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Occupational Wage Survey

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NEWARK AND JERSEY CITY, NEW JERSEY

FEBRUARY 1963

Bulletin No. 1345-46

UNITED STATES DEPARTMENT OF LABOR
W. Willard Wirtz, Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner

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May 1963

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

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Preface

The Labor Market Occupational Wage Survey Program

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

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

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

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

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

Current reports on occupational earnings and supplementary wage provisions in the Newark and Jersey City area are also available for the machinery industries (April 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—Newark and Jersey City, N.J.

Introduction

This area is 1 of 82 labor markets in which the U.S. Department of Labor's Bureau of Labor Statistics conducts surveys of occupational earnings and related wage benefits on an areawide basis.

This bulletin presents current occupational employment and earnings information obtained largely by mail from the establishments visited by Bureau field economists in the last previous survey for occupations reported in that earlier study. Personal visits were made to nonrespondents and to those respondents reporting unusual changes since the previous survey.

In each area, data are obtained from 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

Tabulations on selected establishment practices and supplementary wage provisions (B-series tables) are not presented in this bulletin. Information for these tabulations is collected biennially in this area. These tabulations on minimum entrance salaries for inexperienced women office workers; shift differentials; scheduled weekly hours; paid holidays; paid vacations; and health, insurance, and pension plans are presented (in the B-series tables) in previous bulletins for this area.

Table 1. Establishments and workers within scope of survey and number studied in Newark and Jersey City, N. J.,¹
by major industry division,² February 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 ⁴	Studied
All divisions	-	1,293	265	437,100	224,590
Manufacturing	100	648	123	263,200	121,180
Nonmanufacturing	-	645	142	173,900	103,410
Transportation, communication, and other public utilities ⁵	100	89	24	52,100	39,120
Wholesale trade	50	198	34	23,300	6,510
Retail trade (except limited-price variety stores)	100	66	22	28,700	19,740
Finance, insurance, and real estate	50	116	28	33,600	18,420
Services ⁶	50	176	34	36,200	19,620

¹ The Newark and Jersey City Standard Metropolitan Statistical Area consists of Essex, Hudson, Morris, and Union Counties. The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other 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 all workers in all establishments with total employment (within the area) at or above the minimum limitation.

⁵ Taxicabs and services incidental to water transportation were excluded.

⁶ Hotels; personal services; business services; automobile repair shops; motion pictures; nonprofit membership organizations; and engineering and architectural services.

Wage Trends for Selected Occupational Groups

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

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

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

aries or hourly earnings were then multiplied by employment in each of the jobs during the period surveyed in 1961. These weighted earnings for individual occupations were then totaled to obtain an aggregate for each occupational group. Finally, the ratio (expressed as a percentage) of the group aggregate for the one year to the aggregate for the other year was computed and the difference between the result and 100 is the percentage of change from the one period to the other.

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

The use of constant employment weights eliminates the effect of changes in the proportion of workers represented in each job included in the data. The percentages of change are not influenced by changes in standard work schedules or in premium pay for overtime, since they are based on pay for straight-time hours.

The above text represents the method used in computing a new trend series (table 2). This series, initiated with the expansion of the labor market wage survey program to 80 Standard Metropolitan Statistical Areas, will replace the old series (1953 base) shown in table 3. Changes in the jobs surveyed and job descriptions since the start of the old series called for a reexamination of the jobs and job groupings for which trends were to be computed.

The new series covers the same job groupings as the earlier series with the following exceptions: The clerical and industrial nurse groups, formerly restricted to women, now include both men and women. Changes were also made in the jobs included within job groupings in order that an identical list could be employed in all areas.

Table 2. Percents of increase in standard weekly salaries and straight-time hourly earnings for selected occupational groups in Newark and Jersey City, N.J., for selected periods

Industry and occupational group	February 1962 to February 1963	February 1961 to February 1962	February 1960 to February 1961
All industries:			
Office clerical (men and women) -----	3.1	4.2	2.8
Industrial nurses (men and women) -----	6.0	4.2	3.8
Skilled maintenance (men) -----	3.1	2.6	3.4
Unskilled plant (men) -----	4.0	1.9	4.2
Manufacturing:			
Office clerical (men and women) -----	3.0	3.5	2.8
Industrial nurses (men and women) -----	7.0	3.6	4.3
Skilled maintenance (men) -----	2.9	2.3	3.5
Unskilled plant (men) -----	3.3	1.6	4.4

Table 3. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in Newark and Jersey City, N.J., February 1963 and February 1962

(November 1952 = 100)

Industry and occupational group	February 1963	February 1962
All industries:		
Office clerical (women) -----	149.6	145.3
Industrial nurses (women) -----	157.5	148.6
Skilled maintenance (men) -----	150.5	145.9
Unskilled plant (men) -----	152.7	147.1
Manufacturing:		
Office clerical (women) -----	149.6	¹ 144.7
Industrial nurses (women) -----	158.3	148.6
Skilled maintenance (men) -----	149.9	145.6
Unskilled plant (men) -----	158.2	153.1

¹ Revised estimate.

A: Occupational Earnings

Table A-1. Office Occupations—Men and Women

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N.J., February 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 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					
Men																															
Clerks, accounting, class A -----	446	38.5	\$109.00	-	-	-	-	1	1	10	24	25	45	24	45	32	20	32	28	39	43	10	14	15	17	10	11				
Manufacturing -----	144	39.0	107.50	-	-	-	-	-	-	-	5	8	8	3	32	7	14	13	10	12	26	3	-	1	-	-	2				
Nonmanufacturing -----	302	38.0	110.00	-	-	-	-	1	1	10	19	17	37	21	13	25	6	19	18	27	17	7	14	14	17	10	9				
Public utilities ² -----	63	36.5	106.50	-	-	-	-	1	-	-	-	10	10	3	2	8	2	1	-	13	2	3	4	2	1	1	-				
Wholesale trade -----	114	39.5	126.50	-	-	-	-	-	-	-	-	2	7	-	7	9	2	4	10	6	13	4	10	8	14	9	9				
Finance ³ -----	75	36.5	95.00	-	-	-	-	-	1	4	10	4	20	8	4	3	-	11	6	-	-	-	-	2	2	-	-				
Clerks, accounting, class B -----	348	39.0	94.50	-	-	2	16	22	11	8	41	25	18	23	18	37	25	16	15	71	-	-	-	-	-	-	-				
Manufacturing -----	130	39.5	93.00	-	-	-	-	-	3	7	12	20	16	17	12	6	18	6	13	-	-	-	-	-	-	-	-				
Nonmanufacturing -----	218	39.0	96.00	-	-	2	16	22	8	1	29	5	2	6	6	31	7	10	2	71	-	-	-	-	-	-	-				
Finance ³ -----	59	38.5	70.50	-	-	1	16	20	4	1	4	2	2	1	-	2	2	2	2	-	-	-	-	-	-	-	-				
Clerks, file, class B -----	133	38.0	61.00	-	52	-	16	20	20	2	5	13	1	2	-	1	1	-	-	-	-	-	-	-	-	-	-				
Nonmanufacturing -----	118	38.0	59.50	-	52	-	16	20	7	2	5	12	-	2	-	1	1	-	-	-	-	-	-	-	-	-	-				
Finance ³ -----	92	37.5	54.00	-	52	-	16	20	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Clerks, order -----	334	37.5	101.00	-	-	-	-	-	2	18	8	12	36	19	39	65	18	45	33	36	-	-	3	-	-	-	-				
Manufacturing -----	168	36.5	95.00	-	-	-	-	-	-	18	-	3	26	19	35	48	-	19	-	-	-	-	-	-	-	-	-				
Nonmanufacturing -----	166	38.5	107.00	-	-	-	-	-	2	-	8	9	10	-	4	17	18	26	33	36	-	-	3	-	-	-	-				
Wholesale trade -----	133	38.5	110.00	-	-	-	-	-	-	-	-	9	9	-	13	10	23	30	36	-	-	3	-	-	-	-	-				
Clerks, payroll -----	110	38.5	97.00	-	-	-	-	4	-	-	14	7	21	2	15	10	14	4	7	6	2	1	-	3	-	-					
Manufacturing -----	88	38.5	94.50	-	-	-	-	4	-	-	14	4	21	2	9	6	12	-	7	6	2	1	-	-	-	-					
Office boys -----	499	38.0	64.00	2	12	75	109	115	77	17	27	15	25	10	1	14	-	-	-	-	-	-	-	-	-	-	-				
Manufacturing -----	157	38.5	63.00	-	12	17	27	42	30	8	5	6	1	8	1	-	-	-	-	-	-	-	-	-	-	-	-				
Nonmanufacturing -----	342	37.5	64.00	2	-	58	82	73	47	9	22	9	24	2	-	14	-	-	-	-	-	-	-	-	-	-	-				
Public utilities ² -----	54	37.5	79.50	-	-	-	3	12	6	-	4	5	10	-	-	14	-	-	-	-	-	-	-	-	-	-	-				
Finance ³ -----	186	36.5	61.50	-	-	13	73	43	35	4	4	4	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Secretaries -----	56	37.5	110.00	-	-	-	-	-	-	-	-	-	15	2	4	5	3	-	-	1	19	6	1	-	-	-	-				
Tabulating-machine operators, class A -----	281	38.5	107.00	-	-	-	-	-	-	2	5	2	54	36	72	23	15	24	1	8	14	14	6	2	2	1					
Manufacturing -----	119	39.0	105.50	-	-	-	-	-	-	-	-	2	29	15	21	15	11	10	1	7	3	1	2	-	2	-					
Nonmanufacturing -----	162	38.0	108.00	-	-	-	-	-	-	2	5	-	25	21	51	8	4	14	-	1	11	13	4	2	-	1					
Finance ³ -----	105	37.5	102.50	-	-	-	-	-	-	2	5	-	20	15	35	8	2	12	-	-	6	-	-	-	-	-					
Tabulating-machine operators, class B -----	377	38.5	94.50	-	-	-	-	4	6	14	16	60	45	71	30	35	27	32	15	12	8	2	-	-	-	-	-				
Manufacturing -----	162	39.0	95.00	-	-	-	-	3	-	4	7	26	29	32	7	8	9	14	13	3	6	1	-	-	-	-	-				
Nonmanufacturing -----	215	38.0	94.50	-	-	-	-	1	6	10	9	34	16	39	23	27	18	18	2	9	2	1	-	-	-	-	-				
Public utilities ² -----	40	38.0	103.00	-	-	-	-	-	-	1	2	1	1	-	6	13	2	12	-	1	1	-	-	-	-	-	-				
Finance ³ -----	115	37.0	89.50	-	-	-	-	1	6	8	4	28	13	21	9	5	16	2	2	-	-	-	-	-	-	-	-				
Tabulating-machine operators, class C -----	171	38.0	77.50	-	-	1	3	21	18	33	37	11	15	9	20	3	-	-	-	-	-	-	-	-	-	-	-				
Manufacturing -----	59	39.0	78.50	-	-	-	-	1	5	7	29	3	6	6	-	2	-	-	-	-	-	-	-	-	-	-	-				
Nonmanufacturing -----	112	37.5	76.50	-	-	1	3	20	13	26	8	8	9	3	20	1	-	-	-	-	-	-	-	-	-	-	-				
Finance ³ -----	57	36.5	72.00	-	-	1	2	14	13	11	7	1	2	-	6	-	-	-	-	-	-	-	-	-	-	-	-				
Typists, class B -----	84	36.0	75.50	-	4	-	2	2	8	25	5	26	-	5	2	5	-	-	-	-	-	-	-	-	-	-	-				
Nonmanufacturing -----	71	35.5	76.50	-	4	-	2	2	5	15	5	26	-	5	2	5	-	-	-	-	-	-	-	-	-	-	-				

