Occupational Wage Survey

DES MOINES, IOWA

FEBRUARY 1964

Bulletin No. 1385-44

UNITED STATES DEPARTMENT OF LABOR
W. Willard Wirtz, Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner

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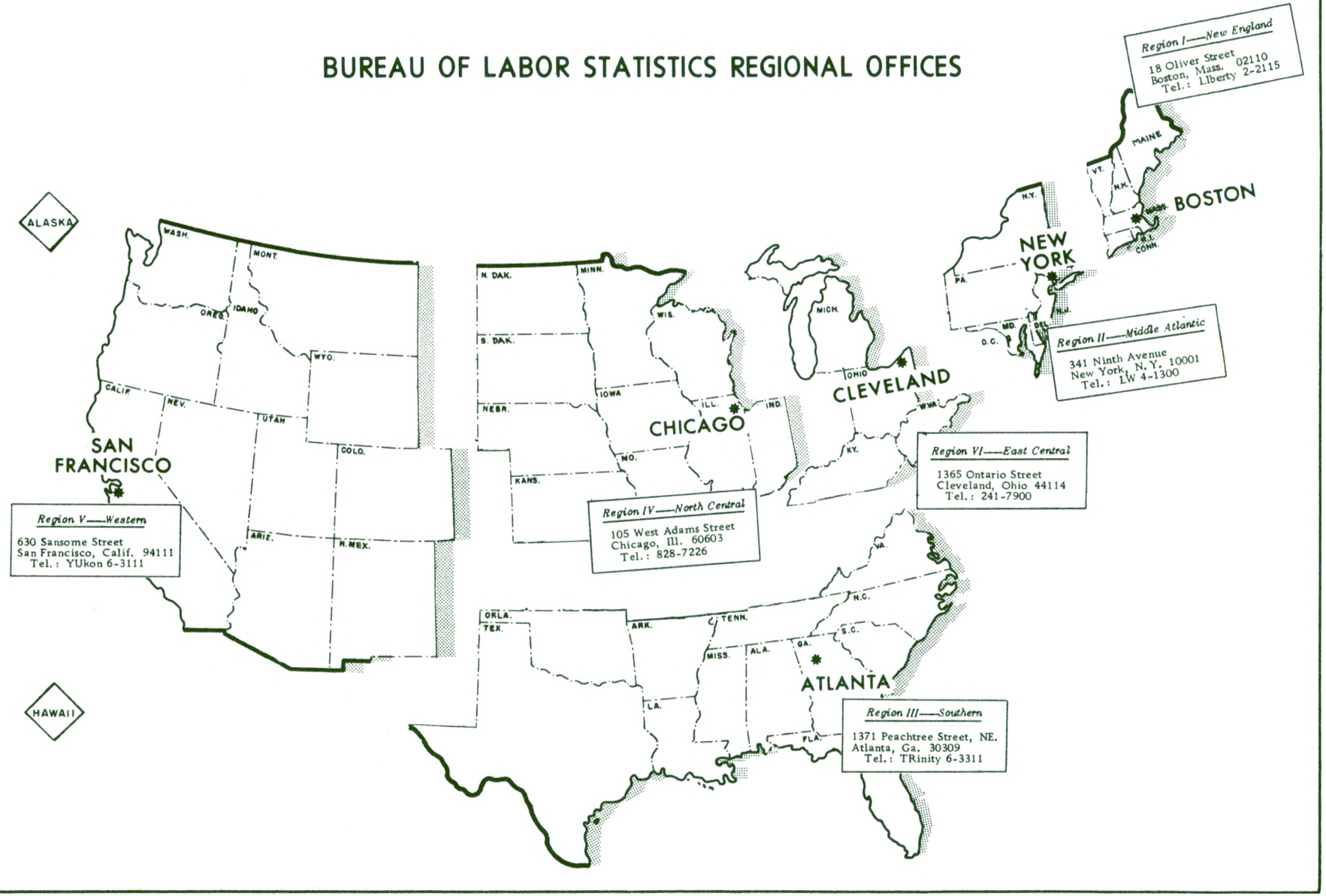

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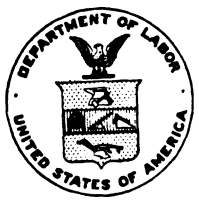

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Preface

The Bureau of Labor Statistics program of annual occupational wage surveys in metropolitan areas is designed to provide data on occupational earnings, and establishment practices and supplementary wage provisions. It yields detailed data by selected industry divisions for metropolitan area labor markets, for economic regions, and for the United States. A major consideration in the program is the need for greater insight into (a) the movement of wages by occupational category and skill level, and (b) the structure and level of wages among labor markets and industry divisions.

A preliminary report and an individual area bulletin present survey results for each labor market studied. After completion of all of the individual area bulletins for a round of surveys, a two part summary bulletin is issued. The first part brings data for each of the labor markets studied into one bulletin. The second part presents information which has been projected from individual labor market data to relate to economic regions and the United States.

Eighty-two labor markets currently are included in the program. Information on occupational earnings is collected annually in each area. Information on establishment practices and supplementary wage provisions is obtained biennially in most of the areas.

This bulletin presents results of the survey in Des Moines, Iowa, in February 1964. It was prepared in the Bureau's regional office in Chicago, Ill., by Leonard Olson, under the direction of Kenneth Thorsten. The study was under the general direction of Woodrow C. Linn, Assistant Regional Director for Wages and Industrial Relations.

Contents

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

Union scales, indicative of prevailing pay levels in the Des Moines area, are also available for building construction, printing, local-transit operating employees, and motortruck drivers and helpers.

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Occupational Wage Survey—Des Moines, Iowa

Introduction

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

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

Occupations and Earnings

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

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

Differences in pay levels for selected occupations in which both men and women are commonly employed may be due to such factors as (1) differences in the distribution of the sexes among industries and establishments; (2) differences in length of service or merit review when individual salaries are adjusted on this basis; and (3) differences in specific duties performed, although the occupations are appropriately classified within the same survey job description. Job descriptions used in classifying employees in these surveys are usually more generalized than those used in individual establishments. This allows 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 wage provisions as they relate to office and plant workers. Administrative, executive, and professional employees, and force-account construction workers who are utilized as a separate work force are excluded. "Office workers" include working supervisors and nonsupervisory workers performing clerical or related functions. "Plant workers" include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. Cafeteria workers and routemen are excluded in manufacturing industries, but included 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.

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

The scheduled weekly 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-7) 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-7 may not equal totals because of rounding.

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

The summary of vacation plans (table B-5) is limited to formal policies, excluding informal arrangements whereby time off with pay is granted at the discretion of the employer. Separate estimates are provided according to employer practice in computing vacation payments, such as time payments, percent of annual earnings, or flat-sum amounts. However, in the tabulations of vacation pay, payments not on a time basis were converted to a time basis; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay.

