

# Occupational Wage Survey

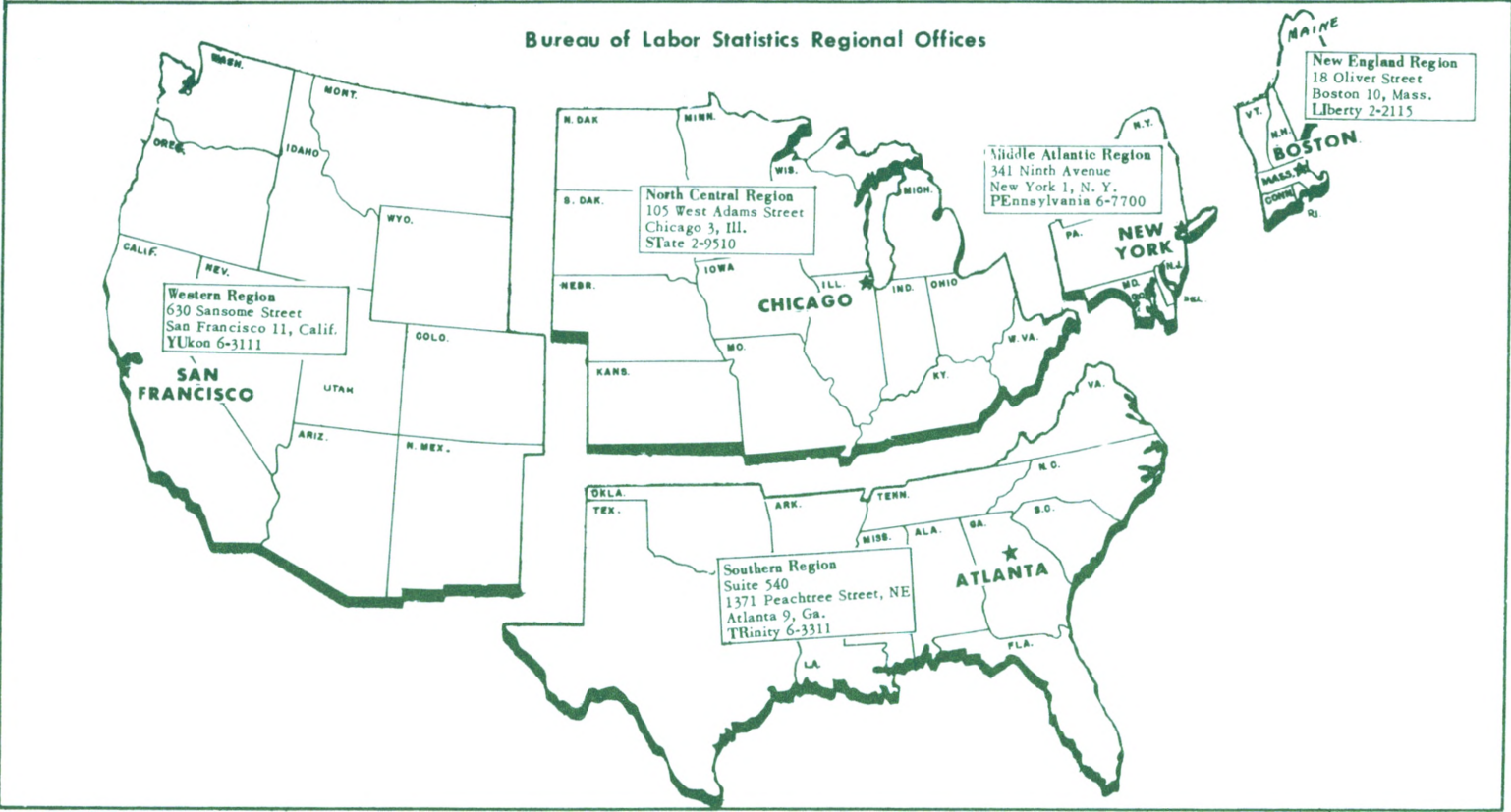
**BOSTON, MASSACHUSETTS**

**OCTOBER 1961**

**Bulletin No. 1303-16**

UNITED STATES DEPARTMENT OF LABOR  
Arthur J. Goldberg, Secretary

BUREAU OF LABOR STATISTICS  
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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 Boston, Mass., by Leo Epstein, under the direction of Paul V. Mulkern, Assistant Regional Director for Wages and Industrial Relations.

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\* NOTE: Similar tabulations are available in the Boston area reports for earlier periods beginning with March 1951. Similar reports are also 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 Boston area are also available for machinery industries (March 1961), contract cleaning services (June 1961), life insurance (June 1961), paints and varnishes (May 1961), candy and other confectionery products (November 1960), and women's and misses' dresses (August 1960). Union scales, indicative of prevailing pay levels, are available for the following trades or industries: Building construction, printing, local-transit operating employees, and motortruck drivers and helpers.



## Occupational Wage Survey—Boston, Mass.

### Introduction

This area is 1 of 82 labor markets 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 area-wide basis. In this area, data were obtained by personal visits of Bureau field economists<sup>1</sup> to 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.

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<sup>1</sup> 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.

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

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

Shift differential data (table B-1) are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy,<sup>2</sup> presented in terms of total plant worker employment, and (b) effective practice, presented in terms 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 salaries (table B-2) relate only to the establishments visited. They are presented in terms of establishments with formal minimum salary policies.

The scheduled hours (table B-3) of a majority of the first-shift workers in an establishment are tabulated as applying to all of the plant or office workers of that establishment. Paid holidays; paid vacations; and health, insurance, and pension plans (tables B-4 through B-6) 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. Sums of individual items in tables B-3 through B-6 may not equal totals because of rounding.

The first part of the paid holidays table (table B-4) 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 (table B-5) is limited to formal policies, excluding informal arrangements 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 pay, payments not on a time basis were so converted; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay.

<sup>2</sup> 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.

Data are presented for all health, insurance, and pension plans (table B-6) 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,<sup>3</sup> 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 plans<sup>4</sup> which provide full pay or a proportion of the worker's pay during absence from work because of illness. Separate tabulations are presented according to (1) plans which provide full pay and no waiting period, and (2) plans which provide 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.

<sup>3</sup> The temporary disability laws in California and Rhode Island do not require employer contributions.

<sup>4</sup> 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 Boston, Mass.,<sup>1</sup> by major industry division,<sup>2</sup> October 1961

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study <sup>3</sup>	Studied	Within scope of study			Studied
				Total <sup>4</sup>	Office	Plant	
All divisions .....	-	1,310	267	453,500	96,000	266,900	245,990
Manufacturing .....	100	438	87	226,300	30,400	155,500	114,450
Nonmanufacturing .....	-	872	180	227,200	65,600	111,400	131,540
Transportation, communication, and other public utilities <sup>5</sup> .....	100	63	25	40,000	8,200	22,700	30,650
Wholesale trade .....	50	226	42	24,700	7,700	10,000	7,750
Retail trade .....	100	140	35	68,500	6,900	55,100	45,780
Finance, insurance, and real estate .....	50	196	36	53,200	35,800	1,900	31,330
Services <sup>7</sup> .....	50	247	42	40,800	7,000	21,700	16,030

<sup>1</sup> The Boston Standard Metropolitan Statistical Area consists of Suffolk County, 15 communities in Essex County, 29 in Middlesex County, 19 in Norfolk County, and 9 in Plymouth County. 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.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> Includes executive, professional, and other workers excluded from the separate office and plant categories.

<sup>5</sup> Taxicabs and services incidental to water transportation were excluded. Boston's transit system is municipally operated and is excluded by definition from the scope of the study.

<sup>6</sup> Estimate relates to real estate establishments only.

<sup>7</sup> 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 Boston, Mass., October 1960 to October 1961, and October 1959 to October 1960

Industry and occupational group	October 1960 to October 1961	October 1959 to October 1960
<b>All industries:</b>		
Office clerical (men and women) -----	3.9	4.9
Industrial nurses (men and women) -----	4.5	4.1
Skilled maintenance (men) -----	2.2	4.7
Unskilled plant (men) -----	2.8	4.6
<b>Manufacturing:</b>		
Office clerical (men and women) -----	3.3	4.0
Industrial nurses (men and women) -----	4.0	4.1
Skilled maintenance (men) -----	1.1	4.8
Unskilled plant (men) -----	.7	4.6

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

Industry and occupational group	Indexes (March 1953 = 100)		Percent increases from—							
	October 1961	October 1960	October 1960 to October 1961	October 1959 to October 1960	October 1958 to October 1959	September 1957 to October 1958	September 1956 to September 1957	April 1955 to September 1956	March 1954 to April 1955	March 1953 to March 1954
<b>All industries:</b>										
Office clerical (women) -----	145.1	139.8	3.8	3.8	3.4	5.3	5.7	8.0	2.9	5.2
Industrial nurses (women) -----	148.4	141.1	5.1	3.6	4.3	5.9	4.8	9.0	1.5	6.5
Skilled maintenance (men) -----	143.9	140.8	2.2	4.7	4.2	5.4	5.2	8.5	1.9	5.3
Unskilled plant (men) -----	143.4	139.4	2.8	4.6	4.0	7.1	4.7	6.3	2.4	5.1
<b>Manufacturing:</b>										
Office clerical (women) -----	141.7	137.4	3.1	3.8	3.9	4.6	6.1	7.3	2.3	4.4
Industrial nurses (women) -----	146.4	140.0	4.6	3.6	3.7	6.5	4.1	8.9	.7	7.2
Skilled maintenance (men) -----	143.6	142.1	1.1	4.8	4.2	5.3	5.4	8.9	1.9	5.6
Unskilled plant (men) -----	141.2	139.6	1.2	4.6	3.6	7.9	4.6	5.0	3.1	5.5