See footnotes at end of table.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N.J., February 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 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		
Women																												
Billers, machine (billing machine) -----	285	37.5	\$ 73.00	-	2	1	9	43	41	52	75	24	22	7	1	7	-	1	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	192	37.0	70.50	-	-	-	8	43	34	39	36	16	13	-	-	3	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	93	38.5	77.50	-	2	1	1	-	7	13	39	8	9	7	1	4	-	1	-	-	-	-	-	-	-	-	-	
Public utilities ² -----	53	38.5	78.00	-	-	1	1	-	-	13	24	2	4	3	1	4	-	-	-	-	-	-	-	-	-	-	-	
Billers, machine (bookkeeping machine) -----	168	39.0	68.50	-	4	8	24	34	21	15	37	9	11	-	5	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	58	38.0	69.50	-	-	5	8	9	7	5	11	8	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	110	39.0	68.00	-	4	3	16	25	14	10	26	1	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade ⁴ -----	52	40.0	64.50	-	1	-	16	11	10	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class A -----	298	38.0	79.00	-	-	-	14	28	20	52	40	44	58	18	14	3	2	-	-	-	-	5	-	-	-	-	-	
Manufacturing -----	115	37.5	85.50	-	-	-	-	2	3	12	19	15	38	10	8	1	2	-	-	-	-	5	-	-	-	-	-	
Nonmanufacturing -----	183	38.0	75.00	-	-	-	14	26	17	40	21	29	20	8	6	2	-	-	-	-	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class B -----	818	38.0	69.50	-	-	38	155	151	124	88	72	63	80	18	13	9	2	3	1	1	-	-	-	-	-	-	-	
Manufacturing -----	276	38.0	76.50	-	-	-	36	7	39	43	32	19	59	18	13	8	-	2	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	542	38.5	66.00	-	-	38	119	144	85	45	40	44	21	-	-	1	2	1	1	1	-	-	-	-	-	-	-	
Wholesale trade -----	99	38.0	76.00	-	-	-	-	7	24	7	19	29	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³ -----	374	38.5	62.50	-	-	38	108	120	59	29	12	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, accounting, class A -----	760	38.0	91.50	-	-	-	3	30	38	61	61	67	79	104	85	63	53	33	32	43	3	-	-	1	-	1	3	
Manufacturing -----	321	38.5	95.50	-	-	-	-	1	26	19	18	19	18	61	64	34	37	14	19	8	1	-	-	-	-	-	-	
Nonmanufacturing -----	439	38.0	89.00	-	-	-	3	30	37	35	42	48	61	43	21	29	16	19	13	35	2	-	-	1	-	1	3	
Public utilities ² -----	73	38.0	99.50	-	-	-	-	-	-	-	-	26	10	1	6	3	1	-	24	1	-	-	-	-	-	-	-	
Finance ³ -----	246	37.5	82.50	-	-	-	3	30	34	28	32	11	36	25	6	2	12	17	10	-	-	-	-	-	-	-	-	
Services -----	52	38.5	100.50	-	-	-	-	1	2	-	-	9	8	8	15	-	-	-	4	-	-	-	-	1	-	1	3	
Clerks, accounting, class B -----	1,316	38.0	75.50	-	6	23	153	158	206	131	146	161	93	63	84	49	20	21	1	1	-	-	-	-	-	-	-	
Manufacturing -----	555	38.5	81.00	-	-	2	10	22	78	77	51	115	81	37	38	11	15	18	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	761	37.0	71.50	-	6	21	143	136	128	54	95	46	12	26	46	38	5	3	1	1	-	-	-	-	-	-	-	
Wholesale trade -----	66	37.0	71.50	-	5	-	-	10	23	9	11	-	-	3	2	1	1	1	-	-	-	-	-	-	-	-	-	
Retail trade ⁴ -----	149	38.0	72.50	-	-	8	26	16	29	22	5	4	7	10	10	7	4	1	-	-	-	-	-	-	-	-	-	
Finance ³ -----	233	37.0	71.50	-	1	4	53	42	28	11	28	20	3	11	32	-	-	-	-	-	-	-	-	-	-	-	-	
Services -----	80	38.5	67.50	-	-	9	19	12	1	6	13	19	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class A -----	380	38.0	74.50	-	-	17	12	93	64	29	38	26	18	59	3	13	2	-	5	-	1	-	-	-	-	-	-	
Manufacturing -----	149	39.0	73.00	-	-	17	-	20	31	18	15	21	3	17	3	3	1	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	231	37.5	75.50	-	-	-	12	73	33	11	23	5	15	42	-	10	1	-	5	-	1	-	-	-	-	-	-	
Public utilities ² -----	32	39.0	77.50	-	-	-	-	16	-	-	-	-	-	13	-	3	-	-	-	-	-	-	-	-	-	-	-	
Finance ³ -----	142	36.5	71.00	-	-	-	12	57	22	10	8	4	4	22	-	1	-	2	-	-	-	-	-	-	-	-	-	
Clerks, file, class B -----	965	37.5	61.00	30	49	192	220	166	159	57	21	34	27	2	1	1	6	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	174	39.0	67.50	-	1	7	31	23	44	45	7	13	2	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	791	37.5	60.00	30	48	185	189	143	115	12	14	21	25	2	-	1	6	-	-	-	-	-	-	-	-	-	-	
Public utilities ² -----	31	37.5	71.00	-	-	-	2	6	13	-	4	5	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	
Finance ³ -----	557	37.0	57.00	28	45	174	150	97	32	5	2	2	22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class C -----	401	38.0	59.50	16	34	80	94	77	36	21	31	6	2	4	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	161	38.5	63.50	-	-	20	49	35	16	11	23	1	2	4	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	240	37.5	57.00	16	34	60	45	42	20	10	8	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³ -----	144	38.0	53.50	16	30	36	38	20	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

