

# Occupational Wage Survey

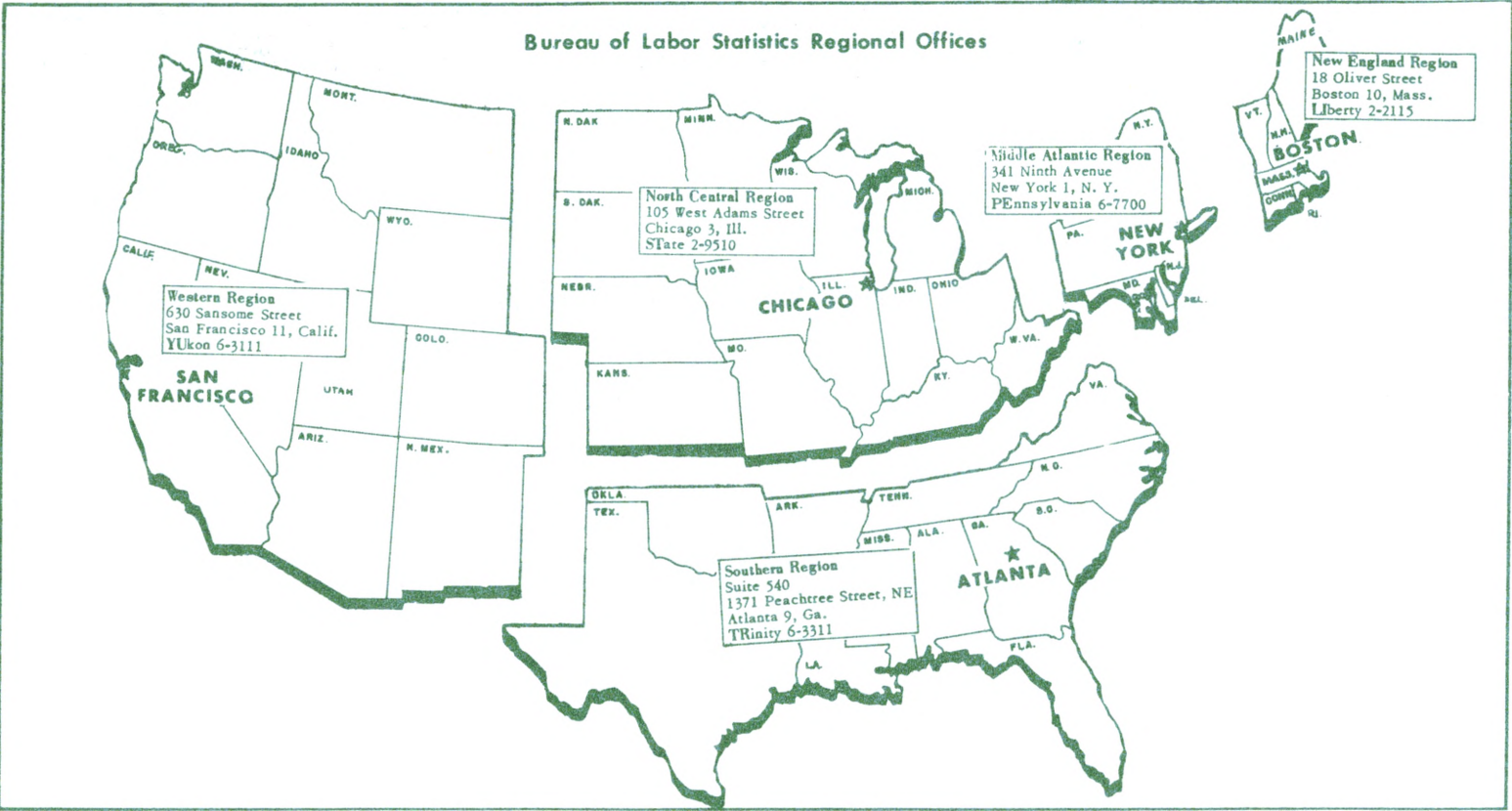
**ATLANTA, GEORGIA**

**MAY 1962**

**Bulletin No. 1303-65**

UNITED STATES DEPARTMENT OF LABOR  
Arthur J. Goldberg, Secretary

BUREAU OF LABOR STATISTICS  
Ewan Clague, Commissioner



# Occupational Wage Survey

**ATLANTA, GEORGIA**

**MAY 1962**

**Bulletin No. 1303-65**

August 1962

**UNITED STATES DEPARTMENT OF LABOR**

**Arthur J. Goldberg, Secretary**

**BUREAU OF LABOR STATISTICS**

**Ewan Clague, Commissioner**





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 Atlanta, Ga., by James D. Garland, under the direction of Donald M. Cruse. The study was under the general direction of Louis B. Woytych, Assistant Regional Director for Wages and Industrial Relations.

	Page
Introduction .....	1
Wage trends for selected occupational groups .....	4
Tables:	
1. Establishments and workers within scope of survey .....	3
2. Percents of increase in standard weekly salaries and straight-time hourly earnings for selected occupational groups .....	5
3. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups, and percents of change for selected periods .....	5
A: Occupational earnings:*	
A-1. Office occupations—men and women .....	6
A-2. Professional and technical occupations—men and women .....	10
A-3. Office, professional, and technical occupations—men and women combined .....	11
A-4. Maintenance and powerplant occupations .....	13
A-5. Custodial and material movement occupations .....	14
B: Establishment practices and supplementary wage provisions:*	
B-1. Shift differentials .....	16
B-2. Minimum entrance salaries for women office workers .....	17
B-3. Scheduled weekly hours .....	18
B-4. Paid holidays .....	19
B-5. Paid vacations .....	20
B-6. Health, insurance, and pension plans .....	22
Appendixes:	
A. Changes in occupational descriptions .....	23
B. Occupational descriptions .....	25

\* NOTE: Similar tabulations are available in previous area reports for Atlanta 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 practices are available for contract cleaning services (June 1961) and paints and varnishes (May 1961). Union scales, indicative of prevailing pay levels, are also available for the following trades or industries: Building construction, printing, local-transit operating employees, and motortruck drivers and helpers.



## Occupational Wage Survey—Atlanta, Ga.

### Introduction

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

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

### Occupations and Earnings

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

Occupational employment and earnings data are shown for full-time workers, i. e., those hired to work a regular weekly schedule in the given occupational classification. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Nonproduction bonuses are excluded also, but cost-of-living bonuses and incentive earnings are included. Where weekly hours are reported, as for office clerical occupations, reference is

to the work schedules (rounded to the nearest half hour) for which straight-time salaries are paid; average weekly earnings for these occupations have been rounded to the nearest half dollar.

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

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

### Establishment Practices and Supplementary Wage Provisions

Information is presented (in the B-series tables) on selected establishment practices and supplementary benefits as they relate to office and plant workers. The concept "office workers," as used in this bulletin, includes working supervisors and nonsupervisory workers performing clerical or related functions, and excludes administrative, executive, and professional personnel. "Plant workers" include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. Administrative, executive, and professional employees, and force-account construction employees who are utilized as a separate work force are excluded. Cafeteria workers and routemen are excluded in manufacturing industries, but are included as plant workers in nonmanufacturing industries.

Shift differential data (table B-1) are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy,<sup>1</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>1</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>2</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>3</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>2</sup> The temporary disability laws in California and Rhode Island do not require employer contributions.

<sup>3</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 Atlanta, Ga.,<sup>1</sup> by major industry division,<sup>2</sup> May 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	
All divisions -----	50	834	225	181,000	36,300	112,400	109,680
Manufacturing -----	50	279	69	72,700	7,500	53,000	44,940
Nonmanufacturing -----	50	555	156	108,300	28,800	59,400	64,740
Transportation, communication, and other public utilities <sup>5</sup> -----	50	83	31	33,100	6,500	18,600	25,650
Wholesale trade -----	50	138	34	16,700	5,700	8,400	6,550
Retail trade -----	50	156	35	32,500	4,700	23,800	18,420
Finance, insurance, and real estate -----	50	92	30	16,000	10,800	<sup>6</sup> 800	9,830
Services <sup>7</sup> -----	50	86	26	10,000	( <sup>8</sup> )	( <sup>8</sup> )	4,290

<sup>1</sup> The Atlanta Standard Metropolitan Statistical Area consists of Clayton, Cobb, DeKalb, Fulton, and Gwinnett 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.

<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.

<sup>8</sup> This industry division is represented in estimates for "all industries" and "nonmanufacturing" in the Series A and B tables. Separate presentation of data for this division is not made for one or more of the following reasons: (1) Employment in the division is too small to provide enough data to merit separate study, (2) the sample was not designed initially to permit separate presentation, (3) response was insufficient or inadequate to permit separate presentation, and (4) there is possibility of disclosure of individual establishment data.

### 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 Atlanta, Ga., May 1961 to May 1962, and June 1960 to May 1961

Industry and occupational group	May 1961 to May 1962	June 1960 to May 1961
<b>All industries:</b>		
Office clerical (men and women) -----	3.1	3.7
Industrial nurses (men and women) -----	4.7	1.1
Skilled maintenance (men) -----	4.1	3.6
Unskilled plant (men) -----	6.4	2.7
<b>Manufacturing:</b>		
Office clerical (men and women) -----	4.4	2.9
Industrial nurses (men and women) -----	6.0	1.5
Skilled maintenance (men) -----	3.5	3.3
Unskilled plant (men) -----	7.6	4.1

Table 3. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in Atlanta, Ga., May 1961 and May 1962, and percents of change for selected periods

Industry and occupational group	Indexes March 1953=100		Percents of change <sup>1</sup> from—								
	May 1962	May 1961	May 1961 to May 1962	June 1960 to May 1961	May 1959 to June 1960	May 1958 to May 1959	April 1957 to May 1958	April 1956 to April 1957	March 1955 to April 1956	March 1954 to March 1955	March 1953 to March 1954
<b>All industries:</b>											
Office clerical (women) -----	140.9	136.6	3.1	3.1	4.4	3.9	5.6	3.4	6.3	2.2	3.0
Industrial nurses (women) -----	151.9	145.0	4.7	1.1	4.4	4.7	5.5	3.8	9.0	4.3	5.3
Skilled maintenance (men) -----	146.8	141.4	3.8	3.4	4.0	4.0	6.2	4.3	5.4	2.9	5.3
Unskilled plant (men) -----	150.8	142.1	6.1	2.0	1.6	1.0	5.6	4.9	13.6	1.8	5.9
<b>Manufacturing:</b>											
Office clerical (women) -----	145.6	138.0	5.5	2.6	5.9	2.5	6.8	5.0	4.4	1.9	3.8
Industrial nurses (women) -----	157.0	148.1	6.0	1.5	5.4	5.1	6.0	5.0	8.8	4.3	4.4
Skilled maintenance (men) -----	143.8	138.7	3.7	3.3	3.1	3.4	6.8	3.9	5.0	3.1	4.9
Unskilled plant (men) -----	153.5	142.7	7.5	3.9	<sup>2</sup> -1.0	2.1	7.3	6.6	11.4	1.7	4.9

<sup>1</sup> Unless otherwise indicated, all are increases.

