

Occupational Wage Survey

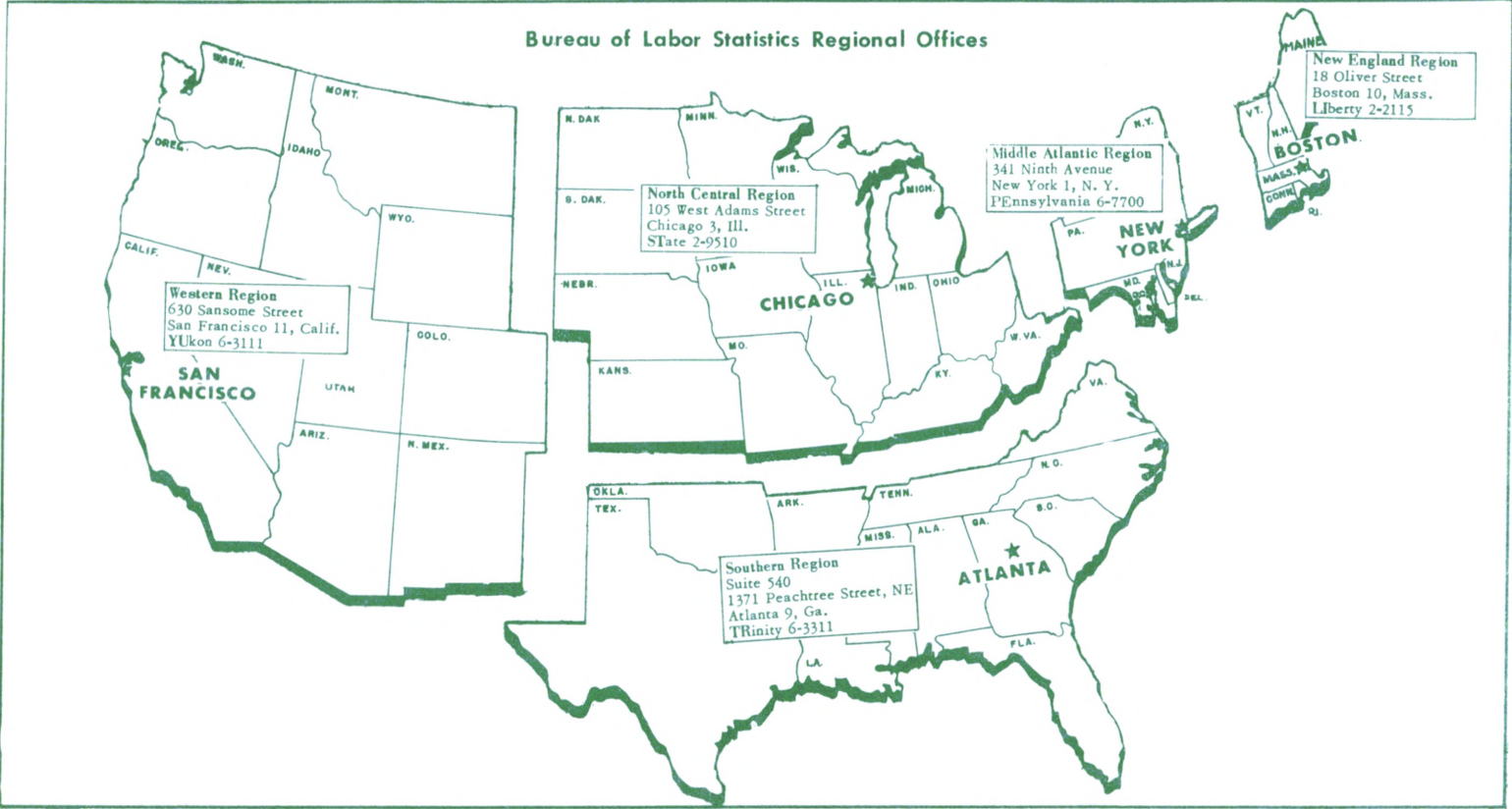
CLEVELAND, OHIO

SEPTEMBER 1961

Bulletin No. 1303-13

UNITED STATES DEPARTMENT OF LABOR
Arthur J. Goldberg, Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner



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Preface

The Labor Market Occupational Wage Survey Program

The Bureau of Labor Statistics annually conducts occupational wage surveys in 82 labor markets. The studies provide data on occupational earnings and related supplementary benefits. A preliminary report furnishing trend data and average earnings is released within a month of the completion of each study. This bulletin provides additional data not included in the preliminary report.

Two bulletins, bringing together the results of all of the area surveys, are issued after completion of the final area bulletin in the current round of surveys. The first of these bulletins will be available late in 1962 and the other early in 1963. During the survey year, summary releases presenting areawide occupational earnings data for 25 to 30 labor markets, are issued as data become available.

This bulletin was prepared in the Bureau's regional office in Chicago, Ill., by Kenneth Thorsten, under the direction of Elliott A. Browar. The study was under the general direction of Woodrow C. Linn, Assistant Regional Director for Wages and Industrial Relations.

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* NOTE: Similar tabulations are available in the Cleveland area reports for October of 1951, 1952, 1954, 1956, June 1958, and September of 1959, 1960. Most of the reports include data on establishment practices and supplementary wage provisions. Similar reports are available for other major areas. A directory indicating the areas, dates of study, and prices of these reports is available upon request.

Current reports on occupational earnings and supplementary wage practices in the Cleveland area are also available for the following industries: Machinery (May 1961), paints and varnishes (May 1961), and women's and misses' dresses (August 1960). Union scales, indicative of prevailing pay levels, are available for the following trades or industries: Building construction, printing, local-transit operating employees, and motortruck drivers and helpers.

Occupational Wage Survey—Cleveland, Ohio

Introduction

This area is 1 of 82 labor markets in which the U.S. Department of Labor's Bureau of Labor Statistics conducts surveys of occupational earnings and related wage benefits on an area basis.

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

In each area, data are obtained from representative establishments within six broad industry divisions: Manufacturing; transportation, 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 tend to furnish insufficient employment in the occupations studied to warrant inclusion. Separate tabulations are provided for each of the broad industry divisions which meet publication criteria.

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

Occupations and Earnings

The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries. Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job. (See appendix for listing of these descriptions.) Earnings data

are presented (in the A-series tables) for the following types of occupations: (a) Office clerical; (b) professional and technical; (c) maintenance and powerplant; and (d) custodial and material movement.

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

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

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

Table 1. Establishments and workers within scope of survey and number studied in Cleveland, Ohio,¹ by major industry division,² September 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
All divisions		903	280	340,100	231,220
Manufacturing	100	424	136	219,000	152,100
Nonmanufacturing		479	144	121,100	79,120
Transportation, communication, and other public utilities ⁴	100	55	26	33,800	27,130
Wholesale trade	50	156	37	17,000	7,310
Retail trade ⁵	100	64	27	37,800	29,320
Finance, insurance, and real estate	50	99	27	16,400	8,260
Services ^{5,6}	50	105	27	16,100	7,100

¹ The Cleveland Standard Metropolitan Statistical Area consists of Cuyahoga and Lake Counties. The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other area employment indexes to measure employment trends or levels since (1) planning of wage surveys requires the use of establishment data compiled considerably in advance of the payroll period studied, and (2) small establishments are excluded from the scope of the survey.

² The 1957 revised edition of the Standard Industrial Classification Manual was used in classifying establishments by industry division. Major changes from the earlier edition (used in the Bureau's labor market wage surveys conducted prior to July 1958) are the transfer of milk pasteurization plants and ready-mixed concrete establishments from trade (wholesale or retail) to manufacturing, and the transfer of radio and television broadcasting from services to the transportation, communication, and other public utilities division.

³ Includes all establishments with total employment at or above the minimum-size limitation. All outlets (within the area) of companies in such industries as trade, finance, auto repair service, and motion-picture theaters are considered as 1 establishment.

