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**Salaries of White-Collar Workers
in
Hawaii, Puerto Rico, and Alaska,
May–June 1963**

•
**Professional,
Administrative,
Technical, and
Clerical Occupations**

•
Bulletin No. 1392

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

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

**Salaries of White-Collar Workers
in
Hawaii, Puerto Rico, and Alaska,
May-June 1963**

**Professional,
Administrative,
Technical, and
Clerical Occupations**

and

**Scheduled Weekly Hours
Paid Holidays and Paid Vacations
Health, Insurance, and Pension Plans
Cash Bonuses**

Bulletin No. 1392

January 1964

UNITED STATES DEPARTMENT OF LABOR

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Ewan' Clague, Commissioner



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Preface

The results of the Bureau of Labor Statistics surveys of salaries and supplementary practices relating to white-collar employees in major labor markets of Hawaii, Puerto Rico, and Alaska are summarized in this bulletin. The data, obtained by personal visits of Bureau field economists, reflect salaries in effect in May 1963 in Hawaii and Puerto Rico, and in June 1963 in Alaska.

These surveys were conducted by the Bureau of Labor Statistics upon request of the Bureau of the Budget and the Civil Service Commission in connection with their Federal salary responsibilities.

In order to provide a basis for comparing rates of pay in each of the locations mentioned with the national level, the surveys were patterned from the Bureau's annual National Survey of Professional, Administrative, Technical, and Clerical Pay (BLS Bulletin 1387). The full list of 77 occupation work levels, as defined for the nationwide survey was used in the study in each area. (See appendix B.) The specific job functions and responsibilities determining classification, and the number of work levels selected for study, vary from occupation to occupation. The salary data in this report, therefore, relate to employees meeting the criteria as specified in the survey definitions, and not to all employees in each field of work.

All data obtained for the occupation work levels studied, unidentified by establishment, were made available to the Bureau of the Budget and the Civil Service Commission for administrative use. Data for some of the work levels which did not meet publication criteria could be used for comparison with Federal salaries by combining data for work levels studied that were equivalent to a specific Classification Act grade, as determined by the Commission. Such comparisons, as well as comparisons with salary levels in other areas of mainland United States or nationwide, are not included in this report.

This bulletin was prepared by Boyd B. O'Neal, Jr., under the supervision of Louis E. Badenhop, in the Bureau's Division of Occupational Pay, under the general direction of Leonard R. Linsenmayer, Assistant Commissioner for Wages and Industrial Relations. Field work for the Alaska and Hawaii studies was directed by John L. Dana, and for the Puerto Rico study by Louis B. Woytych, the Bureau's Assistant Regional Directors for Wages and Industrial Relations, San Francisco and Atlanta regional offices, respectively.

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Salaries of White-Collar Workers in Hawaii, Puerto Rico, and Alaska, May-June 1963

This bulletin presents, in separate sections, data on salaries and related supplementary benefits for selected professional, administrative, technical, and clerical occupations in urban areas of Hawaii, Puerto Rico, and Alaska. Although 77 occupation work levels were studied in each area, the number of levels for which salary data are presented varies among the areas. For some occupations and levels, salaries could not be presented because either (1) employment was too small to provide enough data to permit publication, or (2) there was a possibility of disclosure of individual establishment data.

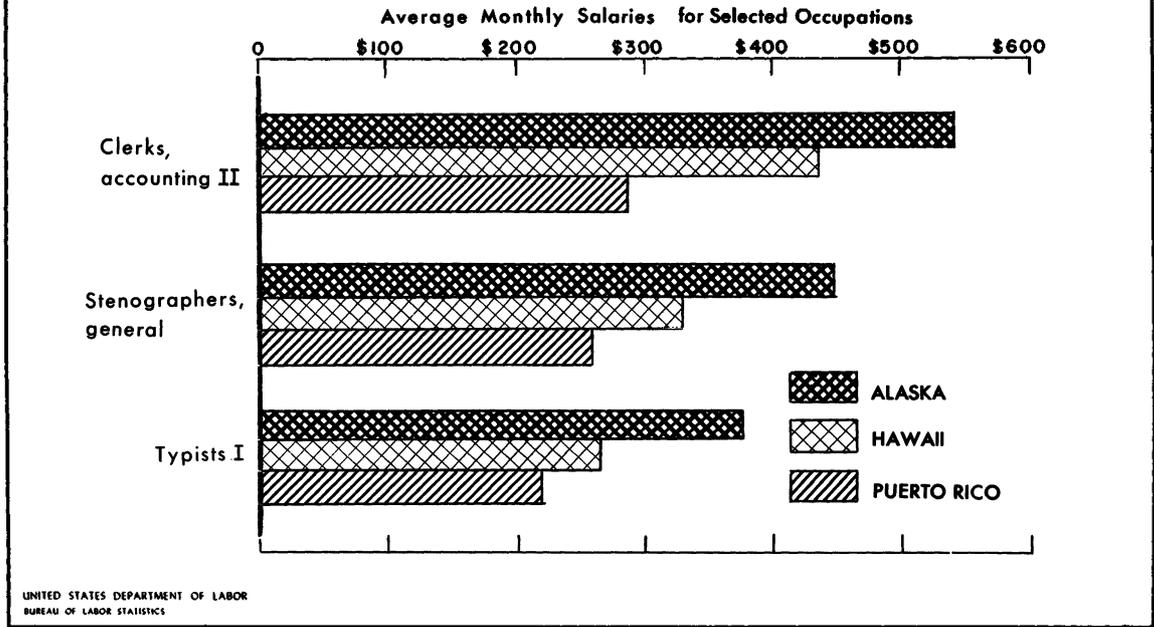
For those occupations that could be compared, salary levels in Hawaii were distinctly below those in Alaska, but well above salary levels in Puerto Rico. This is illustrated by the three representative clerical occupations shown in chart 1. The lower salaries in Puerto Rico were offset, at least in part, by more liberal provisions for paid vacations and paid holidays. (See chart 2.)

