

Occupational Wage Survey

ST. LOUIS, MISSOURI—ILLINOIS

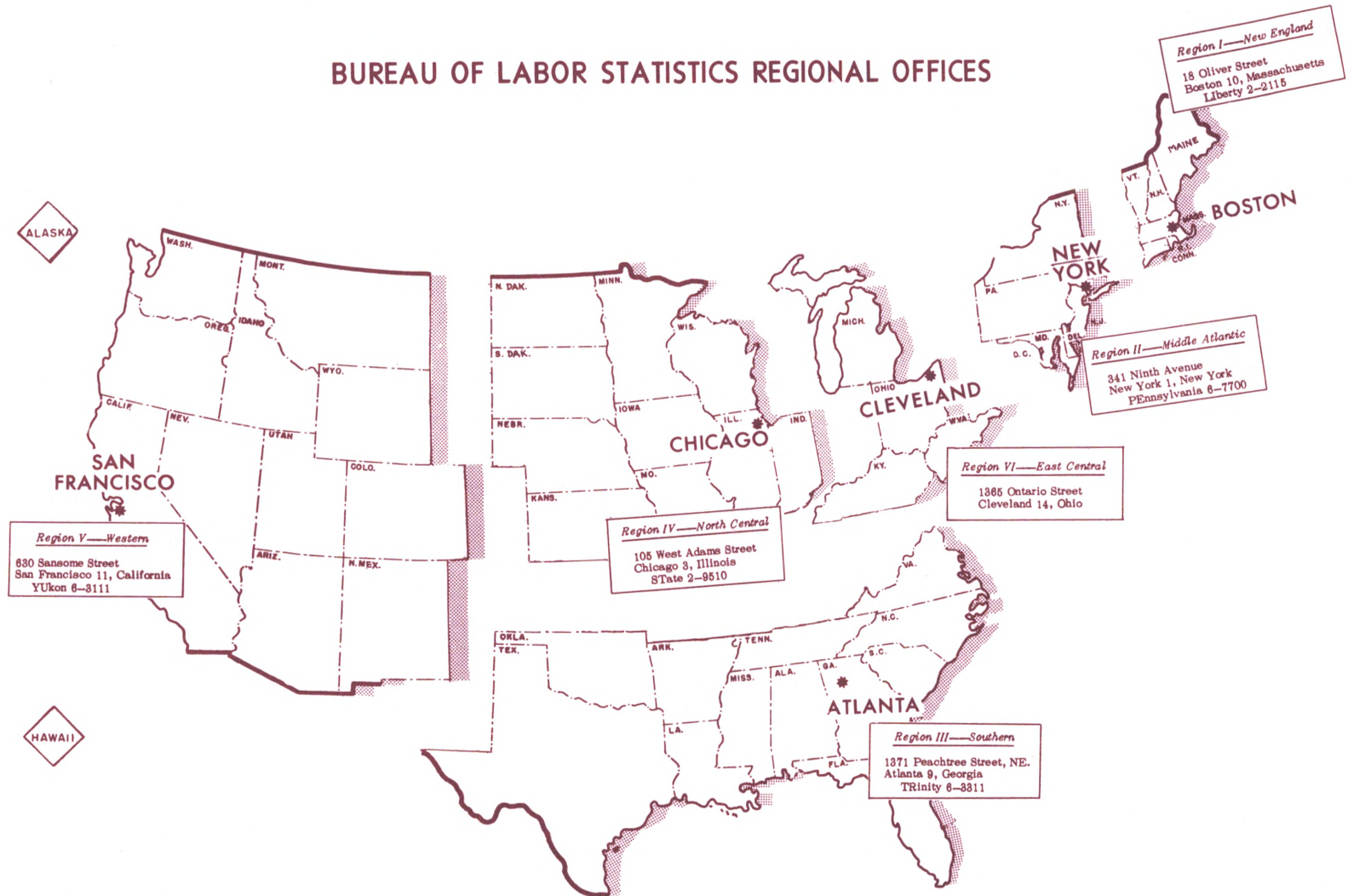
OCTOBER 1962

Bulletin No. 1345-17

UNITED STATES DEPARTMENT OF LABOR
W. Willard Wirtz, Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner

BUREAU OF LABOR STATISTICS REGIONAL OFFICES



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Preface

The Labor Market Occupational Wage Survey Program

Eighty-two labor markets currently are included in the Bureau of Labor Statistics program of annual occupational wage surveys in major labor markets. These studies provide data on occupational earnings and related supplementary benefits. Information on related supplementary benefits is obtained biennially in most of the labor markets.

A preliminary report which presents earnings trends for selected occupational groups and average earnings in selected jobs is released within a month after the completion of the study in each area. This bulletin provides additional data not included in the preliminary report.

A two-part summary bulletin is issued after the completion of all of the area bulletins for a round of surveys (for the current round of surveys, the first part of this bulletin will be available late in 1963 and the second part early in 1964). The first part presents individual labor market data. The second part presents data relating to all metropolitan areas in the United States.

This bulletin was prepared in the Bureau's regional office in Chicago, Ill., by Mary Stokes, under the direction of Woodrow C. Linn, Assistant Regional Director for Wages and Industrial Relations.

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* NOTE: Similar tabulations are available for other major areas. (See inside back cover.)

Current reports on occupational earnings and supplementary wage practices in the St. Louis area are also available for women's cement-process (conventional-lasted) shoes (April 1962) and machinery industries (April 1962). Union scales, indicative of prevailing pay levels, are available for the following trades or industries: Building construction, printing, local-transit operating employees, and motortruck drivers and helpers.

Occupational Wage Survey—St. Louis, Mo.—III.

Introduction

This area is 1 of 82 labor markets in which the U.S. Department of Labor's Bureau of Labor Statistics conducts surveys of occupational earnings and related wage benefits on an areawide 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 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, and are of the following types: (a) Office clerical; (b) professional and technical; (c) maintenance and powerplant; and (d) custodial and material movement. Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job. The occupations selected for study are listed and described in the appendix. Earnings data for some of the occupations listed and described are not presented in the A-series tables because either (1) employment in the occupation is too small to provide enough data to merit presentation, or (2) there is possibility of disclosure of individual establishment data.

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, 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.

Differences in pay levels for selected occupations in which both men and women are commonly employed 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 included as plant workers in nonmanufacturing industries.

Minimum entrance salaries (table B-1) relate only to the establishments visited. They are presented in terms of establishments with formal minimum entrance salary policies.

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

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-2 through B-6 may not equal totals because of rounding.

Data on paid holidays (table B-4) are limited to data on holidays granted annually on a formal basis; i.e., (1) are provided for in written form, or (2) have been established by custom. Holidays ordinarily granted are included even though they may fall on a nonworkday, even if the worker is not granted another day off. The first part of the paid holidays table presents the number of whole and half holidays actually granted. 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 converted to a time basis; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay.

¹ An establishment was considered as having a policy if it met either of the following conditions: (1) Operated late shifts at the time of the survey, or (2) had formal provisions covering late shifts. An establishment was considered as having formal provisions if it (1) had operated late shifts during the 12 months prior to the survey, or (2) had provisions in written form for operating late shifts.

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

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Information is presented for all such plans to which the employer contributes. However, in New York and New Jersey, which have enacted temporary disability insurance laws which require employer contributions,² plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceed the requirements of the law. Tabulations of paid sick leave plans are limited to formal plans³ which provide full pay or a proportion of the worker's pay during absence from work because of illness. Separate tabulations are presented according to (1) plans which provide full pay and no waiting period, and (2) plans which provide either partial pay or a waiting period. In addition to the presentation of the proportions of workers who are provided sickness and accident insurance or paid sick leave, an unduplicated total is shown of workers who receive either or both types of benefits.

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

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

³ An establishment was considered as having a formal plan if it established at least the minimum number of days of sick leave that could be expected by each employee. Such a plan need not be written, but informal sick leave allowances, determined on an individual basis, were excluded.

Table 1. Establishments and workers within scope of survey and number studied in St. Louis, Mo.-Ill.,¹ by major industry division,² October 1962

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study ³	Studied	Within scope of study			Studied
				Total ⁴	Office	Plant	Total ⁴
All divisions	-	984	251	324,400	56,200	200,800	197,560
Manufacturing	100	385	106	203,300	24,500	141,500	130,270
Nonmanufacturing	-	599	145	121,100	31,700	59,300	67,290
Transportation, communication, and other public utilities ⁵	100	92	38	49,100	9,500	26,900	37,720
Wholesale trade	50	181	35	19,200	5,600	7,600	6,360
Retail trade ⁶	100	67	15	16,500	(7)	(7)	7,470
Finance, insurance, and real estate	50	135	29	19,000	11,600	*900	8,220
Services ⁹	50	124	28	17,300	(7)	(7)	7,520

¹ The St. Louis Standard Metropolitan Statistical Area consists of St. Louis City, Jefferson, St. Charles, and St. Louis Counties, Mo.; and Madison and St. Clair Counties, Ill. 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 employment indexes for the area to measure employment trends or levels since (1) planning of wage surveys requires the use of establishment data compiled considerably in advance of the payroll period studied, and (2) small establishments are excluded from the scope of the survey.

² The 1957 revised edition of the Standard Industrial Classification Manual was used in classifying establishments by industry division.

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

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

⁵ Taxicabs and services incidental to water transportation were excluded.

⁶ Excludes department, limited price variety, and family clothing stores.

⁷ This industry division is represented in estimates for "all industries" and "nonmanufacturing" in the Series A tables, and for "all industries" in the Series 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.

⁸ Estimate relates to real estate establishments only. Workers from the entire industry division are represented in the Series A tables, but from the real estate portion only in "all industry" estimates in the Series B tables.

⁹ Hotels; personal services; business services; automobile repair shops; motion pictures; nonprofit membership organizations; and engineering and architectural services.

Wage Trends for Selected Occupational Groups

Presented in table 2 are percentages of change in average 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 percentages 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 average 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 are 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 employment in each of the jobs 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 (expressed as a percentage) of the group aggregate for the one year to the aggregate for the other year was computed and the difference between the result and 100 is the percentage of change from the one period to the other.