⁴ Taxicabs and services incidental to water transportation were excluded. Cleveland's transit system is municipally operated and, therefore, is excluded by definition from the scope of the studies.

⁵ This industry division is represented in estimates for "all industries" and "nonmanufacturing" in the Series A tables. Separate presentation of data for this division is not made for one or more of the following reasons: (1) Employment in the division is too small to provide enough data to merit separate study, (2) the sample was not designed initially to permit separate presentation, (3) response was insufficient or inadequate to permit separate presentation, and (4) there is possibility of disclosure of individual establishment data.

⁶ Hotels; personal services; business services; automobile repair shops; motion pictures; nonprofit membership organizations; and engineering and architectural services.

Wage Trends for Selected Occupational Groups

Presented in table 2 are percents of change in salaries of office clerical workers and industrial nurses, and in average earnings of selected plant worker groups.

For office clerical workers and industrial nurses, the percents of change 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 percentages 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 men and women in the following 19 jobs: Bookkeeping-machine operators, class B; clerks, accounting, class A and B; clerks, file, class A, B, and C; clerks, order; clerks, payroll; Comptometer operators; keypunch operators, class A and B; office boys and girls; secretaries; stenographers, general; stenographers, senior; switchboard operators; tabulating-machine operators, class B; and typists, class A and B. The industrial nurse data are based on men and women industrial nurses. Men in the following 8 skilled maintenance jobs and 2 unskilled jobs were included in the plant worker data: Skilled—carpenters; electricians; machinists; mechanics; mechanics, automotive; painters; pipefitters; and tool and die makers; unskilled—janitors, porters, and cleaners; and laborers, material handling.

Average weekly salaries or average hourly earnings were computed for each of the selected occupations. The average sal-

aries or hourly earnings were then multiplied by the average employment in the job during the period surveyed in 1961. 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 the one year to the aggregate for the other year was computed and the difference between the result and 100 is the percent of change from the one period to the other.

The percent of change measures, 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 proportions 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 percents of change influenced by changes in standard work schedules or in premium pay for overtime, since they are based on pay for straight-time hours.

The above text represents the method used in computing a new trend series (table 2). This series initiated with the expansion of the labor market wage survey programs to 82 areas will replace the old series (1953 base) shown in table 3. Changes in the jobs surveyed and job descriptions since the start of the old series called for a reexamination of the jobs and job groupings for which trends were to be computed.

The new series covers the same job groupings as the earlier series with the following exceptions: The women clerical group is replaced by an office clerical group (men and women) and the industrial nurse category includes both men and women. Changes were also made in the jobs included within job groupings in order that an identical list could be employed in all areas.

Table 2. Percents of increase in standard weekly salaries and straight-time hourly earnings for selected occupational groups in Cleveland, Ohio, September 1960 to September 1961, and September 1959 to September 1960

Occupational group	September 1960 to September 1961	September 1959 to September 1960
All industries:		
Office clerical (men and women)	2.6	4.0
Industrial nurses (men and women)	3.0	3.1
Skilled maintenance (men)	2.5	3.2
Unskilled plant (men)	2.3	2.9
Manufacturing:		
Office clerical (men and women)	2.4	3.0
Industrial nurses (men and women)	3.0	3.1
Skilled maintenance (men)	2.8	3.1
Unskilled plant (men)	2.2	4.2

Table 3. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in Cleveland, Ohio, September 1961 and September 1960, and percents of increase for selected periods

Industry and occupational group	Indexes (October 1952 = 100)		Percent of increase from—					
	September 1961	September 1960	September 1960 to September 1961	September 1959 to September 1960	June 1958 to September 1959	October 1956 to June 1958	October 1954 to October 1956	October 1952 to October 1954
All industries:								
Office clerical (women)	143.5	140.6	2.1	2.9	3.6	8.1	10.6	10.3
Industrial nurses (women)	155.0	150.4	3.0	3.1	5.4	10.8	11.4	12.0
Skilled maintenance (men)	147.7	144.0	2.5	3.2	7.0	7.1	10.7	10.1
Unskilled plant (men)	149.5	146.4	2.1	3.0	5.6	7.9	11.7	11.6
Manufacturing:								
Office clerical (women)	147.7	143.9	2.6	3.0	3.7	9.0	11.1	11.3
Industrial nurses (women)	154.1	149.6	3.0	3.1	4.9	11.5	10.7	12.0
Skilled maintenance (men)	148.0	144.0	2.8	3.2	7.1	6.9	10.7	10.2
Unskilled plant (men)	148.1	145.0	2.2	4.5	6.9	7.1	11.3	8.9

A: Occupational Earnings

Table A-1. Office Occupations—Men and Women

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Cleveland, Ohio, September 1961)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																							
		Weekly hours (Standard)	Weekly earnings ¹ (Standard)	\$ 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 and over		
Men																											
Clerks, accounting, class A	652	40.0	\$111.00	-	-	-	-	-	-	-	3	20	76	43	39	46	62	74	87	80	46	28	23	8	17		
Manufacturing	472	40.0	112.00	-	-	-	-	-	-	-	3	10	43	33	22	38	48	59	72	68	28	16	11	6	15		
Nonmanufacturing	180	39.5	108.50	-	-	-	-	-	-	-	-	10	33	10	17	8	14	15	15	12	18	12	12	2	2		
Public utilities ²	91	40.0	113.50	-	-	-	-	-	-	-	-	6	5	5	11	2	4	12	9	7	8	9	12	1	-		
Clerks, accounting, class B	298	39.5	87.00	-	-	9	5	16	17	31	15	40	36	35	22	25	16	18	2	2	3	1	1	4	-		
Manufacturing	154	40.0	89.50	-	-	-	-	11	9	14	9	30	13	14	5	17	7	13	2	2	2	1	1	4	-		
Nonmanufacturing	144	39.0	84.50	-	-	9	5	5	8	17	6	10	23	21	17	8	9	5	-	-	1	-	-	-	-		
Public utilities ²	42	40.0	97.00	-	-	-	-	-	-	1	-	6	6	6	8	3	6	5	-	-	1	-	-	-	-		
Wholesale trade	57	40.0	83.50	-	-	3	3	-	-	12	1	-	17	9	9	-	3	-	-	-	-	-	-	-	-		
Clerks, order	677	40.0	103.00	-	-	-	-	-	9	10	21	38	37	107	111	53	78	40	87	30	27	7	11	2	9		
Manufacturing	255	40.0	111.50	-	-	-	-	-	-	4	7	3	21	39	11	43	30	26	21	25	7	11	1	6	-		
Nonmanufacturing	422	40.0	98.00	-	-	-	-	-	9	10	17	31	34	86	72	42	35	10	61	9	2	-	-	1	3		
Wholesale trade	419	40.0	97.50	-	-	-	-	-	9	10	17	31	34	86	71	42	35	10	61	9	2	-	-	1	1		
Clerks, payroll	179	40.0	101.50	-	-	-	-	-	3	3	2	18	31	14	12	31	15	6	18	11	2	4	7	1	1		
Manufacturing	145	40.0	102.50	-	-	-	-	-	2	-	1	11	30	13	6	25	13	6	13	11	1	4	7	1	1		
Office boys	379	39.0	66.00	23	15	14	79	76	44	36	26	27	16	18	1	2	2	-	-	-	-	-	-	-	-		
Manufacturing	179	40.0	67.50	5	6	-	47	42	14	18	13	13	9	9	-	1	2	-	-	-	-	-	-	-	-		
Nonmanufacturing	200	38.5	65.00	18	9	14	32	34	30	18	13	14	7	9	1	1	-	-	-	-	-	-	-	-	-		
Public utilities ²	31	40.0	80.00	-	-	-	-	5	2	3	1	8	7	3	1	1	-	-	-	-	-	-	-	-	-		
Finance ³	110	37.5	63.00	12	8	3	24	16	20	9	6	6	-	6	-	-	-	-	-	-	-	-	-	-	-		
Tabulating-machine operators, class A	222	39.5	116.00	-	-	-	-	-	-	-	-	-	1	4	18	19	30	34	33	29	23	16	10	1	4		
Manufacturing	150	40.0	117.00	-	-	-	-	-	-	-	-	-	1	-	6	15	15	27	28	23	13	16	5	1	-		
Nonmanufacturing	72	39.0	114.00	-	-	-	-	-	-	-	-	-	-	4	12	4	15	7	5	6	10	-	5	-	4		
Tabulating-machine operators, class B	293	39.5	99.50	-	-	-	-	1	6	2	10	23	23	34	29	53	60	22	24	4	2	-	-	-	-		
Manufacturing	172	39.5	101.50	-	-	-	-	-	-	9	12	13	17	16	30	24	22	23	4	2	-	-	-	-	-		
Nonmanufacturing	121	39.5	96.50	-	-	-	-	1	6	2	1	11	10	17	13	23	36	-	1	-	-	-	-	-	-		
Public utilities ²	69	40.0	103.50	-	-	-	-	-	-	-	-	5	2	3	2	23	33	-	1	-	-	-	-	-	-		
Tabulating-machine operators, class C	96	39.5	87.50	-	-	-	-	2	9	5	10	21	12	10	2	6	19	-	-	-	-	-	-	-	-		
Manufacturing	54	40.0	88.50	-	-	-	-	4	2	7	11	7	10	2	2	9	-	-	-	-	-	-	-	-	-		
Women																											
Billers, machine (billing machine)	289	40.0	69.00	14	17	12	17	62	29	40	36	15	13	23	10	1	-	-	-	-	-	-	-	-	-	-	
Manufacturing	136	40.0	75.50	-	-	-	-	34	20	24	17	7	7	16	10	1	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	153	40.0	63.50	14	17	12	17	28	9	16	19	8	6	7	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	74	40.0	65.50	4	-	4	12	21	9	13	1	6	4	-	-	-	-	-	-	-	-	-	-	-	-		
Billers, machine (bookkeeping machine)	121	40.5	72.00	-	7	4	20	27	8	9	8	21	-	1	2	5	1	7	-	-	1	-	-	-	-		
Manufacturing	55	39.5	81.50	-	-	-	7	4	4	1	8	19	-	-	-	4	1	7	-	-	-	-	-	-	-		
Nonmanufacturing	66	41.0	64.00	-	7	4	13	23	4	8	-	2	-	1	2	1	-	-	-	1	-	-	-	-	-		