Data are presented for all health, insurance, and pension plans (tables B-6 and B-7) for which at least a part of the cost is borne by the employer, excepting only legal requirements such as workmen's compensation, social security, and railroad retirement. Such plans include those underwritten by a commercial insurance company and those provided through a union fund or paid directly by the employer out of current operating funds or from a fund set aside for this purpose. Death benefits are included as a form of life insurance.

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Information is presented for all such plans to which the employer contributes. However, in New York and New Jersey, which have enacted temporary disability insurance laws which require employer contributions,[2] plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceed the requirements of the law. Tabulations of paid sick leave plans are limited to formal plans[3] 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.

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

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

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

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Table 1. Establishments and workers within scope of survey and number studied in Des Moines, Iowa,[1] by major industry division,[2] February 1964

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study[3]	Studied	Within scope of study			Studied
				Total[4]	Office	Plant	Total[4]
All divisions	-	240	99	45,900	11,000	25,200	32,010
Manufacturing	50	74	37	19,000	2,200	13,200	14,800
Nonmanufacturing	-	166	62	26,900	8,800	12,000	17,210
Transportation, communication, and other public utilities[5]	50	22	15	5,700	1,400	2,400	5,050
Wholesale trade	50	27	11	4,200	[6]	[6]	2,940
Retail trade	50	52	15	7,000	[6]	[6]	3,940
Finance, insurance, and real estate	50	45	14	7,800	[6]	[7]	4,210
Services[8]	50	20	7	2,200	[6]	[6]	1,070

[1] The Des Moines Standard Metropolitan Statistical Area consists of Polk County. The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other employment indexes for the area to measure employment trends or levels since (1) planning of wage surveys requires the use of establishment data compiled considerably in advance of the payroll period studied, and (2) small establishments are excluded from the scope of the survey.

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

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

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

[5] Taxicabs and services incidental to water transportation were excluded.

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

[7] Workers from this entire industry division are represented in estimates for "all industries" and "nonmanufacturing" in the Series A tables, but from the real estate portion only in estimates for "all industries" in the Series B tables. Separate presentation of data for this division is not made for one or more of the reasons given in footnote 6 above.

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

Table 2. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups, and percents of increase for selected periods, Des Moines, Iowa

Industry and occupational group	Index (February 1961=100)	Percents of increase			
	February 1964	February 1963 to February 1964	February 1962 to February 1963	February 1961 to February 1962	February 1960 to February 1961
All industries:					
Office clerical (men and women)	111.3	3.2	3.0	4.7	1.1
Industrial nurses (men and women)	112.4	4.0	3.6	4.3	4.5
Skilled maintenance (men)	108.9	3.2	2.9	2.6	4.0
Unskilled plant (men)	109.4	3.3	3.2	2.5	5.6
Manufacturing:					
Office clerical (men and women)	109.7	2.1	3.7	3.6	1.9
Industrial nurses (men and women)	110.6	[1]	[1]	[1]	3.9
Skilled maintenance (men)	108.0	2.6	2.9	2.2	4.4
Unskilled plant (men)	110.7	4.4	2.7	3.1	4.8

[1] Data do not meet publication criteria.

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Wage Trends for Selected Occupational Groups

Presented in table 2 are indexes and 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 salaries 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 indexes were computed by multiplying the ratios for each group aggregate for each period after the base year (1961).

The indexes and 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 reflect only changes in average pay for straight-time hours. They are not influenced by changes in standard work schedules, as such, or by premium pay for overtime.

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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, Des Moines, Iowa, February 1964)

Sex, occupation, and industry division	Number of workers	Average		Number of workers receiving straight-time weekly earnings of—																								
		Weekly hours[1] (Standard)	Weekly earnings[1] (Standard)	$40 and under $45	$45 - $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 and over
Men																												
Clerks, accounting, class A	62	40.0	$108.50	-	-	-	-	-	-	-	5	4	5	2	10	6	6	4	3	4	-	1	2	4	-	5	1
Manufacturing	32	40.0	120.00	-	-	-	-	-	-	-	1	-	1	1	4	1	4	4	2	3	-	1	2	4	-	3	1
Nonmanufacturing	30	40.0	97.00	-	-	-	-	-	-	-	4	4	4	1	6	5	2	-	1	1	-	-	-	-	-	2	-
Public utilities[2]	15	40.0	104.00	-	-	-	-	-	-	-	2	2	-	-	2	5	-	-	1	1	-	-	-	-	-	2	-
Clerks, accounting, class B	38	39.5	97.00	-	-	-	-	-	-	6	1	-	7	2	7	2	-	6	3	3	1	-	-	-	-	-	-
Nonmanufacturing	20	39.0	87.00	-	-	-	-	-	-	6	1	-	3	2	7	-	-	1	-	-	-	-	-	-	-	-	-
Clerks, order	46	40.0	97.50	-	-	-	-	-	-	4	4	-	-	6	6	18	-	4	4	-	-	-	-	-	-	-	-
Nonmanufacturing	40	40.0	97.00	-	-	-	-	-	-	4	4	-	-	4	6	14	-	4	4	-	-	-	-	-	-	-	-
Office boys	38	39.5	59.50	-	2	22	1	2	2	5	-	-	2	-	1	1	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	19	39.5	58.50	-	2	9	-	1	2	4	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class A	32	39.0	103.50	-	-	-	-	-	-	-	1	-	2	4	5	8	6	2	-	3	-	1	-	-	-	-	-
Nonmanufacturing	21	38.5	102.00	-	-	-	-	-	-	-	-	-	-	4	3	8	5	1	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class B	68	39.0	90.00	-	-	-	-	-	-	5	11	7	8	8	21	3	4	-	-	1	-	-	-	-	-	-	-
Nonmanufacturing	60	38.5	88.50	-	-	-	-	-	-	5	11	7	7	8	17	2	2	-	-	1	-	-	-	-	-	-	-
Tabulating-machine operators, class C	27	40.0	75.50	-	-	-	1	10	-	5	1	-	3	6	-	-	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	16	40.0	67.00	-	-	-	-	10	-	5	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Women																												
Billers, machine (billing machine)	42	40.0	65.00	-	-	5	8	10	10	1	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	19	40.0	68.00	-	-	1	1	8	4	-	1	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	23	40.0	62.50	-	-	4	7	2	6	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Billers, machine (bookkeeping machine)	24	37.0	58.00	-	9	3	-	6	-	2	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A	38	39.5	78.50	-	-	-	-	3	6	7	2	13	4	2	-	-	-	-	1	-	-	-	-	-	-	-	-
Nonmanufacturing	27	39.0	75.00	-	-	-	-	3	6	7	1	6	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class B	76	39.0	64.50	-	2	8	18	23	13	3	1	-	7	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	22	40.0	65.50	-	-	-	8	9	-	1	1	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	54	39.0	63.50	-	2	8	10	14	13	2	-	-	4	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class A	146	39.5	81.00	-	-	-	9	5	19	19	21	12	22	21	4	10	1	2	-	1	-	-	-	-	-	-	-
Manufacturing	25	40.0	92.00	-	-	-	-	-	-	4	-	1	1	12	-	4	-	2	-	1	-	-	-	-	-	-	-
Nonmanufacturing	121	39.5	78.50	-	-	-	9	5	19	15	21	11	21	9	4	6	1	-	-	-	-	-	-	-	-	-	-
Public utilities[2]	43	40.0	84.00	-	-	-	-	1	3	4	5	5	19	4	-	2	-	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class B	350	39.5	70.50	-	3	19	45	56	44	61	45	56	13	-	2	4	1	1	-	-	-	-	-	-	-	-	-
Manufacturing	37	40.0	78.50	-	-	2	-	4	2	11	1	7	5	-	1	3	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	313	39.5	69.50	-	3	17	45	52	42	50	44	49	8	-	1	1	-	1	-	-	-	-	-	-	-	-	-
Clerks, file, class A	52	39.0	65.00	-	-	3	6	9	25	8	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	51	39.0	65.00	-	-	3	6	9	24	8	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class B	408	38.5	54.50	17	100	112	87	80	10	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	402	38.5	54.00	17	100	112	87	76	9	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class C	207	39.5	51.50	-	40	158	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	207	39.5	51.50	-	40	158	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