The percentages of change measure, 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 average wages due to changes in the labor force resulting from 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 lower the average, whereas a reduction in the proportion of lower paid workers would have the opposite effect. Similarly, 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 establishments in the area.

The use of constant employment weights eliminates the effect of changes in the proportion of workers represented in each job included in the data. The percentages of change are not 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 program to 80 Standard Metropolitan Statistical 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 clerical and industrial nurse groups, formerly restricted to women, now include 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 St. Louis, Mo.-Ill., for selected periods

Industry and occupational group	October 1961 to October 1962	October 1960 to October 1961	October 1959 to October 1960
All industries:			
Office clerical (men and women)	2.6	3.0	2.9
Industrial nurses (men and women)	2.6	4.3	5.6
Skilled maintenance (men)	2.6	3.7	2.8
Unskilled plant (men)	3.5	3.6	4.7
Manufacturing:			
Office clerical (men and women)	2.1	3.5	3.4
Industrial nurses (men and women)	2.6	4.3	5.6
Skilled maintenance (men)	2.2	3.6	2.4
Unskilled plant (men)	3.5	3.7	3.7

Table 3. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in St. Louis, Mo.-Ill., October 1962 and October 1961

(December 1952 = 100)

Industry and occupational group	October 1962	October 1961
All industries:		
Office clerical (women)	146.4	142.7
Industrial nurses (women)	160.0	155.2
Skilled maintenance (men)	153.1	149.4
Unskilled plant (men)	153.4	148.7
Manufacturing:		
Office clerical (women)	147.2	144.2
Industrial nurses (women)	160.0	156.0
Skilled maintenance (men)	151.6	148.5
Unskilled plant (men)	153.3	148.2

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, St. Louis, Mo.—Ill., October 1962)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
		Weekly hours (Standard)	Weekly earnings (Standard)	\$35.00 and under	\$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	\$145.00	\$150.00 and over																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
				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	145.00	150.00	155.00	160.00	165.00	170.00	175.00	180.00	185.00	190.00	195.00	200.00	205.00	210.00	215.00	220.00	225.00	230.00	235.00	240.00	245.00	250.00	255.00	260.00	265.00	270.00	275.00	280.00	285.00	290.00	295.00	300.00	305.00	310.00	315.00	320.00	325.00	330.00	335.00	340.00	345.00	350.00	355.00	360.00	365.00	370.00	375.00	380.00	385.00	390.00	395.00	400.00	405.00	410.00	415.00	420.00	425.00	430.00	435.00	440.00	445.00	450.00	455.00	460.00	465.00	470.00	475.00	480.00	485.00	490.00	495.00	500.00	505.00	510.00	515.00	520.00	525.00	530.00	535.00	540.00	545.00	550.00	555.00	560.00	565.00	570.00	575.00	580.00	585.00	590.00	595.00	600.00	605.00	610.00	615.00	620.00	625.00	630.00	635.00	640.00	645.00	650.00	655.00	660.00	665.00	670.00	675.00	680.00	685.00	690.00	695.00	700.00	705.00	710.00	715.00	720.00	725.00	730.00	735.00	740.00	745.00	750.00	755.00	760.00	765.00	770.00	775.00	780.00	785.00	790.00	795.00	800.00	805.00	810.00	815.00	820.00	825.00	830.00	835.00	840.00	845.00	850.00	855.00	860.00	865.00	870.00	875.00	880.00	885.00	890.00	895.00	900.00	905.00	910.00	915.00	920.00	925.00	930.00	935.00	940.00	945.00	950.00	955.00	960.00	965.00	970.00	975.00	980.00	985.00	990.00	995.00	1000.00	1005.00	1010.00	1015.00	1020.00	1025.00	1030.00	1035.00	1040.00	1045.00	1050.00	1055.00	1060.00	1065.00	1070.00	1075.00	1080.00	1085.00	1090.00	1095.00	1100.00	1105.00	1110.00	1115.00	1120.00	1125.00	1130.00	1135.00	1140.00	1145.00	1150.00	1155.00	1160.00	1165.00	1170.00	1175.00	1180.00	1185.00	1190.00	1195.00	1200.00	1205.00	1210.00	1215.00	1220.00	1225.00	1230.00	1235.00	1240.00	1245.00	1250.00	1255.00	1260.00	1265.00	1270.00	1275.00	1280.00	1285.00	1290.00	1295.00	1300.00	1305.00	1310.00	1315.00	1320.00	1325.00	1330.00	1335.00	1340.00	1345.00	1350.00	1355.00	1360.00	1365.00	1370.00	1375.00	1380.00	1385.00	1390.00	1395.00	1400.00	1405.00	1410.00	1415.00	1420.00	1425.00	1430.00	1435.00	1440.00	1445.00	1450.00	1455.00	1460.00	1465.00	1470.00	1475.00	1480.00	1485.00	1490.00	1495.00	1500.00	1505.00	1510.00	1515.00	1520.00	1525.00	1530.00	1535.00	1540.00	1545.00	1550.00	1555.00	1560.00	1565.00	1570.00	1575.00	1580.00	1585.00	1590.00	1595.00	1600.00	1605.00	1610.00	1615.00	1620.00	1625.00	1630.00	1635.00	1640.00	1645.00	1650.00	1655.00	1660.00	1665.00	1670.00	1675.00	1680.00	1685.00	1690.00	1695.00	1700.00	1705.00	1710.00	1715.00	1720.00	1725.00	1730.00	1735.00	1740.00	1745.00	1750.00	1755.00	1760.00	1765.00	1770.00	1775.00	1780.00	1785.00	1790.00	1795.00	1800.00	1805.00	1810.00	1815.00	1820.00	1825.00	1830.00	1835.00	1840.00	1845.00	1850.00	1855.00	1860.00	1865.00	1870.00	1875.00	1880.00	1885.00	1890.00	1895.00	1900.00	1905.00	1910.00	1915.00	1920.00	1925.00	1930.00	1935.00	1940.00	1945.00	1950.00	1955.00	1960.00	1965.00	1970.00	1975.00	1980.00	1985.00	1990.00	1995.00	2000.00	2005.00	2010.00	2015.00	2020.00	2025.00	2030.00	2035.00	2040.00	2045.00	2050.00	2055.00	2060.00	2065.00	2070.00	2075.00	2080.00	2085.00	2090.00	2095.00	2100.00	2105.00	2110.00	2115.00	2120.00	2125.00	2130.00	2135.00	2140.00	2145.00	2150.00	2155.00	2160.00	2165.00	2170.00	2175.00	2180.00	2185.00	2190.00	2195.00	2200.00	2205.00	2210.00	2215.00	2220.00	2225.00	2230.00	2235.00	2240.00	2245.00	2250.00	2255.00	2260.00	2265.00	2270.00	2275.00	2280.00	2285.00	2290.00	2295.00	2300.00	2305.00	2310.00	2315.00	2320.00	2325.00	2330.00	2335.00	2340.00	2345.00	2350.00	2355.00	2360.00	2365.00	2370.00	2375.00	2380.00	2385.00	2390.00	2395.00	2400.00	2405.00	2410.00	2415.00	2420.00	2425.00	2430.00	2435.00	2440.00	2445.00	2450.00	2455.00	2460.00	2465.00	2470.00	2475.00	2480.00	2485.00	2490.00	2495.00	2500.00	2505.00	2510.00	2515.00	2520.00	2525.00	2530.00	2535.00	2540.00	2545.00	2550.00	2555.00	2560.00	2565.00	2570.00	2575.00	2580.00	2585.00	2590.00	2595.00	2600.00	2605.00	2610.00	2615.00	2620.00	2625.00	2630.00	2635.00	2640.00	2645.00	2650.00	2655.00	2660.00	2665.00	2670.00	2675.00	2680.00	2685.00	2690.00	2695.00	2700.00	2705.00	2710.00	2715.00	2720.00	2725.00	2730.00	2735.00	2740.00	2745.00	2750.00	2755.00	2760.00	2765.00	2770.00	2775.00	2780.00	2785.00	2790.00	2795.00	2800.00	2805.00	2810.00	2815.00	2820.00	2825.00	2830.00	2835.00	2840.00	2845.00	2850.00	2855.00	2860.00	2865.00	2870.00	2875.00	2880.00	2885.00	2890.00	2895.00	2900.00	2905.00	2910.00	2915.00	2920.00	2925.00	2930.00	2935.00	2940.00	2945.00	2950.00	2955.00	2960.00	2965.00	2970.00	2975.00	2980.00	2985.00	2990.00	2995.00	3000.00	3005.00	3010.00	3015.00	3020.00	3025.00	3030.00	3035.00	3040.00	3045.00	3050.00	3055.00	3060.00	3065.00	3070.00	3075.00	3080.00	3085.00	3090.00	3095.00	3100.00	3105.00	3110.00	3115.00	3120.00	3125.00	3130.00	3135.00	3140.00	3145.00	3150.00	3155.00	3160.00	3165.00	3170.00	3175.00	3180.00	3185.00	3190.00	3195.00	3200.00	3205.00	3210.00	3215.00	3220.00	3225.00	3230.00	3235.00	3240.00	3245.00	3250.00	3255.00	3260.00	3265.00	3270.00	3275.00	3280.00	3285.00	3290.00	3295.00	3300.00	3305.00	3310.00	3315.00	3320.00	3325.00	3330.00	3335.00	3340.00	3345.00	3350.00	3355.00	3360.00	3365.00	3370.00	3375.00	3380.00	3385.00	3390.00	3395.00	3400.00	3405.00	3410.00	3415.00	3420.00	3425.00	3430.00	3435.00	3440.00	3445.00	3450.00	3455.00	3460.00	3465.00	3470.00	3475.00	3480.00	3485.00	3490.00	3495.00	3500.00	3505.00	3510.00	3515.00	3520.00	3525.00	3530.00	3535.00	3540.00	3545.00	3550.00	3555.00	3560.00	3565.00	3570.00	3575.00	3580.00	3585.00	3590.00	3595.00	3600.00	3605.00	3610.00	3615.00	3620.00	3625.00	3630.00	3635.00	3640.00	3645.00	3650.00	3655.00	3660.00	3665.00	3670.00	3675.00	3680.00	3685.00	3690.00	3695.00	3700.00	3705.00	3710.00	3715.00	3720.00	3725.00	3730.00	3735.00	3740.00	3745.00	3750.00	3755.00	3760.00	3765.00	3770.00	3775.00	3780.00	3785.00	3790.00	3795.00	3800.00	3805.00	3810.00	3815.00	3820.00	3825.00	3830.00	3835.00	3840.00	3845.00	3850.00	3855.00	3860.00	3865.00	3870.00	3875.00	3880.00	3885.00	3890.00	3895.00	3900.00	3905.00	3910.00	3915.00	3920.00	3925.00	3930.00	3935.00	3940.00	3945.00	3950.00	3955.00	3960.00	3965.00	3970.00	3975.00	3980.00	3985.00	3990.00	3995.00	4000.00	4005.00	4010.00	4015.00	4020.00	4025.00	4030.00	4035.00	4040.00	4045.00	4050.00	4055.00	4060.00	4065.00	4070.00	4075.00	4080.00	4085.00	4090.00	4095.00	4100.00	4105.00	4110.00	4115.00	4120.00	4125.00	4130.00	4135.00	4140.00	4145.00	4150.00	4155.00	4160.00	4165.00	4170.00	4175.00	4180.00	4185.00	4190.00	4195.00	4200.00	4205.00	4210.00	4215.00	4220.00	4225.00	4230.00	4235.00	4240.00	4245.00	4250.00	4255.00	4260.00	4265.00	4270.00	4275.00	4280.00	4285.00	4290.00	4295.00	4300.00	4305.00	4310.00	4315.00	4320.00	4325.00	4330.00	4335.00	4340.00	4345.00	4350.00	4355.00	4360.00	4365.00	4370.00	4375.00	4380.00	4385.00	4390.00	4395.00	4400.00	4405.00	4410.00	4415.00	4420.00	4425.00	4430.00	4435.00	4440.00	4445.00	4450.00	4455.00	4460.00	4465.00	4470.00	4475.00	4480.00