<sup>2</sup> Decline reflects the exclusion of some higher paid workers because of changes in duties since previous survey.

## 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, Atlanta, Ga., May 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	\$ 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 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	over
<b>Men</b>																								
Bookkeeping-machine operators, class B	27	39.5	\$67.50	-	-	-	2	6	10	6	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class A	399	39.5	104.50	-	-	-	-	1	1	7	18	25	21	45	39	67	35	27	34	21	28	8	8	14
Manufacturing	139	40.0	106.00	-	-	-	-	-	-	1	7	14	2	7	9	29	13	13	10	13	17	2	1	1
Nonmanufacturing	260	39.5	104.00	-	-	-	-	1	1	6	11	11	19	38	30	38	22	14	24	8	11	6	7	13
Public utilities <sup>2</sup>	82	39.0	107.00	-	-	-	-	-	-	-	2	5	9	13	4	6	13	2	8	4	4	4	6	2
Wholesale trade	142	40.0	105.00	-	-	-	-	-	-	6	2	3	7	19	22	25	9	12	15	4	7	2	-	9
Finance <sup>3</sup>	27	39.0	92.50	-	-	-	-	1	1	-	7	2	3	4	3	2	-	-	1	-	-	-	1	2
Clerks, accounting, class B	439	40.0	83.00	-	-	4	7	27	47	49	41	69	58	65	25	11	17	11	6	2	-	-	-	-
Manufacturing	71	40.0	81.50	-	-	-	-	-	2	14	7	3	21	3	17	2	-	-	2	-	-	-	-	-
Nonmanufacturing	368	40.0	83.00	-	-	4	7	25	33	42	38	48	55	48	23	11	17	9	6	2	-	-	-	-
Public utilities <sup>2</sup>	41	39.5	90.00	-	-	-	-	2	2	6	3	4	1	6	9	2	-	4	2	-	-	-	-	-
Wholesale trade	238	39.5	85.50	-	-	1	3	1	20	22	31	43	35	33	14	7	17	5	6	-	-	-	-	-
Finance <sup>3</sup>	31	39.0	66.50	-	-	-	1	4	10	7	3	4	1	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class B <sup>4</sup>	67	39.5	61.50	-	4	11	11	20	8	4	8	1	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	67	39.5	61.50	-	4	11	11	20	8	4	8	1	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	199	40.0	85.50	-	-	8	10	20	5	20	18	29	5	14	27	12	7	11	5	1	2	2	1	2
Manufacturing	48	40.0	87.50	-	-	4	-	2	-	11	-	1	2	1	22	1	-	1	1	-	2	-	-	-
Nonmanufacturing	151	40.0	85.00	-	-	4	10	18	5	9	18	28	3	13	5	11	7	10	4	1	-	2	1	2
Wholesale trade	151	40.0	85.00	-	-	4	10	18	5	9	18	28	3	13	5	11	7	10	4	1	-	2	1	2
Clerks, payroll	86	40.0	95.50	-	-	-	1	-	2	6	23	-	7	7	5	9	5	5	3	5	-	-	7	1
Manufacturing	49	40.0	91.50	-	-	-	1	-	2	3	19	-	5	2	-	1	5	3	1	2	-	-	5	-
Nonmanufacturing	37	39.5	101.00	-	-	-	-	-	-	3	4	-	2	5	5	8	-	2	3	-	-	-	2	1
Duplicating-machine operators (Mimeograph or Ditto)	26	38.5	63.50	-	-	6	2	12	1	1	1	-	3	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	26	38.5	63.50	-	-	6	2	12	1	1	1	-	3	-	-	-	-	-	-	-	-	-	-	-
Office boys	214	39.0	58.50	1	35	58	57	21	10	-	13	15	2	-	2	-	-	-	-	-	-	-	-	-
Nonmanufacturing	191	39.0	58.00	1	35	48	53	19	10	-	8	14	2	-	1	-	-	-	-	-	-	-	-	-
Public utilities <sup>2</sup>	46	38.5	68.50	-	-	12	7	-	8	-	2	14	2	-	1	-	-	-	-	-	-	-	-	-
Wholesale trade	68	39.0	56.50	-	10	10	35	7	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>3</sup>	60	39.0	53.50	-	17	22	10	11	-	-	-	-	-	-	17	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class A	149	39.0	101.50	-	-	-	1	2	-	3	6	15	3	15	13	16	40	8	17	5	1	3	1	-
Nonmanufacturing	131	39.0	100.00	-	-	-	1	2	-	2	6	15	3	13	11	15	39	7	14	1	1	1	-	-
Public utilities <sup>2</sup>	34	38.5	101.50	-	-	-	-	-	-	1	1	4	2	2	2	8	4	5	5	-	-	-	-	-
Wholesale trade	46	39.5	105.50	-	-	-	-	-	-	-	-	-	1	3	4	2	32	2	1	-	1	-	-	-
Finance <sup>3</sup>	29	39.0	95.50	-	-	-	1	2	-	1	1	3	-	6	3	4	3	-	3	1	-	1	-	-
Tabulating-machine operators, class B	208	39.5	84.50	-	-	4	3	7	13	30	31	27	11	30	18	12	14	1	1	6	-	-	-	-
Manufacturing	44	40.0	102.00	-	-	-	-	-	-	-	4	3	1	1	8	7	12	1	1	6	-	-	-	-
Nonmanufacturing	164	39.0	80.00	-	-	4	3	7	13	30	27	24	10	29	10	5	2	-	-	-	-	-	-	-
Public utilities <sup>2</sup>	41	39.5	85.00	-	-	1	-	-	3	5	5	8	-	9	4	4	2	-	-	-	-	-	-	-
Wholesale trade	56	39.0	82.00	-	-	-	-	-	-	17	11	8	1	14	5	-	-	-	-	-	-	-	-	-
Finance <sup>3</sup>	52	39.0	73.00	-	-	3	3	7	10	2	10	8	4	5	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class C	87	39.5	74.50	-	-	2	8	21	9	7	7	4	19	2	3	3	-	2	-	-	-	-	-	-
Nonmanufacturing	71	39.5	71.00	-	-	2	8	20	9	6	7	4	12	-	3	-	-	-	-	-	-	-	-	-
Public utilities <sup>2</sup>	25	38.5	69.50	-	-	-	5	9	3	1	1	3	-	-	3	-	-	-	-	-	-	-	-	-

See footnotes at end of table.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Atlanta, Ga., May 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)	\$ 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 and over
<b>Men—Continued</b>																								
Typists, class B	100	40.0	\$ 86.00	-	-	-	1	-	12	7	2	19	8	35	16	-	-	-	-	-	-	-	-	-
Nonmanufacturing	87	40.0	87.50	-	-	-	-	-	10	2	2	14	8	35	16	-	-	-	-	-	-	-	-	-
Public utilities <sup>2</sup>	87	40.0	87.50	-	-	-	-	-	10	2	2	14	8	35	16	-	-	-	-	-	-	-	-	-
<b>Women</b>																								
Billers, machine (billing machine)	105	39.5	70.00	-	4	7	9	14	19	21	12	1	12	3	3	-	-	-	-	-	-	-	-	-
Nonmanufacturing	85	39.5	68.00	-	4	7	8	11	19	16	7	-	12	1	-	-	-	-	-	-	-	-	-	-
Wholesale trade	40	40.0	74.00	-	-	-	-	8	4	13	3	-	12	-	-	-	-	-	-	-	-	-	-	-
Billers, machine (bookkeeping machine)	89	40.0	63.00	-	4	12	13	22	19	10	9	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	36	40.0	66.50	-	-	-	6	10	5	9	6	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	53	40.0	60.50	-	4	12	7	12	14	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A	187	39.5	73.00	-	-	5	11	41	15	32	30	13	36	-	-	1	3	-	-	-	-	-	-	-
Manufacturing	39	39.5	77.50	-	-	-	-	-	5	10	11	4	9	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	148	39.5	72.00	-	-	5	11	41	10	22	19	9	27	-	-	1	3	-	-	-	-	-	-	-
Wholesale trade	48	40.0	71.00	-	-	-	6	21	1	9	-	8	-	-	-	-	3	-	-	-	-	-	-	-
Retail trade	33	40.0	73.50	-	-	4	1	3	2	9	1	1	12	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>3</sup>	67	39.0	71.50	-	-	1	4	17	8	12	9	8	7	-	-	1	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class B	401	40.0	66.50	-	5	44	59	63	95	60	22	21	22	4	3	-	2	1	-	-	-	-	-	-
Manufacturing	84	40.0	72.50	-	-	-	3	7	38	8	7	15	2	2	-	-	1	1	-	-	-	-	-	-
Nonmanufacturing	317	40.0	65.00	-	5	44	56	56	57	52	15	6	20	2	3	-	1	-	-	-	-	-	-	-
Wholesale trade	131	40.0	70.00	-	-	6	10	24	22	33	10	6	17	2	1	-	-	-	-	-	-	-	-	-
Retail trade	29	40.5	63.50	-	-	4	4	3	12	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>3</sup>	141	39.5	60.00	-	5	34	35	29	20	13	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class A	417	39.5	89.50	-	-	-	1	11	32	40	46	33	85	23	47	21	17	27	6	3	18	2	2	3
Manufacturing	87	40.0	97.50	-	-	-	-	-	3	5	-	5	16	-	22	3	6	19	2	1	5	-	-	-
Nonmanufacturing	330	39.5	87.50	-	-	-	1	11	29	35	46	28	69	23	25	18	11	8	4	2	13	2	2	3
Public utilities <sup>2</sup>	123	38.5	98.50	-	-	-	-	-	1	2	15	39	16	17	4	4	2	2	1	13	2	2	3	
Wholesale trade	30	39.5	92.50	-	-	-	-	-	-	4	4	-	8	-	3	-	7	1	2	1	13	2	2	3
Retail trade	78	41.0	79.00	-	-	-	-	10	19	8	12	5	4	5	5	-	5	-	5	-	-	-	-	
Finance <sup>3</sup>	97	39.0	79.50	-	-	-	1	1	10	22	28	8	17	2	-	8	-	-	-	-	-	-	-	
Clerks, accounting, class B	1,474	39.0	70.00	-	19	170	218	231	195	124	175	66	102	97	33	12	10	15	6	-	1	-	-	-
Manufacturing	218	40.0	72.50	-	-	11	16	55	35	18	28	16	9	10	5	6	4	5	-	-	-	-	-	-
Nonmanufacturing	1,256	39.0	69.50	-	19	159	202	176	160	106	147	50	93	87	28	6	6	10	6	-	1	-	-	-
Public utilities <sup>2</sup>	363	38.0	71.50	-	-	36	81	20	49	26	89	9	8	5	19	-	4	10	6	-	1	-	-	
Wholesale trade	320	40.0	79.50	-	5	19	22	8	21	22	22	31	75	82	7	4	2	-	-	-	-	-	-	
Retail trade	196	40.5	64.50	-	1	30	26	64	27	12	22	2	10	-	2	-	-	-	-	-	-	-	-	
Finance <sup>3</sup>	332	39.0	60.50	-	13	72	66	83	57	32	5	4	-	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class A <sup>4</sup>	124	39.0	75.50	-	-	5	9	20	17	12	19	6	4	30	1	-	-	-	-	-	-	-	-	1
Nonmanufacturing	105	39.0	73.00	-	-	5	9	20	15	12	17	6	4	15	1	-	-	-	-	-	-	-	-	1
Finance <sup>3</sup>	57	39.0	68.50	-	-	5	8	15	4	6	13	2	1	3	-	-	-	-	-	-	-	-	-	-
Clerks, file, class B <sup>4</sup>	401	39.5	59.00	8	38	102	105	53	39	13	22	6	14	-	1	-	-	-	-	-	-	-	-	-
Manufacturing	33	40.0	70.50	-	1	2	5	3	5	3	7	5	11	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	368	39.5	58.00	8	37	100	100	50	33	8	22	6	3	-	1	-	-	-	-	-	-	-	-	-
Public utilities <sup>2</sup>	42	39.5	71.00	-	-	3	2	8	7	-	12	6	3	-	1	-	-	-	-	-	-	-	-	-
Wholesale trade	88	39.5	61.00	-	-	13	37	14	8	6	10	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	42	40.0	52.50	8	-	21	6	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>3</sup>	191	39.0	55.00	-	37	62	55	26	9	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-

