

Occupational Wage Survey

CHICAGO, ILLINOIS

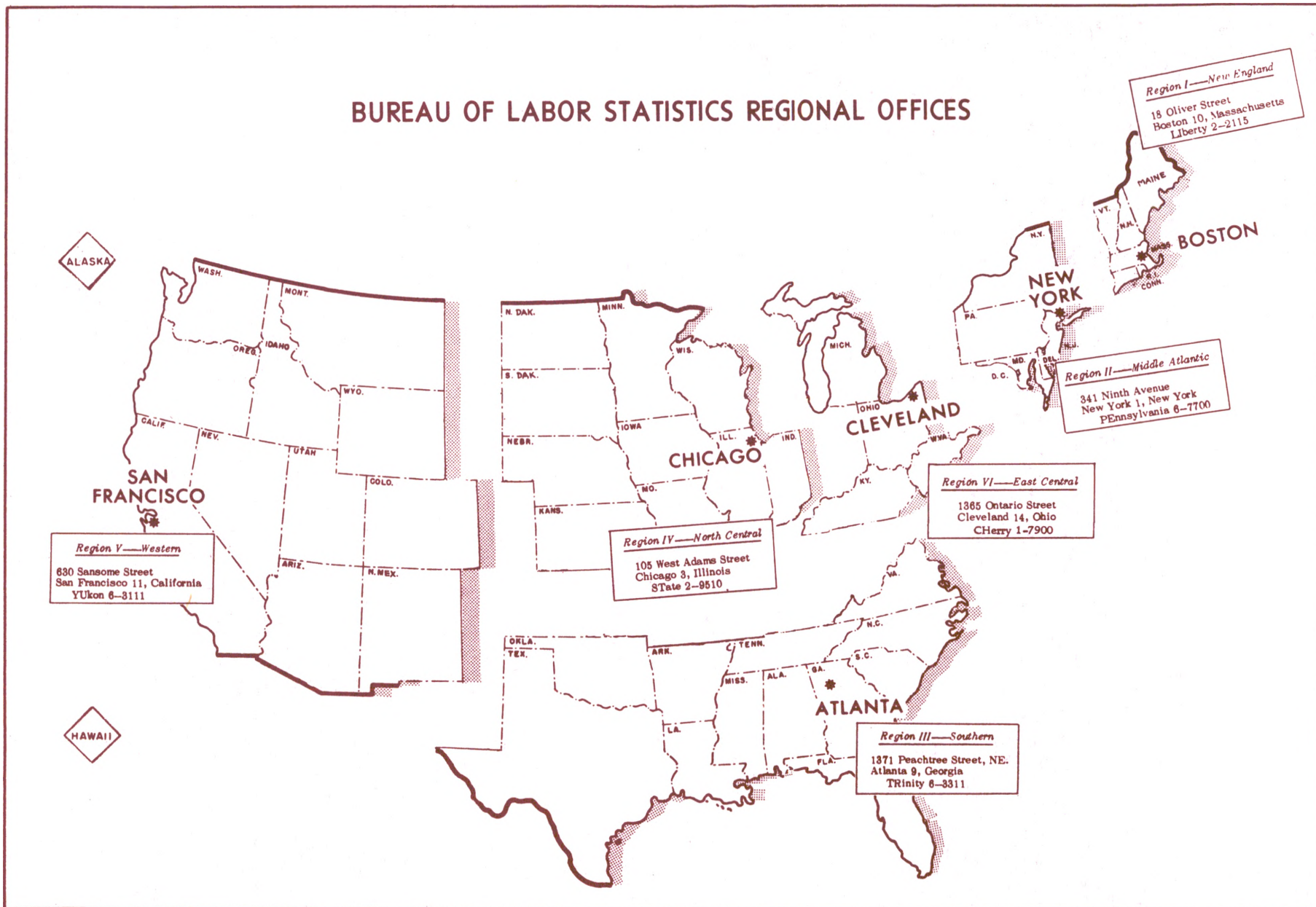
APRIL 1963

Bulletin No. 1345-65

UNITED STATES DEPARTMENT OF LABOR
W. Willard Wirtz, Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner

BUREAU OF LABOR STATISTICS REGIONAL OFFICES



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Preface

The Labor Market Occupational Wage Survey Program

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

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

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

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

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

Current reports on occupational earnings and supplementary wage provisions in the Chicago area, are also available for gray iron foundries (November 1962), machinery industries (June 1962), steel foundries (November 1962), women's and misses' coats and suits (August 1962), and wood household furniture (except upholstered) (July 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.

A Statement Regarding Change in Geographic Coverage

The geographic coverage of the Chicago Occupational Wage Survey has been expanded this year by the Bureau to include the entire Standard Metropolitan Statistical Area. The area consists of six counties (Cook, DuPage, Kane, Lake, McHenry, and Will). In prior years, the survey was restricted to Cook County.

Limits of Standard Metropolitan Statistical Areas (SMSA) are established by the Bureau of the Budget to enable all Federal statistical agencies to use the same boundaries in publishing data. The expansion of the coverage of the Chicago survey to the SMSA eliminates an exception to this objective.

The newly added counties in the Chicago area have a different mixture of business activity from the previously surveyed Cook County. Manufacturing employment is relatively more important in these counties. The additional counties are distinguished by a concentration of primary metals and machinery industries.

Nonmanufacturing industries within scope of the survey (table 1) account for less than a third of the employment in the added counties as contrasted with nearly a half in Cook County.

In recognition of the above factors, this report presents occupational wage data for all six counties combined. In addition, wherever the data permit, the occupational earnings tables present all-industry and manufacturing information separately for Cook County. Data for Cook County are comparable to information published in previous years.

The B-series tables present information on establishment practices and supplementary wage provisions for the SMSA; the effect of the additional five counties on the data was insufficient to warrant separate tabulations.

The salary and earnings trends shown in tables 2 and 3 of the introduction are based on data for Cook County only. Next year, the trends will reflect wage changes for the full six-county SMSA. These changes will then be linked to the current indexes to assure continuity.

Further information regarding the change in geographic coverage may be obtained from the Bureau's regional office in Chicago, Ill.

Occupational Wage Survey—Chicago, Ill.

Introduction

This area is 1 of 82 labor markets in which the U.S. Department of Labor's Bureau of Labor Statistics conducts surveys of occupational earnings and related wage benefits on an areawide basis. In this area, data were obtained by personal visits of Bureau field economists¹ to representative establishments within six broad industry divisions: Manufacturing; transportation, communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies are government operations and the construction and extractive industries. Establishments having fewer than a prescribed number of workers are omitted because they tend to furnish insufficient employment in the occupations studied to warrant inclusion. Separate tabulations are provided for each of the broad industry divisions which meet publication criteria.

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

Occupations and Earnings

The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries, and are of the following types: (a) Office clerical; (b) professional and technical; (c) maintenance and powerplant; and (d) custodial and material movement. Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job. The occupations selected for study are listed and described in the appendix. Earnings data for some of the occupations listed and described are not presented in the A-series tables because either (1) employment in the occupation is too small to provide enough data to merit presentation, or (2) there is possibility of disclosure of individual establishment data.

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

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

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

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

Establishment Practices and Supplementary Wage Provisions

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

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

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

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

The scheduled hours (table B-3) of a majority of the first-shift workers in an establishment are tabulated as applying to all of the plant or office workers of that establishment. Paid holidays; paid vacations; and health, insurance, and pension plans (tables B-4 through B-6) are treated statistically on the basis that these are applicable to all plant or office workers if a majority of such workers are eligible or may eventually qualify for the practices listed. Sums of individual items in tables B-2 through B-6 may not equal totals because of rounding.

Data on paid holidays (table B-4) are limited to data on holidays granted annually on a formal basis; i. e., (1) are provided for in written form, or (2) have been established by custom. Holidays ordinarily granted are included even though they may fall on a nonworkday, even if the worker is not granted another day off. The first part of the paid holidays table presents the number of whole and half holidays actually granted. The second part combines whole and half holidays to show total holiday time.

The summary of vacation plans (table B-5) is limited to formal policies, excluding informal arrangements whereby time off with pay is granted at the discretion of the employer. Separate estimates are provided according to employer practice in computing vacation payments, such as time payments, percent of annual earnings,

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

or flat-sum amounts. However, in the tabulations of vacation pay, payments not on a time basis were converted to a time basis; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay.

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

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Information is presented for all such plans to which the employer contributes. However, in New York and New Jersey, which have enacted temporary disability insurance laws which require employer contributions,³ plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceed the requirements of the law. Tabulations of paid sick-leave plans are limited to formal plans⁴ which provide full pay or a proportion of the worker's pay during absence from work because of illness. Separate tabulations are presented according to (1) plans which provide full pay and no waiting period, and (2) plans which provide either partial pay or a waiting period. In addition to the presentation of the proportions of workers who are provided sickness and accident insurance or paid sick leave, an unduplicated total is shown of workers who receive either or both types of benefits.

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

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

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

Table 1. Establishments and workers within scope of survey and number studied in Chicago, Ill., ¹ by major industry division, ² April 1963

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study ³	Studied	Within scope of study			Studied
				Total ⁴	Office	Plant	
All divisions	-	3,457	545	1,199,200	270,400	708,000	596,630
Cook County	-	3,187	476	1,085,800	251,800	632,700	533,470
Manufacturing	100	1,481	216	635,100	102,100	435,300	274,290
Cook County	100	1,308	185	558,700	90,600	381,800	241,740
Nonmanufacturing	-	1,976	329	564,100	168,300	272,700	322,340
Transportation, communication, and other public utilities ⁵	100	178	57	145,500	31,200	75,000	114,310
Wholesale trade	50	605	68	87,000	28,000	42,800	21,310
Retail trade	100	212	62	151,400	29,500	105,500	110,470
Finance, insurance, and real estate	50	424	58	92,600	60,500	⁶ 7,300	42,560
Services ⁷	50	557	84	87,600	19,100	42,100	33,690

¹ The Chicago Standard Metropolitan Statistical Area consists of Cook, DuPage, Kane, Lake, McHenry, and Will Counties. See comments on p. iv. The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other employment indexes for the area to measure employment trends or levels since (1) planning of wage surveys requires the use of establishment data compiled considerably in advance of the payroll period studied, and (2) small establishments are excluded from the scope of the survey.

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

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

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

⁵ Taxicabs and services incidental to water transportation were excluded. Chicago's transit system is municipally operated and is excluded by definition from the scope of the study.

⁶ Estimate relates to real estate establishments only. Workers from the entire industry division are represented in the Series A tables, but from the real estate portion only in "all industry" estimates in the Series B tables.

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

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 Chicago, Ill., for selected periods

Industry and occupational group	April 1962 to April 1963	April 1961 to April 1962	April 1960 to April 1961
All industries:			
Office clerical (men and women) -----	2.3	3.2	2.3
Industrial nurses (men and women) -----	2.5	3.0	3.1
Skilled maintenance (men) -----	2.1	3.5	3.6
Unskilled plant (men) -----	3.8	2.5	3.7
Manufacturing:			
Office clerical (men and women) -----	2.5	3.0	3.1
Industrial nurses (men and women) -----	2.0	3.6	3.1
Skilled maintenance (men) -----	1.9	3.4	3.3
Unskilled plant (men) -----	2.5	3.2	3.3

Table 3. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in Chicago, Ill., April 1963 and April 1962

(March 1953=100)		
Industry and occupational group	April 1963	April 1962
All industries:		
Office clerical (women) -----	144.3	141.2
Industrial nurses (women) -----	152.2	148.5
Skilled maintenance (men) -----	150.3	147.3
Unskilled plant (men) -----	147.7	142.5
Manufacturing:		
Office clerical (women) -----	146.4	143.1
Industrial nurses (women) -----	152.9	149.2
Skilled maintenance (men) -----	149.6	146.8
Unskilled plant (men) -----	144.9	141.6