**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, Boston, Mass., October 1961)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																							
		Weekly hours (Standard)	Weekly earnings <sup>1</sup> (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 and over			
<b>Men</b>																											
Clerks, accounting, class A	759	38.5	\$99.00	-	-	-	1	5	8	56	46	42	73	79	62	59	108	77	59	50	6	16	4	5	3		
Manufacturing	151	38.5	99.00	-	-	-	-	-	9	3	3	18	30	7	25	24	6	5	21	-	-	-	-	-	-		
Nonmanufacturing	608	38.5	99.00	-	-	-	1	5	8	47	43	39	55	49	55	34	84	71	54	29	6	16	4	5	3		
Wholesale trade	107	38.5	103.00	-	-	-	-	-	13	6	7	11	11	6	10	3	5	1	12	5	6	3	5	3			
Retail trade	55	37.0	88.00	-	-	-	1	1	7	8	-	6	22	2	2	1	3	-	-	-	-	1	1	-			
Finance <sup>2</sup>	125	36.5	84.50	-	-	-	-	4	7	24	15	29	10	1	23	2	1	4	1	-	1	3	-	-			
Services	83	39.5	93.00	-	-	-	-	-	1	24	13	2	25	12	10	-	9	1	4	6	-	-	-	-			
Clerks, accounting, class B	381	38.0	80.00	-	-	26	24	22	51	67	35	30	14	50	3	7	3	20	7	6	13	1	2	-	-		
Nonmanufacturing	341	38.0	79.50	-	-	26	22	17	50	67	27	27	10	40	3	-	3	20	7	6	13	1	2	-	-		
Wholesale trade	182	38.5	85.50	-	-	18	-	-	14	54	18	17	-	6	3	-	3	20	7	6	13	1	2	-	-		
Clerks, order	549	39.5	92.00	-	-	-	5	28	25	29	78	35	73	68	62	29	26	15	10	17	21	1	5	2	20		
Manufacturing	192	39.0	90.00	-	-	-	-	16	16	15	20	14	19	10	34	4	15	1	3	7	16	-	-	2			
Nonmanufacturing	357	39.5	93.50	-	-	-	5	12	9	14	58	21	54	58	28	25	11	14	7	10	5	1	5	-	20		
Wholesale trade	347	39.5	93.50	-	-	-	5	12	9	14	58	21	53	54	23	25	11	14	7	10	5	1	5	-	20		
Clerks, payroll	68	38.5	95.50	-	-	-	-	-	-	5	3	6	23	15	3	4	1	6	-	-	-	2	-	-	-		
Office boys	823	38.0	55.00	4	206	248	151	137	40	18	10	3	-	1	-	-	5	-	-	-	-	-	-	-	-		
Manufacturing	210	38.5	56.00	4	36	47	61	38	6	11	6	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	613	38.0	54.50	-	170	201	90	99	34	7	4	2	-	1	-	-	5	-	-	-	-	-	-	-	-		
Public utilities <sup>3</sup>	44	39.0	56.50	-	14	5	8	9	6	-	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	75	38.5	59.50	-	12	14	21	11	5	6	-	1	-	-	-	5	-	-	-	-	-	-	-	-	-		
Finance <sup>2</sup>	272	36.5	53.50	-	75	117	26	37	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	193	39.0	53.50	-	59	55	30	40	6	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Tabulating-machine operators, class A	316	38.0	94.50	-	-	-	-	4	10	31	37	39	36	49	56	21	9	6	8	1	4	2	1	2			
Manufacturing	142	39.5	96.00	-	-	-	-	-	3	3	12	19	22	33	32	4	6	3	3	1	1	-	-	-	-		
Nonmanufacturing	174	37.0	93.50	-	-	-	-	4	7	28	25	20	14	16	24	17	3	3	5	-	3	2	1	2			
Finance <sup>2</sup>	91	37.0	84.50	-	-	-	-	4	7	28	18	10	6	7	3	8	-	-	-	-	-	-	-	-			
Tabulating-machine operators, class B	485	38.0	79.00	-	-	2	10	32	74	97	75	44	49	41	15	35	6	2	-	-	1	-	2	-	-		
Manufacturing	159	39.0	82.00	-	-	1	-	2	7	23	40	22	23	24	10	6	-	1	-	-	-	-	-	-	-		
Nonmanufacturing	326	37.5	77.50	-	-	1	10	30	67	74	35	22	26	17	5	29	6	1	-	-	1	-	2	-	-		
Wholesale trade	60	39.5	90.00	-	-	-	-	1	-	15	5	4	6	11	-	9	5	1	-	-	1	-	2	-	-		
Finance <sup>2</sup>	204	37.0	72.50	-	-	-	8	26	52	56	24	11	16	-	3	8	-	-	-	-	-	-	-	-	-		
Tabulating-machine operators, class C	257	38.0	68.00	-	1	19	36	50	52	47	13	10	16	7	4	2	-	-	-	-	-	-	-	-	-		
Manufacturing	82	39.5	71.00	-	-	1	5	22	12	17	2	6	15	-	2	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	175	37.5	66.50	-	1	18	31	28	40	30	11	4	1	7	4	-	-	-	-	-	-	-	-	-	-		
Retail trade	52	38.5	64.50	-	1	3	13	7	15	8	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance <sup>2</sup>	93	36.5	63.00	-	-	15	15	19	24	18	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

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, Boston, Mass., October 1961)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																								
		Weekly hours <sup>1</sup> (Standard)	Weekly earnings <sup>1</sup> (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		
<b>Women</b>																												
Billers, machine (billing machine) -----	413	38.5	\$ 70.50	-	8	10	39	74	63	82	55	28	23	16	-	15	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	167	38.0	69.50	-	-	-	11	40	27	49	15	6	3	16	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	246	39.0	71.00	-	8	10	28	34	36	33	40	22	20	-	15	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade -----	164	39.5	75.00	-	-	1	14	15	22	32	28	17	20	-	-	15	-	-	-	-	-	-	-	-	-	-	-	
Billers, machine (bookkeeping machine) -----	272	38.5	60.00	8	33	56	75	22	16	12	24	4	14	8	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	223	38.5	57.00	8	33	56	64	16	16	1	23	4	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade -----	185	38.5	56.00	8	33	54	44	16	8	-	22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class A -----	260	37.5	72.00	-	-	-	13	61	44	28	57	26	11	16	2	1	1	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	79	38.0	81.00	-	-	-	1	1	1	3	36	13	5	16	2	1	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	181	37.0	68.00	-	-	-	12	60	43	25	21	13	6	-	-	1	-	-	-	-	-	-	-	-	-	-	-	
Finance <sup>2</sup> -----	123	36.5	65.00	-	-	-	12	48	43	13	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class B -----	1, 323	38.0	64.00	3	15	173	237	308	260	166	70	55	19	13	4	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	232	38.5	71.50	3	-	-	21	45	19	63	17	37	15	12	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	1, 091	38.0	62.50	-	15	173	216	263	241	103	53	18	4	1	4	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade -----	284	39.0	70.00	-	-	-	14	23	122	52	50	17	2	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade -----	67	37.5	61.50	-	2	11	14	24	4	8	1	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance <sup>2</sup> -----	707	37.5	59.50	-	13	150	188	201	112	43	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, accounting, class A -----	1, 404	38.0	82.50	-	-	14	8	66	70	241	204	226	220	114	128	63	18	6	11	10	1	1	3	-	-	-	-	
Manufacturing -----	492	39.0	83.50	-	-	-	10	30	71	97	82	71	38	51	27	8	2	4	1	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	912	37.0	82.00	-	-	14	8	56	40	170	107	144	149	76	77	36	10	4	7	9	1	1	3	-	-	-	-	
Public utilities <sup>3</sup> -----	72	38.5	95.00	-	-	-	-	-	-	2	1	7	10	22	9	12	6	-	3	-	-	-	-	-	-	-	-	
Wholesale trade -----	85	38.5	86.50	-	-	1	3	3	3	6	-	29	22	3	1	-	1	1	2	8	1	1	-	-	-	-	-	
Retail trade -----	153	38.0	79.50	-	-	12	-	5	15	23	18	38	14	2	2	21	-	-	-	-	-	-	3	-	-	-	-	
Finance <sup>2</sup> -----	418	37.0	78.00	-	-	1	5	36	21	137	61	22	75	30	26	1	2	-	-	1	-	-	-	-	-	-	-	
Services -----	184	36.5	86.00	-	-	-	-	12	1	2	27	48	28	19	39	2	1	3	2	-	-	-	-	-	-	-	-	
Clerks, accounting, class B -----	2, 097	38.0	66.50	-	86	237	258	404	362	271	185	146	54	53	25	1	4	9	-	1	1	-	-	-	-	-	-	
Manufacturing -----	414	38.5	70.50	-	-	30	25	83	55	95	42	38	26	2	17	1	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	1, 683	38.0	65.50	-	86	207	233	321	307	176	143	108	28	51	8	-	4	9	-	1	1	-	-	-	-	-	-	
Public utilities <sup>3</sup> -----	157	39.0	78.50	-	-	-	12	4	21	27	15	20	13	45	-	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade -----	315	39.0	69.00	-	-	45	39	37	53	35	71	10	4	2	7	-	1	9	-	1	1	-	-	-	-	-	-	
Retail trade -----	421	37.5	62.00	-	64	71	62	58	46	23	20	70	4	3	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance <sup>2</sup> -----	610	37.0	61.50	-	22	91	118	170	135	53	18	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services -----	180	37.5	69.00	-	-	-	2	52	52	38	19	5	7	1	1	-	3	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class A <sup>4</sup> -----	421	38.5	68.50	-	8	48	55	57	77	88	26	20	3	7	19	-	13	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	100	39.5	71.00	-	-	-	7	18	19	32	14	6	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	321	38.0	68.00	-	8	48	48	39	58	56	12	14	3	3	19	-	13	-	-	-	-	-	-	-	-	-	-	
Finance <sup>2</sup> -----	231	38.0	64.00	-	8	47	34	31	44	46	2	6	1	1	11	-	-	-	-	-	-	-	-	-	-	-	-	
Services -----	59	39.0	73.50	-	-	1	12	3	8	10	8	6	2	1	8	-	-	-	-	-	-	-	-	-	-	-	-	