See footnotes at end of table.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Atlanta, Ga., May 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>1</sup> and under \$45.00	\$40.00	\$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	\$140.00 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			
<b>Women—Continued</b>																										
Clerks, file, class C <sup>4</sup>	433	39.0	\$51.00	2	185	132	94	19	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	428	39.0	51.00	2	183	131	92	19	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>3</sup>	254	38.5	50.00	-	150	74	16	13	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	307	39.5	67.00	-	3	33	41	69	51	53	27	6	7	7	2	-	7	1	-	-	-	-	-	-	-	-
Manufacturing	81	40.0	67.50	-	-	14	9	15	3	11	18	5	4	-	2	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	226	39.5	66.50	-	3	19	32	54	48	42	9	1	3	7	-	-	7	1	-	-	-	-	-	-	-	-
Wholesale trade	142	39.5	70.00	-	-	8	14	25	27	42	7	1	3	7	-	-	7	1	-	-	-	-	-	-	-	-
Retail trade	80	40.0	60.50	-	3	11	18	25	21	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, payroll	352	39.5	78.00	-	8	14	30	27	36	43	49	28	26	26	25	27	5	2	-	2	4	-	-	-	-	-
Manufacturing	115	39.5	77.50	-	5	5	8	14	11	4	30	3	4	9	1	15	1	2	-	1	2	-	-	-	-	-
Nonmanufacturing	237	39.5	78.50	-	3	9	22	13	25	39	19	25	22	17	24	12	4	-	-	1	2	-	-	-	-	-
Public utilities <sup>2</sup>	59	38.5	86.00	-	-	3	5	2	5	1	4	-	8	11	7	7	3	-	-	1	2	-	-	-	-	-
Wholesale trade	59	39.5	84.00	-	-	-	-	-	-	16	6	18	5	2	10	1	1	-	-	-	-	-	-	-	-	-
Retail trade	65	39.5	71.00	-	2	2	13	9	5	8	7	2	9	3	5	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>3</sup>	34	39.0	73.00	-	1	3	1	2	8	12	-	2	-	1	-	4	-	-	-	-	-	-	-	-	-	-
Comptometer operators	470	39.5	74.00	-	4	21	25	56	79	107	61	34	21	9	23	9	7	6	2	6	-	-	-	-	-	-
Manufacturing	58	40.0	85.50	-	-	-	5	2	5	11	2	2	4	4	7	7	4	5	-	-	-	-	-	-	-	-
Nonmanufacturing	412	39.5	72.50	-	4	21	20	54	74	96	59	32	17	5	16	2	3	1	2	6	-	-	-	-	-	-
Wholesale trade	226	40.0	73.50	-	-	8	13	42	39	42	31	21	9	2	7	2	1	1	2	6	-	-	-	-	-	-
Retail trade	161	39.5	69.50	-	4	13	7	12	35	54	16	9	2	2	7	-	-	-	-	-	-	-	-	-	-	-
Duplicating-machine operators (Mimeograph or Ditto)	33	39.0	62.00	-	-	7	13	1	2	2	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Keypunch operators, class A <sup>4</sup>	412	39.5	82.50	-	-	7	12	20	51	35	41	27	80	90	33	-	7	9	-	-	-	-	-	-	-	-
Nonmanufacturing	349	39.0	81.00	-	-	7	12	18	50	34	36	21	66	83	6	-	7	9	-	-	-	-	-	-	-	-
Public utilities <sup>2</sup>	119	39.5	93.00	-	-	-	-	1	2	-	1	9	7	82	5	-	3	9	-	-	-	-	-	-	-	-
Wholesale trade	123	39.5	80.50	-	-	-	-	-	32	20	8	6	52	1	-	-	4	-	-	-	-	-	-	-	-	-
Retail trade	38	40.0	71.50	-	-	2	6	4	2	-	15	6	2	-	1	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>3</sup>	65	38.0	67.50	-	-	5	6	13	14	14	8	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Keypunch operators, class B <sup>4</sup>	482	39.0	65.00	-	20	47	106	67	86	67	50	7	12	12	1	1	6	-	-	-	-	-	-	-	-	-
Manufacturing	50	39.5	82.50	-	-	5	1	4	6	-	1	1	12	12	1	1	6	-	-	-	-	-	-	-	-	-
Nonmanufacturing	432	39.0	63.00	-	20	42	105	63	80	67	49	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities <sup>2</sup>	85	38.0	65.50	-	-	12	18	8	18	5	21	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	68	40.0	71.00	-	-	-	4	5	13	23	21	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	128	40.0	60.00	-	10	13	40	15	20	30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>3</sup>	141	38.5	61.50	-	5	17	40	33	29	9	7	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office girls	157	39.5	54.50	-	48	49	31	15	10	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	25	39.5	51.00	-	15	3	5	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	132	39.5	55.00	-	33	46	26	15	8	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance <sup>3</sup>	71	39.0	55.50	-	23	18	13	9	4	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	1,894	39.5	89.50	-	-	5	33	65	126	158	219	263	131	236	127	229	87	66	37	33	36	13	9	21	-	-
Manufacturing	509	39.5	93.00	-	-	-	-	5	29	28	57	83	28	51	26	116	20	15	8	15	14	8	2	4	-	-
Nonmanufacturing	1,385	39.0	88.00	-	-	5	33	60	97	130	162	180	103	185	101	113	67	51	29	18	22	5	7	17	-	-
Public utilities <sup>2</sup>	305	39.0	104.00	-	-	-	-	-	-	8	13	17	6	46	38	58	30	22	23	4	18	4	7	11	-	-
Wholesale trade	343	39.5	90.50	-	-	-	-	8	26	42	23	38	34	44	30	27	27	22	2	11	3	-	-	6	-	-
Retail trade	173	39.5	82.00	-	-	1	11	11	13	24	20	23	17	17	9	13	3	4	3	3	-	1	-	-	-	-
Finance <sup>3</sup>	506	39.0	79.50	-	-	-	-	22	39	53	51	93	92	43	69	23	13	3	1	-	-	-	-	-	-	-

See footnotes at end of table.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Atlanta, Ga., May 1962)