See footnotes at end of table.

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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, Des Moines, Iowa, February 1964)

Sex, occupation, and industry division	Number of workers	Average		Number receiving straight-time weekly earnings of—																							
		Weekly hours[1] (Standard)	Weekly earnings[1] (Standard)	$40 and under $45	$45 - $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 and over
Women—Continued																											
Clerks, order	33	40.0	$62.50	3	-	4	9	9	2	2	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	19	40.0	68.50	-	-	2	2	7	2	2	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, payroll	74	39.5	77.50	-	2	2	3	5	4	15	12	7	14	5	-	2	1	2	-	-	-	-	-	-	-	-	-
Manufacturing	31	40.0	82.50	-	-	-	-	1	-	9	6	3	6	3	-	-	1	2	-	-	-	-	-	-	-	-	-
Nonmanufacturing	43	39.0	74.00	-	2	2	3	4	4	6	6	4	8	2	-	2	-	-	-	-	-	-	-	-	-	-	-
Comptometer operators	68	39.5	74.00	-	2	1	12	5	15	5	9	-	4	4	2	8	-	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing	51	39.0	71.50	-	2	1	6	3	15	5	9	-	3	4	2	1	-	-	-	-	-	-	-	-	-	-	-
Keypunch operators, class A	81	39.5	77.50	-	-	-	-	-	18	19	10	22	4	5	-	3	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	26	40.0	85.00	-	-	-	-	-	2	2	1	9	4	5	-	3	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	55	39.0	73.50	-	-	-	-	-	16	17	9	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Keypunch operators, class B	319	39.0	61.00	-	16	70	71	86	37	19	9	6	1	-	4	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	286	39.0	60.50	-	16	68	65	79	32	10	5	6	1	-	4	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities[2]	67	40.0	67.00	-	-	-	13	23	18	3	4	1	1	-	4	-	-	-	-	-	-	-	-	-	-	-	-
Office girls	123	39.0	57.00	-	10	45	32	15	15	3	2	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	119	38.5	57.00	-	10	43	32	15	14	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	501	39.5	85.50	-	1	4	2	22	46	65	77	60	49	44	43	21	27	13	4	8	3	10	1	1	-	-	-
Manufacturing	155	40.0	87.50	-	-	-	-	5	8	28	20	20	17	14	11	5	8	8	3	-	1	5	1	1	-	-	-
Nonmanufacturing	346	39.0	84.50	-	1	4	2	17	38	37	57	40	32	30	32	16	19	5	1	8	2	5	-	-	-	-	-
Stenographers, general	456	39.0	67.50	1	3	36	81	118	62	45	42	36	7	10	6	5	4	-	-	-	-	-	-	-	-	-	-
Manufacturing	85	40.0	73.00	-	-	-	7	21	16	12	8	6	1	4	6	3	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	371	39.0	66.00	1	3	36	74	97	46	33	34	30	6	6	-	2	3	-	-	-	-	-	-	-	-	-	-
Public utilities[2]	39	40.0	79.00	-	-	-	1	3	3	6	5	14	4	-	-	2	1	-	-	-	-	-	-	-	-	-	-
Stenographers, senior	164	38.5	81.50	-	-	2	3	8	26	17	25	17	19	16	13	11	3	-	3	1	-	-	-	-	-	-	-
Manufacturing	39	40.0	82.00	-	-	-	-	2	3	5	8	6	7	1	6	-	-	-	-	1	-	-	-	-	-	-	-
Nonmanufacturing	125	38.5	81.50	-	-	2	3	6	23	12	17	11	12	15	7	11	3	-	3	-	-	-	-	-	-	-	-
Public utilities[2]	17	40.0	99.50	-	-	-	-	-	-	1	-	-	3	3	-	4	3	-	3	-	-	-	-	-	-	-	-
Switchboard operators	62	42.0	65.50	-	5	21	1	4	7	1	10	8	-	2	1	1	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	51	42.0	62.50	-	5	21	-	4	6	1	5	5	-	2	1	1	-	-	-	-	-	-	-	-	-	-	-
Switchboard operator-receptionists	115	39.5	66.50	1	-	17	20	10	27	14	18	3	2	-	2	-	-	1	-	-	-	-	-	-	-	-	-
Manufacturing	40	40.0	72.00	-	-	2	2	5	9	5	12	1	2	-	1	-	-	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing	75	39.0	63.50	1	-	15	18	5	18	9	6	2	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class B	30	38.5	80.00	-	-	-	-	-	2	10	2	10	3	1	-	1	-	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing	24	38.0	78.00	-	-	-	-	-	2	10	1	7	2	1	-	1	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class C	106	39.5	66.50	-	-	5	21	31	18	4	12	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	92	39.0	65.50	-	-	4	21	31	15	3	5	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transcribing-machine operators, general	137	39.5	65.50	-	-	20	15	36	35	13	7	3	2	-	4	2	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	24	40.0	72.50	-	-	2	-	-	10	8	-	-	2	-	-	2	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	113	39.5	64.00	-	-	18	15	36	25	5	7	3	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-
Typists, class A	116	39.0	68.00	-	-	2	18	25	35	14	7	9	2	2	-	-	1	-	1	-	-	-	-	-	-	-	-
Manufacturing	30	40.0	76.00	-	-	-	-	5	8	3	3	6	1	2	-	-	1	-	1	-	-	-	-	-	-	-	-
Nonmanufacturing	86	39.0	65.00	-	-	2	18	20	27	11	4	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Typists, class B	574	39.0	57.00	2	52	207	142	117	27	15	4	6	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	18	39.5	65.50	-	-	2	2	5	3	4	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	556	39.0	56.50	2	52	205	140	112	24	11	3	6	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities[2]	29	39.5	66.50	-	-	1	11	7	2	-	1	6	-	-	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.