The Honolulu, Hawaii, Survey, May 1963

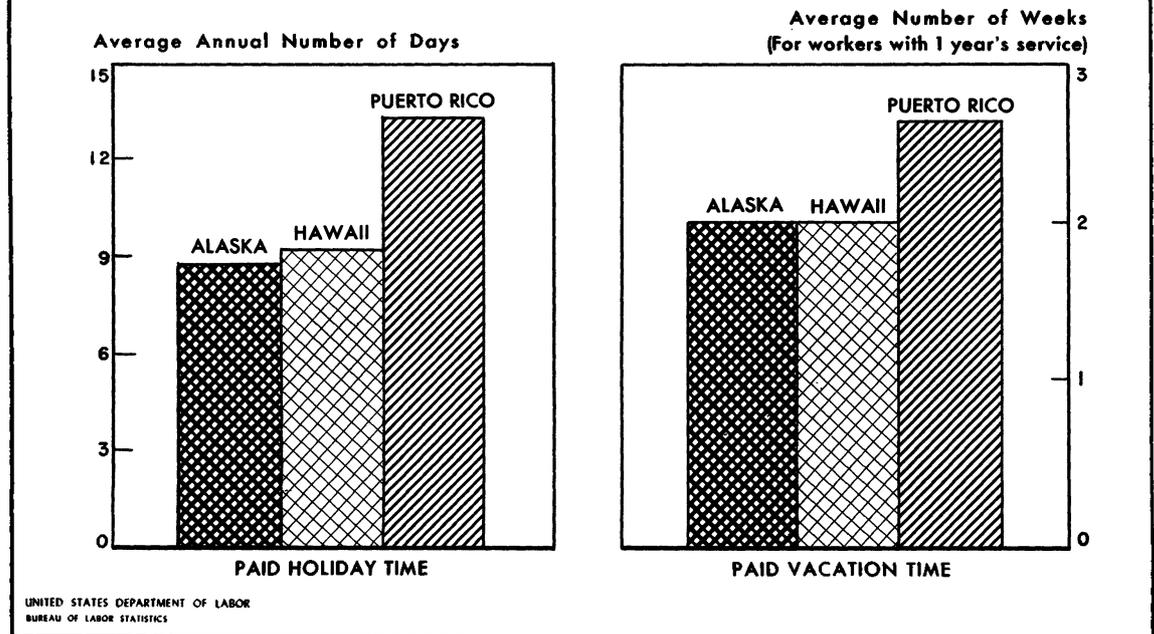
The survey of salaries for selected white-collar occupations which was conducted in Hawaii in May 1963 relates to the Honolulu Standard Metropolitan Statistical Area (Honolulu County). In the 1960 census this area had a population of about 500,500, which included approximately four-fifths of the population of the State. Among the industries studied, establishments with 50 workers or more employed approximately 56,300 workers in the period surveyed. Almost a fourth of these were employed in manufacturing, chiefly in raw sugar processing, pineapple canning, printing and publishing, and apparel manufacturing. Within nonmanufacturing, the industries with the highest proportion of the 42,700 total employment were transportation, communication, and other public utilities as a group, and retail trade, each with more than a fifth of these workers. The remaining nonmanufacturing employment was about equally represented in contract construction, wholesale trade, finance, and service industries. Employment in white-collar occupations was distributed somewhat differently than total employment. Manufacturing and contract construction industries, for example, accounted for smaller proportions of the white-collar employment, whereas the finance industries, with a tenth of the total employment, accounted for approximately a fourth of the white-collar workers.