See footnotes at end of table.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 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 and over			
Women—Continued																														
Clerks, order	572	38.0	\$74.50	3	20	13	26	46	77	88	48	175	21	6	30	9	8	-	2	-	-	-	-	-	-	-	-	-	-	
Manufacturing	315	38.0	79.00	-	-	-	5	26	33	12	37	153	18	5	18	6	-	-	2	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	257	37.5	69.50	3	20	13	21	20	44	76	11	22	3	1	12	3	8	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	120	38.0	73.00	-	-	5	15	15	5	44	9	15	-	-	4	-	8	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade ⁴	71	37.5	61.50	3	20	8	6	5	1	16	2	3	1	1	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, payroll	826	38.0	86.50	-	-	3	29	49	39	46	89	130	87	126	87	48	34	13	6	17	17	3	-	-	-	-	3	-	-	
Manufacturing	556	38.5	87.00	-	-	1	12	26	28	36	63	100	40	82	80	28	23	3	5	17	10	2	-	-	-	-	-	-	-	
Nonmanufacturing	270	38.0	85.50	-	-	2	17	23	11	10	26	30	47	44	7	20	11	10	1	-	7	1	-	-	-	-	3	-	-	
Retail trade ⁴	53	38.0	89.00	-	-	-	2	4	5	4	3	7	2	2	2	7	8	2	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	62	37.5	88.00	-	-	-	2	2	-	5	11	12	3	14	3	5	-	5	-	-	2	-	-	-	-	-	-	-	-	
Services	58	38.5	83.00	-	-	2	2	-	4	1	-	11	26	11	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Comptometer operators	658	38.0	82.00	-	4	8	10	29	58	75	81	148	72	56	35	44	16	16	6	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	287	38.0	82.00	-	-	2	1	4	32	35	50	63	44	25	10	4	3	13	1	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	371	38.0	82.50	-	4	6	9	25	26	40	31	85	28	31	25	40	13	3	5	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	44	36.5	87.00	-	-	-	2	3	4	2	2	6	1	5	6	12	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	125	39.0	84.50	-	-	-	-	14	8	6	7	34	18	12	3	7	11	2	3	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴	129	37.0	78.50	-	2	4	3	7	6	25	16	32	8	7	8	8	2	-	1	-	-	-	-	-	-	-	-	-	-	-
Duplicating-machine operators (Mimeograph or Ditto)	107	38.0	68.00	-	-	19	17	17	15	9	5	10	7	-	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	72	37.5	63.50	-	-	19	12	8	12	6	5	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Keypunch operators, class A	757	38.5	83.50	-	-	9	10	20	35	89	158	105	79	108	89	37	11	6	-	1	-	-	-	-	-	-	-	-	-	-
Manufacturing	399	38.5	84.50	-	-	-	-	-	7	48	118	51	44	38	69	13	5	5	-	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	358	38.0	82.00	-	-	9	10	20	28	41	40	54	35	70	20	24	6	1	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	89	38.5	91.50	-	-	-	-	1	-	4	7	1	8	38	8	20	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	214	37.0	77.50	-	-	9	10	11	22	30	32	40	26	28	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Keypunch operators, class B	976	37.5	70.00	-	-	33	150	219	126	156	100	39	101	32	13	5	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	393	38.0	72.50	-	-	6	38	84	26	95	39	23	67	9	1	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	583	37.0	68.00	-	-	27	112	135	100	61	61	16	34	23	12	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	71	39.5	84.00	-	-	-	-	5	-	13	8	4	13	14	12	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	305	37.0	65.00	-	-	23	61	92	59	31	17	8	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office girls	325	38.0	62.50	-	6	69	42	86	74	19	14	8	6	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	83	38.5	67.00	-	-	10	7	13	28	15	4	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	242	37.5	61.00	-	6	59	35	73	46	4	10	2	6	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	96	37.5	57.00	-	4	59	18	2	5	2	-	2	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	4,793	38.0	98.50	-	12	5	18	40	74	124	215	416	573	548	507	684	410	330	259	236	140	81	50	22	12	25	12	-	-	
Manufacturing	2,648	38.5	99.00	-	-	-	-	29	38	69	122	249	315	271	267	392	184	231	167	141	86	48	21	4	5	4	5	-	-	
Nonmanufacturing	2,145	37.5	98.50	-	12	5	18	11	36	55	93	167	258	277	240	292	226	99	92	95	54	33	29	18	7	21	7	-	-	
Public utilities ²	436	37.0	101.50	-	-	-	-	1	2	10	6	43	51	26	71	52	78	19	23	16	13	6	6	7	-	5	1	-	-	
Wholesale trade	242	38.5	102.50	-	-	-	-	-	-	10	22	19	14	34	8	6	43	28	13	8	20	4	2	4	2	5	-	-	-	
Retail trade ⁴	98	39.0	94.00	-	-	3	3	3	2	2	2	17	5	13	10	10	10	4	5	3	1	-	-	-	5	-	-	-	-	
Finance ³	685	36.5	92.00	-	12	2	15	7	22	32	39	49	109	147	47	94	34	11	20	26	6	8	-	4	-	-	1	-	-	
Services	684	38.0	102.50	-	-	-	-	-	10	1	24	39	79	57	104	130	61	37	31	42	14	15	21	3	5	6	5	-	-	
Stenographers, general	2,496	38.0	78.50	-	-	27	105	160	222	360	544	322	354	140	67	132	45	9	9	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	1,054	39.0	81.00	-	-	-	3	31	78	163	269	128	213	63	30	54	12	2	8	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	1,442	37.5	77.00	-	-	27	102	129	144	197	275	194	141	77	37	78	33	7	1	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	337	37.0	80.50	-	-	-	22	46	31	22	30	23	64	43	20	27	8	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	165	38.0	78.50	-	-	-	5	24	8	6	64	10	16	13	4	6	7	2	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	585	37.5	70.50	-	-	27	75	57	73	138	95	92	24	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	332	37.0	84.00	-	-	-	-	2	31	22	85	60	35	19	10	45	18	5	-	-	-	-	-	-	-	-	-	-	-	-