Sex, occupation, and industry division	Number of workers	Averages		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																											
		Weekly hours <sup>1</sup> (Standard)	Weekly earnings <sup>1</sup> (Standard)	\$ 40.00 and under 45.00	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 140.00 and over						
<b>Women—Continued</b>																															
Stenographers, general <sup>4</sup>	1,475	39.0	\$ 72.00	-	10	68	197	209	246	205	200	90	58	55	87	24	20	6	-	-	-	-	-	-	-	-	-				
Manufacturing	269	39.5	74.50	-	-	-	5	24	38	76	67	34	6	9	10	-	-	-	-	-	-	-	-	-	-	-					
Nonmanufacturing	1,206	39.0	71.50	-	10	68	192	185	208	129	133	56	52	46	77	24	20	6	-	-	-	-	-	-	-	-					
Public utilities <sup>2</sup>	442	38.5	79.50	-	-	30	61	14	37	25	64	25	31	34	77	20	20	4	-	-	-	-	-	-	-	-					
Wholesale trade	316	40.0	72.00	-	-	-	17	65	59	71	45	23	19	11	-	4	-	2	-	-	-	-	-	-	-	-					
Retail trade	95	39.5	64.00	-	1	1	22	33	22	8	3	2	2	1	-	-	-	-	-	-	-	-	-	-	-	-					
Finance <sup>3</sup>	337	39.0	62.50	-	9	37	90	65	84	25	21	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Stenographers, senior <sup>4</sup>	654	39.5	89.50	-	-	-	8	25	21	22	68	68	89	69	224	19	11	20	4	3	2	1	-	-	-	-					
Manufacturing	314	39.0	83.00	-	-	-	8	25	18	15	57	61	37	48	19	12	3	2	3	3	2	1	-	-	-	-					
Public utilities <sup>2</sup>	69	38.5	80.00	-	-	-	-	6	6	4	22	2	9	4	2	-	-	-	-	-	-	-	-	-	-	-					
Wholesale trade	130	40.0	91.00	-	-	-	8	-	-	3	-	22	26	35	14	10	3	-	3	3	2	1	-	-	-	-					
Finance <sup>3</sup>	75	38.5	75.50	-	-	-	-	12	9	6	31	7	6	3	1	-	-	-	-	-	-	-	-	-	-	-					
Switchboard operators	255	41.0	65.50	<sup>5</sup> 52	8	23	11	28	21	30	13	23	13	23	1	1	1	4	2	-	-	-	-	-	1	-					
Manufacturing	25	39.5	86.50	-	-	-	2	-	1	5	-	6	1	3	-	1	1	4	1	-	-	-	-	-	-	-					
Nonmanufacturing	230	41.5	63.00	52	8	23	9	28	20	25	13	17	12	20	1	-	-	-	-	-	-	-	-	-	1	-					
Public utilities <sup>2</sup>	45	39.5	88.00	-	-	-	-	-	-	1	5	9	11	19	-	-	-	-	-	-	-	-	-	-	-	-					
Retail trade	69	41.0	60.50	-	3	23	6	13	12	11	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Finance <sup>3</sup>	45	39.0	68.50	-	-	-	3	15	8	11	5	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-					
Switchboard operator-receptionists	365	39.5	68.50	-	4	42	24	83	77	47	31	7	16	13	21	-	-	-	-	-	-	-	-	-	-	-					
Manufacturing	103	40.0	68.00	-	-	5	1	28	32	22	8	1	4	2	-	-	-	-	-	-	-	-	-	-	-	-					
Nonmanufacturing	262	39.5	68.50	-	4	37	23	55	45	25	23	6	12	11	21	-	-	-	-	-	-	-	-	-	-	-					
Public utilities <sup>2</sup>	42	39.5	86.50	-	-	-	-	-	3	2	11	2	-	6	18	-	-	-	-	-	-	-	-	-	-	-					
Wholesale trade	110	39.5	70.00	-	-	9	7	22	19	23	12	-	11	4	3	-	-	-	-	-	-	-	-	-	-	-					
Retail trade	36	41.0	61.00	-	-	10	2	16	7	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-					
Finance <sup>3</sup>	64	38.5	58.50	-	4	17	14	15	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Tabulating-machine operators, class B	119	38.5	72.50	-	-	11	20	2	21	16	18	9	8	-	3	6	5	-	-	-	-	-	-	-	-	-					
Nonmanufacturing	110	38.5	71.00	-	-	11	20	2	21	16	18	6	7	-	3	6	-	-	-	-	-	-	-	-	-	-					
Transcribing-machine operators, general	451	39.0	65.50	-	10	41	95	105	66	46	30	19	32	4	1	-	2	-	-	-	-	-	-	-	-	-					
Manufacturing	33	40.0	70.00	-	-	-	5	10	8	2	-	2	3	3	-	-	-	-	-	-	-	-	-	-	-	-					
Nonmanufacturing	418	39.0	65.00	-	10	41	90	95	58	44	30	17	29	1	1	-	2	-	-	-	-	-	-	-	-	-					
Wholesale trade	137	39.5	69.50	-	-	3	23	27	22	25	9	13	12	1	-	-	2	-	-	-	-	-	-	-	-	-					
Finance <sup>3</sup>	213	38.5	60.50	-	9	34	65	54	26	9	10	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-					
Typists, class A	506	39.0	68.50	-	18	26	73	83	121	70	44	22	5	33	4	2	1	2	2	-	-	-	-	-	-	-					
Manufacturing	56	40.0	79.00	-	2	-	2	4	1	15	7	8	2	10	2	2	1	2	-	-	-	-	-	-	-	-					
Nonmanufacturing	450	39.0	67.50	-	16	26	71	79	120	55	37	14	3	23	2	-	2	2	-	-	-	-	-	-	-	-					
Public utilities <sup>2</sup>	51	38.5	75.50	-	-	-	6	-	4	3	8	-	2	23	1	-	-	2	2	-	-	-	-	-	-	-					
Wholesale trade	56	39.5	70.00	-	-	-	3	6	26	7	5	7	1	-	-	-	-	-	-	-	-	-	-	-	-	-					
Retail trade	33	41.5	54.50	-	7	9	12	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Finance <sup>3</sup>	284	38.5	64.50	-	9	17	50	67	87	35	12	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Typists, class B	1,103	39.0	57.50	4	175	298	299	172	64	55	11	3	9	8	5	-	-	-	-	-	-	-	-	-	-	-					
Manufacturing	121	39.5	61.00	-	4	16	33	27	23	17	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-					
Nonmanufacturing	982	39.0	57.00	4	171	282	266	145	41	38	11	3	9	7	5	-	-	-	-	-	-	-	-	-	-	-					
Public utilities <sup>2</sup>	90	39.0	73.00	-	-	4	9	14	6	26	8	2	9	7	5	-	-	-	-	-	-	-	-	-	-	-					
Wholesale trade	95	40.0	59.00	-	3	22	40	18	8	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Retail trade	109	40.0	56.00	4	7	35	31	26	4	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Finance <sup>3</sup>	666	38.5	54.00	-	161	221	186	81	15	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					

<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> Finance, insurance, and real estate.<sup>4</sup> Description for this job has been revised since the last survey in this area. See appendix A.<sup>5</sup> Includes 23 workers at \$ 30 to \$ 35; 8 at \$ 35 to \$ 40.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Atlanta, Ga., May 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>1</sup> (Standard)	\$ 60.00 and under	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 145.00	\$ 150.00	\$ 155.00	\$ 160.00	\$ 165.00 and over		
				65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00	150.00	155.00	160.00	165.00	over		
<b>Men</b>																											
Draftsmen, leader -----	47	40.0	\$165.00	-	-	-	-	-	-	-	-	-	-	-	6	-	1	2	-	8	-	2	-	3	25		
Nonmanufacturing -----	26	40.0	155.00	-	-	-	-	-	-	-	-	-	-	-	6	-	1	2	-	3	-	2	-	2	10		
Draftsmen, senior -----	282	40.0	122.00	-	-	-	2	6	3	9	19	31	26	17	24	20	20	28	26	15	5	15	3	4	9		
Manufacturing -----	111	40.0	126.50	-	-	-	-	-	-	-	2	18	7	10	9	7	1	9	23	10	5	5	-	-	5		
Nonmanufacturing -----	171	40.0	119.00	-	-	-	2	6	3	9	17	13	19	7	15	13	19	19	3	5	-	10	3	4	4		
Wholesale trade -----	54	40.0	124.00	-	-	-	-	1	-	1	-	6	7	3	8	3	4	12	-	1	-	5	1	-	2		
Draftsmen, junior -----	237	39.5	88.50	2	20	17	32	21	27	30	29	40	9	9	1	-	-	-	-	-	-	-	-	-	-		
Manufacturing -----	111	40.0	95.00	-	-	-	11	8	7	21	19	34	1	9	1	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	126	39.5	82.50	2	20	17	21	13	20	9	10	6	8	-	-	-	-	-	-	-	-	-	-	-	-		
<b>Women</b>																											
Nurses, industrial (registered) -----	69	40.0	99.50	-	1	2	6	5	9	9	2	3	5	18	1	3	-	5	-	-	-	-	-	-	-		
Manufacturing -----	46	40.0	106.00	-	-	-	1	2	4	8	1	2	3	16	1	3	-	5	-	-	-	-	-	-	-		

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

<sup>2</sup> Workers were distributed as follows: 3 at \$165 to \$170; 20 at \$190 to \$195; 2 at \$205 to \$210.



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, Atlanta, Ga., May 1962)

Occupation and industry division	Number of workers	Average weekly earnings (Standard)	Occupation and industry division	Number of workers	Average weekly earnings (Standard)	Occupation and industry division	Number of workers	Average weekly earnings (Standard)
<u>Office occupations</u>			<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>		
Billers, machine (billing machine) -----	109	\$70.50	Clerks, file, class B <sup>4</sup> -----	468	\$59.50	Office boys and girls -----	371	\$56.50
Nonmanufacturing -----	89	69.00	Manufacturing -----	33	70.50	Manufacturing -----	48	56.00
Public utilities <sup>2</sup> -----	27	71.00	Nonmanufacturing -----	435	58.50	Nonmanufacturing -----	323	57.00
Wholesale trade -----	40	74.00	Public utilities <sup>2</sup> -----	54	69.50	Public utilities <sup>2</sup> -----	51	67.00
			Wholesale trade -----	96	62.00	Wholesale trade -----	91	56.50
			Retail trade -----	42	52.50	Retail trade -----	33	53.00
			Finance <sup>3</sup> -----	204	55.00	Finance <sup>3</sup> -----	131	54.50
Billers, machine (bookkeeping machine) -----	95	62.00	Clerks, file, class C <sup>4</sup> -----	453	51.00	Secretaries -----	1,913	89.50
Manufacturing -----	36	66.50	Nonmanufacturing -----	443	51.00	Manufacturing -----	521	93.50
Nonmanufacturing -----	59	59.50	Finance <sup>3</sup> -----	266	50.00	Nonmanufacturing -----	1,392	88.00
						Public utilities <sup>2</sup> -----	312	104.00
Bookkeeping-machine operators, class A -----	194	73.50	Clerks, order -----	506	74.00	Wholesale trade -----	343	90.50
Manufacturing -----	41	76.00	Manufacturing -----	129	74.50	Retail trade -----	173	82.00
Nonmanufacturing -----	153	72.50	Nonmanufacturing -----	377	74.00	Finance <sup>3</sup> -----	506	79.50
Wholesale trade -----	48	71.00	Wholesale trade -----	293	78.00			
Retail trade -----	33	73.50	Retail trade -----	80	60.50			
Finance <sup>3</sup> -----	67	71.50						
Bookkeeping-machine operators, class B -----	428	67.00	Clerks, payroll -----	438	81.50	Stenographers, general <sup>4</sup> -----	1,503	72.50
Manufacturing -----	94	72.00	Manufacturing -----	164	81.50	Manufacturing -----	269	74.50
Nonmanufacturing -----	334	65.50	Nonmanufacturing -----	274	81.50	Nonmanufacturing -----	1,234	72.00
Wholesale trade -----	134	70.50	Public utilities <sup>2</sup> -----	78	88.50	Public utilities <sup>2</sup> -----	470	80.00
Retail trade -----	29	63.50	Wholesale trade -----	77	89.00	Wholesale trade -----	316	72.00
Finance <sup>3</sup> -----	155	60.50	Retail trade -----	65	71.00	Retail trade -----	95	64.00
			Finance <sup>3</sup> -----	34	73.00	Finance <sup>3</sup> -----	337	62.50
			Comptometer operators -----	477	74.00	Stenographers, senior <sup>4</sup> -----	654	89.50
			Manufacturing -----	65	84.00	Nonmanufacturing -----	314	83.00
			Nonmanufacturing -----	412	72.50	Public utilities <sup>2</sup> -----	69	80.00
			Wholesale trade -----	226	73.50	Wholesale trade -----	130	91.00
			Retail trade -----	161	69.50	Finance <sup>3</sup> -----	75	75.50
			Duplicating-machine operators (Mimeograph or Ditto) -----	59	63.00	Switchboard operators -----	255	65.50
			Nonmanufacturing -----	46	61.00	Manufacturing -----	25	86.50
						Nonmanufacturing -----	230	63.00
			Keypunch operators, class A <sup>4</sup> -----	445	83.50	Public utilities <sup>2</sup> -----	45	88.00
			Nonmanufacturing -----	377	82.00	Retail trade -----	69	60.50
			Public utilities <sup>2</sup> -----	147	93.00	Finance <sup>3</sup> -----	45	68.50
			Wholesale trade -----	123	80.50	Switchboard operator-receptionists -----	370	68.50
			Retail trade -----	38	71.50	Manufacturing -----	108	68.50
			Finance <sup>3</sup> -----	65	67.50	Nonmanufacturing -----	262	68.50
						Public utilities <sup>2</sup> -----	42	86.50
			Keypunch operators, class B <sup>4</sup> -----	489	65.00	Wholesale trade -----	110	70.00
			Manufacturing -----	50	82.50	Retail trade -----	36	61.00
			Nonmanufacturing -----	439	63.50	Finance <sup>3</sup> -----	64	58.50
			Public utilities <sup>2</sup> -----	91	65.50	Tabulating-machine operators, class A -----	166	101.50
			Wholesale trade -----	68	71.00	Nonmanufacturing -----	143	99.50
			Retail trade -----	128	60.00	Public utilities <sup>2</sup> -----	35	102.00
			Finance <sup>3</sup> -----	142	61.50	Wholesale trade -----	50	106.00
						Finance <sup>3</sup> -----	32	94.00
Clerks, accounting, class A -----	816	97.00						
Manufacturing -----	226	103.00						
Nonmanufacturing -----	590	95.00						
Public utilities <sup>2</sup> -----	205	101.50						
Wholesale trade -----	172	103.00						
Retail trade -----	85	80.50						
Finance <sup>3</sup> -----	124	82.00						
Clerks, accounting, class B -----	1,913	73.00						
Manufacturing -----	289	74.50						
Nonmanufacturing -----	1,624	73.00						
Public utilities <sup>2</sup> -----	404	73.50						
Wholesale trade -----	558	82.00						
Retail trade -----	240	67.50						
Finance <sup>3</sup> -----	363	61.00						
Clerks, file, class A <sup>4</sup> -----	131	77.00						
Nonmanufacturing -----	112	75.00						
Finance <sup>3</sup> -----	57	68.50						