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, Chicago, Ill., April 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)	Under \$45	\$45 and under 50	\$50	\$55	\$60	\$65	\$70	\$75	\$80	\$85	\$90	\$95	\$100	\$105	\$110	\$115	\$120	\$125	\$130	\$135	\$140	\$145	\$150	\$155	\$160 and over
Men																												
Clerks, accounting, class A	2,534	38.5	\$112.50	-	-	-	-	1	3	14	22	23	152	260	157	249	269	327	290	173	167	90	150	48	41	47	44	7
Cook County	2,478	38.5	112.00	-	-	-	-	1	3	10	22	23	152	259	151	244	266	325	285	173	158	79	141	48	40	47	44	7
Manufacturing	956	39.0	116.50	-	-	-	-	-	-	8	2	12	36	46	48	76	138	88	114	103	100	64	40	12	31	18	16	4
Cook County	921	39.0	116.00	-	-	-	-	-	-	8	2	12	36	45	47	76	136	88	110	103	92	55	31	12	30	18	16	4
Nonmanufacturing	1,578	38.5	110.00	-	-	-	-	1	3	6	20	11	116	214	109	173	131	239	176	70	67	26	110	36	10	29	28	3
Public utilities ²	277	39.5	116.50	-	-	-	-	-	-	-	-	-	-	5	6	16	39	80	57	29	12	14	9	2	1	1	3	
Wholesale trade	481	39.0	118.50	-	-	-	-	-	4	1	1	15	78	16	28	29	48	45	25	8	7	97	23	6	24	26	-	
Retail trade	367	38.0	103.50	-	-	-	-	-	-	1	-	30	35	56	114	23	43	33	12	10	2	3	-	2	2	1	-	
Finance ³	388	36.5	102.50	-	-	-	-	-	-	-	17	4	66	91	29	14	40	42	28	4	37	3	1	11	1	-	-	
Clerks, accounting, class B	1,217	39.0	94.50	-	-	-	5	15	71	49	87	95	113	92	187	251	89	39	39	23	55	4	3	-	-	-	-	-
Cook County	1,130	39.0	93.50	-	-	-	5	15	70	41	87	94	104	88	187	249	85	37	35	15	11	4	3	-	-	-	-	-
Manufacturing	488	39.0	98.00	-	-	-	-	-	2	22	50	35	63	37	54	100	31	2	24	8	54	3	3	-	-	-	-	-
Cook County	407	39.0	94.50	-	-	-	-	-	2	14	50	35	54	33	54	100	27	2	20	-	10	3	3	-	-	-	-	-
Nonmanufacturing	729	39.0	92.50	-	-	-	5	15	69	27	37	60	50	55	133	151	58	37	15	15	1	1	-	-	-	-	-	-
Public utilities ²	249	40.0	104.00	-	-	-	-	1	1	2	2	1	5	13	64	43	51	36	13	15	1	1	-	-	-	-	-	-
Wholesale trade	217	40.0	90.50	-	-	-	-	4	22	1	11	32	15	26	36	65	2	1	2	-	-	-	-	-	-	-	-	-
Finance ³	196	36.0	85.50	-	-	-	-	5	35	17	14	21	21	12	30	36	5	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class B	167	39.0	79.50	-	-	-	1	22	28	32	9	11	12	29	16	3	2	-	1	1	-	-	-	-	-	-	-	-
Cook County	167	39.0	79.50	-	-	-	1	22	28	32	9	11	12	29	16	3	2	-	1	1	-	-	-	-	-	-	-	-
Nonmanufacturing	139	39.0	80.50	-	-	-	1	22	18	26	1	10	12	28	14	3	2	-	1	1	-	-	-	-	-	-	-	-
Clerks, order	2,324	39.5	113.50	-	-	-	-	11	24	31	57	48	74	290	100	180	139	115	179	277	271	231	113	43	19	64	7	51
Cook County	2,233	39.5	114.50	-	-	-	-	11	24	8	50	36	66	269	100	180	135	115	171	277	267	231	109	43	19	64	7	51
Manufacturing	638	39.5	112.00	-	-	-	-	5	7	29	16	13	62	30	74	56	22	59	109	63	27	18	2	2	37	-	7	
Cook County	564	39.5	114.50	-	-	-	-	5	-	22	5	5	41	30	74	52	22	51	109	59	27	14	2	2	37	-	7	
Nonmanufacturing	1,686	39.5	114.00	-	-	-	-	6	24	24	28	32	61	228	70	106	83	93	120	168	208	204	95	41	17	27	7	44
Wholesale trade	1,532	40.0	116.00	-	-	-	-	1	21	21	5	20	52	211	44	84	74	85	115	158	206	204	95	41	17	27	7	44
Retail trade	117	39.5	95.50	-	-	-	-	5	3	3	8	11	9	17	11	21	4	8	5	10	2	-	-	-	-	-	-	-
Clerks, payroll	462	39.5	104.00	-	-	-	-	2	1	5	31	7	12	73	12	106	80	31	30	21	35	9	2	2	3	-	-	-
Cook County	438	39.5	104.00	-	-	-	-	2	1	5	31	7	12	69	11	104	69	27	30	21	34	9	1	2	3	-	-	-
Manufacturing	327	39.5	103.00	-	-	-	-	-	4	29	5	10	69	10	74	33	12	26	19	27	7	-	-	2	-	-	-	-
Cook County	316	39.5	103.00	-	-	-	-	-	4	29	5	10	65	10	73	28	12	26	19	26	7	-	-	2	-	-	-	-
Nonmanufacturing	135	39.5	107.00	-	-	-	-	2	1	1	2	2	2	4	2	32	47	19	4	2	8	2	2	2	1	-	-	-
Office boys	1,890	38.0	67.00	5	49	139	218	512	332	131	224	112	127	31	7	2	1	-	-	-	-	-	-	-	-	-	-	-
Cook County	1,835	38.0	67.00	5	47	139	209	508	318	115	224	112	122	26	7	2	1	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	518	39.0	68.50	5	8	2	59	163	89	43	63	50	24	6	5	-	1	-	-	-	-	-	-	-	-	-	-	-
Cook County	466	38.5	68.50	5	6	2	50	159	76	27	63	50	20	2	5	-	1	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	1,372	38.0	67.00	-	41	137	159	349	243	88	161	62	103	25	2	2	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	133	39.0	76.00	-	-	-	13	30	9	5	12	16	32	14	-	2	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	228	39.0	70.50	-	-	9	18	65	48	11	22	5	48	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	129	39.0	69.50	-	2	2	7	18	38	26	16	18	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	569	37.0	64.50	-	10	83	85	156	94	24	79	19	16	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	313	37.5	63.00	-	29	43	36	80	54	22	32	4	7	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	119	39.5	121.00	-	-	-	-	-	-	-	-	-	-	15	1	-	13	11	8	21	16	12	11	1	3	2	-	5
Cook County	118	39.5	121.00	-	-	-	-	-	-	-	-	-	-	15	1	-	13	11	8	21	16	11	11	1	3	2	-	5
Tabulating-machine operators, class A	1,117	39.0	115.00	-	-	-	-	-	2	6	9	3	64	103	159	156	115	114	84	81	55	61	27	26	31	7	14	
Cook County	1,021	39.0	115.00	-	-	-	-	-	2	6	8	1	46	94	157	153	107	101	69	78	51	53	26	24	31	2	14	
Manufacturing	470	39.5	115.00	-	-	-	-	-	-	2	-	1	2	35	29	49	68	40	57	58	63	25	26	6	4	3	2	-
Cook County	384	39.5	115.50	-	-	-	-	-	-	-	-	1	17	21	47	65	32	44	45	60	21	18	6	2	-	-	-	-
Nonmanufacturing	647	38.5	115.00	-	-	-	-	-	-	6	8	1	29	74	110	88	75	57	26	18	30	35	21	22	28	5	14	
Wholesale trade	140	39.5	128.00	-	-	-	-	-	-	6	3	-	-	1	14	6	6	12	6	11	4	15	12	12	28	-	4	
Finance ³	274	37.5	109.50	-	-	-	-	-	-	2	1	12	46	67	56	31	18	1	2	19	3	-	1	-	5	10	-	-

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, Chicago, Ill., April 1963)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																										
		Weekly hours (Standard)	Weekly earnings ¹ (Standard)	Under \$45	\$45 and under 50	\$50-55	\$55-60	\$60-65	\$65-70	\$70-75	\$75-80	\$80-85	\$85-90	\$90-95	\$95-100	\$100-105	\$105-110	\$110-115	\$115-120	\$120-125	\$125-130	\$130-135	\$135-140	\$140-145	\$145-150	\$150-155	\$155-160	\$160 and over		
Men—Continued																														
Tabulating-machine operators, class B	1,366	38.5	\$96.00	-	-	-	18	-	44	94	96	192	229	179	217	94	64	45	31	42	18	2	1	-	-	-	-	-	-	
Cook County	1,303	38.5	95.50	-	-	-	18	-	43	94	94	190	213	171	212	91	53	43	28	38	12	2	1	-	-	-	-	-	-	
Manufacturing	453	39.0	98.00	-	-	-	-	-	6	8	24	79	69	81	83	33	26	15	18	6	2	1	-	-	-	-	-	-	-	
Cook County	411	39.0	98.00	-	-	-	-	-	5	8	22	77	53	73	78	30	23	15	16	6	2	1	-	-	-	-	-	-	-	
Nonmanufacturing	913	38.5	95.00	-	-	-	18	-	38	86	72	113	160	98	134	61	38	30	13	36	16	-	-	-	-	-	-	-	-	
Public utilities ²	156	39.5	105.00	-	-	-	-	-	2	8	8	19	10	6	43	-	6	14	6	24	10	-	-	-	-	-	-	-	-	
Wholesale trade	231	38.5	91.50	-	-	-	18	-	21	18	18	7	36	39	19	28	13	12	-	2	-	-	-	-	-	-	-	-	-	
Finance ³	349	37.5	92.50	-	-	-	-	-	10	49	22	73	80	35	39	13	7	1	5	10	5	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class C	517	39.5	86.00	-	-	1	3	47	51	70	82	84	57	44	30	20	17	1	10	-	-	-	-	-	-	-	-	-	-	
Cook County	483	39.5	85.00	-	-	-	3	42	51	70	82	83	55	44	28	19	3	-	3	-	-	-	-	-	-	-	-	-	-	
Manufacturing	195	39.5	83.00	-	-	-	-	20	13	30	49	44	25	7	2	5	-	-	-	-	-	-	-	-	-	-	-	-	-	
Cook County	185	39.5	83.00	-	-	-	-	15	13	30	49	43	23	7	1	4	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	322	39.5	88.00	-	-	1	3	27	38	40	33	40	32	37	28	15	17	1	10	-	-	-	-	-	-	-	-	-	-	
Typists, class B	108	40.0	73.50	-	-	3	4	37	24	30	1	-	3	4	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
Cook County	108	40.0	73.50	-	-	3	4	37	24	30	1	-	3	4	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
Women																														
Billers, machine (billing machine)	1,185	39.5	79.50	-	4	2	28	68	60	276	200	175	126	84	46	96	20	-	-	-	-	-	-	-	-	-	-	-	-	-
Cook County	1,118	39.5	80.00	-	-	2	20	66	57	260	199	164	116	82	36	96	20	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	562	39.5	78.50	-	-	-	7	40	46	154	33	123	38	80	14	26	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Cook County	514	39.5	78.50	-	-	-	-	38	45	139	33	112	38	78	4	26	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	623	39.5	80.50	-	4	2	21	28	14	122	167	52	88	4	32	70	19	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	217	40.0	86.00	-	-	-	-	-	-	33	77	-	23	-	14	70	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	324	39.5	80.00	-	-	-	18	3	3	84	81	44	51	3	18	-	19	-	-	-	-	-	-	-	-	-	-	-	-	-
Billers, machine (bookkeeping machine)	474	38.5	71.00	-	-	28	22	123	50	116	19	37	30	29	15	1	-	1	2	1	-	-	-	-	-	-	-	-	-	-
Cook County	432	38.5	71.50	-	-	27	16	101	48	110	19	32	30	29	15	1	-	1	2	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	453	38.5	70.50	-	-	28	20	119	46	116	19	36	24	28	14	1	-	1	-	1	-	-	-	-	-	-	-	-	-	-
Retail trade	243	40.0	67.00	-	-	6	16	81	17	107	8	2	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A	982	39.0	93.00	-	-	1	6	8	30	127	41	178	191	127	89	77	8	57	40	-	2	-	-	-	-	-	-	-	-	-
Cook County	913	39.0	93.00	-	-	1	6	7	30	116	28	177	174	123	88	62	2	57	40	-	2	-	-	-	-	-	-	-	-	-
Manufacturing	454	39.5	93.00	-	-	-	5	6	9	52	27	91	86	37	44	35	7	53	-	-	2	-	-	-	-	-	-	-	-	-
Cook County	388	39.5	93.00	-	-	-	5	6	9	41	14	91	69	33	44	20	1	53	-	-	2	-	-	-	-	-	-	-	-	-
Nonmanufacturing	528	39.0	92.50	-	-	1	1	2	21	75	14	87	105	90	45	42	1	4	40	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	240	39.0	89.50	-	-	-	-	-	18	42	6	47	40	38	10	38	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	124	39.5	88.00	-	-	-	1	1	2	3	22	7	6	38	34	9	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class B	3,569	38.0	77.00	-	8	58	113	316	529	389	825	464	321	284	127	100	32	3	-	-	-	-	-	-	-	-	-	-	-	-
Cook County	3,354	38.5	78.00	-	-	1	66	284	501	370	813	461	321	276	126	100	32	3	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	747	39.0	83.50	-	-	-	27	35	50	40	109	139	81	111	67	75	11	2	-	-	-	-	-	-	-	-	-	-	-	-
Cook County	688	39.0	84.50	-	-	-	1	33	50	21	109	136	81	103	66	75	11	2	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	2,822	38.0	75.50	-	8	58	86	281	479	349	716	325	240	173	60	25	21	1	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	478	39.5	78.00	-	-	-	19	24	29	45	161	88	45	62	-	3	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	271	39.5	73.50	-	-	-	1	12	54	43	21	47	53	18	22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	1,905	37.5	74.00	-	7	56	54	203	404	274	448	174	135	66	44	20	20	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	137	38.0	81.00	-	1	1	1	-	3	9	60	9	28	16	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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, Chicago, Ill., April 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 \$45	\$45 and under \$50	\$50	\$55	\$60	\$65	\$70	\$75	\$80	\$85	\$90	\$95	\$100	\$105	\$110	\$115	\$120	\$125	\$130	\$135	\$140	\$145	\$150	\$155	\$160 and over	
Women—Continued																													
Clerks, accounting, class A	3,069	38.5	\$98.00	-	-	-	14	26	34	65	198	202	258	461	395	392	367	204	221	150	50	11	11	1	4	3	1	1	
Cook County	2,899	38.5	98.50	-	-	-	14	22	25	59	178	188	239	433	379	366	351	202	214	150	50	9	10	1	4	3	1	1	
Manufacturing	1,158	39.0	99.50	-	-	-	-	11	27	25	54	75	87	128	167	153	118	85	105	87	20	1	9	-	2	3	1	-	
Cook County	1,041	39.0	101.00	-	-	-	-	7	18	23	36	63	69	110	165	132	113	84	98	87	20	1	9	-	2	3	1	-	
Nonmanufacturing	1,911	38.5	97.00	-	-	-	14	15	7	40	144	127	171	333	228	239	249	119	116	63	30	10	2	1	2	-	-	1	
Public utilities ²	346	39.5	106.00	-	-	-	-	-	-	-	-	-	10	21	38	98	88	44	16	6	20	3	-	-	1	-	-	1	
Wholesale trade	337	39.5	99.50	-	-	-	-	-	-	21	13	15	20	54	57	36	9	31	55	25	-	-	1	1	-	-	-	-	
Retail trade	275	39.5	91.50	-	-	-	-	1	4	5	26	41	36	84	25	16	15	3	-	15	-	1	1	1	1	-	-	-	
Finance ³	696	37.5	93.00	-	-	-	-	-	3	11	97	62	93	161	80	52	66	36	24	7	4	-	-	-	-	-	-	-	
Services	257	37.0	99.00	-	-	-	14	14	-	3	8	9	12	13	28	37	71	5	21	10	6	6	-	-	-	-	-	-	
Clerks, accounting, class B	5,786	39.0	77.50	3	20	62	276	462	883	791	862	889	452	474	290	172	91	38	15	-	3	1	2	-	-	-	-	-	
Cook County	5,333	38.5	78.00	1	9	19	209	421	841	711	808	839	440	446	275	172	91	36	9	-	3	1	2	-	-	-	-	-	
Manufacturing	2,120	39.0	79.00	-	-	24	65	107	353	317	302	315	148	244	119	71	32	10	8	-	3	-	2	-	-	-	-	-	
Cook County	1,839	39.0	80.00	-	-	-	8	82	331	264	272	290	148	217	104	71	32	10	5	-	3	-	2	-	-	-	-	-	
Nonmanufacturing	3,666	38.5	77.00	3	20	38	211	355	530	474	560	574	304	230	171	101	59	28	7	-	1	-	-	-	-	-	-	-	
Public utilities ²	561	40.0	89.50	-	-	-	-	14	47	75	35	34	43	52	110	77	44	25	5	-	-	-	-	-	-	-	-	-	
Wholesale trade	733	39.5	80.00	-	-	-	4	34	90	69	119	187	66	98	47	6	8	3	2	-	-	-	-	-	-	-	-	-	
Retail trade	931	39.5	72.50	3	20	37	65	93	130	135	192	146	67	31	8	3	-	-	-	-	1	-	-	-	-	-	-	-	
Finance ³	1,079	37.0	72.00	-	-	-	125	174	212	153	152	144	87	23	4	4	1	-	-	-	-	-	-	-	-	-	-	-	
Services	362	38.0	76.50	-	-	1	17	40	51	42	62	63	41	26	2	11	6	-	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class A	1,487	38.5	80.00	-	-	-	27	105	178	293	206	226	151	85	87	79	12	7	4	1	26	-	-	-	-	-	-	-	
Cook County	1,362	38.0	80.00	-	-	-	27	105	156	258	202	216	120	78	87	63	12	7	4	1	26	-	-	-	-	-	-	-	
Manufacturing	530	39.5	81.50	-	-	-	-	32	37	87	68	98	92	34	37	35	6	4	-	-	-	-	-	-	-	-	-	-	
Cook County	424	39.0	81.00	-	-	-	-	32	33	52	64	89	61	27	37	19	6	4	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	957	38.0	79.00	-	-	-	27	73	141	206	138	128	59	51	50	44	6	3	4	1	26	-	-	-	-	-	-	-	
Wholesale trade	143	39.0	79.50	-	-	-	3	18	6	25	24	27	2	1	26	10	1	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	488	38.0	77.00	-	-	-	23	39	101	87	89	64	18	28	8	7	1	-	-	-	23	-	-	-	-	-	-	-	
Services	247	36.5	79.00	-	-	-	-	6	32	94	12	22	37	19	10	15	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class B	4,632	38.5	67.00	3	63	289	595	1240	839	632	444	259	153	67	19	20	7	-	2	-	-	-	-	-	-	-	-	-	
Cook County	4,486	38.5	67.00	3	63	281	544	1227	821	600	425	257	151	66	19	20	7	-	2	-	-	-	-	-	-	-	-	-	
Manufacturing	1,277	39.0	68.50	3	-	13	131	337	290	251	119	70	45	14	1	2	1	-	-	-	-	-	-	-	-	-	-	-	
Cook County	1,156	39.0	68.50	3	-	6	87	333	275	224	100	68	43	13	1	2	1	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	3,355	38.5	66.50	-	63	276	464	903	549	381	325	189	108	53	18	8	6	-	2	-	-	-	-	-	-	-	-	-	
Public utilities ²	344	40.0	83.00	-	-	-	4	20	22	35	54	51	72	42	18	18	6	-	2	-	-	-	-	-	-	-	-	-	
Wholesale trade	544	39.0	70.00	-	-	13	33	118	106	82	106	57	26	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	443	39.5	66.50	-	31	33	40	90	46	99	87	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	1,510	37.5	62.50	-	24	139	357	533	239	130	55	24	4	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services	514	38.5	64.50	-	8	91	30	142	136	35	23	40	6	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class C	1,565	39.0	59.00	10	112	363	384	344	193	145	8	2	3	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Cook County	1,441	39.0	59.00	7	93	335	355	314	193	130	8	2	3	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	389	39.5	61.00	-	-	48	116	113	50	57	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Cook County	321	39.5	61.50	-	-	28	103	93	50	42	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	1,176	38.5	58.00	10	112	315	268	231	143	88	5	-	3	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	259	40.0	58.50	10	15	58	36	66	66	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	673	37.5	57.50	-	26	229	207	145	43	20	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, order	2,321	39.5	78.00	-	4	55	88	238	251	435	327	241	243	105	151	73	26	49	32	1	2	-	-	-	-	-	-	-	
Cook County	2,014	39.0	78.50	-	4	55	68	191	187	407	262	210	239	101	127	53	26	49	32	1	2	-	-	-	-	-	-	-	
Manufacturing	1,236	39.0	78.00	-	-	1	40	154	136	205	256	101	182	27	59	21	-	27	25	-	2	-	-	-	-	-	-	-	
Cook County	940	39.0	78.50	-	-	1	20	108	73	181	194	71	178	23	36	1	-	27	25	-	2	-	-	-	-	-	-	-	
Nonmanufacturing	1,085	39.5	78.50	-	4	54	48	84	115	230	71	140	61	78	92	52	26	22	7	1	-	-	-	-	-	-	-	-	
Wholesale trade	606	39.5	84.00	-	-	-	-	8	42	142	49	108	41	62	76	36	12	22	7	1	-	-	-	-	-	-	-	-	
Retail trade	392	39.5	67.50	-	3	51	43	73	58	80	21	30	20	9</															

