

Occupational Wage Survey

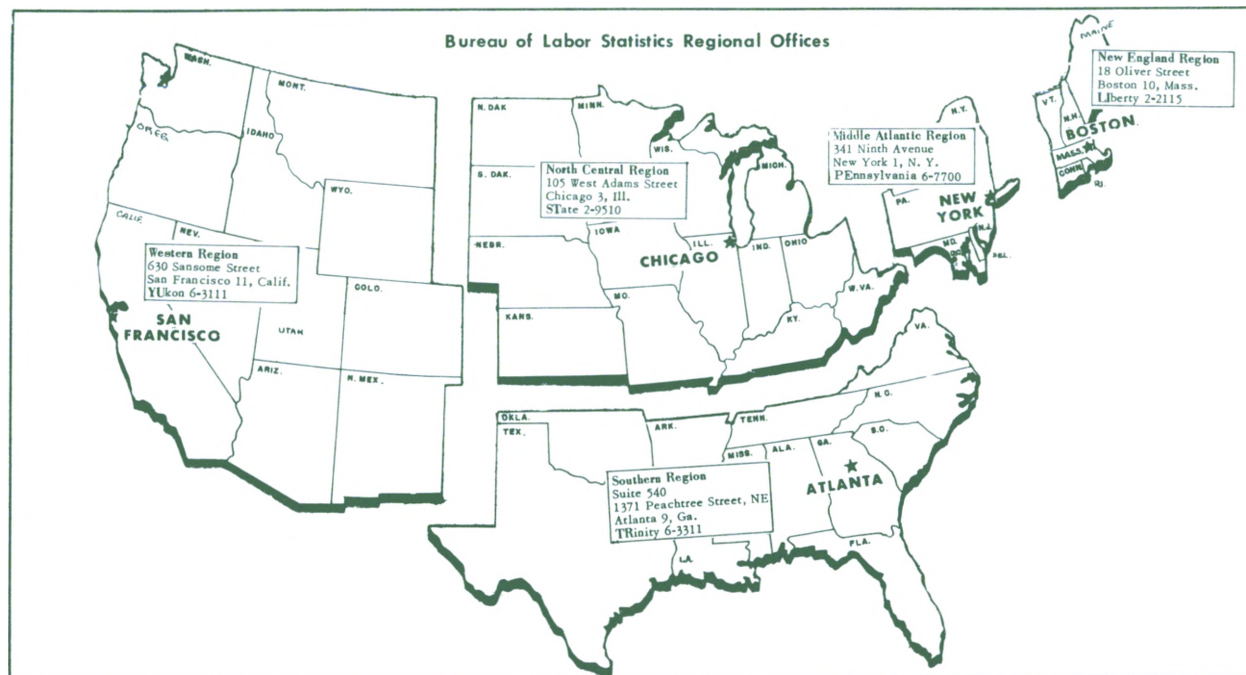
NEWARK and JERSEY CITY, NEW JERSEY

FEBRUARY 1962

Bulletin No. 1303-45

UNITED STATES DEPARTMENT OF LABOR
Arthur J. Goldberg, Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner



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For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C. - Price 30 cents

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 New York, N.Y., by Martin Weinles, under the general direction of Frederick W. Mueller, Assistant Regional Director for Wages and Industrial Relations.

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* NOTE: Similar tabulations are available in previous area reports for Newark and Jersey City and 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 provisions in the Newark and Jersey City area are also available for the machinery industries (April 1961), contract cleaning services (July 1961), paints and varnishes (May 1961), and banking (May 1960). Union scales, indicative of prevailing pay levels, are available for the following trades or industries: Building construction, printing, local-transit operating employees, and motortruck drivers and helpers.

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

Introduction

This area is 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 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.

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,¹ 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.

¹ 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,² 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 plans³ 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.

² The temporary disability laws in California and Rhode Island do not require employer contributions.

³ 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 Newark and Jersey City, N.J.,¹ by major industry division,² February 1962

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study ³	Studied	Within scope of study			Studied
				Total ⁴	Office	Plant	Total ⁴
All divisions -----	-	1,300	267	435,800	84,900	266,400	227,030
Manufacturing -----	100	651	124	260,100	36,100	180,200	121,650
Nonmanufacturing -----	-	649	143	175,700	48,800	86,200	105,380
Transportation, communication, and other public utilities ⁵ -----	100	91	25	52,700	9,800	32,900	39,560
Wholesale trade -----	50	199	34	22,600	5,300	11,600	6,230
Retail trade (except limited-price variety stores) -----	100	66	22	29,500	4,000	21,900	20,260
Finance, insurance, and real estate -----	50	116	28	34,000	24,200	⁶ 500	18,530
Services ⁷ -----	50	177	34	36,900	5,500	19,300	20,800

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

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

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

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

⁵ Taxicabs and services incidental to water transportation were excluded.

⁶ Estimate relates to real estate establishments only.

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

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 Newark and Jersey City, N.J., February 1961 to February 1962 and February 1960 to February 1961

Industry and occupational group	February 1961 to February 1962	February 1960 to February 1961
All industries:		
Office clerical (men and women)	4.2	2.8
Industrial nurses (men and women)	4.2	3.8
Skilled maintenance (men)	2.6	3.4
Unskilled plant (men)	1.9	4.2
Manufacturing:		
Office clerical (men and women)	3.5	2.8
Industrial nurses (men and women)	3.6	4.3
Skilled maintenance (men)	2.3	3.5
Unskilled plant (men)	1.6	4.4

Table 3. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in Newark and Jersey City, N.J., February 1962 and February 1961, and percents of increase for selected periods

Industry and occupational group	Indexes November 1952 = 100		Percent increases from—							
	February 1962	February 1961	February 1961 to February 1962	February 1960 to February 1961	December 1958 to February 1960	December 1957 to December 1958	December 1955 to December 1957	December 1954 to December 1955	December 1953 to December 1954	November 1952 to December 1953
All industries:										
Office clerical (women)	145.3	139.1	4.5	2.6	4.9	3.5	9.6	3.8	3.9	5.7
Industrial nurses (women)	148.6	142.6	4.2	4.4	3.4	4.7	13.4	1.4	4.3	5.2
Skilled maintenance (men)	145.9	¹ 142.2	2.6	¹ 3.5	3.8	3.9	10.4	5.4	3.7	5.6
Unskilled plant (men)	147.1	144.3	1.9	3.9	3.0	5.0	8.6	6.0	4.2	7.1
Manufacturing:										
Office clerical (women)	144.6	139.9	3.4	2.8	3.1	4.6	10.8	3.8	3.7	5.9
Industrial nurses (women)	148.6	142.6	4.2	4.4	3.4	4.7	13.4	1.4	4.3	5.2
Skilled maintenance (men)	145.6	¹ 142.4	2.2	3.6	3.9	3.6	10.3	5.8	3.7	5.5
Unskilled plant (men)	153.1	150.7	1.6	4.3	3.5	5.6	10.1	6.9	4.1	7.8

¹ Revised estimate.