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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, Des Moines, Iowa, February 1964)

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)	$85 and under $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 - $165	$165 - $170	$170 - $175
Men																					
Draftsmen, senior	56	40.0	$126.00	1	-	1	5	7	3	9	4	2	4	3	7	5	1	1	1	-	2
Manufacturing	54	40.0	127.50	-	-	1	4	7	3	9	4	2	4	3	7	5	1	1	1	-	2
Women																					
Nurses, industrial (registered)	21	40.0	104.00	1	3	4	4	4	1	3	-	-	1	-	-	-	-	-	-	-	-
Manufacturing	18	40.0	104.00	1	3	3	3	4	1	2	-	-	1	-	-	-	-	-	-	-	-

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

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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, Des Moines, Iowa, February 1964)

Occupation and industry division	Number of workers	Average weekly earnings [1] (Standard)
Office occupations		
Billers, machine (billing machine)	44	$65.50
Manufacturing	19	68.00
Nonmanufacturing	25	63.50
Billers, machine (bookkeeping machine)	24	58.00
Bookkeeping-machine operators, class A	46	80.00
Nonmanufacturing	35	78.00
Bookkeeping-machine operators, class B	78	65.00
Manufacturing	22	65.50
Nonmanufacturing	56	64.50
Clerks, accounting, class A	208	89.00
Manufacturing	57	107.50
Nonmanufacturing	151	82.00
Public utilities [2]	58	89.00
Clerks, accounting, class B	388	73.00
Manufacturing	55	88.00
Nonmanufacturing	333	70.50
Clerks, file, class A	52	65.00
Nonmanufacturing	51	65.00
Clerks, file, class B	410	54.50
Nonmanufacturing	404	54.00
Clerks, file, class C	207	51.50
Nonmanufacturing	207	51.50
Clerks, order	79	83.00
Manufacturing	25	76.00
Nonmanufacturing	54	86.00
Office occupations—Continued		
Clerks, payroll	78	$79.50
Manufacturing	32	83.50
Nonmanufacturing	46	76.50
Comptometer operators	68	74.00
Nonmanufacturing	51	71.50
Keypunch operators, class A	81	77.50
Manufacturing	26	85.00
Nonmanufacturing	55	73.50
Keypunch operators, class B	319	61.00
Nonmanufacturing	286	60.50
Public utilities [2]	67	67.00
Office boys and girls	161	57.50
Nonmanufacturing	138	57.00
Secretaries	502	85.50
Manufacturing	155	87.50
Nonmanufacturing	347	84.50
Stenographers, general	457	67.50
Manufacturing	86	73.00
Nonmanufacturing	371	66.00
Public utilities [2]	39	79.00
Stenographers, senior	164	81.50
Manufacturing	39	82.00
Nonmanufacturing	125	81.50
Public utilities [2]	17	99.50
Switchboard operators	62	65.50
Nonmanufacturing	51	62.50
Office occupations—Continued		
Switchboard operator-receptionists	115	$66.50
Manufacturing	40	72.00
Nonmanufacturing	75	63.50
Tabulating-machine operators, class A	38	100.00
Nonmanufacturing	27	97.50
Tabulating-machine operators, class B	98	87.00
Nonmanufacturing	84	85.50
Tabulating-machine operators, class C	133	68.50
Nonmanufacturing	108	65.50
Transcribing-machine operators, general	138	65.50
Manufacturing	24	72.50
Nonmanufacturing	114	64.00
Typists, class A	119	68.00
Manufacturing	32	76.00
Nonmanufacturing	87	65.00
Typists, class B	580	57.00
Manufacturing	18	65.50
Nonmanufacturing	562	56.50
Public utilities [2]	29	66.50
Professional and technical occupations		
Draftsmen, senior	56	126.00
Manufacturing	54	127.50
Nurses, industrial (registered)	21	104.00
Manufacturing	18	104.00

[1] Earnings relate to regular straight-time weekly salaries that are paid for standard workweeks.
[2] Transportation, communication, and other public utilities.

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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, Des Moines, Iowa, February 1964)

Occupation and industry division	Number of workers	Average hourly earnings [1]	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																								
			$1.80 and under $1.90	$1.90 - $2.00	$2.00 - $2.10	$2.10 - $2.20	$2.20 - $2.30	$2.30 - $2.40	$2.40 - $2.50	$2.50 - $2.60	$2.60 - $2.70	$2.70 - $2.80	$2.80 - $2.90	$2.90 - $3.00	$3.00 - $3.10	$3.10 - $3.20	$3.20 - $3.30	$3.30 - $3.40	$3.40 - $3.50	$3.50 - $3.60	$3.60 - $3.70	$3.70 - $3.80	$3.80 - $3.90	$3.90 - $4.00	$4.00 - $4.10
Carpenters, maintenance	16	$3.18	-	-	-	-	-	-	-	3	1	-	1	2	-	-	4	-	-	-	2	-	-	3	-
Electricians, maintenance	106	3.34	-	-	-	-	-	-	-	5	3	-	4	3	18	-	22	1	2	21	9	15	1	-	2
Manufacturing	94	3.35	-	-	-	-	-	-	-	1	3	-	4	3	18	-	22	1	1	21	9	8	1	-	2
Engineers, stationary	74	2.82	-	-	-	3	2	15	7	2	4	7	4	-	5	4	9	1	6	5	-	-	-	-	-
Manufacturing	30	3.28	-	-	-	-	-	-	-	-	-	-	4	-	5	-	9	1	6	5	-	-	-	-	-
Nonmanufacturing	44	2.51	-	-	-	3	2	15	7	2	4	7	-	-	-	4	-	-	-	-	-	-	-	-	-
Public utilities [2]	15	2.72	-	-	-	-	-	2	1	2	4	2	-	-	-	4	-	-	-	-	-	-	-	-	-
Firemen, stationary boiler	54	2.68	3	3	-	4	3	-	7	-	-	12	4	3	2	11	2	-	-	-	-	-	-	-	-
Manufacturing	38	2.88	-	-	-	-	-	-	6	-	-	12	4	3	2	11	-	-	-	-	-	-	-	-	-
Nonmanufacturing	16	2.21	3	3	-	4	3	-	1	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-
Helpers, maintenance trades	43	2.77	-	-	-	-	-	1	2	4	9	11	2	14	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	35	2.77	-	-	-	-	-	-	2	4	5	11	2	11	-	-	-	-	-	-	-	-	-	-	-
Machinists, maintenance	73	3.29	-	-	-	-	-	-	-	-	-	-	3	4	21	5	8	-	-	26	3	3	-	-	-
Manufacturing	65	3.31	-	-	-	-	-	-	-	-	-	-	2	-	21	4	8	-	-	26	1	3	-	-	-
Mechanics, automotive (maintenance)	194	3.01	-	-	-	-	-	-	6	8	6	4	14	51	8	88	-	3	6	-	-	-	-	-	-
Manufacturing	48	2.96	-	-	-	-	-	-	-	8	-	4	4	19	3	1	-	3	6	-	-	-	-	-	-
Nonmanufacturing	146	3.02	-	-	-	-	-	-	6	-	6	-	10	32	5	87	-	-	-	-	-	-	-	-	-
Public utilities [2]	125	3.02	-	-	-	-	-	-	6	-	6	-	10	20	5	78	-	-	-	-	-	-	-	-	-
Mechanics, maintenance	230	3.12	-	-	-	-	-	-	-	10	-	27	10	8	69	3	66	-	6	31	-	-	-	-	-
Manufacturing	204	3.07	-	-	-	-	-	-	-	10	-	27	10	8	69	3	66	-	-	11	-	-	-	-	-
Oilers	29	2.75	-	-	-	4	-	4	-	-	4	-	-	15	-	-	-	2	-	-	-	-	-	-	-
Manufacturing	26	2.74	-	-	-	4	-	4	-	-	4	-	-	12	-	-	-	2	-	-	-	-	-	-	-
Painters, maintenance	21	3.13	-	-	1	-	-	-	-	-	-	-	1	7	2	-	1	5	2	2	-	-	-	-	-
Manufacturing	15	3.23	-	-	-	-	-	-	-	-	-	-	-	4	2	-	1	5	2	1	-	-	-	-	-
Tool and die makers	99	3.36	-	-	-	-	-	-	-	-	-	6	15	1	2	18	21	-	-	-	1	7	2	26	-
Manufacturing	99	3.36	-	-	-	-	-	-	-	-	-	6	15	1	2	18	21	-	-	-	1	7	2	26	-