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, Boston, Mass., October 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	\$ 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	
<b>Women—Continued</b>																										
Clerks, file, class B <sup>4</sup> .....	1,095	38.0	\$ 57.50	13	202	245	186	239	128	42	38	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing .....	168	39.0	63.00	-	-	24	27	50	29	18	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	927	37.5	56.50	13	202	221	159	189	99	24	18	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade .....	129	39.5	61.00	-	12	17	18	43	12	13	13	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade .....	137	38.0	50.50	10	63	45	-	4	8	4	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>2</sup> .....	520	37.0	55.00	3	124	143	101	99	42	6	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class C <sup>4</sup> .....	1,057	38.0	53.00	20	336	356	222	71	34	10	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing .....	151	38.5	58.00	-	7	37	68	10	11	10	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	906	37.5	52.00	20	329	319	154	61	23	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade .....	85	39.0	56.00	12	-	15	22	19	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade .....	79	37.5	52.00	8	16	29	17	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>2</sup> .....	658	37.5	51.50	-	300	236	99	21	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order .....	522	38.5	70.00	-	15	35	41	91	74	123	46	48	16	7	6	12	-	5	3	-	-	-	-	-	-	-
Manufacturing .....	233	39.0	71.50	-	-	2	24	42	30	54	26	28	16	7	1	-	-	-	3	-	-	-	-	-	-	-
Nonmanufacturing .....	289	38.5	68.50	-	15	33	17	49	44	69	20	20	-	-	5	12	-	5	-	-	-	-	-	-	-	-
Wholesale trade .....	152	39.5	73.00	-	-	3	6	19	23	64	5	17	-	-	5	5	-	5	-	-	-	-	-	-	-	-
Retail trade .....	83	38.0	58.00	-	15	30	10	11	2	-	12	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, payroll .....	1,110	38.5	72.50	-	8	21	98	162	194	197	140	111	80	52	22	11	3	6	5	-	-	-	-	-	-	-
Manufacturing .....	622	39.0	71.50	-	-	5	71	97	111	120	91	38	48	31	2	4	-	3	1	-	-	-	-	-	-	-
Nonmanufacturing .....	488	38.0	73.50	-	8	16	27	65	83	77	49	73	32	21	20	7	3	3	4	-	-	-	-	-	-	-
Public utilities <sup>3</sup> .....	33	39.0	90.00	-	-	-	-	4	-	-	4	2	-	8	7	6	-	2	-	-	-	-	-	-	-	-
Wholesale trade .....	57	39.0	80.50	-	-	-	-	3	11	7	4	12	10	6	-	-	-	-	4	-	-	-	-	-	-	
Retail trade .....	175	37.5	67.50	-	-	13	23	27	43	17	19	31	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>2</sup> .....	101	36.5	70.50	-	8	3	3	24	9	19	11	13	4	-	7	-	-	-	-	-	-	-	-	-	-	
Services .....	122	39.0	77.00	-	-	-	1	7	20	34	11	15	17	6	6	1	3	1	-	-	-	-	-	-	-	-
Comptometer operators .....	1,093	38.0	69.00	12	44	62	129	192	210	98	158	34	24	107	8	9	2	4	-	-	-	-	-	-	-	-
Manufacturing .....	402	38.5	68.00	-	9	22	30	101	103	46	63	9	5	3	3	4	1	3	-	-	-	-	-	-	-	-
Nonmanufacturing .....	691	37.5	70.00	12	35	40	99	91	107	52	95	25	19	104	5	5	1	1	-	-	-	-	-	-	-	-
Wholesale trade .....	170	38.5	70.50	-	-	3	24	30	39	19	19	11	14	2	5	2	1	1	-	-	-	-	-	-	-	-
Retail trade .....	327	36.5	63.50	12	25	24	53	52	60	28	58	9	5	-	-	1	-	-	-	-	-	-	-	-	-	-
Finance <sup>2</sup> .....	61	37.0	56.50	-	10	13	22	9	6	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Duplicating-machine operators (Mimeograph or Ditto) .....	91	38.5	61.00	-	11	26	15	9	10	8	2	5	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing .....	53	38.0	59.50	-	-	23	5	7	9	7	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Keypunch operators, class A <sup>4</sup> .....	825	38.5	73.00	-	-	4	42	98	180	190	156	66	36	43	4	2	3	1	-	-	-	-	-	-	-	-
Manufacturing .....	329	39.0	73.50	-	-	-	6	23	73	65	110	30	16	3	1	2	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	496	38.0	72.50	-	-	4	36	75	107	125	46	36	20	40	3	-	3	1	-	-	-	-	-	-	-	-
Wholesale trade .....	65	38.0	80.00	-	-	-	-	-	8	22	7	3	12	6	3	-	3	1	-	-	-	-	-	-	-	-
Retail trade .....	105	38.0	66.50	-	-	1	7	27	34	29	2	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>2</sup> .....	257	37.0	68.50	-	-	3	29	48	63	73	35	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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, Boston, Mass., October 1961)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																									
		Weekly hours <sup>1</sup> (Standard)	Weekly earnings <sup>2</sup> (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				
<b>Women—Continued</b>																													
Keypunch operators, class B <sup>4</sup>	1,166	38.5	\$64.00	-	10	178	278	254	164	108	80	20	15	56	1	2	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	373	39.0	66.00	-	-	37	62	97	53	53	42	9	12	5	1	2	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	793	38.0	63.00	-	10	141	216	157	111	55	38	11	3	51	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Public utilities <sup>3</sup>	183	38.5	71.00	-	-	48	27	11	3	10	26	7	2	49	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	119	39.0	65.50	-	3	3	7	41	40	12	6	4	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	111	38.0	55.50	-	-	43	46	17	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance <sup>2</sup>	333	37.0	60.00	-	7	47	127	68	63	15	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Office girls	496	37.5	54.50	9	163	132	78	58	5	48	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	77	39.0	57.50	1	24	12	17	3	3	14	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	419	37.0	54.00	8	139	120	61	55	2	34	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	55	38.5	51.50	8	18	11	14	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>2</sup>	323	36.5	54.00	-	118	92	43	50	2	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	6,244	38.0	86.00	-	-	4	63	179	394	699	945	760	959	795	559	304	168	112	134	76	42	17	17	7	10	-	-	-	
Manufacturing	2,341	38.5	87.50	-	-	2	-	5	87	176	334	270	505	439	226	154	40	25	48	9	5	4	12	-	-	-	-	-	-
Nonmanufacturing	3,903	37.5	84.50	-	-	2	63	174	307	523	611	490	454	356	333	150	128	87	86	67	37	13	5	7	10	-	-	-	-
Public utilities <sup>3</sup>	377	38.5	99.00	-	-	-	-	3	4	28	23	36	13	23	88	27	28	20	12	55	5	7	4	-	-	-	-	-	-
Wholesale trade	522	39.0	84.50	-	-	-	4	14	70	86	72	31	100	25	18	25	27	4	17	3	21	2	1	2	-	-	-	-	-
Retail trade	250	37.5	85.00	-	-	1	7	13	22	17	39	33	24	29	20	8	5	4	20	3	2	-	2	1	-	-	-	-	-
Finance <sup>2</sup>	1,518	36.5	82.50	-	-	-	15	76	123	259	240	234	163	135	120	61	43	18	25	3	2	-	-	-	-	-	-	-	-
Services	1,236	37.5	83.00	-	-	1	37	68	88	133	237	156	154	144	87	29	25	41	12	3	9	2	-	-	-	-	-	-	-
Stenographers, general <sup>4</sup>	2,597	38.0	71.50	-	-	1	74	231	380	447	535	282	396	91	75	34	22	19	8	1	-	1	-	-	-	-	-	-	-
Manufacturing	1,038	38.5	73.50	-	-	7	45	126	156	211	123	309	49	8	1	1	2	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	1,559	38.0	70.50	-	-	1	67	186	254	291	324	159	87	42	67	33	21	17	8	1	-	1	-	-	-	-	-	-	-
Public utilities <sup>3</sup>	162	38.5	86.50	-	-	-	-	-	13	10	25	28	13	33	25	10	2	2	-	-	1	-	-	-	-	-	-	-	-
Wholesale trade	335	39.0	74.00	-	-	6	36	37	38	88	43	27	13	10	5	10	15	6	1	-	-	-	-	-	-	-	-	-	-
Retail trade	111	37.5	67.00	-	-	1	16	20	32	18	20	3	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>2</sup>	774	36.5	66.50	-	-	1	58	130	164	141	163	54	23	14	24	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	177	39.5	68.50	-	-	2	4	33	67	45	17	6	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Stenographers, senior <sup>4</sup>	925	38.0	76.50	-	-	5	21	115	147	134	163	131	112	35	7	25	13	12	2	2	1	-	-	-	-	-	-	-	-
Manufacturing	316	38.5	80.00	-	-	-	-	13	27	52	61	55	79	20	1	3	1	-	2	1	1	-	-	-	-	-	-	-	-
Nonmanufacturing	609	37.5	75.00	-	-	5	21	102	120	82	102	76	33	15	6	22	12	12	-	1	-	-	-	-	-	-	-	-	-
Finance <sup>2</sup>	302	37.0	70.50	-	-	-	17	78	79	38	30	38	11	8	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	197	38.5	78.00	-	-	-	2	14	13	34	68	33	14	5	2	2	4	5	-	1	-	-	-	-	-	-	-	-	-
Switchboard operators	844	38.0	70.50	11	19	64	63	128	142	104	131	53	49	57	16	6	1	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	193	39.0	77.00	-	-	-	1	14	19	49	44	20	30	10	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	651	38.0	68.00	11	19	64	62	114	123	55	87	33	19	47	12	4	1	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities <sup>3</sup>	113	39.5	82.50	-	-	-	1	1	12	14	16	16	6	39	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	65	39.5	73.50	-	-	12	-	5	12	7	11	-	6	7	-	4	1	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	128	38.0	61.50	9	19	10	19	17	21	2	19	5	5	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>2</sup>	226	36.5	67.00	-	-	4	22	73	61	26	26	12	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	119	38.5	61.50	2	-	38	20	18	17	6	15	-	-	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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, Boston, Mass., October 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 and over			
<b>Women—Continued</b>																											
Switchboard operator-receptionists	818	38.0	\$68.00	8	4	34	81	115	214	192	98	46	14	6	-	-	2	3	1	-	-	-	-	-	-		
Manufacturing	342	38.5	69.50	-	-	-	52	51	44	105	42	41	2	2	-	-	-	3	-	-	-	-	-	-	-		
Nonmanufacturing	476	38.0	67.00	8	4	34	29	64	170	87	56	5	12	4	-	-	2	-	1	-	-	-	-	-	-		
Wholesale trade	193	39.0	69.00	-	-	-	12	12	19	63	44	24	5	10	3	-	-	-	1	-	-	-	-	-	-		
Retail trade	61	38.0	59.00	8	4	8	6	12	4	17	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance <sup>2</sup>	94	36.0	65.50	-	-	-	11	32	42	2	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	116	37.5	69.00	-	-	14	-	1	59	18	20	-	2	-	-	-	2	-	-	-	-	-	-	-	-		
Tabulating-machine operators, class A	52	38.0	92.50	-	-	-	-	-	2	1	1	7	15	10	4	4	1	1	6	-	-	-	-	-	-		
Tabulating-machine operators, class B	350	38.0	76.50	-	-	-	24	21	79	41	75	19	29	38	14	8	-	-	1	1	-	-	-	-	-		
Manufacturing	71	39.0	85.00	-	-	-	-	1	1	6	8	10	20	20	5	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	279	37.5	74.00	-	-	-	24	20	78	35	67	9	9	18	9	8	-	-	1	1	-	-	-	-	-		
Finance <sup>2</sup>	110	36.5	73.00	-	-	-	2	7	36	23	25	8	9	-	-	-	-	-	-	-	-	-	-	-	-		
Tabulating-machine operators, class C	293	37.0	61.00	-	16	81	68	56	12	19	14	16	9	2	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	248	37.0	60.00	-	16	81	49	53	8	16	9	15	-	1	-	-	-	-	-	-	-	-	-	-	-		
Finance <sup>2</sup>	99	35.5	60.50	-	16	6	13	41	6	16	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Transcribing-machine operators, general	935	38.0	67.50	-	11	105	121	195	145	127	100	63	26	18	5	7	7	-	5	-	-	-	-	-	-		
Manufacturing	299	39.0	69.50	-	-	15	22	52	48	61	73	13	15	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	636	37.5	66.50	-	11	90	99	143	97	66	27	50	11	18	5	7	7	-	5	-	-	-	-	-	-		
Public utilities <sup>3</sup>	30	39.5	83.50	-	-	-	-	5	-	3	3	3	2	10	4	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	58	39.5	83.50	-	-	5	-	1	26	-	6	-	-	1	7	7	-	5	-	-	-	-	-	-	-		
Finance <sup>2</sup>	383	37.5	62.00	-	11	75	72	98	62	34	19	3	9	-	-	-	-	-	-	-	-	-	-	-	-		
Typists, class A	1,352	37.5	70.00	-	6	13	154	319	271	213	154	84	42	56	30	8	1	1	-	-	-	-	-	-	-		
Manufacturing	363	39.5	68.50	-	-	-	45	87	82	70	45	24	4	4	-	1	1	-	-	-	-	-	-	-	-		
Nonmanufacturing	989	37.0	70.50	-	6	13	109	232	189	143	109	60	38	52	30	7	-	1	-	-	-	-	-	-	-		
Wholesale trade	70	39.0	72.00	-	-	-	21	6	13	3	5	4	8	2	2	6	-	-	-	-	-	-	-	-	-		
Finance <sup>2</sup>	516	36.5	69.00	-	6	12	52	123	132	81	45	14	12	15	24	-	-	-	-	-	-	-	-	-	-		
Services	330	37.0	70.00	-	-	-	36	93	37	55	49	34	18	7	-	-	-	1	-	-	-	-	-	-	-		
Typists, class B	4,173	38.0	60.00	-	360	846	1013	955	463	214	227	47	43	5	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing	1,084	39.0	64.50	-	10	111	217	278	157	93	160	39	19	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	3,089	37.5	58.50	-	350	735	796	677	306	121	67	8	24	5	-	-	-	-	-	-	-	-	-	-	-		
Public utilities <sup>3</sup>	71	40.0	69.50	-	-	5	3	4	15	23	19	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	355	39.5	63.00	-	1	57	22	123	101	21	20	-	5	5	-	-	-	-	-	-	-	-	-	-	-		
Retail trade	242	38.5	59.50	-	9	72	65	34	29	31	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance <sup>2</sup>	2,147	37.0	56.50	-	337	586	609	425	121	37	15	1	16	-	-	-	-	-	-	-	-	-	-	-	-		
Services	274	39.5	61.50	-	3	15	97	91	40	9	11	5	3	-	-	-	-	-	-	-	-	-	-	-	-		