See footnotes at end of table.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 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 (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 and over	
Women—Continued																												
Stenographers, senior	908	38.5	\$88.50	-	-	-	9	5	32	75	85	119	120	208	114	76	21	14	22	8	-	-	-	-	-	-	-	-
Manufacturing	509	39.0	89.50	-	-	-	-	3	13	49	41	39	51	168	70	50	12	3	6	4	-	-	-	-	-	-	-	-
Nonmanufacturing	399	38.0	87.50	-	-	-	9	2	19	26	44	80	69	40	44	26	9	11	16	4	-	-	-	-	-	-	-	-
Public utilities ²	36	37.0	85.00	-	-	-	2	1	2	3	3	6	5	3	2	8	-	1	-	-	-	-	-	-	-	-	-	-
Wholesale trade	102	37.5	98.00	-	-	-	-	-	-	-	-	-	11	34	6	7	11	7	8	14	4	-	-	-	-	-	-	-
Finance ³	163	38.5	85.00	-	-	-	-	1	15	13	21	39	20	24	22	2	2	2	2	-	-	-	-	-	-	-	-	-
Switchboard operators	730	38.5	79.50	-	14	13	43	47	77	72	78	102	86	118	39	22	4	12	3	-	-	-	-	-	-	-	-	-
Manufacturing	232	38.5	81.50	-	-	1	4	7	33	23	31	35	47	20	10	14	1	6	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	498	38.5	78.00	-	14	12	39	40	44	49	47	67	39	98	29	8	3	6	3	-	-	-	-	-	-	-	-	-
Public utilities ²	110	39.5	91.50	-	-	-	-	-	-	1	2	16	3	66	18	4	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	90	37.5	85.50	-	-	-	-	10	2	-	15	15	9	21	10	-	-	5	3	-	-	-	-	-	-	-	-	-
Retail trade ⁴	73	39.0	68.50	-	-	4	18	13	11	3	4	9	8	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-
Finance ³	166	38.0	72.00	-	2	4	21	11	25	45	25	8	12	10	-	-	2	1	-	-	-	-	-	-	-	-	-	-
Services	59	40.0	71.50	-	12	4	-	6	6	-	1	19	7	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Switchboard operator-receptionists	833	38.0	78.00	-	-	4	2	27	93	187	199	142	84	41	22	10	14	8	-	-	-	-	-	-	-	-	-	-
Manufacturing	503	38.0	78.50	-	-	4	-	-	76	94	131	94	42	26	19	-	9	8	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	330	38.0	77.00	-	-	-	2	27	17	93	68	48	42	15	3	10	5	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	48	38.5	81.50	-	-	-	-	-	-	8	13	15	8	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	137	38.0	78.00	-	-	-	-	7	47	42	10	7	15	3	6	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	58	37.0	74.00	-	-	-	1	11	2	24	1	6	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	73	38.0	75.00	-	-	-	1	16	8	9	11	15	8	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class A	91	38.5	99.00	-	-	-	-	-	-	-	-	-	1	46	13	14	6	3	5	1	-	2	-	-	-	-	-	-
Tabulating-machine operators, class B	107	38.5	91.00	-	-	-	-	-	8	2	5	34	4	14	6	18	10	2	-	-	-	3	1	-	-	-	-	-
Manufacturing	75	38.5	88.00	-	-	-	-	-	8	-	4	33	2	6	6	8	5	-	-	-	3	-	-	-	-	-	-	-
Tabulating-machine operators, class C	278	36.0	67.50	-	-	3	56	72	42	32	54	8	8	2	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Transcribing-machine operators, general	650	38.0	72.00	-	5	25	44	78	101	166	82	32	58	48	-	11	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	343	38.5	74.00	-	-	-	7	24	70	116	56	11	12	36	-	11	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	307	37.5	70.00	-	5	25	37	54	31	50	26	21	46	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	182	37.0	67.50	-	-	16	37	26	25	37	13	18	4	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Typists, class A	1,387	39.0	78.50	-	-	-	33	112	150	216	347	158	121	119	43	70	13	4	1	-	-	-	-	-	-	-	-	-
Manufacturing	786	39.5	79.50	-	-	-	16	54	50	102	258	92	62	59	29	58	3	3	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	601	38.0	76.50	-	-	-	17	58	100	114	89	66	59	60	14	12	10	1	1	-	-	-	-	-	-	-	-	-
Public utilities ²	67	38.0	78.00	-	-	-	-	3	32	14	5	1	3	6	2	-	-	1	-	-	-	-	-	-	-	-	-	-
Wholesale trade	75	38.5	80.00	-	-	-	5	20	9	5	-	-	1	15	8	6	5	1	-	-	-	-	-	-	-	-	-	-
Finance ³	277	37.5	74.50	-	-	-	12	31	50	40	49	31	11	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-
Services	167	39.0	78.50	-	-	-	-	6	37	29	23	11	25	31	-	4	1	-	-	-	-	-	-	-	-	-	-	-
Typists, class B	3,475	37.5	65.50	17	69	440	556	664	589	442	264	151	177	49	40	17	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	1,274	38.5	69.50	-	-	36	109	249	309	241	138	84	63	20	12	13	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	2,201	37.0	63.50	17	69	404	447	415	280	201	126	67	114	29	28	4	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	279	38.5	75.00	-	-	-	17	54	39	13	27	24	98	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	158	38.5	67.50	-	20	25	10	14	18	20	27	-	-	11	9	4	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴	71	39.0	61.50	3	3	8	2	25	19	4	6	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	1,484	37.0	60.00	5	14	46	371	387	269	178	147	45	19	5	-	3	-	-	-	-	-	-	-	-	-	-	-	-
Services	209	35.5	71.50	-	-	-	31	53	26	17	21	24	11	10	16	-	-	-	-	-	-	-	-	-	-	-	-	-

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.⁴ Excludes limited-price variety stores.⁵ Includes 2 workers at \$35 to \$40.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N.J., February 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)	Under \$70.00	\$70.00 and under 75.00	75.00 80.00	80.00 85.00	85.00 90.00	90.00 95.00	95.00 100.00	100.00 105.00	105.00 110.00	110.00 115.00	115.00 120.00	120.00 125.00	125.00 130.00	130.00 135.00	135.00 140.00	140.00 145.00	145.00 150.00	150.00 155.00	155.00 160.00	160.00 165.00	165.00 170.00	170.00 175.00	175.00 180.00	180.00 185.00	185.00 and over			
<u>Men</u>																															
Draftsmen, leader -----	229	39.5	\$158.00	-	-	-	-	-	-	3	-	-	-	-	1	2	23	-	22	13	26	14	35	40	9	20	21	-	-		
Manufacturing -----	155	39.5	155.50	-	-	-	-	-	-	3	-	-	-	-	1	2	15	-	21	11	24	8	13	33	3	8	13	-	-		
Nonmanufacturing -----	74	40.0	163.00	-	-	-	-	-	-	-	-	-	-	-	-	-	8	-	1	2	2	6	22	7	6	12	8	-			
Draftsmen, senior -----	1,054	39.5	129.00	-	-	-	-	-	-	24	35	25	111	94	83	123	209	134	79	35	49	20	14	-	4	11	2	2			
Manufacturing -----	747	39.5	126.00	-	-	-	-	-	-	24	35	25	95	91	69	106	97	81	58	10	38	5	4	-	4	1	2	2			
Nonmanufacturing -----	307	39.5	136.50	-	-	-	-	-	-	-	-	-	16	3	14	17	112	53	21	25	11	15	10	-	-	10	-	-			
Services -----	207	40.0	130.50	-	-	-	-	-	-	-	-	-	16	-	10	16	102	45	8	10	-	-	-	-	-	-	-	-			
Draftsmen, junior -----	882	39.5	97.50	29	8	14	17	55	210	67	288	63	85	23	11	7	5	-	-	-	-	-	-	-	-	-	-	-			
Manufacturing -----	519	39.5	94.50	29	4	10	10	55	192	48	87	13	59	1	3	5	3	-	-	-	-	-	-	-	-	-	-	-			
Nonmanufacturing -----	363	40.0	102.00	-	4	4	7	-	18	19	201	50	26	22	8	2	2	-	-	-	-	-	-	-	-	-	-	-			
Services -----	291	40.0	100.50	-	4	4	7	-	17	18	200	-	22	14	5	-	-	-	-	-	-	-	-	-	-	-	-	-			
<u>Women</u>																															
Nurses, industrial (registered) -----	313	39.5	105.50	-	2	13	30	9	25	40	32	32	47	22	22	8	13	3	2	-	13	-	-	-	-	-	-	-			
Manufacturing -----	260	39.5	106.00	-	-	11	26	9	19	34	27	21	44	15	18	6	12	3	2	-	13	-	-	-	-	-	-	-			
Nonmanufacturing -----	53	38.0	103.00	-	2	2	4	-	6	6	5	11	3	7	4	2	1	-	-	-	-	-	-	-	-	-	-	-			