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

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Table A-5. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Des Moines, Iowa, February 1964)

Occupation[1] and industry division	Number of workers	Average hourly earnings[2]	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																								
			$0.70 and under $0.80	$0.80 - $0.90	$0.90 - $1.00	$1.00 - $1.10	$1.10 - $1.20	$1.20 - $1.30	$1.30 - $1.40	$1.40 - $1.50	$1.50 - $1.60	$1.60 - $1.70	$1.70 - $1.80	$1.80 - $1.90	$1.90 - $2.00	$2.00 - $2.10	$2.10 - $2.20	$2.20 - $2.30	$2.30 - $2.40	$2.40 - $2.50	$2.50 - $2.60	$2.60 - $2.70	$2.70 - $2.80	$2.80 - $2.90	$2.90 - $3.00	$3.00 - $3.10	$3.10 - $3.20
Elevator operators, passenger (women)	66	$1.13	-	-	3	41	2	9	-	-	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	64	1.12	-	-	3	41	2	9	-	-	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Guards and watchmen	60	2.40	-	-	-	-	-	-	2	4	-	-	4	-	3	3	9	-	1	1	-	-	24	4	-	5	-
Manufacturing	46	2.55	-	-	-	-	-	-	-	3	-	-	-	-	2	3	5	-	-	-	-	-	24	4	-	5	-
Janitors, porters, and cleaners (men)	554	1.94	2	12	-	12	17	48	23	13	24	41	14	27	64	54	29	1	6	73	15	53	8	-	18	-	-
Manufacturing	326	2.28	-	-	-	-	-	2	1	-	6	7	6	21	45	49	19	-	3	73	15	53	8	-	18	-	-
Nonmanufacturing	228	1.46	2	12	-	12	17	46	22	13	18	34	8	6	19	5	10	1	3	-	-	-	-	-	-	-	-
Public utilities[3]	40	1.87	-	-	-	-	-	2	1	2	7	1	4	1	4	4	10	1	3	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (women)	64	1.43	-	-	-	1	-	30	6	1	18	-	4	1	-	2	-	-	-	-	1	-	-	-	-	-	-
Nonmanufacturing	59	1.39	-	-	-	1	-	30	6	1	18	-	1	-	-	2	-	-	-	-	-	-	-	-	-	-	-
Laborers, material handling	502	2.42	-	-	-	8	-	28	15	15	13	3	7	5	6	19	10	12	28	16	57	93	69	19	1	-	78
Manufacturing	249	2.50	-	-	-	-	-	-	-	7	3	-	-	-	6	19	1	-	15	11	57	93	17	19	1	-	-
Nonmanufacturing	253	2.34	-	-	-	8	-	28	15	8	10	3	7	5	-	-	9	12	13	5	-	-	52	-	-	-	78
Order fillers	208	2.52	-	-	-	-	-	-	9	-	-	4	-	-	-	4	4	2	6	24	40	56	57	-	2	-	-
Manufacturing	29	2.31	-	-	-	-	-	-	-	-	-	4	-	-	-	4	4	2	6	-	-	4	3	-	2	-	-
Nonmanufacturing	179	2.56	-	-	-	-	-	-	9	-	-	-	-	-	-	-	-	-	-	24	40	52	54	-	-	-	-
Packers, shipping	81	2.53	-	-	-	-	2	4	2	1	-	-	-	-	1	-	-	-	2	-	-	38	31	-	-	-	-
Receiving clerks	59	2.48	-	-	-	-	-	-	-	-	-	-	-	-	-	6	-	10	11	1	6	8	13	4	-	-	-
Manufacturing	28	2.43	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	6	10	1	-	4	1	4	-	-	-
Nonmanufacturing	31	2.53	-	-	-	-	-	-	-	-	-	-	-	-	-	4	-	4	1	-	6	4	12	-	-	-	-
Shipping clerks	34	2.58	-	-	-	-	-	-	-	-	-	-	-	1	-	3	-	3	2	1	-	2	22	-	-	-	-
Shipping and receiving clerks	40	2.44	-	-	-	-	-	-	-	-	-	5	2	-	-	5	-	4	-	2	-	5	6	4	6	-	1
Manufacturing	26	2.59	-	-	-	-	-	-	-	-	-	-	-	-	-	4	-	4	-	2	-	-	6	4	6	-	-
Truckdrivers[4]	379	2.81	-	-	-	-	-	-	3	-	-	2	-	2	-	7	15	13	12	58	21	15	5	13	-	-	213
Manufacturing	71	2.43	-	-	-	-	-	-	-	-	-	-	-	-	-	6	9	5	3	20	9	15	3	1	-	-	-
Nonmanufacturing	308	2.90	-	-	-	-	-	-	3	-	-	2	-	2	-	1	6	8	9	38	12	-	2	12	-	-	213
Public utilities[3]	243	3.03	-	-	-	-	-	-	-	-	-	2	-	-	-	1	-	3	3	21	-	-	-	-	-	-	213
Truckdrivers, light (under 1½ tons)	30	2.17	-	-	-	-	-	-	3	-	-	2	-	2	-	1	6	4	1	1	10	-	-	-	-	-	-
Nonmanufacturing	22	2.06	-	-	-	-	-	-	3	-	-	2	-	2	-	1	6	3	1	-	4	-	-	-	-	-	-
Truckdrivers, medium (1½ to and including 4 tons)	22	2.27	-	-	-	-	-	-	-	-	-	-	-	-	-	6	6	1	4	-	4	-	1	-	-	-	-
Truckdrivers, heavy (over 4 tons, trailer type)	30	2.62	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	5	1	-	12	-	-	-
Truckers, power (forklift)	166	2.55	-	-	-	-	-	-	-	-	2	-	-	-	-	-	29	11	6	6	2	56	33	21	-	-	-
Manufacturing	147	2.56	-	-	-	-	-	-	-	-	2	-	-	-	-	-	29	8	-	6	2	56	23	21	-	-	-

