	9	35	15	39	88	49	31	34	9	1	4	14	17	2	-	2	-	-	-	-	-	-	-	-
Nonmanufacturing	10,948	1.62	12	49	63	837	219	3245	5868	255	225	37	83	26	27	2	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴	258	1.49	12	29	21	23	65	22	19	38	14	12	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ⁵	5,050	1.62	-	-	3	351	16	1358	3082	211	23	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	5,026	1.61	-	-	39	462	123	1687	2532	1	143	25	5	5	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Laborers, material handling	14,973	2.23	62	106	305	673	345	407	306	749	966	425	852	657	733	2205	1268	1562	2493	236	26	114	10	-	2	-	-	471
Manufacturing	6,020	2.22	60	104	118	55	201	236	154	372	643	279	293	437	171	622	520	541	516	157	26	42	-	-	2	-	-	471
Nonmanufacturing	8,953	2.23	2	2	187	618	144	171	152	377	323	146	559	220	562	1583	748	1021	1977	79	-	72	10	-	-	-	-	-
Public utilities ³	3,928	2.49	-	-	-	-	-	-	1	1	2	6	94	106	148	608	665	524	1761	-	-	12	-	-	-	-	-	-
Wholesale trade	2,771	2.10	-	-	-	420	52	50	140	190	55	412	70	103	631	66	389	101	22	-	60	10	-	-	-	-	-	-
Retail trade ⁴	2,163	1.94	2	2	187	181	138	113	91	232	124	82	50	30	302	340	12	105	115	57	-	-	-	-	-	-	-	-
Order fillers	5,568	2.16	51	67	93	64	88	313	227	461	460	234	415	418	139	743	55	1086	113	281	33	20	181	-	-	26	-	-
Manufacturing	1,510	1.99	51	66	57	55	52	39	79	133	101	93	141	65	72	301	28	-	-	-	-	11	-	-	-	26	-	-
Nonmanufacturing	4,058	2.22	-	1	36	9	36	274	148	328	359	141	274	353	67	442	27	1086	113	141	33	9	181	-	-	-	-	-
Wholesale trade	3,246	2.23	-	-	-	-	-	241	105	289	276	109	263	324	65	222	-	1081	54	27	2	9	179	-	-	-	-	-
Retail trade ⁴	585	2.14	-	1	28	9	32	31	41	39	81	30	11	10	2	38	26	4	59	114	27	-	2	-	-	-	-	-

See footnotes at end of table.