<sup>1</sup> Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.<sup>2</sup> Finance, insurance, and real estate.<sup>3</sup> Transportation, communication, and other public utilities.<sup>4</sup> 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, Boston, Mass., October 1961)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																							
		Weekly hours <sup>1</sup> (Standard)	Weekly earnings <sup>2</sup> (Standard)	Under \$70.00	\$70.00 and under 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	\$145.00 150.00	\$150.00 155.00	\$155.00 160.00	\$160.00 165.00	\$165.00 170.00	\$170.00 175.00	\$175.00 and over	
<b>Men</b>																											
Draftsmen, leader -----	747	40.0	\$154.00	-	-	-	-	-	-	-	4	23	11	28	31	28	44	26	55	20	106	44	137	32	33	125	
Manufacturing -----	281	40.0	146.50	-	-	-	-	-	-	-	4	23	9	25	29	24	39	18	15	10	4	4	2	-	-	275	
Nonmanufacturing -----	466	40.0	158.50	-	-	-	-	-	-	-	-	-	2	3	-	4	5	8	40	10	102	40	135	32	33	50	
Services -----	453	40.0	158.50	-	-	-	-	-	-	-	-	-	2	3	2	4	5	7	40	10	100	37	128	32	33	50	
Draftsmen, senior -----	2,127	40.0	128.00	-	-	7	26	26	57	50	104	125	221	142	235	209	140	211	166	102	51	54	34	78	36	53	
Manufacturing -----	1,163	39.5	130.50	-	-	7	24	19	35	32	70	71	168	53	61	52	13	121	93	79	24	45	33	77	33	53	
Nonmanufacturing -----	964	40.0	124.50	-	-	-	2	7	22	18	34	54	53	89	174	157	127	90	73	23	27	9	1	1	3	-	
Services -----	857	40.0	124.50	-	-	-	-	7	22	15	30	44	50	60	167	155	124	67	66	21	20	8	-	1	-	-	
Draftsmen, junior -----	897	39.5	94.00	52	68	47	106	47	125	123	118	67	28	32	34	50	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	535	39.5	90.50	45	63	30	76	30	56	86	53	36	17	17	-	26	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	362	40.0	99.00	7	5	17	30	17	69	37	65	31	11	15	34	24	-	-	-	-	-	-	-	-	-	-	
Services -----	320	40.0	99.00	4	5	16	22	15	67	25	62	30	8	9	33	24	-	-	-	-	-	-	-	-	-	-	
Tracers -----	56	40.0	65.50	43	-	1	9	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	50	40.0	65.50	38	-	-	9	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services -----	47	40.0	62.50	38	-	-	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Women</b>																											
Nurses, industrial (registered) ---	282	39.0	92.00	8	9	5	51	43	53	57	19	16	10	5	3	3	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	192	39.5	91.50	3	9	-	32	34	39	44	15	5	5	3	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	90	38.0	92.50	5	-	5	19	9	14	13	4	11	5	2	-	3	-	-	-	-	-	-	-	-	-	-	

<sup>1</sup> Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.<sup>2</sup> Workers were distributed as follows: 2 at \$175 to \$180; 6 at \$180 to \$190; 32 at \$190 to \$200; 31 at \$200 to \$210; 4 at \$215 to \$220.<sup>3</sup> Workers were distributed as follows: 2 at \$50 to \$55; 15 at \$55 to \$60; 21 at \$60 to \$65.

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, Boston, Mass., October 1961)

Occupation and industry division	Number of workers	Average weekly earnings <sup>1</sup> (Standard)	Occupation and industry division	Number of workers	Average weekly earnings <sup>1</sup> (Standard)	Occupation and industry division	Number of workers	Average weekly earnings <sup>1</sup> (Standard)
<u>Office occupations</u>			<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>		
Billers, machine (billing machine) -----	413	\$70.50	Clerks, file, class C <sup>4</sup> -----	1,076	\$53.00	Office boys and girls -----	1,319	\$55.00
Manufacturing -----	167	69.50	Manufacturing -----	151	58.00	Manufacturing -----	287	56.50
Nonmanufacturing -----	246	71.00	Nonmanufacturing -----	925	52.00	Nonmanufacturing -----	1,032	54.50
Wholesale trade -----	164	75.00	Wholesale trade -----	85	56.00	Public utilities <sup>3</sup> -----	51	56.50
Billers, machine (bookkeeping machine) -----	273	60.00	Retail trade -----	79	52.00	Wholesale trade -----	82	58.50
Nonmanufacturing -----	223	57.00	Finance <sup>2</sup> -----	677	51.50	Retail trade -----	84	52.00
Retail trade -----	185	56.00	Clerks, order -----	1,071	81.50	Finance <sup>2</sup> -----	595	54.00
Bookkeeping-machine operators, class A -----	263	72.00	Manufacturing -----	425	80.00	Services -----	220	54.50
Manufacturing -----	79	81.00	Nonmanufacturing -----	646	82.00	Secretaries -----	6,245	86.00
Nonmanufacturing -----	184	68.00	Wholesale trade -----	499	87.50	Manufacturing -----	2,341	87.50
Finance <sup>2</sup> -----	126	65.00	Retail trade -----	88	60.00	Nonmanufacturing -----	3,904	84.50
Bookkeeping-machine operators, class B -----	1,364	64.00	Clerks, payroll -----	1,178	73.50	Public utilities <sup>3</sup> -----	377	99.00
Manufacturing -----	232	71.50	Manufacturing -----	656	72.50	Wholesale trade -----	522	84.50
Nonmanufacturing -----	1,132	62.50	Nonmanufacturing -----	522	75.00	Retail trade -----	251	85.00
Wholesale trade -----	313	69.50	Public utilities <sup>3</sup> -----	48	94.00	Finance <sup>2</sup> -----	1,518	82.50
Retail trade -----	67	61.50	Wholesale trade -----	69	83.50	Services -----	1,236	83.00
Finance <sup>2</sup> -----	719	59.50	Retail trade -----	175	67.50	Stenographers, general <sup>4</sup> -----	2,620	72.00
Clerks, accounting, class A -----	2,163	88.50	Finance <sup>2</sup> -----	104	71.00	Manufacturing -----	1,048	73.50
Manufacturing -----	643	87.00	Services -----	126	77.00	Nonmanufacturing -----	1,572	70.50
Nonmanufacturing -----	1,520	89.00	Comptometer operators -----	1,093	69.00	Public utilities <sup>3</sup> -----	166	87.00
Wholesale trade -----	192	95.50	Manufacturing -----	402	68.00	Wholesale trade -----	335	74.00
Retail trade -----	208	81.50	Nonmanufacturing -----	691	70.00	Retail trade -----	111	67.00
Finance <sup>2</sup> -----	543	79.50	Wholesale trade -----	170	70.50	Finance <sup>2</sup> -----	774	66.50
Services -----	267	88.00	Retail trade -----	327	63.50	Services -----	186	70.00
Clerks, accounting, class B -----	2,478	68.50	Finance <sup>2</sup> -----	61	56.50	Stenographers, senior <sup>4</sup> -----	928	76.50
Manufacturing -----	454	71.50	Duplicating-machine operators (Mimeograph or Ditto) -----	101	61.00	Manufacturing -----	318	80.00
Nonmanufacturing -----	2,024	68.00	Manufacturing -----	53	59.50	Nonmanufacturing -----	610	75.00
Public utilities <sup>3</sup> -----	211	81.00	Keypunch operators, class A <sup>4</sup> -----	841	72.50	Finance <sup>2</sup> -----	302	70.50
Wholesale trade -----	497	75.00	Manufacturing -----	329	73.50	Services -----	197	78.00
Retail trade -----	438	62.00	Nonmanufacturing -----	512	72.00	Switchboard operators -----	847	70.50
Finance <sup>2</sup> -----	657	62.00	Wholesale trade -----	65	80.00	Manufacturing -----	193	77.00
Services -----	221	69.00	Retail trade -----	113	66.00	Nonmanufacturing -----	654	68.50
Clerks, file, class A <sup>4</sup> -----	432	68.50	Finance <sup>2</sup> -----	265	68.00	Public utilities <sup>3</sup> -----	116	83.00
Manufacturing -----	101	71.50	Keypunch operators, class B <sup>4</sup> -----	1,167	64.00	Wholesale trade -----	65	73.50
Nonmanufacturing -----	331	68.00	Manufacturing -----	374	66.00	Retail trade -----	128	61.50
Wholesale trade -----	234	64.00	Nonmanufacturing -----	793	63.00	Finance <sup>2</sup> -----	226	67.00
Retail trade -----	64	73.00	Public utilities <sup>3</sup> -----	183	71.00	Services -----	119	61.50
Clerks, file, class B <sup>4</sup> -----	1,119	57.50	Wholesale trade -----	119	65.50	Switchboard operator-receptionists -----	818	68.00
Manufacturing -----	168	63.00	Retail trade -----	111	55.50	Manufacturing -----	342	69.50
Nonmanufacturing -----	951	56.50	Finance <sup>2</sup> -----	333	60.00	Nonmanufacturing -----	476	67.00
Wholesale trade -----	129	61.00				Wholesale trade -----	193	69.00
Retail trade -----	137	50.50				Retail trade -----	61	59.00
Finance <sup>2</sup> -----	534	55.50				Finance <sup>2</sup> -----	94	65.50
						Services -----	116	69.00

See footnotes at end of table.

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

(Average straight-time weekly earnings for selected occupations studied on an area basis by industry division, Boston, Mass., October 1961)

Occupation and industry division	Number of workers	Average weekly earnings <sup>1</sup> (Standard)	Occupation and industry division	Number of workers	Average weekly earnings <sup>1</sup> (Standard)	Occupation and industry division	Number of workers	Average weekly earnings <sup>1</sup> (Standard)
<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>			<u>Professional and technical occupations—Continued</u>		
Tabulating-machine operators, class A .....	368	\$ 94.00	Typists, class A .....	1,354	\$ 70.00	Draftsmen, senior .....	2,149	\$127.50
Manufacturing .....	148	96.50	Manufacturing .....	363	68.50	Manufacturing .....	1,173	130.50
Nonmanufacturing .....	220	92.50	Nonmanufacturing .....	991	70.50	Nonmanufacturing .....	976	124.50
Finance <sup>2</sup> .....	131	85.50	Wholesale trade .....	70	72.00	Services .....	869	124.00
Tabulating-machine operators, class B .....	835	78.00	Finance <sup>2</sup> .....	517	69.00			
Manufacturing .....	230	83.00	Services .....	331	70.00			
Nonmanufacturing .....	605	76.00	Typists, class B .....	4,190	60.00	Draftsmen, junior .....	922	93.50
Wholesale trade .....	98	83.50	Manufacturing .....	1,087	64.50	Manufacturing .....	557	90.50
Finance <sup>2</sup> .....	314	72.50	Nonmanufacturing .....	3,103	58.50	Nonmanufacturing .....	365	98.50
Tabulating-machine operators, class C .....	550	64.50	Public utilities <sup>3</sup> .....	80	70.00	Services .....	322	99.00
Manufacturing .....	127	70.00	Wholesale trade .....	355	63.00			
Nonmanufacturing .....	423	62.50	Retail trade .....	246	59.50			
Retail trade .....	63	66.50	Finance <sup>2</sup> .....	2,147	56.50	Tracers .....	57	66.00
Finance <sup>2</sup> .....	192	61.50	Services .....	275	61.50	Nonmanufacturing .....	50	65.50
						Services .....	47	62.50
Transcribing-machine operators, general .....	935	67.50	<u>Professional and technical occupations</u>					
Manufacturing .....	299	69.50	Draftsmen, leader .....	749	154.00			
Nonmanufacturing .....	636	66.50	Manufacturing .....	281	146.50	Nurses, industrial (registered) .....	282	92.00
Public utilities <sup>3</sup> .....	30	83.50	Nonmanufacturing .....	468	158.50	Manufacturing .....	192	91.50
Wholesale trade .....	58	83.50	Services .....	455	158.50	Nonmanufacturing .....	90	92.50
Finance <sup>2</sup> .....	383	62.00						

