

# Occupational Wage Survey

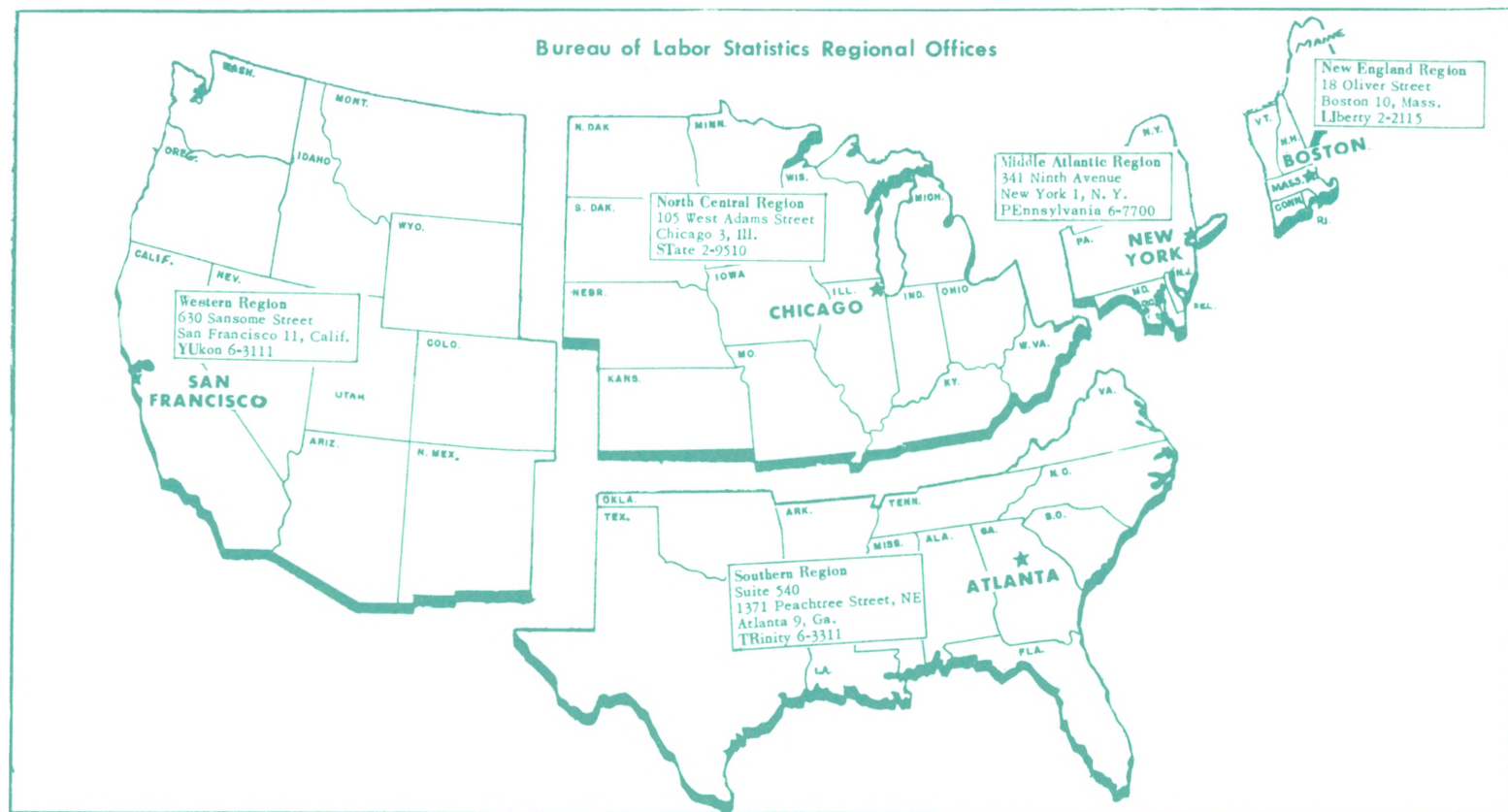
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UNITED STATES DEPARTMENT OF LABOR  
Arthur J. Goldberg, Secretary

BUREAU OF LABOR STATISTICS  
Ewan Clague, Commissioner



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## Preface

### The Labor Market Occupational Wage Survey Program

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

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

This bulletin was prepared in the Bureau's regional office in New York, N.Y., by Alvin I. Margulis, under the direction of Harold A. Barletta. The study was under the general direction of Fredrick W. Mueller, Assistant Regional Director for Wages and Industrial Relations.

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\* NOTE: Similar tabulations are available in previous area reports for New York 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 New York City area are also available for the machinery industries (April 1961), contract cleaning services (June 1961), paints and varnishes (May 1961), life insurance (June 1961), men's and boys' shirts (except work shirts) and nightwear (June 1961), and textile dyeing and finishing (April 1961). Union scales, indicative of prevailing pay levels, are available for the following trades or industries: Building construction, printing, local-transit operating employees, and motortruck drivers and helpers.



## Occupational Wage Survey—New York, N.Y.

### Introduction

This area is 1 of 82 labor markets in which the U.S. Department of Labor's Bureau of Labor Statistics has conducted surveys of occupational earnings and related wage benefits on an area-wide basis. In this area, data were obtained by personal visits of Bureau field economists<sup>1</sup> to representative establishments within six broad industry divisions: Manufacturing; transportation, communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies are government operations and the construction and extractive industries. Establishments having fewer than a prescribed number of workers are omitted also because they tend to furnish insufficient employment in the occupations studied to warrant inclusion. Separate tabulations are provided for each of the broad industry divisions which meet publication criteria.

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

### Occupations and Earnings

The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries. Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job. (See appendix for listing of these descriptions.) Earnings data are presented (in the A-series tables) for the following types of occupations: (a) Office clerical; (b) professional and technical; (c) maintenance and powerplant; and (d) custodial and material movement.

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

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

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

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

### Establishment Practices and Supplementary Wage Provisions

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

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

Shift differential data (table B-1) are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy,<sup>2</sup> presented in terms of total plant worker employment, and (b) effective practice, presented in terms of workers actually employed on the specified shift at the time of the survey. In establishments having varied differentials, the amount applying to a majority was used or, if no amount applied to a majority, the classification "other" was used. In establishments in which some late-shift hours are paid at normal rates, a differential was recorded only if it applied to a majority of the shift hours.

Minimum entrance salaries (table B-2) relate only to the establishments visited. They are presented in terms of establishments with formal minimum salary policies.

The scheduled hours (table B-3) of a majority of the first-shift workers in an establishment are tabulated as applying to all of the plant or office workers of that establishment. Paid holidays; paid vacations; and health, insurance, and pension plans (tables B-4 through B-6) are treated statistically on the basis that these are applicable to all plant or office workers if a majority of such workers are eligible or may eventually qualify for the practices listed. Sums of individual items in tables B-3 through B-6 may not equal totals because of rounding.

The first part of the paid holidays table (table B-4) presents the number of whole and half holidays actually provided. The second part combines whole and half holidays to show total holiday time.

The summary of vacation plans (table B-5) is limited to formal policies, excluding informal arrangements whereby time off with pay is granted at the discretion of the employer. Separate estimates are provided according to employer practice in computing vacation payments, such as time payments, percent of annual earnings, or flat-sum amounts. However, in the tabulations of vacation pay, payments not on a time basis were so converted; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay.

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

Data are presented for all health, insurance, and pension plans (table B-6) for which at least a part of the cost is borne by the employer, excepting only legal requirements such as workmen's compensation, social security, and railroad retirement. Such plans include those underwritten by a commercial insurance company and those provided through a union fund or paid directly by the employer out of current operating funds or from a fund set aside for this purpose. Death benefits are included as a form of life insurance.

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Information is presented for all such plans to which the employer contributes. However, in New York and New Jersey, which have enacted temporary disability insurance laws which require employer contributions,<sup>3</sup> plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceed the requirements of the law. Tabulations of paid sick-leave plans are limited to formal plans<sup>4</sup> which provide full pay or a proportion of the worker's pay during absence from work because of illness. Separate tabulations are presented according to (1) plans which provide full pay and no waiting period, and (2) plans which provide either partial pay or a waiting period. In addition to the presentation of the proportions of workers who are provided sickness and accident insurance or paid sick leave, an unduplicated total is shown of workers who receive either or both types of benefits.

Catastrophe insurance, sometimes referred to as extended medical insurance, includes those plans which are designed to protect employees in case of sickness and injury involving expenses beyond the normal coverage of hospitalization, medical, and surgical plans. Medical insurance refers to plans providing for complete or partial payment of doctors' fees. Such plans may be underwritten by commercial insurance companies or nonprofit organizations or they may be self-insured. Tabulations of retirement pension plans are limited to those plans that provide monthly payments for the remainder of the worker's life.

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

<sup>4</sup> An establishment was considered as having a formal plan if it established at least the minimum number of days of sick leave that could be expected by each employee. Such a plan need not be written, but informal sick-leave allowances, determined on an individual basis, were excluded.

Table 1. Establishments and workers within scope of survey and number studied in New York, N. Y.,<sup>1</sup> by major industry division,<sup>2</sup> April 1962

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study <sup>3</sup>	Studied	Within scope of study			Studied
				Total <sup>4</sup>	Office	Plant	Total <sup>4</sup>
All divisions -----		4,462	574	1,401,800	427,700	630,200	646,730
Manufacturing -----	100	1,406	175	434,100	89,200	257,200	131,980
Nonmanufacturing -----		3,056	399	967,700	338,500	373,000	514,750
Transportation, communication, and other public utilities <sup>5</sup> -----	100	207	62	227,800	46,400	106,900	186,510
Wholesale trade -----	50	902	80	123,100	48,400	38,900	22,810
Retail trade (except limited-price variety stores) -----	100	305	79	162,300	24,500	114,800	112,470
Finance, insurance, and real estate -----	50	747	74	265,000	176,900	<sup>6</sup> 16,900	137,550
Services <sup>7</sup> -----	50	895	104	189,500	42,300	95,500	55,410

<sup>1</sup> The New York Area is limited to New York City which consists of Bronx, Kings, New York, Queens, and Richmond Counties. The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other area employment indexes to measure employment trends or levels since (1) planning of wage surveys requires the use of establishment data compiled considerably in advance of the payroll period studied, and (2) small establishments are excluded from the scope of the survey.

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

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

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

<sup>5</sup> Taxicabs and services incidental to water transportation were excluded. The governmentally operated portion of New York City's transit system is excluded by definition from the scope of the study.

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

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

### Wage Trends for Selected Occupational Groups

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

For office clerical workers and industrial nurses, the percents of change relate to average weekly salaries for normal hours of work, that is, the standard work schedule for which straight-time salaries are paid. For plant worker groups, they measure changes in straight-time hourly earnings, excluding premium pay for overtime and for work on weekends, holidays, and late shifts. The percentages are based on data for selected key occupations and include most of the numerically important jobs within each group. The office clerical data are based on men and women in the following 19 jobs: Bookkeeping-machine operators, class B; clerks, accounting, class A and B; clerks, file, class A, B, and C; clerks, order; clerks, payroll; Comptometer operators; keypunch operators, class A and B; office boys and girls; secretaries; stenographers, general; stenographers, senior; switchboard operators; tabulating-machine operators, class B; and typists, class A and B. The industrial nurse data are based on men and women industrial nurses. Men in the following 8 skilled maintenance jobs and 2 unskilled jobs were included in the plant worker data: Skilled—carpenters; electricians; machinists; mechanics; mechanics, automotive; painters; pipefitters; and tool and die makers; unskilled—janitors, porters, and cleaners; and laborers, material handling.

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

aries or hourly earnings were then multiplied by the average employment in the job during the period surveyed in 1961. These weighted earnings for individual occupations were then totaled to obtain an aggregate for each occupational group. Finally, the ratio of these group aggregates for the one year to the aggregate for the other year was computed and the difference between the result and 100 is the percent of change from the one period to the other.

