

Occupational Wage Survey

SAN FRANCISCO—OAKLAND, CALIFORNIA

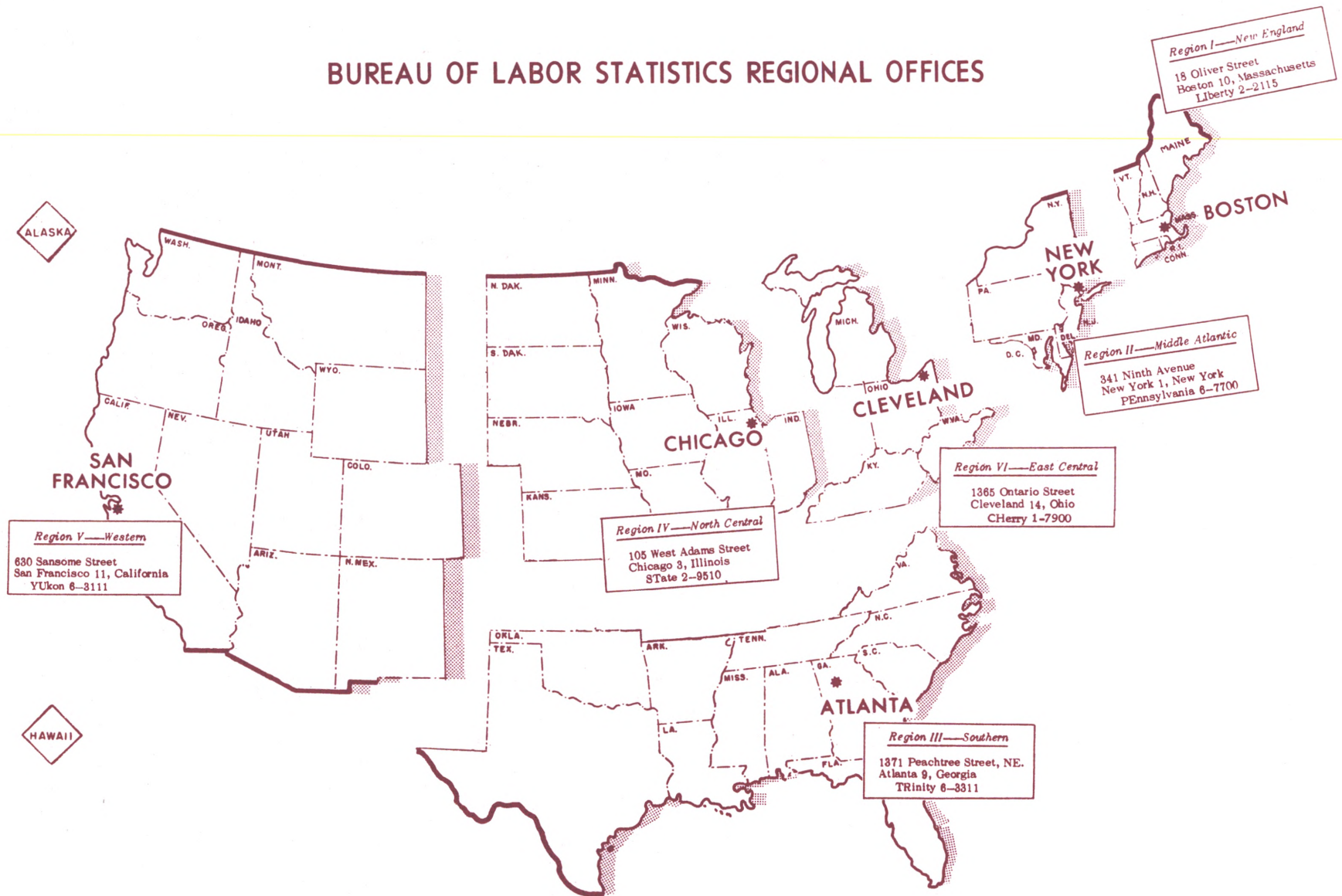
JANUARY 1963

Bulletin No. 1345-34

**UNITED STATES DEPARTMENT OF LABOR
W. Willard Wirtz, Secretary**

**BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner**

BUREAU OF LABOR STATISTICS REGIONAL OFFICES



Occupational Wage Survey

SAN FRANCISCO—OAKLAND, CALIFORNIA

JANUARY 1963

Bulletin No. 1345-34

April 1963

UNITED STATES DEPARTMENT OF LABOR

W. Willard Wirtz, Secretary

BUREAU OF LABOR STATISTICS

Ewan Clague, Commissioner



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

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 San Francisco, Calif., by Robert L. Orr, under the direction of William P. O'Connor. The study was under the general direction of John L. Dana, Assistant Regional Director for Wages and Industrial Relations.

Contents

	Page
Introduction	1
Wage trends for selected occupational groups	4
Tables:	
1. Establishments and workers within scope of survey	3
2. Percents of increase in standard weekly salaries and straight-time hourly earnings for selected occupational groups, for selected periods	5
3. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups	5
A. Occupational earnings:*	
A-1. Office occupations—men and women	6
A-2. Professional and technical occupations—men and women	10
A-3. Office, professional, and technical occupations—men and women combined	10
A-4. Maintenance and powerplant occupations	12
A-5. Custodial and material movement occupations	13
B: Establishment practices and supplementary wage provisions:*	
B-1. Minimum entrance salaries for women office workers ...	15
B-2. Shift differentials	16
B-3. Scheduled weekly hours	17
B-4. Paid holidays	18
B-5. Paid vacations	19
B-6. Health, insurance, and pension plans	22
Appendix: Occupational descriptions	23

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

Current reports on occupational earnings and supplementary wage practices in the San Francisco—Oakland area are also available for the machinery industries (March 1962) and women's and misses' coats and suits (August 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—San Francisco—Oakland, Calif.

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 San Francisco-Oakland, Calif.,¹ by major industry division,² January 1963

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study ³	Studied	Within scope of study			Studied
				Total ⁴	Office	Plant	Total ⁴
All divisions	-	1,249	269	372,500	99,900	191,600	209,670
Manufacturing	100	366	83	134,600	22,000	87,500	66,030
Nonmanufacturing	-	883	186	237,900	77,900	104,100	143,640
Transportation, communication, and other public utilities ⁵	100	78	32	72,400	14,700	29,500	62,710
Wholesale trade	50	254	38	33,700	10,300	18,400	9,550
Retail trade	100	118	45	47,500	6,700	35,100	31,740
Finance, insurance, and real estate	50	209	40	51,800	39,300	⁶ 1,500	28,660
Services ⁷	50	224	31	32,500	(⁸)	(⁸)	10,980

¹ The San Francisco-Oakland Standard Metropolitan Statistical Area consists of Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Solano Counties. The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other 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. San Francisco's transit system is municipally operated and is excluded by definition from the scope of the study.

⁶ 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.

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

⁸ 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.

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 San Francisco-Oakland, Calif., for selected periods

Industry and occupational group	January 1962 to January 1963	January 1961 to January 1962	January 1960 to January 1961
All industries:			
Office clerical (men and women)	3.2	3.0	4.1
Industrial nurses (men and women)	3.7	2.4	8.3
Skilled maintenance (men)	3.2	3.2	3.2
Unskilled plant (men)	4.5	3.0	4.8
Manufacturing:			
Office clerical (men and women)	2.4	2.6	4.2
Industrial nurses (men and women)	4.2	2.4	8.2
Skilled maintenance (men)	2.9	2.9	5.1
Unskilled plant (men)	3.7	2.7	4.5

Table 3. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in San Francisco-Oakland, Calif., January 1963 and January 1962

(January 1953 = 100)

Industry and occupational group	January 1963	January 1962
All industries:		
Office clerical (women)	147.0	142.6
Industrial nurses (women)	161.2	155.3
Skilled maintenance (men)	150.4	145.6
Unskilled plant (men)	157.1	150.1
Manufacturing:		
Office clerical (women)	143.6	140.5
Industrial nurses (women)	162.3	156.6
Skilled maintenance (men)	152.7	148.5
Unskilled plant (men)	154.0	148.1

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, San Francisco-Oakland, Calif., January 1963)