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, Newark and Jersey City, N. J., February 1962)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																							
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 40.00 and under 45.00	\$ 45.00 50.00	\$ 50.00 55.00	\$ 55.00 60.00	\$ 60.00 65.00	\$ 65.00 70.00	\$ 70.00 75.00	\$ 75.00 80.00	\$ 80.00 85.00	\$ 85.00 90.00	\$ 90.00 95.00	\$ 95.00 100.00	\$ 100.00 105.00	\$ 105.00 110.00	\$ 110.00 115.00	\$ 115.00 120.00	\$ 120.00 125.00	\$ 125.00 130.00	\$ 130.00 135.00	\$ 135.00 140.00	\$ 140.00 145.00	\$ 145.00 and over		
Men																											
Clerks, accounting, class A	465	38.5	\$109.00	-	-	-	-	1	10	14	24	18	17	28	45	35	37	64	53	18	28	8	16	17	32		
Manufacturing	170	39.0	105.50	-	-	-	-	-	6	2	2	4	10	10	28	9	15	30	32	7	7	-	6	-	2		
Nonmanufacturing	295	38.0	111.00	-	-	-	-	1	4	12	22	14	7	18	17	26	22	34	21	11	21	8	10	17	30		
Public utilities ²	63	37.0	104.00	-	-	-	-	-	-	-	12	4	2	-	2	3	-	15	15	3	2	1	-	-	-		
Wholesale trade	138	38.5	124.00	-	-	-	-	-	-	-	-	4	-	-	14	21	9	11	6	2	18	6	8	12	27		
Finance ⁴	53	36.5	97.00	-	-	-	-	-	3	7	1	6	5	9	1	-	8	7	-	-	-	-	-	4	-		
Clerks, accounting, class B	361	39.0	93.00	-	-	3	15	7	5	32	56	10	25	33	38	33	12	20	69	3	-	-	-	-	-		
Manufacturing	138	39.5	93.00	-	-	-	-	-	1	3	29	5	17	21	20	25	4	10	-	3	-	-	-	-	-		
Nonmanufacturing	223	39.0	93.00	-	-	3	15	7	4	29	27	5	8	12	18	8	8	10	69	-	-	-	-	-	-		
Finance ⁴	51	38.5	76.50	-	-	2	13	5	2	8	6	-	3	1	1	2	2	4	2	-	-	-	-	-	-		
Clerks, file, class B ⁵	121	38.0	59.00	24	12	19	18	17	11	1	7	4	6	-	-	2	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	90	38.0	56.00	24	12	19	18	1	2	-	7	3	2	-	-	2	-	-	-	-	-	-	-	-	-		
Finance ⁴	66	38.0	50.00	24	12	14	14	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Clerks, order	309	38.0	95.00	-	-	5	5	1	2	13	41	16	3	28	71	33	29	39	20	-	-	3	-	-	-		
Manufacturing	131	37.0	93.00	-	-	-	5	1	2	5	15	6	1	8	59	10	19	-	-	-	-	-	-	-	-		
Nonmanufacturing	178	38.5	96.00	-	-	5	-	-	-	8	26	10	2	20	12	23	10	39	20	-	-	3	-	-	-		
Wholesale trade	138	38.0	99.00	-	-	5	-	-	-	-	18	10	-	10	-	23	10	39	20	-	-	3	-	-	-		
Clerks, payroll	114	38.5	99.50	-	-	-	-	2	1	-	4	3	24	5	23	17	13	6	3	4	4	2	-	3	-		
Manufacturing	79	38.5	97.00	-	-	-	-	1	-	-	2	2	23	5	11	10	12	6	3	3	1	-	-	-	-		
Office boys	547	38.0	61.50	1	52	95	137	94	46	42	22	36	20	1	1	-	-	-	-	-	-	-	-	-	-		
Manufacturing	193	38.5	63.00	-	18	15	46	48	24	22	1	9	9	-	1	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	354	37.5	60.50	1	34	80	91	46	22	20	21	27	11	1	-	-	-	-	-	-	-	-	-	-	-		
Public utilities ²	48	37.0	72.50	-	-	3	10	4	3	1	10	10	7	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ⁴	204	37.0	58.50	-	22	37	65	42	18	6	-	14	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	51	39.5	55.50	-	-	32	9	-	1	7	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Tabulating-machine operators, class A	279	38.5	103.50	-	-	-	-	-	-	2	1	11	41	33	44	52	26	12	4	12	7	23	8	-	3		
Manufacturing	135	39.0	102.50	-	-	-	-	-	-	-	-	8	26	7	25	17	22	10	2	8	4	4	-	-	2		
Nonmanufacturing	144	38.0	104.50	-	-	-	-	-	-	2	1	3	15	26	19	35	4	2	2	4	3	19	8	-	1		
Finance ⁴	86	37.5	99.50	-	-	-	-	-	-	2	1	3	7	15	11	35	3	1	-	4	-	2	2	-	-		
Tabulating-machine operators, class B	381	38.0	92.50	-	-	-	2	6	6	20	26	66	56	42	50	30	12	16	28	5	16	-	-	-	-		
Manufacturing	184	39.0	94.00	-	-	-	-	1	-	6	13	34	34	16	23	11	8	13	9	2	14	-	-	-	-		
Nonmanufacturing	197	37.5	91.00	-	-	-	2	5	6	14	13	32	22	26	27	19	4	3	19	3	2	-	-	-	-		
Public utilities ²	33	37.5	99.50	-	-	-	-	-	1	-	3	5	1	1	8	-	-	-	13	1	-	-	-	-	-		
Finance ⁴	114	37.0	86.50	-	-	-	2	5	5	12	5	19	17	20	11	13	3	-	2	-	-	-	-	-	-		
Tabulating-machine operators, class C	164	38.0	79.00	-	-	3	3	11	19	37	13	24	19	18	15	1	1	-	-	-	-	-	-	-	-		
Manufacturing	57	39.5	77.50	-	-	1	-	2	5	20	5	10	7	3	3	-	1	-	-	-	-	-	-	-	-		
Nonmanufacturing	107	37.5	80.00	-	-	2	3	9	14	17	8	14	12	15	12	1	-	-	-	-	-	-	-	-	-		
Finance ⁴	53	36.5	77.50	-	-	1	1	3	14	8	2	10	2	12	-	-	-	-	-	-	-	-	-	-	-		
Women																											
Billers, machine (billing machine)	356	37.5	72.00	-	2	4	29	48	90	24	62	52	30	5	5	5	-	-	-	-	-	-	-	-	-		
Manufacturing	204	37.0	69.50	-	-	2	25	41	56	12	34	17	14	-	-	3	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	152	38.0	75.50	-	2	2	4	7	34	12	28	35	16	5	5	2	-	-	-	-	-	-	-	-	-		
Public utilities ²	48	38.5	74.50	-	-	-	2	-	22	9	1	2	6	1	5	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	65	37.5	79.50	-	-	-	-	5	-	-	20	24	10	4	-	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, Newark and Jersey City, N. J., February 1962)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																							
		Weekly hours (Standard)	Weekly earnings (Standard)	\$40.00 and under	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00 and over		
Women—Continued																											
Billers, machine (bookkeeping machine)	161	39.0	\$65.50	2	10	32	8	32	5	27	28	1	11	-	5	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	53	38.0	65.50	-	4	14	3	5	1	8	13	-	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	108	39.5	65.00	2	6	18	5	27	4	19	15	1	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A	294	38.0	79.50	-	-	-	3	19	39	42	61	63	16	14	15	1	16	-	-	-	-	5	-	-	-	-	-
Manufacturing	135	37.5	85.50	-	-	-	-	3	3	11	30	43	5	10	8	1	16	-	-	-	-	5	-	-	-	-	-
Nonmanufacturing	159	38.0	74.50	-	-	-	3	16	36	31	31	20	11	4	7	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class B	965	38.0	66.00	4	27	118	160	189	168	82	82	48	66	7	2	7	3	1	1	-	-	-	-	-	-	-	-
Manufacturing	247	38.0	73.50	-	-	6	15	41	42	45	7	27	49	7	2	4	2	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	718	38.0	63.50	4	27	112	145	148	126	37	75	21	17	-	-	3	1	1	1	-	-	-	-	-	-	-	-
Wholesale trade	101	37.5	73.00	-	-	-	-	12	28	5	33	10	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ⁴	545	38.0	60.50	4	26	101	143	122	90	29	29	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class A	839	38.0	89.00	-	-	-	10	70	51	68	45	102	79	80	93	55	81	32	49	17	-	-	2	2	3	-	-
Manufacturing	405	38.5	93.50	-	-	-	-	7	9	28	14	38	58	48	56	52	53	14	17	10	-	-	1	-	-	-	-
Nonmanufacturing	434	38.0	85.00	-	-	-	10	63	42	40	31	64	21	32	37	3	28	18	32	7	-	-	1	2	3	-	-
Public utilities ²	58	37.5	98.50	-	-	-	-	-	-	-	-	19	9	1	1	2	-	1	25	-	-	-	-	-	-	-	-
Finance ⁴	246	37.5	76.00	-	-	-	10	63	41	29	23	27	3	16	12	-	6	11	5	-	-	-	-	-	-	-	-
Services	54	39.0	99.50	-	-	-	-	-	1	2	-	-	9	9	22	1	-	-	4	-	-	-	1	2	3	-	-
Clerks, accounting, class B	1,448	38.0	72.50	12	24	99	167	158	199	164	162	157	108	98	50	32	14	3	1	-	-	-	-	-	-	-	-
Manufacturing	615	38.5	77.50	-	-	4	15	64	87	79	85	124	79	34	7	29	7	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing	833	37.5	69.00	12	24	95	152	94	112	85	77	33	29	64	43	3	7	2	1	-	-	-	-	-	-	-	-
Wholesale trade	57	37.5	70.50	-	5	-	-	12	13	12	7	-	1	-	2	1	3	1	-	-	-	-	-	-	-	-	-
Retail trade ⁶	178	38.0	68.50	12	6	15	16	28	27	17	18	6	15	7	5	2	2	1	1	-	-	-	-	-	-	-	-
Finance ⁴	291	37.0	69.50	-	6	73	43	8	40	30	8	19	7	55	-	-	2	-	-	-	-	-	-	-	-	-	-
Services	81	39.0	64.00	-	7	7	27	5	3	17	9	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class A ⁵	282	38.0	73.00	-	-	-	36	61	42	33	20	9	47	21	7	3	1	2	-	-	-	-	-	-	-	-	-
Manufacturing	111	39.0	70.50	-	-	-	17	26	25	8	8	4	10	9	3	-	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	171	37.5	75.00	-	-	-	19	35	17	25	12	5	37	12	4	3	-	2	-	-	-	-	-	-	-	-	-
Finance ⁴	115	36.5	74.00	-	-	-	11	34	12	9	6	5	21	12	2	3	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class B ⁵	997	38.0	59.50	37	58	258	255	111	145	42	20	54	2	8	-	3	2	1	-	-	-	1	-	-	-	-	-
Manufacturing	206	39.0	63.50	-	1	12	67	39	46	23	6	9	2	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	791	37.5	59.00	37	57	246	188	72	99	19	14	45	-	8	-	3	1	1	-	-	-	1	-	-	-	-	-
Public utilities ²	26	38.0	70.50	-	-	-	-	6	9	4	1	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ⁴	582	37.0	56.50	36	56	231	129	44	31	7	10	38	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	101	39.5	65.50	-	-	2	45	16	19	5	2	1	-	5	-	3	1	1	-	-	-	1	-	-	-	-	-
Clerks, file, class C ⁵	382	38.0	59.50	16	42	59	120	39	23	42	22	9	6	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	156	38.5	60.50	-	-	36	57	18	5	33	1	2	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	226	38.0	58.50	16	42	23	63	21	18	9	21	7	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ⁴	109	38.5	53.00	16	32	16	31	6	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	57	38.5	69.00	-	-	-	12	9	11	2	10	7	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	597	38.5	75.50	3	19	27	28	52	127	37	101	51	40	21	44	-	45	2	-	-	-	-	-	-	-	-	-
Manufacturing	317	38.0	77.00	-	-	5	11	22	47	36	99	37	21	1	36	-	-	2	-	-	-	-	-	-	-	-	-
Nonmanufacturing	280	38.5	74.50	3	19	22	17	30	80	1	2	14	19	20	8	-	45	-	-	-	-	-	-	-	-	-	-
Wholesale trade	186	39.0	81.50	-	-	10	9	25	45	-	-	5	19	20	8	-	45	-	-	-	-	-	-	-	-	-	-
Retail trade ⁶	56	38.0	54.00	3	19	12	8	5	5	1	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

See footnotes at end of table.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
by industry division, Newark and Jersey City, N.J., February 1962)