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

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

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

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

Table 2. Percents of increase in standard weekly salaries and straight-time hourly earnings for selected occupational groups in New York, N. Y., April 1961 to April 1962, and April 1960 to April 1961

Industry and occupational group	April 1961 to April 1962	April 1960 to April 1961
All industries:		
Office clerical (men and women) .....	3.6	3.6
Industrial nurses (men and women) .....	4.5	4.7
Skilled maintenance (men) .....	4.3	4.4
Unskilled plant (men) .....	3.8	3.4
Manufacturing:		
Office clerical (men and women) .....	2.8	3.6
Industrial nurses (men and women) .....	3.8	5.0
Skilled maintenance (men) .....	4.8	4.5
Unskilled plant (men) .....	4.2	5.3

Table 3. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in New York, N. Y., April 1962 and April 1961, and percents of increase for selected periods

Industry and occupational group	Indexes (February 1953 = 100)		Percent of increase from—								
	April 1962	April 1961	April 1961 to April 1962	April 1960 to April 1961	April 1959 to April 1960	April 1958 to April 1959	April 1957 to April 1958	April 1956 to April 1957	March 1955 to April 1956	February 1954 to March 1955	February 1953 to February 1954
All industries:											
Office clerical (women) .....	143.1	137.9	3.7	3.4	4.1	3.0	3.5	5.2	5.9	3.5	4.3
Industrial nurses (women) .....	148.6	142.2	4.5	4.7	3.8	3.3	4.7	4.9	5.1	5.4	4.2
Skilled maintenance (men) .....	145.2	139.4	4.2	4.3	4.3	4.4	4.3	3.8	3.4	5.0	4.5
Unskilled plant (men) .....	145.1	<sup>1</sup> 140.0	3.6	2.9	4.4	4.2	4.6	5.1	5.0	2.6	5.4
Manufacturing:											
Office clerical (women) .....	144.5	140.8	2.6	3.3	4.2	3.6	2.9	5.9	5.3	4.7	5.2
Industrial nurses (women) .....	159.5	153.0	4.3	5.0	3.6	4.9	5.1	4.0	5.0	7.4	8.0
Skilled maintenance (men) .....	147.1	140.5	4.7	4.1	3.7	4.7	3.9	5.5	3.2	4.2	5.2
Unskilled plant (men) .....	150.9	144.2	4.6	4.8	2.1	3.9	5.5	7.5	3.8	3.8	6.3

<sup>1</sup> 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, New York, N. Y., April 1962)

Sex, occupation, and industry division	Number workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																											
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 40.00 and under 45.00	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 145.00	\$ 150.00 and over					
Men																															
Bookkeeping-machine operators, class A	143	38.0	\$97.00	-	-	-	-	-	2	3	1	8	36	1	24	48	-	4	-	-	8	8	-	-	-	-	-	-			
Bookkeeping-machine operators, class B	495	36.0	67.50	-	-	45	94	113	90	47	41	48	4	1	9	1	2	-	-	-	-	-	-	-	-	-	-				
Nonmanufacturing	477	36.0	67.00	-	-	45	94	113	82	47	31	48	4	1	9	1	2	-	-	-	-	-	-	-	-	-	-				
Clerks, accounting, class A	3,191	36.0	101.50	-	-	-	1	2	53	117	129	208	501	298	264	246	310	276	276	107	167	58	71	40	67						
Manufacturing	803	36.0	105.50	-	-	-	-	-	5	14	37	46	70	94	96	42	33	114	80	10	41	48	27	33	16						
Nonmanufacturing	2,388	36.0	100.50	-	-	-	-	2	48	103	92	162	431	204	168	204	277	162	196	97	126	13	44	7	51						
Public utilities <sup>1</sup>	493	36.5	109.50	-	-	-	-	-	2	4	6	17	53	51	53	39	78	36	30	18	48	7	40	5	29						
Wholesale trade	683	36.0	98.50	-	-	-	-	1	4	30	37	85	101	75	26	46	121	42	38	22	33	1	10	-	14						
Retail trade <sup>2</sup>	123	36.5	92.50	-	-	-	1	-	-	28	3	4	27	9	7	1	9	13	15	2	1	1	-	-	2						
Finance <sup>4</sup>	742	35.5	97.50	-	-	-	-	-	42	35	32	43	137	50	48	67	60	67	82	47	29	-	-	-	-						
Services	347	36.0	99.50	-	-	-	-	1	-	6	14	13	113	19	34	51	12	2	34	8	15	4	13	2	6						
Clerks, accounting, class B	2,367	36.0	79.00	1	-	20	110	160	266	391	428	238	291	207	79	78	20	30	18	14	7	8	1	-	-						
Manufacturing	403	36.0	87.00	-	-	2	4	24	41	26	61	29	57	58	25	13	7	11	18	14	7	8	1	-	-						
Nonmanufacturing	1,964	36.0	77.00	1	-	18	106	136	225	365	367	209	234	149	54	68	13	19	3	-	-	-	-	-	-						
Public utilities <sup>2</sup>	361	36.5	85.00	-	-	-	10	15	19	44	58	34	61	27	25	36	13	19	-	-	-	-	-	-	-						
Wholesale trade	318	36.0	81.50	-	-	-	-	10	29	40	57	46	73	13	22	25	-	3	-	-	-	-	-	-	-						
Retail trade <sup>3</sup>	129	37.0	72.50	1	-	6	11	4	6	43	25	26	7	-	-	-	-	-	-	-	-	-	-	-	-						
Finance <sup>4</sup>	896	35.5	72.50	-	-	8	85	99	137	210	161	83	10	102	1	-	-	-	-	-	-	-	-	-	-						
Services	260	36.5	78.50	-	-	4	-	8	34	28	66	20	83	7	6	4	-	-	-	-	-	-	-	-	-						
Clerks, file, class A <sup>5</sup>	107	36.0	80.00	-	-	-	-	29	14	14	5	7	10	3	3	10	6	5	1	-	-	-	-	-	-						
Clerks, file, class B <sup>5</sup>	293	36.5	72.00	-	2	10	51	55	27	39	5	47	13	32	1	11	-	-	-	-	-	-	-	-	-						
Nonmanufacturing	253	36.5	71.50	-	2	10	43	53	19	38	5	42	4	26	1	10	-	-	-	-	-	-	-	-	-						
Clerks, file, class C <sup>5</sup>	233	35.5	64.50	-	5	35	44	48	41	15	23	6	3	1	-	9	3	-	-	-	-	-	-	-	-						
Nonmanufacturing	206	35.5	61.00	-	5	35	44	48	41	9	21	1	2	-	-	-	-	-	-	-	-	-	-	-	-						
Clerks, order	1,361	37.0	85.00	-	-	21	74	40	61	181	159	212	119	116	90	124	4	45	27	15	46	7	8	5	7						
Manufacturing	332	36.0	84.00	-	-	-	14	18	32	53	25	52	40	26	18	12	4	12	1	10	5	2	8	-	-						
Nonmanufacturing	1,029	37.5	85.50	-	-	21	60	22	29	128	134	160	79	90	72	112	-	33	26	5	41	5	-	5	7						
Wholesale trade	809	37.5	90.00	-	-	1	-	-	25	95	103	153	70	83	60	105	-	25	26	5	41	8	-	5	7						
Clerks, payroll	602	36.5	93.00	-	-	-	-	6	30	19	85	42	85	47	101	34	51	55	12	11	13	8	6	-	-						
Manufacturing	246	36.5	91.50	-	-	-	-	-	17	5	49	15	49	17	29	21	2	18	6	3	8	5	2	-	-						
Nonmanufacturing	356	36.5	94.00	-	-	-	-	6	13	14	36	27	36	30	72	13	49	37	6	8	5	-	4	-	-						
Services	121	37.0	94.00	-	-	-	-	-	3	-	18	9	13	17	22	4	25	-	-	3	4	-	3	-	-						
Duplicating-machine operators (Mimeograph or Ditto)	209	36.0	68.00	-	1	23	17	64	11	27	32	3	11	17	1	2	-	-	-	-	-	-	-	-	-						
Nonmanufacturing	188	36.0	68.00	-	1	23	15	56	8	24	29	1	11	17	1	2	-	-	-	-	-	-	-	-	-						
Office boys	6,005	36.0	59.00	34	409	1389	1648	1253	574	324	133	129	59	16	13	24	-	-	-	-	-	-	-	-	-						
Manufacturing	1,945	35.5	59.50	10	108	535	462	382	173	146	33	35	19	6	12	24	-	-	-	-	-	-	-	-	-						
Nonmanufacturing	4,060	36.0	59.00	24	301	854	1186	871	401	178	100	94	40	10	1	-	-	-	-	-	-	-	-	-	-						
Public utilities <sup>2</sup>	463	36.5	62.00	-	18	103	101	100	18	58	36	14	6	8	1	-	-	-	-	-	-	-	-	-	-						
Wholesale trade	879	36.5	59.50	-	56	187	221	215	89	36	25	20	30	-	-	-	-	-	-	-	-	-	-	-	-						
Retail trade <sup>3</sup>	203	37.0	56.50	-	7	70	70	39	15	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
Finance <sup>4</sup>	1,460	35.5	60.00	-	75	201	481	355	207	54	21	60	4	2	-	-	-	-	-	-	-	-	-	-	-						
Services	1,055	36.5	56.00	24	145	293	313	162	72	28	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
Secretaries	194	36.5	103.00	-	-	-	-	-	-	-	1	32	72	8	8	1	22	13	9	15	-	2	1	9							
Nonmanufacturing	140	36.5	95.50	-	-	-	-	-	-	-	-	31	68	5	6	1	10	6	3	10	-	-	-	-	-						