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, Chicago, Ill., April 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 \$45	\$45 and under 50	\$50	\$55	\$60	\$65	\$70	\$75	\$80	\$85	\$90	\$95	\$100	\$105	\$110	\$115	\$120	\$125	\$130	\$135	\$140	\$145	\$150	\$155	\$160	\$160 and over	
Women—Continued																														
Clerks, payroll	2,191	39.0	\$89.00	-	-	2	7	79	99	158	245	271	275	357	225	152	179	26	35	25	14	11	19	12	-	-	-	-	-	-
Cook County	1,978	39.0	90.00	-	-	-	7	51	83	140	199	251	256	321	223	150	163	21	35	25	13	10	18	12	-	-	-	-	-	-
Manufacturing	1,305	39.0	89.50	-	-	-	5	33	52	105	135	173	122	261	127	100	91	20	27	19	12	11	11	1	-	-	-	-	-	-
Cook County	1,127	39.0	91.00	-	-	-	5	6	38	92	93	156	114	228	126	100	75	15	27	19	11	10	11	1	-	-	-	-	-	
Nonmanufacturing	886	39.0	88.00	-	-	2	2	46	47	53	110	98	153	96	52	88	6	8	6	2	-	-	8	11	-	-	-	-	-	
Public utilities ²	179	39.0	97.50	-	-	-	-	4	2	9	5	25	19	24	11	19	45	3	1	-	-	1	11	-	-	-	-	-	-	
Wholesale trade	143	39.0	87.50	-	-	-	-	9	15	4	14	14	28	9	12	12	18	-	6	2	-	-	-	-	-	-	-	-	-	
Retail trade	206	40.0	81.00	-	-	2	1	15	18	16	43	23	29	32	14	10	1	-	-	2	-	-	-	-	-	-	-	-	-	
Finance ³	141	37.0	92.50	-	-	-	1	3	-	14	10	18	17	18	22	10	22	1	-	1	-	-	4	-	-	-	-	-	-	
Services	217	38.0	84.50	-	-	-	-	15	12	10	38	18	60	13	39	1	2	2	1	3	-	-	3	-	-	-	-	-	-	
Comptometer operators	2,953	39.0	80.50	-	-	24	47	163	287	385	588	453	303	284	233	99	44	11	30	2	-	-	-	-	-	-	-	-	-	
Cook County	2,826	39.0	81.00	-	-	24	40	146	261	349	573	440	303	282	227	94	44	11	30	2	-	-	-	-	-	-	-	-	-	-
Manufacturing	747	39.0	85.00	-	-	-	7	20	30	94	116	136	109	97	55	26	18	8	29	2	-	-	-	-	-	-	-	-	-	-
Cook County	675	39.0	86.50	-	-	-	-	5	10	74	112	132	109	96	54	26	18	8	29	2	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	2,206	39.5	79.00	-	-	24	40	143	257	291	472	317	194	187	178	73	26	3	1	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	291	40.0	94.00	-	-	-	-	-	11	11	17	23	7	26	121	58	13	3	1	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	681	39.0	77.50	-	-	-	18	32	114	56	194	132	63	26	29	9	8	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	771	39.5	76.50	-	-	24	13	57	63	137	193	116	103	51	13	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	151	37.5	76.00	-	-	-	3	18	33	14	37	14	6	20	1	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	312	39.5	77.50	-	-	-	6	36	36	73	31	32	15	64	14	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Duplicating-machine operators (Mimeograph or Ditto)	335	39.0	74.50	-	-	8	12	57	66	49	41	35	9	30	23	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Cook County	272	39.0	75.50	-	-	2	6	51	56	31	35	35	9	26	16	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	193	39.5	73.00	-	-	8	7	33	39	42	19	12	7	9	13	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Cook County	132	39.0	73.50	-	-	2	1	28	30	24	13	12	7	5	6	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	142	39.0	76.50	-	-	-	5	24	27	7	22	23	2	21	10	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Keypunch operators, class A	2,672	39.0	84.50	-	-	-	79	45	91	229	436	582	312	301	335	187	44	10	11	10	-	-	-	-	-	-	-	-	-	-
Cook County	2,485	39.0	84.50	-	-	-	79	36	86	193	416	557	291	287	309	156	44	10	11	10	-	-	-	-	-	-	-	-	-	-
Manufacturing	1,175	38.5	86.50	-	-	-	-	9	11	108	166	309	135	132	187	48	42	8	11	9	-	-	-	-	-	-	-	-	-	-
Cook County	1,011	38.5	87.00	-	-	-	-	-	7	72	146	284	114	131	169	18	42	8	11	9	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	1,497	39.0	83.00	-	-	-	79	36	80	121	270	273	177	169	148	139	2	2	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	490	40.0	91.50	-	-	-	9	9	1	17	15	70	70	58	114	126	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	215	39.0	83.50	-	-	-	-	-	6	17	24	94	23	30	7	10	1	2	-	1	-	-	-	-	-	-	-	-	-	-
Retail trade	282	40.0	75.00	-	-	-	70	8	22	7	72	35	28	24	15	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	427	37.5	78.50	-	-	-	-	17	49	78	144	37	49	40	11	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Keypunch operators, class B	3,964	39.0	76.50	-	-	32	163	427	514	617	731	584	298	236	251	62	30	5	14	-	-	-	-	-	-	-	-	-	-	-
Cook County	3,737	39.0	77.00	-	-	15	124	414	485	542	727	573	284	232	238	56	30	5	12	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	1,238	39.5	76.50	-	-	12	46	86	175	275	252	119	63	78	95	25	1	1	10	-	-	-	-	-	-	-	-	-	-	-
Cook County	1,070	39.5	77.50	-	-	-	7	82	146	215	252	117	61	77	82	19	1	1	10	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	2,726	38.5	76.50	-	-	20	117	341	339	342	479	465	235	158	156	37	29	4	4	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	401	39.5	88.00	-	-	-	-	13	10	50	49	60	11	28	118	31	26	4	1	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	636	39.0	77.50	-	-	-	3	49	77	84	148	158	60	34	19	3	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Retail trade	302	39.5	73.50	-	-	-	6	7	61	28	46	80	35	29	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	1,163	37.5	72.50	-	-	5	98	216	205	133	189	165	112	33	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	224	39.5	81.50	-	-	-	9	9	2	19	29	13	47	23	53	12	3	3	2	-	-	-	-	-	-	-	-	-	-	-
Office girls	1,260	39.5	64.00	5	18	158	306	298	153	156	67	29	45	16	7	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Cook County	1,160	39.0	64.00	5	10	133	288	289	151	121	65	29	45	15	7	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	339	39.0	65.00	5	13	46	57	62	45	47	22	20	6	10	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cook County	269	39.0	66.00	5	5	24	54	54	44	20	22	20	6	9	5	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	921	39.5	63.50	-	5	112	249	236	108	109	45	9	39	6	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	229	39.5	64.50	-	2	26	48	45	38	43	26	-	1	-	-															

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, Chicago, Ill., April 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 \$45	\$45 and under 50	50	55	60	65	70	75	80	85	90	95	100	105	110	115	120	125	130	135	140	145	150	155	160 and over			
Women—Continued																															
Secretaries	15,064	38.5	\$101.50	-	-	-	18	37	132	238	558	1117	1420	2027	1925	1738	1495	1274	1018	760	451	384	243	88	57	46	17	21			
Cook County	14,218	38.5	101.50	-	-	-	18	26	106	173	494	1027	1340	1938	1839	1655	1443	1242	985	694	387	381	241	88	57	46	17	21			
Manufacturing	5,847	39.0	103.00	-	-	-	-	12	46	72	183	403	569	758	702	587	512	501	417	363	195	285	149	39	27	16	6	5			
Cook County	5,257	39.0	104.00	-	-	-	-	3	25	23	130	332	504	686	647	531	486	478	411	338	137	284	149	39	27	16	6	5			
Nonmanufacturing	9,217	38.5	100.00	-	-	-	18	25	86	166	375	714	851	1269	1223	1151	983	773	601	397	256	99	94	49	30	11	16				
Public utilities ²	954	39.5	111.50	-	-	-	-	-	-	2	20	22	49	61	90	83	134	97	101	114	74	18	37	23	7	3	3	16			
Wholesale trade	1,866	39.0	102.00	-	-	-	-	-	-	11	58	132	147	238	259	265	99	254	184	66	77	14	29	5	23	3	2	-			
Retail trade	1,713	39.5	97.00	-	-	-	11	5	14	57	74	125	150	306	196	199	264	173	50	63	7	12	5	2	-	-	-	-			
Finance ³	2,781	37.5	97.50	-	-	-	2	41	70	159	227	306	423	457	321	273	179	138	59	61	31	7	18	-	9	-	-	-			
Services	1,903	37.5	98.50	-	-	-	7	18	31	26	64	208	199	241	221	283	213	70	128	95	37	24	16	1	-	15	6	-			
Stenographers, general	8,545	38.5	83.50	-	-	2	10	259	770	1015	1489	1389	1245	763	646	486	320	123	17	9	1	1	-	-	-	-	-	-			
Cook County	7,950	38.5	83.50	-	-	1	5	176	687	961	1404	1318	1206	734	589	459	273	109	17	9	1	1	-	-	-	-	-	-			
Manufacturing	3,653	39.0	83.00	-	-	-	4	101	325	421	549	633	670	354	265	195	116	11	3	6	-	-	-	-	-	-	-	-			
Cook County	3,247	39.0	83.50	-	-	-	-	33	251	373	501	581	643	347	232	178	88	11	3	6	-	-	-	-	-	-	-	-			
Nonmanufacturing	4,892	38.0	83.50	-	-	2	6	158	445	594	940	756	575	409	381	291	204	112	14	3	1	1	-	-	-	-	-	-			
Public utilities ²	928	39.5	98.00	-	-	-	2	8	22	28	54	22	73	48	153	244	156	105	8	3	1	1	-	-	-	-	-	-			
Wholesale trade	923	39.0	83.00	-	-	-	-	15	63	89	188	187	119	124	74	17	37	6	4	-	-	-	-	-	-	-	-	-			
Retail trade	311	39.5	78.50	-	-	1	2	7	30	86	47	59	24	41	8	5	1	-	-	-	-	-	-	-	-	-	-	-			
Finance ³	2,019	37.5	78.00	-	-	-	1	110	282	320	485	369	236	105	92	17	2	-	-	-	-	-	-	-	-	-	-	-			
Services	711	37.5	81.50	-	-	1	1	18	48	71	166	119	123	91	54	8	8	1	2	-	-	-	-	-	-	-	-	-			
Stenographers, senior	3,311	38.5	92.00	-	-	-	9	51	65	102	282	377	533	523	520	299	304	123	95	22	4	2	-	-	-	-	-	-			
Cook County	2,917	38.5	93.00	-	-	-	-	15	29	97	194	346	483	473	501	281	284	107	79	22	4	2	-	-	-	-	-	-			
Manufacturing	1,296	39.0	96.50	-	-	-	-	-	-	17	76	101	166	150	259	153	241	80	41	9	2	1	-	-	-	-	-	-			
Cook County	1,129	39.0	97.00	-	-	-	-	-	-	12	44	95	142	137	242	135	221	64	25	9	2	1	-	-	-	-	-	-			
Nonmanufacturing	2,015	38.5	89.00	-	-	-	9	51	65	85	206	276	367	373	261	146	63	43	54	13	2	1	-	-	-	-	-	-			
Public utilities ²	245	39.5	93.50	-	-	-	-	-	-	-	33	31	41	46	23	25	15	12	11	6	2	-	-	-	-	-	-	-			
Wholesale trade	190	39.0	96.00	-	-	-	-	-	-	-	4	4	35	40	43	41	18	-	3	1	-	1	-	-	-	-	-				
Retail trade	627	37.5	91.50	-	-	-	-	13	12	11	14	85	161	123	98	42	8	22	38	-	-	-	-	-	-	-	-	-			
Finance ³	627	37.5	91.50	-	-	-	-	13	12	11	14	85	161	123	98	42	8	22	38	-	-	-	-	-	-	-	-	-			
Services	572	38.0	84.00	-	-	-	9	38	51	31	93	58	68	103	65	24	16	8	2	6	-	-	-	-	-	-	-	-			
Switchboard operators	1,983	39.0	80.00	3	6	69	171	125	142	170	197	296	231	320	122	73	18	18	13	2	2	-	4	1	-	-	-	-			
Cook County	1,881	39.0	80.00	1	2	66	162	113	137	161	190	289	227	306	107	62	18	18	13	2	2	-	4	1	-	-	-	-			
Manufacturing	526	39.0	85.50	-	-	-	-	4	29	49	66	130	56	100	35	30	6	6	12	2	1	-	-	-	-	-	-	-			
Cook County	495	39.0	85.50	-	-	-	-	1	26	45	60	128	54	96	30	28	6	6	12	2	1	-	-	-	-	-	-	-			
Nonmanufacturing	1,457	38.5	78.00	3	6	69	171	121	113	121	131	166	175	220	87	43	12	12	1	-	1	-	4	1	-	-	-	-			
Public utilities ²	242	39.5	94.00	-	-	-	-	-	-	1	3	7	30	24	71	57	33	5	10	-	-	-	-	-	-	-	-	-			
Wholesale trade	120	39.5	85.50	-	-	-	6	3	1	8	8	15	45	13	10	2	6	2	1	-	-	-	-	-	-	-	-	-			
Retail trade	245	40.0	69.00	3	6	11	54	16	35	30	36	25	17	7	2	2	1	-	-	-	-	-	-	-	-	-	-	-			
Finance ³	385	37.0	83.00	-	-	-	7	9	23	61	64	27	66	109	9	6	-	-	-	-	-	-	4	-	-	-	-	-			
Services	465	39.0	67.50	-	-	58	104	93	53	19	16	69	23	20	9	-	-	-	-	-	-	1	-	-	-	-	-	-			
Switchboard operator-receptionists	2,432	39.0	81.00	-	-	9	44	133	205	251	494	392	351	220	176	75	36	22	20	3	-	-	1	-	-	-	-	-			
Cook County	2,284	38.5	81.50	-	-	9	44	66	204	248	471	358	335	216	176	75	36	22	20	3	-	-	1	-	-	-	-	-			
Manufacturing	1,190	39.0	81.50	-	-	-	-	81	75	127	245	173	241	112	70	35	29	-	2	-	-	-	-	-	-	-	-	-			
Cook County	1,063	39.0	82.50	-	-	-	-	14	74	126	235	145	225	108	70	35	29	-	2	-	-	-	-	-	-	-	-	-			
Nonmanufacturing	1,242	38.5	80.50	-	-	9	44	52	130	124	249	219	110	108	106	40	7	22	18	3	-	-	1	-	-	-	-	-			
Public utilities ²	123	39.0	86.00	-	-	-	-	-	12	12	33	23	1	29	19	7	3	-	-	-	-	3	-	-	-	-	-	-			
Wholesale trade	614	39.0	80.00	-	-	-	36	23	66	91	115	89	47	61	22	32	4	10	18	-	-	-	-	-	-	-	-	-			
Retail trade	110	39.5	74.50	-	-	9	-	11	19	8	18	10	23	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Finance ³	228	36.5	80.50	-	-	-	-	18	28	9	60	47	20	-	46	-	-	-	-	-	-	-	-	-	-	-	-	-			
Services	167	38.5	82.50	-	-	-	8	-	5	4	43	50	19	6	19	1	-	12	-	-	-	-	-	-	-	-	-	-			