See footnotes at end of table.

Table A-1. Office Occupations—Men and Women—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Cleveland, Ohio, September 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	\$ 45.00-50.00	\$ 50.00-55.00	\$ 55.00-60.00	\$ 60.00-65.00	\$ 65.00-70.00	\$ 70.00-75.00	\$ 75.00-80.00	\$ 80.00-85.00	\$ 85.00-90.00	\$ 90.00-95.00	\$ 95.00-100.00	\$ 100.00-105.00	\$ 105.00-110.00	\$ 110.00-115.00	\$ 115.00-120.00	\$ 120.00-125.00	\$ 125.00-130.00	\$ 130.00-135.00	\$ 135.00-140.00	\$ 140.00-145.00	\$ 145.00 and over	
Women—Continued																										
Bookkeeping-machine operators, class A	196	39.5	\$88.50	-	-	-	-	1	3	11	48	30	25	18	18	18	6	4	13	-	-	-	1	-	-	-
Manufacturing	123	39.0	91.50	-	-	-	-	-	1	2	24	12	22	16	16	14	2	2	12	-	-	-	-	-	-	-
Nonmanufacturing	73	40.0	84.00	-	-	-	-	1	2	9	24	18	3	2	2	4	4	2	1	-	-	-	1	-	-	-
Bookkeeping-machine operators, class B	879	38.5	67.00	9	13	55	113	200	170	136	74	50	35	14	4	2	4	-	-	-	-	-	-	-	-	-
Manufacturing	206	39.5	74.00	-	-	-	9	25	50	39	31	15	20	9	3	1	4	-	-	-	-	-	-	-	-	-
Nonmanufacturing	673	38.5	65.00	9	13	55	104	175	120	97	43	35	15	5	1	1	-	-	-	-	-	-	-	-	-	-
Public utilities ²	35	40.0	71.00	-	-	-	5	6	-	17	1	-	3	3	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	128	40.0	65.50	4	8	26	9	3	19	25	14	10	9	-	1	-	-	-	-	-	-	-	-	-	-	-
Finance ³	450	37.5	65.00	-	-	24	73	150	100	48	28	24	2	-	-	1	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class A	725	39.0	95.00	-	-	-	-	-	18	38	85	80	102	56	87	55	41	62	55	13	9	22	1	1	-	-
Manufacturing	404	39.5	98.50	-	-	-	-	-	2	18	50	20	51	32	66	36	21	43	23	10	9	22	-	1	-	-
Nonmanufacturing	321	39.0	91.50	-	-	-	-	-	16	20	35	60	51	24	21	19	20	19	32	3	-	-	-	1	-	-
Public utilities ²	137	39.0	88.50	-	-	-	-	-	-	4	20	40	42	5	3	6	6	2	7	2	-	-	-	-	-	-
Finance ³	50	38.0	92.00	-	-	-	-	-	11	-	5	7	2	-	2	-	10	-	13	-	-	-	-	-	-	-
Clerks, accounting, class B	1,347	39.5	75.00	5	21	37	121	207	201	158	130	144	109	74	66	20	18	19	7	2	3	1	4	-	-	-
Manufacturing	581	39.5	79.50	-	-	7	42	58	98	67	45	56	66	45	46	13	9	13	7	1	3	1	4	-	-	-
Nonmanufacturing	766	39.0	71.50	5	21	30	79	149	103	91	85	88	43	29	20	7	9	6	-	1	-	-	-	-	-	-
Public utilities ²	151	39.5	77.00	-	-	-	23	20	17	13	25	23	6	-	2	6	9	6	-	1	-	-	-	-	-	-
Wholesale trade	153	39.5	73.00	-	-	-	12	37	17	17	28	20	4	2	16	-	-	17	-	20	-	-	-	-	-	-
Finance ³	178	37.5	70.50	-	-	3	4	52	48	24	13	15	11	8	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class A ⁴	165	39.0	79.50	-	-	1	2	12	33	13	23	29	11	22	8	3	5	3	-	-	-	-	-	-	-	-
Manufacturing	92	40.0	81.50	-	-	-	-	-	16	8	14	23	5	19	2	2	2	1	-	-	-	-	-	-	-	-
Nonmanufacturing	73	38.5	77.00	-	-	1	2	12	17	5	9	6	6	3	6	1	3	2	-	-	-	-	-	-	-	-
Clerks, file, class B ⁴	521	39.5	61.00	8	22	94	148	110	43	35	51	1	8	1	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	143	40.0	64.00	-	-	6	15	36	33	14	11	19	-	8	1	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	378	39.0	60.00	8	16	79	112	77	29	24	32	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	164	40.0	58.50	-	-	5	37	57	40	11	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	122	37.5	59.00	-	-	4	41	34	25	8	9	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class C ⁴	453	39.5	58.00	55	51	88	92	72	33	12	8	19	23	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	136	40.0	68.00	-	-	10	35	24	22	3	1	18	23	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	317	39.5	53.50	55	51	78	57	48	11	9	7	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	35	40.0	63.50	-	-	5	7	6	9	5	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	138	39.0	54.50	12	26	29	38	22	2	4	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	449	39.5	73.00	24	11	37	23	53	36	71	32	75	19	23	13	12	4	6	5	2	1	-	1	-	1	-
Manufacturing	259	39.5	78.50	-	-	17	21	26	15	37	24	41	17	20	13	12	4	6	1	2	1	-	1	-	1	-
Nonmanufacturing	190	40.0	66.00	24	11	20	2	27	21	34	8	34	2	3	-	-	-	-	4	-	-	-	-	-	-	-
Wholesale trade	111	40.0	74.50	-	-	6	-	15	9	34	8	30	2	3	-	-	-	-	4	-	-	-	-	-	-	-
Clerks, payroll	749	39.5	83.50	6	8	13	18	65	47	68	141	56	45	76	72	23	38	34	22	5	10	1	-	1	-	-
Manufacturing	447	39.5	86.00	-	-	2	14	38	37	24	96	14	26	57	52	11	18	28	14	5	9	1	-	1	-	-
Nonmanufacturing	302	39.5	80.00	6	6	13	4	27	10	44	45	42	19	19	20	12	20	6	8	-	1	-	-	-	-	-
Public utilities ²	105	39.5	87.00	-	-	-	-	12	6	3	20	8	10	11	7	3	18	5	1	-	1	-	-	-	-	-
Wholesale trade	55	39.5	81.00	-	-	-	-	-	-	16	13	11	5	-	8	1	1	-	-	-	-	-	-	-	-	-

See footnotes at end of table.