See footnotes at end of table.

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

(Average straight-time weekly earnings for selected occupations studied on an area basis  
by industry division, Atlanta, Ga., May 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>		
Tabulating-machine operators, class B .....	327	\$80.00	Typists, class A .....	508	\$68.50	Draftsmen, leader .....	47	\$165.00
Manufacturing .....	53	101.00	Manufacturing .....	57	79.00	Nonmanufacturing .....	26	155.00
Nonmanufacturing .....	274	76.00	Nonmanufacturing .....	451	67.50	Draftsmen, senior .....	296	121.50
Public utilities <sup>2</sup> .....	107	75.00	Public utilities <sup>2</sup> .....	51	85.50	Manufacturing .....	118	125.00
Wholesale trade .....	81	79.00	Wholesale trade .....	56	70.00	Nonmanufacturing .....	178	118.50
Finance <sup>3</sup> .....	65	74.00	Retail trade .....	33	54.50	Public utilities <sup>2</sup> .....	46	106.50
Tabulating-machine operators, class C .....	110	74.50	Finance <sup>3</sup> .....	285	64.50	Wholesale trade .....	54	124.00
Nonmanufacturing .....	89	72.00	Typists, class B .....	1,203	59.50	Draftsmen, junior .....	238	88.50
Public utilities <sup>2</sup> .....	25	69.50	Manufacturing .....	134	62.00	Manufacturing .....	112	95.00
Wholesale trade .....	30	82.50	Nonmanufacturing .....	1,069	59.50	Nonmanufacturing .....	126	82.50
Transcribing-machine operators, general .....	451	65.50	Public utilities <sup>2</sup> .....	177	80.00	Nurses, industrial (registered) .....	69	99.50
Manufacturing .....	33	70.00	Wholesale trade .....	95	59.00	Manufacturing .....	46	106.00
Nonmanufacturing .....	418	65.00	Retail trade .....	109	56.00			
Wholesale trade .....	137	69.50	Finance <sup>3</sup> .....	666	54.00			
Finance <sup>3</sup> .....	213	60.50						

<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> Transportation, communication, and other public utilities.<sup>3</sup> Finance, insurance, and real estate.<sup>4</sup> Description for this job has been revised since the last survey in this area. See appendix A.

Table A-4. Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis by industry division, Atlanta, Ga., May 1962)

Occupation and industry division	Number of workers	Average hourly earnings <sup>1</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			\$ 1.20 and under 1.30	\$ 1.30	\$ 1.40	\$ 1.50	\$ 1.60	\$ 1.70	\$ 1.80	\$ 1.90	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90	\$ 3.00	\$ 3.10	\$ 3.20	\$ 3.30	\$ 3.40	\$ 3.50	\$ 3.60	\$ 3.70 and over
Carpenters, maintenance .....	135	\$ 2.49	-	-	-	-	1	15	8	23	6	5	4	12	2	2	1	2	6	14	4	5	9	5	-	9	2	-
Manufacturing .....	69	2.45	-	-	-	-	1	10	5	3	2	4	4	10	1	-	-	6	14	2	1	4	-	-	2	-	-	
Nonmanufacturing .....	66	2.53	-	-	-	-	-	5	3	20	4	1	-	2	1	2	1	2	-	-	2	4	5	5	-	7	2	
Retail trade .....	33	2.73	-	-	-	-	-	1	3	5	3	1	-	1	1	-	1	-	-	-	4	1	3	-	7	2	-	
Electricians, maintenance .....	290	2.98	-	-	-	-	6	1	5	11	2	4	3	4	1	22	13	20	11	52	11	95	1	22	-	-	6	
Manufacturing .....	241	3.01	-	-	-	-	6	1	5	7	-	1	2	3	1	20	7	20	7	27	11	94	1	22	-	-	6	
Nonmanufacturing .....	49	2.79	-	-	-	-	-	-	-	4	2	3	1	1	-	2	6	-	4	25	-	1	-	-	-	-	-	
Engineers, stationary .....	130	2.72	-	-	-	-	8	2	3	5	4	9	8	3	2	5	5	12	21	25	4	8	-	5	-	-	1	
Manufacturing .....	74	3.01	-	-	-	-	-	-	-	-	2	4	-	-	2	1	-	-	8	21	24	3	8	-	5	-	-	
Nonmanufacturing .....	56	2.32	-	-	-	-	8	2	3	5	2	9	8	1	1	5	5	4	-	1	1	-	-	-	-	-	1	
Retail trade .....	26	2.37	-	-	-	-	5	1	-	2	2	3	2	1	1	2	4	-	-	1	-	-	-	-	-	-	1	
Firemen, stationary boiler .....	65	1.88	1	5	13	7	5	-	13	7	-	-	-	2	5	-	-	2	-	-	1	1	3	-	-	-	-	
Manufacturing .....	58	1.92	-	2	13	7	5	-	12	5	-	-	-	2	5	-	-	2	-	-	1	1	3	-	-	-	-	
Helpers, maintenance trades .....	262	2.03	18	4	2	17	12	20	53	25	5	2	8	31	2	2	61	-	-	-	-	-	-	-	-	-	-	
Manufacturing .....	130	2.16	16	2	2	17	2	20	7	2	5	-	-	16	-	2	61	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing .....	132	1.90	2	2	2	2	10	20	46	23	-	2	8	15	2	-	-	-	-	-	-	-	-	-	-	-	-	
Machinists, maintenance .....	337	2.84	-	-	-	-	8	6	2	14	1	3	-	14	24	61	19	9	4	63	37	40	8	14	9	-	1	
Manufacturing .....	300	2.81	-	-	-	-	8	6	2	14	1	3	-	11	24	61	19	9	2	55	37	16	8	14	9	-	1	
Mechanics, automotive (maintenance) ..	844	2.70	-	-	11	-	16	17	1	15	42	-	28	40	47	88	70	44	89	45	150	63	67	11	-	-	-	
Manufacturing .....	142	2.34	-	-	10	-	16	5	1	9	30	-	3	5	3	10	5	-	6	13	6	7	8	5	-	-	-	
Nonmanufacturing .....	702	2.77	-	-	1	-	12	-	6	12	-	-	25	35	44	78	65	44	83	32	144	56	59	6	-	-	-	
Public utilities <sup>3</sup> .....	589	2.82	-	-	-	-	10	-	-	10	-	-	11	29	44	33	58	23	81	32	138	56	58	6	-	-	-	
Retail trade .....	35	2.45	-	-	-	-	2	-	-	6	2	-	1	2	-	1	6	14	1	-	-	-	-	-	-	-	-	
Mechanics, maintenance .....	533	2.49	-	5	-	5	-	3	27	17	65	29	42	53	33	32	37	6	63	3	107	4	2	-	-	-	-	
Manufacturing .....	406	2.45	-	5	-	5	-	3	20	16	57	23	38	50	3	25	28	4	55	1	68	4	1	-	-	-	-	
Nonmanufacturing .....	127	2.61	-	-	-	-	-	7	1	8	6	4	3	30	7	9	2	8	2	39	-	1	-	-	-	-	-	
Retail trade .....	28	2.65	-	-	-	-	-	-	1	-	2	2	1	-	2	6	2	8	1	2	-	1	-	-	-	-	-	
Oilers .....	69	2.07	-	13	-	13	1	-	-	5	-	-	-	1	21	-	5	10	-	-	-	-	-	-	-	-	-	
Manufacturing .....	69	2.07	-	13	-	13	1	-	-	5	-	-	-	1	21	-	5	10	-	-	-	-	-	-	-	-	-	
Painters, maintenance .....	133	2.43	-	-	-	-	16	3	41	8	-	3	1	3	1	-	-	-	24	-	7	14	6	-	-	6	-	
Manufacturing .....	58	2.92	-	-	-	-	-	3	1	1	-	2	-	-	-	-	-	-	23	-	6	14	4	-	-	4	-	
Nonmanufacturing .....	75	2.05	-	-	-	-	16	-	40	7	-	1	1	3	1	-	-	-	1	-	1	-	2	-	-	2	-	
Pipefitters, maintenance .....	97	3.03	-	-	-	-	3	-	-	-	-	-	1	-	2	-	-	-	10	10	34	6	22	9	-	-	-	
Manufacturing .....	96	3.03	-	-	-	-	3	-	-	-	-	-	1	-	2	-	-	-	10	10	33	6	22	9	-	-	-	
Tool and die makers .....	156	3.18	-	-	-	-	-	-	-	-	-	-	-	-	6	3	10	6	17	12	2	-	63	32	-	5	-	
Manufacturing .....	156	3.18	-	-	-	-	-	-	-	-	-	-	-	-	6	3	10	6	17	12	2	-	63	32	-	5	-	

<sup>1</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.  
<sup>2</sup> Includes 1 worker at \$1.10 to \$1.20.  
<sup>3</sup> Transportation, communication, and other public utilities.