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, St. Louis, Mo.—Ill., October 1962)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																									
		Weekly hours (Standard)	Weekly earnings ¹ (Standard)	\$35.00 and under	\$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	\$145.00	\$150.00 and over		
				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	145.00	150.00	over		
Women																													
Billers, machine (billing machine) -----	246	39.5	\$72.50	-	-	2	8	34	54	37	32	9	12	13	11	2	31	-	1	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	85	40.0	71.50	-	-	2	7	13	17	10	2	8	5	2	9	2	7	-	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	161	39.5	72.50	-	-	-	1	21	37	27	30	1	7	11	2	-	24	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ² -----	35	40.0	95.50	-	-	-	-	-	-	-	2	-	7	-	2	-	24	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	100	40.0	68.00	-	-	-	1	5	29	26	28	-	-	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Billers, machine (bookkeeping machine) -----	55	39.0	77.00	-	-	6	-	5	9	5	6	2	-	6	-	-	15	1	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A -----	284	39.5	72.00	-	-	21	23	22	51	22	22	36	22	25	14	15	10	-	-	1	-	-	-	-	-	-	-	-	-
Manufacturing -----	76	39.5	88.50	-	-	-	-	-	-	-	5	20	3	16	8	14	10	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	208	40.0	66.00	-	-	21	23	22	51	22	17	16	19	9	6	1	-	-	-	1	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class B -----	947	39.5	64.50	-	-	139	234	103	111	47	55	52	77	74	32	4	15	2	2	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	276	40.0	77.00	-	-	-	17	4	39	25	39	33	22	45	30	4	14	2	2	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	671	39.5	59.00	-	-	139	217	99	72	22	16	19	55	29	2	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ² -----	25	39.5	85.50	-	-	-	-	-	-	-	-	9	1	14	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	118	40.0	73.00	-	-	-	5	17	20	5	11	6	46	6	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³ -----	492	39.5	53.50	-	-	139	212	80	47	8	1	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class A -----	600	39.5	91.00	-	-	-	3	-	5	30	60	46	68	92	81	74	33	16	45	15	4	20	3	4	-	-	1	-	-
Manufacturing -----	251	39.5	93.50	-	-	-	-	-	-	2	12	12	31	59	30	47	22	6	9	8	4	6	1	2	-	-	-	-	-
Nonmanufacturing -----	349	39.0	89.50	-	-	-	3	-	5	28	48	34	37	33	51	27	11	10	36	7	-	14	2	2	-	-	1	-	-
Public utilities ² -----	76	39.5	101.50	-	-	-	-	-	-	2	6	3	2	14	4	1	3	6	20	1	-	14	-	-	-	-	-	-	-
Wholesale trade -----	72	39.5	94.50	-	-	-	-	-	-	2	7	4	6	29	12	2	-	2	4	-	-	2	2	-	-	-	-	-	-
Finance ³ -----	85	39.0	76.50	-	-	-	3	-	5	9	25	19	6	4	12	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class B -----	1,432	39.5	69.50	-	5	69	190	180	191	175	114	136	101	96	73	39	38	9	7	5	1	1	1	1	-	-	-	-	-
Manufacturing -----	607	39.5	72.00	-	-	17	79	72	68	53	59	100	43	22	37	22	19	3	5	4	1	1	1	-	-	-	-	-	-
Nonmanufacturing -----	825	39.0	68.00	-	5	52	111	108	123	122	55	36	58	74	36	17	19	6	2	1	-	-	-	-	-	-	-	-	-
Public utilities ² -----	161	39.5	83.50	-	-	1	-	4	23	17	4	3	15	34	25	7	19	6	2	1	-	-	-	-	-	-	-	-	-
Wholesale trade -----	145	40.0	69.00	-	-	-	15	27	35	14	7	15	9	8	7	8	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³ -----	230	38.5	57.50	-	5	32	67	58	34	14	5	3	10	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class A -----	252	39.5	78.50	-	-	-	-	18	34	21	19	28	74	13	21	10	11	-	1	1	1	-	-	-	-	-	-	-	-
Manufacturing -----	156	40.0	75.50	-	-	-	-	12	34	7	9	21	58	6	8	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	96	39.5	84.00	-	-	-	-	6	-	14	10	7	16	7	13	9	11	-	1	1	1	-	-	-	-	-	-	-	-
Clerks, file, class B -----	635	39.5	64.00	-	20	26	106	127	100	105	59	29	3	23	22	14	-	1	-	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	241	40.0	65.00	-	-	-	43	57	32	47	35	1	1	13	2	10	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	394	39.0	63.00	-	20	26	63	70	68	58	24	28	2	10	20	4	-	1	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	66	40.0	67.00	-	-	-	10	1	18	12	9	10	1	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³ -----	209	39.0	58.50	-	20	21	38	43	40	21	8	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class C -----	538	39.5	53.00	-	-	226	142	91	44	11	16	4	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	114	39.5	52.00	-	-	48	37	19	4	3	1	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	424	39.5	53.00	-	-	178	105	72	40	8	15	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ² -----	56	40.0	66.50	-	-	-	-	6	22	8	15	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	83	40.0	54.00	-	-	15	24	33	10	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³ -----	166	39.5	51.00	-	-	85	47	28	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order -----	392	39.5	70.00	-	-	9	58	44	51	41	57	49	24	15	11	15	10	8	-	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	159	39.5	72.50	-	-	6	18	10	16	16	31	24	6	3	6	15	4	4	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	233	39.5	68.00	-	-	3	40	34	35	25	26	25	18	12	5	-	6	4	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	185	39.5	68.50	-	-	-	30	30	30	21	15	21	15	10	5	-	6	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, St. Louis, Mo.—Ill., October 1962)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																							
		Weekly hours ¹ (Standard)	Weekly earnings ¹ (Standard)	\$35.00 and under 40.00	\$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	\$145.00 and over	
Women—Continued																											
Clerks, payroll	683	39.5	\$78.50	-	-	4	22	43	96	47	87	89	82	53	68	11	24	25	9	12	3	2	4	2	-	-	-
Manufacturing	460	39.5	75.50	-	-	4	22	34	66	37	72	64	57	33	31	8	9	10	5	3	2	1	2	-	-	-	-
Nonmanufacturing	223	39.0	85.00	-	-	-	-	9	30	10	15	25	25	20	37	3	15	15	4	9	1	1	2	2	-	-	-
Public utilities ²	93	39.0	91.00	-	-	-	-	7	8	5	3	3	18	6	3	10	13	3	7	1	1	2	-	-	-	-	-
Comptometer operators	924	39.5	77.00	-	-	-	49	74	127	89	129	101	60	59	43	128	41	14	9	1	-	-	-	-	-	-	-
Manufacturing	498	40.0	77.50	-	-	-	40	26	71	43	65	53	47	17	28	69	25	6	8	-	-	-	-	-	-	-	-
Nonmanufacturing	426	39.5	76.50	-	-	-	9	48	56	46	64	48	13	42	15	59	16	8	1	1	-	-	-	-	-	-	-
Public utilities ²	110	40.0	93.00	-	-	-	-	1	2	2	2	2	2	25	2	57	11	4	-	-	-	-	-	-	-	-	-
Wholesale trade	158	39.5	72.50	-	-	-	2	17	31	21	29	33	5	4	5	-	5	4	1	1	-	-	-	-	-	-	-
Duplicating-machine operators (Mimeograph or Ditto)	93	40.0	71.50	-	-	-	7	12	6	26	10	2	22	2	1	-	5	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	56	40.0	72.50	-	-	-	5	5	3	21	2	-	13	1	1	-	5	-	-	-	-	-	-	-	-	-	-
Keypunch operators, class A	497	39.5	85.00	-	-	-	-	5	30	26	37	82	49	77	56	50	76	3	2	4	-	-	-	-	-	-	-
Manufacturing	236	40.0	82.50	-	-	-	-	2	6	16	28	51	37	28	39	10	13	2	2	2	-	-	-	-	-	-	-
Nonmanufacturing	261	39.5	87.50	-	-	-	-	3	24	10	9	31	12	49	17	40	63	1	-	2	-	-	-	-	-	-	-
Public utilities ²	119	39.5	96.00	-	-	-	-	2	6	-	-	4	-	3	3	36	63	-	-	2	-	-	-	-	-	-	-
Wholesale trade	59	39.5	88.00	-	-	-	-	-	-	-	-	5	-	39	11	3	-	1	-	-	-	-	-	-	-	-	-
Finance ³	79	38.5	74.00	-	-	-	-	1	18	10	9	22	11	6	1	1	-	-	-	-	-	-	-	-	-	-	-
Keypunch operators, class B	825	39.5	72.50	-	-	20	92	59	104	121	104	63	80	61	45	48	13	8	7	-	-	-	-	-	-	-	-
Manufacturing	401	40.0	71.00	-	-	10	28	36	69	60	65	40	48	17	9	4	3	5	7	-	-	-	-	-	-	-	-
Nonmanufacturing	424	39.0	74.00	-	-	10	64	23	35	61	39	23	32	44	36	44	10	3	-	-	-	-	-	-	-	-	-
Public utilities ²	133	40.0	89.50	-	-	-	1	5	-	4	14	3	5	15	29	44	10	3	-	-	-	-	-	-	-	-	-
Wholesale trade	70	40.0	78.50	-	-	-	-	3	16	8	3	19	21	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	162	38.5	61.50	-	-	10	63	16	25	16	3	11	5	6	7	-	-	-	-	-	-	-	-	-	-	-	-
Office girls	263	39.5	59.00	6	2	62	52	25	56	21	6	2	4	27	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	129	40.0	57.50	-	-	9	47	16	32	17	4	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	134	39.0	60.50	6	2	53	5	9	24	4	2	-	2	27	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	26	39.0	71.50	-	-	-	4	2	4	3	2	-	2	9	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	60	39.5	51.50	-	2	45	-	1	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	3,219	39.5	93.50	-	-	-	22	37	57	157	109	300	440	321	354	281	310	252	169	138	109	70	30	32	15	16	
Manufacturing	1,742	39.5	95.50	-	-	-	-	4	19	42	49	166	275	209	177	157	166	136	87	90	64	44	15	24	7	11	
Nonmanufacturing	1,477	49.0	92.00	-	-	-	22	33	38	115	60	134	165	112	177	124	144	116	82	48	45	26	15	8	8	5	
Public utilities ²	449	39.5	105.50	-	-	-	-	-	6	17	16	22	14	37	57	54	62	34	39	40	17	14	8	8	4	4	
Wholesale trade	215	39.5	88.00	-	-	-	-	9	15	6	44	31	31	28	6	9	12	11	5	4	2	1	-	-	-	1	
Finance ³	470	39.5	81.50	-	-	-	22	31	21	69	12	33	84	36	79	36	17	18	10	2	-	-	-	-	-	-	-
Stenographers, general	2,332	39.5	72.00	-	-	36	118	200	338	453	337	285	217	109	73	63	74	12	10	4	3	-	-	-	-	-	-
Manufacturing	1,085	40.0	73.00	-	-	3	17	57	175	227	176	187	100	34	38	21	42	3	3	2	-	-	-	-	-	-	-
Nonmanufacturing	1,247	39.0	71.00	-	-	33	101	143	163	226	161	98	117	75	35	42	32	9	7	2	3	-	-	-	-	-	-
Public utilities ²	289	40.0	85.00	-	-	-	-	4	18	30	31	20	53	23	21	39	29	9	7	2	3	-	-	-	-	-	-
Wholesale trade	353	40.0	71.50	-	-	5	31	39	29	51	57	47	46	39	4	2	3	-	-	-	-	-	-	-	-	-	-
Finance ³	390	38.5	62.00	-	-	28	66	80	67	78	57	9	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Stenographers, senior	1,175	39.5	86.00	-	-	-	5	24	41	72	96	149	172	163	185	98	53	71	28	13	4	-	1	-	-	-	-
Manufacturing	725	39.5	87.00	-	-	-	-	4	21	53	124	121	126	138	64	31	26	17	-	-	-	-	-	-	-	-	-
Nonmanufacturing	450	39.5	84.50	-	-	-	5	24	37	51	43	25	51	37	47	34	22	45	11	13	4	-	1	-	-	-	-
Public utilities ²	171	40.0	95.50	-	-	-	-	-	3	8	12	5	10	27	19	12	19	31	8	12	4	-	1	-	-	-	-
Wholesale trade	94	39.5	88.00	-	-	-	-	-	16	5	9	4	3	18	21	3	11	3	1	-	-	-	-	-	-	-	-
Finance ³	127	39.5	69.50	-	-	-	5	20	30	21	10	11	23	5	2	-	-	-	-	-	-	-	-	-	-	-	-