Employment and salary data are presented in this bulletin for 32 of the 77 selected professional, administrative, technical, and clerical occupation work levels as defined for the study. The 32 work levels accounted for 2,718 employees representing about 15 percent of the estimated total white-collar employment in the establishments within scope of the study.

**Chart 1. Average Monthly Salaries in 3 Office Occupations
Urban Areas in Hawaii and Puerto Rico, May 1963, and Alaska
June 1963**



**Chart 2. Office Workers' Paid Holiday and Vacation Time
Urban Areas in Hawaii and Puerto Rico, May 1963, and Alaska
June 1963**



Although women accounted for about two-thirds of the employment in the selected occupations, they were nearly all employed in clerical positions. In addition to accounting for almost all of the professional, administrative, and technical positions, men accounted for about nine-tenths of the tabulating-machine operators and also were employed as bookkeeping-machine operators, accounting clerks, and office boys.

The salaries presented include special differentials paid to employees in Hawaii by companies with headquarters in mainland States. In four establishments with headquarters in other States, representing approximately a fifth of all such establishments studied, the differentials over the mainland salaries paid to eligible employees in the occupations studied ranged from about 10 to 25 percent. In most instances, these differentials applied to employees transferred to Hawaii from the mainland, and in 3 of 4 establishments they applied only to employees in professional, administrative, or technical positions.

Average Salaries

Average (mean) monthly salaries for the 32 occupation work levels presented in table 1 ranged from \$241 for file clerks I to \$1,221 for engineers VI. These levels ranged from clerks performing simple filing to engineers with full technical responsibility for planning and directing engineering projects of major scope.¹

For the five levels of accountants defined for survey, salary data are presented for levels II through V. Average monthly salaries ranged from \$515 for accountants II, a level above entry positions for inexperienced accounting graduates, to \$921 for accountants V, who are involved with complex technical and managerial problems of accounting systems. Accountants III, who represented more than half the accountants in the levels surveyed, averaged \$650 a month.

Monthly salaries of engineers ranged from \$605 for level I, the professional trainee level usually requiring a B.S. degree, to \$1,221 for those in level VI. Engineers at level VI typically direct a small staff of project engineers and have full technical responsibility for planning and directing a number of large and important projects or a project of major scope and importance. Salaries of engineers and chemists could be compared in levels III and V; engineers averaged \$681 and \$1,034, respectively, and chemists in the corresponding levels averaged \$670 and \$1,069. Two-thirds of the engineers were employed in public utilities and construction industries combined, with about equal proportions in each.

Senior draftsmen, those fully experienced, were paid \$537 a month on the average, whereas for the less experienced or junior draftsmen the average was \$382.

Among the 17 clerical occupation work levels represented in the survey, average monthly salaries ranged from \$241 for file clerks I, who performed routine filing, to \$513 for tabulating-machine operators III, who operate a variety of machines and perform the wiring for long and complex tabulating assignments. Monthly average salaries between \$300 and \$400 were recorded for nine of the work levels. Accounting clerks and stenographers accounted for approximately half the clerical workers in the jobs studied. These occupations were well distributed among various industry divisions within scope of the survey, compared

¹ Classification of employees in the occupations and work levels surveyed was based on factors detailed in the definitions in appendix B.

to others that were more concentrated in certain industries. About half the keypunch and tabulating-machine operators, for example, were employed in finance industries.

Percent distributions of employees by monthly salaries are shown in table 2. Within nearly all occupation work levels, salaries of the highest paid employees were at least one and one-half times the salaries of the lowest paid employees in the same work level. These distributions also show marked overlapping of salaries between work levels of the same occupation and between occupations with substantially different salary levels. The ranges in salaries paid individuals in the same job category reflect salary differences among establishments as well as within establishments. Salary differences for the same job category in an establishment may be accounted for by differences in ability, experience, or performance, as determined informally on an individual basis or as provided for under formal plans with established salary ranges for each grade level.

Hours of Work

The length of the workweek on which the regular straight-time salary was based was obtained for employees in the occupations studied. As shown in the following tabulation, the average weekly hours varied somewhat among occupations and levels.

Average weekly hours	Occupation and level
38.0-----	Accountants V; chemists V; clerks, file III; stenographers, senior.
38.5-----	Clerks, file I and II; keypunch operators II; stenographers, general.
39.0-----	Accountants III and IV; chief accountants II; chemists III; engineers IV; clerks, accounting II; tabulating-machine operators III; typists I and II.
39.5-----	Accountants II; engineers II, V, and VI; bookkeeping-machine operators I; clerks, accounting I; keypunch operators I; office boys or girls; switchboard operators; tabulating-machine operators II.
40.0-----	Engineers I and III; draftsmen, junior and senior; bookkeeping-machine operators II.