Table A-1. Office Occupations—Men and Women—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
by industry division, Cleveland, Ohio, September 1961)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																									
		Weekly hours (Standard)	Weekly earnings ¹ (Standard)	\$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 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	over				
Women—Continued																													
Comptometer operators	813	39.5	\$76.50	23	22	26	34	78	93	113	105	62	57	61	95	29	14	1	-	-	-	-	-	-	-	-	-	-	
Manufacturing	374	39.5	81.00	-	-	-	1	36	53	57	57	30	26	37	43	20	13	1	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	439	39.0	73.00	23	22	26	33	42	40	56	48	32	31	24	52	9	1	-	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	100	40.0	91.00	-	-	-	-	6	-	5	6	5	4	17	48	9	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	95	39.5	74.00	-	-	1	7	11	19	16	12	9	16	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Duplicating-machine operators (Mimeograph or Ditto)	101	39.0	67.50	1	2	4	14	25	19	19	4	4	8	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	61	38.5	65.00	1	-	3	8	22	9	15	1	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Keypunch operators, class A ⁴	420	39.5	85.00	-	-	1	7	3	21	35	83	58	71	62	41	21	10	3	3	1	-	-	-	-	-	-	-	-	
Manufacturing	304	39.5	86.50	-	-	-	-	1	17	18	69	27	52	53	33	18	9	3	3	1	-	-	-	-	-	-	-	-	
Nonmanufacturing	116	39.0	81.00	-	-	1	7	2	4	17	14	31	19	9	8	3	1	-	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	44	40.0	85.00	-	-	-	-	-	-	-	3	23	11	2	2	2	1	-	-	-	-	-	-	-	-	-	-	-	
Keypunch operators, class B ⁴	733	39.5	78.00	-	3	13	40	104	104	103	69	47	34	60	75	74	7	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	293	40.0	79.50	-	-	2	10	53	26	31	21	33	23	54	23	13	4	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	440	39.5	77.50	-	3	11	30	51	78	72	48	14	11	6	52	61	3	-	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	183	40.0	89.00	-	-	4	4	8	8	18	19	4	1	4	51	59	3	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	131	40.0	70.50	-	-	-	13	16	52	18	19	5	3	2	1	2	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	93	37.5	69.00	-	-	5	9	18	14	28	9	3	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Office girls	216	39.5	60.00	14	18	39	54	43	11	7	10	11	6	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	65	39.5	63.50	-	1	5	36	6	3	-	7	1	5	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	151	39.5	58.50	14	17	34	18	37	8	7	3	10	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Secretaries	2,712	39.0	97.00	-	-	11	14	24	61	72	157	305	237	369	302	307	287	181	160	96	62	32	20	7	8	-	-	-	
Manufacturing	1,429	39.5	102.00	-	-	-	1	9	2	15	48	127	115	166	166	162	216	132	103	79	52	12	13	5	6	-	-	-	
Nonmanufacturing	1,283	38.5	92.00	-	-	11	13	15	59	57	109	178	122	203	136	145	71	49	57	17	10	20	7	2	2	-	-	-	
Public utilities ²	197	40.0	108.00	-	-	-	-	-	-	5	1	2	3	23	22	29	17	25	38	11	2	13	3	1	-	-	-	-	
Wholesale trade	223	39.5	87.50	-	-	-	-	7	17	13	17	38	18	44	41	14	7	2	3	1	1	-	-	-	-	-	-	-	
Finance ³	508	37.5	88.50	-	-	8	5	3	24	23	43	99	74	92	48	34	14	16	11	3	6	4	-	1	-	-	-	-	
Stenographers, general ⁴	1,932	39.5	79.00	15	34	42	54	165	251	265	192	229	182	164	202	96	25	16	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	1,039	39.5	82.50	-	-	6	5	70	123	130	104	156	142	100	130	40	19	14	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	893	39.0	75.00	15	34	36	49	95	128	135	88	73	40	64	72	56	6	2	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	254	40.0	88.50	-	-	-	10	14	11	21	18	15	12	31	67	47	6	2	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	225	40.0	72.50	-	16	6	9	22	46	37	10	32	16	21	2	8	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	206	38.0	68.00	-	-	21	21	34	39	37	35	12	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Stenographers, senior ⁴	749	39.5	92.50	-	-	-	-	3	12	25	79	133	75	117	118	50	64	30	21	11	10	1	-	-	-	-	-	-	
Manufacturing	493	39.5	93.00	-	-	-	-	2	7	9	54	77	48	100	89	25	27	17	18	11	8	1	-	-	-	-	-	-	
Nonmanufacturing	256	39.0	91.50	-	-	-	-	1	5	16	25	56	27	17	29	25	37	13	3	-	2	-	-	-	-	-	-	-	
Public utilities ²	137	40.0	100.00	-	-	-	-	1	-	1	3	16	7	7	26	22	37	12	3	-	2	-	-	-	-	-	-	-	
Finance ³	72	37.5	82.00	-	-	-	-	-	4	6	16	26	8	8	-	3	-	1	-	-	-	-	-	-	-	-	-	-	
Switchboard operators	493	40.0	76.00	3	22	53	14	46	39	29	76	38	55	46	54	8	7	3	-	-	-	-	-	-	-	-	-	-	
Manufacturing	176	39.5	87.50	-	-	-	2	3	5	9	21	24	38	20	39	6	7	2	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	317	40.0	69.50	3	22	53	12	43	34	20	55	14	17	26	15	2	-	1	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	70	40.0	86.50	-	-	-	-	-	-	3	25	1	10	16	15	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	62	38.5	71.50	-	-	-	9	14	5	9	15	1	4	4	-	-	-	1	-	-	-	-	-	-	-	-	-	-	

See footnotes at end of table.