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

(Average straight-time hourly earnings for selected occupations studied on an area basis
by industry division, New York, N. Y., April 1961)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			\$1.00 and under	\$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	\$3.50		
			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	3.50	and over		
Packers, shipping (men) -----	4,631	\$1.89	-	84	111	127	222	258	561	351	548	526	751	407	147	249	159	113	15	1	1	-	-	-	-	-	-	-	-	
Manufacturing -----	2,449	1.87	-	84	73	76	168	83	270	182	279	294	421	94	85	209	50	74	6	1	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	2,182	1.91	-	-	38	51	54	175	291	169	269	232	330	313	62	40	109	39	9	-	1	-	-	-	-	-	-	-		
Wholesale trade -----	1,472	1.94	-	-	-	9	18	141	207	132	195	99	241	269	21	18	104	9	9	-	-	-	-	-	-	-	-	-		
Retail trade ⁴ -----	645	1.84	-	-	36	42	36	34	84	33	59	133	64	43	37	21	4	18	-	-	1	-	-	-	-	-	-	-		
Packers, shipping (women) -----	442	1.77	-	-	14	32	20	40	103	32	78	30	26	22	34	3	3	5	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	328	1.68	-	-	14	32	20	16	103	28	78	10	4	22	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade ⁴ -----	193	1.61	-	-	14	32	20	16	53	18	18	5	4	12	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Receiving clerks -----	1,532	2.17	-	-	21	34	43	74	44	119	190	126	98	138	117	98	104	31	48	86	7	28	56	10	12	6	-	42		
Manufacturing -----	549	2.32	-	-	-	4	4	-	2	21	77	57	24	100	45	49	62	3	-	-	-	8	28	10	7	6	-	42		
Nonmanufacturing -----	983	2.08	-	-	21	30	39	74	42	98	113	69	74	38	72	49	42	28	48	86	7	20	28	-	5	-	-	-		
Wholesale trade -----	416	2.35	-	-	-	-	-	-	-	20	59	35	18	20	50	24	31	4	45	79	-	5	26	-	-	-	-	-		
Retail trade ⁴ -----	478	1.85	-	-	21	30	39	73	39	46	45	33	49	18	13	16	10	18	2	4	6	14	2	-	-	-	-	-		
Shipping clerks -----	1,164	2.34	-	-	-	-	4	15	36	50	58	80	109	130	89	70	101	73	11	216	68	24	6	1	-	19	-	4		
Manufacturing -----	493	2.37	-	-	-	-	-	-	10	20	17	9	78	43	52	21	81	46	-	44	42	2	6	1	-	19	-	2		
Nonmanufacturing -----	671	2.32	-	-	-	-	4	15	26	30	41	71	31	87	37	49	20	27	11	172	26	22	-	-	-	-	-	2		
Wholesale trade -----	514	2.36	-	-	-	-	-	9	20	38	49	20	84	26	34	20	26	5	155	5	21	-	-	-	-	-	-	2		
Retail trade ⁴ -----	152	2.17	-	-	-	-	4	15	17	10	3	22	11	3	7	14	-	1	6	17	21	1	-	-	-	-	-	-		
Shipping and receiving clerks -----	1,082	2.27	-	-	-	-	2	20	8	33	65	44	67	270	121	76	141	75	72	31	11	16	17	-	2	11	-	-		
Manufacturing -----	284	2.29	-	-	-	-	-	-	8	-	48	30	5	41	47	23	1	27	9	9	5	1	17	-	2	11	-	-		
Nonmanufacturing -----	798	2.27	-	-	-	-	2	20	-	33	17	14	62	229	74	53	140	48	63	22	6	15	-	-	-	-	-	-		
Wholesale trade -----	496	2.20	-	-	-	-	-	20	-	20	-	10	50	217	58	34	20	33	9	20	5	-	-	-	-	-	-	-		
Truckdrivers ⁶ -----	16,383	2.81	-	-	-	1	22	1	40	27	60	86	181	338	395	580	807	3639	2487	1401	2356	620	900	99	595	41	31	1676		
Manufacturing -----	5,574	3.10	-	-	-	-	10	-	20	4	24	55	148	112	88	201	243	426	270	990	535	51	542	99	18	39	31	1668		
Nonmanufacturing -----	10,809	2.66	-	-	-	1	12	1	20	23	36	31	33	226	307	379	564	3213	2217	411	1821	569	358	-	577	2	-	8		
Public utilities ³ -----	5,732	2.67	-	-	-	-	-	-	-	-	10	1	-	24	79	60	256	1662	1773	182	1685	-	-	-	-	-	-	-		
Wholesale trade -----	3,512	2.75	-	-	-	-	-	-	-	-	-	-	9	40	-	261	220	1100	414	72	120	339	356	-	571	2	-	8		
Retail trade ⁴ -----	779	2.63	-	-	-	1	12	1	3	19	-	3	1	17	14	49	77	173	2	153	16	230	2	-	6	-	-	-		
Services -----	708	2.31	-	-	-	-	-	-	17	-	17	12	11	140	201	-	-	278	28	4	-	-	-	-	-	-	-	-		
Truckdrivers, light (under 1½ tons) -----	940	2.30	-	-	-	-	-	17	4	52	58	83	55	224	32	129	229	13	21	20	-	-	1	-	2	-	-	-		
Manufacturing -----	248	2.19	-	-	-	-	-	-	-	16	43	51	28	55	3	5	22	11	13	-	-	-	1	-	-	-	-	-		
Nonmanufacturing -----	692	2.34	-	-	-	-	-	17	4	36	15	32	27	169	29	124	207	2	8	20	-	-	-	-	2	-	-	-		
Truckdrivers, medium (1½ to and including 4 tons) -----	8,015	2.76	-	-	-	1	22	1	23	11	8	18	98	182	102	481	253	2760	1867	804	136	-	443	-	14	35	28	728		
Manufacturing -----	2,550	3.14	-	-	-	-	10	-	20	4	8	3	97	56	33	191	94	226	6	758	126	-	113	-	14	35	28	728		
Nonmanufacturing -----	5,465	2.59	-	-	-	1	12	1	3	7	-	15	1	126	69	290	159	2534	1861	46	10	-	330	-	-	-	-	-		
Public utilities ³ -----	2,929	2.60	-	-	-	-	-	-	-	-	-	-	-	1	28	5	122	1328	1445	-	-	-	-	-	-	-	-	-		
Wholesale trade -----	1,976	2.63	-	-	-	-	-	-	-	-	-	-	-	-	-	235	20	941	408	36	6	-	330	-	-	-	-	-		
Retail trade ⁴ -----	132	2.23	-	-	-	1	12	1	3	7	-	3	1	5	14	49	11	11	-	10	4	-	-	-	-	-	-	-		

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, New York, N. Y., April 1961)