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, New York, N.Y., April 1962)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																											
		Weekly hours (Standard)	Weekly earnings <sup>1</sup> (Standard)	\$40.00 and under 45.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00	\$150.00 and over					
				45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00	150.00	over					
Women--Continued																															
Clerks, accounting, class A	2,977	36.0	\$93.50	-	-	-	1	10	56	153	255	313	377	497	396	281	218	156	88	54	74	16	6	24	2						
Manufacturing	607	35.5	95.50	-	-	-	-	3	3	5	44	65	135	163	98	130	62	27	31	11	4	16	4	4	2						
Nonmanufacturing	2,170	36.0	93.00	-	-	-	-	1	7	53	148	211	248	242	334	298	151	156	129	57	43	70	-	2	20	-					
Public utilities <sup>2</sup>	239	36.5	99.00	-	-	-	-	-	-	-	-	11	25	44	23	48	17	13	15	13	9	21	-	-	-	-					
Wholesale trade	684	36.5	94.00	-	-	-	-	1	17	34	86	61	49	135	98	30	76	14	5	13	45	-	-	-	20	-					
Retail trade <sup>3</sup>	206	37.0	90.00	-	-	-	-	1	4	20	17	5	29	22	28	24	13	12	17	2	12	-	-	-	-	-					
Finance <sup>4</sup>	545	36.0	91.00	-	-	-	-	-	1	16	42	86	49	76	75	59	14	45	60	19	3	-	-	-	-	-					
Services	496	36.0	91.50	-	-	-	-	-	1	-	55	23	84	51	73	69	77	10	23	18	6	4	-	2	-	-					
Clerks, accounting, class B	5,232	36.0	74.00	2	11	64	344	692	896	877	819	517	508	202	152	67	21	37	2	16	2	3	-	-	-	-					
Manufacturing	1,038	36.0	77.00	-	-	-	51	70	193	141	173	140	125	49	35	22	11	17	-	6	2	3	-	-	-	-					
Nonmanufacturing	4,194	36.5	73.00	2	11	64	293	622	703	736	646	377	383	153	117	45	10	20	2	10	-	-	-	-	-	-					
Public utilities <sup>2</sup>	611	36.0	82.50	-	-	-	3	58	36	66	94	67	147	44	31	25	9	20	1	10	-	-	-	-	-	-					
Wholesale trade	815	36.5	75.00	-	-	5	13	56	139	138	223	55	120	49	13	4	-	-	-	-	-	-	-	-	-	-					
Retail trade <sup>3</sup>	675	37.5	70.00	2	11	37	89	99	139	85	74	42	19	42	30	4	1	-	1	-	-	-	-	-	-	-					
Finance <sup>4</sup>	1,208	35.5	68.50	-	-	13	122	258	247	309	161	69	25	4	-	-	-	-	-	-	-	-	-	-	-	-					
Services	885	36.0	73.00	-	-	9	66	151	142	138	94	144	72	14	43	12	-	-	-	-	-	-	-	-	-	-					
Clerks, file, class A <sup>5</sup>	1,879	36.0	79.50	-	-	23	52	169	186	225	400	242	228	122	88	22	65	34	10	8	-	-	-	5	-	-					
Manufacturing	264	35.5	89.50	-	-	-	2	4	21	51	26	11	22	33	8	9	34	26	7	8	-	-	-	2	-	-					
Nonmanufacturing	1,615	36.0	78.00	-	-	23	50	165	165	174	374	231	206	89	80	13	31	8	3	-	-	-	-	3	-	-					
Public utilities <sup>2</sup>	168	37.0	87.00	-	-	-	-	7	16	12	19	17	31	24	12	2	23	4	1	-	-	-	-	-	-	-					
Wholesale trade	259	35.5	79.00	-	-	-	-	20	13	10	116	60	6	-	30	7	7	-	-	-	-	-	-	-	-	-					
Finance <sup>4</sup>	942	35.5	76.50	-	-	23	42	102	101	114	187	124	153	44	36	7	-	2	-	-	-	-	-	-	-	-					
Services	193	36.5	76.50	-	-	-	-	27	29	44	23	16	17	2	2	2	-	4	-	-	-	-	-	-	-	-					
Clerks, file, class B <sup>5</sup>	5,144	36.0	65.00	-	63	516	813	1416	860	573	459	209	135	56	23	12	6	3	-	-	-	-	-	-	-	-					
Manufacturing	1,087	35.5	65.00	-	33	133	227	226	127	97	103	25	65	23	17	8	3	3	-	-	-	-	-	-	-	-					
Nonmanufacturing	4,057	36.5	65.00	-	30	383	586	1190	733	476	356	184	70	33	6	4	3	3	-	-	-	-	-	-	-	-					
Public utilities <sup>2</sup>	267	38.0	74.50	-	-	3	6	68	24	42	47	38	16	10	4	3	3	-	-	-	-	-	-	-	-	-					
Wholesale trade	488	36.5	65.50	-	-	21	109	115	67	58	68	35	15	-	-	-	-	-	-	-	-	-	-	-	-	-					
Retail trade <sup>3</sup>	477	37.5	58.50	-	6	117	169	96	62	22	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Finance <sup>4</sup>	2,381	36.0	65.50	-	20	151	249	855	456	303	216	75	30	23	2	1	-	-	-	-	-	-	-	-	-	-					
Services	444	36.0	65.00	-	4	91	53	56	124	51	21	36	8	-	-	-	-	-	-	-	-	-	-	-	-	-					
Clerks, file, class C <sup>5</sup>	4,750	36.5	58.50	-	260	1082	1525	973	567	210	97	17	13	3	-	3	-	-	-	-	-	-	-	-	-	-					
Manufacturing	343	36.0	66.00	-	-	48	43	74	65	26	70	5	6	3	-	3	-	-	-	-	-	-	-	-	-	-					
Nonmanufacturing	4,407	36.5	58.00	-	260	1034	1482	899	502	184	27	12	7	-	-	-	-	-	-	-	-	-	-	-	-	-					
Public utilities <sup>2</sup>	135	37.0	65.00	-	-	-	45	39	14	25	3	3	6	-	-	-	-	-	-	-	-	-	-	-	-	-					
Wholesale trade	329	36.0	60.50	-	-	59	48	97	70	55	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Retail trade <sup>3</sup>	168	38.0	55.00	-	11	100	32	13	5	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Finance <sup>4</sup>	3,226	36.0	58.00	-	173	633	1240	673	383	90	24	9	1	-	-	-	-	-	-	-	-	-	-	-	-	-					
Clerks, order	1,544	36.5	72.00	-	-	51	149	233	204	276	202	210	106	58	31	5	11	2	2	3	1	-	-	-	-	-					
Manufacturing	843	36.0	73.50	-	-	24	60	136	98	157	97	92	82	55	18	5	11	2	2	3	1	-	-	-	-	-					
Nonmanufacturing	701	37.5	70.00	-	-	27	89	97	106	119	105	118	24	3	13	-	-	-	-	-	-	-	-	-	-	-					
Wholesale trade	335	36.5	73.00	-	-	43	26	44	50	48	96	15	-	-	13	-	-	-	-	-	-	-	-	-	-	-					
Retail trade <sup>3</sup>	344	39.0	68.00	-	-	25	36	67	60	67	55	22	9	3	-	-	-	-	-	-	-	-	-	-	-	-					
Clerks, payroll	2,249	36.5	85.00	-	1	42	36	97	173	214	293	286	191	217	327	200	69	33	14	30	14	4	6	1	1	1					
Manufacturing	842	36.5	83.50	-	-	31	15	33	68	90	123	111	64	50	105	97	21	7	6	14	1	3	1	1	1	1					
Nonmanufacturing	1,407	36.5	85.50	-	1	11	21	64	105	124	170	175	127	167	222	103	48	8	16	13	1	5	-	-	-	-					
Public utilities <sup>2</sup>	143	37.0	94.00	-	-	-	5	2	10	5	21	15	16	15	27	6	3	4	-	10	-	-	4	-	-	-					
Wholesale trade	227	36.0	91.50	-	-	-	-	10	20	-	19	5	5	48	87	10	4	17	-	7	-	-	-	-	-	-					
Retail trade <sup>3</sup>	263	36.5	74.00	-	1	9	21	29	24	48	33	40	35	10	6	4	1	-	2	-	-	-	-	-	-	-					
Finance <sup>4</sup>	376	36.0	89.00	-	-	-	-	3	36	25	30	55	29	64	68	11	35	4	2	9	3	1	1	-	-	-					
Services	398	36.5	83.50	-	-	2	-	17	23	41	83	59	43	29	46	51	2	2	-	-	-	-	-	-	-	-					

See footnotes at end of table.



(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, New York, N. Y., April 1962)

<sup>1</sup> Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.  
<sup>2</sup> Transportation, communication, and other public utilities.  
<sup>3</sup> Excludes limited-price variety stores.  
<sup>4</sup> Finance, insurance, and real estate.  
<sup>5</sup> Description for this job has been revised since the last survey in this area. See appendix A.

Table A-1a. Office Occupations—Central Offices—Men and Women

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis  
in central offices, New York, N.Y., April 1962)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																																
		Weekly hours <sup>1</sup> (Standard)	Weekly earnings <sup>2</sup> (Standard)	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 145.00	\$ 150.00	\$ and over										
				50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00	150.00												
<b>Men</b>																																				
Clerks, accounting, class A	464	35.0	\$102.00	-	-	-	1	9	7	26	62	49	52	68	23	11	37	21	5	23	21	12	26	6	5											
Clerks, accounting, class B	151	35.5	83.50	-	-	4	12	12	35	31	15	12	2	-	-	3	1	-	13	2	8	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Office boys	817	35.5	61.50	38	191	236	136	58	47	38	29	11	-	12	21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class A	102	36.5	104.50	-	-	-	-	-	-	2	2	12	13	23	3	6	7	14	12	4	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class B	265	35.5	92.00	-	-	-	-	-	7	28	44	40	46	56	14	12	4	-	-	-	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class C	122	35.5	68.50	3	3	22	13	22	23	22	6	2	3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Women</b>																																				
Bookkeeping-machine operators, class B	139	35.0	82.00	-	-	-	8	11	18	19	45	4	18	7	3	-	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, accounting, class A	332	35.0	96.00	-	-	-	4	10	9	15	49	43	49	32	29	30	16	18	3	1	14	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class B	432	35.5	81.00	1	-	21	21	48	44	77	54	74	30	20	11	7	15	-	6	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class A <sup>2</sup>	213	35.5	90.00	-	-	2	3	16	37	18	12	16	28	13	7	38	8	7	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class B <sup>2</sup>	649	36.0	70.00	3	62	88	126	76	74	85	28	55	24	17	8	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class C <sup>2</sup>	158	35.5	68.50	1	7	33	40	5	13	42	5	6	3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, payroll	155	35.5	90.00	-	1	4	13	13	5	6	17	7	22	25	14	9	5	5	2	1	3	1	1	1	-	-	-	-	-	-	-	-	-	-	-	
Comptometer operators	720	35.5	80.50	-	3	18	44	83	106	88	126	99	67	35	13	24	6	3	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Key punch operators, class A <sup>2</sup>	246	35.5	84.00	-	-	-	6	23	45	29	39	23	22	25	15	9	3	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Key punch operators, class B <sup>2</sup>	640	36.5	73.00	2	24	51	72	110	97	87	103	35	41	11	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	5,260	35.5	110.00	-	-	-	-	2	115	140	293	383	470	471	536	490	458	303	353	286	244	207	176	86	247	-	-	-	-	-	-	-	-	-	-	-
Stenographers, general <sup>2</sup>	2,118	35.5	80.50	-	-	6	95	224	345	442	406	189	133	73	63	106	27	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Stenographers, senior <sup>2</sup>	1,184	35.0	98.50	-	-	-	-	-	3	56	135	180	150	121	209	85	111	22	77	32	1	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Switchboard operators	323	35.5	82.50	-	-	-	-	46	13	77	57	66	24	8	15	11	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transcribing-machine operators, general	312	34.5	82.50	-	1	-	26	17	32	44	64	50	29	27	15	6	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Typists, class A	757	35.5	81.50	-	-	1	6	101	98	156	173	77	42	26	35	28	6	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Typists, class B	838	35.5	68.50	-	9	90	225	186	112	124	36	27	12	4	10	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

<sup>1</sup> Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.<sup>2</sup> Description for this job has been revised since the last survey in this area. See appendix A.

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

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, New York, N. Y., April 1962)

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: 5 at \$ 200 to \$ 210; 8 at \$ 210 to \$ 220; 9 at \$ 240 to \$ 250; 5 at \$ 250 to \$ 260; 17 at \$ 260 and over.  
3 Transportation, communication, and other public utilities.  
4 Excludes limited-price variety stores.  
5 Finance, insurance, and real estate.

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, New York, N. Y., April 1962)