Sex, occupation, and industry division	Number workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																					
		Weekly hours (Standard)	Weekly earnings ¹ (Standard)	\$ 40.00 and under 45.00	\$ 45.00 50.00	\$ 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	
Women--Continued																									
Clerks, payroll	856	38.0	\$ 83.00	-	-	10	48	53	40	90	96	135	139	77	57	29	27	19	16	3	10	1	3	-	3
Manufacturing	607	38.5	82.50	-	-	5	24	44	30	63	79	108	84	57	47	14	20	12	15	1	3	1	-	-	-
Nonmanufacturing	249	38.0	84.50	-	-	5	24	9	10	27	17	27	55	20	10	15	7	7	1	2	7	-	3	-	3
Finance ⁴	64	38.0	89.00	-	-	-	-	-	-	10	8	4	16	9	2	7	3	5	-	-	-	-	-	-	-
Services	60	38.5	86.00	-	-	4	2	-	2	1	-	22	17	4	1	-	-	1	-	2	1	-	3	-	-
Comptometer operators	727	37.5	78.50	1	2	9	27	80	57	94	114	139	77	45	36	16	17	12	1	-	-	-	-	-	-
Manufacturing	292	37.5	79.50	-	-	2	7	22	13	59	41	82	33	9	7	2	3	12	-	-	-	-	-	-	-
Nonmanufacturing	435	37.5	78.00	1	2	7	20	58	44	35	73	57	44	36	29	14	14	-	1	-	-	-	-	-	-
Public utilities ²	48	36.0	79.00	-	-	-	7	8	1	2	3	7	3	10	5	1	1	-	-	-	-	-	-	-	-
Wholesale trade	136	39.0	80.50	-	-	-	4	20	16	1	36	3	25	2	5	11	13	-	-	-	-	-	-	-	-
Retail trade ⁶	160	37.0	75.50	1	-	5	5	16	19	23	25	36	12	11	6	1	-	-	-	-	-	-	-	-	-
Finance ⁴	66	36.5	77.50	-	-	-	4	14	8	8	9	3	4	1	13	1	-	-	1	-	-	-	-	-	-
Duplicating-machine operators (Mimeograph or Ditto)	121	38.5	66.50	4	-	21	19	12	15	27	5	-	8	-	2	8	-	-	-	-	-	-	-	-	-
Manufacturing	50	40.0	74.50	-	-	7	2	4	3	16	-	-	8	-	2	8	-	-	-	-	-	-	-	-	-
Nonmanufacturing	71	37.0	61.00	4	-	14	17	8	12	11	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Keypunch operators, class A ⁵	677	38.0	81.50	-	-	4	16	25	49	152	115	89	76	54	48	12	5	2	30	-	-	-	-	-	-
Manufacturing	358	38.5	84.00	-	-	-	-	4	30	110	44	26	42	22	40	7	1	2	30	-	-	-	-	-	-
Nonmanufacturing	319	37.5	79.00	-	-	4	16	21	19	42	71	63	34	32	8	5	4	-	-	-	-	-	-	-	-
Public utilities ²	67	38.5	84.50	-	-	-	-	-	2	10	2	28	12	8	2	2	1	-	-	-	-	-	-	-	-
Finance ⁴	206	37.5	76.00	-	-	4	16	17	17	25	49	33	22	23	-	-	-	-	-	-	-	-	-	-	-
Keypunch operators, class B ⁵	871	37.5	70.00	-	1	44	122	161	129	158	55	87	60	34	5	7	8	-	-	-	-	-	-	-	-
Manufacturing	354	38.5	73.00	-	-	23	29	42	30	88	25	66	26	9	2	6	8	-	-	-	-	-	-	-	-
Nonmanufacturing	517	37.0	68.00	-	1	21	93	119	99	70	30	21	34	25	3	1	-	-	-	-	-	-	-	-	-
Wholesale trade	62	39.5	83.00	-	-	-	-	-	15	3	-	5	22	14	2	1	-	-	-	-	-	-	-	-	-
Retail trade ⁶	61	38.5	74.00	-	-	-	6	7	9	18	3	5	3	10	-	-	-	-	-	-	-	-	-	-	-
Finance ⁴	222	37.5	63.00	-	1	19	42	62	56	33	5	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Office girls	344	38.0	62.00	-	6	81	87	64	36	41	16	9	2	-	-	2	-	-	-	-	-	-	-	-	-
Manufacturing	101	39.0	65.50	-	3	13	7	33	14	21	-	6	2	-	-	2	-	-	-	-	-	-	-	-	-
Nonmanufacturing	243	38.0	60.00	-	3	68	80	31	22	20	16	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	4,789	38.0	96.00	-	-	5	30	59	114	206	389	398	509	557	643	577	406	202	314	162	82	60	23	21	32
Manufacturing	2,689	38.5	96.00	-	-	-	-	25	73	118	240	213	269	260	412	261	285	132	205	96	60	17	16	3	4
Nonmanufacturing	2,100	37.5	95.50	-	-	5	30	34	41	88	149	185	240	297	231	316	121	70	109	66	22	43	7	18	28
Public utilities ²	397	37.0	97.50	-	-	-	-	2	3	4	41	20	43	66	47	86	13	20	16	11	6	5	3	4	7
Wholesale trade	214	38.5	98.50	-	-	-	-	-	10	22	14	19	14	15	9	11	43	12	10	18	1	7	-	6	3
Retail trade ⁶	108	39.0	90.00	-	-	4	5	2	2	10	5	14	7	11	20	6	2	7	3	5	-	5	-	-	-
Finance ⁴	684	36.5	89.50	-	-	1	25	30	21	40	49	83	99	115	38	100	13	5	41	10	5	4	1	3	1
Services	697	38.0	99.50	-	-	-	-	-	5	12	40	49	77	90	117	113	50	26	39	22	10	22	3	5	17
Stenographers, general ⁵	2,455	38.0	76.50	-	-	36	166	243	268	413	379	324	300	120	75	89	18	13	4	5	-	-	-	2	-
Manufacturing	1,047	39.0	78.00	-	-	-	33	114	89	162	185	174	153	52	46	24	6	7	2	-	-	-	-	-	-
Nonmanufacturing	1,408	37.5	75.50	-	-	36	133	129	179	251	194	150	147	68	29	65	12	6	2	5	-	-	-	2	-
Public utilities ²	355	37.0	78.00	-	-	3	39	37	34	41	19	41	78	25	25	9	3	1	-	-	-	-	-	-	-
Wholesale trade	174	38.5	78.00	-	-	-	14	9	21	19	28	29	31	13	4	2	4	-	-	-	-	-	-	-	-
Finance ⁴	532	37.5	69.00	-	-	33	79	76	86	112	80	50	6	2	-	-	-	-	2	4	-	-	-	2	-
Services	325	37.0	82.00	-	-	-	1	5	37	65	64	28	32	28	-	54	5	5	-	1	-	-	-	-	-

See footnotes at end of table.

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, Newark and Jersey City, N.J., February 1962)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																							
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 60.00 and under 65.00	\$ 65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00	150.00	155.00	160.00	165.00 and over		
Men																											
Draftsmen, leader	280	39.5	\$153.50	-	-	-	-	-	-	-	-	-	-	-	-	-	11	16	40	29	33	19	17	48	67		
Manufacturing	198	39.0	151.00	-	-	-	-	-	-	-	-	-	-	-	-	-	3	16	39	26	31	15	11	16	41		
Nonmanufacturing	82	40.0	159.50	-	-	-	-	-	-	-	-	-	-	-	-	-	8	-	1	3	2	4	6	32	26		
Draftsmen, senior	1,095	39.5	124.00	-	-	-	-	-	1	2	29	53	170	69	121	129	169	79	82	75	42	39	9	8	18		
Manufacturing	835	39.5	122.00	-	-	-	-	-	1	2	19	43	169	69	104	102	108	31	53	53	33	31	4	5	8		
Nonmanufacturing	260	39.0	130.50	-	-	-	-	-	-	-	10	10	1	-	17	27	61	48	29	22	9	8	5	3	10		
Services	153	39.5	124.50	-	-	-	-	-	-	-	10	10	1	-	10	26	41	27	18	10	-	-	-	-	-		
Draftsmen, junior	956	39.5	91.00	41	13	41	60	73	223	67	169	164	38	37	20	7	3	-	-	-	-	-	-	-	-		
Manufacturing	583	39.0	90.50	41	1	8	23	44	202	42	93	76	22	25	3	3	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	373	39.5	92.50	-	12	33	37	29	21	25	76	88	16	12	17	4	3	-	-	-	-	-	-	-	-		
Services	284	39.5	89.00	-	12	33	37	29	20	24	48	52	13	8	8	-	-	-	-	-	-	-	-	-	-		
Women																											
Nurses, industrial (registered)	332	39.5	99.50	-	13	5	23	28	18	31	39	36	40	47	14	16	17	2	2	1	-	-	-	-	-		
Manufacturing	277	39.5	99.50	-	13	5	17	26	15	23	32	27	35	39	11	14	16	1	2	1	-	-	-	-	-		
Nonmanufacturing	55	38.0	100.00	-	-	-	6	2	3	8	7	9	5	8	3	2	1	1	-	-	-	-	-	-	-		

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² Workers were distributed as follows: 23 at \$ 165 to \$170; 12 at \$175 to \$180; 2 at \$180 to \$185; 4 at \$185 to \$190.³ Workers were distributed as follows: 8 at \$165 to \$170; 3 at \$170 to \$175; 15 at \$175 to \$180.

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, Newark and Jersey City, N.J., February 1962)

Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)
<u>Office occupations</u>			<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>		
Billers, machine (billing machine) _____	382	\$72.50	Clerks, file, class C ⁵ _____	388	\$59.50	Secretaries _____	4,806	\$96.00
Manufacturing _____	206	69.50	Manufacturing _____	156	60.50	Manufacturing _____	2,695	96.50
Nonmanufacturing _____	176	76.50	Nonmanufacturing _____	232	59.00	Nonmanufacturing _____	2,111	95.50
Public utilities ² _____	72	77.50	Finance ³ _____	115	53.50	Public utilities ² _____	408	98.00
Wholesale trade _____	65	79.50	Services _____	57	69.00	Wholesale trade _____	214	98.50
						Retail trade ⁴ _____	108	90.00
Billers, machine (bookkeeping machine) _____	161	65.50	Clerks, order _____	906	82.00	Finance ³ _____	684	89.50
Manufacturing _____	53	65.50	Manufacturing _____	448	81.50	Services _____	697	99.50
Nonmanufacturing _____	108	65.00	Nonmanufacturing _____	458	83.00			
			Wholesale trade _____	324	89.00	Stenographers, general ⁵ _____	2,472	76.50
Bookkeeping-machine operators, class A _____	296	79.50	Retail trade ⁴ _____	62	58.00	Manufacturing _____	1,048	78.00
Manufacturing _____	137	85.50				Nonmanufacturing _____	1,424	75.50
Nonmanufacturing _____	159	74.50	Clerks, payroll _____	970	85.00	Public utilities ² _____	366	79.00
			Manufacturing _____	686	84.00	Wholesale trade _____	179	77.50
Bookkeeping-machine operators, class B _____	995	66.00	Nonmanufacturing _____	284	87.00	Finance ³ _____	532	69.00
Manufacturing _____	265	73.50	Finance ³ _____	67	88.00	Services _____	325	82.00
Nonmanufacturing _____	730	63.00	Services _____	63	88.00			
Wholesale trade _____	111	71.50	Comptometer operators _____	731	78.50	Stenographers, senior ⁵ _____	820	87.00
Finance ³ _____	545	60.50	Manufacturing _____	293	79.50	Manufacturing _____	506	87.50
			Nonmanufacturing _____	438	78.00	Nonmanufacturing _____	314	86.00
Clerks, accounting, class A _____	1,304	96.00	Public utilities ² _____	49	79.50	Public utilities ² _____	33	79.00
Manufacturing _____	575	97.00	Wholesale trade _____	136	80.50	Finance ³ _____	151	83.50
Nonmanufacturing _____	729	95.50	Retail trade ⁴ _____	160	75.50			
Public utilities ² _____	121	101.50	Finance ³ _____	68	77.00	Switchboard operators _____	753	76.00
Wholesale trade _____	184	118.00				Manufacturing _____	271	78.00
Finance ³ _____	299	79.50	Duplicating-machine operators	149	68.00	Nonmanufacturing _____	482	74.50
Services _____	91	98.50	(Mimeograph or Ditto) _____	63	74.00	Public utilities ² _____	103	87.50
			Manufacturing _____	86	64.00	Wholesale trade _____	72	81.50
Clerks, accounting, class B _____	1,809	76.50	Nonmanufacturing _____			Retail trade ⁴ _____	77	65.00
Manufacturing _____	753	80.00	Keypunch operators, class A ⁵ _____	681	81.50	Finance ³ _____	167	69.00
Nonmanufacturing _____	1,056	74.50	Manufacturing _____	359	84.00	Services _____	63	70.50
Wholesale trade _____	69	75.00	Nonmanufacturing _____	322	79.00			
Retail trade ⁴ _____	198	69.00	Public utilities ² _____	70	85.00	Switchboard operator-receptionists _____	846	75.00
Finance ³ _____	342	70.50	Finance ³ _____	206	76.00	Manufacturing _____	489	76.00
Services _____	93	64.50				Nonmanufacturing _____	357	74.50
Clerks, file, class A ⁵ _____	327	74.50	Keypunch operators, class B ⁵ _____	889	70.00	Public utilities ² _____	50	79.00
Manufacturing _____	111	70.50	Manufacturing _____	365	72.50	Wholesale trade _____	140	76.50
Nonmanufacturing _____	216	76.50	Nonmanufacturing _____	524	68.00	Finance ³ _____	72	68.50
Finance ³ _____	127	73.00	Wholesale trade _____	62	83.00	Services _____	73	72.00
			Retail trade ⁴ _____	61	74.00			
Clerks, file, class B ⁵ _____	1,118	59.50	Finance ³ _____	229	63.50	Tabulating-machine operators, class A _____	388	100.50
Manufacturing _____	237	64.00	Office boys and girls _____	891	61.50	Manufacturing _____	215	98.00
Nonmanufacturing _____	881	58.50	Manufacturing _____	294	63.50	Nonmanufacturing _____	173	103.50
Public utilities ² _____	35	71.50	Nonmanufacturing _____	597	60.50	Finance ³ _____	112	99.00
Finance ³ _____	648	56.00	Public utilities ² _____	68	68.50	Tabulating-machine operators, class B _____	461	92.00
Services _____	111	66.50	Finance ³ _____	276	57.50	Manufacturing _____	234	92.50
			Services _____	177	60.00	Nonmanufacturing _____	227	91.00
						Public utilities ² _____	33	99.50
						Finance ³ _____	138	87.00
						Tabulating-machine operators, class C _____	460	70.50
						Manufacturing _____	121	76.50

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, Newark and Jersey City, N.J., February 1962)

Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)
<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>			<u>Professional and technical occupations—Continued</u>		
Transcribing-machine operators, general _____	654	\$69.00	Typists, class B _____	3,457	\$63.50	Draftsmen, senior _____	1,116	\$124.50
Manufacturing _____	350	69.50	Manufacturing _____	1,188	66.50	Manufacturing _____	845	122.00
Nonmanufacturing _____	304	68.00	Nonmanufacturing _____	2,269	62.00	Nonmanufacturing _____	271	131.00
Finance ³ _____	187	65.00	Public utilities ² _____	305	73.50	Services _____	161	125.00
			Wholesale trade _____	169	67.00			
Typists, class A _____	1,389	76.00	Retail trade ⁴ _____	82	59.00	Draftsmen, junior _____	973	91.50
Manufacturing _____	800	77.50	Finance ³ _____	1,520	58.50	Manufacturing _____	585	90.50
Nonmanufacturing _____	589	74.00	Services _____	193	68.00	Nonmanufacturing _____	388	93.00
Public utilities ² _____	28	81.50	<u>Professional and technical occupations</u>			Services _____	287	89.00
Wholesale trade _____	71	77.50	Draftsmen, leader _____	283	153.00			
Finance ³ _____	283	71.50	Manufacturing _____	201	150.00	Nurses, industrial (registered) _____	338	99.50
Services _____	188	75.50	Nonmanufacturing _____	82	159.50	Manufacturing _____	282	99.50
						Nonmanufacturing _____	56	100.00

¹ Earnings are for a regular workweek for which employees receive their straight-time weekly salaries, exclusive of any premium pay.² Transportation, communication, and other public utilities.³ Finance, insurance, and real estate.⁴ Excludes limited-price variety stores.⁵ 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, Newark and Jersey City, N.J., February 1962)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			Under \$1.70	\$1.70 and under 1.80	\$1.80	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60	\$3.80	\$4.00	\$4.20	\$4.40	\$4.60 and over
Carpenters, maintenance	627	\$2.96	-	-	7	-	-	3	7	8	69	57	47	55	39	38	84	78	25	-	77	3	1	7	-	12	5	5
Manufacturing	466	2.94	-	-	-	-	-	1	1	8	46	41	29	53	27	31	84	48	25	-	71	-	1	-	-	-	-	-
Nonmanufacturing	161	3.01	-	-	7	-	-	2	6	-	23	16	18	2	12	7	-	30	-	-	6	3	-	7	-	12	5	5
Public utilities ²	87	2.74	-	-	-	-	-	-	-	-	23	16	18	2	-	-	-	25	-	-	-	3	-	-	-	-	-	-
Electricians, maintenance	1,309	3.10	-	-	-	-	4	10	2	10	56	71	83	49	102	108	153	201	139	126	68	58	1	-	10	-	57	1
Manufacturing	1,125	3.07	-	-	-	-	4	2	2	5	56	71	70	45	99	75	132	200	127	126	57	5	1	-	10	-	37	1
Nonmanufacturing	184	3.27	-	-	-	-	-	8	-	5	-	-	13	4	3	33	21	1	12	-	11	53	-	-	-	-	20	-
Public utilities ²	98	3.24	-	-	-	-	-	-	-	-	-	-	-	13	4	3	16	5	1	1	-	2	53	-	-	-	-	-
Engineers, stationary	769	3.32	-	3	-	15	-	-	11	12	1	76	4	26	37	33	65	66	86	56	22	19	24	76	-	81	56	-
Manufacturing	567	3.35	-	-	-	-	-	-	5	12	-	68	4	22	28	19	51	42	72	53	20	-	-	58	-	57	56	-
Nonmanufacturing	202	3.24	-	3	-	15	-	-	6	-	1	8	-	4	9	14	14	24	14	3	2	19	24	18	-	24	-	-
Public utilities ²	79	3.19	-	-	-	-	-	-	-	-	1	8	-	1	6	1	10	21	4	3	-	-	24	-	-	-	-	-
Services	64	2.72	-	3	-	15	-	-	6	-	-	-	-	3	3	13	4	2	9	-	-	-	6	-	-	-	-	-

See footnotes at end of table.