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, St. Louis, Mo.—III., October 1962)

Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)
<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>		
Clerks, file, class B	709	\$65.50	Office boys and girls	695	\$61.00	Tabulating-machine operators, class C	246	\$79.00
Manufacturing	258	65.00	Manufacturing	293	60.50	Manufacturing	92	83.50
Nonmanufacturing	451	65.50	Nonmanufacturing	402	62.00	Nonmanufacturing	154	76.50
Public utilities ²	68	86.00	Public utilities ²	118	79.00	Public utilities ²	33	102.50
Wholesale trade	66	67.00	Finance ³	187	51.50			
Finance ³	220	58.00						
Clerks, file, class C	559	54.00	Secretaries	3,295	94.50	Transcribing-machine operators, general	663	72.00
Manufacturing	114	52.00	Manufacturing	1,748	95.50	Manufacturing	395	72.00
Nonmanufacturing	445	54.50	Nonmanufacturing	1,547	93.50	Nonmanufacturing	268	72.00
Public utilities ²	77	72.00	Public utilities ²	517	108.00	Public utilities ²	25	99.00
Wholesale trade	83	54.00	Wholesale trade	215	88.00	Wholesale trade	50	76.50
Finance ³	166	51.00	Finance ³	470	81.50	Finance ³	164	67.00
Clerks, order	755	83.00	Stenographers, general	2,350	72.50			
Manufacturing	317	85.00	Manufacturing	1,086	73.50	Typists, class A	819	74.00
Nonmanufacturing	438	81.50	Nonmanufacturing	1,264	71.50	Manufacturing	416	78.00
Wholesale trade	370	84.00	Public utilities ²	306	86.00	Nonmanufacturing	403	69.50
Clerks, payroll	801	82.00	Wholesale trade	353	71.50	Public utilities ²	90	84.00
Manufacturing	515	78.00	Finance ³	390	62.00	Finance ³	199	62.50
Nonmanufacturing	286	89.00	Stenographers, senior	1,186	86.00	Typists, class B	2,043	63.00
Public utilities ²	153	95.50	Manufacturing	727	87.00	Manufacturing	898	66.00
Comptometer operators	924	77.00	Nonmanufacturing	459	85.00	Nonmanufacturing	1,145	60.50
Manufacturing	498	77.50	Public utilities ²	180	96.50	Public utilities ²	151	76.50
Nonmanufacturing	426	76.50	Wholesale trade	94	88.00	Wholesale trade	316	61.50
Public utilities ²	110	93.00	Finance ³	127	69.50	Finance ³	429	53.50
Wholesale trade	158	72.50	Switchboard operators	464	71.50	<u>Professional and technical occupations</u>		
Duplicating-machine operators (Mimeograph or Ditto)	127	71.50	Manufacturing	154	82.50	Draftsmen, leader	167	166.50
Manufacturing	60	66.00	Nonmanufacturing	310	66.50	Manufacturing	135	167.00
Nonmanufacturing	67	77.00	Public utilities ²	65	93.50	Draftsmen, senior	882	128.00
Keypunch operators, class A	535	86.00	Finance ³	71	63.00	Manufacturing	767	127.00
Manufacturing	243	83.00	Switchboard operator-receptionists	587	73.00	Nonmanufacturing	115	136.50
Nonmanufacturing	292	88.50	Manufacturing	264	72.00	Public utilities ²	57	159.00
Public utilities ²	149	96.50	Nonmanufacturing	323	73.50	Draftsmen, junior	381	97.00
Wholesale trade	60	88.00	Public utilities ²	50	82.00	Manufacturing	290	92.50
Finance ³	79	74.00	Wholesale trade	144	72.00	Nonmanufacturing	91	111.00
Keypunch operators, class B	872	74.00	Finance ³	65	70.00	Nurses, industrial (registered)	192	100.50
Manufacturing	401	71.00	Tabulating-machine operators, class A	175	113.50	Manufacturing	171	100.50
Nonmanufacturing	471	77.00	Manufacturing	92	110.50	Tracers	156	90.50
Public utilities ²	180	92.50	Nonmanufacturing	83	117.50	Manufacturing	139	91.00
Wholesale trade	70	78.50	Public utilities ²	49	121.00			
Finance ³	162	61.50	Tabulating-machine operators, class B	519	93.00			
			Manufacturing	178	93.00			
			Nonmanufacturing	341	93.00			
			Public utilities ²	137	101.00			
			Finance ³	68	77.00			

¹ Earnings relate to regular straight-time weekly salaries that are paid for standard workweeks.² Transportation, communication, and other public utilities.³ Finance, insurance, and real estate.