Occupation ¹ and industry division	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
Truckdrivers: ⁶ —Continued																												
Truckdrivers, heavy (over 4 tons, trailer type)	1,450	\$2.83	-	-	-	-	-	-	-	-	-	-	-	28	24	7	9	63	20	243	697	170	55	98	36	-	-	-
Manufacturing	435	2.83	-	-	-	-	-	-	-	-	-	-	-	28	-	7	8	-	-	142	86	29	37	98	-	-	-	-
Nonmanufacturing	1,015	2.83	-	-	-	-	-	-	-	-	-	-	-	-	24	-	1	63	20	101	611	141	18	-	36	-	-	-
Truckdrivers, heavy (over 4 tons, other than trailer type)	3,473	3.11	-	-	-	-	-	-	-	-	-	9	-	-	-	8	60	562	202	310	407	448	33	-	479	4	3	948
Manufacturing	1,598	3.40	-	-	-	-	-	-	-	-	-	9	-	-	-	-	160	33	77	323	22	23	-	4	4	3	940	
Nonmanufacturing	1,875	2.86	-	-	-	-	-	-	-	-	-	-	-	-	-	8	60	402	169	233	84	426	10	-	475	-	-	-
Truckers, power (forklift)	2,324	2.61	-	-	-	18	8	4	8	4	11	104	172	24	140	317	81	451	45	464	64	32	-	3	21	60	-	293
Manufacturing	1,275	2.69	-	-	-	18	8	4	8	4	11	104	172	24	53	74	60	31	30	256	44	-	-	-	21	60	-	293
Nonmanufacturing	1,049	2.53	-	-	-	-	-	-	-	-	-	-	-	-	87	243	21	420	15	208	20	32	-	3	-	-	-	-
Public utilities ³	424	2.48	-	-	-	-	-	-	-	-	-	-	-	-	8	153	-	220	-	8	-	32	-	3	-	-	-	-
Truckers, power (other than forklift)	396	2.47	-	-	-	-	-	-	2	-	-	38	-	8	10	199	-	4	31	51	-	17	-	20	-	16	-	-
Manufacturing	213	2.48	-	-	-	-	-	-	2	-	-	38	-	8	10	78	-	4	29	-	8	-	20	-	16	-	-	-
Watchmen	2,644	1.81	188	42	109	58	223	167	220	308	122	140	422	238	80	65	101	132	22	4	1	2	-	-	-	-	-	-
Manufacturing	671	1.76	52	3	68	15	80	64	41	101	5	48	29	16	30	14	35	41	22	4	1	2	-	-	-	-	-	-
Nonmanufacturing	1,973	1.83	136	39	41	43	143	103	179	207	117	92	393	222	50	51	66	91	-	-	-	-	-	-	-	-	-	-
Public utilities ³	608	2.11	-	18	-	-	-	6	35	49	-	5	263	34	21	23	65	89	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴	182	1.71	-	-	11	7	19	5	60	30	16	5	16	3	5	4	1	-	-	-	-	-	-	-	-	-	-	-
Finance ⁵	416	2.03	-	-	-	-	-	11	1	3	62	52	112	166	8	1	-	-	-	-	-	-	-	-	-	-	-	-
Services	645	1.48	136	21	21	27	115	81	74	107	9	27	-	13	14	-	-	-	-	-	-	-	-	-	-	-	-	-

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 Transportation, communication, and other public utilities.⁴ Excludes limited-price variety stores.⁵ Finance, insurance, and real estate.⁶ Includes all drivers regardless of size and type of truck operated.⁷ Workers were distributed as follows: 438 at \$3.50 to \$3.60; 318 at \$3.60 to \$4; 464 at \$4 to \$4.40; 265 at \$4.40 to \$4.80; 183 at \$4.80 and over.⁸ Workers were distributed as follows: 35 at \$3.50 to \$3.60; 140 at \$3.60 to \$4; 182 at \$4 to \$4.40; 189 at \$4.40 to \$4.80; 182 at \$4.80 and over.⁹ Workers were distributed as follows: 403 at \$3.50 to \$3.60; 178 at \$3.60 to \$4; 282 at \$4 to \$4.40; 76 at \$4.40 to \$4.80; 1 at \$4.80 to \$4.90.¹⁰ All workers were at \$3.50 to \$3.60.

NOTE: See note on p. 5, relative to the inclusion of railroads.