Table A-4. Maintenance and Powerplant Occupations—Continued

(Average straight-time hourly earnings for men in selected occupations studied on an area basis by industry division, Newark and Jersey City, N.J., February 1962)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																										
			Under \$1.70	\$1.70 and under 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 - 3.80	\$3.80 - 4.00	\$4.00 - 4.20	\$4.20 - 4.40	\$4.40 - 4.60	\$4.60 and over	
Firemen, stationary boiler -----	548	\$2.80	2	1	2	11	17	62	52	41	34	54	28	50	6	49	16	8	-	-	-	2	-	77	35	1	-	-	-
Manufacturing -----	442	2.81	2	1	-	6	-	56	52	36	15	46	19	50	6	40	16	8	-	-	-	-	-	56	33	-	-	-	-
Nonmanufacturing -----	106	2.75	-	-	2	5	17	6	-	5	19	8	9	-	-	9	-	-	-	-	-	2	-	21	2	1	-	-	-
Public utilities ² -----	40	2.56	-	-	-	-	-	-	-	5	19	7	-	-	-	9	-	-	-	-	-	-	-	-	-	-	-	-	-
Helpers, maintenance trades -----	771	2.25	7	106	22	38	47	82	81	153	26	104	42	60	2	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Manufacturing -----	480	2.20	-	90	19	28	41	63	41	90	23	6	30	48	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Nonmanufacturing -----	291	2.33	7	16	3	10	6	19	40	63	3	98	12	12	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom -----	590	3.10	-	-	-	-	2	2	10	5	2	-	32	52	16	6	31	234	104	82	3	3	6	-	-	-	-	-	-
Manufacturing -----	590	3.10	-	-	-	-	2	2	10	5	2	-	32	52	16	6	31	234	104	82	3	3	6	-	-	-	-	-	-
Machinists, maintenance -----	1,786	3.09	-	-	-	5	-	-	4	7	132	113	98	78	121	25	155	307	342	150	122	33	13	60	14	7	-	-	-
Manufacturing -----	1,734	3.08	-	-	-	-	-	-	4	6	132	113	92	77	121	25	152	307	342	150	118	1	13	60	14	7	-	-	-
Mechanics, automotive (maintenance) -----	1,057	2.85	-	3	3	2	-	-	-	9	13	240	234	79	97	65	78	72	45	64	24	2	2	25	-	-	-	-	-
Manufacturing -----	273	3.17	-	-	-	-	-	-	-	4	-	15	4	27	43	29	40	10	52	24	-	-	25	-	-	-	-	-	-
Nonmanufacturing -----	784	2.73	-	3	3	2	-	-	-	9	9	240	219	75	70	22	49	32	35	12	-	2	2	-	-	-	-	-	-
Public utilities ² -----	698	2.73	-	-	-	-	-	-	-	-	-	240	214	49	64	12	48	30	34	7	-	-	-	-	-	-	-	-	-
Wholesale trade -----	59	2.81	-	-	-	-	-	-	-	9	9	-	4	16	-	10	-	2	-	5	-	2	2	-	-	-	-	-	-
Mechanics, maintenance -----	1,668	3.07	-	-	-	-	6	6	18	26	33	18	211	56	12	223	267	311	131	223	-	24	1	102	-	-	-	-	-
Manufacturing -----	1,470	3.06	-	-	-	-	6	2	18	13	33	11	210	54	9	213	231	279	128	158	-	10	-	95	-	-	-	-	-
Nonmanufacturing -----	198	3.13	-	-	-	-	-	4	-	13	-	7	1	2	3	10	36	32	3	65	-	14	1	7	-	-	-	-	-
Millwrights -----	243	3.01	-	-	-	-	-	-	-	1	6	32	14	24	5	37	9	18	45	47	5	-	-	-	-	-	-	-	-
Manufacturing -----	235	3.00	-	-	-	-	-	-	-	1	6	32	14	24	5	36	7	18	40	47	5	-	-	-	-	-	-	-	-
Oilers -----	325	2.57	12	-	7	5	6	49	3	19	65	40	52	20	-	-	18	-	-	-	-	-	-	8	21	-	-	-	-
Manufacturing -----	309	2.55	12	-	4	5	6	49	3	19	60	40	52	20	-	-	18	-	-	-	-	-	-	-	21	-	-	-	-
Painters, maintenance -----	444	2.85	-	6	7	-	1	-	7	7	21	37	13	104	51	46	72	28	14	-	7	7	2	14	-	-	-	-	-
Manufacturing -----	316	2.81	-	-	-	-	1	-	7	7	9	21	13	95	51	43	46	15	8	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	128	2.96	-	6	7	-	-	-	-	-	12	16	-	9	-	3	26	13	6	-	7	7	2	14	-	-	-	-	-
Public utilities ² -----	67	2.92	-	-	-	-	-	-	-	-	12	15	-	3	-	14	9	-	-	7	7	-	-	-	-	-	-	-	-
Pipefitters, maintenance -----	1,058	3.10	-	-	-	-	-	-	-	1	13	56	64	80	52	95	184	155	110	65	121	18	-	-	14	30	-	-	-
Manufacturing -----	926	3.05	-	-	-	-	-	-	-	1	13	56	64	79	52	95	181	155	89	8	103	-	-	-	14	16	-	-	-
Nonmanufacturing -----	132	3.46	-	-	-	-	-	-	-	-	-	-	-	1	-	-	3	-	21	57	18	18	-	-	-	14	-	-	-
Plumbers, maintenance -----	69	2.86	-	-	-	-	-	-	-	-	10	29	15	6	-	1	-	-	-	-	-	-	2	-	-	6	-	-	-
Nonmanufacturing -----	32	2.61	-	-	-	-	-	-	-	-	-	9	22	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ² -----	32	2.61	-	-	-	-	-	-	-	-	-	9	22	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sheet-metal workers, maintenance -----	200	3.07	-	-	-	-	-	-	-	-	5	8	1	12	5	10	75	40	28	3	12	-	-	-	-	1	-	-	-
Manufacturing -----	193	3.06	-	-	-	-	-	-	-	-	5	8	-	11	5	10	71	40	28	3	12	-	-	-	-	-	-	-	-
Tool and die makers -----	1,768	3.16	-	-	-	-	-	-	-	8	-	8	90	30	177	65	321	331	175	155	277	83	47	1	-	-	-	-	-
Manufacturing -----	1,502	3.15	-	-	-	-	-	-	-	8	-	8	90	30	149	41	312	313	77	66	277	83	47	1	-	-	-	-	-

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.² Transportation, communication, and other public utilities.

Table A-5. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis
by industry division, Newark and Jersey City, N.J., February 1962)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			Under \$1.00	\$1.00 and under 1.10	\$1.10 1.20	\$1.20 1.30	\$1.30 1.40	\$1.40 1.50	\$1.50 1.60	\$1.60 1.70	\$1.70 1.80	\$1.80 1.90	\$1.90 2.00	\$2.00 2.10	\$2.10 2.20	\$2.20 2.30	\$2.30 2.40	\$2.40 2.50	\$2.50 2.60	\$2.60 2.70	\$2.70 2.80	\$2.80 2.90	\$2.90 3.00	\$3.00 3.10	\$3.10 3.20	\$3.20 3.30	\$3.30 3.40	\$3.40 and over
Elevator operators, passenger (men)	149	\$ 1.90	-	-	-	2	5	2	11	41	12	2	19	10	14	-	8	21	-	-	2	-	-	-	-	-	-	-
Nonmanufacturing	122	1.81	-	-	-	2	3	1	11	41	12	2	19	9	14	-	8	-	-	-	-	-	-	-	-	-	-	-
Elevator operators, passenger (women)	221	1.47	30	-	38	6	2	47	58	14	-	-	-	2	-	-	24	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	219	1.46	30	-	38	6	2	47	58	14	-	-	-	-	-	-	24	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴	54	1.29	-	-	27	3	-	13	10	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Guards	2,236	1.77	-	-	431	313	193	193	44	49	19	67	46	88	82	84	94	186	91	131	59	51	15	-	-	-	-	-
Manufacturing	763	2.28	-	-	-	-	6	11	16	31	-	43	37	68	79	75	75	87	81	108	31	-	15	-	-	-	-	-
Nonmanufacturing	1,473	1.51	-	-	431	313	187	182	28	18	19	24	9	20	3	9	19	99	10	23	28	51	-	-	-	-	-	-
Janitors, porters, and cleaners (men)	4,854	1.95	52	16	173	137	252	148	290	319	299	279	354	328	641	467	481	468	12	-	45	-	23	-	70	-	-	-
Manufacturing	2,855	2.12	-	-	38	1	37	36	96	123	127	207	275	226	362	407	340	442	-	-	45	-	23	-	70	-	-	-
Nonmanufacturing	1,999	1.70	52	16	135	136	215	112	194	196	172	72	79	102	279	60	141	26	12	-	-	-	-	-	-	-	-	-
Public utilities ⁵	449	2.17	-	-	-	-	12	-	2	14	-	5	5	20	205	51	133	2	-	-	-	-	-	-	-	-	-	-
Wholesale trade	127	1.87	-	-	-	-	12	-	32	7	30	-	-	-	8	5	1	20	12	-	-	-	-	-	-	-	-	-
Retail trade ⁴	272	1.46	12	12	22	40	71	9	44	4	18	6	3	17	1	4	5	4	-	-	-	-	-	-	-	-	-	-
Finance ⁶	311	1.65	-	-	2	10	37	29	54	53	44	22	45	11	2	-	2	-	-	-	-	-	-	-	-	-	-	-
Services	840	1.52	40	4	111	86	83	74	62	118	80	39	26	54	63	-	-	-	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (women)	811	1.63	17	-	13	5	97	161	94	151	69	34	60	49	43	18	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	270	1.86	-	-	2	-	18	27	16	12	6	34	51	46	40	18	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	541	1.52	17	-	11	5	79	134	78	139	63	-	9	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ⁵	168	1.59	-	-	-	-	-	72	-	30	63	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Laborers, material handling	9,004	2.43	-	58	21	38	39	40	108	142	292	215	304	430	643	584	722	1517	2088	727	116	23	129	1	34	28	-	705
Manufacturing	4,886	2.46	-	-	-	-	19	23	90	95	232	189	291	284	579	340	306	644	510	284	86	17	129	1	34	28	-	705
Nonmanufacturing	4,118	2.39	-	58	21	38	20	17	18	47	60	26	13	146	64	244	416	873	1578	443	30	6	-	-	-	-	-	-
Public utilities ⁵	2,778	2.48	-	-	-	-	-	-	-	-	-	-	-	12	16	209	187	690	1468	194	2	-	-	-	-	-	-	-
Wholesale trade	699	2.20	-	-	-	-	-	-	9	46	54	20	9	120	30	10	148	159	94	-	-	-	-	-	-	-	-	-
Retail trade ⁴	540	2.15	-	58	21	38	20	17	5	1	6	2	-	-	3	4	74	22	-	240	24	5	-	-	-	-	-	-
Order fillers	2,103	2.45	-	-	-	21	-	46	17	26	12	91	15	91	93	108	247	341	42	274	455	137	19	8	29	29	2	-
Manufacturing	1,032	2.48	-	-	-	-	-	46	9	4	9	19	-	71	76	90	77	109	20	76	240	99	19	8	29	29	2	-
Nonmanufacturing	1,071	2.43	-	-	-	21	-	8	22	3	72	15	20	17	18	170	232	22	198	215	38	-	-	-	-	-	-	-
Wholesale trade	533	2.24	-	-	-	20	-	-	19	-	70	14	19	16	-	123	229	16	6	1	-	-	-	-	-	-	-	-
Retail trade ⁴	461	2.67	-	-	-	1	-	8	2	3	1	-	-	-	-	-	2	-	192	214	38	-	-	-	-	-	-	-
Packers, shipping	1,301	2.18	-	1	14	1	10	26	18	72	35	273	98	104	75	68	75	62	95	61	170	2	13	4	4	6	-	14
Manufacturing	1,167	2.21	-	-	-	-	4	26	18	72	15	255	94	74	65	65	65	49	91	61	170	2	13	4	4	6	-	14
Nonmanufacturing	134	1.91	-	1	14	1	6	-	-	-	20	18	4	30	10	3	10	13	4	-	-	-	-	-	-	-	-	-
Wholesale trade	84	2.04	-	-	-	-	-	-	-	-	20	10	-	20	10	-	10	10	4	-	-	-	-	-	-	-	-	-
Receiving clerks	534	2.29	-	3	3	-	22	-	7	1	30	12	22	56	65	43	44	21	85	20	24	31	30	9	4	2	-	-
Manufacturing	321	2.33	-	3	3	-	11	-	5	-	14	-	15	18	60	42	23	9	54	9	11	11	28	9	2	-	-	-
Nonmanufacturing	213	2.23	-	3	3	-	11	-	2	1	16	12	7	38	5	1	21	12	31	11	13	20	2	-	2	2	-	-
Wholesale trade	67	2.18	-	-	-	-	-	-	-	-	-	5	35	-	-	15	-	2	10	-	-	-	-	-	-	-	-	-
Retail trade ⁴	102	2.21	-	3	3	-	11	-	2	1	7	10	2	3	5	1	-	19	-	13	20	2	-	-	-	-	-	-
Shipping clerks	332	2.48	-	-	-	-	-	-	-	-	-	32	4	28	4	21	40	36	29	27	56	28	1	-	7	15	-	4
Manufacturing	248	2.49	-	-	-	-	-	-	-	-	-	31	4	-	4	21	29	36	18	27	52	3	1	-	5	13	-	4