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, St. Louis, Mo.-Ill., October 1962)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																									
			Under \$1.80	\$1.80 and under 1.90	\$1.90 2.00	\$2.00 2.10	\$2.10 2.20	\$2.20 2.30	\$2.30 2.40	\$2.40 2.50	\$2.50 2.60	\$2.60 2.70	\$2.70 2.80	\$2.80 2.90	\$2.90 3.00	\$3.00 3.10	\$3.10 3.20	\$3.20 3.30	\$3.30 3.40	\$3.40 3.50	\$3.50 3.60	\$3.60 3.70	\$3.70 3.80	\$3.80 3.90	\$3.90 4.00	\$4.00 4.10	\$4.10 4.20	\$4.20 and over
Carpenters, maintenance -----	440	\$ 3.12	-	-	-	-	2	6	-	11	8	-	28	49	48	68	55	84	34	2	2	-	7	19	-	-	17	-
Manufacturing -----	399	3.16	-	-	-	-	-	-	-	1	2	-	25	49	43	68	55	81	34	-	-	-	7	19	-	-	15	-
Nonmanufacturing: -----																												
Public utilities ² -----	26	2.70	-	-	-	-	-	-	-	10	6	-	3	-	4	-	-	3	-	-	-	-	-	-	-	-	-	-
Electricians, maintenance -----	1,505	3.26	-	-	-	-	-	5	1	14	23	48	34	121	49	162	201	205	274	39	23	73	86	86	10	37	8	6
Manufacturing -----	1,314	3.24	-	-	-	-	-	-	-	13	7	48	18	120	45	162	200	205	272	39	20	7	13	86	10	37	8	4
Engineers, stationary -----	377	3.13	-	-	-	16	-	3	23	-	17	-	6	44	41	15	29	26	26	40	39	14	7	23	1	-	4	3
Manufacturing -----	299	3.30	-	-	-	-	-	-	-	-	2	-	3	36	41	15	28	17	26	40	39	14	7	23	1	-	4	3
Nonmanufacturing -----	78	2.49	-	-	-	16	-	3	23	-	15	-	3	8	-	-	1	9	-	-	-	-	-	-	-	-	-	-
Firemen, stationary boiler -----	323	3.01	11	-	2	-	1	11	2	4	39	8	8	12	42	49	40	7	7	12	49	5	14	-	-	-	-	-
Manufacturing -----	231	2.95	-	-	2	-	-	7	2	4	34	8	8	12	38	49	32	4	7	12	12	-	-	-	-	-	-	-
Helpers, maintenance trades -----	907	2.74	11	3	17	4	2	22	33	50	45	144	124	179	52	171	29	11	6	4	-	-	-	-	-	-	-	-
Manufacturing -----	873	2.75	3	3	17	4	2	22	31	49	43	144	124	160	50	171	29	11	6	4	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom -----	638	3.20	-	-	-	-	-	-	-	-	-	4	55	5	65	88	57	33	120	163	48	-	-	-	-	-	-	-
Manufacturing -----	637	3.20	-	-	-	-	-	-	-	-	-	4	55	4	65	88	57	33	120	163	48	-	-	-	-	-	-	-
Machinists, maintenance -----	1,255	3.34	-	-	-	-	-	-	5	2	8	34	19	90	33	78	164	197	146	94	37	109	-	208	-	-	-	31
Manufacturing -----	1,135	3.31	-	-	-	-	-	-	5	2	8	34	9	90	30	77	164	195	146	94	31	11	-	208	-	-	-	31
Mechanics, automotive (maintenance) -----	956	3.05	5	-	-	20	-	-	33	8	2	62	37	29	19	49	502	106	33	33	2	2	14	-	-	-	-	-
Manufacturing -----	186	3.10	-	-	-	-	-	-	-	8	-	8	8	19	9	39	36	25	16	-	2	2	14	-	-	-	-	-
Nonmanufacturing -----	770	3.04	5	-	-	20	-	-	33	-	2	54	29	10	10	466	81	17	33	-	-	-	-	-	-	-	-	-
Public utilities ² -----	708	3.08	-	-	-	-	-	-	33	-	2	54	25	10	8	8	437	81	17	33	-	-	-	-	-	-	-	-
Mechanics, maintenance -----	1,316	2.95	-	-	-	-	-	-	3	70	9	155	71	133	130	41	188	247	141	79	21	16	2	4	2	2	-	2
Manufacturing -----	1,251	2.94	-	-	-	-	-	3	65	9	155	71	123	130	33	183	247	120	78	10	12	2	4	2	2	-	-	2
Nonmanufacturing -----	65	3.09	-	-	-	-	-	-	5	-	-	-	-	10	-	8	5	-	1	11	4	-	-	-	-	-	-	-
Public utilities ² -----	49	3.21	-	-	-	-	-	-	-	-	-	-	-	4	-	8	-	-	1	11	4	-	-	-	-	-	-	-
Millwrights -----	617	3.25	-	-	-	-	-	-	-	-	-	-	-	25	51	33	119	26	131	77	40	13	33	44	20	5	-	-
Manufacturing -----	612	3.25	-	-	-	-	-	-	-	-	-	-	-	20	51	33	119	26	131	77	40	13	33	44	20	5	-	-
Oilers -----	432	2.74	15	48	-	13	17	3	29	19	28	13	41	17	19	22	4	23	119	2	-	-	-	-	-	-	-	-
Manufacturing -----	417	2.78	-	48	-	13	17	3	29	19	28	13	41	17	19	22	4	23	119	2	-	-	-	-	-	-	-	-
Painters, maintenance -----	336	3.07	-	-	1	-	8	3	12	14	17	9	38	13	17	22	35	69	21	-	-	2	37	12	6	-	-	-
Manufacturing -----	274	3.14	-	-	-	-	-	-	-	9	14	5	37	13	10	22	34	69	16	-	-	2	37	-	6	-	-	-
Nonmanufacturing -----	62	2.78	-	-	1	-	8	3	12	5	3	4	1	-	7	-	1	-	5	-	-	-	-	12	-	-	-	-
Pipefitters, maintenance -----	1,194	3.23	-	-	-	-	-	-	-	1	1	1	16	70	87	111	367	204	142	47	9	60	3	67	8	-	-	-
Manufacturing -----	1,132	3.20	-	-	-	-	-	-	-	1	1	1	13	70	86	111	367	204	142	47	9	2	3	67	8	-	-	-
Sheet-metal workers, maintenance -----	164	3.31	-	-	-	-	-	-	-	-	-	-	9	5	14	6	48	30	6	3	-	-	2	31	2	-	8	-
Manufacturing -----	159	3.33	-	-	-	-	-	-	-	-	-	-	4	5	14	6	48	30	6	3	-	-	2	31	2	-	8	-
Tool and die makers -----	1,121	3.48	-	-	-	-	-	-	-	-	-	-	-	-	3	49	23	17	89	391	374	175	-	-	-	-	-	-
Manufacturing -----	1,121	3.48	-	-	-	-	-	-	-	-	-	-	-	-	3	49	23	17	89	391	374	175	-	-	-	-	-	-

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.

² Transportation, communication, and other public utilities.

Table A-5. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis
by industry division, St. Louis, Mo.-Ill., October 1962)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			Under \$1.10	\$1.10 and under \$1.20	\$1.20 to \$1.30	\$1.30 to \$1.40	\$1.40 to \$1.50	\$1.50 to \$1.60	\$1.60 to \$1.70	\$1.70 to \$1.80	\$1.80 to \$1.90	\$1.90 to \$2.00	\$2.00 to \$2.10	\$2.10 to \$2.20	\$2.20 to \$2.30	\$2.30 to \$2.40	\$2.40 to \$2.50	\$2.50 to \$2.60	\$2.60 to \$2.70	\$2.70 to \$2.80	\$2.80 to \$2.90	\$2.90 to \$3.00	\$3.00 to \$3.10	\$3.10 to \$3.20	\$3.20 to \$3.30	\$3.30 to \$3.40	\$3.40 to \$3.50	\$3.50 and over
			1.10	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.50	over
Elevator operators, passenger (men) -----	249	\$1.26	-	68	173	4	-	-	-	-	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	236	1.25	-	63	173	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³ -----	176	1.28	-	3	173	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Elevator operators, passenger (women) -----	179	1.33	1	79	53	4	16	3	2	11	-	3	2	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	172	1.31	1	79	53	4	16	2	2	9	-	-	1	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³ -----	77	1.29	-	13	49	4	10	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Guards and watchmen -----	1,987	1.99	7	177	331	46	61	23	66	65	85	25	87	104	212	65	8	253	86	158	57	66	5	-	-	-	-	-
Manufacturing -----	1,196	2.35	-	5	6	4	10	1	54	49	78	20	59	90	198	61	4	232	56	145	53	66	5	-	-	-	-	-
Guards -----	701	2.50	-	5	-	-	-	-	-	8	8	9	59	60	52	39	4	183	54	135	26	58	1	-	-	-	-	-
Watchmen -----	495	2.13	-	-	6	4	10	1	54	41	70	11	-	30	146	22	-	49	2	10	27	8	4	-	-	-	-	-
Nonmanufacturing -----	791	1.45	7	172	325	42	51	22	12	16	7	5	28	14	14	4	4	21	30	13	4	-	-	-	-	-	-	-
Janitors, porters, and cleaners (men) -----	4,458	1.87	100	197	527	538	155	104	87	91	346	182	279	598	355	135	120	307	180	13	73	27	20	11	9	2	2	-
Manufacturing -----	2,427	2.17	-	43	33	22	11	36	23	70	260	168	244	541	274	88	66	236	165	13	63	27	20	11	9	2	2	-
Nonmanufacturing -----	2,031	1.52	100	154	494	516	144	68	64	21	86	14	35	57	81	47	54	71	15	-	10	-	-	-	-	-	-	-
Public utilities ⁴ -----	355	2.22	-	-	7	8	7	3	7	59	3	6	9	78	42	54	65	7	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	151	1.84	11	-	-	21	-	27	10	5	10	10	10	21	2	3	-	6	5	-	10	-	-	-	-	-	-	-
Finance ³ -----	423	1.29	-	103	183	67	42	12	10	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (women) -----	1,166	1.39	29	22	754	45	18	48	29	87	28	33	27	13	8	7	16	1	-	-	1	-	-	-	-	-	-	-
Manufacturing -----	226	1.78	-	5	-	9	4	47	23	45	27	24	3	13	8	7	9	1	-	-	1	-	-	-	-	-	-	-
Nonmanufacturing -----	940	1.29	29	17	754	36	14	1	6	42	1	9	24	-	-	-	7	-	-	-	-	-	-	-	-	-	-	-
Public utilities ⁴ -----	86	1.87	-	-	-	-	4	-	-	42	-	9	24	-	-	-	7	-	-	-	-	-	-	-	-	-	-	-
Finance ³ -----	590	1.24	-	12	550	25	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Laborers, material handling -----	6,552	2.35	3	25	44	2	12	31	126	24	494	232	520	823	748	1054	290	328	479	664	361	47	55	10	4	175	-	1
Manufacturing -----	4,228	2.25	-	10	33	2	2	5	126	22	484	224	479	796	678	204	173	286	260	73	133	31	17	10	4	175	-	1
Nonmanufacturing -----	2,324	2.52	3	15	11	-	10	26	-	2	10	8	41	27	70	850	117	42	219	591	228	16	38	-	-	-	-	-
Public utilities ⁴ -----	1,481	2.54	-	-	-	-	-	-	-	-	2	4	2	33	718	68	3	175	448	28	-	-	-	-	-	-	-	-
Wholesale trade -----	550	2.54	-	15	5	-	7	-	-	2	10	2	37	18	20	43	49	39	2	143	104	16	38	-	-	-	-	-
Order fillers -----	2,506	2.55	-	4	6	18	24	52	34	94	72	20	39	124	43	239	86	215	350	156	510	269	55	16	26	28	4	22
Manufacturing -----	934	2.52	-	4	2	13	-	22	8	54	40	7	20	93	-	58	54	88	151	28	141	10	45	16	26	28	4	22
Nonmanufacturing -----	1,572	2.57	-	-	4	5	24	30	26	40	32	13	19	31	43	181	32	127	199	128	369	259	10	-	-	-	-	-
Public utilities ⁴ -----	49	2.74	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15	1	20	-	13	-	-	-	-	-	-
Wholesale trade -----	1,189	2.55	-	-	-	5	20	26	26	33	28	10	10	31	36	172	20	112	80	108	262	200	10	-	-	-	-	-
Packers, shipping (men) -----	1,452	2.29	-	-	17	9	-	20	47	197	17	81	74	109	55	372	115	16	34	29	91	62	67	26	4	4	2	4
Manufacturing -----	1,010	2.28	-	-	-	5	-	2	35	197	-	61	46	48	20	285	81	16	34	19	81	28	12	26	4	4	2	4
Nonmanufacturing -----	442	2.31	-	-	17	4	-	18	12	-	17	20	28	61	35	87	34	-	-	10	10	34	55	-	-	-	-	-
Wholesale trade -----	272	2.47	-	-	11	-	-	10	12	-	12	-	-	-	-	80	26	-	-	10	10	34	55	-	-	-	-	-
Packers, shipping (women) -----	1,009	1.99	-	-	-	74	11	12	15	441	7	254	2	15	21	1	4	20	6	-	14	28	24	20	22	4	6	8
Manufacturing -----	979	1.99	-	-	-	74	11	12	15	436	7	254	-	-	18	-	-	20	6	-	14	28	24	20	22	4	6	8
Receiving clerks -----	759	2.54	-	-	-	-	-	-	15	3	16	6	11	21	72	86	93	142	42	115	34	20	81	-	2	-	-	-
Manufacturing -----	370	2.51	-	-	-	-	-	-	4	3	-	1	4	4	55	58	86	50	18	14	34	13	24	-	2	-	-	-
Nonmanufacturing -----	389	2.58	-	-	-	-	-	-	11	-	16	5	7	17	28	7	92	24	101	7	57	-	-	-	-	-	-	-
Public utilities ⁴ -----	180	2.68	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	81	4	95	-	-	-	-	-	-	-	-
Wholesale trade -----	142	2.46	-	-	-	-	-	-	11	-	16	5	5	15	-	20	6	11	-	6	-	-	47	-	-	-	-	-