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, Chicago, Ill., April 1963)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																										
		Weekly hours (Standard)	Weekly earnings ¹ (Standard)	Under \$45	\$45 and under 50	50-55	55-60	60-65	65-70	70-75	75-80	80-85	85-90	90-95	95-100	100-105	105-110	110-115	115-120	120-125	125-130	130-135	135-140	140-145	145-150	150-155	155-160	160 and over		
Women—Continued																														
Tabulating-machine operators, class B	394	39.0	\$94.00	-	-	-	-	10	-	2	8	112	29	45	65	33	58	11	5	6	7	3	-	-	-	-	-	-	-	
Cook County	371	39.0	93.00	-	-	-	-	10	-	2	7	110	29	43	63	32	57	8	-	1	7	2	-	-	-	-	-	-	-	
Manufacturing	107	39.0	100.00	-	-	-	-	-	-	-	-	8	2	24	29	12	16	5	4	1	4	2	-	-	-	-	-	-	-	
Nonmanufacturing	287	39.0	92.00	-	-	-	-	10	-	2	8	104	27	21	36	21	42	6	1	5	3	1	-	-	-	-	-	-	-	
Public utilities ²	112	40.0	97.50	-	-	-	-	-	-	-	-	36	13	-	6	16	36	-	1	-	3	1	-	-	-	-	-	-	-	
Finance ³	102	37.5	88.50	-	-	-	-	-	-	2	7	44	12	19	2	-	5	6	-	5	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class C	421	39.5	83.50	-	-	-	8	29	19	74	74	58	13	43	12	17	67	2	1	4	-	-	-	-	-	-	-	-	-	
Cook County	336	39.5	84.00	-	-	-	3	13	16	60	67	48	5	43	10	8	63	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	117	39.0	85.50	-	-	-	1	9	-	11	8	26	1	42	3	11	5	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	304	40.0	82.50	-	-	-	7	20	19	63	66	32	12	1	9	6	62	2	1	4	-	-	-	-	-	-	-	-	-	
Public utilities ²	193	40.0	86.50	-	-	-	7	11	4	35	28	24	8	-	2	6	62	1	1	4	-	-	-	-	-	-	-	-	-	
Transcribing-machine operators, general	2,448	38.5	80.00	-	5	3	29	150	246	399	456	383	343	183	91	116	32	3	2	-	7	-	-	-	-	-	-	-	-	
Cook County	2,289	38.5	80.00	-	-	3	16	130	219	382	420	357	343	168	91	116	32	3	2	-	7	-	-	-	-	-	-	-	-	-
Manufacturing	901	39.5	81.00	-	-	-	2	35	80	176	134	143	143	94	47	36	4	-	-	-	7	-	-	-	-	-	-	-	-	
Cook County	771	39.0	81.50	-	-	-	-	20	56	159	103	117	143	79	47	36	4	-	-	-	7	-	-	-	-	-	-	-	-	
Nonmanufacturing	1,547	38.0	79.00	-	5	3	27	115	166	223	322	240	200	89	44	80	28	3	2	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	442	39.0	82.00	-	-	-	1	30	66	98	61	103	44	6	9	22	-	1	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	114	40.0	76.50	-	-	3	2	12	21	9	15	25	19	3	2	1	2	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	510	37.5	74.00	-	5	-	23	90	60	96	66	103	43	16	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services	391	37.0	78.00	-	-	-	1	12	55	52	143	51	34	23	9	11	-	-	-	-	-	-	-	-	-	-	-	-	-	
Typists, class A	5,900	38.5	80.00	-	-	5	41	192	801	1027	1130	873	644	561	297	250	60	16	3	-	-	-	-	-	-	-	-	-	-	
Cook County	5,506	38.5	80.00	-	-	5	33	154	766	930	1090	856	611	550	257	181	55	15	3	-	-	-	-	-	-	-	-	-	-	
Manufacturing	2,695	39.0	80.50	-	-	-	23	97	261	506	495	464	271	253	151	140	26	7	1	-	-	-	-	-	-	-	-	-	-	
Cook County	2,329	39.0	80.50	-	-	-	15	59	228	413	457	450	245	244	112	72	26	7	1	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	3,205	38.0	79.50	-	5	18	95	540	521	635	409	373	308	146	110	34	9	2	-	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	212	39.5	90.50	-	-	-	-	5	3	10	31	21	27	28	37	30	9	9	2	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	289	39.5	82.00	-	-	3	9	15	14	9	60	57	43	42	20	15	2	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	314	39.5	79.50	-	-	2	3	23	32	33	62	68	31	31	20	8	1	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	1,779	37.0	76.00	-	-	-	5	43	452	416	384	193	164	80	27	6	9	-	-	-	-	-	-	-	-	-	-	-	-	
Services	611	37.5	85.00	-	-	-	1	9	39	53	98	70	108	127	42	51	13	-	-	-	-	-	-	-	-	-	-	-	-	
Typists, class B	10,442	39.0	69.00	-	21	384	1002	2130	2510	1699	1303	749	300	209	109	23	2	1	-	-	-	-	-	-	-	-	-	-	-	
Cook County	9,663	38.5	69.50	-	2	220	781	1961	2438	1658	1274	726	286	193	98	23	2	1	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	3,297	39.5	70.00	-	-	67	221	563	920	565	388	342	157	47	16	9	1	1	-	-	-	-	-	-	-	-	-	-	-	
Cook County	2,786	39.0	71.50	-	-	17	61	427	862	531	362	323	143	35	14	9	1	1	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	7,145	38.5	68.50	-	21	317	781	1567	1590	1134	915	407	143	162	93	14	1	-	-	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	478	39.5	77.00	-	-	-	5	133	39	52	51	42	23	64	58	10	1	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	1,117	39.5	68.50	-	-	47	91	204	319	176	125	103	38	11	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	1,055	39.5	70.00	-	2	96	87	137	146	217	242	61	37	26	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	3,479	38.0	66.50	-	13	147	531	918	760	508	434	92	36	36	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services	1,016	38.0	69.50	-	6	27	67	175	326	181	63	109	9	25	28	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

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

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Chicago, Ill., April 1963)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																											
		Weekly hours (Standard)	Weekly earnings ¹ (Standard)	\$ 60 and under 65	\$ 65 70	\$ 70 75	\$ 75 80	\$ 80 85	\$ 85 90	\$ 90 95	\$ 95 100	\$ 100 105	\$ 105 110	\$ 110 115	\$ 115 120	\$ 120 125	\$ 125 130	\$ 130 135	\$ 135 140	\$ 140 145	\$ 145 150	\$ 150 160	\$ 160 170	\$ 170 180	\$ 180 190	\$ 190 200	\$ 200 210	\$ 210 and over			
Men																															
Draftsmen, leader	764	39.0	\$161.00	-	-	-	-	-	-	-	2	1	5	13	13	33	26	52	50	53	35	117	86	73	28	60	85	32			
Cook County	601	39.0	161.50	-	-	-	-	-	-	-	2	-	4	9	11	18	18	35	50	51	20	83	80	55	16	48	85	16			
Manufacturing	451	40.0	154.50	-	-	-	-	-	-	-	2	1	5	13	8	27	16	42	36	32	33	79	53	20	16	21	25	22			
Cook County	296	39.5	152.50	-	-	-	-	-	-	-	2	-	4	9	6	12	8	25	36	30	18	45	47	10	4	9	25	6			
Nonmanufacturing	313	38.5	171.00	-	-	-	-	-	-	-	-	-	-	5	6	10	10	14	21	2	38	33	53	12	39	60	10				
Draftsmen, senior	3,786	39.5	134.50	-	-	-	14	1	32	104	60	146	140	196	346	320	300	309	424	203	162	408	265	231	96	28	1	-			
Cook County	3,017	39.5	137.00	-	-	-	5	-	4	73	28	72	101	162	250	305	226	261	360	182	110	329	216	215	89	28	1	-			
Manufacturing	2,549	39.5	127.50	-	-	-	9	1	29	103	57	136	132	168	307	246	240	223	321	103	75	190	127	69	11	1	1	-			
Cook County	1,842	39.5	129.00	-	-	-	-	-	1	72	25	62	93	138	212	231	166	178	258	84	38	131	93	53	5	1	1	-			
Nonmanufacturing	1,237	39.5	149.00	-	-	-	5	-	3	1	3	10	8	28	39	74	60	86	103	100	87	218	138	162	85	27	-	-			
Public utilities ²	195	39.5	133.50	-	-	-	-	-	2	-	2	2	4	11	8	21	27	35	29	10	19	15	2	7	1	-	-	-			
Services	952	39.5	154.00	-	-	-	5	-	1	-	1	4	3	9	27	40	23	45	71	77	63	188	132	152	84	27	-	-			
Draftsmen, junior	2,522	39.5	102.00	3	49	143	128	286	175	270	172	296	184	137	86	165	139	61	47	79	34	68	-	-	-	-	-	-			
Cook County	2,047	39.5	102.50	3	34	91	107	225	149	209	160	272	152	128	66	131	86	48	31	53	34	68	-	-	-	-	-	-			
Manufacturing	1,751	40.0	94.00	-	32	142	119	275	161	234	149	230	137	86	36	36	57	33	9	9	4	2	-	-	-	-	-	-			
Cook County	1,397	39.5	94.50	-	17	90	98	214	137	173	137	206	107	85	27	30	40	24	1	5	4	2	-	-	-	-	-	-			
Nonmanufacturing	771	39.5	119.50	3	17	1	9	11	14	36	23	66	47	51	50	129	82	28	38	70	30	66	-	-	-	-	-	-			
Public utilities ²	230	40.0	111.50	-	14	-	5	4	9	9	15	6	11	14	21	84	35	1	2	-	-	-	-	-	-	-	-	-			
Services	505	39.0	125.00	3	3	1	3	4	1	16	6	57	33	35	25	44	47	25	36	70	30	66	-	-	-	-	-	-			
Tracers	129	39.5	80.50	-	32	12	17	29	15	9	7	-	7	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-			
Cook County	81	39.0	84.50	-	7	8	9	21	14	9	7	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Manufacturing	62	40.0	75.50	-	26	9	11	7	6	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Women																															
Nurses, industrial (registered)	642	39.5	103.50	1	2	5	3	19	60	88	89	119	66	50	51	36	26	20	2	4	-	1	-	-	-	-	-	-			
Cook County	568	39.5	104.00	1	2	3	2	19	42	84	79	113	57	40	43	30	26	20	2	4	-	1	-	-	-	-	-	-			
Manufacturing	524	39.5	103.50	-	-	1	1	16	58	73	66	105	52	41	33	34	24	18	1	1	-	-	-	-	-	-	-	-			
Cook County	462	39.5	104.00	-	-	-	-	1	16	40	69	57	99	45	34	29	28	24	18	1	1	-	-	-	-	-	-	-			
Nonmanufacturing	118	39.5	103.00	1	2	4	2	3	2	15	23	14	14	9	18	2	2	2	1	3	-	1	-	-	-	-	-	-			