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)	\$40.00 and under	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00	\$150.00	\$155.00	\$160.00 and over			
				45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00	150.00	155.00	160.00				
Men																															
Clerks, accounting, class A -----	718	39.0	\$114.50	-	-	-	-	-	3	3	5	13	15	38	34	89	112	60	97	86	57	26	17	19	20	1	13	10			
Manufacturing -----	345	39.5	118.00	-	-	-	-	-	-	-	-	10	6	4	8	29	64	35	44	57	38	6	6	5	11	1	12	9			
Nonmanufacturing -----	373	39.0	111.50	-	-	-	-	-	3	3	5	3	9	34	26	60	48	25	53	29	19	20	11	14	9	-	1	1			
Public utilities ² -----	130	39.0	119.00	-	-	-	-	-	-	-	3	-	2	3	4	6	24	11	16	20	3	17	-	14	7	-	-	-			
Wholesale trade -----	89	40.0	117.50	-	-	-	-	-	-	-	-	-	-	7	-	14	5	4	24	6	15	2	10	-	2	-	-	-			
Finance ³ -----	119	38.5	100.00	-	-	-	-	-	3	3	2	3	1	22	11	39	19	-	13	2	-	-	1	-	-	-	-	-	-		
Clerks, accounting, class B -----	358	39.5	106.50	-	-	-	-	-	2	-	19	30	28	10	20	20	74	47	14	51	21	6	9	7	-	-	-	-	-		
Manufacturing -----	194	39.5	112.00	-	-	-	-	-	-	-	6	7	14	3	8	-	42	43	1	27	21	6	9	7	-	-	-	-	-		
Nonmanufacturing -----	164	39.0	100.50	-	-	-	-	-	2	-	13	23	14	7	12	20	32	4	13	24	-	-	-	-	-	-	-	-	-		
Public utilities ² -----	102	40.0	108.00	-	-	-	-	-	-	-	4	4	1	2	5	16	31	4	11	24	-	-	-	-	-	-	-	-	-		
Clerks, order -----	938	40.0	115.00	-	-	-	-	-	-	1	1	28	10	12	142	100	132	38	115	148	64	40	64	5	7	8	7	16			
Manufacturing -----	218	39.5	118.00	-	-	-	-	-	-	1	1	5	3	1	36	1	24	8	33	27	31	26	3	3	3	6	-	6			
Nonmanufacturing -----	720	40.0	114.00	-	-	-	-	-	-	-	-	23	7	11	106	99	108	30	82	121	33	14	61	2	4	2	7	10			
Wholesale trade -----	689	40.0	113.50	-	-	-	-	-	-	-	-	23	7	7	100	95	108	30	82	114	33	14	55	-	4	-	7	10			
Clerks, payroll -----	140	39.0	118.00	-	-	-	-	-	-	1	3	-	3	19	-	4	15	9	15	11	22	21	7	4	-	3	-	3			
Nonmanufacturing -----	99	39.0	112.50	-	-	-	-	-	-	-	3	-	3	19	-	2	15	7	15	6	9	15	4	1	-	-	-	-	-		
Public utilities ² -----	57	39.5	120.00	-	-	-	-	-	-	-	-	-	-	-	-	2	10	6	15	1	7	15	-	1	-	-	-	-	-		
Office boys -----	783	38.0	66.50	18	28	20	149	204	131	82	51	37	46	4	3	2	4	4	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing -----	176	38.5	67.00	-	-	-	49	57	21	17	8	7	9	1	3	1	3	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	607	38.0	66.00	18	28	20	100	147	110	65	43	30	37	3	-	1	1	4	-	-	-	-	-	-	-	-	-	-	-		
Public utilities ² -----	65	39.5	82.00	-	-	-	2	12	5	1	7	2	28	2	-	1	1	4	-	-	-	-	-	-	-	-	-	-	-		
Finance ³ -----	391	38.0	63.50	18	28	6	76	95	72	41	27	28	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Tabulating-machine operators, class A -----	232	39.5	121.50	-	-	-	-	-	-	-	-	4	-	9	3	15	15	16	49	35	13	18	30	10	2	13	-	-	-		
Manufacturing -----	91	39.5	124.00	-	-	-	-	-	-	-	-	-	-	2	3	6	4	1	23	10	9	4	21	6	1	1	-	-	-		
Nonmanufacturing -----	141	39.0	120.00	-	-	-	-	-	-	-	-	4	-	7	-	9	11	15	26	25	4	14	9	4	1	12	-	-	-		
Tabulating-machine operators, class B -----	650	39.0	105.50	-	-	-	-	-	-	-	13	36	27	68	78	119	84	37	49	99	34	3	3	-	-	-	-	-	-		
Manufacturing -----	185	39.0	107.00	-	-	-	-	-	-	-	-	13	3	11	28	23	36	9	25	31	5	1	-	-	-	-	-	-	-		
Nonmanufacturing -----	465	39.0	105.00	-	-	-	-	-	-	-	-	13	23	24	57	50	96	48	28	24	68	29	2	3	-	-	-	-	-		
Public utilities ² -----	93	39.5	109.00	-	-	-	-	-	-	-	3	5	-	1	7	26	6	7	9	29	-	-	-	-	-	-	-	-	-		
Wholesale trade -----	79	39.5	111.00	-	-	-	-	-	-	-	-	-	-	2	6	9	9	10	12	7	15	7	-	2	-	-	-	-	-		
Finance ³ -----	211	39.0	97.00	-	-	-	-	-	-	-	10	17	21	47	20	50	29	9	7	-	-	1	-	-	-	-	-	-	-		
Tabulating-machine operators, class C -----	222	39.0	90.50	-	-	-	2	-	6	11	29	36	22	38	20	21	21	13	3	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	207	39.0	90.00	-	-	-	2	-	6	11	28	31	22	38	18	19	19	10	3	-	-	-	-	-	-	-	-	-	-		
Finance ³ -----	154	39.0	86.50	-	-	-	2	-	6	11	25	27	18	33	9	15	6	1	1	-	-	-	-	-	-	-	-	-	-		
Women																															
Billers, machine (billing machine) -----	176	39.5	87.50	-	-	-	-	9	14	26	7	16	55	-	-	20	-	22	7	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	142	39.5	91.00	-	-	-	-	8	-	16	1	14	54	-	-	20	-	22	7	-	-	-	-	-	-	-	-	-	-		
Public utilities ² -----	49	39.0	108.50	-	-	-	-	-	-	-	-	-	-	-	-	20	-	22	7	-	-	-	-	-	-	-	-	-	-		
Billers, machine (bookkeeping machine) -----	203	39.5	78.50	-	-	-	6	20	29	16	3	100	7	3	9	5	4	-	-	-	1	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	156	40.0	80.50	-	-	-	6	7	16	3	3	97	7	1	9	2	4	-	-	-	1	-	-	-	-	-	-	-	-		
Retail trade -----	105	40.0	81.00	-	-	-	6	-	9	1	1	71	7	1	2	2	4	-	-	-	1	-	-	-	-	-	-	-	-		

See footnotes at end of table.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
by industry division, San Francisco-Oakland, Calif., January 1963)

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)	\$40.00 and under	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00	\$150.00	\$155.00	\$160.00 and over			
				45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00	150.00	155.00	160.00	over			
Women—Continued																															
Bookkeeping-machine operators, class A	282	38.5	\$95.00	-	-	-	-	-	-	3	28	45	34	60	14	38	7	-	48	5	-	-	-	-	-	-	-	-	-	-	
Manufacturing	113	38.0	91.00	-	-	-	-	-	-	-	13	19	11	36	-	29	5	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	169	39.0	98.00	-	-	-	-	-	-	3	15	26	23	24	14	9	2	-	48	5	-	-	-	-	-	-	-	-	-		
Wholesale trade	101	38.5	104.00	-	-	-	-	-	-	-	-	11	15	16	2	7	2	-	48	-	-	-	-	-	-	-	-	-	-		
Bookkeeping-machine operators, class B	974	39.5	76.50	-	-	2	49	108	129	100	188	161	168	31	22	6	1	3	6	-	-	-	-	-	-	-	-	-	-		
Manufacturing	137	39.0	88.00	-	-	-	-	-	10	1	6	32	42	14	21	3	1	1	6	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	837	39.5	75.00	-	-	2	49	108	119	99	182	129	126	17	1	3	-	2	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	210	40.0	81.50	-	-	-	-	7	9	-	55	50	89	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Finance ³	501	40.0	70.00	-	-	2	49	101	109	83	103	40	12	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-			
Clerks, accounting, class A	1,143	38.5	96.00	-	-	-	2	4	8	20	70	156	118	215	161	171	54	32	58	26	22	12	7	-	7	-	-	-			
Manufacturing	297	39.0	102.00	-	-	-	-	-	-	-	5	7	36	28	51	83	28	11	18	20	8	-	2	-	-	-	-	-			
Nonmanufacturing	846	38.0	94.00	-	-	-	2	4	8	20	65	149	82	187	110	88	26	21	40	6	14	12	5	-	7	-	-	-			
Public utilities ²	95	39.5	110.50	-	-	-	-	-	-	-	2	1	7	9	12	8	12	6	14	5	1	11	-	-	-	-	-	-			
Wholesale trade	121	39.5	94.50	-	-	-	-	-	-	-	7	14	14	46	18	7	-	4	2	-	9	-	-	-	-	-	-	-			
Retail trade	81	39.5	100.00	-	-	-	-	-	-	-	1	24	1	6	9	11	3	4	15	-	2	1	4	-	-	-	-	-			
Finance ³	397	37.5	88.00	-	-	-	2	4	8	20	51	95	48	77	48	27	2	7	8	-	-	-	-	-	-	-	-	-			
Clerks, accounting, class B	2,252	39.0	82.00	-	-	2	12	144	221	188	593	364	217	215	80	57	91	20	18	30	-	-	-	-	-	-	-	-			
Manufacturing	442	39.5	91.00	-	-	-	-	4	18	31	31	102	40	62	24	35	71	11	8	5	-	-	-	-	-	-	-	-			
Nonmanufacturing	1,810	39.0	79.50	-	-	2	12	140	203	157	562	262	177	153	56	22	20	9	10	25	-	-	-	-	-	-	-	-			
Public utilities ²	392	40.0	86.00	-	-	-	-	-	21	64	113	37	12	69	20	7	5	9	10	25	-	-	-	-	-	-	-	-			
Wholesale trade	284	39.5	83.50	-	-	-	-	11	14	32	44	69	41	39	18	12	4	-	-	-	-	-	-	-	-	-	-	-			
Retail trade	335	40.0	79.50	-	-	-	-	3	17	20	192	16	46	23	7	3	8	-	-	-	-	-	-	-	-	-	-	-			
Finance ³	618	38.0	73.50	-	-	2	12	118	134	30	156	112	43	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Clerks, file, class A	360	38.5	81.50	-	-	-	-	44	52	22	60	66	62	13	4	7	9	-	1	1	2	17	-	-	-	-	-	-			
Manufacturing	58	38.5	84.00	-	-	-	-	10	-	-	4	22	8	3	2	2	7	-	-	-	-	-	-	-	-	-	-	-			
Nonmanufacturing	302	38.5	81.00	-	-	-	-	34	52	22	56	44	54	10	2	5	2	-	1	1	2	17	-	-	-	-	-	-			
Public utilities ²	33	39.0	112.00	-	-	-	-	-	-	-	1	-	10	2	1	2	-	-	-	-	-	17	-	-	-	-	-	-			
Finance ³	221	38.5	75.50	-	-	-	-	34	46	16	47	30	41	6	-	1	-	-	-	-	-	-	-	-	-	-	-	-			
Clerks, file, class B	1,683	38.5	65.00	-	72	235	267	344	345	186	86	25	64	24	6	8	3	18	-	-	-	-	-	-	-	-	-	-			
Manufacturing	76	38.5	74.50	-	-	-	10	10	1	22	10	7	11	2	2	-	1	-	-	-	-	-	-	-	-	-	-	-			
Nonmanufacturing	1,607	38.5	65.00	-	72	235	257	334	344	164	76	18	53	22	4	8	2	18	-	-	-	-	-	-	-	-	-	-			
Public utilities ²	88	39.5	88.50	-	-	-	1	-	19	6	9	3	4	19	1	8	-	18	-	-	-	-	-	-	-	-	-	-			
Wholesale trade	164	40.0	73.50	-	-	-	7	21	63	30	2	1	33	2	3	-	2	-	-	-	-	-	-	-	-	-	-	-			
Retail trade	105	40.0	69.50	-	-	-	-	-	1	75	24	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Finance ³	1,151	38.0	60.50	-	72	235	249	290	153	96	29	13	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Clerks, file, class C	620	38.5	66.50	-	-	190	55	150	34	34	8	66	23	18	22	19	1	-	-	-	-	-	-	-	-	-	-	-			
Nonmanufacturing	579	38.5	66.50	-	-	190	55	125	31	24	7	65	22	18	22	19	1	-	-	-	-	-	-	-	-	-	-	-			
Finance ³	329	38.0	57.50	-	-	159	41	113	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Clerks, order	360	39.5	90.00	-	-	-	-	22	11	1	49	45	114	27	25	14	19	5	-	11	3	-	-	-	4	-	-	10			
Manufacturing	134	39.0	90.50	-	-	-	-	-	-	1	13	45	29	1	12	8	17	5	-	-	3	-	-	-	-	-	-	-			
Nonmanufacturing	226	40.0	90.00	-	-	-	-	22	11	-	36	-	85	26	13	6	2	-	-	-	-	-	-	-	4	-	-	10			
Wholesale trade	145	40.0	98.50	-	-	-	-	-	-	-	-	-	85	25	2	6	2	-	-	11	-	-	-	-	4	-	-	10			
Retail trade	81	40.0	75.00	-	-	-	-	22	11	-	36	-	-	1	11	-	-	-	-	-	-	-	-	-	-	-	-	-			