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

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

(Average straight-time weekly earnings for selected occupations studied on an area basis
by industry division, Newark and Jersey City, N.J., February 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</u>			<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>		
Billers, machine (billing machine) -----	322	\$74.00	Clerks, file, class C -----	423	\$59.50	Secretaries -----	4,849	\$99.00
Manufacturing -----	193	70.50	Manufacturing -----	161	63.50	Manufacturing -----	2,692	99.00
Nonmanufacturing -----	129	78.50	Nonmanufacturing -----	262	57.00	Nonmanufacturing -----	2,157	98.50
Public utilities ² -----	89	79.50	Finance ⁴ -----	164	54.00	Public utilities ² -----	448	101.50
Billers, machine (bookkeeping machine) -----	168	68.50	Clerks, order -----	906	84.50	Wholesale trade -----	242	102.50
Manufacturing -----	58	69.50	Manufacturing -----	483	84.50	Retail trade ³ -----	98	94.00
Nonmanufacturing -----	110	68.00	Nonmanufacturing -----	423	84.50	Finance ⁴ -----	685	92.00
Retail trade ³ -----	52	64.50	Wholesale trade -----	253	92.50	Services -----	684	102.50
Bookkeeping-machine operators, class A -----	302	79.00	Retail trade ³ -----	82	66.50	Stenographers, general -----	2,512	79.00
Manufacturing -----	117	85.50	Clerks, payroll -----	936	87.50	Manufacturing -----	1,057	81.00
Nonmanufacturing -----	185	75.00	Manufacturing -----	644	88.00	Nonmanufacturing -----	1,455	77.50
Bookkeeping-machine operators, class B -----	846	70.00	Nonmanufacturing -----	292	87.00	Public utilities ² -----	350	81.50
Manufacturing -----	293	76.50	Retail trade ³ -----	53	89.00	Wholesale trade -----	165	78.50
Nonmanufacturing -----	553	66.00	Finance ⁴ -----	69	89.00	Finance ⁴ -----	585	70.50
Wholesale trade -----	104	75.50	Services -----	58	83.00	Services -----	332	84.00
Finance ⁴ -----	378	62.50	Comptometer operators -----	665	82.50	Stenographers, senior -----	917	89.00
Clerks, accounting, class A -----	1,206	98.00	Manufacturing -----	288	82.00	Manufacturing -----	514	89.50
Manufacturing -----	465	99.50	Nonmanufacturing -----	377	82.50	Nonmanufacturing -----	403	87.50
Nonmanufacturing -----	741	97.50	Public utilities ² -----	50	89.00	Public utilities ² -----	38	86.00
Public utilities ² -----	136	103.00	Wholesale trade -----	125	84.50	Wholesale trade -----	102	98.00
Wholesale trade -----	141	122.00	Retail trade ³ -----	129	78.50	Finance ⁴ -----	165	85.00
Finance ⁴ -----	321	85.50	Duplicating-machine operators (Mimeograph or Ditto) -----	138	70.50	Switchboard operators -----	732	79.50
Services -----	98	100.00	Nonmanufacturing -----	96	68.00	Manufacturing -----	232	81.50
Clerks, accounting, class B -----	1,664	79.50	Keypunch operators, class A -----	764	83.50	Nonmanufacturing -----	500	78.50
Manufacturing -----	685	83.00	Manufacturing -----	400	84.50	Public utilities ² -----	112	92.00
Nonmanufacturing -----	979	77.00	Nonmanufacturing -----	364	82.00	Wholesale trade -----	90	85.50
Wholesale trade -----	72	72.00	Public utilities ² -----	95	92.00	Retail trade ³ -----	73	68.50
Retail trade ³ -----	158	72.50	Finance ⁴ -----	214	77.50	Finance ⁴ -----	166	72.00
Finance ⁴ -----	292	71.50	Keypunch operators, class B -----	994	70.00	Services -----	59	71.50
Services -----	93	68.50	Manufacturing -----	404	72.00	Switchboard operator-receptionists -----	833	78.00
Clerks, file, class A -----	413	75.00	Nonmanufacturing -----	590	68.50	Manufacturing -----	503	78.50
Manufacturing -----	149	73.00	Wholesale trade -----	71	84.00	Nonmanufacturing -----	330	77.00
Nonmanufacturing -----	264	75.50	Finance ⁴ -----	312	65.00	Public utilities ² -----	48	81.50
Public utilities ² -----	34	79.00	Office boys and girls -----	824	63.50	Wholesale trade -----	137	78.00
Finance ⁴ -----	160	70.50	Manufacturing -----	240	64.50	Finance ⁴ -----	58	74.00
Clerks, file, class B -----	1,098	61.00	Nonmanufacturing -----	584	63.00	Services -----	73	75.00
Manufacturing -----	189	67.50	Public utilities ² -----	75	74.50	Tabulating-machine operators, class A -----	372	105.00
Nonmanufacturing -----	909	60.00	Finance ⁴ -----	282	60.00	Manufacturing -----	196	102.50
Public utilities ² -----	37	73.50	Tabulating-machine operators, class B -----			Nonmanufacturing -----	176	108.00
Finance ⁴ -----	649	56.50	Manufacturing -----			Finance ⁴ -----	116	103.00
			Nonmanufacturing -----			Tabulating-machine operators, class B -----	484	94.00
			Wholesale trade -----			Manufacturing -----	237	92.50
			Retail trade ³ -----			Nonmanufacturing -----	247	95.00
			Finance ⁴ -----			Public utilities ² -----	50	102.50
						Finance ⁴ -----	131	90.00
						Tabulating-machine operators, class C -----	449	71.50
						Manufacturing -----	126	77.50
						Nonmanufacturing -----	323	69.00
						Finance ⁴ -----	57	72.00

See footnotes at end of table.

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

(Average straight-time weekly earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N.J., February 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>Professional and technical occupations—Continued</u>		
Transcribing-machine operators, general -----	652	\$72.00	Typists, class B -----	3,559	\$66.00	Draftsmen, senior -----	1,070	\$129.00
Manufacturing -----	345	74.00	Manufacturing -----	1,287	69.50	Manufacturing -----	754	126.00
Nonmanufacturing -----	307	70.00	Nonmanufacturing -----	2,272	64.00	Nonmanufacturing -----	316	136.50
Finance ⁴ -----	182	67.50	Public utilities ² -----	305	75.50	Services -----	213	131.00
Typists, class A -----	1,420	78.50	Wholesale trade -----	160	68.00	Draftsmen, junior -----	911	98.00
Manufacturing -----	816	79.50	Retail trade ³ -----	71	61.50	Manufacturing -----	523	94.50
Nonmanufacturing -----	604	77.00	Finance ⁴ -----	1,492	60.00	Nonmanufacturing -----	388	102.50
Public utilities ² -----	69	78.50	Services -----	244	72.00	Services -----	304	100.50
Wholesale trade -----	76	80.50	<u>Professional and technical occupations</u>			Nurses, industrial (registered) -----	320	105.50
Finance ⁴ -----	277	74.50	Draftsmen, leader -----	234	158.00	Manufacturing -----	265	106.50
Services -----	167	78.50	Manufacturing -----	156	155.50	Nonmanufacturing -----	55	102.50
			Nonmanufacturing -----	78	162.50			

¹ Earnings relate to regular straight-time weekly salaries that are paid for standard workweeks.² Transportation, communication, and other public utilities.³ Excludes limited-price variety stores.⁴ 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, Newark and Jersey City, N.J., February 1963)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			Under \$1.80	\$1.80 and under 1.90	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60	\$3.80	\$4.00	\$4.20	\$4.40	\$4.60	\$4.80 and over
Carpenters, maintenance -----	648	\$3.05	-	7	-	2	-	6	7	2	68	86	42	36	35	87	70	60	8	90	-	9	8	-	-	9	8	8
Manufacturing -----	479	3.01	-	-	-	-	-	-	7	2	45	52	40	33	33	70	70	28	8	90	-	-	1	-	-	-	-	-
Nonmanufacturing -----	169	3.17	-	7	-	2	-	6	-	-	23	34	2	3	2	17	-	32	-	-	-	9	7	-	-	9	8	8
Public utilities ² -----	92	2.86	-	-	-	-	-	-	-	-	23	34	2	3	-	-	-	27	-	-	-	3	-	-	-	-	-	-
Electricians, maintenance -----	1,302	3.19	-	-	-	11	5	-	23	40	81	55	52	135	156	130	195	128	125	36	59	5	9	1	1	54	1	
Manufacturing -----	1,115	3.16	-	-	-	4	4	-	19	39	81	41	49	129	111	124	190	116	124	34	-	5	9	1	-	34	1	
Nonmanufacturing -----	187	3.38	-	-	-	7	1	-	4	1	-	14	3	6	45	6	5	12	1	2	59	-	-	-	1	20	-	
Public utilities ² -----	100	3.36	-	-	-	-	-	-	-	-	-	14	3	-	22	-	5	-	1	2	53	-	-	-	-	-	-	
Engineers, stationary -----	792	3.45	-	-	11	-	15	-	8	38	38	17	12	24	46	59	98	62	68	21	15	114	6	57	25	58	-	
Manufacturing -----	582	3.44	-	-	-	-	5	-	8	38	27	14	12	21	45	54	57	51	56	21	-	58	-	57	-	58	-	
Nonmanufacturing -----	210	3.46	-	-	11	-	10	-	-	11	3	-	3	1	5	41	11	12	-	15	56	6	-	-	25	-	-	
Public utilities ² -----	99	3.43	-	-	-	-	-	-	-	9	-	-	-	3	-	36	8	3	-	-	40	-	-	-	-	-	-	
Services -----	50	2.85	-	-	11	-	10	-	-	-	-	3	-	-	1	4	4	2	9	-	-	-	6	-	-	-	-	

See footnotes at end of table.