Table A-5. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Atlanta, Ga., May 1962)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$0.70	\$0.70 and under .80	.80	.90	1.00	1.10	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10 and over		
Elevator operators, passenger (men)	141	\$1.03	2	-	50	-	65	3	9	-	-	-	5	2	-	4	1	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	140	1.02	2	-	50	-	65	3	9	-	-	-	4	2	-	4	1	-	-	-	-	-	-	-	-	-	-	-		
Elevator operators, passenger (women)	102	.69	<sup>3</sup> 72	-	-	2	16	5	1	-	-	-	2	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	102	.69	72	-	-	2	16	5	1	-	-	-	2	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-		
Guards	394	1.91	-	-	-	-	-	150	12	8	8	1	1	-	3	5	8	17	4	9	11	78	66	-	13	-	-	-		
Manufacturing	187	2.56	-	-	-	-	-	-	-	-	5	-	-	-	3	-	-	1	1	9	11	78	66	-	13	-	-	-		
Nonmanufacturing	207	1.32	-	-	-	-	-	150	12	8	3	1	1	-	-	5	8	16	3	-	-	-	-	-	-	-	-	-		
Janitors, porters, and cleaners (men)	2,910	1.41	91	82	169	20	275	719	265	179	250	120	91	54	35	23	57	16	110	-	329	24	1	-	-	-	-	-		
Manufacturing	1,100	1.80	-	-	-	-	118	139	86	136	89	48	16	2	4	10	1	102	-	325	24	-	-	-	-	-	-	-		
Nonmanufacturing	1,810	1.18	91	82	169	20	275	601	126	93	114	31	43	38	33	19	47	15	8	-	4	1	-	-	-	-	-			
Public utilities <sup>4</sup>	272	1.63	-	-	-	-	-	2	23	30	80	10	15	26	19	16	47	1	-	-	2	1	-	-	-	-	-			
Wholesale trade	122	1.61	-	-	-	-	16	2	31	6	16	4	11	11	1	-	14	8	-	2	-	-	-	-	-	-				
Retail trade	422	1.11	-	27	32	20	169	59	42	24	20	3	21	-	3	2	-	-	-	-	-	-	-	-	-	-	-			
Finance <sup>5</sup>	286	1.03	-	25	130	-	-	56	53	8	8	2	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-			
Janitors, porters, and cleaners (women)	589	1.02	82	187	11	6	61	62	82	26	9	11	7	-	22	2	12	8	-	1	-	-	-	-	-	-	-			
Manufacturing	68	1.39	-	-	-	-	-	43	6	2	8	-	-	-	2	-	7	-	-	-	-	-	-	-	-	-	-			
Nonmanufacturing	521	.97	82	187	11	6	61	62	39	20	7	3	7	-	22	-	12	1	-	1	-	-	-	-	-	-	-			
Public utilities <sup>4</sup>	63	1.66	-	-	-	-	-	24	1	-	2	-	-	22	-	12	1	-	1	-	-	-	-	-	-	-	-			
Retail trade	71	1.11	-	-	5	-	42	5	5	7	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Finance <sup>5</sup>	262	.76	<sup>6</sup> 80	145	-	-	21	9	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Laborers, material handling	3,215	1.72	-	-	-	-	21	639	234	330	213	459	136	100	70	7	149	21	124	93	102	160	36	316	5	-	-			
Manufacturing	1,682	1.63	-	-	-	-	20	324	116	206	108	389	92	43	10	-	20	14	41	99	159	36	-	316	5	-	-			
Nonmanufacturing	1,533	1.82	-	-	-	-	1	315	118	124	105	70	44	57	60	7	149	1	110	52	3	1	-	316	-	-				
Public utilities <sup>4</sup>	532	2.49	-	-	-	-	-	1	7	-	33	-	-	-	-	-	50	-	109	16	-	-	-	316	-	-				
Wholesale trade	647	1.42	-	-	-	-	-	214	82	100	62	26	21	48	39	5	9	-	1	36	3	1	-	-	-	-				
Retail trade	354	1.53	-	-	-	-	1	101	35	17	43	11	23	9	21	2	90	1	-	-	-	-	-	-	-	-				
Order fillers	1,029	1.79	-	-	-	-	114	52	110	37	75	121	63	97	7	30	-	116	100	12	42	40	8	-	5	-				
Manufacturing	220	1.77	-	-	-	-	38	20	9	10	34	38	10	-	-	-	-	9	-	39	8	-	-	5	-	-				
Nonmanufacturing	809	1.80	-	-	-	-	76	32	101	27	41	83	53	97	7	30	-	116	91	12	42	1	-	-	-	-				
Wholesale trade	562	1.74	-	-	-	-	72	28	87	23	13	52	28	85	7	25	-	4	84	11	42	1	-	-	-	-				
Retail trade	229	1.94	-	-	-	-	4	4	14	4	28	13	25	12	-	5	-	112	7	1	-	-	-	-	-	-				
Packers, shipping (men)	488	1.67	-	-	-	-	29	11	78	82	84	35	47	3	45	6	1	-	6	2	53	-	6	-	-	-				
Manufacturing	204	1.81	-	-	-	-	29	2	7	8	55	30	5	-	2	1	-	6	-	53	-	6	-	-	-	-				
Nonmanufacturing	284	1.56	-	-	-	-	-	9	71	74	29	5	42	3	45	4	-	-	2	-	-	-	-	-	-	-				
Wholesale trade	255	1.56	-	-	-	-	-	7	63	71	22	-	39	3	45	3	-	-	2	-	-	-	-	-	-	-				
Packers, shipping (women)	192	1.55	-	-	-	-	14	2	44	63	16	17	6	7	1	-	1	13	-	-	-	-	7	-	-	-				
Manufacturing	99	1.62	-	-	-	-	9	1	17	45	-	3	-	1	1	-	1	13	-	-	-	7	-	-	-	-				
Nonmanufacturing	93	1.48	-	-	-	-	5	1	27	18	16	14	6	6	-	-	-	-	-	-	-	-	-	-	-	-				
Retail trade	45	1.46	-	-	-	-	5	1	19	4	-	4	6	6	-	-	-	-	-	-	-	-	-	-	-	-				
Receiving clerks	298	1.95	-	-	-	-	4	4	20	32	19	12	9	24	15	26	13	23	13	2	8	24	23	24	1	-	2			
Manufacturing	118	2.07	-	-	-	-	-	6	15	5	2	7	6	5	12	-	10	1	-	21	10	17	-	-	-	-				
Nonmanufacturing	180	1.88	-	-	-	-	4	4	14	17	14	10	2	18	10	14	13	13	12	2	8	3	13	7	1	-				
Wholesale trade	55	2.02	-	-	-	-	-	-	10	-	2	-	2	10	2	-	7	3	8	-	6	-	7	-	-	-				
Retail trade	124	1.81	-	-	-	-	4	4	14	7	14	8	2	8	8	14	6	10	4	2	1	3	13	-	1	-				

See footnotes at end of table.

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

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Atlanta, Ga., May 1962)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																											
			Under \$0.70	\$0.70 and under .80	\$0.80 .90	\$0.90 1.00	\$1.00 1.10	\$1.10 1.20	\$1.20 1.30	\$1.30 1.40	\$1.40 1.50	\$1.50 1.60	\$1.60 1.70	\$1.70 1.80	\$1.80 1.90	\$1.90 2.00	\$2.00 2.10	\$2.10 2.20	\$2.20 2.30	\$2.30 2.40	\$2.40 2.50	\$2.50 2.60	\$2.60 2.70	\$2.70 2.80	\$2.80 2.90	\$2.90 3.00	\$3.00 3.10	\$3.10 and over		
Shipping clerks	164	\$ 2.24	-	-	-	-	-	-	-	5	-	1	12	7	10	5	18	18	20	5	7	20	16	12	2	6	-	-		
Manufacturing	93	2.28	-	-	-	-	-	-	-	5	-	1	2	5	1	3	3	11	15	5	7	20	8	5	2	-	-			
Nonmanufacturing	71	2.18	-	-	-	-	-	-	-	-	-	-	10	2	9	2	15	7	5	-	-	-	8	7	-	6	-			
Wholesale trade	69	2.18	-	-	-	-	-	-	-	-	-	-	10	2	9	2	15	6	4	-	-	-	8	7	-	6	-			
Shipping and receiving clerks	249	2.44	-	-	-	-	-	-	-	9	-	7	4	7	19	10	1	11	11	11	58	55	1	19	12	9	5			
Manufacturing	145	2.53	-	-	-	-	-	-	-	9	-	-	-	-	5	-	-	5	1	1	48	48	-	15	5	6	2			
Nonmanufacturing	104	2.32	-	-	-	-	-	-	-	-	-	7	4	7	14	10	1	6	10	10	10	7	1	4	7	3	3			
Wholesale trade	86	2.26	-	-	-	-	-	-	-	-	-	7	4	7	14	10	1	5	10	10	-	-	1	4	7	3	3			
Truckdrivers <sup>7</sup>	3,347	2.31	-	-	-	37	52	176	140	85	95	54	106	187	130	46	43	18	42	230	142	164	72	47	1477	4	-			
Manufacturing	559	1.75	-	-	-	-	-	39	75	70	39	43	22	37	87	16	9	5	1	6	4	59	21	21	5	-	-			
Nonmanufacturing	2,788	2.42	-	-	-	37	52	137	65	15	56	11	84	150	43	30	34	13	41	224	138	105	51	26	1472	4	-			
Public utilities <sup>4</sup>	1,753	2.77	-	-	-	-	-	-	-	-	-	-	8	5	6	19	19	1	33	174	19	6	-	-	1463	-	-			
Wholesale trade	580	1.83	-	-	-	9	104	54	12	19	7	64	65	31	2	-	2	4	2	119	19	50	5	8	4	-	-			
Retail trade	381	1.76	-	-	-	30	36	31	10	3	37	4	12	80	4	7	14	6	4	-	80	1	21	1	-	-	-			
Truckdrivers, light (under 1½ tons)	610	1.45	-	-	-	37	52	58	101	55	56	23	48	72	36	31	32	1	-	1	7	-	-	-	-	-	-			
Manufacturing	159	1.43	-	-	-	-	-	6	45	40	25	16	-	12	2	6	5	-	-	2	-	-	-	-	-	-	-			
Nonmanufacturing	451	1.46	-	-	-	37	52	56	15	31	7	48	60	34	25	27	1	-	1	5	-	-	-	-	-	-	-			
Wholesale trade	246	1.54	-	-	-	9	21	48	12	10	7	42	60	29	2	-	-	-	1	5	-	-	-	-	-	-	-			
Retail trade	151	1.22	-	-	-	30	36	31	8	3	21	-	6	-	4	4	8	-	-	-	-	-	-	-	-	-	-			
Truckdrivers, medium (1½ to and including 4 tons)	1,646	2.39	-	-	-	-	-	118	37	25	33	31	58	66	14	5	11	17	37	211	99	42	51	44	747	-	-			
Manufacturing	255	1.76	-	-	-	-	-	33	30	25	14	27	22	20	5	4	5	1	6	2	39	1	21	-	-	-	-			
Nonmanufacturing	1,391	2.51	-	-	-	-	-	85	7	-	19	4	36	46	9	5	7	12	36	205	97	3	50	23	747	-	-			
Public utilities <sup>4</sup>	963	2.74	-	-	-	-	-	-	-	-	-	-	8	5	5	-	-	33	157	11	-	-	-	744	-	-				
Wholesale trade	271	1.93	-	-	-	-	-	83	6	-	9	22	5	2	-	-	2	2	-	86	1	49	2	2	-	-				
Retail trade	97	1.99	-	-	-	-	-	-	-	-	10	4	6	36	-	3	6	6	1	-	2	1	21	1	-	-	-			
Truckdrivers, heavy (over 4 tons, trailer type)	1,036	2.67	-	-	-	-	-	2	5	6	-	-	49	65	10	-	-	5	18	36	102	1	3	730	4	-				
Nonmanufacturing	946	2.75	-	-	-	-	-	2	-	6	-	-	44	-	-	-	-	5	18	36	102	1	3	725	4	-				
Public utilities <sup>4</sup>	750	2.86	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17	8	6	-	-	719	-	-				
Retail trade	133	2.21	-	-	-	-	-	2	-	6	-	-	44	-	-	-	-	3	-	-	78	-	-	-	-	-				
Truckers, power (forklift)	654	2.14	-	-	-	-	-	19	6	82	48	76	24	8	5	14	17	44	10	19	70	134	17	56	5	-				
Manufacturing	460	2.17	-	-	-	-	-	19	6	50	32	61	16	5	5	10	2	8	-	55	134	17	30	5	-	-				
Nonmanufacturing	194	2.09	-	-	-	-	-	-	-	32	16	15	8	3	-	9	7	42	2	19	15	-	-	26	-	-				
Public utilities <sup>4</sup>	32	2.74	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	-	-	-	-	-	-	26	-	-				
Wholesale trade	94	1.92	-	-	-	-	-	-	-	22	16	4	6	3	-	9	-	-	-	19	15	-	-	-	-	-				
Retail trade	68	2.02	-	-	-	-	-	-	-	10	-	11	2	-	-	-	1	42	2	-	-	-	-	-	-	-				
Watchmen	423	1.34	-	-	-	29	14	155	31	40	51	37	23	2	9	4	2	8	15	-	3	-	-	-	-	-				
Manufacturing	156	1.48	-	-	-	-	-	26	8	29	45	13	15	-	2	-	-	-	15	-	3	-	-	-	-	-				
Nonmanufacturing	267	1.26	-	-	-	29	14	129	23	11	6	24	8	2	7	4	2	8	-	-	-	-	-	-	-	-				
Retail trade	47	1.38	-	-	-	-	10	-	9	9	6	3	4	2	3	1	-	-	-	-	-	-	-	-	-	-				