[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] Includes all drivers regardless of size and type of truck operated.

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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, Des Moines, Iowa, February 1964)

Minimum weekly straight-time salary[1]	Inexperienced typists						Other inexperienced clerical workers[2]					
	All industries	Manufacturing		Nonmanufacturing			All industries	Manufacturing		Nonmanufacturing		
		Based on standard weekly hours[3] of—						Based on standard weekly hours[3] of—				
		All schedules	40	All schedules	37½	40		All schedules	40	All schedules	37½	40
Establishments studied	99	37	xxx	62	xxx	xxx	99	37	xxx	62	xxx	xxx
Establishments having a specified minimum	31	10	10	21	5	11	32	11	11	21	5	11
$40.00 and under $42.50	1	-	-	1	-	1	1	-	-	1	-	1
$42.50 and under $45.00	1	-	-	1	-	-	1	-	-	1	-	-
$45.00 and under $47.50	3	-	-	3	3	-	3	-	-	3	3	-
$47.50 and under $50.00	4	-	-	4	1	-	5	-	-	5	1	-
$50.00 and under $52.50	13	5	5	8	1	6	11	5	5	6	1	5
$52.50 and under $55.00	-	-	-	-	-	-	-	-	-	-	-	-
$55.00 and under $57.50	1	1	1	-	-	-	4	1	1	3	-	3
$57.50 and under $60.00	2	-	-	2	-	2	1	-	-	1	-	1
$60.00 and under $62.50	1	1	1	-	-	-	3	2	2	1	-	1
$62.50 and under $65.00	-	-	-	-	-	-	-	-	-	-	-	-
$65.00 and under $67.50	1	-	-	1	-	1	-	-	-	-	-	-
$67.50 and under $70.00	-	-	-	-	-	-	-	-	-	-	-	-
$70.00 and under $72.50	-	-	-	-	-	-	-	-	-	-	-	-
$72.50 and under $75.00	1	1	1	-	-	-	1	1	1	-	-	-
$75.00 and under $77.50	1	1	1	-	-	-	1	1	1	-	-	-
$77.50 and over	2	1	1	1	-	1	1	1	1	-	-	-
Establishments having no specified minimum	20	5	xxx	15	xxx	xxx	28	9	xxx	19	xxx	xxx
Establishments which did not employ workers in this category	48	22	xxx	26	xxx	xxx	39	17	xxx	22	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.

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Table B-2. Shift Differentials

(Shift differentials of manufacturing plant workers by type and amount of differential, Des Moines, Iowa, February 1964)

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	86.4	83.2	21.7	9.3
With shift pay differential	83.5	82.1	21.2	9.1
Uniform cents (per hour)	58.1	70.5	13.0	9.0
2 cents	1.9	1.9	.5	-
4 cents	6.8	-	2.2	-
5 cents	4.8	.5	.6	-
6 cents	-	6.8	-	1.8
8 cents	3.5	.7	.6	-
9 1/2 cents	-	13.9	-	4.4
10 cents	15.9	3.3	3.1	.3
12 cents	7.0	15.7	.5	.3
14 cents	-	1.8	-	-
14 2/5 cents	12.0	-	3.6	-
15 cents	-	5.9	-	.2
19 cents	-	1.7	-	-
20 3/5 cents	-	12.0	-	.8
30 cents	6.4	6.4	2.1	1.2
Uniform percentage	6.3	6.3	.8	.1
5 percent	2.8	-	.4	-
7 percent	1.9	-	.3	-
10 percent	1.6	6.3	-	.1
Other formal pay differential [2]	19.1	5.3	7.4	([3])
With no shift pay differential	2.8	1.2	.5	.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] Primarily uniform cents per hour for part of the hours worked and uniform cents per hour varying according to job.
[3] Less than 0.05 percent.

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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, Des Moines, Iowa, February 1964)

Weekly hours	OFFICE WORKERS			PLANT WORKERS		
	All industries [1]	Manufacturing	Public utilities [2]	All industries [3]	Manufacturing	Public utilities [2]
All workers	100	100	100	100	100	100
35 hours	2	-	-	8	-	-
Over 35 and under 37 1/2 hours	2	-	-	-	-	-
37 1/2 hours	22	1	1	8	14	-
Over 37 1/2 and under 40 hours	11	-	-	(4)	-	-
40 hours	62	96	99	73	82	100
Over 40 and under 44 hours	(4)	1	-	-	-	-
44 hours	1	1	-	5	1	-
Over 44 and under 48 hours	(4)	1	-	5	2	-
48 hours	-	-	-	1	2	-

[1] Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services, in addition to those industry divisions shown separately.
[2] Transportation, communication, and other public utilities.
[3] Includes data for wholesale trade, retail trade, real estate, and services, in addition to those industry divisions shown separately.
[4] Less than 0.5 percent.

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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, Des Moines, Iowa, February 1964)

Item	OFFICE WORKERS			PLANT WORKERS		
	All industries [1]	Manufacturing	Public utilities [2]	All industries [3]	Manufacturing	Public utilities [2]
All workers	100	100	100	100	100	100
Workers in establishments providing paid holidays	99	100	100	98	100	96
Workers in establishments providing no paid holidays	([4])	-	-	2	-	4
Number of days						
1 holiday	([4])	-	-	5	-	-
5 holidays plus 1 half day	-	-	-	1	-	-
6 holidays	58	28	12	40	22	32
6 holidays plus 1 half day	12	1	9	1	1	-
6 holidays plus 2 half days	8	29	-	10	17	-
7 holidays	17	17	78	17	18	62
7 holidays plus 2 half days	2	9	-	4	8	-
8 holidays	3	14	([4])	17	32	2
9 holidays	([4])	2	-	1	2	-
Total holiday time [5]						
9 days	([4])	2	-	1	2	-
8 days or more	5	25	([4])	23	42	2
7 days or more	30	71	79	50	77	64
6½ days or more	42	72	88	51	78	64
6 days or more	99	100	100	91	100	96
5½ days or more	99	100	100	93	100	96
1 day or more	99	100	100	98	100	96

[1] Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services, in addition to those industry divisions shown separately.
[2] Transportation, communication, and other public utilities.
[3] Includes data for wholesale trade, retail trade, real estate, and services, 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.