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

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

(Average straight-time weekly earnings for selected occupations studied on an area basis
by industry division, Chicago, Ill., April 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) -----	1,321	\$81.00	Clerks, file, class A -----	1,538	\$80.50	Duplicating-machine operators (Mimeograph or Ditto) -----	415	\$75.00
Cook County -----	1,245	81.00	Cook County -----	1,413	80.50	Cook County -----	352	75.50
Manufacturing -----	594	79.00	Manufacturing -----	550	82.00	Manufacturing -----	223	73.50
Cook County -----	546	79.00	Cook County -----	444	82.00	Cook County -----	162	74.00
Nonmanufacturing -----	727	82.00	Nonmanufacturing -----	988	80.00	Nonmanufacturing -----	192	76.50
Wholesale trade -----	334	81.00	Wholesale trade -----	144	79.50			
			Finance ² -----	489	77.00			
			Services -----	249	79.50			
Billers, machine (bookkeeping machine) -----	479	71.00	Clerks, file, class B -----	4,799	67.50	Keypunch operators, class A -----	2,712	85.00
Cook County -----	437	71.50	Cook County -----	4,653	67.50	Cook County -----	2,504	84.50
Nonmanufacturing -----	458	70.50	Manufacturing -----	1,305	68.50	Manufacturing -----	1,181	86.50
Retail trade -----	243	67.00	Cook County -----	1,184	69.00	Cook County -----	1,013	87.00
			Nonmanufacturing -----	3,494	67.50	Nonmanufacturing -----	1,531	83.50
Bookkeeping-machine operators, class A -----	1,030	94.00	Public utilities ³ -----	431	83.50	Public utilities ³ -----	524	92.00
Cook County -----	948	94.00	Wholesale trade -----	564	70.00	Wholesale trade -----	215	83.50
Manufacturing -----	490	95.50	Retail trade -----	443	66.50	Retail trade -----	282	75.00
Cook County -----	412	95.50	Finance ² -----	1,536	62.50	Finance ² -----	427	78.50
Nonmanufacturing -----	540	93.00	Services -----	520	64.50			
Wholesale trade -----	240	89.50						
Retail trade -----	124	88.00	Clerks, file, class C -----	1,586	59.00	Keypunch operators, class B -----	3,980	76.50
			Cook County -----	1,462	59.50	Cook County -----	3,753	77.00
Bookkeeping-machine operators, class B -----	3,670	77.00	Manufacturing -----	392	61.50	Manufacturing -----	1,241	76.50
Cook County -----	3,455	77.50	Cook County -----	324	61.50	Cook County -----	1,073	78.00
Manufacturing -----	774	83.50	Nonmanufacturing -----	1,194	58.50	Nonmanufacturing -----	2,739	77.00
Cook County -----	715	85.00	Retail trade -----	259	58.50	Public utilities ³ -----	413	88.50
Nonmanufacturing -----	2,896	75.00	Finance ² -----	679	57.50	Wholesale trade -----	636	77.50
Wholesale trade -----	478	78.00	Clerks, order -----	4,645	96.00	Retail trade -----	303	73.50
Retail trade -----	271	73.50	Cook County -----	4,247	97.50	Finance ² -----	1,163	72.50
Finance ² -----	1,976	73.50	Manufacturing -----	1,874	89.50	Services -----	224	81.50
Services -----	138	81.00	Cook County -----	1,504	92.00			
			Nonmanufacturing -----	2,771	100.00	Office boys and girls -----	3,150	66.00
Clerks, accounting, class A -----	5,603	104.50	Wholesale trade -----	2,138	107.00	Cook County -----	2,995	66.00
Cook County -----	5,377	105.00	Retail trade -----	509	74.00	Manufacturing -----	857	67.00
Manufacturing -----	2,114	107.00	Clerks, payroll -----	2,653	91.50	Cook County -----	735	67.50
Cook County -----	1,962	108.00	Cook County -----	2,416	92.50	Nonmanufacturing -----	2,293	65.50
Nonmanufacturing -----	3,489	103.00	Manufacturing -----	1,632	92.50	Public utilities ³ -----	205	77.00
Public utilities ³ -----	623	110.50	Cook County -----	1,443	93.50	Wholesale trade -----	324	69.00
Wholesale trade -----	818	110.50	Nonmanufacturing -----	1,021	90.50	Retail trade -----	358	66.50
Retail trade -----	642	98.50	Public utilities ³ -----	252	101.00	Finance ² -----	993	62.50
Finance ² -----	1,084	96.50	Wholesale trade -----	158	90.00	Services -----	413	63.00
Services -----	322	99.50	Retail trade -----	214	82.00			
			Finance ² -----	151	93.50			
			Services -----	246	86.00			
Clerks, accounting, class B -----	7,003	80.50	Comptometer operators -----	3,008	81.00	Secretaries -----	15,183	101.50
Cook County -----	6,463	81.00	Cook County -----	2,881	81.50	Cook County -----	14,336	102.00
Manufacturing -----	2,608	82.50	Manufacturing -----	748	85.00	Manufacturing -----	5,870	103.00
Cook County -----	2,246	82.50	Cook County -----	676	86.50	Cook County -----	5,279	104.00
Nonmanufacturing -----	4,395	79.50	Nonmanufacturing -----	2,260	79.50	Nonmanufacturing -----	9,313	100.50
Public utilities ³ -----	810	94.00	Public utilities ³ -----	305	93.50	Public utilities ³ -----	1,032	113.00
Wholesale trade -----	950	82.50	Wholesale trade -----	718	79.00	Wholesale trade -----	1,874	102.00
Retail trade -----	969	72.50	Retail trade -----	773	76.50	Retail trade -----	1,721	97.00
Finance ² -----	1,275	74.00	Finance ² -----	152	76.00	Finance ² -----	2,782	97.50
Services -----	391	76.50	Services -----	312	77.50	Services -----	1,904	98.50

See footnotes at end of table.

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

(Average straight-time weekly earnings for selected occupations studied on an area basis by industry division, Chicago, Ill., April 1963)

Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)
<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>		
Stenographers, general	8,595	\$83.50	Tabulating-machine operators, class A	1,216	\$114.50	Typists, class B	10,550	\$69.00
Cook County	8,000	83.50	Cook County	1,114	114.50	Cook County	9,771	69.50
Manufacturing	3,665	83.00	Manufacturing	516	114.50	Manufacturing	3,325	70.50
Cook County	3,259	84.00	Cook County	424	115.00	Cook County	2,814	71.50
Nonmanufacturing	4,930	83.50	Nonmanufacturing	700	115.00	Nonmanufacturing	7,225	68.50
Public utilities ³	966	98.00	Public utilities ³	102	118.50	Public utilities ³	488	77.50
Wholesale trade	923	83.00	Wholesale trade	154	127.50	Wholesale trade	1,174	68.50
Retail trade	311	78.50	Finance ²	286	110.00	Retail trade	1,055	70.00
Finance ²	2,019	78.00	Tabulating-machine operators, class B	1,760	95.50	Finance ²	3,479	66.50
Services	711	81.50	Cook County	1,674	95.00	Services	1,029	69.50
Stenographers, senior	3,372	92.50	Manufacturing	560	98.50	<u>Professional and technical occupations</u>		
Cook County	2,978	93.50	Cook County	505	98.00	Draftsmen, leader	771	161.00
Manufacturing	1,328	97.00	Nonmanufacturing	1,200	94.00	Cook County	608	161.50
Cook County	1,161	97.00	Public utilities ³	268	102.00	Manufacturing	455	154.00
Nonmanufacturing	2,044	89.00	Wholesale trade	283	90.50	Cook County	300	152.00
Public utilities ³	271	95.50	Retail trade	115	93.00	Nonmanufacturing	316	170.50
Wholesale trade	190	96.00	Finance ²	451	91.50	Draftsmen, senior	3,814	134.50
Finance ²	627	91.50	Tabulating-machine operators, class C	938	85.00	Cook County	3,044	137.00
Services	575	84.50	Cook County	819	84.50	Manufacturing	2,557	127.50
Switchboard operators	1,990	80.00	Manufacturing	312	84.00	Cook County	1,850	129.00
Cook County	1,888	80.00	Cook County	262	84.00	Nonmanufacturing	1,257	149.00
Manufacturing	526	85.50	Nonmanufacturing	626	85.50	Public utilities ³	195	133.50
Cook County	495	85.50	Public utilities ³	247	91.00	Services	969	153.50
Nonmanufacturing	1,464	78.00	Wholesale trade	131	79.50	Draftsmen, junior	2,547	102.00
Public utilities ³	249	94.00	Finance ²	115	79.50	Cook County	2,066	102.50
Wholesale trade	120	85.50	Transcribing-machine operators, general	2,455	80.00	Manufacturing	1,757	94.00
Retail trade	245	69.00	Cook County	2,296	80.00	Cook County	1,402	96.00
Finance ²	385	83.00	Manufacturing	901	81.00	Nonmanufacturing	790	120.00
Services	465	67.50	Cook County	771	81.50	Public utilities ³	231	111.50
Switchboard operator-receptionists	2,432	81.00	Nonmanufacturing	1,554	79.00	Services	522	125.00
Cook County	2,284	81.50	Wholesale trade	442	82.00	Nurses, industrial (registered)	647	103.50
Manufacturing	1,190	81.50	Retail trade	114	76.50	Cook County	571	104.00
Cook County	1,063	82.50	Finance ²	510	74.00	Manufacturing	527	104.00
Nonmanufacturing	1,242	80.50	Services	398	78.50	Cook County	465	104.00
Public utilities ³	123	86.00	Typists, class A	5,933	80.00	Nonmanufacturing	120	103.50
Wholesale trade	614	80.00	Cook County	5,538	80.00	Tracers	134	81.00
Retail trade	110	74.50	Manufacturing	2,707	80.50	Cook County	84	84.50
Finance ²	228	80.50	Cook County	2,340	80.50	Manufacturing	65	76.00
Services	167	82.50	Nonmanufacturing	3,226	79.50			
			Public utilities ³	219	90.50			
			Wholesale trade	294	82.00			
			Retail trade	314	79.50			
			Finance ²	1,780	76.00			
			Services	619	85.00			

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

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, Chicago, Ill., April 1963)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																									
			Under \$1.90	\$1.90 and under 2.00	\$2.00 2.10	\$2.10 2.20	\$2.20 2.30	\$2.30 2.40	\$2.40 2.50	\$2.50 2.60	\$2.60 2.70	\$2.70 2.80	\$2.80 2.90	\$2.90 3.00	\$3.00 3.10	\$3.10 3.20	\$3.20 3.30	\$3.30 3.40	\$3.40 3.50	\$3.50 3.60	\$3.60 3.70	\$3.70 3.80	\$3.80 4.00	\$4.00 4.20	\$4.20 4.40	\$4.40 4.60	\$4.60 4.80	\$4.80 5.00
Carpenters, maintenance	1,079	\$ 3.33	-	-	24	-	1	1	14	90	86	65	51	62	82	29	131	40	49	26	2	6	4	19	272	25	-	-
Cook County	959	3.39	-	-	-	-	1	1	8	90	83	63	49	36	73	29	106	21	49	26	2	6	4	16	271	25	-	-
Manufacturing	542	3.04	-	-	24	-	-	-	8	14	59	36	25	56	81	25	106	27	45	18	1	5	1	1	10	-	-	-
Cook County	439	3.09	-	-	-	-	-	-	2	14	56	34	23	30	72	25	82	20	45	18	1	5	1	1	10	-	-	-
Nonmanufacturing	537	3.63	-	-	-	-	1	1	6	76	27	29	26	6	1	4	25	13	4	8	1	1	3	18	262	25	-	-
Public utilities ²	122	2.78	-	-	-	-	-	-	-	62	4	23	1	1	-	24	1	-	6	-	-	-	-	-	-	-	-	-
Retail trade	116	3.30	-	-	-	-	1	-	5	14	20	2	22	4	-	3	-	1	-	-	-	-	-	15	16	13	-	-
Finance ³	230	4.21	-	-	-	-	-	1	-	-	-	-	2	1	-	1	-	-	-	-	1	-	3	-	209	12	-	-
Services	63	3.84	-	-	-	-	-	-	-	-	3	2	2	-	-	-	1	11	4	-	-	-	3	37	-	-	-	-
Electricians, maintenance	3,365	3.38	-	-	8	8	-	20	24	60	49	199	170	98	151	364	275	516	263	412	104	323	33	5	11	26	231	15
Cook County	2,835	3.40	-	-	-	-	-	20	12	38	41	192	163	68	138	320	214	340	256	406	78	231	33	3	11	25	231	15
Manufacturing	2,298	3.31	-	-	8	8	-	20	24	57	41	89	118	77	130	282	236	370	256	289	84	51	31	1	7	10	94	15
Cook County	2,006	3.34	-	-	-	-	-	20	12	35	33	87	111	47	117	238	183	306	249	289	70	51	31	1	7	10	94	15
Nonmanufacturing	1,067	3.54	-	-	-	-	-	-	-	3	8	110	52	21	21	82	39	146	7	123	20	272	2	4	4	16	137	-
Public utilities ²	441	3.41	-	-	-	-	-	-	-	-	-	98	27	-	1	-	23	4	-	17	18	253	-	-	-	-	-	-
Retail trade	67	3.45	-	-	-	-	-	-	-	-	1	-	5	-	8	-	7	17	2	19	-	-	1	1	-	5	-	-
Finance ³	212	4.21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	87	-	-	1	-	4	14	106	-
Services	276	3.41	-	-	-	-	-	-	-	3	7	-	-	3	12	78	5	112	5	-	2	19	-	3	-	1	26	-
Engineers, stationary	2,330	3.30	4	-	24	-	-	17	62	53	57	183	39	68	62	182	114	197	199	632	166	122	135	7	2	1	2	2
Cook County	2,275	3.31	-	-	24	-	-	17	62	49	56	165	36	60	62	181	113	187	199	632	163	122	135	7	-	1	2	2
Manufacturing	1,107	3.25	-	-	-	-	-	9	44	51	11	144	22	47	43	101	39	143	66	64	136	63	116	4	-	-	2	2
Cook County	1,065	3.26	-	-	-	-	-	9	44	47	10	127	19	39	43	101	39	137	66	64	133	63	116	4	-	-	2	2
Nonmanufacturing	1,223	3.34	4	-	24	-	-	8	18	2	46	39	17	21	19	81	75	54	133	568	30	59	19	3	2	1	-	-
Public utilities ²	118	2.84	-	-	-	-	-	1	4	1	45	34	-	1	8	1	19	3	-	-	1	-	-	-	-	-	-	-
Retail trade	278	3.45	-	-	-	-	-	-	-	-	1	5	3	-	10	36	24	12	-	117	1	59	8	1	-	1	-	-
Finance ³	501	3.51	-	-	-	-	-	-	-	-	-	-	1	1	1	-	-	-	112	374	4	-	7	-	-	-	-	-
Services	277	3.15	4	-	24	-	-	7	14	-	-	-	-	12	1	-	44	32	30	16	77	12	-	-	2	2	-	-
Firemen, stationary boiler	1,149	2.70	31	44	51	10	160	93	78	94	43	47	49	22	37	203	97	3	13	55	15	-	4	-	-	-	-	-
Cook County	957	2.75	31	44	51	10	80	80	34	73	32	36	45	22	36	203	96	3	13	55	9	-	4	-	-	-	-	-
Manufacturing	789	2.61	31	44	33	10	160	69	66	69	14	20	44	15	12	59	81	3	9	34	12	-	4	-	-	-	-	-
Cook County	610	2.66	31	44	33	10	80	56	22	48	3	17	40	15	12	59	81	3	9	34	9	-	4	-	-	-	-	-
Nonmanufacturing	360	2.91	-	-	18	-	-	24	12	25	29	27	5	7	25	144	16	-	4	21	3	-	-	-	-	-	-	-
Public utilities ²	59	2.73	-	-	-	-	-	-	8	24	4	4	3	-	-	16	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	85	3.05	-	-	-	-	-	-	4	1	4	4	2	7	1	49	9	-	4	-	-	-	-	-	-	-	-	-
Services	123	2.84	-	-	-	-	-	23	-	-	-	21	19	-	-	19	35	3	-	-	3	-	-	-	-	-	-	-
Helpers, maintenance trades	1,334	2.54	77	31	57	58	37	67	189	263	135	173	112	60	32	4	33	4	-	1	1	-	-	-	-	-	-	-
Cook County	1,109	2.59	1	30	40	56	17	62	169	235	107	148	112	60	29	4	33	4	-	1	1	-	-	-	-	-	-	-
Manufacturing	980	2.48	76	27	57	37	37	64	122	230	64	149	35	32	32	2	10	4	-	1	1	-	-	-	-	-	-	-
Cook County	781	2.55	-	26	40	35	17	62	106	210	47	124	35	32	29	2	10	4	-	1	1	-	-	-	-	-	-	-
Nonmanufacturing	354	2.68	1	4	-	-	-	3	67	33	71	24	77	28	-	2	23	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	162	2.59	-	-	-	-	-	3	50	25	71	1	-	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom	1,648	3.22	-	-	-	-	-	-	2	40	61	85	78	86	124	191	364	156	156	154	88	26	32	5	-	-	-	-
Cook County	1,269	3.27	-	-	-	-	-	-	2	8	41	48	36	29	109	182	261	106	156	149	79	26	32	5	-	-	-	-
Manufacturing	1,643	3.22	-	-	-	-	-	-	-	40	60	85	78	85	124	191	363	156	156	154	88	26	32	5	-	-	-	-
Cook County	1,264	3.27	-	-	-	-	-	-	-	8	40	48	36	28	109	182	260	106	156	149	79	26	32	5	-	-	-	-
Machinists, maintenance	3,083	3.33	-	-	-	-	-	19	21	55	49	49	110	249	330	168	375	412	428	413	52	80	64	27	17	155	9	1
Cook County	2,767	3.35	-	-	-	-	-	-	21	49	49	48	95	223	244	144	318	379	428	378	48	78	56	27	17	155	9	1
Manufacturing	2,909	3.33	-	-	-	-	-	19	21	55	47	8	110	246	330	164	360	397	428	403	44	13	55	27	17	155	9	1
Cook County	2,611	3.35	-	-	-	-	-	-	21	49	47	7	95	220	244	141	303	365	428	370	44	13	55	27	17	155	9	1
Nonmanufacturing	174	3.37	-	-	-	-	-	-	-	-	2	41	-	3	-	4	15	15	-	10	8	67	9	-	-	-	-	-
Public utilities ²	119	3.35	-	-	-	-	-	-	-	-	2	41	-	-	-	-	-	-	-	7	4	65	-	-	-	-	-	-