B: Establishment Practices and Supplementary Wage Provisions

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Table B-1. Shift Differentials

(Shift differentials of manufacturing plant workers by type and amount of differential, New York, N. Y., April 1961)

Shift differential	Percent of manufacturing plant workers—			
	In establishments having formal provisions ¹ for—		Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total	63.2	50.4	10.3	3.1
With shift pay differential	61.2	49.5	10.1	3.1
Uniform cents (per hour)	39.6	26.3	8.3	1.8
1 or 2½ cents	1.4	.7	.1	.2
5 cents	4.1	-	.4	-
6 cents	.6	-	-	-
6¾/10 or 7 cents	3.4	2.1	.7	-
7½ cents	1.2	-	.3	-
8 cents	1.3	-	.3	-
10 cents	11.3	10.7	1.7	.5
12 or 12½ cents	.7	3.4	-	.4
13½/5 or 13¾/5 cents	8.0	.2	3.7	-
14 or 14¾/10 cents	.1	.8	(²)	.1
15 cents	4.6	2.6	.5	.2
15¾/10 or 15¾/5 cents	1.4	1.4	.3	(²)
16 or 17½ cents	-	2.5	-	.4
27 cents and over	1.5	1.8	.2	.1
Uniform percentage	20.4	14.3	1.7	.2
1 percent	.7	-	.2	-
1½ percent	-	.7	-	(²)
5 percent	1.6	-	.3	-
7 percent	.8	.8	.3	-
7½ percent	1.1	.3	(²)	(²)
10 percent	12.6	6.2	.5	.2
15 percent	3.1	5.7	.4	(²)
Over 15 percent	.6	.6	-	-
Other formal shift pay differential	1.2	8.9	.1	1.0
No shift pay differential	1.9	.9	.3	(²)

¹ Includes establishments currently operating late shifts, and establishments with formal provisions covering late shifts even though they were not currently operating late shifts.

² Less than 0.05 percent.

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

(Distribution of establishments studied in all industries and in industry divisions by minimum entrance salary for selected categories of inexperienced women office workers, New York, N. Y., April 1961)

Minimum weekly salary ¹	Inexperienced typists										Other inexperienced clerical workers ²											
	All industries	Manufacturing				Nonmanufacturing						All industries	Manufacturing				Nonmanufacturing					
		Based on standard weekly hours ³ of—											Based on standard weekly hours ³ of—									
		All schedules	35	37½	40	All schedules	35	36¼	37½	40	All schedules		35	37½	40	All schedules	35	36¼	37½	40		
Establishments studied	565	173	xxx	xxx	xxx	392	xxx	xxx	xxx	xxx	565	173	xxx	xxx	xxx	392	xxx	xxx	xxx	xxx		
Establishments having a specified minimum	250	77	47	11	10	173	74	23	38	28	283	82	51	12	9	201	80	24	50	33		
\$ 37.50 and under \$ 40.00	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	-	-	-	-		
\$ 40.00 and under \$ 42.50	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	-	-	-	-		
\$ 42.50 and under \$ 45.00	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	-	-	-	-		
\$ 45.00 and under \$ 47.50	10	1	-	1	-	9	2	1	4	2	21	4	2	2	-	17	3	2	10	2		
\$ 47.50 and under \$ 50.00	8	1	1	-	-	7	3	-	3	1	20	2	2	-	-	18	6	-	8	3		
\$ 50.00 and under \$ 52.50	38	16	7	5	1	22	7	3	7	3	73	25	13	4	3	48	15	11	13	5		
\$ 52.50 and under \$ 55.00	14	2	1	-	1	12	3	4	2	1	22	2	1	1	-	20	10	4	4	2		
\$ 55.00 and under \$ 57.50	69	15	9	1	2	54	27	8	11	6	48	11	6	2	2	37	22	4	3	4		
\$ 57.50 and under \$ 60.00	23	9	8	1	-	14	10	2	-	1	21	12	11	-	-	9	5	1	2	1		
\$ 60.00 and under \$ 62.50	41	13	7	3	1	28	12	4	4	6	36	12	7	2	1	24	12	2	3	4		
\$ 62.50 and under \$ 65.00	12	6	4	-	1	6	3	-	2	1	6	3	2	-	-	3	1	-	1	1		
\$ 65.00 and under \$ 67.50	16	5	4	-	1	11	3	1	4	2	12	4	3	-	1	8	2	-	4	2		
\$ 67.50 and under \$ 70.00	4	2	2	-	-	2	1	-	-	1	2	-	-	-	-	2	1	-	-	1		
\$ 70.00 and under \$ 72.50	5	3	3	-	-	2	1	-	1	-	8	3	3	-	-	5	2	-	1	2		
\$ 72.50 and under \$ 75.00	3	-	-	-	-	3	1	-	-	2	2	-	-	-	-	2	-	-	-	2		
\$ 75.00 and over	7	4	1	-	3	3	1	-	-	2	9	4	1	1	2	5	1	-	-	4		
Establishments having no specified minimum	114	31	xxx	xxx	xxx	83	xxx	xxx	xxx	xxx	135	38	xxx	xxx	xxx	97	xxx	xxx	xxx	xxx		
Establishments which did not employ workers in this category	201	65	xxx	xxx	xxx	136	xxx	xxx	xxx	xxx	147	53	xxx	xxx	xxx	94	xxx	xxx	xxx	xxx		

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

NOTE: See note on p. 19, relative to the inclusion of railroads.