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, San Francisco-Oakland, Calif., January 1963)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																											
		Weekly ¹ hours (Standard)	Weekly ¹ earnings (Standard)	\$40.00 and under	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00	\$150.00	\$155.00	\$160.00 and over			
Women—Continued																															
Clerks, payroll	779	39.0	\$96.00	-	-	-	-	1	14	19	59	132	98	73	55	139	66	32	22	38	10	20	1	-	-	-	-	-	-	-	
Manufacturing	308	39.0	94.00	-	-	-	-	-	5	4	30	40	61	19	30	68	21	10	13	7	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	471	39.5	97.00	-	-	-	-	1	9	15	29	92	37	54	25	71	45	22	9	31	10	20	1	-	-	-	-	-	-	-	
Public utilities ²	96	39.5	110.00	-	-	-	-	-	3	-	9	-	-	1	2	23	9	13	5	11	-	20	-	-	-	-	-	-	-	-	
Wholesale trade	119	39.5	102.00	-	-	-	-	-	4	-	-	13	13	14	11	15	17	4	2	18	8	-	-	-	-	-	-	-	-	-	
Retail trade	110	40.0	88.00	-	-	-	-	1	2	6	4	42	16	17	2	3	14	3	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	80	39.0	94.50	-	-	-	-	-	-	7	-	10	8	11	8	28	5	2	1	-	-	-	-	-	-	-	-	-	-	-	
Comptometer operators	1,155	39.5	90.00	-	-	-	-	-	36	51	166	251	142	120	58	193	54	18	45	21	-	-	-	-	-	-	-	-	-	-	
Manufacturing	460	39.0	92.00	-	-	-	-	-	27	10	34	61	60	90	27	72	50	18	9	2	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	695	39.5	88.50	-	-	-	-	-	9	41	132	190	82	30	31	121	4	-	36	19	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	157	39.5	100.00	-	-	-	-	-	-	7	6	5	5	10	11	86	4	-	4	19	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	227	39.5	88.00	-	-	-	-	-	-	7	60	69	27	14	12	6	-	-	32	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	266	40.0	83.50	-	-	-	-	-	2	19	58	101	44	6	7	29	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Duplicating-machine operators (Mimeograph or Ditto)	135	39.5	74.00	-	-	2	4	25	19	27	27	8	11	4	6	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	53	39.5	73.00	-	-	-	-	21	4	5	5	4	8	1	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	82	39.0	74.50	-	-	2	4	4	15	22	22	4	3	3	2	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Keypunch operators, class A	1,340	39.0	87.00	-	-	-	42	28	18	97	214	255	182	162	156	88	10	26	21	41	-	-	-	-	-	-	-	-	-	-	
Manufacturing	284	39.0	87.50	-	-	-	-	-	16	28	92	49	31	32	27	3	6	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	1,056	39.0	86.50	-	-	-	42	28	18	81	186	163	133	131	124	61	7	20	21	41	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	139	40.0	104.00	-	-	-	-	-	-	3	3	15	12	26	6	2	3	11	17	41	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	138	39.5	96.00	-	-	-	-	-	-	-	7	-	23	37	33	23	2	9	4	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	85	40.0	83.00	-	-	-	-	-	-	-	30	29	7	13	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	602	38.0	80.00	-	-	-	42	28	18	78	140	106	80	27	61	22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Keypunch operators, class B	1,414	39.0	82.00	-	-	-	31	81	116	197	347	191	78	50	82	165	42	34	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	399	39.0	82.00	-	-	-	-	12	41	61	80	77	30	33	30	23	12	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	1,015	39.0	82.00	-	-	-	31	69	75	136	267	114	48	17	52	142	30	34	-	-	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	399	39.5	93.00	-	-	-	-	-	2	27	99	13	6	4	43	142	29	34	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	144	39.5	77.00	-	-	-	3	19	6	13	66	11	12	7	6	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	298	38.5	71.50	-	-	-	22	48	63	72	37	34	18	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Office girls	431	39.0	66.50	-	7	25	68	95	107	79	21	5	15	5	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	183	38.5	68.00	-	-	-	24	41	58	47	4	1	4	-	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	248	39.5	65.50	-	7	25	44	54	49	32	17	4	11	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	41	40.0	77.00	-	-	-	-	-	5	17	6	4	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	143	39.0	62.50	-	-	8	42	40	38	12	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Secretaries	4,452	38.5	102.50	-	-	-	-	7	8	87	124	421	433	622	416	537	477	319	373	184	190	62	58	66	14	42	1	11	-		
Manufacturing	1,555	39.0	107.00	-	-	-	-	-	-	-	1	131	92	215	124	163	185	164	183	104	69	37	20	25	11	22	-	9	-		
Nonmanufacturing	2,897	38.5	100.00	-	-	-	-	7	8	87	123	290	341	407	292	374	292	155	190	80	121	25	38	41	3	20	1	2	-		
Public utilities ²	350	39.0	109.50	-	-	-	-	-	6	-	17	12	6	23	31	42	66	28	28	20	28	9	8	24	1	1	-	-	-		
Wholesale trade	497	39.5	106.00	-	-	-	-	7	-	7	-	40	35	54	27	65	69	43	76	15	21	6	13	13	2	4	-	-	-		
Retail trade	275	39.5	98.50	-	-	-	-	-	-	2	11	22	43	52	27	37	37	13	7	13	2	1	5	2	-	1	-	-	-		
Finance ³	1,142	38.5	96.00	-	-	-	-	-	1	8	45	172	162	212	150	176	73	35	44	6	44	2	10	-	-	1	1	-	-		
Stenographers, general	1,826	39.0	84.50	-	-	1	1	35	126	111	409	343	313	200	58	121	58	21	4	25	-	-	-	-	-	-	-	-	-		
Manufacturing	575	39.5	87.50	-	-	-	-	-	6	14	114	119	135	57	35	57	28	10	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	1,251	39.0	83.00	-	-	1	1	35	120	97	295	224	178	143	23	64	30	11	4	25	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	290	39.5	92.50	-	-	-	-	-	-	15	63	32	24	36	10	49	22	10	4	25	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	76	39.5	88.00	-	-	-	-	-	-	-	17	7	28	8	6	5	5	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	660	39.0	79.00	-	-	1	1	35	76	76	183	130	79	69	4	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