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, Chicago, Ill., April 1963)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																										
			Under \$1.00	\$1.00 and under 1.10	1.10 1.20	1.20 1.30	1.30 1.40	1.40 1.50	1.50 1.60	1.60 1.70	1.70 1.80	1.80 1.90	1.90 2.00	2.00 2.10	2.10 2.20	2.20 2.30	2.30 2.40	2.40 2.50	2.50 2.60	2.60 2.70	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 and over	
Order fillers -----	9,111	\$2.35	-	-	-	-	8	125	79	247	393	281	789	599	593	426	591	1761	686	1091	640	128	256	322	11	34	22	29	
Cook County -----	8,360	2.37	-	-	-	-	8	125	79	247	248	187	739	579	533	284	561	1741	586	1064	625	85	255	322	11	34	19	28	
Manufacturing -----	3,121	2.27	-	-	-	-	-	-	-	12	130	138	182	189	208	455	319	333	480	249	158	94	42	28	8	11	34	22	
Cook County -----	2,619	2.29	-	-	-	-	-	-	-	-	12	130	130	91	140	190	407	189	303	466	154	158	80	42	27	8	11	34	19
Nonmanufacturing -----	5,990	2.39	-	-	-	-	8	125	67	117	255	99	600	391	138	107	258	1281	437	933	546	86	228	314	-	-	-	-	
Public utilities ³ -----	156	2.35	-	-	-	-	-	-	-	-	-	11	3	2	3	14	19	13	46	11	34	-	-	-	-	-	-	-	
Wholesale trade -----	4,593	2.36	-	-	-	-	-	103	17	43	183	65	534	343	52	57	222	1234	385	823	486	42	4	-	-	-	-	-	
Retail trade -----	1,236	2.51	-	-	-	-	8	22	50	74	60	31	64	44	72	30	22	1	41	76	59	44	224	314	-	-	-	-	
Packers, shipping (men) -----	6,121	2.22	-	-	-	48	129	104	98	260	344	367	599	414	465	386	622	650	436	556	340	114	34	32	16	12	45	50	
Cook County -----	5,848	2.22	-	-	-	48	129	104	98	260	344	358	528	409	462	373	570	587	415	552	336	110	30	16	12	12	45	50	
Manufacturing -----	3,458	2.20	-	-	-	8	63	21	10	137	219	215	543	370	324	315	293	256	91	229	77	100	32	32	16	12	45	50	
Cook County -----	3,193	2.19	-	-	-	8	63	21	10	137	219	207	472	366	324	303	241	195	70	225	73	96	28	16	12	12	45	50	
Nonmanufacturing -----	2,663	2.25	-	-	-	40	66	83	88	123	152	152	56	44	141	71	329	394	345	327	263	14	2	-	-	-	-	-	
Wholesale trade -----	2,173	2.29	-	-	-	40	40	51	51	82	103	117	29	2	106	34	284	376	335	326	196	1	-	-	-	-	-	-	
Retail trade -----	444	2.09	-	-	-	26	25	23	40	21	26	24	35	33	37	45	16	10	1	67	13	2	-	-	-	-	-	-	
Packers, shipping (women) -----	2,369	1.82	-	1	6	49	43	126	171	465	342	202	501	56	307	26	14	3	37	9	9	-	-	-	-	-	-	-	
Cook County -----	2,066	1.80	-	1	6	49	43	79	169	447	298	157	472	16	247	24	6	3	37	1	9	-	-	-	-	-	-	-	
Manufacturing -----	1,527	1.90	-	-	-	-	-	66	40	253	226	95	413	52	284	26	14	3	35	9	9	-	-	-	-	-	-	-	
Cook County -----	1,242	1.91	-	-	-	-	-	20	40	238	185	50	393	12	224	24	6	3	35	1	9	-	-	-	-	-	-	-	
Nonmanufacturing -----	842	1.65	-	1	6	49	43	60	131	212	116	107	88	4	23	-	-	-	2	-	-	-	-	-	-	-	-	-	
Retail trade -----	421	1.73	-	1	6	1	3	19	36	109	71	85	88	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Receiving clerks -----	2,150	2.49	-	-	-	-	3	12	14	7	32	25	70	81	128	206	253	183	207	434	108	165	92	93	21	8	7	1	
Cook County -----	1,880	2.49	-	-	-	-	3	11	14	7	24	25	64	62	128	156	240	147	194	356	106	151	62	93	21	8	7	1	
Manufacturing -----	1,023	2.47	-	-	-	-	-	-	-	-	-	12	45	59	53	115	206	103	26	144	69	96	53	6	20	8	7	1	
Cook County -----	831	2.49	-	-	-	-	-	-	-	-	-	12	39	42	53	66	199	75	15	71	68	96	53	6	20	8	7	1	
Nonmanufacturing -----	1,127	2.50	-	-	-	3	12	14	7	32	13	25	22	75	91	47	80	181	290	39	69	39	87	1	-	-	-	-	
Wholesale trade -----	358	2.49	-	-	-	-	-	-	-	2	9	2	19	1	50	-	20	52	41	83	31	42	6	-	-	-	-	-	
Retail trade -----	436	2.40	-	-	-	3	12	12	7	20	10	4	17	25	90	27	23	69	14	4	10	2	86	1	-	-	-	-	
Shipping clerks -----	1,459	2.53	-	-	-	1	2	-	2	8	6	50	56	83	82	148	71	162	149	146	139	140	53	50	37	15	45	14	
Cook County -----	1,271	2.55	-	-	-	1	2	-	2	6	6	50	56	82	58	59	63	140	147	117	137	138	53	43	37	15	45	14	
Manufacturing -----	981	2.57	-	-	-	-	-	-	-	-	-	24	24	58	58	88	47	104	93	106	125	79	42	46	37	14	27	9	
Cook County -----	818	2.62	-	-	-	-	-	-	-	-	-	24	24	57	37	4	41	89	92	82	123	77	42	39	37	14	27	9	
Nonmanufacturing -----	478	2.43	-	-	-	1	2	-	2	8	6	26	32	25	24	60	24	58	56	40	14	61	11	4	-	1	18	5	
Wholesale trade -----	281	2.54	-	-	-	-	-	-	1	4	-	-	30	19	14	5	14	37	28	33	9	59	4	1	-	-	18	5	
Retail trade -----	158	2.25	-	-	-	1	2	-	1	4	6	14	2	6	10	52	8	12	22	4	4	2	4	3	-	-	1	-	
Shipping and receiving clerks -----	1,339	2.61	-	-	-	-	-	-	1	10	34	44	29	78	96	67	77	71	136	79	94	250	46	61	25	79	19	43	
Cook County -----	1,291	2.61	-	-	-	-	-	-	1	10	34	42	28	75	91	58	77	65	131	79	93	244	45	52	25	79	19	43	
Manufacturing -----	466	2.58	-	-	-	-	-	-	-	-	29	8	10	11	73	13	15	35	31	12	51	78	31	18	-	39	1	11	
Cook County -----	437	2.59	-	-	-	-	-	-	-	-	29	6	9	10	72	4	15	29	26	12	51	78	31	14	-	39	1	11	
Nonmanufacturing -----	873	2.62	-	-	-	-	-	-	1	10	5	36	19	67	23	54	62	36	105	67	43	172	15	43	25	40	18	32	
Wholesale trade -----	579	2.75	-	-	-	-	-	-	-	10	-	-	11	30	13	32	28	2	64	53	32	152	14	27	21	40	18	32	
Retail trade -----	161	2.33	-	-	-	-	-	-	1	-	5	14	2	36	10	6	26	6	11	11	8	19	-	2	4	-	-	-	
Truckdrivers ⁵ -----	14,822	3.04	-	-	-	-	-	-	14	-	38	54	40	31	9	8	8	212	248	83	356	880	3147	3672	3087	2758	79	98	
Cook County -----	14,321	3.06	-	-	-	-	-	-	14	-	-	18	17	3	-	2	184	223	67	337	857	3125	3639	2883	2758	78	98		
Manufacturing -----	1,970	2.99	-	-	-	-	-	-	-	-	-	20	17	9	5	4	6	20	22	66	79	29	474	893	130	162	34	-	
Cook County -----	1,824	3.03	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	21	60	66	20	463	866	130	162	34	-	
Nonmanufacturing -----	12,852	3.05	-	-	-	-	-	-	14	-	38	34	23	22	4	4	2	192	226	17	277	851	2673	2779	2957	2596	45	98	
Public utilities ³ -----	7,850	3.08	-	-	-	-	-	-	-	-	-	1	-	-	1	4	2	69	27	9	2	369	2264	1651	1964	1379	11	97	
Wholesale trade -----	3,107	3.01	-	-	-	-	-	-	-	-	38	33	23	5	-	-	-	119	180	2	72	40	246	1053	439	845	12	-	
Retail trade -----	1,719	3.03	-	-	-	-	-	-	14	-	-	-	-	-	17	2	-	4	18	5	49	430	162	69	554	372	22	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, Chicago, Ill., April 1963)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$1.00	\$1.00 and under 1.10	1.10 1.20	1.20 1.30	1.30 1.40	1.40 1.50	1.50 1.60	1.60 1.70	1.70 1.80	1.80 1.90	1.90 2.00	2.00 2.10	2.10 2.20	2.20 2.30	2.30 2.40	2.40 2.50	2.50 2.60	2.60 2.70	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 and over		
Truckdrivers⁵—Continued																														
Truckdrivers, light (under 1½ tons) -----	2,319	\$2.89	-	-	-	-	-	-	14	-	28	18	35	17	2	-	-	135	43	14	169	333	523	973	-	10	4	1		
Cook County -----	2,240	2.91	-	-	-	-	-	-	14	-	18	18	17	2	-	-	130	30	13	166	321	523	973	-	10	4	1			
Nonmanufacturing -----	1,502	2.82	-	-	-	-	-	-	14	-	28	18	17	2	-	-	135	41	-	154	328	471	281	-	-	-	-	-		
Public utilities ³ -----	1,067	2.97	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	9	-	-	315	451	280	-	-	-	-		
Retail trade -----	82	2.45	-	-	-	-	-	-	14	-	-	-	-	17	2	-	-	4	12	-	-	1	20	1	-	10	-	1		
Truckdrivers, medium (1½ to and including 4 tons) -----	4,678	2.99	-	-	-	-	-	-	-	-	21	-	9	6	4	8	58	8	64	12	330	1891	1803	326	117	8	13			
Cook County -----	4,527	3.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2	51	3	49	8	330	1891	1777	278	117	8	13			
Manufacturing -----	505	2.86	-	-	-	-	-	-	-	-	20	-	9	5	-	6	8	-	52	7	1	305	92	-	-	-	-	-		
Cook County -----	434	2.94	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	47	7	1	305	72	-	-	-	-	-		
Nonmanufacturing -----	4,173	3.01	-	-	-	-	-	-	-	-	-	1	-	-	1	4	2	50	8	12	5	329	1586	1711	326	117	8	13		
Public utilities ³ -----	2,452	2.99	-	-	-	-	-	-	-	-	-	1	-	-	1	4	2	50	3	9	-	50	1249	1022	48	-	-	13		
Wholesale trade -----	1,338	3.07	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	40	246	671	278	93	8	-		
Truckdrivers, heavy (over 4 tons, trailer type) -----	5,837	3.15	-	-	-	-	-	-	-	10	15	5	5	-	-	-	-	-	10	5	42	169	338	418	2675	2037	24	84		
Cook County -----	5,631	3.16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10	5	42	160	333	418	2519	2037	23	84	
Manufacturing -----	434	3.12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23	74	65	118	154	-	-		
Cook County -----	420	3.13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14	69	65	118	154	-	-	
Nonmanufacturing -----	5,403	3.16	-	-	-	-	-	-	-	10	15	5	5	-	-	-	-	-	10	5	42	146	264	353	2557	1883	24	84		
Public utilities ³ -----	3,673	3.17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10	-	-	-	236	266	1876	1199	2	84	
Wholesale trade -----	634	3.12	-	-	-	-	-	-	-	10	15	5	5	-	-	-	-	-	-	-	-	-	80	143	376	-	-	-	-	
Retail trade -----	1,096	3.11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	42	146	28	7	538	308	22	-		
Truckdrivers, heavy (over 4 tons, other than trailer type) -----	1,537	3.11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	43	44	329	396	86	594	43	-		
Cook County -----	1,525	3.12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33	44	329	396	86	594	43	-	
Manufacturing -----	142	3.04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41	-	37	10	12	8	34	-	
Cook County -----	132	3.06	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	31	-	37	10	12	8	34	-	
Nonmanufacturing -----	1,395	3.12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	44	292	386	74	586	9	-	-	-	
Public utilities ³ -----	557	3.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	268	60	40	180	9	-	-	
Truckers, power (forklift) -----	4,681	2.54	-	-	-	-	-	1	24	-	22	32	134	120	216	494	693	314	329	428	887	533	295	99	40	12	-	8		
Cook County -----	4,233	2.56	-	-	-	-	-	1	24	-	2	6	132	87	197	465	601	304	202	357	885	530	295	97	32	8	-	8		
Manufacturing -----	3,832	2.52	-	-	-	-	-	-	21	-	22	31	126	120	200	479	559	219	263	282	798	350	254	72	16	12	-	8		
Cook County -----	3,391	2.54	-	-	-	-	-	-	21	-	2	5	125	87	181	453	468	210	136	211	796	348	254	70	8	8	-	8		
Nonmanufacturing -----	849	2.64	-	-	-	-	-	1	3	-	-	1	8	-	16	15	134	95	66	146	89	183	41	27	24	-	-	-		
Public utilities ³ -----	103	2.63	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	41	28	4	-	-	-	-	27	-	-	-	-	
Wholesale trade -----	635	2.65	-	-	-	-	-	-	-	-	-	-	-	-	16	-	125	44	30	138	80	137	41	-	24	-	-	-		
Retail trade -----	104	2.57	-	-	-	-	-	1	3	-	-	1	7	-	-	12	5	9	8	4	9	45	-	-	-	-	-	-	-	
Truckers, power (other than forklift) -----	1,594	2.46	-	-	-	-	-	-	-	41	21	67	16	93	46	49	697	127	50	225	78	60	9	-	8	-	7			
Cook County -----	1,408	2.47	-	-	-	-	-	-	-	41	21	49	1	84	11	44	666	86	50	211	74	51	8	-	6	-	5			
Manufacturing -----	767	2.45	-	-	-	-	-	-	-	41	21	67	16	93	46	28	79	50	19	199	36	52	5	-	8	-	7			
Cook County -----	583	2.46	-	-	-	-	-	-	-	41	21	49	1	84	11	25	48	9	19	185	32	43	4	-	6	-	5			