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, St. Louis, Mo.—Ill., October 1962)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																										
			Under \$1.10	\$1.10 and under 1.20	\$1.20 1.30	\$1.30 1.40	\$1.40 1.50	\$1.50 1.60	\$1.60 1.70	\$1.70 1.80	\$1.80 1.90	\$1.90 2.00	\$2.00 2.10	\$2.10 2.20	\$2.20 2.30	\$2.30 2.40	\$2.40 2.50	\$2.50 2.60	\$2.60 2.70	\$2.70 2.80	\$2.80 2.90	\$2.90 3.00	\$3.00 3.10	\$3.10 3.20	\$3.20 3.30	\$3.30 3.40	\$3.40 3.50	\$3.50 and over	
Shipping clerks	367	\$ 2.42	-	-	-	-	-	2	-	22	13	-	27	18	62	32	51	33	6	56	14	2	17	7	2	3	-	-	-
Manufacturing	239	2.39	-	-	-	-	-	2	-	22	13	-	9	11	59	15	15	21	-	46	8	-	6	7	2	3	-	-	-
Nonmanufacturing	128	2.48	-	-	-	-	-	-	-	-	-	-	18	7	3	17	36	12	6	10	6	2	11	-	-	-	-	-	-
Wholesale trade	102	2.55	-	-	-	-	-	-	-	-	-	-	5	7	-	10	36	10	5	10	6	2	11	-	-	-	-	-	-
Shipping and receiving clerks	306	2.57	-	-	-	-	-	4	12	-	-	4	-	26	16	11	12	65	23	58	6	34	25	9	1	-	-	-	-
Manufacturing	116	2.56	-	-	-	-	-	-	12	-	-	4	-	1	4	-	3	-	16	57	4	15	-	-	-	-	-	-	-
Nonmanufacturing	190	2.58	-	-	-	-	-	4	-	-	-	-	-	25	12	11	9	65	7	1	2	19	25	9	1	-	-	-	-
Wholesale trade	62	2.90	-	-	-	-	-	-	-	-	-	-	-	-	5	1	3	2	1	1	2	19	25	2	1	-	-	-	-
Truckdrivers ⁵	4,291	2.87	-	6	-	-	-	1	-	44	1	2	-	21	16	264	70	280	63	160	1975	666	125	58	180	-	341	18	-
Manufacturing	1,001	3.08	-	-	-	-	-	-	-	-	1	1	-	14	7	13	26	69	19	44	199	22	23	24	180	-	341	18	-
Nonmanufacturing	3,290	2.81	-	6	-	-	-	1	-	44	-	1	-	7	9	251	44	211	44	116	1776	644	102	34	-	-	-	-	-
Public utilities ⁴	2,010	2.85	-	-	-	-	-	1	-	-	-	1	-	-	9	7	32	117	24	-	1706	112	-	1	-	-	-	-	-
Wholesale trade	907	2.76	-	-	-	-	-	-	-	-	-	-	-	-	-	244	12	85	-	36	70	325	102	33	-	-	-	-	-
Truckdrivers, light (under 1½ tons)	172	2.34	-	6	-	-	-	-	-	44	-	-	-	10	-	47	15	8	-	3	18	-	12	-	-	-	-	-	9
Nonmanufacturing	125	2.17	-	6	-	-	-	-	-	44	-	-	-	7	-	40	-	2	-	-	18	-	8	-	-	-	-	-	-
Truckdrivers, medium (1½ to and including 4 tons)	1,962	2.89	-	-	-	-	-	1	-	-	1	1	-	11	16	217	55	175	48	48	649	243	24	58	74	-	341	-	-
Manufacturing	631	3.16	-	-	-	-	-	-	-	-	1	-	-	11	7	6	11	58	8	12	49	13	16	24	74	-	341	-	-
Nonmanufacturing	1,331	2.76	-	-	-	-	-	1	-	-	-	1	-	-	9	211	44	117	40	36	600	230	8	34	-	-	-	-	-
Public utilities ⁴	798	2.80	-	-	-	-	-	1	-	-	-	1	-	-	9	7	32	108	20	-	590	29	-	1	-	-	-	-	-
Truckdrivers, heavy (over 4 tons, trailer type)	1,488	2.90	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	92	7	1	938	340	86	-	14	-	-	-	9
Manufacturing	1,443	2.89	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	92	4	-	924	337	86	-	-	-	-	-	-
Public utilities ⁴	882	2.88	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	4	-	864	6	-	-	-	-	-	-	-
Wholesale trade	354	2.87	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	84	-	-	60	124	86	-	-	-	-	-	-
Truckdrivers, heavy (over 4 tons, other than trailer type)	135	2.88	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	8	50	75	-	-	-	-	-	-	-
Truckers, power (forklift)	1,859	2.58	-	-	-	-	-	-	-	21	25	20	132	46	105	212	258	87	218	240	170	86	104	7	2	95	27	4	-
Manufacturing	1,514	2.53	-	-	-	-	-	-	-	21	25	10	122	46	105	197	252	61	212	228	66	32	2	7	2	95	27	4	-
Nonmanufacturing	345	2.81	-	-	-	-	-	-	-	-	-	10	10	-	-	15	6	26	6	12	104	54	102	-	-	-	-	-	-
Public utilities ⁴	103	2.68	-	-	-	-	-	-	-	-	-	-	-	-	-	13	6	24	-	-	60	-	-	-	-	-	-	-	-
Wholesale trade	168	2.86	-	-	-	-	-	-	-	-	-	10	10	-	-	2	-	-	-	2	48	82	-	-	-	-	-	-	-
Truckers, power (other than forklift)	277	2.43	-	-	-	-	-	-	-	-	-	74	1	7	53	19	39	6	8	9	13	15	6	-	2	15	-	10	-
Manufacturing	229	2.43	-	-	-	-	-	-	-	-	-	74	1	7	41	17	11	-	8	9	13	15	6	-	2	15	-	10	-
Nonmanufacturing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ⁴	48	2.43	-	-	-	-	-	-	-	-	-	-	-	-	12	2	28	6	-	-	-	-	-	-	-	-	-	-	-

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

B: Establishment Practices and Supplementary Wage Provisions

15

Table B-1. 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, St. Louis, Mo.—Ill., October 1962)