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, Newark and Jersey City, N.J., February 1962)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																										
			Under \$1.00	\$1.00 and under 1.10	\$1.10 1.20	\$1.20 1.30	\$1.30 1.40	\$1.40 1.50	\$1.50 1.60	\$1.60 1.70	\$1.70 1.80	\$1.80 1.90	\$1.90 2.00	\$2.00 2.10	\$2.10 2.20	\$2.20 2.30	\$2.30 2.40	\$2.40 2.50	\$2.50 2.60	\$2.60 2.70	\$2.70 2.80	\$2.80 2.90	\$2.90 3.00	\$3.00 3.10	\$3.10 3.20	\$3.20 3.30	\$3.30 3.40	\$3.40 and over	
Shipping and receiving clerks	508	\$ 2.47	-	-	-	-	-	-	-	-	-	-	3	27	56	39	70	39	156	59	-	18	15	12	12	2	-	-	-
Manufacturing	295	2.42	-	-	-	-	-	-	-	-	-	-	-	21	52	15	55	25	69	31	-	17	3	5	-	2	-	-	-
Nonmanufacturing	213	2.53	-	-	-	-	-	-	-	-	-	-	3	6	4	24	15	14	87	28	-	1	12	7	12	-	-	-	-
Wholesale trade	88	2.59	-	-	-	-	-	-	-	-	-	-	-	-	4	24	-	-	10	27	-	1	12	-	10	-	-	-	-
Truckdrivers ³	8,527	2.88	-	-	-	-	-	6	-	10	20	14	83	109	36	104	321	200	1527	627	1200	2223	157	621	21	150	44	⁹ 1054	
Manufacturing	2,980	3.21	-	-	-	-	-	-	-	4	20	-	28	25	22	67	54	46	311	88	462	224	42	451	18	20	44	1054	
Nonmanufacturing	5,547	2.71	-	-	-	-	-	6	-	6	-	14	55	84	14	37	267	154	1216	539	738	1999	115	170	3	130	-	-	-
Public utilities ⁵	3,903	2.75	-	-	-	-	-	-	-	-	-	2	1	1	-	3	90	2	811	501	583	1909	-	-	-	-	-	-	-
Services	210	2.40	-	-	-	-	-	-	-	-	-	3	36	6	4	4	11	14	112	1	10	-	9	-	-	-	-	-	-
Truckdrivers, medium (1½ to and including 4 tons)	3,701	2.83	-	-	-	-	-	-	-	3	12	-	33	61	30	42	42	99	1383	466	860	64	21	115	-	-	-	-	¹⁰ 470
Manufacturing	1,392	3.24	-	-	-	-	-	-	-	3	12	-	-	11	16	8	8	5	279	13	395	57	-	115	-	-	-	-	470
Nonmanufacturing	2,309	2.58	-	-	-	-	-	-	-	-	-	-	33	50	14	34	34	94	1104	453	465	7	21	-	-	-	-	-	-
Public utilities ⁵	1,648	2.63	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22	2	791	448	385	-	-	-	-	-	-	-	-
Wholesale trade	466	2.48	-	-	-	-	-	-	-	-	-	-	-	50	10	30	-	88	201	5	70	-	12	-	-	-	-	-	-
Services	187	2.42	-	-	-	-	-	-	-	-	-	-	33	-	4	4	11	4	112	-	10	-	9	-	-	-	-	-	-
Truckdrivers, heavy (over 4 tons, trailer type)	2,980	2.97	-	-	-	-	-	-	-	-	-	-	-	-	-	-	56	30	16	86	48	2086	50	238	18	18	20	⁹ 314	
Manufacturing	690	3.31	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	-	10	51	48	135	10	78	18	-	20	314	
Nonmanufacturing	2,290	2.87	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50	30	6	35	-	1951	40	160	-	18	-	-	-
Public utilities ⁵	1,921	2.88	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	6	-	1909	-	-	-	-	-	-	-
Truckers, power (forklift)	2,135	2.53	-	-	-	-	-	-	-	-	3	6	34	105	211	191	197	211	199	358	335	182	3	-	-	-	-	-	100
Manufacturing	1,538	2.49	-	-	-	-	-	-	-	-	3	4	34	105	199	191	146	211	24	196	215	110	-	-	-	-	-	-	100
Nonmanufacturing	597	2.61	-	-	-	-	-	-	-	-	-	2	-	-	12	-	51	-	175	162	120	72	3	-	-	-	-	-	-
Public utilities ⁵	282	2.63	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	72	132	78	-	-	-	-	-	-	-	-
Wholesale trade	173	2.49	-	-	-	-	-	-	-	-	-	-	-	-	12	-	30	-	98	30	-	-	3	-	-	-	-	-	-
Retail trade ⁴	142	2.73	-	-	-	-	-	-	-	-	-	2	-	-	-	-	21	-	5	-	42	72	-	-	-	-	-	-	-
Truckers, power (other than forklift)	283	2.29	-	-	-	-	-	-	-	-	8	-	-	17	43	110	51	27	9	9	9	-	-	-	-	-	-	-	-
Manufacturing	230	2.27	-	-	-	-	-	-	-	-	8	-	-	17	43	109	-	26	9	9	9	-	-	-	-	-	-	-	-
Watchmen	1,000	1.89	-	-	16	61	93	29	62	55	71	83	46	106	129	125	24	28	36	25	11	-	-	-	-	-	-	-	-
Manufacturing	674	1.98	-	-	12	12	30	29	23	50	56	37	28	103	96	91	21	28	23	25	10	-	-	-	-	-	-	-	-
Nonmanufacturing	326	1.70	-	-	4	49	63	-	39	5	15	46	18	3	33	34	3	-	13	-	1	-	-	-	-	-	-	-	-
Public utilities ⁵	71	2.04	-	-	-	-	-	-	16	-	-	5	-	3	33	1	3	-	10	-	-	-	-	-	-	-	-	-	-
Wholesale trade	102	1.58	-	-	-	25	18	-	8	-	12	35	-	-	-	-	-	-	3	-	1	-	-	-	-	-	-	-	-

¹ Data limited to men workers except where otherwise indicated.² Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.³ All workers were at \$0.90 to \$1.⁴ Excludes limited-price variety stores.⁵ Transportation, communication, and other public utilities.⁶ Finance, insurance, and real estate.⁷ Workers were distributed as follows: 4 at \$3.40 to \$3.50; 701 at \$3.60 to \$3.70.⁸ Includes all drivers regardless of size and type of truck operated.⁹ All except 92 workers were paid under bonus plans.¹⁰ All workers were paid under bonus plans.

B: Establishment Practices and Supplementary Wage Provisions

Table B-1. Shift Differentials

(Shift differentials of manufacturing plant workers by type and amount of differential,
Newark and Jersey City, N.J., February 1962)

Shift differential	Percent of manufacturing plant workers—			
	In establishments having formal provisions ¹ for—		Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total	87.3	79.2	14.2	4.5
With shift pay differential	85.8	78.5	14.1	4.5
Uniform cents (per hour)	39.0	34.8	7.0	3.1
Under 5 cents	1.3	1.2	.3	.1
5 cents	5.0	.7	1.0	(²)
7 cents	6.8	-	1.0	-
8 cents	5.9	-	1.0	-
10 cents	7.9	10.4	1.2	.8
10 ³ / ₄ cents	.2	-	.1	-
11 cents	4.6	.5	1.1	-
12 cents	.4	3.6	(²)	.2
12 ¹ / ₂ cents	-	1.9	-	.4
13 cents	-	1.0	-	.3
14 cents	.8	2.2	.2	.2
15 cents	4.6	3.2	.8	.1
16 cents	-	3.5	-	.2
17 ¹ / ₂ cents	-	3.0	-	.7
18 cents	-	1.0	-	.1
20 cents and over	1.5	2.6	.1	.1
Uniform percentage	43.8	41.3	6.4	1.1
5 percent	4.7	-	.6	-
6 percent	.1	-	(²)	-
7 percent	2.1	1.3	.6	-
7 ¹ / ₂ percent	.6	.6	-	-
8 percent	1.5	-	.4	-
9 percent	-	.5	-	(²)
10 percent	34.8	35.3	4.8	1.0
15 percent	-	3.6	-	.1
Other formal pay differential	3.0	2.3	.7	.2
No shift pay differential	1.5	.7	.1	-

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

² Less than 0.05 percent.