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

B: Establishment Practices and Supplementary Wage Provisions

Table B-1. Minimum Entrance Salaries for Women Office Workers

(Distribution of establishments studied in all industries and in industry divisions by minimum entrance salary for selected categories of inexperienced women office workers, Chicago, Ill., April 1963)

Minimum weekly straight-time salary ¹	Inexperienced typists									Other inexperienced clerical workers ²								
	All industries	Manufacturing				Nonmanufacturing				All industries	Manufacturing				Nonmanufacturing			
		Based on standard weekly hours ³ of—									Based on standard weekly hours ³ of—							
		All schedules	37 ¹ / ₂	38 ³ / ₄	40	All schedules	37 ¹ / ₂	38 ³ / ₄	40		All schedules	37 ¹ / ₂	38 ³ / ₄	40	All schedules	37 ¹ / ₂	38 ³ / ₄	40
Establishments studied -----	545	216	xxx	xxx	xxx	329	xxx	xxx	xxx	545	216	xxx	xxx	xxx	329	xxx	xxx	xxx
Establishments having a specified minimum -----	285	131	18	13	95	154	32	8	95	301	129	16	13	95	172	32	8	112
\$ 40.00 and under \$ 42.50 -----	3	-	-	-	-	3	-	-	3	3	-	-	-	-	3	-	-	3
\$ 42.50 and under \$ 45.00 -----	1	-	-	-	-	1	1	-	1	1	-	-	-	-	1	-	-	-
\$ 45.00 and under \$ 47.50 -----	4	-	-	-	-	4	1	-	3	9	1	-	-	1	8	1	-	6
\$ 47.50 and under \$ 50.00 -----	1	-	-	-	-	1	-	-	-	4	-	-	-	-	4	1	-	2
\$ 50.00 and under \$ 52.50 -----	16	6	1	1	4	10	2	-	6	28	9	1	1	7	19	3	-	14
\$ 52.50 and under \$ 55.00 -----	8	2	-	-	-	6	2	-	4	15	3	-	-	3	12	5	-	6
\$ 55.00 and under \$ 57.50 -----	28	12	2	1	9	16	4	-	10	40	14	3	1	10	26	5	1	17
\$ 57.50 and under \$ 60.00 -----	33	12	3	1	6	21	4	1	13	35	13	2	1	9	22	6	1	11
\$ 60.00 and under \$ 62.50 -----	57	25	4	2	18	32	10	4	13	59	31	6	7	16	28	5	4	15
\$ 62.50 and under \$ 65.00 -----	27	17	4	1	12	10	1	-	8	20	11	1	1	8	9	3	-	5
\$ 65.00 and under \$ 67.50 -----	30	14	2	2	9	16	3	2	9	21	9	1	1	7	12	1	1	9
\$ 67.50 and under \$ 70.00 -----	15	6	-	1	5	9	2	-	4	10	5	-	-	5	5	1	-	3
\$ 70.00 and under \$ 72.50 -----	10	5	-	2	3	5	1	1	3	5	2	-	-	2	3	-	1	2
\$ 72.50 and under \$ 75.00 -----	9	7	1	1	5	2	1	-	1	7	5	1	-	4	2	1	-	1
\$ 75.00 and under \$ 77.50 -----	6	2	-	-	2	4	-	-	4	6	2	-	1	1	4	-	-	4
\$ 77.50 and under \$ 80.00 -----	7	4	-	-	4	3	-	-	3	6	4	-	-	4	2	-	-	2
\$ 80.00 and under \$ 82.50 -----	3	3	1	-	1	-	-	-	-	4	4	1	-	2	-	-	-	-
\$ 82.50 and under \$ 85.00 -----	5	4	-	-	4	1	-	-	1	5	4	-	-	4	1	-	-	1
\$ 85.00 and under \$ 87.50 -----	7	4	-	1	3	3	-	-	3	9	3	-	-	3	6	-	-	6
\$ 87.50 and under \$ 90.00 -----	5	5	-	-	5	-	-	-	-	8	5	-	-	5	3	-	-	3
\$ 90.00 and under \$ 92.50 -----	1	1	-	-	1	-	-	-	-	3	2	-	-	2	1	-	-	1
\$ 92.50 and under \$ 95.00 -----	7	1	-	-	1	6	-	-	6	1	-	-	-	-	1	-	-	1
\$ 95.00 and over -----	2	1	-	-	1	1	-	-	1	2	2	-	-	2	-	-	-	-
Establishments having no specified minimum -----	118	51	xxx	xxx	xxx	67	xxx	xxx	xxx	137	56	xxx	xxx	xxx	81	xxx	xxx	xxx
Establishments which did not employ workers in this category -----	142	34	xxx	xxx	xxx	108	xxx	xxx	xxx	107	31	xxx	xxx	xxx	76	xxx	xxx	xxx

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

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

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

Table B-2. Shift Differentials

(Shift differentials of manufacturing plant workers by type and amount of differential,
Chicago, Ill., April 1963)

Shift differential	Percent of manufacturing plant workers—			
	In establishments having formal provisions ¹ for—		Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total	92.6	79.7	18.5	5.7
With shift pay differential	91.7	78.8	18.2	5.7
Uniform cents (per hour)	51.1	43.2	10.4	3.7
5 cents	6.1	.5	1.2	(²)
6 cents	1.7	-	.6	-
7 cents	1.0	.6	(²)	(²)
7½ cents7	-	.2	-
8 cents	7.3	.6	2.0	.1
8½ cents7	-	.2	-
9 cents	1.0	-	.3	-
10 cents	21.4	9.4	3.7	.5
11 cents8	.2	.2	(²)
12 cents	4.2	9.7	.9	1.7
12½ cents2	2.5	(²)	.2
13 cents5	1.2	.1	.1
14 cents	1.1	1.0	.3	.1
14½ cents	-	.7	-	.2
15 cents	2.7	11.4	.4	.5
16 cents	(²)	1.7	(²)	.1
17 cents	-	.9	-	.1
18 cents	-	.6	-	.1
20 cents2	1.4	(²)	(²)
22½ cents	-	(²)	-	-
22⅗ cents7	-	.1	-
26¾ cents9	.9	.1	-
Uniform percentage	35.8	28.4	6.2	1.4
5 percent	4.6	.3	1.3	(²)
6 percent	1.2	-	.3	-
7 percent5	.7	(²)	.1
7½ percent	-	.4	-	.1
10 percent	28.8	22.5	4.4	.8
12 percent	-	.8	-	(²)
12½ percent4	.4	(²)	-
13 percent	-	.2	-	(²)
15 percent3	3.2	.1	.3
Full day's pay for reduced hours, plus cents per hour	-	1.4	-	.1
Other formal pay differential	4.7	5.9	1.6	.7
With no shift pay differential9	.9	.3	(²)

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

Table B-3. Scheduled Weekly Hours

(Percent distribution of office and plant workers in all industries and in industry divisions by scheduled weekly hours of first-shift workers, Chicago, Ill., April 1963)

Weekly hours	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade	Finance ²	Services	All industries ³	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100	100	100	100	100	100	100	100
35 hours -----	6	5	2	4	1	13	14	1	1	-	-	3	1
36 hours -----	(⁴)	-	-	(⁴)	-	1	-	(⁴)	1	-	-	-	2
36 ¹ / ₄ hours -----	4	2	-	1	-	14	2	2	4	-	-	-	-
Over 36 ¹ / ₄ and under 37 ¹ / ₂ hours -----	1	(⁴)	-	-	-	4	6	(⁴)	-	-	-	-	2
37 ¹ / ₂ hours -----	16	17	4	13	11	22	30	2	3	-	-	1	1
Over 37 ¹ / ₂ and under 38 ¹ / ₂ hours -----	1	-	1	-	-	4	(⁴)	(⁴)	-	-	-	(⁴)	-
38 ¹ / ₂ hours -----	1	-	-	-	-	5	3	(⁴)	-	-	-	-	(⁴)
38 ³ / ₄ hours -----	9	15	1	11	-	9	8	(⁴)	(⁴)	-	(⁴)	-	(⁴)
Over 38 ³ / ₄ and under 40 hours -----	(⁴)	-	-	2	(⁴)	-	-	(⁴)	-	-	-	(⁴)	-
40 hours -----	59	62	93	68	87	28	36	88	88	99	93	85	71
Over 40 and under 44 hours -----	(⁴)	-	-	-	-	-	1	(⁴)	(⁴)	-	-	-	-
44 hours -----	(⁴)	-	-	-	(⁴)	-	-	1	-	-	-	3	8
44 ¹ / ₂ hours -----	(⁴)	-	-	(⁴)	1	-	-	(⁴)	-	-	-	2	-
45 hours -----	(⁴)	-	-	1	-	-	-	2	2	1	3	-	-
48 hours -----	(⁴)	-	-	-	-	-	(⁴)	2	(⁴)	-	2	6	12
50 hours -----	(⁴)	-	-	-	-	-	-	1	1	-	-	-	-
Over 50 hours -----	-	-	-	-	-	-	-	(⁴)	-	-	3	-	3

¹ Transportation, communication, and other public utilities.² Finance, insurance, and real estate.³ Includes data for real estate in addition to those industry divisions shown separately.⁴ Less than 0.5 percent.

Table B-4. Paid Holidays

(Percent distribution of office and plant workers in all industries and in industry divisions by number of paid holidays provided annually, Chicago, Ill., April 1963)

Item	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade	Finance ²	Services	All industries ³	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays -----	99	100	100	100	99	100	99	99	100	98	100	99	91
Workers in establishments providing no paid holidays -----	(⁴)	-	-	-	(⁴)	-	(⁴)	1	-	2	-	(⁴)	9
<u>Number of days</u>													
Less than 6 holidays -----	(⁴)	-	-	1	1	-	(⁴)	1	(⁴)	-	2	1	19
6 holidays -----	25	24	5	29	50	15	53	27	14	20	26	76	60
6 holidays plus 1 half day -----	4	7	1	6	(⁴)	1	3	2	3	-	2	-	-
6 holidays plus 2 half days -----	8	14	5	19	3	1	(⁴)	13	19	-	29	-	4
6 holidays plus 3 half days -----	1	-	-	2	2	2	(⁴)	(⁴)	-	-	4	-	(⁴)
7 holidays -----	28	31	50	19	44	10	19	36	42	42	18	23	3
7 holidays plus 1 half day -----	3	5	1	6	-	3	(⁴)	2	2	-	2	-	1
7 holidays plus 2 half days -----	4	4	-	1	-	6	12	3	4	-	3	1	3
7 holidays plus 3 half days -----	(⁴)	-	-	-	-	-	(⁴)	-	-	-	-	-	-
8 holidays -----	10	9	24	13	1	6	7	11	12	23	9	(⁴)	1
8 holidays plus 1 half day -----	(⁴)	(⁴)	-	-	-	-	-	-	-	-	-	-	-
8 holidays plus 2 half days -----	1	(⁴)	-	-	-	4	1	-	-	-	-	-	-
9 holidays -----	5	6	15	2	3	3	-	3	3	13	3	-	-
10 holidays -----	(⁴)	-	-	-	-	(⁴)	-	(⁴)	(⁴)	-	-	-	-
10 holidays plus 1 half day -----	1	-	-	-	-	5	-	-	-	-	-	-	-
10 holidays plus 2 half days -----	1	-	-	-	-	3	-	-	-	-	-	-	-
11 holidays -----	8	-	-	4	-	32	-	(⁴)	1	-	(⁴)	-	(⁴)
11 holidays plus 1 half day -----	2	-	-	-	-	7	3	-	-	-	-	-	-
12 holidays -----	(⁴)	-	-	-	-	1	-	-	-	-	-	-	-
<u>Total holiday time⁵</u>													
12 days -----	(⁴)	-	-	-	-	1	-	-	-	-	-	-	-
11 1/2 or more days -----	2	-	-	-	-	7	3	-	-	-	-	-	-
11 or more days -----	10	-	-	4	-	43	3	(⁴)	1	-	(⁴)	-	(⁴)
10 1/2 or more days -----	11	-	-	4	-	48	3	(⁴)	1	-	(⁴)	-	(⁴)
10 or more days -----	11	-	-	4	-	48	3	1	1	-	(⁴)	-	(⁴)
9 or more days -----	17	6	15	5	-	55	4	4	4	13	4	-	(⁴)
8 1/2 or more days -----	17	6	15	5	-	55	5	4	4	13	4	-	(⁴)
8 or more days -----	31	19	38	19	1	68	23	18	20	36	16	1	4
7 1/2 or more days -----	35	24	39	27	3	73	24	19	22	36	22	1	6
7 or more days -----	71	69	94	65	49	84	43	69	83	78	69	23	12
6 1/2 or more days -----	75	76	95	71	50	85	46	71	86	78	71	23	12
6 or more days -----	99	100	100	99	99	100	99	98	100	98	98	99	72
5 or more days -----	99	100	100	100	99	100	99	98	100	98	99	99	72
4 or more days -----	99	100	100	100	99	100	99	99	100	98	99	99	91
3 or more days -----	99	100	100	100	99	100	99	99	100	98	100	99	91

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

Table B-5. Paid Vacations

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, Chicago, Ill., April 1963)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade	Finance ²	Services	All industries ³	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
<u>Method of payment</u>													
Workers in establishments providing paid vacations	99	100	100	100	100	99	100	99	100	98	99	99	100
Length-of-time payment	99	99	100	99	96	99	100	91	87	98	97	96	95
Percentage payment	1	1	-	1	4	-	-	7	11	-	2	3	3
Flat-sum payment	-	-	-	-	-	-	-	(⁴)	-	-	-	1	-
Other	(⁴)	(⁴)	-	-	-	-	-	1	2	-	-	-	1
Workers in establishments providing no paid vacations	(⁴)	-	-	-	-	(⁴)	-	(⁴)	-	2	1	(⁴)	-
<u>Amount of vacation pay⁵</u>													
<u>After 6 months of service</u>													
Under 1 week	5	10	-	2	1	3	9	17	26	-	9	1	5
1 week	47	49	28	34	22	69	60	11	10	2	19	23	11
Over 1 and under 2 weeks	8	5	-	4	2	20	6	2	3	-	3	(⁴)	(⁴)
2 weeks	3	8	-	-	-	2	-	-	-	-	-	-	-
<u>After 1 year of service</u>													
Under 1 week	-	-	-	-	-	-	-	(⁴)	(⁴)	-	-	-	-
1 week	26	21	48	33	72	2	15	78	80	73	66	72	82
Over 1 and under 2 weeks	(⁴)	1	-	-	-	-	-	2	3	-	-	-	-
2 weeks	72	74	52	64	27	98	85	16	11	25	33	27	16
Over 2 and under 3 weeks	(⁴)	-	-	2	-	-	-	(⁴)	1	-	-	-	-
3 weeks	2	4	-	-	1	-	-	3	5	-	-	-	-
<u>After 2 years of service</u>													
1 week	3	5	7	4	1	-	3	38	47	37	30	10	29
Over 1 and under 2 weeks	4	(⁴)	35	-	-	-	-	7	8	12	3	-	8
2 weeks	90	88	58	94	98	99	96	51	39	49	66	90	62
Over 2 and under 3 weeks	(⁴)	(⁴)	-	2	-	-	1	1	1	-	-	-	-
3 weeks	3	7	-	-	1	-	-	3	5	-	-	-	-
<u>After 3 years of service</u>													
1 week	(⁴)	1	-	-	-	-	2	5	7	-	4	-	1
Over 1 and under 2 weeks	(⁴)	1	-	-	-	-	-	10	17	-	4	-	-
2 weeks	94	90	100	95	99	98	83	80	69	98	91	99	99
Over 2 and under 3 weeks	1	1	-	2	-	2	1	1	2	-	-	-	-
3 weeks	4	8	-	2	1	-	14	3	5	-	1	-	1
<u>After 4 years of service</u>													
1 week	(⁴)	1	-	-	-	-	2	4	6	-	4	-	1
Over 1 and under 2 weeks	(⁴)	1	-	-	-	-	-	10	17	-	4	-	-
2 weeks	94	90	100	95	99	98	83	80	69	98	91	99	99
Over 2 and under 3 weeks	1	1	-	2	-	2	1	2	3	-	-	-	-
3 weeks	4	8	-	2	1	-	14	3	5	-	1	-	1

See footnotes at end of table.