These differences in average weekly hours reflect variations in the distribution of employees among industries in which salaries are based on workweeks of fewer than 40 hours.

The number of hours per week which a majority of the full-time non-supervisory office workers were scheduled to work was obtained (table 3). The scheduled workweek for office workers was 40 hours in establishments employing nearly four-fifths of these workers. A majority of the office workers on shorter workweeks were on 35-hour schedules. More than half the office workers on such schedules were employed in finance industries.

Supplementary Wage Benefits

Information presented on selected supplementary wage benefits relates to provisions applying to nonsupervisory office workers, although others in higher level positions may receive the same benefits. Each provision was tabulated as applying to all nonsupervisory office workers in an establishment if a majority were eligible or could eventually meet the eligibility requirements.

Paid holidays were provided to nearly all office workers. Although the number of paid holidays given annually varied widely, a majority of these workers received 9 days or more (table 4). A fourth of the office workers received 11 or 12 paid holidays, most of whom were employed in banks.

Paid vacations after qualifying periods of service were given to office workers in establishments employing 97 percent of these workers. The service requirements were usually 1 year for 2 weeks with pay, and 5 years or less for 3 weeks, in establishments employing a majority of the office workers (table 5). Four weeks with pay were given, usually after 20 years of service, in establishments employing more than two-fifths of the office workers. With a few exceptions, these workers were in banks, insurance companies, and public utilities.

Health, insurance, and pension benefits applying to office workers, presented in table 6, are provided under plans to which the employers paid at least part of the cost. Life, hospitalization, surgical and medical insurance coverage was available to more than nine-tenths of the office workers. Nearly the same proportion of these workers were covered by sick benefit plans, most of which provided for sick leave at full pay without a waiting period.

Pension plans, providing regular payments for life after retirement (in addition to legally required coverage), applied in establishments employing nearly three-fourths of the office workers.

Nonproduction bonus plans providing for cash payments to all or a majority of the office workers were in effect in establishments with two-fifths of these workers (table 7). Bonuses paid under profit-sharing plans were more prevalent than Christmas or yearend bonuses.

Table 1. Employment and Average Salaries for Selected Professional, Administrative, Technical, and Clerical Occupations in Private Industry,¹ Honolulu, Hawaii, May 1963

Occupation and class (See definitions in appendix B)	Number of employees	Monthly salaries ²				Annual salaries ²			
		Mean	Median ³	Middle range ⁴		Mean	Median ³	Middle range ⁴	
				First quartile	Third quartile			First quartile	Third quartile
<u>Accountants</u>									
Accountants II -----	24	\$515	\$505	\$489	\$524	\$6,180	\$6,060	\$5,868	\$6,288
Accountants III -----	64	650	645	593	709	7,800	7,740	7,116	8,508
Accountants IV -----	30	797	831	748	866	9,564	9,972	8,976	10,392
Accountants V -----	7	921	938			11,052	11,256		
Chief accountants II -----	31	823	814	766	839	9,876	9,768	9,192	10,068
<u>Chemists and Engineers</u>									
Chemists III -----	13	670	688			8,040	8,256		
Chemists V -----	6	1,069	994			12,828	11,928		
Engineers I -----	31	605	617	517	708	7,260	7,404	6,204	8,496
Engineers II -----	34	677	621	603	802	8,124	7,452	7,236	9,624
Engineers III -----	103	681	700	623	731	8,172	8,400	7,476	8,772
Engineers IV -----	65	829	831	771	904	9,948	9,972	9,252	10,848
Engineers V -----	80	1,034	1,035	948	1,086	12,408	12,420	11,376	13,032
Engineers VI -----	21	1,221	1,228	1,192	1,313	14,652	14,736	14,304	15,756
<u>Draftsmen</u>									
Draftsmen, junior -----	43	382	378	329	425	4,584	4,536	3,948	5,100
Draftsmen, senior -----	65	537	538	472	614	6,444	6,456	5,664	7,368
<u>Clerical</u>									
Bookkeeping-machine operators I ----	132	299	292	270	331	3,588	3,504	3,240	3,972
Bookkeeping-machine operators II ----	72	360	356	310	395	4,320	4,272	3,720	4,740
Clerks, accounting I -----	356	311	310	274	356	3,732	3,720	3,288	4,272
Clerks, accounting II -----	237	435	426	391	493	5,220	5,112	4,692	5,916
Clerks, file I -----	72	241	242	231	258	2,892	2,904	2,772	3,096
Clerks, file II -----	29	275	263	246	284	3,300	3,156	2,952	3,408
Clerks, file III -----	4	399				4,788			
Key punch operators I -----	122	305	297	275	334	3,660	3,564	3,300	4,008
Key punch operators II -----	50	364	350	330	393	4,368	4,200	3,960	4,716
Office boys or girls -----	102	255	247	218	299	3,060	2,964	2,616	3,588
Stenographers, general -----	197	330	331	292	367	3,960	3,972	3,504	4,404
Stenographers, senior -----	210	384	394	348	427	4,608	4,728	4,176	5,124
Switchboard operators -----	130	316	309	279	338	3,792	3,708	3,348	4,056
Tabulating-machine operators II -----	87	426	430	391	469	5,112	5,160	4,692	5,628
Tabulating-machine operators III -----	20	513	518	485	567	6,156	6,216	5,820	6,804
Typists I -----	194	264	267	236	293	3,168	3,204	2,832	3,516
Typists II -----	87	348	330	300	400	4,176	3,960	3,600	4,800