Minimum weekly straight-time salary ¹	Inexperienced typists						Other inexperienced clerical workers ²					
	All industries	Manufacturing		Nonmanufacturing			All industries	Manufacturing		Nonmanufacturing		
		Based on standard weekly hours ³ of—						Based on standard weekly hours ³ of—				
		All schedules	40	All schedules	37 ¹ / ₂	40		All schedules	40	All schedules	37 ¹ / ₂	40
Establishments studied -----	251	106	xxx	145	xxx	xxx	251	106	xxx	145	xxx	xxx
Establishments having a specified minimum -----	129	65	56	64	6	47	142	69	58	73	6	52
\$ 40.00 and under \$ 42.50 -----	1	-	-	1	-	-	1	-	-	1	-	-
\$ 42.50 and under \$ 45.00 -----	-	-	-	-	-	-	1	-	-	1	1	-
\$ 45.00 and under \$ 47.50 -----	23	7	6	16	-	12	31	10	9	21	-	16
\$ 47.50 and under \$ 50.00 -----	10	3	2	7	1	6	11	4	2	7	1	4
\$ 50.00 and under \$ 52.50 -----	15	9	7	6	-	4	18	9	5	9	-	4
\$ 52.50 and under \$ 55.00 -----	4	1	1	3	-	2	6	3	3	3	-	3
\$ 55.00 and under \$ 57.50 -----	15	6	3	9	-	6	14	7	5	7	-	6
\$ 57.50 and under \$ 60.00 -----	11	8	8	3	1	2	17	9	9	8	2	6
\$ 60.00 and under \$ 62.50 -----	8	6	6	2	1	1	10	8	7	2	1	-
\$ 62.50 and under \$ 65.00 -----	16	12	11	4	3	1	10	6	6	4	1	3
\$ 65.00 and under \$ 67.50 -----	6	3	2	3	-	3	4	3	2	1	-	1
\$ 67.50 and under \$ 70.00 -----	2	-	-	2	-	2	1	-	-	1	-	1
\$ 70.00 and under \$ 72.50 -----	-	-	-	-	-	-	-	-	-	-	-	-
\$ 72.50 and under \$ 75.00 -----	1	-	-	1	-	1	1	-	-	1	-	1
\$ 75.00 and under \$ 77.50 -----	5	4	4	1	-	1	5	4	4	1	-	1
\$ 77.50 and under \$ 80.00 -----	2	-	-	2	-	2	2	-	-	2	-	2
\$ 80.00 and under \$ 82.50 -----	4	3	3	1	-	1	4	3	3	1	-	1
\$ 82.50 and under \$ 85.00 -----	1	-	-	1	-	1	2	-	-	2	-	2
\$ 85.00 and under \$ 87.50 -----	2	1	1	1	-	1	2	1	1	1	-	1
\$ 87.50 and under \$ 90.00 -----	-	-	-	-	-	-	-	-	-	-	-	-
\$ 90.00 and under \$ 92.50 -----	3	2	2	1	-	1	2	2	2	-	-	-
Establishments having no specified minimum -----	50	20	xxx	30	xxx	xxx	57	21	xxx	36	xxx	xxx
Establishments which did not employ workers in this category -----	71	20	xxx	51	xxx	xxx	51	15	xxx	36	xxx	xxx
Data not available -----	1	1	xxx	-	xxx	xxx	1	1	xxx	-	xxx	xxx

¹ These salaries relate to formally established minimum starting (hiring) regular straight-time salaries that are paid for standard workweeks.

² Excludes workers in subclerical jobs such as messenger or office girl.

³ Data are presented for all standard workweeks combined, and for the most common standard workweeks reported.

Table B-2. Shift Differentials

(Shift differentials of manufacturing plant workers by type and amount of differential,
St. Louis, Mo.-Ill., October 1962)

Shift differential	Percent of manufacturing plant workers—			
	In establishments having formal provisions ¹ for—		Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total	94.7	91.3	19.4	7.6
With shift pay differential	94.7	91.3	19.4	7.6
Uniform cents (per hour)	53.2	47.1	11.2	5.8
5 cents	12.6	.5	2.4	-
6 cents	3.7	-	.8	-
7 cents	3.6	-	.8	-
8 cents	13.8	.7	3.4	.1
9 cents	-	.8	-	(²)
10 cents	9.5	17.7	2.0	1.5
11 cents8	1.5	.2	.3
12 cents	4.6	15.2	.4	2.3
12½ cents7	-	-	-
15 cents	2.7	2.3	.7	.3
15 ⁹ / ₁₀ cents	1.1	-	.4	-
16 cents	-	3.1	-	.5
17 cents	-	.2	-	(²)
17½ cents	-	3.2	-	.6
20 cents	-	.7	-	.1
Over 20 cents	-	1.1	-	.1
Uniform percentage	37.9	22.5	7.3	.6
5 percent	9.0	-	.9	-
7 percent	9.5	-	3.2	-
7½ percent	1.3	-	.1	-
8 percent	5.7	.2	.9	-
10 percent	12.5	17.6	2.2	.5
12½ percent	-	.7	-	(²)
13 percent	-	1.4	-	(²)
15 percent	-	2.6	-	-
Full day's pay for reduced hours plus cents differential	2.2	6.4	-	.3
Full day's pay for reduced hours plus percentage differential	-	13.6	-	.8
Other formal pay differential	1.4	1.8	-	.2
With no shift pay differential	-	-	-	-

¹ Includes establishments currently operating late shifts, and establishments with formal provisions covering late shifts even though they were not currently operating late shifts.² Less than 0.05 percent.

Table B-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, St. Louis, Mo.—Ill., October 1962)

Weekly hours	OFFICE WORKERS					PLANT WORKERS			
	All industries ¹	Manufacturing	Public ² utilities	Wholesale trade	Finance ³	All industries ⁴	Manufacturing	Public ² utilities	Wholesale trade
All workers -----	100	100	100	100	100	100	100	100	100
Under 35 hours -----	-	-	-	-	-	(⁵)	-	-	-
35 hours -----	1	(⁵)	4	-	-	3	3	-	-
Over 35 and under 37½ hours -----	3	2	-	-	7	1	1	-	-
37½ hours -----	8	6	1	10	8	4	4	-	-
Over 37½ and under 38¾ hours -----	2	-	-	1	9	-	-	-	-
38¾ hours -----	5	6	1	-	10	(⁵)	-	-	-
Over 38¾ and under 40 hours -----	(⁵)	-	(⁵)	-	-	-	-	-	-
40 hours -----	81	86	93	89	66	89	89	99	98
Over 40 hours -----	(⁵)	-	-	-	-	3	2	1	2

¹ Includes data for retail trade (except department, limited-price variety, and family clothing stores), and services in addition to those industry divisions shown separately.

² Transportation, communication, and other public utilities.

³ Finance, insurance, and real estate.

⁴ Includes data for retail trade (except department, limited-price variety, and family clothing stores), real estate, and services in addition to those industry divisions shown separately.

⁵ Less than 0.5 percent.

Table B-4. Paid Holidays

(Percent distribution of office and plant workers in all industries and in industry divisions by number of paid holidays provided annually, St. Louis, Mo.—Ill., October 1962)

Item	OFFICE WORKERS					PLANT WORKERS			
	All industries ¹	Manufacturing	Public utilities ²	Wholesale trade	Finance ³	All industries ⁴	Manufacturing	Public utilities	Wholesale trade
All workers -----	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays -----	100	100	100	100	100	99	99	100	100
Workers in establishments providing no paid holidays -----						1	(⁵)		
Number of days									
1 holiday -----	(⁵)	-	-	-	-	(⁵)	-	-	-
5 holidays -----	-	-	-	-	-	1	1	-	-
6 holidays -----	13	10	11	28	5	16	9	18	21
6 holidays plus 1 half day -----	2	1	-	8	3	(⁵)	(⁵)	-	(⁵)
6 holidays plus 2 half days -----	3	4	1	1	1	5	7	-	(⁵)
7 holidays -----	42	52	63	52	10	49	50	52	74
7 holidays plus 1 half day -----	2	4	-	-	-	2	3	-	-
7 holidays plus 2 half days -----	2	3	-	3	-	2	3	-	1
7 holidays plus 4 half days -----	(⁵)	-	-	-	-	-	-	-	-
8 holidays -----	27	20	7	8	69	16	21	13	3
8 holidays plus 1 half day -----	1	-	-	-	3	-	-	-	-
8 holidays plus 2 half days -----	1	-	-	-	3	-	-	-	-
9 holidays -----	2	2	-	-	3	1	2	-	-
9 holidays plus 1 half day -----	3	-	18	-	-	2	-	17	-
10 holidays -----	(⁵)	(⁵)	-	-	-	1	1	-	-
11 holidays -----	2	3	-	-	3	2	3	-	-
Total holiday time⁶									
11 days -----	2	3	-	-	3	2	3	-	-
10 or more days -----	2	4	-	-	3	3	4	-	-
9 1/2 or more days -----	5	4	18	-	3	5	4	17	-
9 days -----	8	6	18	-	10	6	6	17	-
8 1/2 or more days -----	9	6	18	-	12	6	6	17	-
8 or more days -----	37	29	25	12	81	25	30	30	4
7 1/2 or more days -----	39	33	25	12	81	27	33	30	4
7 or more days -----	85	89	89	64	92	81	90	82	78
6 1/2 or more days -----	87	90	89	72	95	81	90	82	79
6 or more days -----	100	100	100	100	100	98	98	100	100
5 or more days -----	100	100	100	100	100	99	99	100	100
1 or more days -----	100	100	100	100	100	99	99	100	100

¹ Includes data for retail trade (except department, limited price variety, and family clothing stores), and services in addition to those industry divisions shown separately.

² Transportation, communication, and other public utilities.

³ Finance, insurance, and real estate.

⁴ Includes data for retail trade (except department, limited price variety, and family clothing stores), real estate, and services in addition to those industry divisions shown separately.

⁵ Less than 0.5 percent.