Table B-5. Paid Vacations—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, Chicago, Ill., April 1963)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public ¹ utilities	Wholesale trade	Retail trade	Finance ²	Services	All industries ³	Manufacturing	Public ¹ utilities	Wholesale trade	Retail trade	Services
<u>Amount of vacation pay⁵—Continued</u>													
<u>After 5 years of service</u>													
1 week	(⁴)	-	-	-	-	-	(⁴)	1	2	-	-	-	1
Over 1 and under 2 weeks	-	-	-	-	-	-	-	(⁴)	(⁴)	-	-	-	-
2 weeks	88	87	99	93	96	88	65	89	86	98	99	92	96
Over 2 and under 3 weeks	3	2	-	2	-	9	1	3	4	-	-	-	-
3 weeks	8	11	1	5	4	3	34	6	8	1	1	8	4
<u>After 10 years of service</u>													
1 week	(⁴)	-	-	-	-	-	(⁴)	1	2	-	-	-	1
2 weeks	41	36	70	51	26	36	44	39	32	75	43	26	81
Over 2 and under 3 weeks	4	5	16	3	-	2	-	10	14	13	5	-	-
3 weeks	53	56	14	46	74	61	49	49	52	11	52	73	16
Over 3 and under 4 weeks	(⁴)	(⁴)	-	-	-	-	5	(⁴)	(⁴)	-	-	-	2
4 weeks	1	3	-	-	-	-	2	(⁴)	(⁴)	-	-	-	-
<u>After 12 years of service</u>													
1 week	(⁴)	-	-	-	-	-	(⁴)	1	2	-	-	-	1
2 weeks	34	27	65	35	22	35	42	31	26	57	25	20	78
Over 2 and under 3 weeks	6	8	8	10	-	4	1	12	17	5	9	1	1
3 weeks	58	62	27	55	78	61	50	55	54	36	65	79	18
Over 3 and under 4 weeks	(⁴)	(⁴)	-	-	-	-	5	1	1	-	-	-	2
4 weeks	1	3	(⁴)	-	-	-	2	(⁴)	1	-	-	-	-
<u>After 15 years of service</u>													
1 week	(⁴)	-	-	-	-	-	(⁴)	1	2	-	-	-	1
2 weeks	8	7	2	20	6	4	28	10	5	-	12	13	77
Over 2 and under 3 weeks	(⁴)	-	-	2	-	-	-	(⁴)	1	-	-	-	-
3 weeks	85	89	85	77	92	88	57	82	88	84	85	82	12
Over 3 and under 4 weeks	3	1	13	-	-	3	-	3	3	13	-	-	-
4 weeks	4	4	(⁴)	1	2	5	15	3	2	2	2	5	10
<u>After 20 years of service</u>													
1 week	(⁴)	-	-	-	-	-	(⁴)	1	2	-	-	-	1
2 weeks	8	7	2	19	5	4	28	10	4	-	12	12	74
Over 2 and under 3 weeks	-	-	-	-	-	-	-	(⁴)	1	-	-	-	-
3 weeks	69	67	72	58	65	81	57	65	70	61	59	65	13
Over 3 and under 4 weeks	2	2	2	2	-	2	(⁴)	2	3	-	-	-	1
4 weeks	20	24	11	21	30	13	15	21	20	24	29	22	12
Over 4 weeks	2	(⁴)	13	-	-	-	-	2	(⁴)	13	-	-	-
<u>After 25 years of service</u>													
1 week	(⁴)	-	-	-	-	-	(⁴)	1	2	-	-	-	1
2 weeks	8	7	2	19	5	4	26	9	4	-	12	12	70
Over 2 and under 3 weeks	-	-	-	-	-	-	-	(⁴)	1	-	-	-	-
3 weeks	40	39	45	25	16	53	50	41	44	36	35	41	15
Over 3 and under 4 weeks	1	2	-	7	-	-	-	2	3	-	1	-	-
4 weeks	47	53	40	49	79	34	22	45	46	50	52	46	14
Over 4 weeks	4	(⁴)	13	-	-	9	1	2	1	13	-	-	-

¹ Transportation, communication, and other public utilities.² Finance, insurance, and real estate.³ Includes data for real estate in addition to those industry divisions shown separately.⁴ Less than 0.5 percent.⁵ Includes payments other than "length of time," such as percentage of annual earnings or flat-sum payments, converted to an equivalent time basis; for example, a payment of 2 percent of annual earnings was considered as 1 week's pay. Periods of service were arbitrarily chosen and do not necessarily reflect the individual provisions for progressions. For example, the changes in proportions indicated at 10 years' service include changes in provisions occurring between 5 and 10 years. Estimates are cumulative. Thus, the proportion receiving 3 weeks' pay or more after 5 years includes those who receive 3 weeks' pay or more after fewer years of service.

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

(Percent of office and plant workers in all industries and in industry divisions employed in establishments providing health, insurance, or pension benefits,¹ Chicago, Ill., April 1963)

Type of benefit	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Life insurance	96	98	99	96	95	97	80	94	97	98	98	88	81
Accidental death and dismemberment insurance	54	59	42	69	48	47	51	57	62	44	70	45	49
Sickness and accident insurance or sick leave or both ⁵	81	86	84	86	93	64	73	90	96	73	90	84	79
Sickness and accident insurance	44	62	27	52	38	26	36	76	89	46	71	55	73
Sick leave (full pay and no waiting period)	48	47	57	64	11	55	52	9	2	29	31	10	13
Sick leave (partial pay or waiting period)	13	8	22	1	50	2	13	14	10	18	7	31	4
Hospitalization insurance	89	90	76	97	95	91	83	92	95	75	94	89	91
Surgical insurance	89	89	76	94	95	91	79	91	95	75	88	89	89
Medical insurance	70	74	74	83	38	78	53	69	71	69	68	54	85
Catastrophe insurance	66	53	94	62	73	76	50	36	30	78	40	40	17
Retirement pension	73	73	63	73	76	81	59	63	65	68	65	68	30
No health, insurance, or pension plan	1	(⁶)	(⁶)	2	(⁶)	(⁶)	8	1	(⁶)	-	1	2	7

¹ Includes those plans for which at least a part of the cost is borne by the employer, excepting only legal requirements such as workmen's compensation, social security, and railroad retirement.

² Transportation, communication, and other public utilities.

³ Finance, insurance, and real estate.

⁴ Includes data for real estate in addition to those industry divisions shown separately.

⁵ Unduplicated total of workers receiving sick leave or sickness and accident insurance shown separately below. Sick leave plans are limited to those which definitely establish at least the minimum number of days' pay that can be expected by each employee. Informal sick leave allowances determined on an individual basis are excluded.

⁶ Less than 0.5 percent.

Appendix: Occupational Descriptions

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

OFFICE

BILLER, MACHINE

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

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

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

BOOKKEEPING-MACHINE OPERATOR

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

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

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

CLERK, ACCOUNTING

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

CLERK, ACCOUNTING—Continued

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

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

CLERK, FILE

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

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

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

CLERK, ORDER

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

CLERK, PAYROLL

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

COMPTOMETER OPERATOR

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

DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

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

KEYPUNCH OPERATOR

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

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

OFFICE BOY OR GIRL

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

SECRETARY

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

SECRETARY—Continued

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

STENOGRAPHER, GENERAL

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

STENOGRAPHER, SENIOR

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

OR

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

SWITCHBOARD OPERATOR

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

SWITCHBOARD OPERATOR-RECEPTIONIST

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

TABULATING-MACHINE OPERATOR

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

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

TABULATING-MACHINE OPERATOR—Continued

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

TRANSCRIBING-MACHINE OPERATOR, GENERAL

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

TYPIST

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

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

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

PROFESSIONAL AND TECHNICAL

DRAFTSMAN, JUNIOR

(Assistant draftsman)

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

DRAFTSMAN, LEADER

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

DRAFTSMAN, SENIOR

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

DRAFTSMAN, SENIOR—Continued

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

NURSE, INDUSTRIAL (REGISTERED)

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

TRACER

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

MAINTENANCE AND POWERPLANT

CARPENTER, MAINTENANCE

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

CARPENTER, MAINTENANCE—Continued

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

ELECTRICIAN, MAINTENANCE

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generating, distribution, or utilization of electric energy in an establishment. Work involves *most of the following*: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layout, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's handtools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

ENGINEER, STATIONARY

Operates and maintains and may also supervise the operation of stationary engines and equipment (mechanical or electrical) to supply the establishment in which employed with power, heat, refrigeration, or air-conditioning. Work involves: Operating and maintaining equipment such as steam engines, air compressors, generators, motors, turbines, ventilating and refrigerating equipment, steam boilers and boiler-fed water pumps; making equipment repairs; and keeping a record of operation of machinery, temperature, and fuel consumption. May also supervise these operations. *Head or chief engineers in establishments employing more than one engineer are excluded.*

FIREMAN, STATIONARY BOILER

Fire stationary boilers to furnish the establishment in which employed with heat, power, or steam. Feeds fuels to fire by hand or operates a mechanical stoker, gas, or oil burner; and checks water and safety valve. May clean, oil, or assist in repairing boilerroom equipment.

HELPER, MAINTENANCE TRADES

Assists one or more workers in the skilled maintenance trades, by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting worker by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade: In some trades the helper is confined to supplying, lifting, and holding materials and tools and cleaning working areas; and in others he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

MACHINE-TOOL OPERATOR, TOOLROOM

Specializes in the operation of one or more types of machine tools, such as jig borers, cylindrical or surface grinders, engine lathes, or milling machines in the construction of machine-shop tools, gages, jigs, fixtures, or dies. Work involves *most of the following*: Planning and performing difficult machining operations; processing items requiring complicated setups or a high degree of accuracy; using a variety of precision measuring instruments; selecting feeds, speeds, tooling and operation sequence; and making necessary adjustments during operation to achieve requisite tolerances or dimensions. May be required to recognize when tools need dressing, to dress tools, and to select proper coolants and cutting and lubricating oils. For cross-industry wage study purposes, machine-tool operators, toolroom, in tool and die jobbing shops are excluded from this classification.

MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment operated in an establishment. Work involves *most of the following*: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds and speeds of machining; knowledge of the working

MACHINIST, MAINTENANCE—Continued

properties of the common metals; selecting standard materials, parts, and equipment required for his work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, AUTOMOTIVE (MAINTENANCE)

Repairs automobiles, buses, motortrucks, and tractors of an establishment. Work involves *most of the following*: Examining automotive equipment to diagnose source of trouble; disassembling equipment and performing repairs that involve the use of such handtools as wrenches, gages, drills, or specialized equipment in disassembling or fitting parts; replacing broken or defective parts from stock; grinding and adjusting valves; reassembling and installing the various assemblies in the vehicle and making necessary adjustments; and alining wheels, adjusting brakes and lights, or tightening body bolts. In general, the work of the automotive mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, MAINTENANCE

Repairs machinery or mechanical equipment of an establishment. Work involves *most of the following*: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of handtools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending of the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shop; reassembling machines; and making all necessary adjustments for operation. In general, the work of a maintenance mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose *primary duties* involve setting up or adjusting machines.

MILLWRIGHT

Installs new machines or heavy equipment and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves *most of the following*: Planning and laying out of the work; interpreting blueprints or other specifications; using a variety of handtools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; alining and balancing of equipment; selecting standard tools, equipment and parts to be used; and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

OILER

Lubricates, with oil or grease, the moving parts or wearing surfaces of mechanical equipment of an establishment.

PAINTER, MAINTENANCE

Paints and redecorates walls, woodwork, and fixtures of an establishment. Work involves *the following*: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

PIPEFITTER, MAINTENANCE

Installs or repairs water, steam, gas, or other types of pipe and pipefittings in an establishment. Work involves *most of the following*: Laying out of work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer or oxyacetylene torch or pipe-cutting machine; threading pipe with stocks and dies; bending pipe by hand-driven or power-driven machines; assembling pipe with couplings

PIPEFITTER, MAINTENANCE—Continued

and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. *Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.*

PLUMBER, MAINTENANCE

Keeps the plumbing system of an establishment in good order. Work involves: Knowledge of sanitary codes regarding installation of vents and traps in plumbing system; installing or repairing pipes and fixtures; and opening clogged drains with a plunger or plumber's snake. In general, the work of the maintenance plumber requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

SHEET-METAL WORKER, MAINTENANCE

Fabricates, installs, and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves *most of the following*: Planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available

SHEET-METAL WORKER, MAINTENANCE—Continued

types of sheet-metal-working machines; using a variety of handtools in cutting, bending, forming, shaping, fitting, and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

TOOL AND DIE MAKER

(Die maker; jig maker; tool maker; fixture maker; gage maker)

Constructs and repairs machine-shop tools, gages, jigs, fixtures or dies for forgings, punching, and other metal-forming work. Work involves *most of the following*: Planning and laying out of work from models, blueprints, drawings, or other oral and written specifications; using a variety of tool and die maker's handtools and precision measuring instruments, understanding of the working properties of common metals and alloys; setting up and operating of machine tools and related equipment; making necessary shop computations relating to dimensions of work, speeds, feeds, and tooling of machines; heattreating of metal parts during fabrication as well as of finished tools and dies to achieve required qualities; working to close tolerances; fitting and assembling of parts to prescribed tolerances and allowances; and selecting appropriate materials, tools, and processes. In general, the tool and die maker's work requires a rounded training in machine-shop and toolroom practice usually acquired through a formal apprenticeship or equivalent training and experience.

For cross-industry wage study purposes, tool and die makers in tool and die jobbing shops are excluded from this classification.

CUSTODIAL AND MATERIAL MOVEMENT

ELEVATOR OPERATOR, PASSENGER

Transports passengers between floors of an office building apartment house, department store, hotel, or similar establishment. Workers who operate elevators in conjunction with other duties such as those of starters and janitors are excluded.

GUARD

Performs routine police duties, either at fixed post or on tour, maintaining order, using arms or force where necessary. *Includes gate-men who are stationed at gate and check on identity of employees and other persons entering.*

JANITOR, PORTER, OR CLEANER

(Sweeper; charwomen; janitress)

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve *a combination of the following*: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. Workers who specialize in window washing are excluded.

LABORER, MATERIAL HANDLING

(Loader and unloader; handler and stacker; 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.