¹ For scope of study, see table in appendix A.

² Salaries reported relate to the standard salaries that were paid for standard work schedules, i.e., to the straight-time salary corresponding to the employee's normal work schedule excluding overtime hours.

³ Medians are omitted for occupations that had fewer than 5 employees.

⁴ The middle range (interquartile) used here is the central part of the array excluding the upper and lower fourths of the employee distribution. Middle ranges are omitted for occupations that had fewer than 15 employees.

Table 2. Percent Distribution of Employees in Selected Professional, Administrative, Technical, and Clerical Occupations¹ by Average Monthly Salaries, Honolulu, Hawaii, May 1963

Average monthly salaries	Accountants				Chief accountants	Chemists			Engineers					
	II	III	IV	V	II	III	V	I	II	III	IV	V	VI	
\$ 425 and under \$ 450	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$ 450 and under \$ 475	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$ 475 and under \$ 500	45.8	-	-	-	-	-	-	6.5	-	-	-	-	-	-
\$ 500 and under \$ 525	33.3	6.3	-	-	-	-	-	29.0	-	-	-	-	-	-
\$ 525 and under \$ 550	-	3.1	-	-	-	-	-	-	2.9	-	-	-	-	-
\$ 550 and under \$ 575	4.2	9.4	-	-	-	15.4	-	9.7	11.8	-	-	-	-	-
\$ 575 and under \$ 600	4.2	9.4	-	-	-	-	-	-	8.8	5.8	-	-	-	-
\$ 600 and under \$ 625	-	12.5	-	-	-	7.7	-	9.7	20.6	21.4	-	-	-	-
\$ 625 and under \$ 650	4.2	12.5	3.3	-	-	15.4	-	-	8.8	13.6	-	-	-	-
\$ 650 and under \$ 675	4.2	12.5	-	-	6.5	7.7	-	6.5	-	5.8	-	-	-	-
\$ 675 and under \$ 700	-	7.8	3.3	-	-	15.4	-	12.9	5.9	3.9	4.6	-	-	-
\$ 700 and under \$ 725	-	7.8	10.0	-	3.2	-	-	9.7	8.8	21.4	7.7	-	-	-
\$ 725 and under \$ 750	4.2	1.6	10.0	-	-	38.5	-	16.1	2.9	15.5	1.5	-	-	-
\$ 750 and under \$ 775	-	4.7	13.3	-	25.8	-	-	-	-	4.9	13.8	-	-	-
\$ 775 and under \$ 800	-	1.6	3.3	-	-	-	-	-	5.9	-	6.2	-	-	-
\$ 800 and under \$ 825	-	1.6	6.7	14.3	29.0	-	-	-	11.8	4.9	15.4	-	-	-
\$ 825 and under \$ 850	-	7.8	6.7	14.3	22.6	-	-	-	2.9	1.0	6.2	-	-	-
\$ 850 and under \$ 875	-	-	33.3	-	-	-	-	-	5.9	1.0	15.4	3.8	-	-
\$ 875 and under \$ 900	-	1.6	3.3	14.3	-	-	16.7	-	-	-	3.1	1.3	-	-
\$ 900 and under \$ 925	-	-	6.7	-	3.2	-	-	-	2.9	1.0	13.8	10.0	-	-
\$ 925 and under \$ 950	-	-	-	28.6	-	-	-	-	-	-	-	11.3	4.8	-
\$ 950 and under \$ 975	-	-	-	-	-	-	16.7	-	-	-	3.1	5.0	4.8	-
\$ 975 and under \$ 1,000	-	-	-	-	-	-	33.3	-	-	-	6.2	-	-	-
\$ 1,000 and under \$ 1,050	-	-	-	14.3	-	-	-	-	-	-	3.1	27.5	4.8	-
\$ 1,050 and under \$ 1,100	-	-	-	-	-	-	-	-	-	-	-	23.8	-	-
\$ 1,100 and under \$ 1,150	-	-	-	14.3	6.5	-	-	-	-	-	-	5.0	-	-
\$ 1,150 and under \$ 1,200	-	-	-	-	-	-	-	-	-	-	-	2.5	14.3	-
\$ 1,200 and under \$ 1,250	-	-	-	-	3.2	-	-	-	-	-	-	6.3	42.9	-
\$ 1,250 and under \$ 1,300	-	-	-	-	-	-	16.7	-	-	-	-	2.5	4.8	-
\$ 1,300 and under \$ 1,350	-	-	-	-	-	-	16.7	-	-	-	-	1.3	9.5	-
\$ 1,350 and over	-	-	-	-	-	-	-	-	-	-	-	-	14.4	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Number of employees	24	64	30	7	31	13	6	31	34	103	65	80	21	
Average monthly salaries	\$ 515	\$ 650	\$ 797	\$ 921	\$ 823	\$ 670	\$ 1,069	\$ 605	\$ 677	\$ 681	\$ 829	\$ 1,034	\$ 1,221	