See footnotes at end of table.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
by industry division, San Francisco—Oakland, Calif., January 1963)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																											
		Weekly hours (Standard)	Weekly earnings (Standard)	\$40.00 and under	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00	\$150.00	\$155.00	\$160.00 and over			
				45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00	150.00	155.00	160.00	over			
Women—Continued																															
Stenographers, senior	2,143	39.0	\$93.50	-	-	-	-	8	26	32	152	293	429	401	293	163	139	98	26	19	6	43	12	3	-	-	-	-	-		
Manufacturing	650	39.0	97.50	-	-	-	-	-	-	-	16	59	83	144	126	71	57	55	19	12	2	2	1	3	-	-	-	-	-		
Nonmanufacturing	1,493	39.0	91.50	-	-	-	-	8	26	32	136	234	346	257	167	92	82	43	7	7	4	41	11	-	-	-	-	-	-		
Public utilities ²	197	39.5	107.00	-	-	-	-	-	-	-	1	9	26	36	22	19	11	13	1	4	3	41	11	-	-	-	-	-	-		
Wholesale trade	263	39.0	95.50	-	-	-	-	-	-	2	4	19	73	41	48	20	30	23	2	-	1	-	-	-	-	-	-	-	-		
Finance ³	702	39.5	86.00	-	-	-	-	8	26	30	125	139	127	136	68	29	11	2	1	-	-	-	-	-	-	-	-	-	-		
Switchboard operators	1,056	39.0	83.00	-	-	1	4	47	66	262	175	94	112	113	76	28	33	17	9	19	-	-	-	-	-	-	-	-	-		
Manufacturing	167	39.0	89.50	-	-	-	-	-	-	7	35	19	16	41	19	14	14	2	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	889	39.0	81.50	-	-	1	4	47	66	255	140	75	96	72	57	14	19	15	9	19	-	-	-	-	-	-	-	-	-		
Public utilities ²	119	39.5	101.00	-	-	-	-	-	-	1	7	7	17	9	22	10	7	11	9	19	-	-	-	-	-	-	-	-	-		
Wholesale trade	98	40.0	90.50	-	-	-	-	-	-	-	5	24	21	18	22	4	2	2	-	-	-	-	-	-	-	-	-	-	-		
Retail trade	133	40.0	78.00	-	-	-	-	22	9	69	9	8	15	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ³	272	39.0	78.50	-	-	1	4	23	44	40	48	24	50	19	10	-	8	1	-	-	-	-	-	-	-	-	-	-	-		
Switchboard operator-receptionists	873	39.0	83.00	-	-	-	-	26	44	108	233	152	148	23	52	25	26	33	3	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	320	39.5	83.00	-	-	-	-	2	31	35	92	47	38	13	33	3	14	9	3	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	553	38.5	82.50	-	-	-	-	24	13	73	141	105	110	10	19	22	12	24	-	-	-	-	-	-	-	-	-	-	-		
Public utilities ²	46	39.5	97.50	-	-	-	-	3	2	-	-	6	-	6	17	11	1	-	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	262	39.5	85.00	-	-	-	-	2	21	68	46	85	3	9	4	1	23	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ³	118	38.0	77.00	-	-	-	-	19	8	1	45	40	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Tabulating-machine operators, class B	421	39.5	94.50	-	-	-	-	-	-	4	56	67	34	40	86	53	34	30	2	2	-	4	9	-	-	-	-	-	-		
Manufacturing	128	39.5	101.50	-	-	-	-	-	-	-	13	14	10	5	10	7	34	21	1	-	-	4	9	-	-	-	-	-	-		
Nonmanufacturing	293	39.5	91.50	-	-	-	-	-	-	4	43	53	24	35	76	46	-	9	1	2	-	-	-	-	-	-	-	-	-		
Finance ³	96	38.0	91.00	-	-	-	-	-	-	3	17	16	6	18	11	24	-	-	1	-	-	-	-	-	-	-	-	-	-		
Transcribing-machine operators, general	753	38.5	79.00	-	-	-	13	28	70	120	172	194	73	39	21	12	1	4	1	2	-	-	-	-	-	1	1	-	1		
Manufacturing	93	39.5	86.00	-	-	-	-	-	-	10	16	21	10	9	19	8	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	660	38.5	78.00	-	-	-	13	28	70	110	156	173	63	30	2	4	1	4	1	2	-	-	-	-	-	1	1	-	1		
Wholesale trade	133	39.0	79.50	-	-	-	-	-	11	33	15	53	6	13	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ³	410	38.0	77.50	-	-	-	13	26	39	71	118	72	51	9	-	-	1	4	1	2	-	-	-	-	-	1	1	-	1		
Typists, class A	1,768	38.5	79.50	-	-	12	36	67	196	257	396	398	166	97	38	42	30	16	2	15	-	-	-	-	-	-	-	-	-		
Manufacturing	274	39.0	85.00	-	-	-	-	-	18	16	64	70	17	40	13	19	17	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	1,494	38.5	78.50	-	-	12	36	67	178	241	332	328	149	57	25	23	13	16	2	15	-	-	-	-	-	-	-	-	-		
Public utilities ²	172	40.0	89.50	-	-	-	-	2	2	32	30	22	19	10	2	11	9	16	2	15	-	-	-	-	-	-	-	-	-		
Wholesale trade	108	39.5	80.50	-	-	-	-	-	-	9	41	48	3	3	1	1	2	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ³	978	38.5	75.00	-	-	12	36	65	176	172	220	166	83	37	3	8	-	-	-	-	-	-	-	-	-	-	-	-	-		
Typists, class B	2,977	39.0	70.50	-	-	18	273	569	647	470	619	200	95	53	28	3	2	-	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing	550	39.5	77.50	-	-	-	-	8	81	149	148	70	37	41	11	3	2	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	2,427	39.0	69.00	-	-	18	273	561	566	321	471	130	58	12	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Public utilities ²	126	39.0	76.50	-	-	-	-	9	17	29	44	10	9	1	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	281	40.0	75.00	-	-	-	9	46	18	24	110	47	14	9	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade	97	39.5	75.00	-	-	-	-	19	9	17	25	3	18	2	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ³	1,702	38.5	67.00	-	-	18	264	459	488	173	231	52	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² Transportation, communication, and other public utilities.³ Finance, insurance, and real estate.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
by industry division, San Francisco—Oakland, Calif., January 1963)

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)	\$ 70.00 and under	\$ 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		
				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		
<u>Men</u>																											
Draftsmen, leader	137	39.5	\$148.00	-	-	-	-	-	-	-	-	-	-	-	1	15	8	43	23	15	10	13	5	4	-		
Manufacturing	51	39.0	151.50	-	-	-	-	-	-	-	-	-	-	-	1	-	2	14	8	10	4	9	2	1	-		
Draftsmen, senior	767	40.0	127.00	-	-	3	2	1	14	45	44	50	65	107	97	126	57	47	41	36	19	6	3	1	3		
Manufacturing	531	40.0	125.50	-	-	-	-	-	11	41	32	45	43	80	70	63	53	40	27	12	3	4	3	1	3		
Nonmanufacturing	236	40.0	130.50	-	-	3	2	1	3	4	12	5	22	27	27	63	4	7	14	24	16	2	-	-	-		
Public utilities ²	144	40.0	126.50	-	-	3	2	-	2	1	2	3	19	23	24	47	2	5	4	7	-	-	-	-	-		
Draftsmen, junior	212	40.0	102.00	-	13	1	8	46	28	26	19	43	24	-	-	4	-	-	-	-	-	-	-	-	-		
Manufacturing	126	40.0	97.50	-	12	1	8	43	21	7	12	11	7	-	-	4	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	86	40.0	108.00	-	1	-	-	3	7	19	7	32	17	-	-	-	-	-	-	-	-	-	-	-	-		
<u>Women</u>																											
Nurses, industrial (registered)	110	40.0	111.00	2	-	-	3	7	14	8	19	12	13	11	13	4	-	3	1	-	-	-	-	-	-		
Manufacturing	79	40.0	112.00	-	-	-	3	5	12	3	14	9	5	8	13	4	-	3	-	-	-	-	-	-	-		

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² Transportation, communication, and other public utilities.

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

(Average straight-time weekly earnings for selected occupations studied on an area basis
by industry division, San Francisco—Oakland, Calif., January 1963)

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)
Office occupations			Office occupations—Continued			Office occupations—Continued		
Billers, machine (billing machine)	234	\$97.00	Bookkeeping-machine operators, class B	987	\$77.00	Clerks, accounting, class B	2,610	\$85.00
Nonmanufacturing	200	101.00	Manufacturing	137	88.00	Manufacturing	636	97.50
Public utilities ²	107	118.00	Nonmanufacturing	850	75.00	Nonmanufacturing	1,974	81.00
Billers, machine (bookkeeping machine)	206	78.50	Wholesale trade	210	81.50	Public utilities ²	494	90.50
Nonmanufacturing	156	80.50	Finance ³	506	70.00	Wholesale trade	307	84.00
Retail trade	105	81.00	Clerks, accounting, class A	1,861	103.00	Retail trade	343	79.50
Bookkeeping-machine operators, class A	298	96.00	Manufacturing	642	110.50	Finance ³	628	73.50
Manufacturing	113	91.00	Nonmanufacturing	1,219	99.00	Clerks, file, class A	367	82.00
Nonmanufacturing	185	99.00	Public utilities ²	225	115.50	Manufacturing	59	84.00
Wholesale trade	117	104.50	Wholesale trade	210	104.00	Nonmanufacturing	308	81.50
			Retail trade	90	101.50	Public utilities ²	36	113.00
			Finance ³	516	90.50	Finance ³	224	75.50

See footnotes at end of table.

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

(Average straight-time weekly earnings for selected occupations studied on an area basis
by industry division, San Francisco-Oakland, Calif., January 1963)