Occupation and industry division	Number of workers	Average weekly earnings <sup>1</sup> (Standard)	Occupation and industry division	Number of workers	Average weekly earnings <sup>1</sup> (Standard)	Occupation and industry division	Number of workers	Average weekly earnings <sup>1</sup> (Standard)
<u>Office occupations</u>			<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>		
Billers, machine (billing machine) _____	1,850	\$76.00	Clerks, file, class B <sup>5</sup> _____	5,437	\$65.50	Keypunch operators, class B <sup>5</sup> _____	4,941	\$70.50
Manufacturing _____	526	78.00	Manufacturing _____	1,127	65.50	Manufacturing _____	1,000	72.50
Nonmanufacturing _____	1,324	75.50	Nonmanufacturing _____	4,310	65.50	Nonmanufacturing _____	3,941	70.00
Wholesale trade _____	548	78.00	Public utilities <sup>4</sup> _____	316	74.00	Public utilities <sup>4</sup> _____	836	73.00
Services _____	166	76.00	Wholesale trade _____	497	65.50	Wholesale trade _____	521	70.50
Billers, machine (bookkeeping machine) _____	954	76.50	Retail trade <sup>2</sup> _____	494	58.50	Retail trade <sup>2</sup> _____	373	65.00
Manufacturing _____	188	77.50	Finance <sup>3</sup> _____	2,485	66.00	Finance <sup>3</sup> _____	2,008	69.00
Nonmanufacturing _____	766	76.50	Services _____	518	66.00	Services _____	203	73.50
Retail trade <sup>2</sup> _____	330	71.50	Clerks, file, class C <sup>5</sup> _____	4,983	59.00	Office boys and girls _____	8,126	59.50
Bookkeeping-machine operators, class A _____	1,745	85.50	Manufacturing _____	370	68.00	Manufacturing _____	2,148	59.50
Manufacturing _____	400	86.00	Nonmanufacturing _____	4,613	58.00	Nonmanufacturing _____	5,978	59.00
Nonmanufacturing _____	1,345	85.50	Public utilities <sup>4</sup> _____	145	65.00	Public utilities <sup>4</sup> _____	780	60.50
Wholesale trade _____	370	89.50	Wholesale trade _____	394	61.50	Wholesale trade _____	929	59.50
Finance <sup>3</sup> _____	801	82.50	Retail trade <sup>2</sup> _____	176	54.50	Retail trade <sup>2</sup> _____	277	56.50
Bookkeeping-machine operators, class B _____	5,664	72.50	Finance <sup>3</sup> _____	3,345	58.00	Finance <sup>3</sup> _____	2,822	60.00
Manufacturing _____	514	77.50	Clerks, order _____	2,905	78.00	Services _____	1,170	56.00
Nonmanufacturing _____	5,150	72.00	Manufacturing _____	1,175	76.50	Secretaries _____	36,392	98.50
Public utilities <sup>4</sup> _____	133	87.50	Nonmanufacturing _____	1,730	79.50	Manufacturing _____	10,513	102.50
Wholesale trade _____	912	78.50	Wholesale trade _____	1,144	85.00	Nonmanufacturing _____	25,883	97.00
Retail trade <sup>2</sup> _____	196	74.00	Retail trade <sup>2</sup> _____	448	69.50	Public utilities <sup>4</sup> _____	3,375	103.00
Finance <sup>3</sup> _____	3,561	69.00	Clerks, payroll _____	2,851	86.50	Wholesale trade _____	5,795	98.00
Services _____	348	77.00	Manufacturing _____	1,088	85.00	Retail trade <sup>2</sup> _____	1,215	96.00
Clerks, accounting, class A _____	6,168	97.50	Nonmanufacturing _____	1,763	87.50	Finance <sup>3</sup> _____	8,022	96.00
Manufacturing _____	1,610	100.50	Public utilities <sup>4</sup> _____	240	96.00	Services _____	7,476	94.00
Nonmanufacturing _____	4,558	96.50	Wholesale trade _____	247	91.50	Stenographers, general <sup>5</sup> _____	12,460	78.50
Public utilities <sup>4</sup> _____	732	106.00	Retail trade <sup>2</sup> _____	299	75.00	Manufacturing _____	3,655	81.00
Wholesale trade _____	1,367	96.00	Finance <sup>3</sup> _____	458	90.00	Nonmanufacturing _____	8,805	77.00
Retail trade <sup>2</sup> _____	329	91.00	Services _____	519	86.00	Public utilities <sup>4</sup> _____	1,461	83.50
Finance <sup>3</sup> _____	1,287	95.00	Comptometer operators _____	3,429	78.50	Wholesale trade _____	1,441	82.00
Services _____	843	94.50	Manufacturing _____	772	84.00	Retail trade <sup>2</sup> _____	560	74.50
Clerks, accounting, class B _____	7,599	75.50	Nonmanufacturing _____	2,657	76.50	Finance <sup>3</sup> _____	4,421	73.50
Manufacturing _____	1,441	79.50	Public utilities <sup>4</sup> _____	245	85.50	Services _____	922	79.50
Nonmanufacturing _____	6,158	74.50	Wholesale trade _____	598	78.50	Stenographers, senior <sup>5</sup> _____	4,292	89.50
Public utilities <sup>4</sup> _____	972	83.50	Retail trade <sup>2</sup> _____	1,024	72.50	Manufacturing _____	1,770	95.00
Wholesale trade _____	1,133	77.00	Finance <sup>3</sup> _____	543	76.00	Nonmanufacturing _____	2,522	86.00
Retail trade <sup>2</sup> _____	804	70.50	Services _____	247	81.50	Public utilities <sup>4</sup> _____	321	94.00
Finance <sup>3</sup> _____	2,104	70.50	Duplicating-machine operators (Mimeograph or Ditto) _____	374	68.50	Wholesale trade _____	558	86.00
Services _____	1,145	74.00	Nonmanufacturing _____	282	67.50	Finance <sup>3</sup> _____	1,461	85.00
Clerks, file, class A <sup>5</sup> _____	1,986	79.50	Keypunch operators, class A <sup>5</sup> _____	2,138	81.50	Switchboard operators _____	5,972	79.00
Manufacturing _____	288	89.50	Manufacturing _____	399	87.50	Manufacturing _____	913	83.00
Nonmanufacturing _____	1,698	78.00	Nonmanufacturing _____	1,739	80.00	Nonmanufacturing _____	5,059	78.50
Public utilities <sup>4</sup> _____	200	87.00	Public utilities <sup>4</sup> _____	261	92.50	Public utilities <sup>4</sup> _____	801	85.50
Wholesale trade _____	259	79.00	Wholesale trade _____	183	81.50	Wholesale trade _____	834	82.00
Finance <sup>3</sup> _____	977	76.00	Retail trade <sup>2</sup> _____	177	76.00	Retail trade <sup>2</sup> _____	360	70.00
Services _____	209	76.50	Finance <sup>3</sup> _____	1,064	77.00	Finance <sup>3</sup> _____	1,626	79.50
						Services _____	1,438	73.00

See footnotes at end of table.

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

(Average straight-time weekly earnings for selected occupations studied on an area basis  
by industry division, New York, N. Y., April 1962)

Occupation and industry division	Number of workers	Average weekly earnings <sup>1</sup> (Standard)	Occupation and industry division	Number of workers	Average weekly earnings <sup>1</sup> (Standard)	Occupation and industry division	Number of workers	Average weekly earnings <sup>1</sup> (Standard)
<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>			<u>Professional and technical occupations</u>		
Switchboard operator-receptionists .....	2,269	\$78.00	Transcribing-machine operators, general .....	2,857	\$76.50	Draftsmen, leader .....	428	\$175.50
Manufacturing .....	885	77.00	Manufacturing .....	424	79.50	Manufacturing .....	215	170.50
Nonmanufacturing .....	1,384	78.50	Nonmanufacturing .....	2,433	76.00	Nonmanufacturing .....	213	180.50
Wholesale trade .....	503	80.00	Wholesale trade .....	732	79.50			
Finance <sup>3</sup> .....	293	78.50	Finance <sup>3</sup> .....	1,420	74.50	Draftsmen, senior .....	2,726	129.00
Services .....	435	75.50				Manufacturing .....	1,043	128.50
Tabulating-machine operators, class A .....	1,077	103.00	Typists, class A .....	7,912	76.50	Nonmanufacturing .....	1,683	129.50
Manufacturing .....	198	104.50	Manufacturing .....	1,289	81.00	Public utilities <sup>4</sup> .....	79	122.00
Nonmanufacturing .....	879	102.50	Nonmanufacturing .....	6,623	75.50	Retail trade <sup>2</sup> .....	71	137.00
Public utilities <sup>4</sup> .....	147	118.50	Public utilities <sup>4</sup> .....	603	81.50	Services .....	1,506	129.00
Finance <sup>3</sup> .....	556	98.50	Wholesale trade .....	740	77.50			
Tabulating-machine operators, class B .....	3,077	87.50	Retail trade <sup>2</sup> .....	193	73.50	Draftsmen, junior .....	1,414	91.50
Manufacturing .....	526	93.50	Finance <sup>3</sup> .....	3,711	72.50	Manufacturing .....	441	92.50
Nonmanufacturing .....	2,551	86.00	Services .....	1,376	80.00	Nonmanufacturing .....	973	91.50
Public utilities <sup>4</sup> .....	730	85.00				Public utilities <sup>4</sup> .....	148	89.00
Wholesale trade .....	182	87.00	Typists, class B .....	13,712	67.50	Services .....	742	92.50
Finance <sup>3</sup> .....	1,421	86.00	Manufacturing .....	2,086	70.00			
Tabulating-machine operators, class C .....	1,932	72.00	Nonmanufacturing .....	11,626	67.00	Nurses, industrial (registered) .....	535	105.50
Manufacturing .....	274	71.50	Public utilities <sup>4</sup> .....	825	76.50	Manufacturing .....	226	110.00
Nonmanufacturing .....	1,658	72.00	Wholesale trade .....	1,112	71.50	Nonmanufacturing .....	309	102.50
Finance <sup>3</sup> .....	1,245	70.50	Retail trade <sup>2</sup> .....	700	64.50	Public utilities <sup>4</sup> .....	83	102.00
			Finance <sup>3</sup> .....	7,414	65.00	Retail trade <sup>2</sup> .....	59	97.00
			Services .....	1,575	68.00	Finance <sup>3</sup> .....	122	102.50

<sup>1</sup> Earnings are for a regular workweek for which employees receive their straight-time weekly salaries, exclusive of any premium pay.<sup>2</sup> Excludes limited-price variety stores.<sup>3</sup> Finance, insurance, and real estate.<sup>4</sup> Transportation, communication, and other public utilities.<sup>5</sup> Description for this job has been revised since the last survey in this area. See appendix A.



Table A-4. Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis  
by industry division, New York, N. Y., April 1962)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			Under \$ 1.00	\$ 1.00 and under 1.99	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.50	3.60	3.70	3.80	3.90	4.00	4.10	4.20 and over	
Carpenters, maintenance .....	929	2.88	-	-	-	19	7	40	52	82	43	59	36	105	66	166	89	60	56	1	7	14	-	10	-	14	-	3
Manufacturing .....	257	3.01	-	-	-	-	-	4	10	35	4	7	17	38	23	23	26	1	29	1	6	13	-	3	-	14	-	3
Nonmanufacturing .....	672	2.83	-	-	-	19	7	36	42	47	39	52	19	67	43	143	63	59	27	-	1	1	-	7	-	-	-	
Public utilities <sup>1</sup> .....	139	2.93	-	-	-	-	-	2	-	13	6	19	6	6	-	62	13	5	-	-	-	-	7	-	-	-	-	
Retail trade <sup>2</sup> .....	197	3.10	-	-	-	1	-	1	-	3	1	1	4	12	36	26	45	43	22	-	1	1	-	-	-	-	-	
Finance <sup>3</sup> .....	168	2.84	-	-	-	-	1	4	3	4	11	26	4	49	6	55	2	1	2	-	-	-	-	-	-	-	-	
Services .....	158	2.39	-	-	-	18	6	29	39	27	21	6	5	-	1	-	3	-	3	-	-	-	-	-	-	-	-	
Electricians, maintenance .....	1,391	3.02	-	-	-	5	8	31	114	35	42	73	78	162	140	245	47	143	47	54	59	3	13	6	-	-	86	
Manufacturing .....	758	3.15	-	-	-	-	4	23	18	24	24	26	44	107	100	73	30	37	38	51	59	2	4	6	-	-	86	
Nonmanufacturing .....	633	2.88	-	-	-	5	4	6	96	11	18	47	34	55	40	172	17	106	9	3	-	1	9	-	-	-	-	
Public utilities <sup>1</sup> .....	169	2.90	-	-	-	-	-	2	10	2	7	7	25	33	5	50	-	26	-	1	-	-	1	-	-	-	-	
Retail trade <sup>2</sup> .....	106	3.16	-	-	-	-	-	-	-	-	2	2	1	-	13	5	15	9	44	5	2	-	8	-	-	-	-	
Finance <sup>3</sup> .....	201	2.98	-	-	-	-	1	4	3	1	2	26	3	3	29	82	8	34	4	-	-	1	-	-	-	-	-	
Services .....	157	2.53	-	-	-	5	3	-	83	6	7	13	6	6	1	25	-	2	-	-	-	-	-	-	-	-	-	
Engineers, stationary .....	1,568	3.26	-	-	-	-	1	1	33	30	58	34	112	58	84	183	227	134	45	121	127	52	39	90	13	4	72	50
Manufacturing .....	656	3.50	-	-	-	-	-	-	2	-	4	-	72	6	39	55	48	21	17	60	94	36	26	52	-	4	71	49
Nonmanufacturing .....	912	3.09	-	-	-	-	1	1	31	30	54	34	40	52	45	128	179	113	28	61	33	16	13	38	13	-	1	1
Public utilities <sup>1</sup> .....	169	3.17	-	-	-	-	1	-	2	1	3	2	2	8	37	12	48	-	6	21	14	-	-	12	-	-	-	
Retail trade <sup>2</sup> .....	112	3.24	-	-	-	-	-	-	12	-	-	-	-	-	-	7	-	32	4	26	12	6	1	1	-	1	1	
Finance <sup>3</sup> .....	368	3.14	-	-	-	-	-	1	-	2	5	28	26	24	2	84	82	47	2	9	3	9	7	37	-	-	-	
Services .....	227	2.85	-	-	-	-	-	-	17	27	46	4	12	12	6	23	41	14	16	5	4	-	-	-	-	-	-	
Firemen, stationary boiler .....	769	2.69	3	51	27	6	15	10	103	49	147	22	83	45	24	69	9	1	42	-	-	-	-	-	-	63	-	-
Manufacturing .....	378	2.98	-	2	18	-	7	2	23	20	24	14	55	21	10	69	8	-	42	-	-	-	-	-	-	63	-	-
Nonmanufacturing .....	391	2.42	3	49	9	6	8	8	80	29	123	8	28	24	14	-	1	1	-	-	-	-	-	-	-	-	-	-
Public utilities <sup>1</sup> .....	57	2.52	-	-	1	4	6	1	1	13	-	4	27	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Helpers, maintenance trades .....	1,073	2.41	62	18	47	25	21	35	232	321	199	19	31	25	2	-	-	-	-	-	36	-	-	-	-	-	-	-
Manufacturing .....	387	2.36	59	3	25	9	10	28	102	48	14	9	25	17	2	-	-	-	-	36	-	-	-	-	-	-	-	-
Nonmanufacturing .....	686	2.43	3	15	22	16	11	7	130	273	185	10	6	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities <sup>1</sup> .....	413	2.47	-	-	-	9	5	5	80	136	177	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services .....	94	2.18	-	13	20	4	3	1	46	1	4	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom .....	126	2.81	-	-	-	-	-	-	-	14	14	20	9	7	21	27	14	-	-	-	-	-	-	-	-	-	-	-
Manufacturing .....	126	2.81	-	-	-	-	-	-	-	14	14	20	9	7	21	27	14	-	-	-	-	-	-	-	-	-	-	-
Machinists, maintenance .....	1,119	3.25	-	-	-	-	10	-	26	-	1	110	52	40	179	118	96	24	1	109	79	44	-	58	-	166	4	2
Manufacturing .....	1,068	3.27	-	-	-	-	10	-	26	-	-	104	52	19	167	115	95	18	-	109	79	44	-	58	-	166	4	2
Nonmanufacturing .....	51	2.91	-	-	-	-	-	-	-	-	1	6	-	-	21	12	3	1	6	1	-	-	-	-	-	-	-	-
Mechanics, automotive (maintenance) .....	2,856	2.89	-	-	6	28	16	38	-	45	16	554	290	1022	219	39	142	159	40	27	109	5	16	58	-	27	-	-
Manufacturing .....	497	3.11	-	-	-	-	-	1	-	37	6	52	7	46	156	15	42	1	25	15	-	5	4	58	-	27	-	-
Nonmanufacturing .....	2,359	2.85	-	-	6	28	16	37	-	8	10	502	283	976	63	24	100	158	15	12	109	-	12	-	-	-	-	-
Public utilities <sup>2</sup> .....	1,700	2.88	-	-	1	1	-	2	-	2	10	460	232	587	45	24	82	106	15	12	109	-	12	-	-	-	-	-