See footnotes at end of table.

Table 2. Percent Distribution of Employees in Selected Professional, Administrative, Technical, and Clerical Occupations¹ by Average Monthly Salaries, Honolulu, Hawaii, May 1963—Continued

Average monthly salaries	Drafts- men, junior	Drafts- men, senior	Bookkeeping- machine operators		Clerks, accounting		Clerks, file			Keypunch operators		
			I	II	I	II	I	II	III	I	II	
\$200 and under \$225	-	-	1.5	-	5.3	-	12.5	-	-	0.8	-	
\$225 and under \$250	-	-	8.3	-	7.0	-	55.6	31.0	-	6.6	-	
\$250 and under \$275	4.7	-	18.9	4.2	13.5	-	26.4	41.4	-	18.0	-	
\$275 and under \$300	-	-	31.8	12.5	16.3	-	5.6	13.8	-	27.9	2.0	
\$300 and under \$325	18.6	-	11.4	20.8	20.2	2.1	-	-	-	18.9	12.0	
\$325 and under \$350	14.0	-	14.4	11.1	10.4	7.6	-	-	25.0	9.8	34.0	
\$350 and under \$375	11.6	1.5	5.3	8.3	10.1	9.3	-	-	-	4.1	8.0	
\$375 and under \$400	23.3	1.5	1.5	23.6	7.9	9.3	-	-	-	4.9	28.0	
\$400 and under \$425	4.7	3.1	6.1	1.4	6.7	21.5	-	13.8	25.0	4.1	8.0	
\$425 and under \$450	18.6	4.6	.8	8.3	2.0	7.2	-	-	50.0	4.9	4.0	
\$450 and under \$475	2.3	16.9	-	1.4	.6	10.5	-	-	-	-	4.0	
\$475 and under \$500	2.3	16.9	-	1.4	-	11.0	-	-	-	-	-	
\$500 and under \$525	-	4.6	-	6.9	-	7.6	-	-	-	-	-	
\$525 and under \$550	-	3.1	-	-	-	8.0	-	-	-	-	-	
\$550 and under \$575	-	7.7	-	-	-	5.1	-	-	-	-	-	
\$575 and under \$600	-	3.1	-	-	-	.8	-	-	-	-	-	
\$600 and under \$625	-	23.1	-	-	-	-	-	-	-	-	-	
\$625 and under \$650	-	-	-	-	-	-	-	-	-	-	-	
\$650 and under \$675	-	12.3	-	-	-	-	-	-	-	-	-	
\$675 and under \$700	-	1.5	-	-	-	-	-	-	-	-	-	
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	
Number of employees	43	65	132	72	356	237	72	29	4	122	50	
Average monthly salaries	\$382	\$537	\$299	\$360	\$311	\$435	\$241	\$275	\$399	\$305	\$364	
					Office boys or girls	Stenog- raphers, general	Stenog- raphers, senior	Switch- board opera- tors	Tabulating- machine operators		Typists	
									II	III	I	II
\$200 and under \$225					34.3	-	-	-	-	-	15.5	-
\$225 and under \$250					18.6	0.5	-	5.4	-	-	21.1	-
\$250 and under \$275					7.8	13.7	-	16.9	-	-	20.1	5.7
\$275 and under \$300					15.7	15.7	1.4	16.2	1.1	-	26.3	10.3
\$300 and under \$325					12.7	15.2	7.1	33.8	2.3	-	6.7	23.0
\$325 and under \$350					8.8	20.8	17.6	6.2	10.3	-	6.7	17.2
\$350 and under \$375					2.0	13.7	16.2	8.5	5.7	-	2.6	10.3
\$375 and under \$400					-	10.7	10.5	3.8	9.2	-	1.0	3.4
\$400 and under \$425					-	6.1	21.0	.8	17.2	-	-	16.1
\$425 and under \$450					-	.5	21.9	6.9	21.8	20.0	-	10.3
\$450 and under \$475					-	1.0	2.9	-	10.3	-	-	3.4
\$475 and under \$500					-	1.5	.5	-	8.0	15.0	-	-
\$500 and under \$525					-	.5	1.0	1.5	1.1	25.0	-	-
\$525 and under \$550					-	-	-	-	-	5.0	-	-
\$550 and under \$575					-	-	-	-	12.6	20.0	-	-
\$575 and under \$600					-	-	-	-	-	5.0	-	-
\$600 and under \$625					-	-	-	-	-	10.0	-	-
\$625 and under \$650					-	-	-	-	-	-	-	-
\$650 and under \$675					-	-	-	-	-	-	-	-
\$675 and under \$700					-	-	-	-	-	-	-	-
Total					100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Number of employees					102	197	210	130	87	20	194	87
Average monthly salaries					\$255	\$330	\$384	\$316	\$426	\$513	\$264	\$348