1 Data limited to men workers except where otherwise indicated.  
 2 Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.  
 3 Workers were distributed as follows: 57 at \$ 0.40 to \$ 0.50; 15 at \$ 0.50 to \$ 0.60.  
 4 Transportation, communication, and other public utilities.  
 5 Finance, insurance, and real estate.  
 6 Workers were distributed as follows: 75 at \$ 0.50 to \$ 0.60; 5 at \$ 0.60 to \$ 0.70.  
 7 Includes all drivers regardless of size and type of truck operated.

## B: Establishment Practices and Supplementary Wage Provisions

### Table B-1. Shift Differentials

(Shift differentials of manufacturing plant workers by type and amount of differential,  
Atlanta, Ga., May 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 .....	79.7	65.3	15.2	4.3
With shift pay differential .....	66.9	60.3	11.8	3.3
Uniform cents (per hour) .....	54.5	33.4	11.6	2.7
Under 5 cents .....	2.1	-	.5	-
5 cents .....	10.3	7.3	1.3	.8
6 cents .....	3.1	-	.7	-
7½ cents .....	2.9	1.5	.7	.1
8 cents .....	3.4	1.2	.7	-
9 cents .....	1.1	-	.2	-
10 cents .....	12.0	6.1	2.4	.4
11 cents .....	.9	-	.2	-
12 cents .....	14.3	7.4	4.1	1.1
12½ cents .....	-	1.4	-	-
13 cents .....	1.3	1.5	-	.2
13½ cents .....	2.3	-	.7	-
15 cents .....	.7	1.9	-	.1
16 cents .....	-	.9	-	(²)
20 cents .....	-	1.4	-	-
21 cents .....	-	1.3	-	-
24 cents .....	-	1.6	-	.1
Uniform percentage .....	11.1	11.1	.1	(²)
5 percent .....	11.1	2.1	.1	-
10 percent .....	-	9.1	-	(²)
Full day's pay for reduced hours .....	-	1.4	-	.1
Full day's pay for reduced hours, plus cents differential .....	-	13.0	-	.4
Other formal pay differential .....	1.3	1.3	.1	.1
No shift pay differential .....	12.8	5.0	3.4	1.0

<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.

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, Atlanta, Ga., May 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	40	All schedules	37 <sup>1</sup> / <sub>2</sub>	38 <sup>3</sup> / <sub>4</sub>	40		All schedules	40	All schedules	37 <sup>1</sup> / <sub>2</sub>	38 <sup>3</sup> / <sub>4</sub>	40	
Establishments studied	225	69	xxx	156	xxx	xxx	xxx	225	69	xxx	156	xxx	xxx	xxx	
Establishments having a specified minimum	86	19	17	67	8	10	45	98	23	21	75	9	11	50	
\$40.00 and under \$42.50	3	-	-	3	-	-	3	3	-	-	3	-	-	3	
\$42.50 and under \$45.00	-	-	-	-	-	-	-	3	-	-	3	-	-	2	
\$45.00 and under \$47.50	23	3	2	20	4	6	9	28	4	3	24	4	6	11	
\$47.50 and under \$50.00	8	-	-	8	1	2	4	7	-	-	7	1	2	4	
\$50.00 and under \$52.50	20	5	4	15	2	1	11	19	6	5	13	3	-	9	
\$52.50 and under \$55.00	2	-	-	2	-	-	2	2	-	-	2	-	-	2	
\$55.00 and under \$57.50	6	4	4	2	-	-	2	7	5	5	2	1	-	1	
\$57.50 and under \$60.00	3	-	-	3	-	-	3	5	-	-	5	-	-	5	
\$60.00 and under \$62.50	6	2	2	4	-	-	4	7	1	1	6	-	1	5	
\$62.50 and under \$65.00	4	-	-	4	1	-	3	4	-	-	4	-	-	3	
\$65.00 and under \$67.50	3	1	1	2	-	1	-	3	2	2	1	-	-	1	
\$67.50 and under \$70.00	-	-	-	-	-	-	-	1	-	-	1	-	-	1	
\$70.00 and under \$72.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
\$72.50 and under \$75.00	-	-	-	-	-	-	-	2	1	1	1	-	-	1	
\$75.00 and under \$77.50	3	1	1	2	-	-	2	2	1	1	1	-	-	1	
\$77.50 and under \$80.00	2	2	2	-	-	-	-	2	2	2	-	-	-	-	
Over \$80.00	3	1	1	2	-	-	2	3	1	1	2	-	-	2	
Establishments having no specified minimum	38	19	xxx	19	xxx	xxx	xxx	47	24	xxx	23	xxx	xxx	xxx	
Establishments which did not employ workers in this category	101	31	xxx	70	xxx	xxx	xxx	80	22	xxx	58	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, Atlanta, Ga., May 1962)

Weekly hours	OFFICE WORKERS						PLANT WORKERS				
	All industries <sup>1</sup>	Manufacturing	Public utilities <sup>2</sup>	Wholesale trade	Retail trade	Finance <sup>3</sup>	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>2</sup>	Wholesale trade	Retail trade
All workers -----	100	100	100	100	100	100	100	100	100	100	100
Under 37½ hours -----	3	( <sup>5</sup> )	5	-	-	5	2	2	-	-	-
37½ hours -----	15	7	32	5	11	16	3	6	-	-	-
Over 37½ and under 40 hours -----	14	( <sup>5</sup> )	-	15	-	40	1	1	-	3	-
40 hours -----	65	89	63	75	78	38	75	85	95	85	52
Over 40 and under 44 hours -----	2	3	-	3	7	-	4	3	3	5	7
44 hours -----	1	1	-	3	3	-	5	1	-	2	14
Over 44 and under 48 hours -----	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-	4	1	-	-	12
48 hours -----	( <sup>5</sup> )	-	-	-	1	-	4	1	-	-	14
Over 48 hours -----	-	-	-	-	-	-	3	1	3	5	2

<sup>1</sup> Includes data for services in addition to those industry divisions shown separately.<sup>2</sup> Transportation, communication, and other public utilities.<sup>3</sup> Finance, insurance, and real estate.<sup>4</sup> Includes data for real estate and services 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, Atlanta, Ga., May 1962)

Item	OFFICE WORKERS						PLANT WORKERS				
	All industries <sup>1</sup>	Manufacturing	Public utilities <sup>2</sup>	Wholesale trade	Retail trade	Finance <sup>3</sup>	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>2</sup>	Wholesale trade	Retail trade
All workers .....	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays .....	99	99	100	100	99	100	88	88	100	96	88
Workers in establishments providing no paid holidays .....	( <sup>5</sup> )	( <sup>5</sup> )	-	-	1	-	12	12	-	4	12
<b>Number of days</b>											
Less than 5 holidays .....	1	( <sup>5</sup> )	-	1	1	-	5	1	-	5	10
5 holidays .....	28	17	10	20	59	37	29	19	10	34	66
5 holidays plus 1 half day .....	2	3	-	1	1	3	1	2	-	2	-
6 holidays .....	16	21	16	22	4	12	17	20	30	15	4
6 holidays plus 1 half day .....	2	1	1	-	-	5	2	4	-	-	-
6 holidays plus 2 half days .....	2	8	-	4	-	-	5	9	-	3	-
7 holidays .....	30	44	71	16	27	7	26	27	60	17	8
7 holidays plus 2 half days .....	1	-	-	-	-	5	-	-	-	-	-
7 holidays plus 3 half days .....	1	-	-	5	-	-	( <sup>5</sup> )	-	-	3	-
8 holidays .....	8	5	3	30	-	7	3	5	( <sup>5</sup> )	17	-
8 holidays plus 1 half day .....	5	-	-	-	6	13	-	-	-	-	-
9 holidays .....	1	2	-	-	-	2	1	2	-	-	-
9 holidays plus 1 half day .....	1	-	-	-	-	2	-	-	-	-	-
10 holidays plus 1 half day .....	2	-	-	-	-	8	-	-	-	-	-
<b>Total holiday time<sup>6</sup></b>											
10 <sup>1</sup> / <sub>2</sub> days .....	2	-	-	-	-	8	-	-	-	-	-
9 <sup>1</sup> / <sub>2</sub> or more days .....	3	-	-	-	-	11	-	-	-	-	-
9 or more days .....	4	2	-	-	-	13	1	2	-	-	-
8 <sup>1</sup> / <sub>2</sub> or more days .....	10	2	-	5	6	26	1	2	-	3	-
8 or more days .....	19	7	3	36	6	37	4	6	( <sup>5</sup> )	20	-
7 or more days .....	51	59	73	56	33	44	35	43	60	40	8
6 <sup>1</sup> / <sub>2</sub> or more days .....	53	59	74	56	33	49	37	46	60	40	8
6 or more days .....	69	80	90	78	38	60	53	66	90	55	11
5 <sup>1</sup> / <sub>2</sub> or more days .....	71	83	90	79	39	63	54	68	90	58	11
5 or more days .....	99	99	100	99	98	100	83	87	100	91	78
4 or more days .....	99	99	100	100	98	100	85	87	100	96	80
3 or more days .....	99	99	100	100	99	100	86	87	100	96	83
2 or more days .....	99	99	100	100	99	100	87	88	100	96	83
1 or more days .....	99	99	100	100	99	100	88	88	100	96	88