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	1,753	\$65.50	Office boys and girls	1,214	\$66.50	Tabulating-machine operators, class B	1,071	\$101.00
Manufacturing	78	75.00	Manufacturing	359	67.50	Manufacturing	313	105.00
Nonmanufacturing	1,675	65.00	Nonmanufacturing	855	66.00	Nonmanufacturing	758	99.50
Public utilities ²	105	89.00	Public utilities ²	106	80.00	Public utilities ²	270	97.00
Wholesale trade	164	73.50	Wholesale trade	65	69.00	Wholesale trade	83	111.00
Retail trade	105	69.50	Finance ³	534	63.00	Finance ³	307	95.00
Finance ³	1,162	60.50						
Clerks, file, class C	688	68.50	Secretaries	4,486	102.50	Tabulating-machine operators, class C	270	90.50
Manufacturing	646	68.50	Manufacturing	1,556	107.00	Nonmanufacturing	240	90.50
Nonmanufacturing	329	57.50	Nonmanufacturing	2,930	100.00	Finance ³	183	87.50
Finance ³			Public utilities ²	367	110.50			
Clerks, order	1,298	108.00	Wholesale trade	504	105.50	Transcribing-machine operators, general	753	79.00
Manufacturing	352	107.50	Retail trade	275	98.50	Manufacturing	93	86.00
Nonmanufacturing	946	108.00	Finance ³	1,151	96.50	Nonmanufacturing	660	78.00
Wholesale trade	834	111.00				Wholesale trade	133	79.50
Retail trade	106	86.50	Stenographers, general	1,832	84.50	Finance ³	410	77.50
Clerks, payroll	919	99.50	Manufacturing	575	87.50			
Manufacturing	349	98.50	Nonmanufacturing	1,257	83.50	Typists, class A	1,769	79.50
Nonmanufacturing	570	100.00	Public utilities ²	296	93.00	Manufacturing	274	85.00
Public utilities ²	153	113.50	Wholesale trade	76	88.00	Nonmanufacturing	1,495	78.50
Wholesale trade	127	103.50	Finance ³	660	79.00	Public utilities ²	173	89.50
Retail trade	114	89.00	Stenographers, senior	2,150	93.50	Wholesale trade	108	80.50
Finance ³	83	95.50	Manufacturing	652	97.50	Finance ³	978	75.00
Comptometer operators	1,155	90.00	Nonmanufacturing	1,498	91.50	Typists, class B	3,009	70.50
Manufacturing	460	92.00	Public utilities ²	202	107.00	Manufacturing	552	77.50
Nonmanufacturing	695	88.50	Wholesale trade	263	95.50	Nonmanufacturing	2,457	69.00
Public utilities ²	157	100.00	Finance ³	702	86.00	Public utilities ²	137	76.50
Wholesale trade	227	88.00				Wholesale trade	284	75.00
Retail trade	266	83.50	Switchboard operators	1,056	83.00	Retail trade	97	75.00
Duplicating-machine operators (Mimeograph or Ditto)	145	74.50	Manufacturing	167	89.50	Finance ³	1,702	67.00
Manufacturing	53	73.00	Nonmanufacturing	889	81.50			
Nonmanufacturing	92	75.00	Public utilities ²	119	101.00	<u>Professional and technical occupations</u>		
Keypunch operators, class A	1,340	87.00	Wholesale trade	98	90.50	Draftsmen, leader	142	148.50
Manufacturing	284	87.50	Retail trade	133	78.00	Manufacturing	53	151.50
Nonmanufacturing	1,056	86.50	Finance ³	272	78.50			
Public utilities ²	139	104.00				Draftsmen, senior	789	127.00
Wholesale trade	138	96.00	Switchboard operator-receptionists	873	83.00	Manufacturing	545	125.50
Retail trade	85	83.00	Manufacturing	320	83.00	Nonmanufacturing	244	130.50
Finance ³	602	80.00	Nonmanufacturing	553	82.50	Public utilities ²	147	126.50
Keypunch operators, class B	1,424	82.00	Public utilities ²	46	97.50			
Manufacturing	399	82.00	Wholesale trade	262	85.00	Draftsmen, junior	227	101.50
Nonmanufacturing	1,025	82.00	Finance ³	118	77.00	Manufacturing	136	97.50
Public utilities ²	400	93.00	Tabulating-machine operators, class A	259	120.50	Nonmanufacturing	91	107.50
Wholesale trade	144	77.00	Manufacturing	98	123.50			
Finance ³	306	72.00	Nonmanufacturing	161	118.50	Nurses, industrial (registered)	111	111.00
			Finance ³	58	118.50	Manufacturing	80	112.50

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, San Francisco-Oakland, Calif., January 1963)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																					
			Under \$2.40	\$2.40 and under 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 - 4.30	\$4.30 - 4.40	\$4.40 and over
Carpenters, maintenance	342	\$3.58	-	-	-	5	4	1	15	5	34	32	108	1	-	5	-	1	3	-	119	1	8	-
Manufacturing	176	3.36	-	-	-	-	4	-	6	4	18	28	94	1	-	4	-	3	-	13	1	-	-	
Nonmanufacturing	166	3.81	-	-	-	5	-	1	9	1	16	4	14	-	-	1	-	1	-	106	-	8	-	
Public utilities ²	27	3.14	-	-	-	5	-	-	-	-	10	2	10	-	-	-	-	-	-	-	-	-	-	
Electricians, maintenance	613	3.47	-	-	-	-	1	4	16	6	49	107	182	35	1	89	76	1	-	1	-	24	6	15
Manufacturing	450	3.49	-	-	-	-	-	-	6	6	32	84	168	35	-	-	75	-	-	-	24	6	14	
Nonmanufacturing	163	3.44	-	-	-	-	1	4	10	-	17	23	14	-	1	89	1	1	-	1	-	-	1	
Engineers, stationary	481	3.43	-	-	8	-	-	1	44	36	66	23	99	17	43	19	62	3	-	1	58	-	-	1
Manufacturing	242	3.57	-	-	-	-	-	-	-	15	10	4	95	17	14	-	30	3	-	-	54	-	-	-
Nonmanufacturing	239	3.29	-	-	8	-	-	1	44	21	56	19	4	-	29	19	32	-	-	1	4	-	-	1
Firemen, stationary boiler	74	2.87	1	-	1	20	13	-	13	15	11	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	60	2.89	-	-	-	18	7	-	13	14	8	-	-	-	-	-	-	-	-	-	-	-	-	-
Helpers, maintenance trades	558	2.73	8	33	67	53	181	165	44	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	380	2.79	2	16	6	21	121	163	44	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom	184	3.34	-	-	-	-	1	-	1	-	19	6	115	21	21	-	-	-	-	-	-	-	-	-
Manufacturing	184	3.34	-	-	-	-	1	-	1	-	19	6	115	21	21	-	-	-	-	-	-	-	-	-
Machinists, maintenance	1,196	3.46	-	-	-	-	-	-	7	20	115	491	99	296	72	16	22	27	-	23	8	-	-	-
Manufacturing	1,081	3.46	-	-	-	-	-	-	6	20	93	462	99	233	72	16	22	27	-	23	8	-	-	-
Nonmanufacturing	115	3.42	-	-	-	-	-	-	1	-	22	29	-	63	-	-	-	-	-	-	-	-	-	-
Mechanics, automotive (maintenance)	1,000	3.48	-	-	-	5	31	-	6	17	38	111	269	131	365	15	12	-	-	-	-	-	-	-
Manufacturing	174	3.49	-	-	-	-	-	-	3	1	15	39	34	39	28	15	-	-	-	-	-	-	-	-
Nonmanufacturing	826	3.48	-	-	-	5	31	-	-	3	16	23	72	235	92	337	-	12	-	-	-	-	-	-
Public utilities ²	673	3.48	-	-	-	5	31	-	-	-	16	4	45	235	57	280	-	-	-	-	-	-	-	-
Wholesale trade	59	3.49	-	-	-	-	-	-	-	-	-	4	16	-	32	7	-	-	-	-	-	-	-	-
Retail trade	63	3.61	-	-	-	-	-	-	-	-	-	-	8	-	3	40	-	12	-	-	-	-	-	-
Mechanics, maintenance	853	3.36	-	-	-	6	1	-	20	88	54	180	194	27	137	11	84	-	51	-	-	-	-	-
Manufacturing	802	3.37	-	-	-	-	1	-	20	86	47	163	182	27	130	11	84	-	51	-	-	-	-	-
Nonmanufacturing	51	3.22	-	-	-	6	-	-	-	2	7	17	12	-	7	-	-	-	-	-	-	-	-	-
Millwrights	165	3.45	-	-	-	-	-	-	-	9	33	36	15	-	-	-	72	-	-	-	-	-	-	-
Manufacturing	163	3.46	-	-	-	-	-	-	-	9	33	34	15	-	-	-	72	-	-	-	-	-	-	-
Oilers	176	2.82	-	4	6	60	27	7	54	2	16	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	137	2.80	-	4	6	60	20	7	22	2	16	-	-	-	-	-	-	-	-	-	-	-	-	-
Painters, maintenance	314	3.51	-	-	5	-	1	-	25	13	32	40	81	1	-	-	6	-	13	96	-	1	-	-
Manufacturing	152	3.34	-	-	-	-	-	-	8	10	11	26	78	-	-	-	6	-	12	1	-	-	-	-
Nonmanufacturing	162	3.67	-	-	5	-	1	-	17	3	21	14	3	1	-	-	-	-	1	95	-	1	-	-
Public utilities ²	29	3.09	-	-	5	-	1	-	-	1	5	14	2	1	-	-	-	-	-	-	-	-	-	-
Pipefitters, maintenance	378	3.39	-	-	-	-	-	-	-	18	9	37	250	44	-	-	-	-	-	-	-	20	-	-
Manufacturing	347	3.39	-	-	-	-	-	-	-	18	9	28	228	44	-	-	-	-	-	-	-	20	-	-
Sheet-metal workers, maintenance	52	3.32	-	-	-	-	-	-	-	3	1	16	23	9	-	-	-	-	-	-	-	-	-	-
Tool and die makers	625	3.74	-	-	-	-	-	-	-	-	1	3	-	18	27	315	84	88	56	21	6	4	2	-
Manufacturing	623	3.74	-	-	-	-	-	-	-	-	-	2	-	18	27	315	84	88	56	21	6	4	2	-