¹ For scope of study, see table in appendix A.

NOTE: Because of rounding, sums of individual items may not equal 100.

Table 3. Percent Distribution of Office Workers by Scheduled Weekly Hours, Honolulu, Hawaii,¹ May 1963

Weekly hours	Percent
All office workers	100
35	13
Over 35 and under 37 $\frac{1}{2}$	1
37 $\frac{1}{2}$	2
38	5
Over 38 and under 40	(²)
40	78
Over 40	(²)

¹ For scope of study, see table in appendix A.

² Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal 100.

Table 4. Percent Distribution of Office Workers by Number of Paid Holidays Provided Annually, Honolulu, Hawaii,¹ May 1963

Item	Percent
All office workers	100
Workers in establishments providing paid holidays	99
Workers in establishments providing no paid holidays	(²)
<u>Number of days</u>	
3 holidays	(²)
5 holidays	(²)
6 holidays	(²)
6 holidays plus 1 half day	(²)
6 holidays plus 2 half days	(²)
7 holidays	12
7 holidays plus 1 half day	2
7 holidays plus 2 half days	(²)
8 holidays	22
8 holidays plus 1 half day	2
8 holidays plus 2 half days	7
9 holidays	12
9 holidays plus 1 half day	3
10 holidays	9
10 holidays plus 2 half days	(²)
11 holidays	14
12 holidays	12
<u>Total holiday time³</u>	
12 days	12
11 or more days	27
10 or more days	36
9 $\frac{1}{2}$ or more days	39
9 or more days	58
8 $\frac{1}{2}$ or more days	61
8 or more days	82
7 $\frac{1}{2}$ or more days	84
7 or more days	97
6 $\frac{1}{2}$ or more days	97
6 or more days	99
5 or more days	99
3 or more days	99

¹ For scope of study, see table in appendix A.

² Less than 0.5 percent.

³ All combinations of full and half days that add to the same amount are combined; for example, the proportion of workers receiving a total of 7 days includes those with 7 full days and no half days, 6 full days and 2 half days, 5 full days and 4 half days, and so on. Proportions were then cumulated.

Table 5. Percent Distribution of Office Workers by Vacation Pay Provisions, Honolulu, Hawaii,¹ May 1963

Vacation policy	Percent
All office workers	100
<u>Method of payment</u>	
Workers in establishments providing paid vacations	97
Length-of-time payment	97
Workers in establishments providing no paid vacations	3
<u>Amount of vacation pay²</u>	
After 6 months of service:	
1 week	3
2 weeks	1
After 1 year of service:	
1 week	14
2 weeks	67
3 weeks	19
After 2 years of service:	
1 week	1
2 weeks	79
3 weeks	19
After 3 years of service:	
1 week	1
2 weeks	62
3 weeks	37
After 4 years of service:	
1 week	1
2 weeks	62
3 weeks	37
After 5 years of service:	
1 week	1
2 weeks	43
Over 2 and under 3 weeks	(³)
3 weeks	56
After 10 years of service:	
1 week	1
2 weeks	24
3 weeks	75
After 12 years of service:	
1 week	1
2 weeks	24
3 weeks	75
After 15 years of service:	
1 week	1
2 weeks	14
3 weeks	84
4 weeks	1
Over 4 weeks	(³)
After 20 years of service:	
1 week	1
2 weeks	13
3 weeks	49
4 weeks	34
Over 4 weeks	3
After 25 years of service:	
1 week	1
2 weeks	13
3 weeks	41
4 weeks	42
Over 4 weeks	3

¹ For scope of study, see table in appendix A.