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

Table A-4. Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis by industry division, Boston, Mass., October 1961)

Occupation and industry division	Number of workers	Average hourly earnings <sup>1</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			Under \$ 1.40	\$ 1.40 and under 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 3.60	\$ 3.60 3.70	\$ 3.70 3.80	\$ 3.80 and over
Carpenters, maintenance .....	605	\$2.79	-	-	7	-	2	23	7	13	20	23	37	44	53	86	26	33	79	30	5	8	7	-	-	26	73	3
Manufacturing .....	334	2.67	-	-	-	-	15	-	-	15	6	26	24	35	67	16	23	79	19	2	2	-	-	-	-	4	1	
Nonmanufacturing .....	271	2.92	-	-	7	-	8	7	13	5	17	11	20	18	19	10	10	-	11	3	6	7	-	-	26	69	2	
Public utilities <sup>2</sup> .....	31	2.65	-	-	-	-	-	-	-	-	-	5	7	2	-	2	-	-	3	1	1	-	-	-	-	-	-	
Retail trade .....	170	3.19	-	-	-	-	8	-	8	5	9	6	2	13	1	5	2	-	1	1	5	7	-	-	26	69	2	
Electricians, maintenance .....	976	2.87	1	-	-	4	-	2	-	-	7	20	29	46	81	63	84	100	182	249	50	18	12	7	-	13	-	8
Manufacturing .....	786	2.88	-	-	-	-	-	-	-	3	16	27	38	50	47	72	62	172	240	14	13	9	7	-	8	-	8	
Nonmanufacturing .....	190	2.80	1	-	-	4	-	2	-	-	4	2	8	31	16	12	38	10	9	36	5	3	-	-	5	-	-	
Public utilities <sup>2</sup> .....	94	2.91	-	-	-	-	-	-	-	-	-	-	2	18	1	5	27	7	-	34	-	-	-	-	-	-	-	-
Engineers, stationary .....	355	2.77	-	-	1	-	-	-	11	11	22	7	11	7	23	67	39	27	21	11	49	12	25	5	-	1	-	5
Manufacturing .....	209	2.78	-	-	-	-	-	-	11	11	-	5	3	5	18	32	37	13	16	11	29	8	-	4	-	1	-	5
Nonmanufacturing .....	146	2.76	-	-	1	-	-	-	-	-	22	2	8	2	5	35	2	14	5	-	20	4	25	1	-	-	-	-
Public utilities <sup>2</sup> .....	53	3.06	-	-	-	-	-	-	-	-	-	-	2	-	-	14	-	-	-	-	12	-	25	-	-	-	-	-
Firemen, stationary boiler .....	546	2.33	10	16	8	3	20	10	52	65	26	16	40	67	47	36	28	60	38	4	-	-	-	-	-	-	-	-
Manufacturing .....	324	2.30	-	-	-	3	11	6	48	65	20	2	17	34	45	22	25	18	8	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	222	2.39	10	16	8	-	9	4	4	-	-	14	23	33	2	14	3	42	30	4	-	-	-	-	-	-	-	-
Public utilities <sup>2</sup> .....	115	2.71	-	-	-	-	-	-	-	-	-	6	8	25	-	10	-	36	30	-	-	-	-	-	-	-	-	-
Helpers, maintenance trades .....	709	2.24	-	12	-	12	9	46	68	116	109	48	55	42	26	155	5	6	-	-	-	-	-	-	-	-	-	-
Manufacturing .....	516	2.21	-	12	-	11	5	27	54	115	73	38	46	6	12	113	4	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	193	2.32	-	-	-	1	4	19	14	1	36	10	9	36	14	42	1	6	-	-	-	-	-	-	-	-	-	-
Public utilities <sup>2</sup> .....	119	2.43	-	-	-	-	-	-	-	-	32	1	5	35	14	26	-	6	-	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom .....	299	2.75	-	-	-	-	-	-	-	-	-	-	5	34	56	11	88	11	62	16	6	10	-	-	-	-	-	-
Manufacturing .....	299	2.75	-	-	-	-	-	-	-	-	-	-	5	34	56	11	88	11	62	16	6	10	-	-	-	-	-	-
Machinists, maintenance .....	1,028	2.84	-	-	-	-	-	-	-	5	20	64	53	24	114	61	80	100	46	126	276	51	-	6	2	-	-	-
Manufacturing .....	974	2.84	-	-	-	-	-	-	-	5	20	60	53	23	102	56	80	86	45	123	264	51	-	6	2	-	-	-
Nonmanufacturing .....	54	2.84	-	-	-	-	-	-	-	-	-	4	-	1	12	5	-	14	1	3	12	-	-	-	2	-	-	-
Public utilities <sup>2</sup> .....	40	2.90	-	-	-	-	-	-	-	-	-	-	-	-	10	4	-	13	-	-	11	-	-	2	-	-	-	-
Mechanics, automotive (maintenance) .....	761	2.63	-	-	-	2	2	5	-	-	49	10	81	-	168	183	140	18	14	48	17	22	1	-	1	-	-	-
Manufacturing .....	262	2.61	-	-	-	-	-	-	-	-	-	-	44	-	93	73	29	1	3	10	-	9	-	-	-	-	-	-
Nonmanufacturing .....	499	2.64	-	-	-	2	2	5	-	-	49	10	37	-	75	110	111	17	11	38	17	13	1	-	1	-	-	-
Public utilities <sup>2</sup> .....	408	2.62	-	-	-	-	-	-	-	-	48	8	32	-	60	109	104	4	6	25	6	4	1	-	1	-	-	-
Wholesale trade .....	75	2.78	-	-	-	2	2	4	-	-	-	-	4	-	12	-	-	13	5	13	11	9	-	-	-	-	-	-
Mechanics, maintenance .....	1,518	2.62	-	-	-	-	14	-	11	131	77	183	87	28	144	83	207	116	146	204	59	7	10	-	2	7	-	2
Manufacturing .....	1,245	2.57	-	-	-	-	-	-	11	130	77	183	81	22	130	67	147	75	124	175	14	-	4	-	5	-	-	-
Nonmanufacturing .....	273	2.84	-	-	-	-	14	-	-	1	-	6	6	14	16	60	41	22	29	45	7	6	-	2	2	-	-	2
Wholesale trade .....	50	3.00	-	-	-	-	-	-	-	-	-	5	-	5	-	-	-	2	25	5	4	-	-	-	2	-	-	2
Retail trade .....	122	2.81	-	-	-	-	-	-	-	-	-	1	2	4	10	56	17	19	2	-	3	6	-	2	-	-	-	-

See footnotes at end of table.



Table A-5. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Boston, Mass., October 1961)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings <sup>2</sup>	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			
			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				
Elevator operators, passenger (men) ---	410	\$ 1.44	-	49	46	24	190	48	6	20	-	14	1	6	2	-	-	4	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing .....	401	1.43	-	49	46	24	190	47	4	19	-	14	1	6	2	-	-	4	-	-	-	-	-	-	-	-	-	-		
Finance <sup>3</sup> .....	257	1.45	-	7	-	14	184	29	4	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services .....	82	1.30	-	16	35	10	3	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Elevator operators, passenger (women) .....	330	1.29	-	98	112	72	26	10	4	-	-	4	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing .....	319	1.28	-	98	112	72	15	10	4	-	-	4	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade .....	192	1.23	-	84	54	53	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Guards .....	1,038	2.18	-	-	-	-	1	-	47	61	33	66	319	72	37	132	67	124	44	5	-	-	30	-	-	-	-	-		
Manufacturing .....	618	2.17	-	-	-	-	1	-	22	10	4	46	284	30	18	84	-	64	25	-	-	30	-	-	-	-	-	-		
Nonmanufacturing .....	420	2.19	-	-	-	-	-	-	25	51	29	20	35	42	19	48	67	60	19	5	-	-	-	-	-	-	-	-		
Public utilities <sup>4</sup> .....	141	2.43	-	-	-	-	-	-	14	-	-	-	-	6	-	7	40	55	19	-	-	-	-	-	-	-	-	-		
Finance <sup>3</sup> .....	206	1.99	-	-	-	-	-	-	11	51	19	20	35	35	17	6	7	5	-	-	-	-	-	-	-	-	-	-		
Janitors, porters, and cleaners (men) .....	4,761	1.73	7	216	312	331	505	800	364	276	519	205	300	294	132	143	225	120	-	-	-	-	-	-	-	-	12	-		
Manufacturing .....	2,151	1.89	-	-	29	27	80	335	226	134	424	81	236	113	83	114	176	93	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing .....	2,610	1.60	7	216	283	304	425	465	138	142	95	124	64	181	49	29	49	27	-	-	-	-	-	-	-	-	12	-		
Public utilities <sup>4</sup> .....	457	2.01	-	-	-	-	13	29	16	14	40	102	41	140	27	17	18	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade .....	115	1.95	-	-	2	17	5	19	5	10	5	5	2	14	2	12	2	1	-	-	-	-	-	-	-	12	-	-		
Retail trade .....	562	1.54	7	71	66	83	156	51	20	7	10	6	6	4	20	-	29	26	-	-	-	-	-	-	-	-	-	-		
Finance <sup>3</sup> .....	544	1.57	-	1	8	63	152	133	44	78	37	8	14	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services .....	932	1.40	-	144	207	141	99	233	53	33	3	3	1	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Janitors, porters, and cleaners (women) .....	1,799	1.41	9	139	174	561	663	84	37	13	36	64	10	2	5	2	-	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing .....	175	1.69	-	-	24	-	15	26	26	7	21	40	9	-	5	2	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing .....	1,624	1.38	9	139	150	561	648	58	11	6	15	24	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade .....	86	1.23	9	31	32	7	1	1	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance <sup>3</sup> .....	895	1.38	-	3	65	422	336	56	11	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Laborers, material handling .....	5,044	2.08	1	76	91	231	96	260	294	330	341	283	223	370	766	401	422	647	104	14	12	21	61	-	-	-	-	-		
Manufacturing .....	2,531	1.97	-	-	40	150	50	214	187	282	233	194	88	263	305	146	129	225	16	-	-	9	-	-	-	-	-	-		
Nonmanufacturing .....	2,513	2.18	1	76	51	81	46	46	107	48	108	89	135	107	461	255	293	422	88	14	12	12	61	-	-	-	-	-		
Public utilities <sup>4</sup> .....	891	2.41	-	-	-	-	-	-	-	-	-	2	1	6	273	162	100	337	10	-	-	-	-	-	-	-	-	-		
Wholesale trade .....	683	2.18	-	-	-	37	22	8	71	14	26	6	29	62	145	74	104	-	1	2	9	12	61	-	-	-	-	-		
Retail trade .....	846	2.02	1	64	48	28	11	22	35	10	82	80	105	32	43	19	89	85	77	12	3	-	-	-	-	-	-	-		
Order fillers .....	2,182	2.09	-	24	25	68	47	153	113	73	144	94	160	311	372	108	118	16	299	28	3	22	1	-	-	-	3	-		
Manufacturing .....	781	2.15	-	-	8	14	10	7	7	14	23	51	140	103	307	12	18	14	7	28	1	14	-	-	-	3	-			
Nonmanufacturing .....	1,401	2.06	-	24	17	54	37	146	106	59	121	43	20	208	65	96	100	2	292	-	2	8	1	-	-	-	-	-		
Wholesale trade .....	891	1.97	-	-	17	34	17	100	92	49	98	35	14	187	60	63	100	2	12	-	2	8	1	-	-	-	-	-		
Retail trade .....	485	2.25	-	24	-	8	8	45	14	10	23	8	6	21	5	33	-	280	-	-	-	-	-	-	-	-	-	-		
Packers, shipping (men) .....	1,470	1.97	7	43	119	30	71	92	85	63	53	106	73	147	214	99	70	168	6	12	3	-	3	3	-	-	3	-		
Manufacturing .....	811	2.04	-	6	28	27	53	29	33	19	22	81	43	107	151	94	65	23	6	12	3	-	3	3	-	-	3	-		
Nonmanufacturing .....	659	1.88	7	37	91	3	18	63	52	44	31	25	30	40	63	5	5	145	-	-	-	-	-	-	-	-	-	-		
Wholesale trade .....	462	2.06	-	-	36	-	2	46	44	31	15	15	17	39	62	5	5	145	-	-	-	-	-	-	-	-	-	-		
Retail trade .....	148	1.37	7	31	52	3	16	5	8	13	4	7	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