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

(Distribution of establishments studied in all industries and in industry divisions by minimum entrance salary for selected categories of inexperienced women office workers, Newark and Jersey City, N.J., February 1962)

Minimum weekly salary ¹	Inexperienced typists											Other inexperienced clerical workers ²										
	All industries	Manufacturing					Nonmanufacturing					All industries	Manufacturing					Nonmanufacturing				
		Based on standard weekly hours ³ of—											Based on standard weekly hours ³ of—									
		All schedules	35	37½	38¾	40	All schedules	35	37½	38¾	40		All schedules	35	37½	38¾	40	All schedules	35	37½	38¾	40
Establishments studied -----	267	124	xxx	xxx	xxx	xxx	143	xxx	xxx	xxx	xxx	267	124	xxx	xxx	xxx	xxx	143	xxx	xxx	xxx	xxx
Establishments having a specified minimum -----	165	84	11	16	4	49	81	14	20	6	35	160	78	11	16	3	44	82	14	19	6	37
Under \$ 40.00 -----	1	-	-	-	-	-	1	-	1	-	-	1	-	-	-	-	-	1	-	1	-	-
\$ 40.00 and under \$ 42.50 -----	5	-	-	-	-	-	5	-	-	2	2	5	-	-	-	-	-	5	1	-	2	1
\$ 42.50 and under \$ 45.00 -----	2	-	-	-	-	-	2	1	1	-	-	4	-	-	-	-	-	4	1	1	-	1
\$ 45.00 and under \$ 47.50 -----	13	4	-	2	-	2	9	1	3	1	3	12	5	-	3	-	2	7	-	3	-	4
\$ 47.50 and under \$ 50.00 -----	5	2	1	-	-	1	3	-	-	1	2	7	2	1	-	-	1	5	-	2	1	1
\$ 50.00 and under \$ 52.50 -----	22	11	2	2	-	5	11	2	4	-	3	25	11	2	3	-	4	14	2	1	2	7
\$ 52.50 and under \$ 55.00 -----	14	5	-	1	-	4	9	3	3	1	1	13	4	-	1	-	3	9	4	3	-	1
\$ 55.00 and under \$ 57.50 -----	27	18	2	6	2	6	9	2	1	-	5	26	18	2	5	2	7	8	1	2	-	5
\$ 57.50 and under \$ 60.00 -----	13	6	1	-	-	5	7	2	2	-	3	13	7	1	1	-	5	6	2	2	-	2
\$ 60.00 and under \$ 62.50 -----	21	10	1	3	-	6	11	1	2	1	7	18	7	1	1	1	4	11	2	2	1	6
\$ 62.50 and under \$ 65.00 -----	3	2	-	1	-	1	1	1	-	-	-	5	3	-	1	-	2	2	1	-	-	1
\$ 65.00 and under \$ 67.50 -----	9	6	-	1	2	3	3	1	1	-	1	7	5	1	1	-	3	2	-	1	-	1
\$ 67.50 and under \$ 70.00 -----	6	3	-	-	-	3	3	-	1	-	2	5	3	-	-	-	3	2	-	1	-	1
\$ 70.00 and under \$ 72.50 -----	3	3	2	-	-	1	1	-	-	-	-	4	3	1	-	-	2	1	-	-	-	1
\$ 72.50 and under \$ 75.00 -----	5	4	-	-	-	4	1	-	-	-	1	4	3	1	-	-	2	1	-	-	-	1
\$ 75.00 and under \$ 77.50 -----	5	2	1	-	-	1	3	-	1	-	2	2	1	-	-	-	1	1	-	-	-	1
\$ 77.50 and under \$ 80.00 -----	6	5	-	-	-	5	1	-	-	-	1	4	3	-	-	-	3	1	-	-	-	1
\$ 80.00 and under \$ 82.50 -----	2	1	1	-	-	-	1	-	-	-	1	3	2	1	-	-	1	1	-	-	-	1
\$ 82.50 and over -----	3	2	-	-	-	2	1	-	-	-	1	2	1	-	-	-	1	1	-	-	-	1
Establishments having no specified minimum -----	47	20	xxx	xxx	xxx	xxx	27	xxx	xxx	xxx	xxx	53	22	xxx	xxx	xxx	xxx	31	xxx	xxx	xxx	xxx
Establishments which did not employ workers in this category -----	55	20	xxx	xxx	xxx	xxx	35	xxx	xxx	xxx	xxx	54	24	xxx	xxx	xxx	xxx	30	xxx	xxx	xxx	xxx

¹ Lowest salary rate formally established for hiring inexperienced workers for typing or other clerical jobs.

² Rates applicable to messengers, office girls, or similar subclerical jobs are not considered.

³ Hours reflect the workweek for which employees receive their regular straight-time salaries. Data are presented for all workweeks combined, and for the most common workweeks reported.

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, Newark and Jersey City, N. J., February 1962)

Weekly hours	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Under 35 hours	1	(⁵)	-	-	-	-	5	-	-	-	-	-	-
35 hours	16	10	46	10	5	19	7	5	7	-	1	-	-
36 ¹ / ₄ hours	4	2	-	6	-	9	-	1	1	-	-	-	-
Over 36 ¹ / ₄ and under 37 ¹ / ₂ hours	(⁵)	(⁵)	(⁵)	-	-	1	-	(⁵)	-	-	4	-	-
37 ¹ / ₂ hours	27	20	1	30	26	45	34	4	4	-	1	10	6
Over 37 ¹ / ₂ and under 38 ³ / ₄ hours	(⁵)	(⁵)	-	-	1	-	-	-	-	-	-	-	-
38 ³ / ₄ hours	8	13	2	2	13	5	-	-	-	-	-	-	-
Over 38 ³ / ₄ and under 40 hours	1	(⁵)	-	1	-	2	4	-	-	-	-	-	-
40 hours	43	54	52	50	55	19	50	88	87	100	93	82	80
Over 40 hours and under 48 hours	-	-	-	-	-	-	-	1	1	-	1	-	(⁵)
48 hours	(⁵)	-	-	-	-	-	(⁵)	2	1	-	-	8	14

¹ Transportation, communication, and other public utilities.

² Excludes limited-price variety stores.

³ Finance, insurance, and real estate.

⁴ Includes data for real estate in addition to those industry divisions shown separately.

⁵ Less than 0.5 percent.

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, Newark and Jersey City, N.J., February 1962)

Item	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays	100	100	100	100	100	100	100	99	100	100	99	100	95
Workers in establishments providing no paid holidays	-	-	-	-	-	-	-	(⁵)	-	-	1	-	5
Number of days													
Less than 6 holidays	(⁵)	(⁵)	-	1	1	-	(⁵)	2	1	-	-	7	7
6 holidays	1	1	1	6	1	-	6	2	1	2	9	-	3
6 holidays plus 1 half day	(⁵)	(⁵)	-	-	1	-	-	1	1	-	-	1	-
6 holidays plus 2 or 3 half days	2	2	(⁵)	12	-	1	-	2	3	-	6	(⁵)	-
6 holidays plus 4 half days	(⁵)	(⁵)	-	-	-	-	-	-	-	-	-	-	-
7 holidays	11	12	11	1	64	-	20	20	16	20	8	50	32
7 holidays plus 1 half day	(⁵)	(⁵)	-	-	3	-	-	2	3	-	-	4	-
7 holidays plus 2 half days	4	7	1	10	1	2	(⁵)	3	2	-	3	20	3
7 holidays plus 3, 5 or 7 half days	1	2	-	4	-	-	1	(⁵)	(⁵)	-	1	-	-
8 holidays	12	24	(⁵)	15	4	-	8	23	26	22	17	10	19
8 holidays plus 1 half day	2	4	-	1	-	-	10	3	3	-	-	-	9
8 holidays plus 2 half days	3	5	3	-	-	-	1	5	8	-	-	-	2
8 holidays plus 3, 4 or 5 half days	(⁵)	-	1	4	-	-	(⁵)	-	-	-	-	-	-
9 holidays	13	18	38	8	-	-	3	12	13	16	8	-	7
9 holidays plus 1 half day	4	7	-	-	-	4	-	2	3	-	-	-	-
9 holidays plus 2 half days	4	4	-	3	-	9	-	4	4	-	9	6	-
9 holidays plus 3 half days	1	-	-	-	-	3	-	-	-	-	-	-	-
10 holidays	3	4	-	9	15	-	4	5	6	2	5	1	4
10 holidays plus 1 half day	1	1	-	1	5	-	-	(⁵)	-	-	6	-	-
10 holidays plus 2 half days	1	1	-	-	-	-	-	-	-	-	-	-	-
10 holidays plus 5 half days	(⁵)	-	-	-	-	-	3	(⁵)	-	-	-	-	2
11 holidays	2	1	2	10	-	3	(⁵)	3	2	8	14	-	(⁵)
11 holidays plus 1 half day	2	-	-	-	-	2	26	(⁵)	-	-	-	-	6
11 holidays plus 2 or 3 half days	1	1	-	-	5	-	-	-	-	-	-	-	-
12 holidays	26	4	43	15	3	61	18	7	5	26	12	-	1
12 holidays plus 1 half day	2	-	-	-	-	8	-	-	-	-	-	-	-
12 holidays plus 2 or 3 half days	2	2	-	-	-	4	-	1	2	-	-	-	-
13 holidays	-	-	-	-	-	-	-	(⁵)	-	3	-	-	-
14 or more holidays	1	(⁵)	-	-	-	4	-	(⁵)	(⁵)	-	-	-	-
Total holiday time ⁶													
14 or more days	1	(⁵)	-	-	-	4	-	(⁵)	(⁵)	-	-	-	-
13 1/2 or more days	2	2	-	-	-	4	-	1	2	-	-	-	-
13 or more days	3	2	-	-	-	8	-	2	2	3	-	-	-
12 1/2 or more days	5	2	-	-	-	15	3	2	2	3	-	-	2
12 or more days	32	6	43	15	7	76	21	9	7	30	12	-	3
11 1/2 or more days	34	6	43	15	7	78	47	10	7	30	12	-	10

See footnotes at end of table.

Table B-4. Paid Holidays—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by number of paid holidays provided annually, Newark and Jersey City, N.J., February 1962)

Item	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
Total holiday time⁶—Continued													
11 or more days	37	9	46	25	7	80	47	13	9	38	26	-	10
10½ or more days	38	10	46	27	12	83	48	13	9	38	32	-	10
10 or more days	46	17	46	41	27	92	52	22	20	39	46	7	14
9½ or more days	51	25	47	45	27	96	52	24	23	39	47	7	14
9 or more days	66	48	88	52	27	96	56	41	43	56	55	7	23
8½ or more days	69	53	88	54	27	96	66	44	47	56	55	7	32
8 or more days	86	85	88	79	32	99	74	71	75	78	75	38	54
7½ or more days	86	85	89	79	35	99	74	73	78	78	75	42	54
7 or more days	98	99	99	92	98	100	94	95	97	98	90	93	86
6½ or more days	99	99	99	92	99	100	94	96	98	98	90	93	86
6 or more days	99	99	100	99	99	100	99	98	99	100	99	93	89
5 or more days	99	100	100	100	100	100	99	99	100	100	99	93	89
4 or more days	99	100	100	100	100	100	99	99	100	100	99	98	92
3 or more days	99	100	100	100	100	100	99	99	100	100	99	100	92
2½ or more days	100	100	100	100	100	100	100	99	100	100	99	100	95

¹ Transportation, communication, and other public utilities.