Table A-1. Office Occupations—Men and Women—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Cleveland, Ohio, September 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 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 operator-receptionists -----	635	39.5	\$ 73.50	4	7	-	38	96	103	92	145	78	22	15	18	14	3	-	-	-	-	-	-	-	-	-
Manufacturing -----	346	39.5	74.50	-	7	-	15	24	74	72	61	48	14	13	11	4	3	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	289	39.0	72.00	4	-	-	23	72	29	20	84	30	8	2	7	10	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	122	40.0	74.50	4	-	-	-	34	-	11	39	23	1	2	-	8	-	-	-	-	-	-	-	-	-	-
Finance ³ -----	50	37.5	66.50	-	-	-	12	15	-	6	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class B -----	115	39.5	92.00	-	-	-	2	-	5	3	10	19	21	8	7	11	21	2	5	1	-	-	-	-	-	-
Manufacturing -----	52	40.0	97.00	-	-	-	-	-	-	-	3	8	7	4	6	8	8	2	5	1	-	-	-	-	-	-
Nonmanufacturing -----	63	39.5	87.50	-	-	-	2	-	5	3	7	11	14	4	1	3	13	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class C -----	160	39.5	77.50	-	-	-	3	15	19	32	47	14	4	4	6	15	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	146	39.5	77.00	-	-	-	3	13	19	31	44	14	3	1	4	14	-	-	-	-	-	-	-	-	-	-
Transcribing-machine operators, general -----	525	39.5	75.50	-	2	2	38	34	116	78	88	51	61	7	45	3	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	313	39.5	77.00	-	-	2	13	21	54	48	49	43	50	7	24	2	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	212	39.5	73.00	-	2	-	25	13	62	30	39	8	11	-	21	1	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	54	39.5	74.00	-	2	-	-	-	17	16	10	1	4	-	4	-	-	-	-	-	-	-	-	-	-	-
Finance ³ -----	59	38.0	67.50	-	-	-	11	13	15	9	8	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Typists, class A -----	939	39.5	80.00	-	-	2	10	78	68	172	179	127	116	89	52	23	16	5	-	2	-	-	-	-	-	-
Manufacturing -----	533	40.0	84.00	-	-	-	6	27	19	66	96	87	79	68	41	23	14	5	-	2	-	-	-	-	-	-
Nonmanufacturing -----	406	39.0	75.00	-	-	2	4	51	49	106	83	40	37	21	11	-	2	-	-	-	-	-	-	-	-	-
Public utilities ² -----	71	39.5	81.00	-	-	-	1	7	7	3	17	10	4	10	11	-	1	-	-	-	-	-	-	-	-	-
Wholesale trade -----	73	39.5	73.50	-	-	-	-	9	9	21	25	4	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³ -----	134	38.5	72.50	-	-	2	2	23	25	30	27	16	8	1	-	-	-	-	-	-	-	-	-	-	-	-
Typists, class B -----	2,220	39.0	65.50	16	78	236	270	652	359	252	145	85	62	34	13	10	3	2	-	-	1	-	1	-	1	1
Manufacturing -----	867	40.0	69.50	-	7	52	65	246	126	129	86	69	42	33	7	1	3	1	-	-	-	-	-	-	-	-
Nonmanufacturing -----	1,353	38.5	62.50	16	71	184	205	406	233	123	59	16	20	1	6	9	-	1	-	-	1	-	1	-	1	1
Public utilities ² -----	156	40.0	72.50	-	-	5	12	46	31	18	12	8	4	1	6	9	-	1	-	-	1	-	1	-	1	1
Wholesale trade -----	299	40.0	63.00	4	27	39	31	78	58	29	15	4	14	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³ -----	704	38.0	60.50	12	25	112	141	228	119	53	9	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-

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

2 Transportation, communication, and other public utilities.

3 Finance, insurance, and real estate.

4 Description for this job has been revised since the last survey in this area. See appendix A.

Table A-2. Professional and Technical Occupations—Men and Women

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
by industry division, Cleveland, Ohio, September 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)	Under \$80.00	\$80.00 and under \$85.00	\$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	\$170.00	\$175.00	\$180.00 and over
Men																									
Draftsmen, leader -----	304	40.0	\$167.00	-	-	-	-	-	-	-	-	-	-	3	17	16	11	16	31	22	13	36	17	42	80
Manufacturing -----	287	40.0	168.00	-	-	-	-	-	-	-	-	-	-	3	9	16	10	16	29	22	10	34	17	42	279
Draftsmen, senior -----	1,142	40.0	129.50	-	-	2	20	10	54	89	88	149	124	98	75	114	57	34	101	52	33	19	13	4	6
Manufacturing -----	983	40.0	131.00	-	-	2	18	6	44	58	80	116	114	65	65	108	55	32	98	51	31	18	12	4	6
Nonmanufacturing -----	159	40.0	120.50	-	-	-	2	4	10	31	8	33	10	33	10	6	2	2	3	1	2	1	1	-	-
Public utilities ³ -----	63	40.0	124.50	-	-	-	-	4	3	6	5	8	5	11	8	-	2	3	-	2	1	-	-	-	-
Draftsmen, junior -----	617	40.0	100.50	46	46	45	86	114	76	62	43	22	37	15	4	4	1	16	-	-	-	-	-	-	-
Manufacturing -----	560	40.0	99.50	44	40	42	76	109	71	59	40	21	36	15	2	3	-	2	-	-	-	-	-	-	-
Nonmanufacturing -----	57	40.0	111.50	2	6	3	10	5	5	3	3	1	1	-	2	1	1	14	-	-	-	-	-	-	-
Women																									
Nurses, industrial (registered) -----	269	40.0	102.00	16	14	12	36	26	49	29	43	26	15	2	1	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	240	40.0	102.50	10	12	12	35	22	45	24	43	23	11	2	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: 10 at \$180 to \$185; 31 at \$185 to \$190; 12 at \$190 to \$195; 24 at \$195 to \$200; 2 at \$200 and over.³ Transportation, communication, and other public utilities.

Table A-3. Office, Professional, and Technical Occupations—Men and Women Combined

(Average straight-time weekly earnings for selected occupations studied on an area basis by industry division, Cleveland, Ohio, September 1961)

Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)
Office occupations			Office occupations—Continued			Office occupations—Continued		
Billers, machine (billing machine) -----	301	\$70.00	Comptometer operators -----	820	\$76.50	Switchboard operator-receptionists -----	635	\$73.50
Manufacturing -----	139	75.50	Manufacturing -----	378	81.00	Manufacturing -----	346	74.50
Nonmanufacturing -----	162	65.50	Nonmanufacturing -----	442	73.00	Nonmanufacturing -----	289	72.00
Wholesale trade -----	74	65.50	Public utilities ² -----	103	91.50	Wholesale trade -----	122	74.50
Billers, machine (bookkeeping machine) -----	121	72.00	Wholesale trade -----	95	74.00	Finance ³ -----	50	66.50
Manufacturing -----	55	81.50	Duplicating-machine operators -----			Tabulating-machine operators, class A -----	255	115.50
Nonmanufacturing -----	66	64.00	(Mimeograph or Ditto) -----	122	68.50	Manufacturing -----	176	116.00
Bookkeeping-machine operators, class A -----	201	88.50	Manufacturing -----	52	73.00	Nonmanufacturing -----	79	114.00
Manufacturing -----	123	91.50	Nonmanufacturing -----	70	65.00	Tabulating-machine operators, class B -----	408	97.50
Nonmanufacturing -----	78	85.00	Keypunch operators, class A ⁴ -----	420	85.00	Manufacturing -----	224	100.50
Bookkeeping-machine operators, class B -----	883	67.00	Manufacturing -----	304	86.50	Nonmanufacturing -----	184	93.50
Manufacturing -----	206	74.00	Nonmanufacturing -----	116	81.00	Public utilities ² -----	107	97.00
Nonmanufacturing -----	677	65.00	Public utilities ² -----	44	85.00	Tabulating-machine operators, class C -----	256	81.50
Public utilities ² -----	35	71.00	Keypunch operators, class B ⁴ -----	752	78.50	Manufacturing -----	68	87.50
Wholesale trade -----	132	66.00	Manufacturing -----	298	80.00	Nonmanufacturing -----	188	79.00
Finance ³ -----	450	65.00	Nonmanufacturing -----	454	78.00	Public utilities ² -----	124	80.00
Clerks, accounting, class A -----	1,377	102.50	Public utilities ² -----	197	89.50	Transcribing-machine operators, general -----	525	75.50
Manufacturing -----	876	105.50	Wholesale trade -----	131	70.50	Manufacturing -----	313	77.00
Nonmanufacturing -----	501	97.50	Finance ³ -----	93	69.00	Nonmanufacturing -----	212	73.00
Public utilities ² -----	228	98.50	Office boys and girls -----	595	64.00	Wholesale trade -----	54	74.00
Wholesale trade -----	76	100.50	Manufacturing -----	244	66.50	Finance ³ -----	59	67.50
Finance ³ -----	70	93.50	Nonmanufacturing -----	351	62.00	Typists, class A -----	942	80.00
Clerks, accounting, class B -----	1,645	77.00	Public utilities ² -----	74	70.00	Manufacturing -----	536	84.00
Manufacturing -----	735	81.50	Wholesale trade -----	71	62.00	Nonmanufacturing -----	406	75.00
Nonmanufacturing -----	910	73.50	Finance ³ -----	145	61.00	Public utilities ² -----	71	81.00
Public utilities ² -----	193	81.50	Secretaries -----	2,760	97.50	Wholesale trade -----	73	73.50
Wholesale trade -----	210	76.00	Manufacturing -----	1,432	102.00	Finance ³ -----	134	72.50
Finance ³ -----	212	71.00	Nonmanufacturing -----	1,328	93.00	Typists, class B -----	2,234	65.50
Clerks, file, class A ⁴ -----	175	81.00	Public utilities ² -----	240	111.50	Manufacturing -----	869	69.50
Manufacturing -----	95	82.00	Wholesale trade -----	223	87.50	Nonmanufacturing -----	1,365	63.00
Nonmanufacturing -----	80	79.50	Finance ³ -----	508	88.50	Public utilities ² -----	168	73.50
Clerks, file, class B ⁴ -----	530	62.00	Stenographers, general ⁴ -----	1,942	79.00	Wholesale trade -----	299	63.00
Manufacturing -----	145	65.00	Manufacturing -----	1,039	82.50	Finance ³ -----	704	67.50
Nonmanufacturing -----	385	60.50	Nonmanufacturing -----	903	75.00	Professional and technical occupations		
Wholesale trade -----	164	58.50	Public utilities ² -----	264	89.00	Draftsmen, leader -----	305	166.50
Finance ³ -----	122	59.00	Wholesale trade -----	225	72.50	Manufacturing -----	287	168.00
Clerks, file, class C ⁴ -----	464	58.00	Finance ³ -----	206	68.00	Draftsmen, senior -----	1,145	129.50
Manufacturing -----	138	68.00	Stenographers, senior ⁴ -----	778	93.00	Manufacturing -----	986	131.00
Nonmanufacturing -----	326	53.50	Manufacturing -----	494	93.00	Nonmanufacturing -----	159	120.50
Public utilities ² -----	35	63.50	Nonmanufacturing -----	284	94.00	Public utilities ² -----	63	124.50
Wholesale trade -----	53	54.50	Public utilities ² -----	165	102.50	Draftsmen, junior -----	653	100.50
Finance ³ -----	138	54.50	Finance ³ -----	72	82.00	Manufacturing -----	582	99.50
Clerks, order -----	1,126	91.00	Switchboard operators -----	493	76.00	Nonmanufacturing -----	71	106.00
Manufacturing -----	514	94.50	Manufacturing -----	176	87.50	Nurses, industrial (registered) -----	269	102.00
Nonmanufacturing -----	612	88.00	Nonmanufacturing -----	317	69.50	Manufacturing -----	240	102.50
Wholesale trade -----	530	93.00	Public utilities ² -----	70	86.50	Tracers -----	65	90.00
Clerks, payroll -----	928	87.00	Finance ³ -----	62	71.50	Manufacturing -----	60	89.00
Manufacturing -----	592	90.00						
Nonmanufacturing -----	336	81.50						
Public utilities ² -----	127	89.00						
Wholesale trade -----	63	82.50						

¹ Earnings are for a regular workweek for which employees receive their straight-time weekly salaries, exclusive of any premium pay.² Transportation, communication, and other public utilities.³ Finance, insurance, and real estate.⁴ Description for this job has been revised since the last survey in this area. See appendix A.

Table A-5. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis
by industry division, Cleveland, Ohio, September 1961)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																											
			Under \$1.00	\$1.00 and under 1.10	\$1.10	\$1.20	\$1.30	\$1.40	\$1.50	\$1.60	\$1.70	\$1.80	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40	\$3.40 and over	
Elevator operators, passenger (women)	248	\$ 1.20	4	44	153	26	4	-	-	12	-	2	-	-	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	244	1.18	4	44	153	26	4	-	-	12	-	2	-	-	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Guards	939	2.48	-	-	-	6	-	-	1	7	5	20	25	42	54	51	82	84	106	277	96	82	1	-	-	-	-	-	-	
Manufacturing	813	2.52	-	-	-	-	-	-	-	-	12	12	32	46	40	80	61	98	255	96	81	-	-	-	-	-	-	-	-	
Nonmanufacturing	126	2.20	-	-	-	6	-	-	1	7	5	8	13	10	8	11	2	23	8	22	1	1	-	-	-	-	-	-	-	
Finance ³	90	2.19	-	-	-	-	-	-	1	2	4	8	12	10	8	10	2	23	8	2	-	-	-	-	-	-	-	-	-	
Janitors, porters, and cleaners (men)	3,749	1.98	16	106	86	53	57	204	390	210	210	151	252	143	301	349	693	273	166	31	54	3	1	-	-	-	-	-	-	
Manufacturing	2,469	2.19	-	-	24	-	-	-	88	58	142	118	199	105	261	320	654	260	154	31	52	2	1	-	-	-	-	-	-	
Nonmanufacturing	1,280	1.58	16	106	62	53	57	204	302	152	68	33	53	38	40	29	39	13	12	-	2	1	-	-	-	-	-	-	-	
Public utilities ⁴	140	2.02	-	-	-	-	-	3	27	1	2	3	41	1	22	6	17	7	7	-	2	1	-	-	-	-	-	-		
Wholesale trade	118	1.71	-	-	9	11	16	4	-	28	2	7	9	8	1	16	7	-	-	-	-	-	-	-	-	-	-	-		
Finance ³	365	1.61	-	-	-	-	-	162	30	86	60	11	1	1	10	3	1	-	-	-	-	-	-	-	-	-	-	-		
Janitors, porters, and cleaners (women)	2,166	1.50	34	24	82	114	387	709	363	98	74	95	47	25	15	29	5	65	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	390	1.93	-	-	4	-	-	-	27	61	43	85	44	21	7	28	4	65	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	1,776	1.40	34	24	78	114	386	709	336	37	31	10	3	4	8	1	1	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	56	1.38	-	-	3	21	-	20	-	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	710	1.45	-	-	-	36	38	562	37	8	22	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Laborers, material handling	5,937	2.39	-	13	25	29	49	124	53	174	178	156	233	203	391	595	493	424	860	507	367	705	99	13	204	7	7	28		
Manufacturing	3,528	2.40	-	-	5	4	-	-	16	11	124	123	221	134	280	413	273	336	744	428	68	88	6	13	199	7	7	28		
Nonmanufacturing	2,409	2.37	-	13	20	25	49	124	37	163	54	33	12	69	111	182	220	88	116	79	299	617	93	-	5	-	-	-		
Public utilities ⁴	813	2.73	-	-	-	-	-	-	-	-	-	-	-	-	22	31	96	27	6	-	64	566	-	-	-	-	-	-		
Wholesale trade	791	2.06	-	-	4	4	9	106	20	142	45	19	9	61	64	64	59	41	4	4	36	8	88	-	4	-	-	-		
Order fillers	1,411	2.23	-	-	3	18	15	30	88	23	29	28	81	65	150	170	78	265	188	95	51	11	2	9	5	5	1	1		
Manufacturing	645	2.39	-	-	-	8	-	-	-	3	6	62	39	15	107	24	112	112	83	46	9	-	9	3	5	1	1			
Nonmanufacturing	766	2.10	-	-	3	18	7	30	88	23	26	22	19	26	135	63	54	153	76	12	5	2	2	-	2	-	-	-		
Wholesale trade	526	2.00	-	-	3	18	3	19	84	19	20	20	16	22	135	37	46	32	38	6	2	2	2	-	2	-	-	-		
Packers, shipping (men)	1,437	2.30	-	-	1	10	25	14	36	51	19	72	58	107	113	144	51	139	266	249	13	17	23	2	5	3	13	6		
Manufacturing	1,172	2.39	-	-	-	14	12	4	20	8	33	31	90	111	110	32	123	266	240	9	17	23	2	5	3	13	6			
Nonmanufacturing	265	1.93	-	-	1	10	11	2	32	31	11	39	27	17	2	34	19	16	-	9	4	-	-	-	-	-	-	-		
Wholesale trade	237	1.96	-	-	6	6	-	25	30	9	39	26	17	1	34	19	16	-	9	-	-	-	-	-	-	-	-	-		
Packers, shipping (women)	552	1.84	-	4	30	14	22	3	6	47	35	243	48	29	4	13	12	3	14	6	4	-	4	11	-	-	-	-		
Manufacturing	473	1.89	-	-	25	-	16	-	16	35	233	48	29	4	13	12	3	14	6	4	-	4	11	-	-	-	-	-		
Nonmanufacturing	79	1.52	-	4	5	14	6	3	6	31	-	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Receiving clerks	547	2.31	-	-	4	4	3	18	4	30	37	7	7	37	15	67	53	26	81	65	59	15	3	10	2	-	-	-		
Manufacturing	328	2.42	-	-	4	4	-	-	4	22	-	6	22	2	30	39	21	53	54	53	12	3	3	-	-	-	-	-		
Nonmanufacturing	219	2.13	-	-	4	-	3	18	4	26	15	7	1	15	13	37	14	5	28	11	6	3	-	7	2	-	-	-		
Wholesale trade	111	2.19	-	-	-	-	-	-	3	9	8	4	1	12	10	33	12	2	9	-	4	-	4	-	-	-	-	-		
Shipping clerks	459	2.35	-	-	1	-	5	9	9	1	16	15	8	45	4	28	68	35	29	61	60	17	5	4	-	1	1	-		
Manufacturing	343	2.43	-	-	-	-	5	-	-	7	4	6	25	33	23	55	26	27	58	55	12	3	3	-	1	-	-	-		
Nonmanufacturing	116	2.12	-	-	1	-	-	9	9	1	9	11	2	20	8	5	13	9	2	3	5	5	2	1	-	-	1	-		
Wholesale trade	97	2.04	-	-	-	-	-	9	8	-	8	11	2	20	8	4	13	8	-	4	-	4	-	2	-	-	-	-		
Shipping and receiving clerks	240	2.45	-	-	5	5	-	1	5	-	18	2	8	8	18	20	6	42	44	21	18	5	1	2	7	1	3	-		
Manufacturing	122	2.50	-	-	-	-	-	-	-	-	13	2	-	-	18	11	4	12	31	17	5	2	-	-	7	-	-	-		
Nonmanufacturing	118	2.40	-	-	-	5	5	-	1	5	-	5	-	8	8	-	9	2	30	13	4	13	3	1	2	-	1	3		