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, Boston, Mass., October 1961)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings <sup>2</sup>	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				
			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				
Packers, shipping (women) -----	347	\$1.58	-	5	8	34	83	97	24	30	32	11	20	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing -----	239	1.56	-	5	8	23	55	80	5	16	25	-	20	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	108	1.60	-	-	-	11	28	17	19	14	7	11	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade -----	78	1.61	-	-	-	9	18	11	17	4	7	11	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Receiving clerks -----	761	2.06	-	-	-	10	12	75	79	52	36	81	63	66	84	87	25	29	21	17	4	3	2	3	12	-	-	-		
Manufacturing -----	330	2.13	-	-	-	-	-	21	44	25	6	24	16	35	64	31	17	7	8	17	2	1	-	-	12	-	-	-		
Nonmanufacturing -----	431	2.00	-	-	-	10	12	54	35	27	30	57	47	31	20	56	8	22	13	-	2	2	2	3	-	-	-	-		
Wholesale trade -----	203	1.99	-	-	-	-	-	29	20	14	22	19	24	22	16	4	15	-	-	-	2	-	-	-	-	-	-	-		
Retail trade -----	161	1.98	-	-	-	10	10	10	15	11	8	26	22	9	3	13	4	-	13	-	-	2	2	3	-	-	-	-		
Shipping clerks -----	576	2.16	-	-	2	-	-	13	37	42	44	41	72	81	53	59	22	38	34	11	14	6	-	7	-	-	-	-		
Manufacturing -----	300	2.22	-	-	-	-	-	11	-	22	25	23	35	35	22	43	10	30	11	11	12	5	-	5	-	-	-	-		
Nonmanufacturing -----	276	2.09	-	-	2	-	-	2	37	20	19	18	37	46	31	16	12	8	23	-	2	1	-	2	-	-	-	-		
Wholesale trade -----	131	2.15	-	-	-	-	-	-	5	7	4	32	34	24	16	7	2	-	-	-	-	-	-	-	-	-	-	-		
Retail trade -----	96	2.07	-	-	2	-	-	1	25	14	12	1	5	-	4	-	5	-	23	-	2	-	-	2	-	-	-	-		
Shipping and receiving clerks -----	461	2.20	-	-	-	8	1	2	7	18	55	14	42	141	8	39	54	26	6	2	21	1	-	16	-	-	-	-		
Manufacturing -----	224	2.26	-	-	-	-	-	2	6	15	16	2	11	51	3	39	32	22	4	-	20	1	-	-	-	-	-	-		
Nonmanufacturing -----	237	2.15	-	-	-	8	1	-	1	3	39	12	31	90	5	-	22	4	2	2	1	-	-	16	-	-	-	-		
Wholesale trade -----	72	2.29	-	-	-	-	-	-	1	2	24	3	12	-	-	-	12	-	-	1	1	-	-	16	-	-	-	-		
Truckdrivers <sup>5</sup> -----	3,862	2.46	-	8	18	42	13	44	47	25	104	109	138	314	134	390	206	1517	41	58	14	260	325	-	55	-	-	-	-	
Manufacturing -----	934	2.46	-	-	-	-	-	11	22	8	45	80	53	42	11	188	50	172	5	36	-	-	156	-	55	-	-	-		
Nonmanufacturing -----	2,928	2.45	-	8	18	42	13	33	25	17	59	29	85	272	123	202	156	1345	36	22	14	260	169	-	-	-	-	-	-	
Public utilities <sup>4</sup> -----	1,416	2.54	-	-	6	-	-	-	-	-	-	3	-	-	11	80	-	1297	7	-	12	-	-	-	-	-	-	-	-	
Wholesale trade -----	882	2.45	-	-	12	36	12	12	14	17	17	2	-	165	83	37	119	18	7	6	2	157	166	-	-	-	-	-	-	
Retail trade -----	520	2.35	-	8	-	5	-	21	10	-	7	2	62	92	27	83	29	30	22	16	-	103	3	-	-	-	-	-	-	
Services -----	102	1.98	-	-	-	1	-	-	-	-	33	21	22	14	1	2	8	-	-	-	-	-	-	-	-	-	-	-	-	
Truckdrivers, light (under 1½ tons) -----	520	2.05	-	-	18	37	13	28	25	8	55	75	66	51	19	5	2	56	-	-	-	-	62	-	-	-	-	-	-	
Manufacturing -----	244	2.36	-	-	-	-	-	10	3	16	71	13	3	7	4	2	53	-	-	-	-	62	-	-	-	-	-	-	-	
Nonmanufacturing -----	276	1.78	-	-	18	37	13	28	15	5	39	4	53	48	12	1	3	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade -----	136	1.64	-	-	12	36	12	12	14	5	5	-	-	40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Truckdrivers, medium (1½ to and including 4 tons) -----	1,093	2.33	-	8	-	5	-	16	22	17	37	31	54	205	110	207	89	153	28	13	-	-	43	-	55	-	-	-	-	
Manufacturing -----	345	2.48	-	-	-	-	-	11	12	5	29	6	22	18	3	87	6	47	1	-	-	43	-	55	-	-	-	-	-	
Nonmanufacturing -----	748	2.26	-	8	-	5	-	5	10	12	8	25	32	187	107	120	83	106	27	13	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	285	2.25	-	-	-	-	-	-	-	-	12	-	-	95	79	36	59	2	-	-	-	-	-	-	-	-	-	-	-	
Retail trade -----	323	2.19	-	8	-	5	-	5	10	-	7	2	32	92	27	83	16	3	20	13	-	-	-	-	-	-	-	-	-	
Truckdrivers, heavy (over 4 tons, trailer type) -----	1,398	2.66	-	-	-	-	-	-	-	-	-	-	-	1	9	-	16	74	902	7	21	2	216	150	-	-	-	-	-	
Manufacturing -----	134	2.53	-	-	-	-	-	-	-	-	-	-	-	1	2	-	15	29	72	-	15	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	1,264	2.68	-	-	-	-	-	-	-	-	-	-	-	-	7	-	1	45	830	7	6	2	216	150	-	-	-	-	-	
Public utilities <sup>4</sup> -----	808	2.56	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	808	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	365	2.91	-	-	-	-	-	-	-	-	-	-	-	-	-	1	45	1	7	6	2	153	150	-	-	-	-	-	-	

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, Boston, Mass., October 1961)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings <sup>2</sup>	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		
			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		
<b>Truckdrivers:<sup>5</sup>—Continued</b>																												
Truckdrivers, heavy (over 4 tons, other than trailer type) .....	586	\$2.48	-	-	-	-	-	-	-	-	12	-	11	43	5	162	28	255	1	21	12	20	16	-	-	-	-	
Manufacturing .....	129	2.38	-	-	-	-	-	-	-	-	-	-	11	13	1	82	-	-	1	21	-	-	-	-	-	-	-	
Nonmanufacturing .....	457	2.51	-	-	-	-	-	-	-	-	12	-	-	30	4	80	28	255	-	-	12	20	16	-	-	-	-	
Wholesale trade .....	92	2.37	-	-	-	-	-	-	-	-	12	-	-	30	4	-	15	15	-	-	-	-	16	-	-	-	-	
Truckers, power (forklift) .....	775	2.33	-	-	-	-	-	-	3	16	8	29	74	129	76	179	30	50	159	10	2	10	-	-	-	-	-	
Manufacturing .....	504	2.29	-	-	-	-	-	-	-	13	6	29	74	67	62	106	8	45	80	10	2	2	-	-	-	-	-	
Nonmanufacturing .....	271	2.39	-	-	-	-	-	-	3	3	2	-	-	62	14	73	22	5	79	-	-	8	-	-	-	-	-	
Wholesale trade .....	108	2.33	-	-	-	-	-	-	-	-	-	-	-	45	8	22	20	5	-	-	-	8	-	-	-	-	-	
Retail trade .....	97	2.57	-	-	-	-	-	-	-	-	1	-	-	17	-	-	-	-	79	-	-	-	-	-	-	-	-	
Truckers, power (other than forklift) .....	187	2.27	-	-	-	-	-	-	-	25	5	-	7	35	5	55	22	4	20	2	-	7	-	-	-	-	-	
Manufacturing .....	182	2.27	-	-	-	-	-	-	-	25	5	-	7	35	5	52	22	4	20	-	-	7	-	-	-	-	-	
Watchmen .....	763	1.80	-	29	29	24	114	63	71	48	75	61	40	76	48	31	44	4	2	4	-	-	-	-	-	-	-	
Manufacturing .....	399	1.92	-	-	27	2	5	40	35	26	47	39	26	48	36	30	37	1	-	-	-	-	-	-	-	-	-	
Nonmanufacturing .....	364	1.67	-	29	2	22	109	23	36	22	28	22	14	28	12	1	7	3	2	4	-	-	-	-	-	-	-	
Public utilities <sup>4</sup> .....	43	2.17	-	-	-	-	-	-	2	-	-	-	6	25	-	-	7	3	-	-	-	-	-	-	-	-	-	
Retail trade .....	100	1.55	-	17	2	10	17	17	23	1	-	-	1	-	12	-	-	-	-	-	-	-	-	-	-	-	-	
Finance <sup>3</sup> .....	167	1.62	-	-	-	5	80	4	11	21	28	7	7	3	-	1	-	-	-	-	-	-	-	-	-	-	-	

<sup>1</sup> Data limited to men workers except where otherwise indicated.<sup>2</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.<sup>3</sup> Finance, insurance, and real estate.<sup>4</sup> Transportation, communication, and other public utilities.<sup>5</sup> Includes all drivers regardless of size and type of truck operated.