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, New York, N. Y., April 1962)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																									
			Under \$1.80	\$1.80 and under 1.90	\$1.90 2.00	\$2.00 2.10	\$2.10 2.20	\$2.20 2.30	\$2.30 2.40	\$2.40 2.50	\$2.50 2.60	\$2.60 2.70	\$2.70 2.80	\$2.80 2.90	\$2.90 3.00	\$3.00 3.10	\$3.10 3.20	\$3.20 3.30	\$3.30 3.40	\$3.40 3.50	\$3.50 3.60	\$3.60 3.70	\$3.70 3.80	\$3.80 3.90	\$3.90 4.00	\$4.00 4.10	\$4.10 4.20	\$4.20 and over
Mechanics, maintenance	1,581	\$ 3.04	-	2	-	33	6	3	72	7	49	76	349	193	152	109	80	79	7	26	48	72	31	36	-	137	-	14
Manufacturing	1,189	3.07	-	-	-	5	6	2	48	4	20	60	288	178	127	62	76	21	-	21	39	64	17	-	-	137	-	14
Nonmanufacturing	392	2.96	-	2	-	28	-	1	24	3	29	16	61	15	25	47	4	58	7	5	9	8	14	36	-	-	-	-
Public utilities <sup>2</sup>	155	3.15	-	-	-	-	-	1	-	-	6	11	51	8	6	6	2	-	4	4	6	8	14	28	-	-	-	-
Millwrights	214	2.98	-	-	-	-	-	2	-	1	3	23	22	48	24	16	19	25	31	-	-	-	-	-	-	-	-	-
Manufacturing	163	2.98	-	-	-	-	-	2	-	1	3	23	16	36	18	1	7	25	31	-	-	-	-	-	-	-	-	-
Oilers	339	2.54	14	19	18	9	6	35	33	41	53	43	19	10	-	-	-	-	-	-	-	-	-	-	35	4	-	-
Manufacturing	258	2.57	14	17	18	9	6	16	28	38	13	43	15	2	-	-	-	-	-	-	-	-	-	-	35	4	-	-
Nonmanufacturing	81	2.47	-	2	-	-	-	19	5	3	40	-	4	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Painters, maintenance	1,278	2.59	2	-	38	20	67	21	300	281	79	37	97	41	27	149	34	38	22	1	1	10	-	2	-	11	-	-
Manufacturing	159	2.93	2	-	-	1	2	4	8	5	17	17	17	16	13	16	3	3	12	-	-	10	-	2	-	11	-	-
Nonmanufacturing	1,119	2.54	-	-	38	19	65	17	292	276	62	20	80	25	14	133	31	35	10	1	1	-	-	-	-	-	-	-
Public utilities <sup>2</sup>	140	2.84	-	-	-	-	-	1	-	-	25	9	41	6	1	23	25	8	-	-	1	-	-	-	-	-	-	-
Retail trade <sup>3</sup>	70	3.01	-	-	-	1	-	1	-	7	1	3	1	12	-	9	1	24	10	-	-	-	-	-	-	-	-	-
Finance <sup>4</sup>	383	2.59	-	-	-	-	2	1	144	93	2	6	28	4	9	87	5	2	-	-	-	-	-	-	-	-	-	-
Services	516	2.34	-	-	38	18	63	14	148	176	34	2	10	3	4	4	-	1	-	1	-	-	-	-	-	-	-	-
Pipefitters, maintenance	211	2.88	-	-	-	28	-	-	6	-	2	25	32	13	4	54	16	17	-	-	1	-	-	-	-	13	-	-
Manufacturing	178	2.87	-	-	-	28	-	-	6	-	-	23	23	13	2	43	11	16	-	-	-	-	-	-	-	13	-	-
Plumbers, maintenance	311	2.75	-	-	-	-	5	1	61	16	9	55	14	17	33	78	9	7	3	-	-	-	-	2	-	-	-	1
Nonmanufacturing	265	2.74	-	-	-	-	5	1	61	11	9	47	-	12	28	76	5	7	3	-	-	-	-	-	-	-	-	-
Finance <sup>4</sup>	107	2.88	-	-	-	-	-	-	1	1	1	33	-	2	25	40	2	2	-	-	-	-	-	-	-	-	-	-
Services	91	2.39	-	-	-	-	5	-	60	9	6	8	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sheet-metal workers, maintenance	74	2.97	-	-	-	-	-	-	-	-	-	6	13	10	9	24	5	-	6	-	-	-	-	-	-	-	-	1
Manufacturing	53	3.00	-	-	-	-	-	-	-	-	-	6	8	4	8	15	5	-	6	-	-	-	-	-	-	-	-	1
Tool and die makers	891	3.21	-	-	-	-	-	-	-	10	3	4	49	72	81	127	26	155	160	69	80	7	7	9	12	17	3	-
Manufacturing	862	3.21	-	-	-	-	-	-	-	10	3	4	49	71	81	127	26	127	160	69	80	7	7	9	12	17	3	-

<sup>1</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.<sup>2</sup> Transportation, communication, and other public utilities.<sup>3</sup> Excludes limited-price variety stores.<sup>4</sup> Finance, insurance, and real estate.<sup>5</sup> Workers were distributed as follows: 84 at \$4.30 to \$4.40; 2 at \$4.50 to \$4.60.<sup>6</sup> Workers were distributed as follows: 16 at under \$1.50; 23 at \$1.50 to \$1.60; 19 at \$1.60 to \$1.70; 1 at \$1.70 to \$1.80.



(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, New York, N. Y., April 1962)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings <sup>2</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																										
			\$ 1.00 and under 1.10	\$ 1.10 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 2.80	\$ 2.80 3.00	\$ 3.00 3.20	\$ 3.20 3.40	\$ 3.40 3.60	\$ 3.60 3.80	\$ 3.80 4.00	\$ 4.00 4.20	\$ 4.20 4.40	\$ 4.40 and over	
			1.10	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.80	3.00	3.20	3.40	3.60	3.80	4.00	4.20	4.40	over	
Packers, shipping (men) -----	4,346	\$ 1.91	-	7	42	271	286	321	349	354	323	382	641	633	222	107	285	53	68	2	-	-	-	-	-	-	-	-	-
Manufacturing -----	2,456	1.92	-	5	40	179	152	131	211	216	111	270	474	214	59	61	244	50	38	1	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	1,890	1.91	-	2	2	92	134	190	138	138	212	112	167	419	163	46	41	30	1	-	-	-	-	-	-	-	-	-	
Wholesale trade -----	1,319	1.92	-	-	60	90	124	99	82	175	32	88	375	132	22	30	-	10	-	-	-	-	-	-	-	-	-	-	
Retail trade <sup>4</sup> -----	543	1.86	-	-	2	32	44	66	39	96	37	80	59	44	29	24	11	3	16	1	-	-	-	-	-	-	-	-	
Packers, shipping (women) -----	298	1.75	-	-	14	13	60	36	57	15	7	5	24	31	5	21	3	2	5	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	206	1.61	-	-	14	13	60	14	57	15	5	5	4	11	5	3	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade <sup>4</sup> -----	206	1.61	-	-	14	13	60	14	57	15	5	5	4	11	5	3	-	-	-	-	-	-	-	-	-	-	-	-	
Receiving clerks -----	1,543	2.25	-	-	4	29	32	86	86	53	99	143	159	116	88	66	125	101	150	61	70	9	23	40	3	-	-	-	
Manufacturing -----	618	2.40	-	-	-	4	32	21	2	25	68	58	70	36	38	54	58	37	8	37	4	23	40	3	-	-	-	-	
Nonmanufacturing -----	925	2.15	-	-	4	29	28	54	65	51	74	75	101	46	52	28	71	43	113	53	33	5	-	-	-	-	-	-	
Wholesale trade -----	435	2.35	-	-	-	-	-	11	20	11	53	50	24	43	12	50	12	89	30	30	-	-	-	-	-	-	-	-	
Retail trade <sup>4</sup> -----	425	1.91	-	-	4	29	28	54	51	26	59	16	44	22	7	12	10	26	13	22	2	-	-	-	-	-	-	-	
Shipping clerks -----	1,128	2.40	-	-	-	-	-	15	16	24	11	119	143	35	165	91	70	71	118	200	12	20	14	2	-	2	-	-	
Manufacturing -----	500	2.44	-	-	-	-	-	-	-	8	37	96	7	92	8	33	44	76	64	11	20	2	2	-	-	-	-	-	
Nonmanufacturing -----	628	2.37	-	-	-	-	-	15	16	24	3	82	47	28	73	83	37	27	42	136	1	-	12	-	2	-	-	-	
Wholesale trade -----	468	2.38	-	-	-	-	-	-	-	20	-	71	28	20	71	70	30	20	37	99	-	-	-	-	2	-	-	-	
Retail trade <sup>4</sup> -----	147	2.34	-	-	-	-	-	15	16	4	3	11	19	8	2	13	1	-	5	37	1	-	12	-	-	-	-	-	
Shipping and receiving clerks -----	798	2.37	-	-	2	-	-	28	-	28	66	5	66	30	171	60	120	33	67	42	31	14	35	-	-	-	-	-	
Manufacturing -----	288	2.43	-	-	-	-	-	8	-	16	46	2	27	8	8	30	18	19	34	17	26	14	15	-	-	-	-	-	
Nonmanufacturing -----	510	2.34	-	-	2	-	-	20	-	12	20	3	39	22	163	30	102	14	33	25	5	-	20	-	-	-	-	-	
Wholesale trade -----	301	2.33	-	-	-	-	-	20	-	-	-	-	30	22	144	12	19	-	22	7	5	-	20	-	-	-	-	-	
Truckdrivers <sup>4</sup> -----	16,242	2.86	-	-	-	1	-	23	49	49	44	44	132	178	241	389	896	3190	4564	2292	1672	798	80	78	639	364	218	301	
Manufacturing -----	5,426	3.15	-	-	-	-	-	10	30	30	22	25	64	144	89	96	168	414	1210	741	607	136	60	78	619	364	218	301	
Nonmanufacturing -----	10,816	2.71	-	-	-	1	-	13	19	19	22	19	68	34	152	293	728	2776	3354	1551	1065	662	20	-	20	-	-	-	
Public utilities <sup>3</sup> -----	5,721	2.68	-	-	-	-	-	-	-	-	-	14	-	-	20	29	72	1801	2641	919	225	-	-	-	-	-	-	-	
Wholesale trade -----	3,556	2.82	-	-	-	-	-	-	-	-	-	-	1	-	-	3	610	693	531	470	595	613	20	-	20	-	-	-	
Retail trade <sup>4</sup> -----	725	2.80	-	-	-	1	-	13	2	18	-	-	10	17	6	60	1	17	124	162	245	49	-	-	-	-	-	-	
Services -----	718	2.38	-	-	-	-	-	17	-	17	-	17	-	29	-	116	194	35	254	56	-	-	-	-	-	-	-	-	
Truckdrivers, light (under 1½ tons) -----	785	2.31	-	-	-	-	-	17	25	38	39	72	61	76	163	22	138	95	36	-	3	-	-	-	-	-	-	-	
Manufacturing -----	236	2.19	-	-	-	-	-	-	20	16	20	40	44	35	4	-	22	23	11	-	1	-	-	-	-	-	-	-	
Nonmanufacturing -----	549	2.36	-	-	-	-	-	17	5	22	19	32	17	41	159	22	116	72	25	-	2	-	-	-	-	-	-	-	
Truckdrivers, medium (1½ to and including 4 tons) -----	7,987	2.75	-	-	-	1	-	23	32	10	6	5	44	85	145	199	731	2744	2756	140	331	14	56	70	140	91	84	280	
Manufacturing -----	2,451	3.12	-	-	-	-	-	10	30	10	6	5	8	82	38	92	157	245	792	130	111	14	56	70	140	91	84	280	
Nonmanufacturing -----	5,536	2.59	-	-	-	1	-	13	2	-	-	-	36	3	107	107	574	2499	1964	10	220	-	-	-	-	-	-	-	
Public utilities <sup>3</sup> -----	3,158	2.61	-	-	-	-	-	-	-	-	-	-	-	-	5	2	10	1631	1506	4	-	-	-	-	-	-	-	-	
Wholesale trade -----	1,818	2.61	-	-	-	-	-	-	-	-	-	-	1	-	-	1	550	611	429	6	220	-	-	-	-	-	-	-	
Retail trade <sup>4</sup> -----	113	2.24	-	-	-	1	-	13	2	-	-	-	10	3	6	60	1	-	17	-	-	-	-	-	-	-	-	-	