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Table B-5. Paid Vacations[1]

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, Des Moines, Iowa, February 1964)

Vacation policy	OFFICE WORKERS			PLANT WORKERS		
	All industries[2]	Manufacturing	Public utilities[3]	All industries[4]	Manufacturing	Public utilities[3]
All workers	100	100	100	100	100	100
Method of payment						
Workers in establishments providing paid vacations	100	100	100	100	100	100
Length-of-time payment	100	100	100	78	59	100
Percentage payment	-	-	-	22	41	-
Flat-sum payment	-	-	-	-	-	-
Other	-	-	-	-	-	-
Workers in establishments providing no paid vacations						
Amount of vacation pay[5]						
After 6 months of service						
Under 1 week	2	2		12	22	-
1 week	51	69		13	11	6
Over 1 and under 2 weeks	9	3	-	1	3	-
After 1 year of service						
1 week	25	19	76	74	74	61
Over 1 and under 2 weeks	-	-	-	4	7	-
2 weeks	75	81	24	22	19	39
After 2 years of service						
1 week	4	10	7	46	61	24
Over 1 and under 2 weeks	1	-	8	6	9	11
2 weeks	95	90	86	49	30	64
After 3 years of service						
1 week	1	4	-	7	9	-
Over 1 and under 2 weeks	(6)	-	(6)	13	25	2
2 weeks	92	85	99	73	61	98
3 weeks	7	12	-	7	5	-
After 4 years of service						
1 week	1	4	-	5	5	-
Over 1 and under 2 weeks	(6)	-	(6)	12	22	2
2 weeks	88	85	99	76	67	98
Over 2 and under 3 weeks	4	-	-	-	-	-
3 weeks	7	12	-	7	5	-
After 5 years of service						
1 week	(6)	(6)	-	4	3	-
2 weeks	80	64	99	82	81	96
Over 2 and under 3 weeks	4	1	-	2	4	-
3 weeks	16	34	1	12	12	4

See footnotes at end of table.

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Table B-5. Paid Vacations[1]—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, Des Moines, Iowa, February 1964)

Vacation policy	OFFICE WORKERS			PLANT WORKERS		
	All industries[2]	Manufacturing	Public utilities[3]	All industries[4]	Manufacturing	Public utilities[3]
Amount of vacation pay[5]—Continued						
After 10 years of service						
1 week	(6)	(6)	-	4	3	-
2 weeks	43	32	23	46	34	43
Over 2 and under 3 weeks	4	-	-	12	22	-
3 weeks	53	67	77	39	41	57
After 12 years of service						
1 week	(6)	(6)	-	4	3	-
2 weeks	34	19	13	27	14	15
Over 2 and under 3 weeks	9	2	-	12	24	-
3 weeks	57	79	87	56	59	85
After 15 years of service						
1 week	(6)	(6)	-	4	3	-
2 weeks	15	13	10	18	8	-
Over 2 and under 3 weeks	-	-	-	1	3	-
3 weeks	84	86	90	72	80	100
Over 3 and under 4 weeks	-	-	-	2	4	-
4 weeks	1	1	-	2	2	-
After 20 years of service						
1 week	(6)	(6)	-	4	3	-
2 weeks	11	13	10	10	8	-
Over 2 and under 3 weeks	-	-	-	1	3	-
3 weeks	76	78	71	57	62	49
Over 3 and under 4 weeks	-	-	-	2	4	-
4 weeks	13	9	19	24	19	51
After 25 years of service						
1 week	(6)	(6)	-	4	3	-
2 weeks	8	13	10	10	8	-
Over 2 and under 3 weeks	-	-	-	1	3	-
3 weeks	58	58	8	35	36	22
Over 3 and under 4 weeks	-	-	-	2	4	-
4 weeks	26	25	82	43	38	78
Over 4 weeks	8	4	-	4	7	-

[1] Includes basic plans only. Excludes plans such as vacation-savings and those plans which offer "extended" or "sabbatical" benefits beyond basic plans to workers with qualifying lengths of service. Typical of such exclusions are plans recently negotiated in the steel, aluminum, and can industries.

[2] Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services, in addition to those industry divisions shown separately.

[3] Transportation, communication, and other public utilities.

[4] Includes data for wholesale trade, retail trade, real estate, and services, in addition to those industry divisions shown separately.

[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.

[6] Less than 0.5 percent.

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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] Des Moines, Iowa, February 1964)

Type of benefit	OFFICE WORKERS			PLANT WORKERS		
	All industries[2]	Manufacturing	Public utilities[3]	All industries[4]	Manufacturing	Public utilities[3]
All workers	100	100	100	100	100	100
Workers in establishments providing:						
Life insurance	97	99	100	90	96	100
Accidental death and dismemberment insurance	50	63	92	68	76	83
Sickness and accident insurance or sick leave or both[5]	80	65	97	79	87	96
Sickness and accident insurance	27	26	27	55	64	56
Sick leave (full pay and no waiting period)	62	25	95	21	7	41
Sick leave (partial pay or waiting period)	6	27	1	14	19	29
Hospitalization insurance	96	98	100	89	97	100
Surgical insurance	96	97	99	88	95	93
Medical insurance	92	92	89	77	88	70
Catastrophe insurance	61	32	77	24	24	46
Retirement pension	85	75	82	65	72	85
No health, insurance, or pension plan	1	([6])	-	2	3	-

[1] Includes those plans for which at least a part of the cost is borne by the employer, except those legally required such as workmen's compensation, social security, and railroad retirement.
[2] Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services, in addition to those industry divisions shown separately.
[3] Transportation, communication, and other public utilities.
[4] Includes data for wholesale trade, retail trade, real estate, and services, 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.