Table B-3. Scheduled Weekly Hours

(Percent distribution of office and plant workers in all industries and in industry divisions by scheduled weekly hours of first-shift workers, New York, N. Y., April 1961)

Weekly hours	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
All workers -----	100	100	100	100	100	100	100	100	100	100	100	100	100
Under 35 hours -----	1	2	-	-	(⁵)	1	-	1	-	-	-	2	3
35 hours -----	54	71	52	43	23	54	52	5	10	(⁵)	4	2	(⁵)
Over 35 and under 36 ¹ / ₄ hours -----	2	(⁵)	-	1	-	3	7	1	3	-	-	-	-
36 ¹ / ₄ hours -----	9	6	3	9	17	11	4	5	10	-	3	3	-
Over 36 ¹ / ₄ and under 37 ¹ / ₂ hours -----	5	(⁵)	-	3	6	11	(⁵)	(⁵)	1	-	-	(⁵)	-
37 ¹ / ₂ hours -----	15	14	9	34	29	8	23	6	6	4	10	12	2
Over 37 ¹ / ₂ and under 40 hours -----	1	1	-	1	2	-	6	1	1	-	2	4	(⁵)
40 hours -----	13	6	36	10	24	12	7	76	68	93	81	68	86
Over 40 and under 44 hours -----	(⁵)	-	-	-	(⁵)	-	-	1	-	-	-	3	3
44 hours -----	-	-	-	-	-	-	-	1	1	-	-	5	-
45 hours -----	-	-	-	-	-	-	-	1	1	3	-	-	2
48 hours -----	-	-	-	-	-	-	-	1	-	-	-	1	5

¹ Transportation, communication, and other public utilities.² Excludes data for limited-price variety stores.³ Finance, insurance, and real estate.⁴ Includes data for real estate in addition to those industry divisions shown separately.⁵ Less than 0.5 percent.

NOTE: Estimates for all industries 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 B-4. Paid Holidays

(Percent distribution of office and plant workers in all industries and in industry divisions by number of paid holidays provided annually, New York, N. Y., April 1961)

Item	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays	99	100	100	100	99	100	100	98	100	99	100	98	89
Workers in establishments providing no paid holidays	(⁵)	-	-	-	(⁵)	-	-	2	-	1	-	2	11
Number of days													
Less than 6 days	(⁵)	-	-	-	(⁵)	-	-	3	4	-	-	3	1
6 days	1	(⁵)	-	1	(⁵)	(⁵)	4	7	4	4	2	4	26
6 days plus 1 or 2 half days	(⁵)	(⁵)	-	-	-	(⁵)	(⁵)	1	3	-	-	-	(⁵)
7 days	11	11	24	10	58	1	17	29	20	31	10	58	28
7 days plus 1 half day	2	2	-	4	3	(⁵)	5	1	1	-	2	3	1
7 days plus 2, 3, 4, 5, or 6 half days	2	1	1	4	(⁵)	-	16	2	-	(⁵)	(⁵)	8	2
8 days	7	10	7	7	1	4	14	14	21	15	18	7	3
8 days plus 1 half day	2	4	-	3	1	-	4	1	2	-	(⁵)	(⁵)	-
8 days plus 2 half days	1	4	1	1	5	-	1	2	6	-	(⁵)	(⁵)	(⁵)
8 days plus 3 or 4 half days	1	2	2	3	1	(⁵)	2	1	1	-	(⁵)	2	-
9 days	11	16	3	15	1	10	10	6	9	-	6	4	6
9 days plus 1, 2, 3, or 4 half days	2	4	-	4	2	(⁵)	2	2	4	-	1	2	2
10 days	6	17	2	9	6	(⁵)	4	8	9	1	11	(⁵)	12
10 days plus 1 half day	1	2	-	4	7	(⁵)	1	1	1	-	(⁵)	(⁵)	-
10 days plus 2 half days	2	4	1	1	8	1	(⁵)	1	2	-	-	(⁵)	-
10 days plus 3 or 4 half days	2	2	-	5	-	1	(⁵)	(⁵)	1	-	3	-	7
11 days	31	14	53	10	5	46	16	15	9	46	22	6	(⁵)
11 days plus 1 half day	4	2	1	5	-	4	1	1	1	(⁵)	3	-	-
11 days plus 2 half days	2	1	2	4	1	2	4	(⁵)	(⁵)	-	1	-	-
11 days plus 3 half days	1	-	1	2	-	2	-	(⁵)	-	-	1	-	-
12 days	10	1	1	3	-	22	(⁵)	2	2	1	7	-	-
12 days plus 1, 2, 3, or 5 half days	2	1	(⁵)	2	-	4	-	(⁵)	(⁵)	-	(⁵)	-	-
13 or more days	1	2	-	2	(⁵)	-	-	(⁵)	(⁵)	-	8	-	-
Total holiday time⁶													
14 or more days	1	2	-	3	(⁵)	-	-	(⁵)	(⁵)	-	4	-	-
13 1/2 or more days	1	2	(⁵)	3	(⁵)	-	-	(⁵)	(⁵)	-	4	-	-
13 or more days	1	3	(⁵)	4	(⁵)	1	-	(⁵)	(⁵)	-	8	-	-
12 1/2 or more days	4	4	2	5	(⁵)	6	-	(⁵)	(⁵)	-	8	-	-
12 or more days	16	8	4	12	1	30	(⁵)	3	3	2	19	-	-
11 1/2 or more days	21	10	5	23	1	36	4	4	4	2	25	-	(⁵)
11 or more days	54	28	59	37	14	84	21	20	15	48	48	6	7
10 1/2 or more days	55	29	59	41	21	84	23	21	16	48	48	7	7
10 or more days	62	47	65	52	28	85	26	29	27	50	59	7	20
9 1/2 or more days	64	52	65	54	30	85	29	32	30	50	61	11	22
9 or more days	77	72	69	71	35	95	48	40	45	50	67	15	29
8 1/2 or more days	78	76	69	76	36	95	52	41	47	50	67	15	29
8 or more days	87	87	76	86	38	99	74	56	68	64	86	30	33
7 1/2 or more days	88	89	76	89	41	99	79	58	69	64	88	33	34
7 or more days	99	99	100	99	99	99	96	87	90	95	98	91	63
6 or more days	99	100	100	100	99	100	100	95	96	99	100	95	88
5 or more days	99	100	100	100	99	100	100	97	99	99	100	95	88
4 or more days	99	100	100	100	99	100	100	97	99	99	100	95	88
3 or more days	99	100	100	100	99	100	100	97	100	99	100	95	89
2 or more days	99	100	100	100	99	100	100	97	100	99	100	95	89
1 or more days	99	100	100	100	99	100	100	98	100	99	100	98	89