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

Table B-5. Paid Vacations

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, St. Louis, Mo.-Ill., October 1962)

Vacation policy	OFFICE WORKERS					PLANT WORKERS			
	All industries ¹	Manufacturing	Public utilities ²	Wholesale trade	Finance ³	All industries ⁴	Manufacturing	Public utilities ²	Wholesale trade
All workers	100	100	100	100	100	100	100	100	100
Method of payment									
Workers in establishments providing paid vacations	100	100	100	100	100	99	99	100	100
Length-of-time payment	99	99	99	100	100	91	88	99	100
Percentage payment	1	1	-	-	-	8	11	1	-
Flat-sum payment	-	-	-	-	-	-	-	-	-
Other	(⁵)	-	(⁵)	-	-	1	1	-	-
Workers in establishments providing no paid vacations	(⁵)	-	(⁵)	-	-	(⁵)	(⁵)	-	-
Amount of vacation pay⁶									
<u>After 6 months of service</u>									
Under 1 week	5	7	1	6	-	10	12	2	16
1 week	49	52	30	52	64	10	8	21	20
Over 1 and under 2 weeks	4	3	2	7	5	1	2	2	-
2 weeks	2	2	-	-	4	(⁵)	-	1	-
<u>After 1 year of service</u>									
1 week	31	24	81	34	3	84	84	88	82
Over 1 and under 2 weeks	2	3	3	-	-	2	3	1	-
2 weeks	67	72	15	66	97	12	12	11	18
Over 2 and under 3 weeks	1	1	-	-	-	(⁵)	1	-	-
3 weeks	-	-	-	-	-	1	1	1	-
<u>After 2 years of service</u>									
1 week	8	12	3	20	-	55	60	43	50
Over 1 and under 2 weeks	8	3	38	-	-	7	9	6	1
2 weeks	82	82	59	80	97	34	26	50	49
Over 2 and under 3 weeks	1	1	(⁵)	-	-	(⁵)	1	-	-
3 weeks	1	2	-	-	3	3	4	1	-
<u>After 3 years of service</u>									
1 week	1	1	-	2	-	11	13	1	3
Over 1 and under 2 weeks	(⁵)	1	-	-	-	14	19	-	1
2 weeks	97	95	100	98	97	69	58	98	95
Over 2 and under 3 weeks	1	1	(⁵)	-	-	2	3	-	-
3 weeks	1	2	-	-	3	5	6	1	-
<u>After 4 years of service</u>									
1 week	1	1	-	2	-	9	13	1	3
Over 1 and under 2 weeks	(⁵)	1	-	-	-	14	19	-	1
2 weeks	97	95	100	98	97	70	59	98	95
Over 2 and under 3 weeks	1	1	(⁵)	-	-	2	3	-	-
3 weeks	1	2	-	-	3	5	6	1	-
<u>After 5 years of service</u>									
Over 1 and under 2 weeks	-	-	-	-	-	(⁵)	-	-	-
2 weeks	91	90	97	100	86	91	89	93	100
Over 2 and under 3 weeks	2	2	(⁵)	-	6	2	3	-	-
3 weeks	7	9	3	-	8	4	4	6	-
4 weeks	-	-	-	-	-	2	3	1	-

See footnotes at end of table.

Table B-5. Paid Vacations—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, St. Louis, Mo.—Ill., October 1962)

Vacation policy	OFFICE WORKERS					PLANT WORKERS			
	All industries ¹	Manufacturing	Public utilities ²	Wholesale trade	Finance ³	All industries ⁴	Manufacturing	Public utilities ²	Wholesale trade
Amount of vacation pay ⁶—Continued									
<u>After 10 years of service</u>									
Over 1 and under 2 weeks -----	-	-	-	-	-	(⁵)	-	-	-
2 weeks -----	57	47	72	80	58	49	43	69	67
Over 2 and under 3 weeks -----	2	3	(⁵)	-	6	13	19	-	-
3 weeks -----	39	46	28	20	36	35	35	30	33
Over 3 and under 4 weeks -----	1	1	-	-	-	-	-	-	-
4 weeks -----	1	3	-	-	-	2	3	1	-
<u>After 12 years of service</u>									
Over 1 and under 2 weeks -----	-	-	-	-	-	(⁵)	-	-	-
2 weeks -----	42	18	67	66	58	28	16	55	54
Over 2 and under 3 weeks -----	4	3	(⁵)	9	6	13	18	-	1
3 weeks -----	53	75	32	26	36	55	60	44	44
Over 3 and under 4 weeks -----	1	1	-	-	-	2	2	-	-
4 weeks -----	1	3	-	-	-	2	3	1	-
<u>After 15 years of service</u>									
Over 1 and under 2 weeks -----	-	-	-	-	-	(⁵)	-	-	-
2 weeks -----	10	3	4	30	11	9	4	-	23
Over 2 and under 3 weeks -----	(⁵)	-	-	1	-	1	1	-	6
3 weeks -----	87	91	95	69	88	85	90	93	71
Over 3 and under 4 weeks -----	1	1	-	-	-	2	3	-	-
4 weeks -----	2	5	1	-	1	1	(⁵)	7	-
Over 4 weeks -----	-	-	-	-	-	2	3	(⁵)	-
<u>After 20 years of service</u>									
Over 1 and under 2 weeks -----	-	-	-	-	-	(⁵)	-	-	-
2 weeks -----	9	3	4	26	11	9	4	-	19
Over 2 and under 3 weeks -----	-	-	-	-	-	(⁵)	1	-	-
3 weeks -----	71	70	68	65	11	66	71	56	78
Over 3 and under 4 weeks -----	(⁵)	1	1	-	-	1	1	1	-
4 weeks -----	18	22	27	9	8	20	18	43	3
Over 4 weeks -----	2	4	-	-	-	4	6	(⁵)	-
<u>After 25 years of service</u>									
Over 1 and under 2 weeks -----	-	-	-	-	-	(⁵)	-	-	-
2 weeks -----	8	2	4	26	6	8	3	-	19
Over 2 and under 3 weeks -----	-	-	-	-	-	(⁵)	1	-	-
3 weeks -----	52	44	44	54	75	46	48	39	72
Over 3 and under 4 weeks -----	1	3	-	-	-	6	9	-	-
4 weeks -----	37	47	52	20	19	34	34	49	9
Over 4 weeks -----	2	4	-	-	-	6	6	12	-

¹ Includes data for retail trade (except department, limited price variety, and family clothing stores), and services in addition to those industry divisions shown separately.² Transportation, communication, and other public utilities.³ Finance, insurance, and real estate.⁴ Includes data for retail trade (except department, limited price variety, and family clothing stores), real estate, and services in addition to those industry divisions shown separately.⁵ Less than 0.5 percent.⁶ Includes payments other than "length of time," such as percentage of annual earnings or flat-sum payments, converted to an equivalent time basis; for example, a payment of 2 percent of annual earnings was considered as 1 week's pay. 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. Estimates are cumulative. Thus, the proportion receiving 3 weeks' pay or more after 5 years includes those who receive 3 weeks' pay or more after fewer years of service.

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,¹ St. Louis, Mo.-Ill., October 1962)

Type of benefit	OFFICE WORKERS					PLANT WORKERS			
	All industries ²	Manufacturing	Public utilities ³	Wholesale trade	Finance ⁴	All industries ⁵	Manufacturing	Public utilities ³	Wholesale trade
All workers	100	100	100	100	100	100	100	100	100
Workers in establishments providing:									
Life insurance	95	96	99	90	99	97	98	99	90
Accidental death and dismemberment insurance	56	71	42	64	42	71	74	48	67
Sickness and accident insurance or sick leave or both ⁶	78	83	90	86	66	93	98	68	89
Sickness and accident insurance	48	67	18	60	36	80	90	30	64
Sick leave (full pay and no waiting period)	51	59	42	53	46	16	16	10	60
Sick leave (partial pay or waiting period)	9	1	37	10	5	9	6	32	11
Hospitalization insurance	84	94	74	86	76	92	95	83	86
Surgical insurance	85	92	74	86	84	91	94	83	86
Medical insurance	79	87	70	76	78	80	84	67	61
Catastrophe insurance	55	44	88	43	68	25	19	76	11
Retirement pension	75	89	53	72	72	75	86	62	64
No health, insurance, or pension plan	3	2	(⁷)	4	-	1	-	-	10

¹ Includes those plans 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.² Includes data for retail trade (except department, limited price variety, and family clothing stores), and services in addition to those industry divisions shown separately.³ Transportation, communication, and other public utilities.⁴ Finance, insurance, and real estate.⁵ Includes data for retail trade (except department, limited price variety, and family clothing stores), real estate, and services in addition to those industry divisions shown separately.⁶ 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.⁷ Less than 0.5 percent.

Appendix: 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 stenographic 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; shelve; trucker; stockman or stock helper; warehouseman or warehouse helper)

A worker employed in a warehouse, manufacturing plant, store, or other establishment whose duties involve *one or more of the following*: Loading and unloading various materials and merchandise on or from freight cars, trucks, or other transporting devices; unpacking, shelving, or placing materials or merchandise in proper storage location; and transporting materials or merchandise by hand truck, car, or wheelbarrow. *Longshoremen, who load and unload ships are excluded.*

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders requisition additional stock, or report short supplies to supervisor, and perform other related duties.

PACKER, SHIPPING

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and *may involve one or more of the following*: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container. *Packers who also make wooden boxes or crates are excluded.*

SHIPPING AND RECEIVING CLERK

Prepares merchandise for shipment, or receives and is responsible for incoming shipments of merchandise or other materials. *Shipping work involves*: A knowledge of shipping procedures, practices, routes, available means of transportation and rates; and preparing records of the goods shipped, making up bills of lading, posting weight and shipping charges, and keeping a file of shipping records. May direct or assist in preparing the merchandise for shipment. *Receiving work involves*: Verifying or directing others in verifying the correctness of shipments against bills of lading, invoices, or other records; checking for shortages and rejecting damaged goods; routing merchandise or materials to proper departments; and maintaining necessary records and files.

For wage study purposes, workers are classified as follows:

Receiving clerk

Shipping clerk

Shipping and receiving clerk

TRUCKDRIVER

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

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

Truckdriver (combination of sizes listed separately)

Truckdriver, light (under 1½ tons)

Truckdriver, medium (1½ to and including 4 tons)

Truckdriver, heavy (over 4 tons, trailer type)

Truckdriver, heavy (over 4 tons, other than trailer type)

TRUCKER, POWER

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

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

Trucker, power (forklift)

Trucker, power (other than forklift)

WATCHMAN

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