## B: Establishment Practices and Supplementary Wage Provisions

### Table B-1. Shift Differentials

(Shift differentials of manufacturing plant workers by type and amount of differential, Boston, Mass., October 1961)

Shift differential	Percent of manufacturing plant workers—			
	In establishments having formal provisions <sup>1</sup> for—		Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total .....	82.3	73.7	12.4	2.6
With shift pay differential .....	77.7	73.7	11.8	2.6
Uniform cents (per hour) .....	36.0	31.5	6.2	1.6
5 or 5½ cents .....	8.2	-	1.5	-
6 cents .....	2.6	-	.6	-
7 or 7½ cents .....	1.6	5.8	.5	.1
8 cents .....	2.6	1.8	.4	.1
9 cents .....	1.3	.6	.2	(2)
10 cents .....	13.2	11.1	1.5	.8
11½ cents .....	-	.7	-	(2)
12 or 12½ cents .....	.8	3.7	.1	.1
13 cents .....	.7	-	.4	-
14 cents .....	.5	1.1	.2	.1
15 cents .....	2.5	3.6	.4	(2)
16 cents .....	.8	.8	.2	(2)
17 cents .....	.8	-	.1	-
19 or 20 cents .....	-	1.2	-	.2
Over 20 cents .....	.4	1.2	(2)	(2)
Uniform percentage .....	30.5	32.3	4.6	.9
5 percent .....	2.7	1.3	.5	(2)
7 percent .....	5.1	4.3	.8	(2)
7½ percent .....	2.0	-	.4	-
10 percent .....	19.2	22.0	2.6	.6
12½ percent .....	1.5	.8	.3	(2)
15 percent .....	-	3.9	-	.1
Full day's pay for reduced hours .....	1.3	-	(2)	-
Other formal pay differential .....	<sup>3</sup> 9.9	<sup>3</sup> 9.9	1.0	.1
No shift pay differential .....	4.6	-	.6	-

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

<sup>2</sup> Less than 0.05 percent.

<sup>3</sup> Includes cents-per-hour differentials which vary by labor grade, and a combination of percentage plus cents-per-hour differential.

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, Boston, Mass., October 1961)

Minimum weekly salary <sup>1</sup>	Inexperienced typists								Other inexperienced clerical workers <sup>2</sup>									
	All industries	Manufacturing			Nonmanufacturing				All industries	Manufacturing			Nonmanufacturing					
		Based on standard weekly hours <sup>3</sup> of—								Based on standard weekly hours <sup>3</sup> of—								
		All schedules	37 1/2	40	All schedules	36 1/4	37 1/2	40		All schedules	37 1/2	40	All schedules	36 1/4	37 1/2	40		
Establishments studied -----	267	86	XXX	XXX	181	XXX	XXX	XXX	267	86	XXX	XXX	181	XXX	XXX	XXX		
Establishments having a specified minimum ---	140	52	14	31	88	9	18	35	149	54	16	31	95	9	21	40		
\$40.00 and under \$42.50 -----	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-		
\$42.50 and under \$45.00 -----	3	1	-	1	2	-	1	-	6	2	-	2	4	-	1	-		
\$45.00 and under \$47.50 -----	14	4	1	-	10	2	2	3	21	6	3	-	15	3	3	6		
\$47.50 and under \$50.00 -----	22	5	3	2	17	4	3	1	24	5	2	3	19	4	4	1		
\$50.00 and under \$52.50 -----	39	14	3	10	25	-	9	11	39	14	4	8	25	-	11	10		
\$52.50 and under \$55.00 -----	9	6	2	3	3	-	-	-	9	6	2	3	3	-	1	1		
\$55.00 and under \$57.50 -----	15	7	3	2	8	1	1	3	11	6	3	2	5	1	1	1		
\$57.50 and under \$60.00 -----	6	-	-	-	6	-	2	4	7	1	-	1	6	-	-	6		
\$60.00 and under \$62.50 -----	14	7	2	5	7	1	-	5	12	6	2	4	6	-	-	5		
\$62.50 and under \$65.00 -----	6	3	-	3	3	1	-	2	8	3	-	3	5	1	-	4		
\$65.00 and under \$67.50 -----	1	-	-	-	1	-	-	1	-	-	-	-	-	-	-	-		
\$67.50 and under \$70.00 -----	2	2	-	2	-	-	-	-	2	2	-	2	-	-	-	-		
\$70.00 and under \$72.50 -----	3	1	-	1	2	-	-	2	3	1	-	1	2	-	-	2		
\$72.50 and under \$75.00 -----	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
\$75.00 and under \$77.50 -----	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
\$77.50 and under \$80.00 -----	1	1	-	1	-	-	-	-	2	2	-	2	-	-	-	-		
\$80.00 and over -----	3	-	-	-	3	-	-	3	4	-	-	-	4	-	-	4		
Establishments having no specified minimum -----	74	26	XXX	XXX	48	XXX	XXX	XXX	82	26	XXX	XXX	56	XXX	XXX	XXX		
Establishments which did not employ workers in this category -----	53	8	XXX	XXX	45	XXX	XXX	XXX	36	6	XXX	XXX	30	XXX	XXX	XXX		

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

Table B-3. Scheduled Weekly Hours

(Percent distribution of office and plant workers in all industries and in industry divisions by scheduled weekly hours of first-shift workers, Boston, Mass., October 1961)

Weekly hours	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade	Finance <sup>2</sup>	Services	All industries <sup>3</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100	100	100	100	100	100	100	100
Under 35 hours -----	1	-	-	-	-	3	( <sup>4</sup> )	( <sup>4</sup> )	-	-	-	-	3
35 hours -----	11	11	2	-	12	13	20	1	1	-	-	-	2
Over 35 and under 36 <sup>1</sup> / <sub>4</sub> hours -----	2	-	-	1	-	5	-	-	-	-	-	-	-
36 <sup>1</sup> / <sub>4</sub> hours -----	7	1	-	4	4	15	9	1	-	-	-	2	1
Over 36 <sup>1</sup> / <sub>4</sub> and under 37 <sup>1</sup> / <sub>2</sub> hours -----	3	( <sup>4</sup> )	-	-	12	5	-	1	-	-	-	2	-
37 <sup>1</sup> / <sub>2</sub> hours -----	27	22	48	25	15	34	5	4	4	-	1	7	1
Over 37 <sup>1</sup> / <sub>2</sub> and under 38 hours -----	1	-	-	-	-	-	12	( <sup>4</sup> )	-	-	-	1	-
38 hours -----	4	1	-	-	1	11	-	-	-	-	-	-	-
Over 38 and under 38 <sup>2</sup> / <sub>3</sub> hours -----	1	-	-	-	9	1	-	3	-	-	-	13	-
38 <sup>2</sup> / <sub>3</sub> hours -----	1	-	-	-	12	-	-	2	-	-	-	12	-
38 <sup>3</sup> / <sub>4</sub> hours -----	6	4	-	13	7	8	9	( <sup>4</sup> )	-	-	-	-	1
Over 38 <sup>3</sup> / <sub>4</sub> and under 40 hours -----	( <sup>4</sup> )	-	-	-	4	-	2	( <sup>4</sup> )	-	-	-	2	( <sup>4</sup> )
40 hours -----	35	62	50	51	24	5	43	80	90	96	78	43	83
Over 40 and under 44 hours -----	-	-	-	-	-	-	-	1	-	-	4	5	-
44 and under 48 hours -----	1	1	-	6	( <sup>4</sup> )	-	-	2	3	-	15	-	5
48 hours -----	-	-	-	-	-	-	-	4	1	4	3	12	4
50 hours -----	-	-	-	-	-	-	-	1	1	-	-	-	-

<sup>1</sup> Transportation, communication, and other public utilities.<sup>2</sup> Finance, insurance, and real estate.<sup>3</sup> Includes data for real estate in addition to those industry divisions shown separately.<sup>4</sup> Less than 0.5 percent.

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, Boston, Mass., October 1961)

Item	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade	Finance <sup>2</sup>	Services	All industries <sup>3</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade	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	94	100	99	97	100	100	100	87	91
Workers in establishments providing no paid holidays	(4)	-	-	-	6	-	(4)	3	-	-	-	13	9
<b>Number of days</b>													
Less than 6 holidays	(4)	(4)	-	-	-	-	-	3	1	1	3	3	19
6 holidays	1	(4)	-	-	13	-	1	6	5	5	-	9	13
6 holidays plus 1 half day	-	-	-	-	-	-	-	2	2	-	-	-	6
6 holidays plus 2 half days	(4)	1	-	-	-	-	-	1	2	-	4	-	-
6 holidays plus 6 half days	(4)	-	-	-	-	-	2	-	-	-	-	-	-
7 holidays	2	4	3	-	5	-	-	11	14	12	-	8	3
7 holidays plus 1 half day	(4)	1	-	-	-	-	(4)	2	2	-	(4)	4	4
7 holidays plus 2 half days	1	-	-	-	18	-	-	4	-	-	4	16	-
8 holidays	5	7	5	3	12	-	14	16	20	6	4	8	15
8 holidays plus 1 half day	5	14	-	5	-	-	-	6	11	-	5	-	-
8 holidays plus 2 half days	(4)	1	-	-	-	-	-	1	2	-	-	-	-
8 holidays plus 3 half days	(4)	-	-	-	-	-	2	-	-	-	-	-	-
8 holidays plus 4 half days	(4)	-	-	-	-	-	(4)	-	-	-	-	-	-
9 holidays	7	10	4	8	17	1	17	10	13	9	9	3	9
9 holidays plus 1 half day	2	2	-	-	2	3	-	2	3	-	-	4	-
9 holidays plus 2 half days	1	1	(4)	2	(4)	-	-	1	1	2	5	-	-
10 holidays	17	21	6	45	21	11	15	18	14	4	38	36	8
10 holidays plus 1 half day	7	5	42	-	(4)	4	2	6	6	33	-	-	2
10 holidays plus 2 half days	1	2	-	4	-	-	-	-	-	-	-	-	-
11 holidays	37	29	39	29	-	51	40	8	5	28	28	-	13
11 holidays plus 1 half day	10	2	-	1	-	26	(4)	-	-	-	-	-	-
11 holidays plus 2 half days	1	1	-	2	5	1	-	(4)	(4)	-	-	-	-
12 holidays and over	1	1	-	-	-	2	7	(4)	-	-	-	-	(4)
<b>Total holiday time<sup>5</sup></b>													
12 <sup>1</sup> / <sub>2</sub> or more days	1	1	-	-	-	2	7	(4)	-	-	-	-	(4)
12 or more days	2	1	-	2	5	3	7	(4)	(4)	-	-	-	(4)
11 <sup>1</sup> / <sub>2</sub> or more days	13	3	-	3	5	29	7	(4)	(4)	-	-	-	(4)
11 or more days	51	34	39	36	5	80	47	8	5	28	28	-	13
10 <sup>1</sup> / <sub>2</sub> or more days	58	39	81	36	5	84	49	14	11	61	28	-	15
10 or more days	75	61	87	83	27	95	64	34	26	66	71	36	23
9 <sup>1</sup> / <sub>2</sub> or more days	77	62	87	83	29	99	66	36	29	66	71	40	23
9 or more days	85	73	91	91	46	100	85	47	44	75	80	43	32
8 <sup>1</sup> / <sub>2</sub> or more days	90	87	91	97	46	100	85	54	55	75	85	43	32
8 or more days	96	94	96	100	76	100	99	73	75	82	94	68	47
7 <sup>1</sup> / <sub>2</sub> or more days	96	95	96	100	76	100	99	74	77	82	94	68	51
7 or more days	98	99	99	100	81	100	99	86	93	94	97	76	54
6 <sup>1</sup> / <sub>2</sub> or more days	98	99	99	100	81	100	99	88	95	94	97	76	60
6 or more days	99	99	100	100	94	100	99	94	99	99	97	84	73
5 or more days	99	99	100	100	94	100	99	94	99	99	97	84	73
4 or more days	99	100	100	100	94	100	99	94	100	99	100	84	73
3 or more days	99	100	100	100	94	100	99	94	100	99	100	84	73
2 or more days	99	100	100	100	94	100	99	96	100	100	100	84	91
1 or more days	99	100	100	100	94	100	99	97	100	100	100	87	91

<sup>1</sup> Transportation, communication, and other public utilities.<sup>2</sup> Finance, insurance, and real estate.<sup>3</sup> Includes data for real estate in addition to those industry divisions shown separately.<sup>4</sup> Less than 0.5 percent.<sup>5</sup> All combinations of full and half days that add to the same amount are combined; for example, the proportion of workers receiving a total of 7 days includes those with 7 full days and no half days, 6 full days and 2 half days, 5 full days and 4 half days, and so on. Proportions were then cumulated.