¹ Transportation, communication, and other public utilities.² Excludes limited-price variety stores.³ Finance, insurance, and real estate.⁴ Includes data for real estate in addition to those industry divisions shown separately.⁵ Less than 0.5 percent.⁶ 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.

NOTE: See note on p. 19, relative to the inclusion of railroads.

Table B-5. Paid Vacations

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, New York, N. Y., April 1961)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Method of payment													
Workers in establishments providing paid vacations	99	100	100	100	100	99	100	99	100	100	100	99	95
Length-of-time payment	99	100	100	100	100	99	99	95	91	100	100	99	92
Percentage payment	(⁵)	-	-	-	-	-	(⁵)	1	1	-	-	-	2
Flat-sum payment	-	-	-	-	-	-	-	3	6	-	-	-	-
Other	-	-	-	-	-	-	-	1	2	-	-	-	-
Workers in establishments providing no paid vacations	(⁵)	-	-	-	-	(⁵)	-	1	-	-	-	1	5
Amount of vacation pay⁶													
<u>After 6 months of service</u>													
Under 1 week	4	4	1	6	25	(⁵)	9	25	41	2	6	22	12
1 week	54	65	50	59	49	49	53	29	16	50	53	45	15
Over 1 and under 2 weeks	17	17	13	12	11	19	22	8	13	3	14	(⁵)	2
2 weeks	15	3	18	3	-	28	5	4	2	16	(⁵)	1	(⁵)
<u>After 1 year of service</u>													
1 week	6	3	10	3	38	1	12	48	53	29	12	44	72
Over 1 and under 2 weeks	(⁵)	-	-	-	5	-	-	3	2	-	-	5	2
2 weeks	94	96	90	96	57	99	88	42	33	66	77	50	20
Over 2 and under 3 weeks	(⁵)	-	-	1	-	-	1	1	-	-	8	-	1
3 weeks	(⁵)	(⁵)	-	-	(⁵)	-	-	6	12	5	4	-	-
<u>After 2 years of service</u>													
1 week	(⁵)	(⁵)	2	-	(⁵)	-	1	17	25	21	4	1	19
Over 1 and under 2 weeks	1	(⁵)	7	-	-	(⁵)	-	8	14	1	-	-	8
2 weeks	95	96	91	99	87	97	93	65	49	73	85	89	67
Over 2 and under 3 weeks	2	-	-	1	12	2	6	2	-	-	8	9	1
3 weeks	1	3	-	-	(⁵)	2	-	6	12	5	4	-	-
<u>After 3 years of service</u>													
1 week	(⁵)	(⁵)	-	-	(⁵)	-	(⁵)	5	10	-	2	1	5
Over 1 and under 2 weeks	(⁵)	(⁵)	-	-	-	-	-	5	10	-	-	-	-
2 weeks	92	90	95	99	83	93	91	79	64	95	85	85	89
Over 2 and under 3 weeks	2	1	(⁵)	1	12	2	6	3	1	-	8	9	1
3 weeks	5	9	4	-	5	6	2	8	15	5	6	4	-
4 weeks	(⁵)	(⁵)	-	-	-	-	-	-	-	-	-	-	-
<u>After 5 years of service</u>													
1 week	(⁵)	-	-	-	(⁵)	-	-	3	7	-	-	1	1
Over 1 and under 2 weeks	(⁵)	(⁵)	-	-	-	-	-	(⁵)	(⁵)	-	-	-	-
2 weeks	67	76	77	83	55	60	59	73	69	83	64	66	91
Over 2 and under 3 weeks	10	1	2	5	5	20	6	4	2	1	8	5	1
3 weeks	22	22	21	12	40	21	34	18	19	15	28	27	2
4 weeks	(⁵)	1	-	-	-	-	-	1	2	1	-	-	-