Table A-4. Maintenance and Powerplant Occupations—Continued

(Average straight-time hourly earnings for men in selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 1963)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																										
			Under \$1.80	\$1.80 and under 1.90	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60	\$3.80	\$4.00	\$4.20	\$4.40	\$4.60	\$4.80 and over	
Firemen, stationary boiler -----	536	\$2.90	4	2	4	13	63	37	14	50	48	41	33	34	22	39	8	8	-	-	-	-	2	78	24	-	12	-	
Manufacturing -----	434	2.91	4	2	2	-	56	31	14	45	30	28	33	34	22	30	8	8	-	-	-	-	-	56	21	-	12	-	
Nonmanufacturing -----	102	2.87	-	2	2	13	7	6	-	5	18	13	-	-	-	9	-	-	-	-	-	-	2	22	3	-	-	-	
Public utilities ² -----	39	2.67	-	-	-	-	-	-	-	5	18	7	-	-	-	9	-	-	-	-	-	-	-	-	-	-	-	-	
Helpers, maintenance trades -----	742	2.37	10	49	58	32	45	103	67	143	13	115	44	52	9	2	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	427	2.31	10	49	34	21	45	71	35	65	10	3	32	52	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	315	2.46	-	-	24	11	-	32	32	78	3	112	12	-	9	2	-	-	-	-	-	-	-	-	-	-	-	-	
Public utilities ² -----	226	2.50	-	-	3	11	-	17	8	77	-	106	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Machine-tool operators, toolroom -----	455	3.17	-	-	-	-	2	2	10	5	2	26	29	25	12	30	19	88	32	161	2	6	4	-	-	-	-	-	
Manufacturing -----	455	3.17	-	-	-	-	2	2	10	5	2	26	29	25	12	30	19	88	32	161	2	6	4	-	-	-	-	-	
Machinists, maintenance -----	1,733	3.17	-	-	-	5	-	-	9	34	27	159	65	74	172	27	191	340	212	299	7	33	2	72	5	-	-	-	
Manufacturing -----	1,682	3.17	-	-	-	-	-	-	8	34	27	159	59	73	172	24	191	340	212	299	3	2	2	72	5	-	-	-	
Mechanics, automotive (maintenance) --	1,199	2.99	3	5	-	-	-	-	9	13	12	54	272	231	88	109	62	160	29	71	30	26	-	25	-	-	-	-	
Manufacturing -----	283	3.27	-	-	-	-	-	-	4	-	8	6	6	57	19	36	30	10	30	28	24	-	25	-	-	-	-	-	
Nonmanufacturing -----	916	2.90	3	5	-	-	-	-	9	12	46	266	225	31	90	26	130	19	41	2	2	-	-	-	-	-	-	-	
Public utilities ² -----	822	2.91	-	-	-	-	-	-	-	12	46	262	201	22	80	21	124	13	41	-	-	-	-	-	-	-	-	-	
Wholesale trade -----	67	2.91	-	-	-	-	-	-	9	9	-	4	8	8	10	5	5	5	-	2	2	-	-	-	-	-	-	-	
Mechanics, maintenance -----	1,750	3.18	-	-	2	6	2	6	4	14	17	89	92	186	12	40	256	602	136	111	38	22	2	113	-	-	-	-	
Manufacturing -----	1,542	3.17	-	-	-	4	2	6	4	-	17	79	85	183	9	29	245	553	128	54	29	9	1	105	-	-	-	-	
Nonmanufacturing -----	208	3.23	-	-	2	2	-	-	-	14	-	10	7	3	3	11	11	49	8	57	9	13	1	8	-	-	-	-	
Millwrights -----	237	3.12	-	-	-	-	-	-	-	1	4	21	36	-	4	38	10	16	56	51	-	-	-	-	-	-	-	-	
Manufacturing -----	231	3.12	-	-	-	-	-	-	-	1	4	21	36	-	4	38	7	16	53	51	-	-	-	-	-	-	-	-	
Oilers -----	291	2.66	4	-	7	7	44	8	13	40	54	40	-	26	-	18	-	-	-	-	-	-	-	8	22	-	-	-	
Manufacturing -----	275	2.63	4	-	4	7	44	8	13	39	50	40	-	26	-	18	-	-	-	-	-	-	-	-	22	-	-	-	
Painters, maintenance -----	440	2.96	-	13	-	-	1	4	6	-	27	44	68	41	45	68	38	12	16	23	7	7	3	17	-	-	-	-	
Manufacturing -----	316	2.90	-	-	-	-	1	4	6	-	14	32	62	38	43	68	24	9	7	8	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	124	3.13	-	13	-	-	-	-	-	-	13	12	6	3	2	-	14	3	9	15	7	7	3	17	-	-	-	-	
Public utilities ² -----	64	3.06	-	-	-	-	-	-	-	-	12	12	-	3	-	14	-	9	-	7	7	-	-	-	-	-	-	-	
Pipefitters, maintenance -----	1,032	3.21	-	-	-	-	-	-	-	1	17	55	62	57	50	120	181	141	61	207	1	36	-	-	14	29	-	-	
Manufacturing -----	902	3.15	-	-	-	-	-	-	-	1	17	55	62	56	50	120	178	141	43	148	1	-	-	-	14	16	-	-	
Nonmanufacturing -----	130	3.61	-	-	-	-	-	-	-	-	-	-	-	1	-	-	3	-	18	59	-	36	-	-	-	13	-	-	
Plumbers, maintenance -----	65	2.96	-	-	-	-	-	-	-	-	9	37	8	-	1	2	-	-	-	-	-	2	-	-	-	6	-	-	
Nonmanufacturing: -----																													
Public utilities ² -----	41	2.73	-	-	-	-	-	-	-	-	9	30	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sheet-metal workers, maintenance -----	183	3.18	-	-	-	-	-	-	-	-	-	13	3	12	3	11	57	33	21	29	-	-	-	-	-	1	-	-	
Manufacturing -----	174	3.18	-	-	-	-	-	-	-	-	-	13	1	12	2	11	52	33	21	29	-	-	-	-	-	-	-	-	
Tool and die makers -----	1,740	3.22	-	-	-	-	-	-	-	-	16	39	49	98	109	285	321	104	190	205	119	177	28	-	-	-	-	-	
Manufacturing -----	1,486	3.21	-	-	-	-	-	-	-	-	16	39	49	82	73	282	315	93	98	115	119	177	28	-	-	-	-	-	