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, San Francisco-Oakland, Calif., January 1963)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																											
			Under \$	\$ 1.60 and under	\$ 1.70	\$ 1.80	\$ 1.90	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90	\$ 3.00	\$ 3.10	\$ 3.20	\$ 3.30	\$ 3.40	\$ 3.50	\$ 3.60	\$ 3.70	\$ 3.80	\$ 3.90	\$ 4.00		
			1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.50	3.60	3.70	3.80	3.90	4.00	4.10		
Elevator operators, passenger (men)	141	\$2.14	-	-	-	38	-	1	12	76	11	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	120	2.12	-	-	-	38	-	1	4	69	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Elevator operators, passenger (women)	197	2.17	4	3	32	-	-	-	-	126	6	-	25	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	178	2.14	4	3	32	-	-	-	-	126	2	-	10	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Guards and watchmen	1,652	2.16	16	232	134	27	22	103	58	684	40	23	36	133	125	19	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	399	2.52	-	-	10	6	-	15	10	60	15	21	35	93	115	19	-	-	-	-	-	-	-	-	-	-	-	-	-	
Guards	187	2.57	-	-	-	-	-	9	6	26	6	12	16	12	99	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Watchmen	212	2.48	-	-	10	6	-	6	4	34	9	9	19	81	16	18	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	1,253	2.05	16	232	124	21	22	88	48	624	25	2	1	40	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Janitors, porters, and cleaners (men)	5,814	2.29	17	65	80	441	39	249	816	1862	679	642	385	222	49	56	-	212	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	1,388	2.49	-	-	-	2	-	70	53	149	230	273	275	95	32	20	-	189	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	4,426	2.22	17	65	80	439	39	179	763	1713	449	369	110	127	17	36	-	23	-	-	-	-	-	-	-	-	-	-	-	
Public utilities ³	464	2.17	-	22	21	46	24	31	161	29	31	-	81	1	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	192	2.24	-	-	-	11	2	2	79	41	30	4	4	12	-	-	-	7	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	282	2.19	7	-	16	41	2	14	79	28	12	65	-	2	-	-	-	16	-	-	-	-	-	-	-	-	-	-	-	
Finance ⁴	579	2.30	-	-	1	-	11	13	2	387	123	22	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Janitors, porters, and cleaners (women)	544	2.23	8	4	22	9	9	13	24	354	77	9	1	12	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	73	2.29	2	-	-	4	-	9	10	1	25	9	1	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	471	2.22	6	4	22	5	9	4	14	353	52	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	
Public utilities ³	43	2.03	-	-	21	-	-	-	1	4	4	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Laborers, material handling	4,788	2.80	-	-	-	-	-	60	5	142	173	45	256	1428	746	468	203	158	713	351	40	-	-	-	-	-	-	-	-	
Manufacturing	1,805	2.65	-	-	-	-	-	-	-	102	97	44	237	819	433	12	-	4	22	7	28	-	-	-	-	-	-	-	-	
Nonmanufacturing	2,983	2.90	-	-	-	-	-	60	5	40	76	1	19	609	313	456	203	154	691	344	12	-	-	-	-	-	-	-	-	
Public utilities ³	1,372	3.07	-	-	-	-	-	-	-	-	71	-	18	106	19	155	-	-	659	344	-	-	-	-	-	-	-	-	-	
Wholesale trade	1,155	2.72	-	-	-	-	-	48	-	24	-	-	-	461	183	298	65	32	32	-	12	-	-	-	-	-	-	-	-	
Retail trade	452	2.82	-	-	-	-	-	12	5	16	4	-	1	41	110	3	138	122	-	-	-	-	-	-	-	-	-	-	-	
Order fillers	2,304	2.80	-	-	-	32	1	21	17	26	3	45	26	76	1215	357	146	139	22	32	75	10	61	-	-	-	-	-	-	
Manufacturing	801	2.79	-	-	-	32	-	-	-	-	-	45	26	35	503	32	1	9	-	-	75	-	43	-	-	-	-	-	-	
Nonmanufacturing	1,503	2.81	-	-	-	-	1	21	17	26	3	-	-	41	712	325	145	130	22	32	-	10	18	-	-	-	-	-	-	
Wholesale trade	1,138	2.81	-	-	-	-	-	-	-	-	-	-	-	41	552	321	144	48	-	32	-	-	-	-	-	-	-	-	-	
Retail trade	293	2.77	-	-	-	-	1	21	17	26	3	-	-	-	106	4	1	82	4	-	-	10	18	-	-	-	-	-	-	
Packers, shipping (men)	895	2.63	-	-	-	10	39	5	16	6	149	47	391	150	10	29	4	-	-	35	-	2	1	-	-	-	-	-	1	
Manufacturing	453	2.59	-	-	-	-	-	-	-	-	6	149	47	160	79	9	1	1	-	-	-	-	-	-	-	-	-	-	1	
Nonmanufacturing	442	2.66	-	-	-	10	39	5	16	-	-	-	-	231	71	1	28	3	-	-	35	-	2	1	-	-	-	-	-	
Wholesale trade	289	2.70	-	-	-	-	-	-	-	-	-	-	-	211	50	-	28	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	117	2.36	-	-	-	10	39	5	16	-	-	-	-	20	21	-	-	3	-	-	-	2	1	-	-	-	-	-	-	
Packers, shipping (women)	170	1.99	9	40	52	3	1	-	1	20	7	21	-	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	85	2.19	9	8	8	3	1	-	1	19	-	20	-	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Receiving clerks	436	2.86	-	-	7	-	-	-	8	9	12	8	2	7	67	129	86	48	14	12	24	-	2	1	-	-	-	-	-	
Manufacturing	198	2.86	-	-	-	-	-	-	-	-	9	1	2	6	64	71	16	-	5	-	24	-	-	-	-	-	-	-	-	
Nonmanufacturing	238	2.87	-	-	7	-	-	-	8	9	3	7	-	1	3	58	70	48	9	12	-	-	2	1	-	-	-	-	-	
Wholesale trade	119	2.93	-	-	-	-	-	-	-	-	-	-	-	-	-	48	64	4	1	2	-	-	-	-	-	-	-	-	-	
Retail trade	109	2.81	-	-	7	-	-	-	8	9	2	7	-	-	1	10	-	44	8	10	-	2	1	-	-	-	-	-	-	

See footnotes at end of table.

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

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, San Francisco-Oakland, Calif., January 1963)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																										
			Under \$1.60	\$1.60 and under 1.70	\$1.70	\$1.80	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60	\$3.70	\$3.80	\$3.90	\$4.00	
			1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.50	3.60	3.70	3.80	3.90	4.00	4.10	
Shipping clerks	204	\$2.98	-	-	-	-	-	-	1	-	2	-	-	7	24	74	14	15	34	18	8	2	4	1	-	-	-	-	-
Manufacturing	63	2.96	-	-	-	-	-	-	-	-	-	-	-	21	19	-	3	10	-	8	2	-	-	-	-	-	-	-	
Nonmanufacturing	141	2.99	-	-	-	-	-	-	1	-	2	-	-	7	3	55	14	12	24	18	-	-	4	1	-	-	-	-	
Wholesale trade	124	2.97	-	-	-	-	-	-	-	-	-	-	-	6	3	54	14	11	22	14	-	-	-	-	-	-	-	-	
Shipping and receiving clerks	587	2.95	-	-	2	-	-	-	5	6	-	14	26	18	53	118	56	154	57	56	-	3	19	-	-	-	-	-	
Manufacturing	132	2.88	-	-	-	-	-	-	-	-	-	4	13	11	21	22	17	19	19	-	3	3	-	-	-	-	-	-	
Nonmanufacturing	455	2.96	-	-	2	-	-	-	5	6	-	10	13	7	32	96	39	135	38	56	-	-	16	-	-	-	-	-	
Wholesale trade	295	3.03	-	-	2	-	-	-	-	-	-	2	1	26	35	37	100	23	53	-	-	16	-	-	-	-	-	-	
Retail trade	148	2.85	-	-	-	-	-	-	5	6	-	10	-	6	6	61	1	35	15	3	-	-	-	-	-	-	-	-	
Truckdrivers ⁶	4,828	3.21	-	-	-	-	-	6	4	1	8	53	10	86	82	46	92	453	1121	1618	881	197	28	83	32	-	14	13	
Manufacturing	746	3.21	-	-	-	-	-	3	-	-	-	-	1	4	10	35	-	75	246	180	151	13	1	6	6	-	14	1	
Nonmanufacturing	4,082	3.21	-	-	-	-	-	3	4	1	8	53	9	82	72	11	92	378	875	1438	730	184	27	77	26	-	-	12	
Public utilities ³	2,441	3.19	-	-	-	-	-	4	1	-	-	45	9	74	67	-	41	144	479	1130	447	-	-	-	-	-	-	-	
Wholesale trade	1,127	3.20	-	-	-	-	-	-	-	-	-	-	-	-	-	2	51	224	345	236	262	7	-	-	-	-	-	-	
Retail trade	373	3.49	-	-	-	-	-	-	-	-	-	-	-	8	5	8	-	12	-	21	177	27	77	26	-	-	-	12	
Truckdrivers, light (under 1½ tons)	818	3.09	-	-	-	-	-	6	4	1	8	27	1	15	5	18	18	323	213	104	68	7	-	-	-	-	-	-	
Manufacturing	287	3.17	-	-	-	-	-	3	-	-	-	-	1	4	1	17	-	15	153	32	61	-	-	-	-	-	-	-	
Nonmanufacturing	531	3.04	-	-	-	-	-	3	4	1	8	27	-	11	4	1	18	308	60	72	7	7	-	-	-	-	-	-	
Wholesale trade	238	3.11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	164	60	-	7	7	-	-	-	-	-	-	
Truckdrivers, medium (1½ to and including 4 tons)	1,679	3.19	-	-	-	-	-	-	-	-	-	25	9	71	16	8	34	65	664	380	248	129	15	-	6	-	-	9	
Manufacturing	138	3.23	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	6	37	76	8	2	-	-	6	-	-	-	
Nonmanufacturing	1,541	3.18	-	-	-	-	-	-	-	-	-	25	9	71	13	8	34	59	627	304	240	127	15	-	-	-	-	9	
Public utilities ³	837	3.09	-	-	-	-	-	-	-	-	-	25	9	63	8	-	23	-	479	230	-	-	-	-	-	-	-	-	
Wholesale trade	450	3.25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	49	97	74	219	-	-	-	-	-	-	-	
Retail trade	205	3.41	-	-	-	-	-	-	-	-	-	-	-	8	5	8	-	12	-	21	127	15	-	-	-	-	-	9	
Truckdrivers, heavy (over 4 tons, trailer type)	1,201	3.31	-	-	-	-	-	-	-	-	-	-	-	-	19	18	27	9	101	378	564	12	9	23	26	-	14	1	
Manufacturing	208	3.29	-	-	-	-	-	-	-	-	-	-	-	-	-	18	-	-	43	40	81	10	1	-	6	-	-	-	
Nonmanufacturing	993	3.31	-	-	-	-	-	-	-	-	-	-	-	-	19	-	27	9	58	338	483	2	8	23	26	-	-	-	
Public utilities ³	804	3.31	-	-	-	-	-	-	-	-	-	-	-	-	19	-	-	-	338	447	-	-	-	-	-	-	-	-	
Wholesale trade	130	3.16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27	9	58	-	36	-	-	-	-	-	-	-	
Truckdrivers, heavy (over 4 tons, other than trailer type)	666	3.26	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	33	27	532	1	49	4	6	-	-	-	3	
Manufacturing	80	3.18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33	13	26	1	1	-	6	-	-	-	-	
Nonmanufacturing	586	3.27	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	-	14	506	-	48	4	-	-	-	-	3	
Public utilities ³	344	3.26	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	344	-	-	-	-	-	-	-	-	
Wholesale trade	187	3.23	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	-	14	162	-	-	-	-	-	-	-	-	
Truckers, power (forklift)	1,945	2.82	-	-	-	-	-	-	-	2	14	33	74	71	625	921	13	4	55	118	15	-	-	-	-	-	-	-	
Manufacturing	1,387	2.79	-	-	-	-	-	-	-	-	9	28	59	68	322	874	10	-	16	-	1	-	-	-	-	-	-	-	
Nonmanufacturing	558	2.91	-	-	-	-	-	-	-	2	5	5	15	3	303	47	3	4	39	118	14	-	-	-	-	-	-	-	
Public utilities ³	332	2.90	-	-	-	-	-	-	-	2	5	5	15	-	201	-	3	-	-	95	6	-	-	-	-	-	-	-	
Wholesale trade	119	2.87	-	-	-	-	-	-	-	-	-	-	-	1	59	44	-	-	7	8	-	-	-	-	-	-	-	-	
Retail trade	105	2.99	-	-	-	-	-	-	-	-	-	-	-	-	43	3	-	4	39	16	-	-	-	-	-	-	-	-	
Truckers, power (other than forklift)	316	2.87	-	-	-	-	-	-	-	12	20	33	77	-	25	2	4	-	-	127	-	-	16	-	-	-	-	-	
Manufacturing	235	2.96	-	-	-	-	-	-	-	-	-	8	69	-	25	2	4	-	-	127	-	-	-	-	-	-	-	-	