See footnotes at end of table.

Table B-5. Paid Vacations—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, New York, N. Y., April 1961)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
Amount of vacation pay⁵ —Continued													
<u>After 10 years of service</u>													
1 week	(⁵)	-	-	-	(⁵)	-	-	3	7	-	-	1	1
2 weeks	27	29	50	39	16	16	38	45	44	54	36	28	65
Over 2 and under 3 weeks	7	2	2	6	-	14	1	3	4	2	4	-	5
3 weeks	63	61	45	55	82	69	55	45	42	40	56	68	23
Over 3 and under 4 weeks	(⁵)	1	-	-	-	-	-	(⁵)	1	-	-	-	-
4 weeks	3	8	3	1	2	1	6	2	2	4	4	2	1
<u>After 15 years of service</u>													
1 week	(⁵)	-	-	-	(⁵)	-	-	3	7	-	-	1	1
2 weeks	8	14	4	15	11	3	9	21	29	1	12	19	25
Over 2 and under 3 weeks	(⁵)	-	-	-	-	-	1	(⁵)	-	-	1	-	1
3 weeks	82	71	91	82	86	85	82	70	58	94	83	75	66
Over 3 and under 4 weeks	2	-	-	2	-	4	-	(⁵)	-	-	(⁵)	-	-
4 weeks	8	15	5	1	2	8	8	4	6	4	4	4	1
Over 4 weeks	-	-	-	-	-	-	-	(⁵)	-	1	-	-	-
<u>After 20 years of service</u>													
1 week	(⁵)	-	-	-	(⁵)	-	-	3	7	-	-	1	1
2 weeks	7	13	4	14	11	3	9	20	26	1	11	19	25
Over 2 and under 3 weeks	(⁵)	-	-	-	-	-	1	(⁵)	-	-	1	-	1
3 weeks	68	56	86	66	65	68	79	63	55	76	67	62	66
Over 3 and under 4 weeks	(⁵)	(⁵)	-	-	-	-	-	(⁵)	1	-	-	-	-
4 weeks	25	31	10	20	23	29	12	13	11	22	22	17	2
Over 4 weeks	-	-	-	-	-	-	-	(⁵)	-	1	-	-	-
<u>After 25 years of service</u>													
1 week	(⁵)	-	-	-	(⁵)	-	-	3	7	-	-	1	1
2 weeks	7	13	4	14	11	3	9	19	26	1	11	19	23
Over 2 and under 3 weeks	(⁵)	-	-	-	-	-	1	(⁵)	-	-	1	-	1
3 weeks	29	32	35	51	21	13	66	45	46	33	57	30	66
Over 3 and under 4 weeks	(⁵)	1	(⁵)	-	-	-	-	1	2	-	-	-	-
4 weeks	63	54	60	35	67	84	25	30	18	65	32	49	4
Over 4 weeks	-	-	-	-	-	-	-	(⁵)	-	1	-	-	-

¹ Transportation, communication, and other public utilities.² Excludes limited-price variety stores.³ Finance, insurance, and real estate.⁴ Includes data for real estate in addition to those industry divisions shown separately.⁵ Less than 0.5 percent.⁶ 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.

NOTE: See note on p. 19, relative to the inclusion of railroads. In the tabulations of vacation allowances by years of service, payments other than "length of time" such as percentage of annual earnings or flat-sum payments, were converted to an equivalent time basis; for example, a payment of 2 percent of annual earnings was considered as 1 week's pay.