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

Table A-5. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N.J., February 1963)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																														
			Under \$ 1.10	\$ 1.10 and under 1.20	\$ 1.20 1.30	\$ 1.30 1.40	\$ 1.40 1.50	\$ 1.50 1.60	\$ 1.60 1.70	\$ 1.70 1.80	\$ 1.80 1.90	\$ 1.90 2.00	\$ 2.00 2.10	\$ 2.10 2.20	\$ 2.20 2.30	\$ 2.30 2.40	\$ 2.40 2.50	\$ 2.50 2.60	\$ 2.60 2.70	\$ 2.70 2.80	\$ 2.80 2.90	\$ 2.90 3.00	\$ 3.00 3.10	\$ 3.10 3.20	\$ 3.20 3.30	\$ 3.30 3.40	\$ 3.40 3.50	\$ 3.50 and over					
Elevator operators, passenger (men) -----	143	\$1.97	-	-	-	3	5	1	47	14	1	5	19	1	14	-	-	33	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	106	1.81	-	-	-	2	3	1	47	14	1	5	19	-	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Elevator operators, passenger (women) -----	227	1.54	30	18	24	5	43	46	25	2	-	-	-	2	-	-	32	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	225	1.53	30	18	24	5	43	46	25	2	-	-	-	-	-	-	32	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade ⁴ -----	52	1.34	-	7	24	2	7	2	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Guards and watchmen -----	3,099	1.84	-	315	524	199	245	111	61	29	180	124	51	240	253	100	150	117	147	100	82	14	57	-	-	-	-	-	-	-	-	-	
Manufacturing -----	1,332	2.21	-	-	16	8	35	32	43	14	130	92	42	223	213	54	91	59	134	83	49	14	-	-	-	-	-	-	-	-	-	-	-
Guards -----	699	2.36	-	-	-	-	10	4	14	-	48	35	14	58	122	50	73	59	106	74	18	14	-	-	-	-	-	-	-	-	-	-	-
Watchmen -----	633	2.05	-	-	16	8	25	28	29	14	82	57	28	165	91	4	18	-	28	9	31	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	1,767	1.57	-	315	508	191	210	79	18	15	50	32	9	17	40	46	59	58	13	17	33	-	57	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (men) -----	4,893	2.00	64	129	167	191	142	280	321	237	314	280	546	298	672	323	568	177	41	2	42	22	-	-	77	-	-	-	-	-	-	-	-
Manufacturing -----	2,913	2.16	-	21	4	25	54	105	130	83	197	183	431	240	396	295	471	100	35	2	42	22	-	-	77	-	-	-	-	-	-	-	-
Nonmanufacturing -----	1,980	1.75	64	108	163	166	88	175	191	154	117	97	115	58	276	28	97	77	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ⁵ -----	430	2.27	-	-	-	12	-	-	7	2	8	5	8	16	213	18	89	52	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	131	1.91	-	-	-	12	-	22	17	15	14	-	9	5	1	-	25	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴ -----	266	1.51	24	6	70	40	16	9	7	31	29	5	2	14	7	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ⁶ -----	294	1.75	-	-	6	10	2	57	56	32	43	35	45	-	2	2	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services -----	859	1.55	40	102	87	92	70	87	104	74	23	52	51	35	42	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (women) -----	793	1.66	17	2	25	70	163	49	215	15	60	30	41	52	27	27	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	243	1.93	-	2	-	16	28	2	19	14	6	21	41	42	25	27	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	550	1.55	17	-	25	54	135	47	196	1	54	9	-	10	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ⁵ -----	169	1.65	-	-	-	-	60	15	29	1	54	-	-	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Laborers, material handling -----	8,712	2.54	15	11	8	63	28	99	98	139	271	205	291	394	621	526	757	1132	1695	1325	182	18	44	84	-	28	-	-	-	678	-	-	
Manufacturing -----	4,692	2.56	-	-	-	-	11	74	76	95	209	192	248	256	596	207	423	414	427	545	71	14	44	84	-	28	-	-	7678	-	-	-	
Nonmanufacturing -----	4,020	2.52	15	11	8	63	17	25	22	44	62	13	43	138	25	319	334	718	1268	780	111	4	-	-	-	-	-	-	-	-	-	-	-
Public utilities ⁵ -----	2,815	2.63	-	-	-	-	-	-	-	-	-	-	-	-	5	191	235	559	1075	748	2	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	626	2.21	-	-	-	27	-	9	10	38	49	9	28	124	-	115	20	143	54	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴ -----	473	2.34	15	11	8	36	17	12	8	2	9	-	2	-	7	-	74	1	134	25	108	4	-	-	-	-	-	-	-	-	-	-	-
Order fillers -----	2,139	2.55	-	-	-	21	2	6	3	19	12	87	40	126	152	13	187	558	124	399	250	50	25	6	-	58	-	-	1	-	-	-	
Manufacturing -----	960	2.58	-	-	-	-	-	5	-	3	7	15	31	96	129	5	108	119	20	171	126	50	10	6	-	58	-	-	1	-	-	-	
Nonmanufacturing -----	1,179	2.53	-	-	-	21	2	1	3	16	5	72	9	30	23	8	79	439	104	228	124	-	15	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	652	2.40	-	-	-	20	-	-	-	10	-	70	9	24	20	1	55	418	17	7	1	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴ -----	462	2.75	-	-	-	1	2	-	-	6	4	2	-	-	1	-	87	221	123	-	15	-	-	-	-	-	-	-	-	-	-	-	-
Packers, shipping (men) -----	1,005	2.32	-	-	19	2	9	23	60	17	41	45	97	70	100	55	99	65	140	102	13	11	8	7	4	10	-	-	8	-	-	-	
Manufacturing -----	886	2.36	-	-	4	-	8	18	60	17	20	33	89	49	90	44	99	55	140	99	13	11	8	7	4	10	-	-	8	-	-	-	
Nonmanufacturing -----	119	1.98	-	-	15	2	1	5	-	-	21	12	8	21	10	11	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Packers, shipping (women) -----	159	1.81	-	-	3	9	7	-	33	2	50	37	2	8	2	1	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	132	1.87	-	-	-	-	-	-	33	1	44	36	2	8	2	1	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Receiving clerks -----	561	2.38	3	-	4	8	4	17	1	21	20	5	32	47	105	11	26	73	73	22	17	21	38	4	3	-	-	4	2	-	-	-	
Manufacturing -----	345	2.41	-	-	-	-	-	16	-	11	11	4	2	31	102	6	20	25	49	11	8	8	33	3	3	-	-	-	-	-	-	-	-
Nonmanufacturing -----	216	2.33	3	-	4	8	4	1	1	10	9	1	30	16	3	5	6	48	24	11	9	13	5	1	-	-	-	-	-	-	-	-	-
Wholesale trade -----	72	2.27	-	-	-	-	-	-	-	-	-	-	-	10	-	5	-	15	10	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴ -----	94	2.31	3	-	4	8	4	1	1	1	7	1	-	6	3	-	-	17	2	8	9	13	5	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, Newark and Jersey City, N. J., February 1963)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$1.10	\$1.10 and under 1.20	\$1.20 - 1.30	\$1.30 - 1.40	\$1.40 - 1.50	\$1.50 - 1.60	\$1.60 - 1.70	\$1.70 - 1.80	\$1.80 - 1.90	\$1.90 - 2.00	\$2.00 - 2.10	\$2.10 - 2.20	\$2.20 - 2.30	\$2.30 - 2.40	\$2.40 - 2.50	\$2.50 - 2.60	\$2.60 - 2.70	\$2.70 - 2.80	\$2.80 - 2.90	\$2.90 - 3.00	\$3.00 - 3.10	\$3.10 - 3.20	\$3.20 - 3.30	\$3.30 - 3.40	\$3.40 - 3.50	\$3.50 and over		
Shipping clerks -----	321	\$ 2.56	-	-	-	-	-	-	-	3	21	-	12	22	13	16	26	53	13	70	38	19	1	6	-	-	-	8	-	
Manufacturing -----	226	2.58	-	-	-	-	-	-	-	-	17	-	4	2	10	15	26	33	13	69	11	16	1	5	-	-	-	4	-	
Nonmanufacturing -----	95	2.50	-	-	-	-	-	-	-	3	4	-	8	20	3	1	-	20	-	1	27	3	-	1	-	-	-	4	-	
Shipping and receiving clerks -----	457	2.50	-	-	-	-	-	-	-	-	-	-	9	57	53	40	77	86	58	13	10	20	8	22	2	2	-	-	-	
Manufacturing -----	276	2.45	-	-	-	-	-	-	-	-	-	-	8	48	49	11	77	1	42	8	-	19	6	5	-	2	-	-	-	
Nonmanufacturing -----	181	2.57	-	-	-	-	-	-	-	-	-	-	1	9	4	29	-	85	16	5	10	1	2	17	2	-	-	-	-	
Wholesale trade -----	60	2.60	-	-	-	-	-	-	-	-	-	-	-	-	4	24	-	15	4	-	1	2	10	-	-	-	-	-	-	
Truckdrivers ⁸ -----	8,628	3.07	-	-	-	-	-	6	8	9	29	5	4	126	118	53	308	498	627	999	559	1162	418	2350	123	24	38	1164		
Manufacturing -----	2,915	3.40	-	-	-	-	-	-	9	26	2	4	21	75	50	24	169	239	57	445	63	327	196	-	6	38	1164			
Nonmanufacturing -----	5,713	2.90	-	-	-	-	-	6	8	-	3	3	105	43	3	284	329	388	942	114	1099	91	2154	123	18	-	-			
Public utilities ⁵ -----	4,094	2.98	-	-	-	-	-	-	2	-	-	-	-	1	3	86	2	189	822	-	988	18	1983	-	-	-	-	-		
Wholesale trade -----	1,252	2.69	-	-	-	-	-	-	-	-	-	-	-	-	-	95	38	-	190	228	198	100	104	75	73	10	123	18	-	
Services -----	166	2.53	-	-	-	-	-	-	-	-	3	3	-	10	4	-	7	99	1	20	10	9	-	-	-	-	-	-	-	
Truckdrivers, light (under 1 1/2 tons) -----	465	2.73	-	-	-	-	-	6	8	-	17	5	4	6	59	3	22	56	15	15	4	96	18	11	120	-	-	-	-	
Manufacturing -----	152	2.39	-	-	-	-	-	-	-	-	14	2	4	-	58	-	-	49	5	8	4	-	8	-	-	-	-	-	-	
Truckdrivers, medium (1 1/2 to and including 4 tons) -----	3,946	3.05	-	-	-	-	-	-	9	12	-	-	75	38	6	61	375	523	807	487	800	174	-	-	-	-	-	10 579		
Manufacturing -----	1,536	3.50	-	-	-	-	-	-	9	12	-	-	21	14	6	9	103	186	25	407	-	165	-	-	-	-	-	579		
Nonmanufacturing -----	2,410	2.77	-	-	-	-	-	-	-	-	-	-	54	24	-	52	272	337	782	80	800	9	-	-	-	-	-	-	-	
Public utilities ⁵ -----	1,746	2.84	-	-	-	-	-	-	-	-	-	-	-	-	-	22	2	176	762	-	784	-	-	-	-	-	-	-	-	
Wholesale trade -----	513	2.57	-	-	-	-	-	-	-	-	-	-	-	-	-	50	20	-	25	178	161	-	70	-	9	-	-	-	-	
Truckdrivers, heavy (over 4 tons, trailer type) -----	3,016	3.16	-	-	-	-	-	-	-	-	-	-	-	-	12	50	30	47	33	50	53	172	2222	-	18	14	9 315			
Manufacturing -----	654	3.37	-	-	-	-	-	-	-	-	-	-	-	12	-	-	40	11	16	13	154	79	-	-	-	-	14 315			
Nonmanufacturing -----	2,362	3.10	-	-	-	-	-	-	-	-	-	-	-	-	50	30	7	22	34	40	18	2143	-	18	-	-	-	-		
Public utilities ⁵ -----	2,013	3.13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	6	-	-	18	1983	-	-	-	-	-	-	-	
Wholesale trade -----	188	2.76	-	-	-	-	-	-	-	-	-	-	-	-	50	30	-	16	34	40	-	-	-	-	18	-	-	-		
Truckdrivers, heavy (over 4 tons, other than trailer type) -----	620	2.70	-	-	-	-	-	-	-	-	-	-	45	18	5	130	35	34	88	17	191	54	-	3	-	-	-	-		
Manufacturing -----	94	2.70	-	-	-	-	-	-	-	-	-	-	-	5	15	15	7	7	17	28	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	526	2.70	-	-	-	-	-	-	-	-	-	-	45	18	-	115	20	27	81	-	163	54	-	3	-	-	-	-		
Wholesale trade -----	398	2.62	-	-	-	-	-	-	-	-	-	-	45	18	-	115	20	27	81	-	35	54	-	3	-	-	-	-		
Truckers, power (forklift) -----	2,378	2.66	-	-	-	-	-	3	1	6	42	76	253	167	135	185	196	179	358	424	111	3	32	-	-	-	-	207		
Manufacturing -----	1,768	2.62	-	-	-	-	-	3	-	6	42	76	253	155	135	136	196	73	197	267	22	-	-	-	-	-	7 207			
Nonmanufacturing -----	610	2.77	-	-	-	-	-	-	1	-	-	-	-	12	-	49	-	106	161	157	89	3	32	-	-	-	-	-		
Public utilities ⁵ -----	290	2.86	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	108	74	78	-	30	-	-	-	-	-		
Wholesale trade -----	175	2.62	-	-	-	-	-	-	-	-	-	-	-	12	-	30	-	98	32	-	3	-	-	-	-	-	-	-		
Retail trade ⁴ -----	145	2.79	-	-	-	-	-	-	1	-	-	-	-	-	-	19	-	8	21	83	11	-	2	-	-	-	-	-		
Truckers, power (other than forklift) -----	279	2.34	-	-	-	-	-	-	-	8	-	30	17	53	102	30	3	2	19	15	-	-	-	-	-	-	-	-		
Manufacturing -----	252	2.32	-	-	-	-	-	-	-	8	-	30	17	53	101	5	2	2	19	15	-	-	-	-	-	-	-	-		