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 Transportation, communication, and other public utilities.⁴ Finance, insurance, and real estate.⁵ All workers were at \$1.50 to \$1.60.⁶ 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, San Francisco-Oakland, Calif., January 1963)

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	38 ³ / ₄	40		All schedules	40	All schedules	37 ¹ / ₂	38 ³ / ₄	40
Establishments studied -----	269	83	xxx	186	xxx	xxx	xxx	269	83	xxx	186	xxx	xxx	xxx
Establishments having a specified minimum -----	139	47	36	92	19	9	57	152	49	36	103	20	9	67
\$ 50.00 and under \$ 52.50 -----	1	-	-	1	-	-	1	9	1	-	8	2	-	4
\$ 52.50 and under \$ 55.00 -----	7	-	-	7	1	1	3	9	-	-	9	3	1	3
\$ 55.00 and under \$ 57.50 -----	11	1	-	10	1	-	9	13	-	-	13	-	-	13
\$ 57.50 and under \$ 60.00 -----	18	3	1	15	6	-	8	14	4	1	10	3	1	6
\$ 60.00 and under \$ 62.50 -----	7	1	-	6	1	-	5	9	2	1	7	2	-	4
\$ 62.50 and under \$ 65.00 -----	16	6	5	10	5	2	2	19	6	6	13	5	2	5
\$ 65.00 and under \$ 67.50 -----	14	5	4	9	1	2	4	15	7	6	8	2	2	3
\$ 67.50 and under \$ 70.00 -----	17	8	5	9	1	2	5	12	5	2	7	-	2	5
\$ 70.00 and under \$ 72.50 -----	8	4	3	4	1	-	3	16	9	6	7	1	-	6
\$ 72.50 and under \$ 75.00 -----	8	2	2	6	-	1	5	6	2	2	4	-	-	4
\$ 75.00 and under \$ 77.50 -----	8	5	5	3	-	-	3	3	1	1	2	-	-	2
\$ 77.50 and under \$ 80.00 -----	2	1	1	1	-	-	1	3	1	1	2	-	1	1
\$ 80.00 and under \$ 82.50 -----	3	1	1	2	-	-	2	4	1	1	3	-	-	3
\$ 82.50 and under \$ 85.00 -----	3	2	2	1	-	1	-	3	2	2	1	-	-	1
\$ 85.00 and under \$ 87.50 -----	2	1	1	1	-	-	1	1	1	1	-	-	-	-
\$ 87.50 and under \$ 90.00 -----	1	-	-	1	1	-	-	8	-	-	8	1	-	7
\$ 90.00 and under \$ 92.50 -----	6	2	2	4	-	-	4	3	3	3	-	-	-	-
\$ 92.50 and under \$ 95.00 -----	2	1	1	1	1	-	-	1	-	-	1	1	-	-
\$ 95.00 and under \$ 97.50 -----	-	-	-	-	-	-	-	1	1	1	-	-	-	-
\$ 97.50 and under \$ 100.00 -----	2	1	1	1	-	-	1	-	-	-	-	-	-	-
Over \$ 100.00 -----	3	3	2	-	-	-	-	3	3	2	-	-	-	-
Establishments having no specified minimum -----	52	15	xxx	37	xxx	xxx	xxx	52	15	xxx	37	xxx	xxx	xxx
Establishments which did not employ workers in this category -----	78	21	xxx	57	xxx	xxx	xxx	65	19	xxx	46	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,
San Francisco-Oakland, Calif., January 1963)

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	95.7	88.4	17.1	4.6
With shift pay differential	95.7	88.4	17.1	4.6
Uniform cents (per hour)	52.2	33.7	10.6	4.0
5 cents	4.5	2.7	1.0	-
8 cents	15.0	.2	3.1	(²)
9 cents8	-	.2	-
10 cents	12.8	1.7	2.6	-
11 cents3	-	.1	-
11½ cents2	-	.1	-
12 cents	-	8.0	-	1.6
12½ cents2	.2	(²)	.1
13 cents	-	.3	-	(²)
14¼ cents	1.2	-	(²)	-
14½ cents	6.7	-	2.0	-
15 cents	4.1	9.5	.7	.7
16 cents	-	6.5	-	.8
20 cents	4.2	1.9	.4	.1
Over 20 cents	2.1	2.8	.3	.7
Uniform percentage	14.0	7.5	1.2	.1
5 percent	7.0	-	.4	-
10 percent	7.0	3.4	.8	-
15 percent	-	4.1	-	.1
Other formal pay differential ³	29.5	47.3	5.3	.6
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.³ Primarily combination plans providing for full day's pay for reduced hours plus cents-per-hour differential, or percent differential, and/or a paid lunch period not given first-shift workers. Some of the plans provide for flat-sum payments per shift or per week, or for a combination of either cents-per-hour or percent differential plus a paid lunch period not given first-shift workers.

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, San Francisco-Oakland, Calif., January 1963)

Weekly hours	OFFICE WORKERS						PLANT WORKERS				
	All industries ¹	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	All industries ⁴	Manufacturing	Public utilities ²	Wholesale trade	Retail trade
All workers -----	100	100	100	100	100	100	100	100	100	100	100
30 hours -----	-	-	-	-	-	-	(⁵)	-	-	-	-
35 hours -----	3	1	1	-	(⁵)	2	7	14	-	-	-
Over 35 and under 37 ¹ / ₂ hours -----	2	6	-	2	-	-	-	-	-	-	-
37 ¹ / ₂ hours -----	19	16	7	9	11	28	7	1	6	4	9
Over 37 ¹ / ₂ and under 38 ³ / ₄ hours -----	4	-	-	-	-	9	1	2	-	-	-
38 ³ / ₄ hours -----	9	14	8	13	7	9	(⁵)	-	-	3	(⁵)
39 ¹ / ₄ hours -----	1	2	-	-	-	-	-	-	-	-	-
40 hours -----	62	61	84	77	82	52	84	83	94	92	91
45 hours -----	-	-	-	-	-	-	(⁵)	-	-	-	-

¹ Includes data for 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 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, San Francisco-Oakland, Calif., January 1963)

Item	OFFICE WORKERS						PLANT WORKERS				
	All industries ¹	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	All industries ⁴	Manufacturing	Public utilities ²	Wholesale trade	Retail trade
All workers -----	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays -----	100	100	100	100	100	100	99	99	100	100	100
Workers in establishments providing no paid holidays -----	-	-	-	-	-	-	1	(⁵)	-	-	-
<u>Number of days</u>											
2 holidays -----	(⁵)	-	-	-	(⁵)	-	3	-	-	-	14
6 holidays -----	1	1	-	4	-	(⁵)	5	2	3	-	-
6 holidays plus 2 half days -----	1	2	-	-	1	-	2	3	-	-	1
7 holidays -----	21	24	33	21	73	3	31	26	33	4	60
7 holidays plus 1 half day -----	1	-	-	-	4	-	(⁵)	-	-	-	2
7 holidays plus 2 half days -----	5	13	3	4	-	3	5	10	-	2	-
8 holidays -----	50	47	58	62	13	55	44	51	47	73	22
8 holidays plus 1 half day -----	2	(⁵)	-	-	-	5	(⁵)	-	-	2	-
8 holidays plus 2 half days -----	1	1	1	-	-	2	(⁵)	1	-	-	-
9 holidays -----	9	6	5	6	7	14	6	4	17	14	2
9 holidays plus 1 half day -----	2	4	(⁵)	2	-	1	-	-	-	-	-
9 holidays plus 2 half days -----	1	-	-	-	-	2	-	-	-	-	-
10 holidays -----	1	1	-	1	-	3	2	3	-	4	-
10 holidays plus 1 half day -----	2	-	-	-	-	6	-	-	-	-	-
11 holidays -----	(⁵)	-	-	-	2	-	-	-	-	-	-
11 holidays plus 1 half day -----	1	-	-	-	-	2	-	-	-	-	-
13 holidays -----	2	-	-	-	-	4	-	-	-	-	-
<u>Total holiday time ⁶</u>											
13 days -----	2	-	-	-	-	4	-	-	-	-	-
11 1/2 or more days -----	2	-	-	-	-	6	-	-	-	-	-
11 or more days -----	3	-	-	-	2	6	-	-	-	-	-
10 1/2 or more days -----	5	-	-	-	2	12	-	-	-	-	-
10 or more days -----	7	1	-	1	2	16	2	3	-	4	-
9 1/2 or more days -----	9	5	(⁵)	3	2	18	2	3	-	4	-
9 or more days -----	19	12	6	9	9	34	8	7	17	18	2
8 1/2 or more days -----	21	12	6	9	9	39	8	7	17	20	2
8 or more days -----	76	73	67	75	23	97	57	68	64	96	23
7 1/2 or more days -----	77	73	67	75	26	97	58	68	64	96	25
7 or more days -----	99	99	100	96	100	100	91	98	97	100	86
6 or more days -----	100	100	100	100	100	100	96	99	100	100	86
2 or more days -----	100	100	100	100	100	100	99	99	100	100	100