See footnotes at end of table.

Table A-5. Custodial and Material Movement Occupations—Continued

(Average straight-time hourly earnings for selected occupations studied on an area basis
by industry division, Cleveland, Ohio, September 1961)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$ 1.00	\$ 1.00 and under 1.10	\$ 1.10 to 1.20	\$ 1.20 to 1.30	\$ 1.30 to 1.40	\$ 1.40 to 1.50	\$ 1.50 to 1.60	\$ 1.60 to 1.70	\$ 1.70 to 1.80	\$ 1.80 to 1.90	\$ 1.90 to 2.00	\$ 2.00 to 2.10	\$ 2.10 to 2.20	\$ 2.20 to 2.30	\$ 2.30 to 2.40	\$ 2.40 to 2.50	\$ 2.50 to 2.60	\$ 2.60 to 2.70	\$ 2.70 to 2.80	\$ 2.80 to 2.90	\$ 2.90 to 3.00	\$ 3.00 to 3.10	\$ 3.10 to 3.20	\$ 3.20 to 3.30	\$ 3.30 to 3.40	\$ 3.40 and over		
Truckdrivers ⁵	3,795	\$ 2.74	-	-	-	-	-	3	-	-	5	74	7	98	116	69	187	81	186	197	440	920	1026	354	13	7	3	9		
Manufacturing	1,081	2.75	-	-	-	-	-	-	-	5	74	4	8	24	28	79	76	39	193	116	115	35	332	11	4	3	9			
Nonmanufacturing	2,714	2.74	-	-	-	-	3	-	-	-	74	3	90	92	41	108	5	147	4	324	805	991	22	2	3	-	-			
Public utilities ⁴	1,385	2.84	-	-	-	-	-	-	-	-	4	3	-	34	3	5	139	-	86	462	640	7	2	-	-	-	-			
Wholesale trade	547	2.73	-	-	-	-	3	-	-	-	-	-	-	84	-	1	-	-	3	4	72	140	238	-	-	2	-			
Truckdrivers, light (under 1½ tons)	562	2.57	-	-	-	-	-	-	-	-	70	-	1	11	12	134	2	17	36	47	105	66	58	1	-	2	-			
Manufacturing	159	2.70	-	-	-	-	-	-	-	-	-	-	1	11	4	27	1	17	36	-	1	-	58	1	-	2	-			
Nonmanufacturing	403	2.52	-	-	-	-	-	-	-	-	70	-	-	-	8	107	1	-	-	47	104	66	-	-	-	-	-			
Wholesale trade	174	2.87	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	5	104	64	-	-	-	-	-			
Truckdrivers, medium (1½ to and including 4 tons)	1,388	2.70	-	-	-	-	3	-	-	5	4	7	13	105	53	32	25	155	110	240	282	320	33	-	1	-	-			
Manufacturing	337	2.61	-	-	-	-	-	-	-	5	4	4	7	13	20	31	22	14	106	22	34	27	32	-	-	-	-			
Nonmanufacturing	1,051	2.73	-	-	-	-	3	-	-	-	4	3	6	92	33	1	3	141	4	218	248	293	1	-	1	-	-			
Public utilities ⁴	756	2.80	-	-	-	-	-	-	-	-	4	3	6	92	33	1	3	139	-	75	215	289	-	-	-	-	-			
Wholesale trade	107	2.75	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	4	63	33	4	-	-	-	-				
Truckdrivers, heavy (over 4 tons, trailer type)	1,222	2.85	-	-	-	-	-	-	-	-	-	-	26	-	4	12	52	5	18	54	405	616	4	10	6	1	9			
Manufacturing	244	2.75	-	-	-	-	-	-	-	-	-	-	-	-	4	12	51	-	18	50	78	3	4	10	4	1	9			
Nonmanufacturing	978	2.87	-	-	-	-	-	-	-	-	-	-	26	-	-	-	-	1	5	4	327	613	-	2	-	-				
Public utilities ⁴	514	2.90	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	177	336	-	-	-	-				
Truckdrivers, heavy (over 4 tons, other than trailer type)	524	2.82	-	-	-	-	-	-	-	-	-	-	58	-	-	-	-	4	1	62	128	19	252	-	-	-	-			
Nonmanufacturing	267	2.66	-	-	-	-	-	-	-	-	-	-	58	-	-	-	-	-	-	53	126	16	14	-	-	-	-			
Truckers, power (forklift)	2,091	2.55	-	-	-	-	-	-	2	-	22	26	112	37	122	215	186	256	802	138	8	33	71	2	40	1	18			
Manufacturing	1,930	2.54	-	-	-	-	-	-	2	-	22	26	112	32	105	214	156	254	770	91	5	9	71	2	40	1	18			
Nonmanufacturing	161	2.64	-	-	-	-	-	-	-	-	-	-	-	5	17	1	30	2	32	47	3	24	-	-	-	-				
Public utilities ⁴	63	2.69	-	-	-	-	-	-	-	-	-	-	-	-	15	1	-	2	1	20	-	24	-	-	-	-				
Truckers, power (other than forklift)	541	2.68	-	-	-	-	-	-	-	-	12	2	-	38	7	117	10	57	179	18	-	2	3	16	4	-	676			
Manufacturing	399	2.80	-	-	-	-	-	-	-	-	12	2	-	26	-	26	2	35	177	18	-	2	3	16	4	-	76			
Nonmanufacturing	142	2.36	-	-	-	-	-	-	-	-	-	-	-	12	7	91	8	22	2	-	-	-	-	-	-	-	-			
Public utilities ⁴	135	2.35	-	-	-	-	-	-	-	-	-	-	-	12	7	91	1	22	2	-	-	-	-	-	-	-	-			
Watchmen	528	1.87	-	13	15	18	23	12	45	92	30	53	33	26	8	59	53	7	9	31	1	-	-	-	-	-	-			
Manufacturing	271	2.07	-	7	-	3	-	2	22	13	42	27	24	1	56	45	3	4	22	-	-	-	-	-	-	-	-			
Nonmanufacturing	257	1.65	-	13	8	18	20	12	43	70	17	11	6	2	7	3	8	4	5	9	1	-	-	-	-	-	-			
Finance ³	146	1.60	-	4	10	8	5	23	66	17	7	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			