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Table B-7. Paid Sick Leave

(Percent distribution of office and plant workers in all industries and in industry divisions by formal sick leave provisions, Des Moines, Iowa, February 1964)

Sick leave provision	OFFICE WORKERS			PLANT WORKERS		
	All industries [1]	Manufacturing	Public utilities [2]	All industries [3]	Manufacturing	Public utilities [2]
All workers	100.0	100.0	100.0	100.0	100.0	100.0
Workers in establishments providing formal paid sick leave	67.3	51.8	95.6	35.1	25.6	70.3
Workers in establishments providing no formal paid sick leave	32.7	48.2	4.4	64.9	74.4	29.7
Type and amount of paid sick leave provided annually						
Uniform plan: [4]						
No waiting period	23.2	14.9	23.4	10.9	2.8	31.9
Full pay [5]	22.5	14.1	19.4	10.9	2.8	31.9
5 days	2.1	4.8	3.1	1.9	-	9.8
6 days	8.8	1.9	4.1	4.3	2.8	-
10 days	4.5	1.0	-	-	-	-
12 days	5.9	-	12.1	2.3	-	22.1
Full pay plus partial pay	.7	.8	4.0	-	-	-
Waiting period	.8	4.0	-	.2	.3	-
Graduated plan [4]—After 1 year of service:						
No waiting period	38.3	10.0	71.7	9.7	3.9	9.3
Full pay [5]	29.3	2.8	71.3	7.4	-	7.0
3 days	.1	-	-	2.2	-	7.0
5 days	13.4	-	62.3	5.2	-	-
7 days	4.1	-	-	-	-	-
18 days	3.9	-	-	-	-	-
22 days	3.4	-	-	-	-	-
Full pay plus partial pay [5]	9.0	7.3	.4	2.3	3.9	2.3
10 days	2.9	-	-	-	-	-
20 days	1.1	5.4	.4	2.3	3.9	2.3
22 days	3.1	1.9	-	-	-	-
Waiting period	5.0	22.9	.6	11.9	18.6	4.1
Partial pay only	4.6	22.9	.3	10.0	18.6	2.4
Graduated plan [4]—After 10 years of service:						
No waiting period	38.7	10.0	72.0	17.7	10.9	36.7
Full pay [5]	13.9	2.8	9.0	7.4	-	7.0
3 days	-	-	-	.7	-	7.0
10 days	6.5	-	9.0	5.2	-	-
16 days	4.1	-	-	-	-	-
Full pay plus partial pay [5]	24.8	7.3	63.0	6.7	3.9	29.7
22 days	3.4	-	-	-	-	-
65 days	8.5	1.9	62.6	2.7	-	27.4
80 days	1.1	5.4	-	2.1	3.9	-
120 days	3.9	-	-	-	-	-
130 days	2.9	-	-	-	-	-
Partial pay only	-	-	-	3.7	7.0	-
Waiting period	4.6	22.9	.3	6.3	11.6	1.6
Partial pay only	4.6	22.9	-	6.1	11.6	-
Provisions for accumulation						
Workers in establishments having provisions for accumulation of unused sick leave	22.1	4.9	16.5	6.0	2.8	30.8

[1] Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services, in addition to those industry divisions shown separately.
[2] Transportation, communication, and other public utilities.
[3] Includes data for wholesale trade, retail trade, real estate, and services, in addition to those industry divisions shown separately.
[4] "Uniform plans" are defined as those formal plans under which an employee, after 1 year of service, is entitled to the same number of days' paid sick leave each year. "Graduated plans" are defined as those formal plans under which an employee's leave varies according to length of service. Periods of service were arbitrarily chosen. Estimates reflect provisions applicable at the stated length of service but do not reflect provisions for progression. Thus, the proportion receiving 15 days' sick leave after 10 years of service may also receive this amount after greater or lesser lengths of service.
[5] May include provisions other than those presented separately. Numbers of days shown under "Full pay plus partial pay" are days for which workers receive sick leave at full pay; workers are entitled to additional days of sick leave at partial pay.

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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 permits 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

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CLERK, ACCOUNTING—Continued

payable; examining and coding invoices or vouchers with proper accounting distribution; and requires judgment and experience in making proper assignations 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 bookkeeping 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.

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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 of 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 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 involving a normal routine vocabulary from one or more persons either in shorthand or by Stenotype or similar machine; 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 involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research from one or more persons either in shorthand or by Stenotype or similar machine; 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.*

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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.

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PROFESSIONAL AND TECHNICAL

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.

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 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.

DRAFTSMAN—Continued

Junior (assistant). 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.

NURSE, INDUSTRIAL (REGISTERED)

A registered nurse who gives nursing service under general medical direction 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; assisting in 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 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.

CARPENTER, MAINTENANCE—Continued

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ELECTRICIAN, MAINTENANCE

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, 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, layouts, 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

Fires 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, or gas or oil burner; and checks water and safety valves. 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 journeyman 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

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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

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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 gatemen who are stationed at gate and check on identity of employees and other persons entering.*

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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

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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.

Available Upon Request——

The fourth annual report on salaries for accountants, auditors, attorneys, chemists, engineers, engineering technicians, draftsmen, tracers, job analysts, directors of personnel, managers of office services, and clerical employees.

Order as BLS Bulletin 1387, National Survey of Professional, Administrative, Technical, and Clerical Pay, February–March 1963. 40 cents a copy.

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Occupational Wage Surveys

A list of the latest available bulletins is presented below. A directory indicating dates of earlier studies, and the prices of the bulletins is available on request. Bulletins may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402, or from any of the BLS regional sales offices shown on the inside front cover.

Area	Bulletin number	Price
Akron, Ohio	1345-81	20 cents
Albany–Schenectady–Troy, N.Y	1345-53	20 cents
Albuquerque, N. Mex	1345-63	20 cents
Allentown–Bethlehem–Easton, Pa.–N.J	1345-45	20 cents
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Jacksonville, Fla	1385-32	20 cents
Kansas City, Mo.–Kans [1]	1385-26	25 cents
Lawrence–Haverhill, Mass.–N.H	1345-77	20 cents
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New Orleans, La	1385-42	25 cents
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Norfolk–Portsmouth and Newport News–Hampton, Va [1]	1345-75	25 cents
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Providence–Pawtucket, R.I.–Mass [1]	1345-70	25 cents
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Salt Lake City, Utah	1385-28	20 cents
San Antonio, Tex [1]	1345-78	25 cents
San Bernardino–Riverside–Ontario, Calif [1]	1385-9	25 cents
San Diego, Calif	1385-13	20 cents
San Francisco–Oakland, Calif [1]	1385-36	25 cents
Savannah, Ga	1345-60	20 cents
Scranton, Pa [1]	1385-8	25 cents
Seattle, Wash [1]	1385-10	25 cents
Sioux Falls, S. Dak [1]	1385-20	25 cents
South Bend, Ind	1345-52	20 cents
Spokane, Wash [1]	1345-66	25 cents
Toledo, Ohio [1]	1345-51	25 cents
Trenton, N.J	1385-27	20 cents
Washington, D.C.–Md.–Va	1385-17	25 cents
Waterbury, Conn	1345-49	20 cents
Waterloo, Iowa	1385-18	20 cents
Wichita, Kans	1385-6	20 cents
Worcester, Mass	1345-80	20 cents
York, Pa	1345-41	20 cents

[1] Data on establishment practices and supplementary wage provisions are also presented.

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