² Excludes limited-price variety stores.

³ Finance, insurance, and real estate.

⁴ Includes data for real estate in addition to those industry divisions shown separately.

⁵ Less than 0.5 percent.

⁶ All combinations of full and half days that add to the same amount are combined; for example, the proportion of workers receiving a total of 7 days includes those with 7 full days and no half days, 6 full days and 2 half days, 5 full days and 4 half days, and so on. Proportions were then cumulated.

Table B-5. Paid Vacations

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, Newark and Jersey City, N.J., February 1962)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Method of payment													
Workers in establishments providing paid vacations	100	100	100	100	100	100	100	99	100	100	99	100	100
Length-of-time payment	99	99	100	100	100	100	100	92	89	100	99	100	97
Percentage payment	(⁵)	1	-	-	-	-	-	6	9	-	-	-	-
Flat-sum payment	-	-	-	-	-	-	-	1	2	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Workers in establishments providing no paid vacations	-	-	-	-	-	-	-	(⁵)	-	-	(⁵)	-	3
Amount of vacation pay⁶													
After 6 months of service													
Under 1 week	11	5	-	1	2	30	8	22	31	2	15	(⁵)	3
1 week	56	63	53	57	53	44	68	22	14	31	19	57	42
Over 1 and under 2 weeks	15	16	28	16	14	12	1	8	4	30	7	12	4
2 weeks	2	3	-	-	-	4	(⁵)	-	-	-	-	-	-
After 1 year of service													
Under 1 week	(⁵)	(⁵)	-	-	-	-	-	(⁵)	1	-	-	-	-
1 week	8	10	12	7	18	3	10	65	76	37	60	28	53
Over 1 and under 2 weeks	(⁵)	1	-	-	-	-	-	3	5	-	-	-	-
2 weeks	91	89	88	92	78	97	89	27	17	44	30	68	40
Over 2 and under 3 weeks	(⁵)	-	-	1	4	-	1	1	-	5	7	4	1
3 weeks	(⁵)	(⁵)	-	-	-	-	-	3	1	13	4	-	3
After 2 years of service													
1 week	2	2	1	-	1	3	4	31	36	32	24	1	29
Over 1 and under 2 weeks	2	1	10	-	-	-	-	16	24	-	2	-	-
2 weeks	95	97	88	99	96	97	82	48	39	49	64	95	64
Over 2 and under 3 weeks	1	-	-	1	4	-	14	1	-	5	7	4	1
3 weeks	(⁵)	(⁵)	-	(⁵)	-	-	-	3	1	13	4	-	3
After 3 years of service													
1 week	1	1	1	-	1	3	-	7	9	3	-	1	8
Over 1 and under 2 weeks	(⁵)	1	-	-	-	-	-	21	30	-	8	-	-
2 weeks	95	96	99	97	96	92	86	66	57	78	81	95	85
Over 2 and under 3 weeks	3	-	-	1	4	5	14	1	-	5	7	4	1
3 weeks	1	2	-	2	-	-	-	5	4	13	5	-	3
After 4 years of service													
1 week	1	1	1	-	1	3	-	7	9	3	-	1	8
Over 1 and under 2 weeks	(⁵)	1	-	-	-	-	-	18	26	-	8	-	-
2 weeks	95	96	99	97	96	92	86	68	61	78	81	95	85
Over 2 and under 3 weeks	3	-	-	1	4	5	14	1	-	5	7	4	1
3 weeks	1	2	-	2	-	-	-	5	4	13	5	-	3
4 weeks	(⁵)	(⁵)	-	-	-	-	-	(⁵)	1	-	-	-	-
After 5 years of service													
1 week	(⁵)	(⁵)	-	-	-	-	-	2	3	-	-	-	-
Over 1 and under 2 weeks	(⁵)	(⁵)	-	-	-	-	-	1	2	-	-	-	-
2 weeks	79	93	89	83	70	53	81	80	82	74	81	64	89
Over 2 and under 3 weeks	13	2	-	10	20	33	18	7	8	5	7	15	2
3 weeks	7	2	11	5	10	13	1	7	3	21	11	21	6
4 weeks	1	2	-	2	-	-	-	2	3	-	1	-	-

See footnotes at end of table.

Table B-5. Paid Vacations—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, Newark and Jersey City, N. J., February 1962)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
Amount of vacation pay ⁶—Continued													
<u>After 10 years of service</u>													
1 week	(⁵)	(⁵)	-	-	-	-	-	2	3	-	-	-	-
2 weeks	35	46	49	51	26	11	41	42	45	39	41	14	53
Over 2 and under 3 weeks	7	9	-	3	-	11	3	13	18	5	17	-	1
3 weeks	56	43	51	44	74	78	56	40	32	56	41	85	43
Over 3 and under 4 weeks	-	-	-	-	-	-	-	(⁵)	-	-	-	(⁵)	-
4 weeks	1	2	-	2	-	-	-	2	3	-	1	-	-
<u>After 12 years of service</u>													
1 week	(⁵)	(⁵)	-	-	-	-	-	2	3	-	-	-	-
2 weeks	30	36	48	43	26	7	38	32	31	39	35	14	43
Over 2 and under 3 weeks	11	14	-	11	-	14	3	19	26	5	23	-	1
3 weeks	59	47	52	44	74	78	59	45	37	56	41	85	54
Over 3 and under 4 weeks	(⁵)	(⁵)	-	-	-	-	-	(⁵)	1	-	-	(⁵)	-
4 weeks	1	2	-	2	-	-	-	2	3	-	1	-	-
<u>After 15 years of service</u>													
1 week	(⁵)	(⁵)	-	-	-	-	-	2	3	-	-	-	-
2 weeks	5	6	1	11	11	-	12	11	10	-	14	13	34
Over 2 and under 3 weeks	1	(⁵)	-	-	-	4	1	2	1	5	-	-	1
3 weeks	82	89	95	87	82	64	87	78	76	95	83	78	62
Over 3 and under 4 weeks	8	-	-	-	-	28	-	4	5	-	2	(⁵)	-
4 weeks	4	5	5	2	7	4	-	4	5	-	1	8	-
<u>After 20 years of service</u>													
1 week	(⁵)	(⁵)	-	-	-	-	-	1	2	-	-	-	-
2 weeks	5	6	1	9	11	-	12	11	10	-	13	13	34
Over 2 and under 3 weeks	(⁵)	-	-	-	-	-	1	1	-	5	-	-	1
3 weeks	61	70	54	75	22	51	69	57	60	58	77	25	52
Over 3 and under 4 weeks	3	3	-	-	-	5	-	5	8	-	2	(⁵)	-
4 weeks	31	21	45	17	68	42	18	24	20	36	8	62	10
Over 4 weeks	1	-	-	-	-	2	-	-	-	-	-	-	-
<u>After 25 years of service</u>													
1 week	(⁵)	(⁵)	-	-	-	-	-	1	2	-	-	-	-
2 weeks	4	6	1	6	11	-	12	11	10	-	13	13	34
Over 2 and under 3 weeks	(⁵)	-	-	-	-	-	1	1	-	5	-	-	1
3 weeks	35	39	16	59	15	35	38	40	41	40	67	22	42
Over 3 and under 4 weeks	1	3	-	-	-	-	-	4	5	-	2	(⁵)	-
4 weeks	51	51	83	35	75	40	46	42	41	55	18	64	12
Over 4 weeks	7	-	-	-	-	25	3	1	-	-	-	-	7

¹ Transportation, communication, and other public utilities.² Excludes limited-price variety stores.³ Finance, insurance, and real estate.⁴ Includes data for real estate in addition to those industry divisions shown separately.⁵ Less than 0.5 percent.⁶ Periods of service were arbitrarily chosen and do not necessarily reflect the individual provisions for progressions. For example, the changes in proportions indicated at 10 years' service include changes in provisions occurring between 5 and 10 years.

NOTE: 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, Newark and Jersey City, N.J., February 1962)

Type of benefit	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Life insurance	95	99	99	94	89	93	86	93	95	97	81	83	80
Accidental death and dismemberment insurance	61	59	51	86	26	70	60	53	55	43	66	31	67
Sickness and accident insurance or sick leave or both ⁵	93	95	92	89	97	90	96 ⁶	75	74	70	72	86	74
Sickness and accident insurance	52	76	34	57	55	24	37	60	66	39	51	48	49
Sick leave (full pay and no waiting period)	77	80	54	75	66	85	72	22	17	28	27	49	22
Sick leave (partial pay or waiting period)	6	1	35	2	3	-	11	8	3	27	10	4	18
Hospitalization insurance	84	88	64	92	97	86	66	89	90	84	76	96	86
Surgical insurance	81	88	44	86	93	86	66	86	90	68	69	92	80
Medical insurance	59	60	38	74	75	64	47	62	64	61	48	61	59
Catastrophe insurance	52	49	51	43	28	58	66	28	30	42	7	11	20
Retirement pension	83	83	80	72	48	94	77	74	79	79	59	65	33
No health, insurance, or pension plan	1	(⁶)	-	(⁶)	-	3	(⁶)	(⁶)	-	-	8	-	-

¹ Transportation, communication, and other public utilities.² Excludes limited-price variety stores.³ Finance, insurance, and real estate.⁴ Includes data for real estate in addition to those industry divisions shown separately.⁵ Unduplicated total of workers receiving sick leave or sickness and accident insurance shown separately below. Sick-leave plans are limited to those which definitely establish at least the minimum number of days' pay that can be expected by each employee. Informal sick-leave allowances determined on an individual basis are excluded.⁶ Less than 0.5 percent.

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 requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

ELECTRICIAN, MAINTENANCE

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generating, distribution, or utilization of electric energy in an establishment. Work involves *most of the following*: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layout, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; 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.