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, New York, N.Y., April 1962)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings <sup>2</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																											
			\$ 1.00 and under 1.10	\$ 1.10 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 2.80	\$ 2.80 3.00	\$ 3.00 3.20	\$ 3.20 3.40	\$ 3.40 3.60	\$ 3.60 3.80	\$ 3.80 4.00	\$ 4.00 4.20	\$ 4.20 4.40	\$ 4.40 and over		
Truckdrivers <sup>6</sup> —Continued																														
Truckdrivers, heavy (over 4 tons, trailer type) _____	1,481	\$ 2.91	-	-	-	-	-	-	-	-	-	-	7	14	14	-	31	1	133	814	293	174	-	-	-	-	-	-	-	
Manufacturing _____	396	2.89	-	-	-	-	-	-	-	-	-	-	7	14	14	-	7	-	91	89	81	93	-	-	-	-	-	-	-	
Nonmanufacturing _____	1,085	2.92	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24	1	42	725	212	81	-	-	-	-	-	-	-	
Public utilities <sup>3</sup> _____	651	2.86	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	649	-	-	-	-	-	-	-	-	-	
Truckdrivers, heavy (over 4 tons, other than trailer type) _____																														
Truckdrivers, heavy (over 4 tons, other than trailer type) _____	4,356	3.12	-	-	-	-	-	-	-	-	-	-	9	-	-	-	60	97	1405	880	451	495	24	8	499	273	134	21		
Manufacturing _____	1,557	3.55	-	-	-	-	-	-	-	-	-	-	9	-	-	-	-	9	198	351	43	28	4	8	479	273	134	21		
Nonmanufacturing _____	2,799	2.89	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60	88	1207	529	408	467	20	-	20	-	-	-	-	
Public utilities <sup>3</sup> _____	1,062	2.69	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1061	1	-	-	-	-	-	-	-	-	-	
Wholesale trade _____	1,450	3.03	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60	82	42	442	317	467	20	-	20	-	-	-	-	
Truckers, power (forklift) _____																														
Truckers, power (forklift) _____	2,143	2.68	-	-	-	8	-	14	5	10	-	90	199	65	70	213	167	2	513	382	32	87	21	265	-	-	-	-	-	
Manufacturing _____	1,391	2.71	-	-	-	8	-	14	5	10	-	90	199	65	62	31	161	2	184	187	-	87	21	265	-	-	-	-	-	
Nonmanufacturing _____	752	2.63	-	-	-	-	-	-	-	-	-	-	-	-	8	182	6	-	329	195	32	-	-	-	-	-	-	-	-	
Public utilities <sup>3</sup> _____	392	2.58	-	-	-	-	-	-	-	-	-	-	-	-	8	90	-	-	240	22	32	-	-	-	-	-	-	-	-	
Truckers, power (other than forklift) _____																														
Truckers, power (other than forklift) _____	418	2.53	-	-	-	4	-	-	2	-	-	30	8	8	-	130	70	8	49	56	17	20	16	-	-	-	-	-	-	
Manufacturing _____	229	2.52	-	-	-	4	-	-	2	-	-	30	8	8	-	26	70	8	29	-	8	20	16	-	-	-	-	-	-	
Watchmen _____																														
Watchmen _____	2,325	1.86	146	132	70	42	80	171	236	195	189	92	217	263	73	61	49	180	95	32	2	-	-	-	-	-	-	-	-	
Manufacturing _____	506	1.94	-	52	21	15	3	34	53	88	4	45	4	12	21	1	21	27	95	8	2	-	-	-	-	-	-	-	-	
Nonmanufacturing _____	1,819	1.84	146	80	49	27	77	137	183	107	185	47	213	251	52	60	28	153	-	24	-	-	-	-	-	-	-	-	-	
Public utilities <sup>3</sup> _____	507	2.15	-	20	-	-	-	4	32	46	2	-	176	16	25	28	7	151	-	-	-	-	-	-	-	-	-	-	-	
Retail trade <sup>4</sup> _____	138	1.69	-	-	-	19	3	31	29	18	11	7	5	9	3	1	2	-	-	-	-	-	-	-	-	-	-	-	-	
Finance <sup>5</sup> _____	361	2.08	-	12	-	-	-	-	26	3	17	14	24	210	6	31	18	-	-	-	-	-	-	-	-	-	-	-	-	
Services _____	704	1.50	146	48	40	8	65	102	87	40	116	17	7	11	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

<sup>1</sup> Data limited to men workers except where otherwise indicated.<sup>2</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.<sup>3</sup> Transportation, communication, and other public utilities.<sup>4</sup> Excludes limited-price variety stores.<sup>5</sup> Finance, insurance, and real estate.<sup>6</sup> Includes all drivers regardless of size and type of truck operated.<sup>7</sup> Workers were distributed as follows: 56 at \$ 4.40 to \$ 4.60; 42 at \$ 4.60 to \$ 4.80; 84 at \$ 4.80 to \$ 5; 98 at \$ 5 and over.

## B: Establishment Practices and Supplementary Wage Provisions

### Table B-1. Shift Differentials

(Shift differentials of manufacturing plant workers by type and amount of differential, New York, N. Y., April 1962)

Shift differential	Percent of manufacturing plant workers—			
	In establishments having formal provisions <sup>1</sup> for—		Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total -----	61.8	50.6	11.1	3.2
With shift pay differential -----	59.9	49.7	10.8	3.2
Uniform cents (per hour) -----	39.8	27.0	8.8	2.1
2½ cents -----	.5	.8	.2	.2
5 cents -----	4.6	-	.4	-
6 cents -----	.7	-	.1	-
6⅔ or 7 cents -----	3.6	2.2	.9	-
7½ or 8 cents -----	2.3	-	.6	-
10 or 10⅔ cents -----	13.5	11.4	2.0	.7
12 or 12½ cents -----	-	3.3	-	.5
13 cents -----	-	1.1	-	-
13⅔ or 13⅔ cents -----	7.1	.2	3.3	-
14 or 14⅔ cents -----	.1	.7	-	.1
15 cents -----	5.1	3.6	.7	.2
15⅔ or 15⅔ cents -----	1.4	1.4	.2	( <sup>2</sup> )
16 or 17½ cents -----	-	2.3	-	.3
26⅔ cents -----	.4	-	.1	-
28½ cents -----	.6	-	.2	-
Uniform percentage -----	19.3	12.2	2.0	.2
5 percent -----	1.7	-	.2	-
7 percent -----	1.2	1.2	.4	-
7½ percent -----	.2	.2	( <sup>2</sup> )	( <sup>2</sup> )
10 percent -----	13.6	5.2	1.0	.1
15 percent -----	2.6	5.6	.3	( <sup>2</sup> )
Other formal pay differential -----	.8	<sup>3</sup> 10.5	.1	.9
No shift pay differential -----	1.9	.9	.2	( <sup>2</sup> )

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

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

<sup>3</sup> Primarily plans providing for a combination of reduced hours plus flat-sum payments per week. Also includes plans providing for a combination of two or more of the following: (1) Full day's pay for reduced hours, (2) uniform cents-per-hour, (3) paid lunch periods not given first-shift workers, or (4) uniform percent of first-shift pay.

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

(Distribution of establishments studied in all industries and in industry divisions by minimum entrance salary for selected categories of inexperienced women office workers, New York, N.Y., April 1962)

Minimum weekly salary <sup>1</sup>	Inexperienced typists										Other inexperienced clerical workers <sup>2</sup>									
	All industries	Manufacturing				Nonmanufacturing				All industries	Manufacturing				Nonmanufacturing					
		Based on standard weekly hours <sup>3</sup> of—									Based on standard weekly hours <sup>3</sup> of—									
		All schedules	35	37½	40	All schedules	35	36¼	37½		40	All schedules	35	37½	40	All schedules	35	36¼	37½	40
Establishments studied	574	175	xxx	xxx	xxx	399	xxx	xxx	xxx	xxx	574	175	xxx	xxx	xxx	399	xxx	xxx	xxx	xxx
Establishments having a specified minimum	258	76	48	11	10	182	87	22	35	29	284	82	52	12	10	202	91	22	47	31
Under \$ 45.00	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	2	-	-	-	-
\$ 45.00 and under \$ 47.50	4	-	-	-	-	4	2	-	1	1	11	4	1	2	1	7	3	1	3	7
\$ 47.50 and under \$ 50.00	6	1	-	1	-	5	2	-	3	-	13	-	-	-	-	13	4	1	7	1
\$ 50.00 and under \$ 52.50	30	10	4	3	2	20	6	5	4	4	65	15	9	3	2	50	15	8	16	9
\$ 52.50 and under \$ 55.00	6	1	1	-	-	5	1	2	1	-	10	2	1	1	-	8	4	1	2	5
\$ 55.00 and under \$ 57.50	46	8	5	1	1	38	17	6	9	5	43	10	8	-	-	33	17	5	5	3
\$ 57.50 and under \$ 60.00	30	11	9	-	1	19	12	2	2	2	29	13	11	1	-	16	12	1	1	1
\$ 60.00 and under \$ 62.50	57	17	12	3	1	40	27	4	4	2	47	17	10	2	3	30	19	4	3	2
\$ 62.50 and under \$ 65.00	21	7	4	1	1	14	6	1	1	5	16	7	4	1	1	9	5	-	1	2
\$ 65.00 and under \$ 67.50	26	9	5	2	1	17	8	2	5	2	16	5	3	-	1	11	4	1	5	1
\$ 67.50 and under \$ 70.00	6	3	3	-	-	3	2	-	1	-	4	1	1	-	-	3	2	-	-	1
\$ 70.00 and under \$ 72.50	7	2	1	-	-	5	2	-	1	2	10	2	1	1	-	8	5	-	1	2
\$ 72.50 and under \$ 75.00	9	3	3	-	-	6	1	-	2	2	8	2	2	-	-	6	-	-	2	3
\$ 75.00 and under \$ 77.50	2	-	-	-	-	2	1	-	-	1	2	1	-	1	-	1	1	-	-	-
\$ 77.50 and under \$ 80.00	1	-	-	-	-	1	-	-	1	-	1	-	-	-	-	1	-	-	1	-
\$ 80.00 and under \$ 82.50	3	-	-	-	-	3	-	-	-	-	4	2	-	-	2	2	-	-	-	2
\$ 82.50 and under \$ 85.00	3	3	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$ 85.00 and under \$ 87.50	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	-	-	-	1
\$ 87.50 and under \$ 90.00	1	1	1	-	-	-	-	-	-	-	2	1	1	-	-	1	-	-	-	1
Establishments having no specified minimum	126	34	xxx	xxx	xxx	92	xxx	xxx	xxx	xxx	146	39	xxx	xxx	xxx	107	xxx	xxx	xxx	xxx
Establishments which did not employ workers in this category	190	65	xxx	xxx	xxx	125	xxx	xxx	xxx	xxx	144	54	xxx	xxx	xxx	90	xxx	xxx	xxx	xxx

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

Table B-3. Scheduled Weekly Hours

(Percent distribution of office and plant workers in all industries and in industry divisions by scheduled weekly hours of first-shift workers, New York, N. Y., April 1962)

Weekly hours	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Finance <sup>3</sup>	Services	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Under 35 hours	( <sup>5</sup> )	2	-	-	( <sup>5</sup> )	-	-	1	-	-	-	1	3
35 hours	56	70	53	45	28	56	56	6	12	( <sup>5</sup> )	6	2	( <sup>5</sup> )
Over 35 and under 36 1/4 hours	2	( <sup>5</sup> )	-	( <sup>5</sup> )	-	3	4	1	3	-	-	-	-
36 1/4 hours	9	7	1	14	12	11	5	4	10	-	2	1	-
Over 36 1/4 and under 37 1/2 hours	6	( <sup>5</sup> )	-	2	6	12	( <sup>5</sup> )	( <sup>5</sup> )	( <sup>5</sup> )	-	-	2	-
37 1/2 hours	15	14	9	33	29	9	24	6	6	3	11	13	1
Over 37 1/2 and under 40 hours	2	1	4	-	2	1	6	1	1	-	2	3	( <sup>5</sup> )
40 hours	10	7	34	5	24	7	5	76	68	93	77	68	86
Over 40 and under 44 hours	-	-	-	-	-	-	-	1	-	-	-	3	3
44 hours	-	-	-	-	-	-	-	1	-	-	3	5	-
45 hours	-	-	-	-	-	-	-	1	1	3	-	-	2
48 hours	-	-	-	-	-	-	-	1	-	-	-	1	5
48 1/2 hours	-	-	-	-	-	-	-	( <sup>5</sup> )	-	-	-	1	-

<sup>1</sup> Transportation, communication, and other public utilities.