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 Finance, insurance, and real estate.⁴ Transportation, communication, and other public utilities.⁵ Includes all drivers regardless of size and type of truck operated.⁶ Workers were distributed as follows: 12 at \$3.40 to \$3.50; 17 at \$3.60 to \$3.70; 47 at \$3.80 to \$3.90.

Appendix A: Changes in Occupational Descriptions

Since the Bureau's last survey in this area, occupational descriptions for three office jobs were revised in order to obtain salary information for more specific categories. Therefore, data presented for these jobs in table A-1 are not comparable to data presented in last year's bulletin.

Revisions were made in the descriptions for file clerks, key-punch operators, and stenographers. The revised description for file clerk groups these workers into three levels (class A, B, and C) in-

stead of two (class A and B). The revised description for keypunch operator groups these workers into two defined classes (A and B) instead of a single category. Previously data were presented separately for general stenographers and technical stenographers. The revision combines general stenographers, with more responsible duties, and technical stenographers to form a new senior stenographer category; other general stenographers are maintained in that classification.

The revised occupational descriptions used this year are included in appendix B.

Appendix B: 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, 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; and requires judgment and experience in making proper assignments and allocations. May assist in preparing, adjusting and closing journal entries; and 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; and posting subsidiary ledgers controlled by general ledgers, or posting simple cost accounting data. This job does not require a knowledge of accounting and book-keeping 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 file material such as correspondence, reports, technical documents, etc. May also file this material. May keep records of various types in conjunction with the files. May lead a small group of lower level file clerks.

Class B—Sorts, codes, and files unclassified material by simple (subject matter) headings or partly classified material by finer subheadings. Prepares simple related index and cross-reference aids. As requested locates clearly identified material in files and forwards material. May perform related clerical tasks required to maintain and service files.

Class C—Performs routine filing of material that has already been classified or which is easily classified in a simple serial classification system (e.g., alphabetical, chronological, or numerical). As requested, locates readily available material in files and forwards material; and may fill out withdrawal charge. Performs simple clerical and manual tasks required to maintain and service files.

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; and 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; and 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

Class A—Operates a numerical and/or alphabetical or combination keypunch machine to transcribe data from various source documents to keypunch tabulating cards. Performs same tasks as lower level keypunch operator but in addition, work requires application of coding skills and the making of some determinations, for example, locates on the source document the items to be punched; extracts information from several documents; and searches for and interprets information on the document to determine information to be punched. May train inexperienced operators.

Class B—Under close supervision or following specific procedures or instructions, transcribes data from source documents to punched cards. Operates a numerical and/or alphabetical or combination keypunch machine to keypunch tabulating cards. May verify cards. Working from various standardized source documents, follows specified sequences which have been coded or prescribed in detail and require little or no selecting, coding, or interpreting data to be punched. Problems arising from erroneous items or codes, missing information, etc., are referred to supervisor.

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

SECRETARY—Continued

making phone calls; handling personal and important or confidential mail, and writing routine correspondence on own initiative; and 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 transcribe dictation. May also type from written copy. May maintain files, keep simple records, or perform other relatively routine clerical tasks. May operate from a stenographic pool. Does not include transcribing-machine work. (See transcribing-machine operator.)

STENOGRAPHER, SENIOR

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 transcribe dictation. May also type from written copy. May also set up and maintain files, keep records, etc.

OR

Performs stenographic duties requiring significantly greater independence and responsibility than stenographers, general as evidenced by the following: Work requires high degree of stenographer speed and accuracy; and a thorough working knowledge of general business and office procedures and of the specific business operations, organization, policies, procedures, files, workflow, etc. Uses this knowledge in performing stenographic duties and responsible clerical tasks such as, maintaining followup files; assembling material for reports, memorandums, letters, etc.; composing simple letters from general instructions; reading and routing incoming mail; and answering routine questions, 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.

TABULATING-MACHINE OPERATOR—Continued

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, punctuation, etc., of technical or unusual words or foreign language material; and 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.; and 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; and performing more difficult problems. May assist subordinates during emergencies or as a regular assignment, or perform related duties of a supervisory or administrative nature.

DRAFTSMAN, SENIOR

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

DRAFTSMAN, SENIOR—Continued

completed work, checking dimensions, materials to be used, and quantities; writing specifications; and 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

CARPENTER, MAINTENANCE—Continued

power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter required 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; and using a variety of electrician's handtools and measuring and testing instruments. In general, the work of the maintenance electricians 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; and 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

Fire 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; and checks water and safety valve. May clean, oil, or assist in repairing boilerroom equipment.

HELPER, MAINTENANCE TRADES

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; and 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, gages, 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; and making necessary adjustments during operation to achieve requisite tolerances or dimensions. May be required to recognize when tools need dressing, to dress tools, and to select proper coolants and cutting and lubricating oils. For cross-industry wage study purposes, machine-tool operators, toolroom, in tool and die jobbing shops are excluded from this classification.

MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment operated in an establishment. Work involves *most of the following*: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds and speeds of machining; knowledge of the working

MACHINIST, MAINTENANCE—Continued

properties of the common metals; selecting standard materials, parts, and equipment required for his work; and 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, gages, 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; and alining wheels, adjusting brakes and lights, or tightening body bolts. In general, the work of the automotive mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, MAINTENANCE

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

MILLWRIGHT

Installs new machines or heavy equipment and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves *most of the following*: Planning and laying out of the work; interpreting blueprints or other specifications; using a variety of handtools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; alining and balancing of equipment; selecting standard tools, equipment and parts to be used; and 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; and 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

PIPEFITTER, MAINTENANCE—Continued

and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; and 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; and 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

SHEET-METAL WORKER, MAINTENANCE—Continued

types of sheet-metal-working machines; using a variety of handtools in cutting, bending, forming, shaping, fitting, and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

TOOL AND DIE MAKER

(Die maker; jig maker; tool maker; fixture maker; gage maker)

Constructs and repairs machine-shop tools, gages, 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; heattreating 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; and selecting appropriate materials, tools, and processes. In general, the tool and die maker's work requires a rounded training in machine-shop and toolroom practice usually acquired through a formal apprenticeship or equivalent training and experience.

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

CUSTODIAL AND MATERIAL 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; charwomen; janitress)

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

LABORER, MATERIAL HANDLING

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

A worker employed in a warehouse, manufacturing plant, store, or other establishment whose duties involve *one or more of the following*: Loading and unloading various materials and merchandise on or from freight cars, trucks, or other transporting devices; unpacking, shelving, or placing materials or merchandise in proper storage location; and 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; and 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; and maintaining necessary records and files.

For wage study purposes, workers are classified as follows:

Receiving clerk

Shipping clerk

Shipping and receiving clerk

TRUCKDRIVER

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

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

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

TRUCKER, POWER

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

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

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

WATCHMAN

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