Table B-5. Paid Vacations

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, Boston, Mass., October 1961)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade	Finance <sup>2</sup>	Services	All industries <sup>3</sup>	Manufacturing	Public utilities	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
<b>Method of payment</b>													
Workers in establishments providing paid vacations	100	100	100	100	100	100	100	99	100	100	100	100	98
Length-of-time payment	98	98	88	100	100	100	100	91	89	86	100	100	90
Percentage payment	2	2	12	-	-	-	-	8	11	14	-	-	8
Flat-sum payment	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Workers in establishments providing no paid vacations								( <sup>4</sup> )					2
<b>Amount of vacation pay<sup>5</sup></b>													
<u>After 6 months of service</u>													
Under 1 week	4	3	-	2	-	6	( <sup>4</sup> )	23	38	-	9	-	9
1 week	47	63	35	46	69	29	61	26	17	31	34	49	22
Over 1 and under 2 weeks	7	3	( <sup>4</sup> )	14	2	10	12	2	1	2	14	-	6
2 weeks	29	16	43	15	-	48	17	4	1	34	6	-	3
<u>After 1 year of service</u>													
Under 1 week	-	-	-	-	-	-	-	( <sup>4</sup> )	-	-	-	-	5
1 week	6	3	17	4	21	4	8	60	75	23	28	44	57
Over 1 and under 2 weeks	-	-	-	-	-	-	-	3	6	-	-	-	-
2 weeks	88	95	83	96	79	86	84	35	19	76	69	56	34
Over 2 and under 3 weeks	( <sup>4</sup> )	-	-	-	-	-	2	( <sup>4</sup> )	-	-	-	-	2
3 weeks	5	3	-	-	-	11	7	1	1	1	-	-	( <sup>4</sup> )
Over 4 weeks	-	-	-	-	-	-	-	( <sup>4</sup> )	-	-	3	-	-
<u>After 2 years of service</u>													
1 week	1	1	3	2	-	-	1	31	44	16	17	1	33
Over 1 and under 2 weeks	1	-	14	-	-	-	-	18	29	7	( <sup>4</sup> )	-	5
2 weeks	89	95	83	98	100	84	78	50	25	76	80	99	58
Over 2 and under 3 weeks	2	1	-	-	-	3	14	1	1	-	-	-	2
3 weeks	6	3	-	-	-	13	7	1	1	1	-	-	( <sup>4</sup> )
Over 4 weeks	-	-	-	-	-	-	-	( <sup>4</sup> )	-	-	3	-	-
<u>After 3 years of service</u>													
1 week	( <sup>4</sup> )	( <sup>4</sup> )	2	2	-	-	1	11	13	16	8	1	20
Over 1 and under 2 weeks	-	-	-	-	-	-	-	16	26	-	4	-	5
2 weeks	90	96	98	98	100	84	67	71	59	78	86	99	70
Over 2 and under 3 weeks	2	1	-	-	-	3	14	1	1	-	-	-	2
3 weeks	7	3	1	-	-	13	18	1	1	7	-	-	( <sup>4</sup> )
Over 4 weeks	-	-	-	-	-	-	-	( <sup>4</sup> )	-	-	3	-	-
<u>After 4 years of service</u>													
1 week	( <sup>4</sup> )	( <sup>4</sup> )	2	2	-	-	1	10	13	7	8	1	20
Over 1 and under 2 weeks	-	-	-	-	-	-	-	13	23	-	4	-	-
2 weeks	90	95	98	98	100	84	67	73	61	87	86	99	70
Over 2 and under 3 weeks	2	1	-	-	-	3	14	1	1	-	-	-	7
3 weeks	7	4	1	-	-	13	13	2	2	7	-	-	( <sup>4</sup> )
Over 4 weeks	( <sup>4</sup> )	-	-	-	-	-	6	( <sup>4</sup> )	-	-	3	-	-
<u>After 5 years of service</u>													
1 week	( <sup>4</sup> )	-	-	2	-	-	-	1	2	-	4	1	-
2 weeks	64	84	96	93	42	39	62	80	87	93	89	51	89
Over 2 and under 3 weeks	7	4	-	-	-	13	14	3	5	-	-	-	2
3 weeks	28	12	4	6	58	49	19	15	6	7	4	48	7
Over 4 weeks	( <sup>4</sup> )	-	-	-	-	-	6	( <sup>4</sup> )	-	-	3	-	-

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, Boston, Mass., October 1961)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade	Finance <sup>2</sup>	Services	All industries <sup>3</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade	Services
<b>Amount of vacation pay<sup>5</sup>—Continued</b>													
<u>After 10 years of service</u>													
1 week .....	( <sup>4</sup> )	-	-	2	-	-	-	1	2	-	4	1	-
2 weeks .....	39	60	65	62	7	18	37	48	58	65	54	9	58
Over 2 and under 3 weeks .....	6	5	( <sup>4</sup> )	-	-	11	-	7	11	2	4	-	-
3 weeks .....	50	34	34	36	47	71	54	35	28	32	35	54	38
Over 3 and under 4 weeks .....	( <sup>4</sup> )	-	-	-	-	-	2	( <sup>4</sup> )	-	-	-	-	2
4 weeks .....	4	1	-	-	45	-	2	8	1	1	-	36	-
Over 4 weeks .....	( <sup>4</sup> )	-	-	-	-	-	6	( <sup>4</sup> )	-	-	3	-	-
<u>After 12 years of service</u>													
1 week .....	( <sup>4</sup> )	-	-	2	-	-	-	1	2	-	4	1	-
2 weeks .....	27	26	63	49	7	16	37	29	28	53	37	9	58
Over 2 and under 3 weeks .....	13	30	-	5	-	9	-	19	32	-	5	-	-
3 weeks .....	56	43	37	44	47	75	54	42	37	46	52	54	38
Over 3 and under 4 weeks .....	( <sup>4</sup> )	-	-	-	-	-	2	( <sup>4</sup> )	-	-	-	-	2
4 weeks .....	4	1	-	-	45	-	2	8	1	1	-	36	-
Over 4 weeks .....	( <sup>4</sup> )	-	-	-	-	-	6	( <sup>4</sup> )	-	-	3	-	-
<u>After 15 years of service</u>													
1 week .....	( <sup>4</sup> )	-	-	2	-	-	-	1	2	-	4	1	-
2 weeks .....	8	10	2	24	2	5	15	12	12	-	15	9	36
Over 2 and under 3 weeks .....	1	-	-	-	-	3	-	1	2	-	-	-	-
3 weeks .....	85	88	98	74	52	90	76	76	83	99	78	54	60
Over 3 and under 4 weeks .....	1	-	-	-	-	3	2	1	1	-	-	-	2
4 weeks .....	4	-	-	-	45	-	2	8	1	1	-	36	-
Over 4 weeks .....	( <sup>4</sup> )	1	-	-	-	-	6	( <sup>4</sup> )	-	-	3	-	-
<u>After 20 years of service</u>													
1 week .....	( <sup>4</sup> )	-	-	2	-	-	-	1	2	-	4	1	-
2 weeks .....	8	9	2	24	2	5	15	12	11	-	15	9	36
Over 2 and under 3 weeks .....	-	-	-	-	-	-	-	1	2	-	-	-	-
3 weeks .....	69	79	75	49	36	70	70	62	76	73	63	21	52
Over 3 and under 4 weeks .....	2	-	-	-	-	4	2	1	1	-	-	-	2
4 weeks .....	21	12	23	26	62	22	8	22	8	27	15	68	8
Over 4 weeks .....	( <sup>4</sup> )	-	-	-	-	-	6	( <sup>4</sup> )	-	-	3	-	-
<u>After 25 years of service</u>													
1 week .....	( <sup>4</sup> )	-	-	2	-	-	-	1	2	-	4	1	-
2 weeks .....	6	7	2	23	2	1	14	12	11	-	15	7	36
Over 2 and under 3 weeks .....	-	-	-	-	-	-	-	1	2	-	-	-	-
3 weeks .....	38	56	26	40	20	22	68	42	50	31	55	20	44
Over 3 and under 4 weeks .....	1	4	-	-	-	-	2	2	4	-	-	-	2
4 weeks .....	53	33	72	35	78	74	11	42	32	69	24	71	16
Over 4 weeks .....	1	-	-	-	-	3	6	( <sup>4</sup> )	-	-	3	-	-

<sup>1</sup> Transportation, communication, and other public utilities.<sup>2</sup> Finance, insurance, and real estate.<sup>3</sup> Includes data for real estate in addition to those industry divisions shown separately.<sup>4</sup> Less than 0.5 percent.<sup>5</sup> 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: 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, Boston, Mass., October 1961)

Type of benefit	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade	Finance <sup>2</sup>	Services	All industries <sup>3</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade	Services
All workers .....	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Life insurance .....	95	96	9	98	93	97	79	93	96	97	92	92	83
Accidental death and dismemberment insurance .....	56	63	73	45	54	51	42	58	60	68	59	45	67
Sickness and accident insurance or sick leave or both <sup>4</sup> .....	83	96	99	72	98	67	91	94	96	89	78	93	85
Sickness and accident insurance .....	39	63	19	32	64	21	33	75	90	32	40	66	64
Sick leave (full pay and no waiting period) .....	73	84	91	62	51	67	72	19	8	31	48	33	31
Sick leave (partial pay or waiting period) .....	3	1	1	5	28	-	-	10	5	37	12	14	3
Hospitalization insurance .....	86	90	55	93	79	95	55	85	95	65	87	75	73
Surgical insurance .....	84	90	55	89	64	95	52	81	94	65	85	59	69
Medical insurance .....	72	81	38	81	54	80	43	67	80	49	76	42	57
Catastrophe insurance .....	63	53	68	48	27	84	45	32	38	63	42	9	17
Retirement pension .....	82	84	76	61	78	91	68	72	80	81	56	72	27
No health, insurance, or pension plan .....	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	( <sup>5</sup> )	1	2	1	-	8	2	9

<sup>1</sup> Transportation, communication, and other public utilities.<sup>2</sup> Finance, insurance, and real estate.<sup>3</sup> Includes data for real estate in addition to those industry divisions shown separately.<sup>4</sup> Unduplicated total of workers receiving sick leave or sickness and accident insurance shown separately below. Sick-leave plans are limited to those which definitely establish at least the minimum number of days' pay that can be expected by each employee. Informal sick-leave allowances determined on an individual basis are excluded.<sup>5</sup> Less than 0.5 percent.



## 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; shelver; trucker; stockman or stock helper; warehouseman or warehouse helper)

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