¹ Data limited to men workers except where otherwise indicated.² Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.³ All workers were at \$0.90 to \$1.⁴ Excludes limited-price variety stores.⁵ Transportation, communication, and other public utilities.⁶ Finance, insurance, and real estate.⁷ All workers were at \$3.70 to \$3.80.⁸ Includes all drivers regardless of size and type of truck operated.⁹ All except 105 workers were paid under bonus plans.¹⁰ All workers were paid under bonus plans.

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; shelver; trucker; stockman or stock helper; warehouseman or warehouse helper)

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

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

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

PACKER, SHIPPING

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

SHIPPING AND RECEIVING CLERK

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

For wage study purposes, workers are classified as follows:

Receiving clerk

Shipping clerk

Shipping and receiving clerk

TRUCKDRIVER

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

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

Truckdriver (combination of sizes listed separately)

Truckdriver, light (under 1½ tons)

Truckdriver, medium (1½ to and including 4 tons)

Truckdriver, heavy (over 4 tons, trailer type)

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

TRUCKER, POWER

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

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

Trucker, power (forklift)

Trucker, power (other than forklift)

WATCHMAN

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

Occupational Wage Surveys

A list of the latest available bulletins is presented below. A directory indicating dates of earlier studies, and the prices of the bulletins is available upon request. Bulletins may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D. C., or from any of the BLS regional sales offices shown on the inside front cover.

<u>Area</u>	<u>Bulletin number</u>	<u>Price</u>	<u>Area</u>	<u>Bulletin number</u>	<u>Price</u>
Akron, Ohio -----	1303-81	25 cents	Miami, Fla. -----	1345-33	20 cents
Albany-Schenectady-Troy, N. Y. -----	1303-56	25 cents	Milwaukee, Wis. -----	1303-57	25 cents
Albuquerque, N. Mex. -----	1303-67	25 cents	Minneapolis-St. Paul, Minn. -----	1345-38	25 cents
Allentown-Bethlehem-Easton, Pa.-N. J. -----	1345-45	20 cents	Muskegon-Muskegon Heights, Mich. -----	1303-68	25 cents
Atlanta, Ga. -----	1303-65	30 cents	Newark and Jersey City, N. J. -----	1345-46	25 cents
Baltimore, Md. -----	1345-23	25 cents	New Haven, Conn. -----	1345-37	20 cents
Beaumont-Port Arthur, Tex. -----	1303-78	25 cents	New Orleans, La. -----	1345-44	25 cents
Birmingham, Ala. -----	1303-59	30 cents	New York, N. Y. -----	1303-58	30 cents
Boise, Idaho -----	1303-77	25 cents	Norfolk-Portsmouth and Newport News- Hampton, Va. -----	1303-75	20 cents
Boston, Mass. -----	1345-15	25 cents	Oklahoma City, Okla. -----	1345-6	25 cents
Buffalo, N. Y. -----	1345-30	25 cents	Omaha, Nebr.-Iowa -----	1345-12	20 cents
Burlington, Vt. -----	1303-50	20 cents	Paterson-Clifton-Passaic, N. J. -----	1303-71	25 cents
Canton, Ohio -----	1303-62	25 cents	Philadelphia, Pa.-N. J. -----	1345-31	30 cents
Charleston, W. Va. -----	1303-61	25 cents	Phoenix, Ariz. -----	1303-54	25 cents
Charlotte, N. C. -----	1303-60	25 cents	Pittsburgh, Pa. -----	1303-35	25 cents
Chattanooga, Tenn.-Ga. -----	1345-8	25 cents	Portland, Maine -----	1345-24	20 cents
Chicago, Ill. -----	1303-64	30 cents	Portland, Oreg.-Wash. -----	1303-72	25 cents
Cincinnati, Ohio-Ky. -----	1303-55	25 cents	Providence-Pawtucket, R. I.-Mass. -----	1303-66	25 cents
Cleveland, Ohio -----	1345-14	25 cents	Raleigh, N. C. -----	1345-1	20 cents
Columbus, Ohio -----	1345-28	25 cents	Richmond, Va. -----	1345-19	20 cents
Dallas, Tex. -----	1345-21	25 cents	Rockford, Ill. -----	1303-69	30 cents
Davenport-Rock Island-Moline, Iowa-Ill. -----	1345-18	25 cents	St. Louis, Mo.-Ill. -----	1345-17	25 cents
Dayton, Ohio -----	1345-35	20 cents	Salt Lake City, Utah -----	1345-25	25 cents
Denver, Colo. -----	1345-32	25 cents	San Antonio, Tex. -----	1303-63	25 cents
Des Moines, Iowa -----	1345-42	20 cents	San Bernardino-Riverside-Ontario, Calif. -----	1345-9	20 cents
Detroit, Mich. -----	1303-38	25 cents	San Diego, Calif. -----	1345-10	25 cents
Fort Worth, Tex. -----	1345-27	25 cents	San Francisco-Oakland, Calif. -----	1345-34	25 cents
Green Bay, Wis. -----	1345-3	25 cents	Savannah, Ga. -----	1303-80	25 cents
Greenville, S. C. -----	1303-70	25 cents	Scranton, Pa. -----	1345-5	15 cents
Houston, Tex. -----	1303-79	25 cents	Seattle, Wash. -----	1345-4	25 cents
Indianapolis, Ind. -----	1345-26	25 cents	Sioux Falls, S. Dak. -----	1345-13	20 cents
Jackson, Miss. -----	1345-43	20 cents	South Bend, Ind. -----	1303-52	25 cents
Jacksonville, Fla. -----	1345-39	25 cents	Spokane, Wash. -----	1303-73	20 cents
Kansas City, Mo.-Kans. -----	1345-22	25 cents	Toledo, Ohio -----	1303-47	25 cents
Lawrence-Haverhill, Mass.-N. H. -----	1303-76	25 cents	Trenton, N. J. -----	1345-29	25 cents
Little Rock-North Little Rock, Ark. -----	1345-7	25 cents	Washington, D. C.-Md.-Va. -----	1345-16	25 cents
Los Angeles-Long Beach, Calif. -----	1303-53	30 cents	Waterbury, Conn. -----	1303-48	25 cents
Louisville, Ky.-Ind. -----	1303-51	25 cents	Waterloo, Iowa -----	1345-20	25 cents
Lubbock, Tex. -----	1303-74	25 cents	Wichita, Kans. -----	1345-11	25 cents
Manchester, N. H. -----	1345-2	25 cents	Worcester, Mass. -----	1303-82	25 cents
Memphis, Tenn. -----	1345-36	25 cents	York, Pa. -----	1345-41	20 cents