<sup>2</sup> Excludes limited-price variety stores.

<sup>3</sup> Finance, insurance, and real estate.

<sup>4</sup> Includes data for real estate in addition to those industry divisions shown separately.

<sup>5</sup> Less than 0.5 percent.



Table B-4. Paid Holidays

(Percent distribution of office and plant workers in all industries and in industry divisions by number of paid holidays provided annually, New York, N.Y., April 1962)

Item	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Finance <sup>3</sup>	Services	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays	99	100	100	100	99	100	100	98	100	99	100	97	89
Workers in establishments providing no paid holidays	( <sup>5</sup> )	-	-	-	( <sup>5</sup> )	-	-	2	-	1	-	3	11
<b>Number of days</b>													
Less than 6 days	( <sup>5</sup> )	( <sup>5</sup> )	-	-	( <sup>5</sup> )	-	-	3	5	1	-	1	1
6 days	( <sup>5</sup> )	( <sup>5</sup> )	( <sup>5</sup> )	1	( <sup>5</sup> )	-	-	3	4	4	-	2	5
6 days plus 1, 2, or 6 half days	( <sup>5</sup> )	( <sup>5</sup> )	-	( <sup>5</sup> )	-	-	( <sup>5</sup> )	1	3	-	-	-	( <sup>5</sup> )
7 days	10	7	17	9	56	-	22	32	19	25	14	60	48
7 days plus 1 half day	2	2	1	7	2	( <sup>5</sup> )	5	1	2	-	2	2	( <sup>5</sup> )
7 days plus 2, 3, 4, 5, or 6 half days	2	( <sup>5</sup> )	1	5	2	-	11	2	-	-	( <sup>5</sup> )	9	2
8 days	7	14	11	6	4	2	15	12	17	16	10	7	3
8 days plus 1 half day	1	4	-	5	( <sup>5</sup> )	-	-	1	2	-	1	-	-
8 days plus 2 half days	1	4	1	-	5	( <sup>5</sup> )	1	2	4	-	-	1	( <sup>5</sup> )
8 days plus 3 or 4 half days	1	2	( <sup>5</sup> )	3	1	( <sup>5</sup> )	2	1	1	-	( <sup>5</sup> )	2	-
9 days	13	20	8	17	3	14	8	8	13	1	15	2	6
9 days plus 1 half day	1	2	-	3	1	( <sup>5</sup> )	2	1	2	-	-	2	3
9 days plus 2, 3, or 4 half days	2	4	-	4	( <sup>5</sup> )	1	1	2	-	-	1	-	-
10 days	5	12	4	7	6	1	7	8	9	4	6	( <sup>5</sup> )	12
10 days plus 1 half day	2	2	-	4	7	( <sup>5</sup> )	-	( <sup>5</sup> )	1	-	1	( <sup>5</sup> )	-
10 days plus 2 half days	1	2	1	-	6	1	( <sup>5</sup> )	1	2	-	-	( <sup>5</sup> )	-
10 days plus 3 or 4 half days	2	3	-	4	-	1	( <sup>5</sup> )	( <sup>5</sup> )	1	-	( <sup>5</sup> )	-	-
11 days	30	13	49	6	5	47	18	15	8	46	27	6	8
11 days plus 1 half day	4	2	( <sup>5</sup> )	6	-	7	4	1	1	-	1	1	1
11 days plus 2 half days	1	1	1	3	1	-	-	( <sup>5</sup> )	( <sup>5</sup> )	( <sup>5</sup> )	4	-	-
11 days plus 3 half days	1	-	3	-	-	1	( <sup>5</sup> )	( <sup>5</sup> )	-	-	( <sup>5</sup> )	-	-
12 days	9	1	1	6	-	19	( <sup>5</sup> )	2	3	( <sup>5</sup> )	9	-	-
12 days plus 1, 2, or 3 half days	2	2	( <sup>5</sup> )	-	3	-	-	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-
13 or more days	2	3	( <sup>5</sup> )	5	( <sup>5</sup> )	1	1	1	( <sup>5</sup> )	2	8	1	( <sup>5</sup> )
<b>Total holiday time<sup>6</sup></b>													
14 or more days	1	3	-	3	( <sup>5</sup> )	-	1	1	( <sup>5</sup> )	2	3	-	( <sup>5</sup> )
13 1/2 or more days	1	3	( <sup>5</sup> )	3	( <sup>5</sup> )	-	1	1	( <sup>5</sup> )	2	3	-	( <sup>5</sup> )
13 or more days	2	3	1	5	( <sup>5</sup> )	2	1	1	( <sup>5</sup> )	2	8	1	( <sup>5</sup> )
12 1/2 or more days	4	4	4	5	5	1	1	( <sup>5</sup> )	2	2	8	1	( <sup>5</sup> )
12 or more days	14	9	6	14	1	24	2	4	4	3	22	1	( <sup>5</sup> )
11 1/2 or more days	20	11	6	24	1	32	5	5	5	3	23	2	1
11 or more days	51	26	56	33	12	80	24	21	15	49	51	8	9
10 1/2 or more days	54	31	56	37	19	80	26	21	16	49	52	9	9
10 or more days	60	45	61	47	26	82	32	30	27	53	58	9	21
9 1/2 or more days	62	48	61	52	26	84	35	33	30	53	58	13	24
9 or more days	78	72	70	69	36	98	49	43	48	54	73	16	31
8 1/2 or more days	79	76	70	75	37	98	49	43	50	54	74	16	31
8 or more days	88	90	81	84	41	99	71	58	67	70	84	32	36
7 1/2 or more days	90	92	83	90	43	99	76	59	69	70	86	34	36
7 or more days	99	99	99	99	99	100	99	91	89	95	100	94	84
6 or more days	99	99	100	100	99	100	100	95	95	98	100	96	88
5 or more days	99	100	100	100	99	100	100	97	99	98	100	96	88
4 or more days	99	100	100	100	99	100	100	97	100	98	100	96	89
3 or more days	99	100	100	100	99	100	100	97	100	99	100	96	89
2 or more days	99	100	100	100	99	100	100	97	100	99	100	96	89
1 or more days	99	100	100	100	99	100	100	98	100	99	100	97	89

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

Table B-5. Paid Vacations

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, New York, N.Y., April 1962)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Finance <sup>3</sup>	Services	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
<b>Method of payment</b>													
Workers in establishments providing paid vacations	99	100	100	100	100	99	100	98	100	100	96	98	95
Length-of-time payment	99	100	100	100	100	99	99	94	90	100	96	98	93
Percentage payment	( <sup>5</sup> )	-	-	-	-	-	( <sup>5</sup> )	1	2	-	-	-	2
Flat-sum payment	-	-	-	-	-	-	-	3	8	-	-	-	-
Other	-	-	-	-	-	-	-	( <sup>5</sup> )	1	-	-	1	-
Workers in establishments providing no paid vacations	( <sup>5</sup> )	-	-	-	-	( <sup>5</sup> )	-	2	-	-	4	2	5
<b>Amount of vacation pay<sup>6</sup></b>													
<u>After 6 months of service</u>													
Under 1 week	3	3	1	3	22	( <sup>5</sup> )	9	25	42	1	5	24	13
1 week	59	67	53	63	54	58	52	29	18	47	52	47	14
Over 1 and under 2 weeks	13	18	8	7	9	13	21	6	11	3	11	( <sup>5</sup> )	3
2 weeks	14	3	21	5	-	25	5	4	2	14	( <sup>5</sup> )	1	( <sup>5</sup> )
3 weeks	-	-	-	-	-	-	-	( <sup>5</sup> )	-	1	-	-	-
<u>After 1 year of service</u>													
Under 1 week	-	-	-	-	-	-	-	( <sup>5</sup> )	1	-	-	-	-
1 week	6	3	9	4	33	2	12	47	54	29	20	40	71
Over 1 and under 2 weeks	( <sup>5</sup> )	( <sup>5</sup> )	-	-	5	-	-	3	2	-	( <sup>5</sup> )	6	2
2 weeks	93	96	91	94	62	98	87	41	31	65	66	51	21
Over 2 and under 3 weeks	( <sup>5</sup> )	-	-	( <sup>5</sup> )	-	-	1	( <sup>5</sup> )	-	-	2	1	1
3 weeks	( <sup>5</sup> )	1	-	1	( <sup>5</sup> )	-	-	6	12	4	8	-	-
<u>After 2 years of service</u>													
Under 1 week	-	-	-	-	-	-	-	( <sup>5</sup> )	1	-	-	-	-
1 week	( <sup>5</sup> )	( <sup>5</sup> )	1	( <sup>5</sup> )	( <sup>5</sup> )	-	2	16	25	17	2	1	20
Over 1 and under 2 weeks	1	( <sup>5</sup> )	7	-	-	-	-	8	14	4	( <sup>5</sup> )	1	7
2 weeks	96	96	92	97	89	99	95	65	48	72	85	86	67
Over 2 and under 3 weeks	2	-	-	2	10	1	4	2	-	-	2	11	1
3 weeks	1	4	-	1	( <sup>5</sup> )	-	-	6	12	5	8	-	-

See footnotes at end of table.