<sup>1</sup> Includes data for services in addition to those industry divisions shown separately.<sup>2</sup> Transportation, communication, and other public utilities.<sup>3</sup> Finance, insurance, and real estate.<sup>4</sup> Includes data for real estate and services 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, Atlanta, Ga., May 1962)

Vacation policy	OFFICE WORKERS						PLANT WORKERS				
	All industries <sup>1</sup>	Manufacturing	Public utilities <sup>2</sup>	Wholesale trade	Retail trade	Finance <sup>3</sup>	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>2</sup>	Wholesale trade	Retail trade
All workers	100	100	100	100	100	100	100	100	100	100	100
<b>Method of payment</b>											
Workers in establishments providing paid vacations	100	100	100	100	100	100	96	95	100	<sup>5</sup> 96	98
Length-of-time payment	99	99	100	100	100	100	85	75	100	92	93
Percentage payment	( <sup>6</sup> )	( <sup>6</sup> )	-	-	-	-	10	21	-	4	-
Flat-sum payment	-	-	-	-	-	-	1	-	-	-	5
Other	-	-	-	-	-	-	-	-	-	-	-
Workers in establishments providing no paid vacations	-	-	-	-	-	-	4	5	-	4	2
<b>Amount of vacation pay<sup>7</sup></b>											
<u>After 6 months of service</u>											
Under 1 week	6	6	-	6	10	9	10	15	-	6	13
1 week	44	31	52	26	35	63	19	9	41	32	24
Over 1 and under 2 weeks	7	5	2	5	-	16	1	3	-	-	-
2 weeks	1	-	-	-	-	3	-	-	-	-	-
<u>After 1 year of service</u>											
Under 1 week	-	-	-	-	-	-	2	-	-	4	5
1 week	27	24	53	8	60	5	65	68	65	44	63
Over 1 and under 2 weeks	( <sup>6</sup> )	-	( <sup>6</sup> )	-	-	-	1	2	( <sup>6</sup> )	-	-
2 weeks	72	76	46	89	40	95	28	25	35	45	31
<u>After 2 years of service</u>											
Under 1 week	-	-	-	-	-	-	1	-	-	-	2
1 week	9	12	12	5	15	5	49	54	44	35	40
Over 1 and under 2 weeks	3	-	17	-	1	-	5	5	3	1	9
2 weeks	87	88	71	95	80	95	40	36	53	61	42
Over 2 and under 3 weeks	1	-	-	-	4	-	1	-	-	-	6
<u>After 3 years of service</u>											
Under 1 week	-	-	-	-	-	-	1	-	-	-	2
1 week	5	8	-	5	4	5	22	25	4	25	17
Over 1 and under 2 weeks	( <sup>6</sup> )	-	1	-	1	-	9	15	( <sup>6</sup> )	1	9
2 weeks	93	92	99	95	91	91	62	55	95	70	64
Over 2 and under 3 weeks	2	-	-	-	4	4	1	-	-	-	6
<u>After 4 years of service</u>											
Under 1 week	-	-	-	-	-	-	1	-	-	-	2
1 week	5	8	-	5	4	5	21	23	4	25	17
Over 1 and under 2 weeks	( <sup>6</sup> )	-	1	-	1	-	9	15	( <sup>6</sup> )	1	9
2 weeks	93	92	99	95	91	91	63	57	95	70	64
Over 2 and under 3 weeks	2	-	-	-	4	4	1	-	-	-	6
<u>After 5 years of service</u>											
Under 1 week	-	-	-	-	-	-	1	-	-	-	2
1 week	1	2	-	1	1	-	10	7	-	13	13
Over 1 and under 2 weeks	1	( <sup>6</sup> )	( <sup>6</sup> )	3	1	-	3	1	( <sup>6</sup> )	3	9
2 weeks	93	94	98	96	83	92	75	77	99	81	61
Over 2 and under 3 weeks	3	1	1	-	( <sup>6</sup> )	8	3	6	-	-	2
3 weeks	2	2	-	-	15	-	4	4	-	-	11

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, Atlanta, Ga., May 1962)

Vacation policy	OFFICE WORKERS						PLANT WORKERS				
	All industries <sup>1</sup>	Manufacturing	Public utilities <sup>2</sup>	Wholesale trade	Retail trade	Finance <sup>3</sup>	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>2</sup>	Wholesale trade	Retail trade
<b>Amount of vacation pay<sup>7</sup>—Continued</b>											
<u>After 10 years of service</u>											
Under 1 week -----	-	-	-	-	-	-	( <sup>6</sup> )	-	-	-	2
1 week -----	1	2	-	1	1	-	10	7	-	13	11
Over 1 and under 2 weeks -----	-	-	-	-	-	-	1	-	-	-	2
2 weeks -----	65	73	86	59	21	67	51	53	74	56	31
Over 2 and under 3 weeks -----	4	1	-	-	11	8	10	16	-	5	10
3 weeks -----	30	24	14	40	67	25	24	19	26	22	41
<u>After 12 years of service</u>											
Under 1 week -----	-	-	-	-	-	-	( <sup>6</sup> )	-	-	-	2
1 week -----	1	2	-	1	1	-	10	7	-	13	11
Over 1 and under 2 weeks -----	-	-	-	-	-	-	1	-	-	-	2
2 weeks -----	47	36	54	33	21	66	39	37	47	47	31
Over 2 and under 3 weeks -----	6	1	1	18	11	5	11	17	1	9	10
3 weeks -----	46	61	45	48	67	29	36	34	53	28	41
<u>After 15 years of service</u>											
Under 1 week -----	-	-	-	-	-	-	( <sup>6</sup> )	-	-	-	2
1 week -----	1	2	-	1	1	-	10	7	-	13	11
Over 1 and under 2 weeks -----	-	-	-	-	-	-	1	-	-	-	2
2 weeks -----	19	27	2	20	19	17	27	30	3	36	30
Over 2 and under 3 weeks -----	( <sup>6</sup> )	( <sup>6</sup> )	-	-	-	-	1	2	-	-	-
3 weeks -----	79	71	98	79	78	79	56	55	97	48	49
Over 3 and under 4 weeks -----	1	-	-	-	-	4	-	-	-	-	-
4 weeks -----	( <sup>6</sup> )	-	-	-	2	-	2	2	-	-	4
<u>After 20 years of service</u>											
Under 1 week -----	-	-	-	-	-	-	( <sup>6</sup> )	-	-	-	2
1 week -----	1	2	-	1	1	-	10	7	-	13	11
Over 1 and under 2 weeks -----	-	-	-	-	-	-	1	-	-	-	2
2 weeks -----	19	27	2	20	19	17	26	29	3	36	30
Over 2 and under 3 weeks -----	( <sup>6</sup> )	( <sup>6</sup> )	-	-	-	-	1	2	-	-	-
3 weeks -----	62	68	84	42	41	70	45	52	73	32	25
4 weeks -----	18	3	14	38	39	13	14	6	24	16	28
<u>After 25 years of service</u>											
Under 1 week -----	-	-	-	-	-	-	( <sup>6</sup> )	-	-	-	2
1 week -----	1	2	-	1	1	-	10	7	-	13	11
Over 1 and under 2 weeks -----	-	-	-	-	-	-	1	-	-	-	2
2 weeks -----	17	27	2	20	19	12	26	29	3	36	30
Over 2 and under 3 weeks -----	( <sup>6</sup> )	( <sup>6</sup> )	-	-	-	-	1	2	-	-	-
3 weeks -----	36	63	57	24	10	25	34	44	55	20	12
Over 3 and under 4 weeks -----	-	-	-	-	-	-	1	2	-	-	-
4 weeks -----	46	8	42	56	70	64	23	12	42	27	41

<sup>1</sup> Includes data for services in addition to those industry divisions shown separately.<sup>2</sup> Transportation, communication, and other public utilities.<sup>3</sup> Finance, insurance, and real estate.<sup>4</sup> Includes data for real estate and services in addition to those industry divisions shown separately.<sup>5</sup> Includes proportions of workers in establishments which did not provide paid vacations until after 2 years of service.<sup>6</sup> Less than 0.5 percent.<sup>7</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, Atlanta, Ga., May 1962)

Type of benefit	OFFICE WORKERS						PLANT WORKERS				
	All industries <sup>1</sup>	Manufacturing	Public utilities <sup>2</sup>	Wholesale trade	Retail trade	Finance <sup>3</sup>	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>2</sup>	Wholesale trade	Retail trade
All workers .....	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:											
Life insurance .....	98	95	100	97	96	99	93	97	100	93	83
Accidental death and dismemberment insurance .....	58	70	54	63	29	59	55	62	57	63	38
Sickness and accident insurance or sick leave or both <sup>5</sup> .....	72	79	74	77	85	59	66	75	72	73	59
Sickness and accident insurance .....	40	69	43	49	17	24	51	72	48	53	19
Sick leave (full pay and no waiting period) .....	44	58	29	54	31	43	15	18	9	30	14
Sick leave (partial pay or waiting period) .....	15	3	31	3	45	7	16	6	39	3	29
Hospitalization insurance .....	90	99	77	93	91	90	87	98	82	84	73
Surgical insurance .....	89	95	77	90	91	90	85	96	82	75	73
Medical insurance .....	64	69	61	66	51	66	48	51	61	48	40
Catastrophe insurance .....	78	65	84	85	74	84	41	31	71	55	45
Retirement pension .....	82	75	76	90	76	89	55	55	75	64	52
No health, insurance, or pension plan .....	( <sup>6</sup> )	( <sup>6</sup> )	-	-	( <sup>6</sup> )	( <sup>6</sup> )	5	2	-	4	12

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