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

(Percent of office and plant workers in all industries and in industry divisions employed in establishments providing health, insurance, or pension benefits, New York, N. Y., April 1961)

Type of benefit	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
All workers -----	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Life insurance -----	95	92	96	92	92	98	93	94	94	97	99	95	85
Accidental death and dismemberment insurance -----	42	43	61	43	37	39	30	48	43	60	59	45	54
Sickness and accident insurance or sick leave or both ⁵ -----	84	88	88	79	91	82	79	81	80	83	84	87	75
Sickness and accident insurance -----	29	29	37	35	50	23	25	63	71	37	54	67	62
Sick leave (full pay and no waiting period) -----	73	76	77	70	44	76	67	24	15	32	59	30	24
Sick leave (partial pay or waiting period) -----	3	5	5	-	13	-	(⁶)	12	8	37	-	7	10
Hospitalization insurance -----	81	84	69	75	90	88	54	89	96	70	94	96	79
Surgical insurance -----	79	85	70	72	88	84	52	86	92	68	90	93	77
Medical insurance -----	55	69	50	55	69	53	30	65	70	57	54	75	55
Catastrophe insurance -----	57	48	64	47	18	75	32	13	8	40	20	4	5
Retirement pension -----	82	82	85	78	74	88	63	79	80	81	84	80	66
No health, insurance, or pension plan ----	1	2	(⁶)	1	(⁶)	-	(⁶)	2	2	-	-	1	7

¹ Transportation, communication, and other public utilities.² Excludes limited-price variety stores.³ Finance, insurance, and real estate.⁴ Includes data for real estate in addition to those industry divisions shown separately.⁵ 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 days⁶ pay that can be expected by each employee. Informal sick-leave allowances determined on an individual basis are excluded.⁶ Less than 0.5 percent.

NOTE: See note on p. 19, relative to the inclusion of railroads.

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 balancing subsidiary ledger or ledgers such as accounts receivable or accounts

CLERK, ACCOUNTING—Continued

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 or accounts payable vouchers, entering vouchers in voucher registers; reconciling bank accounts; posting subsidiary ledgers controlled by general ledgers, or posting simple cost accounting data. 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—In an established filing system containing a number of varied subject matter files, classifies and indexes correspondence or other material; may also file this material. May keep records of various types in conjunction with files or may 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 which is easily identifiable, or locates or assists in locating material in files. May perform incidental clerical duties.

CLERK, ORDER

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

CLERK, PAYROLL

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

COMPTOMETER OPERATOR

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

DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

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

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

Class A—Operates a variety of tabulating or electrical accounting machines, typically including such machines as the tabulator, calculator, interpreter, collator and others. Performs complete reporting assignments without close supervision, and performs difficult wiring as required. The complete reporting and tabulating assignments typically involve a variety of long and complex reports which often are of irregular or nonrecurring type requiring some planning and sequencing of steps to be taken. As a more experienced operator, is typically involved in training new operators in machine operations, or partially trained operators in wiring from diagrams and operating sequences of long and complex reports. *Does not include* working supervisors performing tabulating-machine operations *and* day-to-day supervision of the work and production of a group of tabulating-machine operators.

Class B—Operates more difficult tabulating or electrical accounting machines such as the tabulator and calculator, in addition to the sorter, reproducer, and collator. This work is performed under specific instructions and may include the performance of some wiring from diagrams. The work typically involves, for example, tabulations involving a repetitive accounting exercise, a complete but small tabulating study, or parts of a longer and more complex report. Such reports and studies are usually of a recurring nature where the procedures are well established. May also include the training of new employees in the basic operation of the machine.

Class C—Operates simple tabulating or electrical accounting machines such as the sorter, reproducing punch, collator, etc., with specific instructions. May include simple wiring from diagrams and some filing work. The work typically involves portions of a work unit, for example, individual sorting or collating runs, or repetitive operations.

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 include typing of stencils, mats, or similar materials for use in duplicating processes. May do clerical work involving little special training, such as keeping simple records, filing records and reports, or sorting and distributing incoming mail.

Class A—Performs one or more of the following: Typing material in final form when it involves combining material from several sources or responsibility for correct spelling, syllabication, punc-

TYPIST—Continued

tuation, etc., of technical or unusual words or foreign language material; planning layout and typing of complicated statistical tables to maintain uniformity and balance in spacing. May type routine form letters varying details to suit circumstances.

Class B—Performs one or more of the following: Copy typing from rough or clear 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

DRAFTSMAN, SENIOR—Continued

involved in strength of materials, beams and trusses; verifying completed work, checking dimensions, materials to be used, and quantities; writing specifications; making adjustments or changes in drawings or specifications. May ink in lines and letters on pencil drawings, prepare detail units of complete drawings, or trace drawings. Work is frequently in a specialized field such as architectural, electrical, mechanical, or structural drafting.

NURSE, INDUSTRIAL (REGISTERED)

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