Table B-5. Paid Vacations—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, New York, N.Y., April 1962)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities	Wholesale trade	Retail trade <sup>2</sup>	Finance <sup>3</sup>	Services	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Services
<b>Amount of vacation pay<sup>4</sup>—Continued</b>													
<u>After 3 years of service</u>													
Under 1 week .....	-	-	-	-	-	-	-	( <sup>5</sup> )	1	-	-	-	-
1 week .....	( <sup>5</sup> )	-	1	( <sup>5</sup> )	( <sup>5</sup> )	-	( <sup>5</sup> )	6	10	4	-	1	5
Over 1 and under 2 weeks .....	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-	-	4	10	-	-	1	-
2 weeks .....	92	89	91	97	84	94	91	77	65	89	87	80	87
Over 2 and under 3 weeks .....	2	1	1	2	12	1	7	3	1	-	2	12	1
3 weeks .....	5	10	7	1	5	5	2	8	14	5	8	5	1
4 weeks .....	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-	-	-	-	-	-	-	-
<u>After 4 years of service</u>													
Under 1 week .....	-	-	-	-	-	-	-	( <sup>5</sup> )	1	-	-	-	-
1 week .....	( <sup>5</sup> )	-	1	( <sup>5</sup> )	( <sup>5</sup> )	-	-	5	8	4	-	1	3
Over 1 and under 2 weeks .....	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-	-	4	9	-	-	1	-
2 weeks .....	92	89	91	97	84	94	91	78	67	89	87	80	88
Over 2 and under 3 weeks .....	2	1	1	2	12	1	7	4	1	-	2	12	3
3 weeks .....	5	10	7	1	5	5	2	8	14	5	8	5	1
4 weeks .....	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-	-	-	-	-	-	-	-
<u>After 5 years of service</u>													
Under 1 week .....	-	-	-	-	-	-	-	( <sup>5</sup> )	1	-	-	-	-
1 week .....	( <sup>5</sup> )	-	-	( <sup>5</sup> )	( <sup>5</sup> )	-	-	4	7	2	-	1	1
Over 1 and under 2 weeks .....	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-	-	( <sup>5</sup> )	( <sup>5</sup> )	-	-	1	-
2 weeks .....	67	72	70	83	56	62	60	72	71	75	62	64	89
Over 2 and under 3 weeks .....	9	1	3	7	6	15	7	4	1	1	2	8	3
3 weeks .....	24	26	28	11	37	22	33	18	18	20	32	25	2
4 weeks .....	( <sup>5</sup> )	1	-	-	-	-	-	1	2	2	-	-	-
<u>After 10 years of service</u>													
Under 1 week .....	-	-	-	-	-	-	-	( <sup>5</sup> )	1	-	-	-	-
1 week .....	( <sup>5</sup> )	-	-	( <sup>5</sup> )	( <sup>5</sup> )	-	-	3	7	-	-	1	1
Over 1 and under 2 weeks .....	-	-	-	-	-	-	-	( <sup>5</sup> )	-	-	-	1	-
2 weeks .....	25	28	40	34	23	13	39	45	43	54	28	25	70
Over 2 and under 3 weeks .....	6	1	1	7	-	12	1	3	5	-	2	1	3
3 weeks .....	65	57	57	57	75	74	54	45	43	41	66	70	19
Over 3 and under 4 weeks .....	( <sup>5</sup> )	1	-	2	-	-	-	-	-	-	-	-	-
4 weeks .....	4	13	2	( <sup>5</sup> )	2	( <sup>5</sup> )	6	2	2	5	-	2	1
<u>After 12 years of service</u>													
Under 1 week .....	-	-	-	-	-	-	-	( <sup>5</sup> )	1	-	-	-	-
1 week .....	( <sup>5</sup> )	-	-	( <sup>5</sup> )	( <sup>5</sup> )	-	-	3	7	-	-	1	1
Over 1 and under 2 weeks .....	-	-	-	-	-	-	-	( <sup>5</sup> )	-	-	-	1	-
2 weeks .....	22	24	38	31	22	13	30	41	39	51	27	24	63
Over 2 and under 3 weeks .....	7	5	1	8	-	12	1	5	9	-	3	1	4
3 weeks .....	65	57	54	59	76	73	63	47	42	44	66	70	25
Over 3 and under 4 weeks .....	1	-	4	2	-	1	-	-	-	-	-	-	-
4 weeks .....	5	14	3	( <sup>5</sup> )	2	1	6	3	3	5	-	2	1

See footnotes at end of table.

Table B-5. Paid Vacations—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, New York, N. Y., April 1962)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Finance <sup>3</sup>	Services	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Services
<b>Amount of vacation pay<sup>5</sup>—Continued</b>													
<u>After 15 years of service</u>													
Under 1 week -----	-	-	-	-	-	-	-	( <sup>5</sup> )	1	-	-	-	-
1 week -----	( <sup>5</sup> )	-	-	( <sup>5</sup> )	( <sup>5</sup> )	-	-	3	7	-	-	1	1
2 weeks -----	9	15	1	20	10	4	9	19	31	3	19	14	15
Over 2 and under 3 weeks -----	( <sup>5</sup> )	-	-	-	-	-	1	( <sup>5</sup> )	-	-	-	1	1
3 weeks -----	82	69	88	74	87	88	83	70	55	88	77	77	75
Over 3 and under 4 weeks -----	1	-	-	5	-	1	-	( <sup>5</sup> )	-	-	( <sup>5</sup> )	1	-
4 weeks -----	8	16	11	( <sup>5</sup> )	2	7	8	5	7	8	-	4	2
Over 4 weeks -----	-	-	-	-	-	-	-	( <sup>5</sup> )	-	1	-	-	-
<u>After 20 years of service</u>													
Under 1 week -----	-	-	-	-	-	-	-	( <sup>5</sup> )	1	-	-	-	-
1 week -----	( <sup>5</sup> )	-	-	( <sup>5</sup> )	( <sup>5</sup> )	-	-	3	7	-	-	1	1
2 weeks -----	8	14	1	19	10	4	8	18	28	3	17	14	14
Over 2 and under 3 weeks -----	( <sup>5</sup> )	-	-	-	-	-	1	( <sup>5</sup> )	-	-	-	1	1
3 weeks -----	68	54	81	62	67	70	80	62	52	72	64	63	75
Over 3 and under 4 weeks -----	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-	-	( <sup>5</sup> )	1	-	-	1	-
4 weeks -----	24	32	18	17	23	26	11	14	12	24	15	19	3
Over 4 weeks -----	( <sup>5</sup> )	-	-	2	-	-	-	( <sup>5</sup> )	-	1	-	-	-
<u>After 25 years of service</u>													
Under 1 week -----	-	-	-	-	-	-	-	( <sup>5</sup> )	1	-	-	-	-
1 week -----	( <sup>5</sup> )	-	-	( <sup>5</sup> )	( <sup>5</sup> )	-	-	3	7	-	-	1	1
2 weeks -----	8	14	1	19	10	4	8	18	28	3	17	14	13
Over 2 and under 3 weeks -----	( <sup>5</sup> )	-	-	-	-	-	1	( <sup>5</sup> )	-	-	-	1	1
3 weeks -----	27	29	27	43	29	13	67	44	42	28	53	31	74
Over 3 and under 4 weeks -----	( <sup>5</sup> )	1	1	( <sup>5</sup> )	-	-	-	1	3	-	3	1	-
4 weeks -----	63	56	71	35	61	81	24	31	20	67	23	50	5
Over 4 weeks -----	1	1	-	2	-	2	-	( <sup>5</sup> )	( <sup>5</sup> )	2	-	-	-

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

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

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

(Percent of office and plant workers in all industries and in industry divisions employed in establishments providing health, insurance, or pension benefits, New York, N.Y., April 1962)

Type of benefit	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Finance <sup>3</sup>	Services	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Services
All workers .....	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Life insurance .....	96	94	97	91	89	99	92	93	94	97	93	93	82
Accidental death and dismemberment insurance .....	43	44	59	53	42	39	30	48	42	63	57	42	52
Sickness and accident insurance or sick leave or both <sup>5</sup> .....	81	88	90	77	88	75	79	81	78	83	78	88	75
Sickness and accident insurance .....	26	29	37	35	47	17	25	61	69	39	47	66	61
Sick leave (full pay and no waiting period) .....	72	77	81	69	49	72	66	26	16	32	58	32	27
Sick leave (partial pay or waiting period) .....	3	5	5	1	9	1	( <sup>6</sup> )	12	8	34	-	6	7
Hospitalization insurance .....	80	85	67	70	88	87	56	89	95	73	90	96	79
Surgical insurance .....	77	85	67	66	87	83	54	86	92	70	87	93	77
Medical insurance .....	63	67	54	55	71	73	32	66	70	62	67	77	52
Catastrophe insurance .....	61	52	67	49	24	78	37	14	9	42	22	9	6
Retirement pension .....	82	82	89	76	68	89	63	80	82	81	78	81	67
No health, insurance, or pension plan .....	1	3	( <sup>6</sup> )	1	( <sup>6</sup> )	-	( <sup>6</sup> )	2	1	-	:	1	8

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



## Appendix A: Changes in Occupational Descriptions

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

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

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

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





## Appendix B: Occupational Descriptions

The primary purpose of preparing job descriptions for the Bureau's wage surveys is to assist its field staff in classifying into appropriate occupations workers who are employed under a variety of payroll titles and different work arrangements from establishment to establishment and from area to area. This is essential in order to permit the grouping of occupational wage rates representing comparable job content. Because of this emphasis on interestablishment and interarea comparability of occupational content, the Bureau's job descriptions may differ significantly from those in use in individual establishments or those prepared for other purposes. In applying these job descriptions, the Bureau's field economists are instructed to exclude working supervisors, apprentices, learners, beginners, trainees, handicapped, part-time, temporary, and probationary workers.

### OFFICE

#### BILLER, MACHINE

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

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

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

#### BOOKKEEPING-MACHINE OPERATOR

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

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

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

#### CLERK, ACCOUNTING

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

## CLERK, ACCOUNTING—Continued

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

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

## CLERK, FILE

*Class A*—In an established filing system containing a number of varied subject matter files, classifies and indexes file material such as correspondence, reports, technical documents, etc. May also file this material. May keep records of various types in conjunction with the files. May lead a small group of lower level file clerks.

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

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

## CLERK, ORDER

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

## CLERK, PAYROLL

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

## COMPTOMETER OPERATOR

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

## DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

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

## KEYPUNCH OPERATOR

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

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

## OFFICE BOY OR GIRL

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

## SECRETARY

Performs secretarial and clerical duties for a superior in an administrative or executive position. Duties include making appointments for superior; receiving people coming into office; answering and

## SECRETARY—Continued

making phone calls; handling personal and important or confidential mail, and writing routine correspondence on own initiative; and taking dictation (where transcribing machine is not used) either in shorthand or by Stenotype or similar machine, and transcribing dictation or the recorded information reproduced on a transcribing machine. May prepare special reports or memorandums for information of superior.

## STENOGRAPHER, GENERAL

Primary duty is to take dictation from one or more persons either in shorthand or by Stenotype or similar machine, involving a normal routine vocabulary; and transcribe dictation. May also type from written copy. May maintain files, keep simple records, or perform other relatively routine clerical tasks. May operate from a stenographic pool. Does not include transcribing-machine work. (See transcribing-machine operator.)

## STENOGRAPHER, SENIOR

Primary duty is to take dictation from one or more persons, either in shorthand or by Stenotype or similar machine, involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research and transcribe dictation. May also type from written copy. May also set up and maintain files, keep records, etc.

OR

Performs stenographic duties requiring significantly greater independence and responsibility than stenographers, general as evidenced by the following: Work requires high degree of stenographer speed and accuracy; and a thorough working knowledge of general business and office procedures and of the specific business operations, organization, policies, procedures, files, workflow, etc. Uses this knowledge in performing stenographic duties and responsible clerical tasks such as, maintaining followup files; assembling material for reports, memorandums, letters, etc.; composing simple letters from general instructions; reading and routing incoming mail; and answering routine questions, etc. Does not include transcribing-machine work.

## SWITCHBOARD OPERATOR

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

## SWITCHBOARD OPERATOR-RECEPTIONIST

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

## TABULATING-MACHINE OPERATOR

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

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

## TABULATING-MACHINE OPERATOR—Continued

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

## TRANSCRIBING-MACHINE OPERATOR, GENERAL

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

## TYPIST

Uses a typewriter to make copies of various material or to make out bills after calculations have been made by another person. May include typing of stencils, mats, or similar materials for use in duplicating processes. May do clerical work involving little special training, such as keeping simple records, filing records and reports, or sorting and distributing incoming mail.

*Class A*—Performs one or more of the following: Typing material in final form when it involves combining material from several sources or responsibility for correct spelling, syllabication, punctuation, etc., of technical or unusual words or foreign language material; and planning layout and typing of complicated statistical tables to maintain uniformity and balance in spacing. May type routine form letters varying details to suit circumstances.

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

## PROFESSIONAL AND TECHNICAL

### DRAFTSMAN, JUNIOR

(Assistant draftsman)

Draws to scale units or parts of drawings prepared by draftsman or others for engineering, construction, or manufacturing purposes. Uses various types of drafting tools as required. May prepare drawings from simple plans or sketches, or perform other duties under direction of a draftsman.

### DRAFTSMAN, LEADER

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

### DRAFTSMAN, SENIOR

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

### DRAFTSMAN, SENIOR—Continued

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

### NURSE, INDUSTRIAL (REGISTERED)

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

### TRACER

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

## MAINTENANCE AND POWERPLANT

### CARPENTER, MAINTENANCE

Performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. Work involves *most of the following*: Planning and laying out of work from blueprints, drawings, models, or verbal instructions; using a variety of carpenter's handtools, portable

### CARPENTER, MAINTENANCE—Continued

power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter 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 electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

## ENGINEER, STATIONARY

Operates and maintains and may also supervise the operation of stationary engines and equipment (mechanical or electrical) to supply the establishment in which employed with power, heat, refrigeration, or air-conditioning. Work involves: Operating and maintaining equipment such as steam engines, air compressors, generators, motors, turbines, ventilating and refrigerating equipment, steam boilers and boiler-fed water pumps; making equipment repairs; 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.