¹ Includes data for 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 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, San Francisco-Oakland, Calif., January 1963)

Vacation policy	OFFICE WORKERS						PLANT WORKERS				
	All industries ¹	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	All industries ⁴	Manufacturing	Public utilities ²	Wholesale trade	Retail trade
All workers	100	100	100	100	100	100	100	100	100	100	100
<u>Method of payment</u>											
Workers in establishments providing paid vacations	99	100	100	100	100	100	99	100	100	96	100
Length-of-time payment	99	99	100	100	100	100	92	84	100	96	100
Percentage payment	(⁵)	1	-	-	-	-	8	16	-	-	-
Flat-sum payment	-	-	-	-	-	-	(⁵)	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Workers in establishments providing no paid vacations	1	-	-	-	-	-	(⁵)	-	-	4	-
<u>Amount of vacation pay⁶</u>											
<u>After 6 months of service</u>											
Under 1 week	1	1	-	-	-	1	6	12	-	-	4
1 week	52	60	51	41	17	61	23	24	52	13	9
Over 1 and under 2 weeks	5	2	-	-	-	10	4	5	8	-	-
2 weeks	7	-	-	-	-	18	-	-	-	-	-
Over 2 and under 3 weeks	(⁵)	-	-	-	-	-	(⁵)	-	-	-	-
<u>After 1 year of service</u>											
1 week	19	5	73	20	58	-	61	58	52	71	72
Over 1 and under 2 weeks	-	-	-	-	-	-	6	14	-	-	-
2 weeks	79	95	27	80	42	97	25	20	32	25	28
Over 2 and under 3 weeks	1	-	-	-	-	3	3	-	17	-	-
3 weeks	-	-	-	-	-	-	4	8	-	-	-
Over 4 weeks	(⁵)	-	-	-	-	-	(⁵)	-	-	-	-
<u>After 2 years of service</u>											
1 week	(⁵)	-	-	-	-	-	12	20	6	-	2
Over 1 and under 2 weeks	3	-	20	-	-	-	4	9	2	-	-
2 weeks	95	99	80	100	100	97	75	59	76	96	98
Over 2 and under 3 weeks	1	(⁵)	-	-	-	3	3	1	17	-	-
3 weeks	(⁵)	1	-	-	-	-	5	11	-	-	-
Over 4 weeks	(⁵)	-	-	-	-	-	(⁵)	-	-	-	-
<u>After 3 years of service</u>											
1 week	-	-	-	-	-	-	3	5	-	-	-
Over 1 and under 2 weeks	-	-	-	-	-	-	7	14	-	-	-
2 weeks	95	90	95	99	100	97	82	69	83	96	100
Over 2 and under 3 weeks	(⁵)	(⁵)	-	-	-	-	1	1	-	-	-
3 weeks	4	10	5	1	-	3	7	11	17	-	-
Over 4 weeks	(⁵)	-	-	-	-	-	(⁵)	-	-	-	-

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, San Francisco—Oakland, Calif., January 1963)

Vacation policy	OFFICE WORKERS						PLANT WORKERS				
	All industries ¹	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	All industries ⁴	Manufacturing	Public utilities ²	Wholesale trade	Retail trade
<u>Amount of vacation pay ⁶—Continued</u>											
<u>After 4 years of service</u>											
1 week	-	-	-	-	-	-	3	5	-	-	-
Over 1 and under 2 weeks	-	-	-	-	-	-	7	14	-	-	-
2 weeks	95	90	95	99	100	97	82	69	83	96	100
Over 2 and under 3 weeks	(⁵)	(⁵)	-	-	-	-	1	1	-	-	-
3 weeks	4	10	5	1	-	3	7	11	17	-	-
Over 4 weeks	(⁵)	-	-	-	-	-	(⁵)	-	-	-	-
<u>After 5 years of service</u>											
1 week	-	-	-	-	-	-	1	2	-	-	-
Over 1 and under 2 weeks	-	-	-	-	-	-	(⁵)	-	-	-	-
2 weeks	79	85	83	89	41	86	71	82	77	80	37
Over 2 and under 3 weeks	4	(⁵)	-	-	-	11	1	1	-	-	-
3 weeks	16	15	17	11	59	3	27	15	23	16	63
4 weeks	(⁵)	-	-	-	-	-	-	-	-	-	-
Over 4 weeks	(⁵)	-	-	-	-	-	(⁵)	-	-	-	-
<u>After 10 years of service</u>											
1 week	-	-	-	-	-	-	1	2	-	-	-
Over 1 and under 2 weeks	-	-	-	-	-	-	(⁵)	-	-	-	-
2 weeks	37	8	56	29	16	56	16	11	38	13	5
Over 2 and under 3 weeks	6	8	1	-	-	11	7	16	-	-	-
3 weeks	55	84	37	70	84	33	71	70	39	78	95
4 weeks	1	(⁵)	6	1	-	-	4	1	23	4	-
Over 4 weeks	(⁵)	-	-	-	-	-	(⁵)	-	-	-	-
<u>After 12 years of service</u>											
1 week	-	-	-	-	-	-	1	2	-	-	-
Over 1 and under 2 weeks	-	-	-	-	-	-	(⁵)	-	-	-	-
2 weeks	36	7	56	20	16	56	13	6	38	9	5
Over 2 and under 3 weeks	5	1	-	6	-	11	8	17	-	2	-
3 weeks	57	91	38	73	84	33	73	75	39	80	95
4 weeks	1	(⁵)	6	1	-	-	4	1	23	4	-
Over 4 weeks	(⁵)	-	-	-	-	-	(⁵)	-	-	-	-
<u>After 15 years of service</u>											
1 week	-	-	-	-	-	-	1	2	-	-	-
Over 1 and under 2 weeks	-	-	-	-	-	-	(⁵)	-	-	-	-
2 weeks	5	3	-	12	7	6	4	1	-	-	1
Over 2 and under 3 weeks	(⁵)	(⁵)	-	-	-	-	1	1	-	-	-
3 weeks	92	94	92	85	88	93	86	93	77	91	84
Over 3 and under 4 weeks	(⁵)	-	-	-	-	1	-	-	-	-	-
4 weeks	2	3	8	3	6	-	8	2	23	4	15
Over 4 weeks	(⁵)	-	-	-	-	-	(⁵)	-	-	-	-

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, San Francisco—Oakland, Calif., January 1963)

Vacation policy	OFFICE WORKERS						PLANT WORKERS				
	All industries ¹	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	All industries ⁴	Manufacturing	Public utilities ²	Wholesale trade	Retail trade
<u>Amount of vacation pay</u> ⁶ —Continued											
<u>After 20 years of service</u>											
1 week	-	-	-	-	-	-	1	2	-	-	-
Over 1 and under 2 weeks	-	-	-	-	-	-	(⁵)	-	-	-	-
2 weeks	4	3	-	12	7	3	4	1	-	-	1
Over 2 and under 3 weeks	(⁵)	(⁵)	-	-	-	-	1	1	-	-	-
3 weeks	80	70	85	59	69	88	65	71	57	36	72
Over 3 and under 4 weeks	1	1	-	-	-	1	-	-	-	-	-
4 weeks	16	25	15	29	24	7	29	23	43	60	27
Over 4 weeks	(⁵)	(⁵)	-	-	-	-	1	1	-	-	-
<u>After 25 years of service</u>											
1 week	-	-	-	-	-	-	1	2	-	-	-
Over 1 and under 2 weeks	-	-	-	-	-	-	(⁵)	-	-	-	-
2 weeks	4	3	-	12	7	3	4	1	-	-	1
Over 2 and under 3 weeks	(⁵)	(⁵)	-	-	-	-	1	1	-	-	-
3 weeks	50	47	32	47	24	59	38	47	10	26	35
Over 3 and under 4 weeks	2	6	-	-	-	3	3	7	-	-	-
4 weeks	43	45	68	41	70	34	52	41	90	69	64
Over 4 weeks	1	(⁵)	-	-	-	1	1	1	-	-	-

¹ Includes data for 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 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 San Francisco-Oakland, Calif., January 1963)

Type of benefit	OFFICE WORKERS						PLANT WORKERS				
	All industries ²	Manufacturing	Public utilities ³	Wholesale trade	Retail trade	Finance ⁴	All industries ⁵	Manufacturing	Public utilities ³	Wholesale trade	Retail trade
All workers	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:											
Life insurance	97	95	99	97	88	100	97	97	98	100	95
Accidental death and dismemberment insurance	60	67	54	66	38	61	62	71	64	80	32
Sickness and accident insurance or sick leave or both ⁶	77	71	77	78	72	80	70	54	90	87	82
Sickness and accident insurance	29	31	30	21	3	39	22	30	39	10	4
Sick leave (full pay and no waiting period)	61	60	37	68	48	66	26	13	54	26	38
Sick leave (partial pay or waiting period)	8	(⁷)	36	7	23	-	31	15	36	56	41
Hospitalization insurance	92	99	66	96	97	96	94	99	70	93	100
Surgical insurance	92	99	66	94	97	96	94	99	70	87	100
Medical insurance	82	96	66	91	80	77	90	94	70	85	93
Catastrophe insurance	79	60	93	70	71	89	44	28	78	53	62
Retirement pension	84	92	74	71	55	96	86	96	93	91	59
No health, insurance, or pension plan	(⁷)	-	-	-	2	-	(⁷)	-	-	-	-

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 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 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.