² 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.

³ Less than 0.5 percent.

Table 6. Percent of Office Workers Employed in Establishments Providing Health, Insurance, or Pension Benefits,¹ Honolulu, Hawaii,² May 1963

Type of benefit	Percent
All office workers	100
Workers in establishments providing:	
Life insurance	93
Accidental death and dismemberment insurance	63
Sickness and accident insurance or sick leave or both ³	90
Sickness and accident insurance	5
Sick leave (full pay and no waiting period)	88
Sick leave (partial pay or waiting period)	2
Hospitalization insurance	95
Surgical insurance	95
Medical insurance	95
Catastrophe insurance	82
Retirement pension plan	74
No health, insurance, or pension plan	(⁴)

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

² For scope of study, see table in appendix A.

³ 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.

⁴ Less than 0.5 percent.

Table 7. Percent Distribution of Office Workers by Type of Supplementary Cash Bonus Payments,¹ Honolulu, Hawaii,² May 1963

Cash bonus plan	Percent
All office workers	100
Workers in establishments paying supplementary cash bonuses	40
Christmas or yearend	17
Profit sharing	23
Workers in establishments paying no supplementary cash bonuses	60

¹ Supplementary nonproduction bonuses paid in cash to a majority of the office workers.

² For scope of study, see table in appendix A.

The Mayagüez, Ponce, and San Juan, Puerto Rico, Survey, May 1963

The survey of salaries for selected white-collar occupations, conducted in Puerto Rico in May 1963, relates to the Mayagüez, Ponce, and San Juan metropolitan areas (municipalities of Mayagüez, Ponce, San Juan, Cataño, Bayamón, and Guaynabo). These areas had a combined population of approximately 818,000 in the 1960 census, and included almost 35 percent of the population of the Commonwealth. Among the industries surveyed, approximately 81,700 workers were employed in establishments with 50 workers or more during the period studied. Approximately two-fifths of the total were employed in manufacturing. The principal industries, in terms of employment, were apparel; food and related products; electrical machinery and equipment; furniture and fixtures; and cement, concrete, and glass products. Within nonmanufacturing, the industries with the highest proportions of the 48,900 total employment were contract construction (30 percent) and transportation, communication, and other public utilities (24 percent). The remaining employment in nonmanufacturing was divided among wholesale trade, retail trade, and finance industries, with approximately 13 percent in each, and service industries with about 8 percent. Manufacturing and contract construction industries accounted for smaller proportions of the employment in white-collar occupations than were indicated for total employment. In contrast, the finance industries, with less than a tenth of the total employment, accounted for a fourth of all white-collar employees.

Employment and salary data could be presented for 27 of the 77 selected professional, administrative, technical, and clerical occupation work levels as defined for the study. The 27 work levels include a total of 2,801 employees, or approximately 18 percent of the estimated white-collar employment in establishments within scope of the study. San Juan, with four-fifths of the total employment in the areas surveyed, accounted for almost nine-tenths of the employees in the selected occupations.

Women, who represented slightly more than half the employment in the occupations studied, were nearly all employed in clerical positions. Among the 15 clerical levels, women represented more than four-fifths of the employment in 8 levels and a majority in 2 levels. In addition to constituting almost all of the professional, administrative, and technical occupations, men represented a third of the employment in the clerical levels. The five levels in which men represented a majority were bookkeeping-machine operators II, accounting clerks II, office boys or girls, and tabulating-machine operators I and II.

Although the study provided for inclusion of data on salary differentials paid to employees in Puerto Rico by companies with headquarters in mainland United States, none of the employees in the selected occupations were paid such differentials by companies represented in the study.

Average Salaries

Average (mean) monthly salaries for the 27 occupation work levels presented in table 8 ranged from \$211 for office boys or girls and switchboard operators, to \$1,208 for engineers VII, a level defined to include engineers responsible for an engineering program consisting of many large and important projects.

Of the five levels of accountants defined for the survey, salary data could be presented for levels II through IV. Average monthly salaries ranged from \$361 for accountants II, a level above entry positions for inexperienced college graduates, to \$532 for accountants IV who generally work with considerable independence and are fully competent in solving a variety of difficult accounting problems.

Salary data for engineers, the largest group of professional employees studied, are presented in six levels, engineers II through VII. Level II represents engineers who have completed their initial on-the-job training and are performing engineering tasks requiring application of standard procedures. The highest level presented, engineers VII, typically plans and directs engineering programs consisting of many large and important projects. Average monthly salaries ranged from \$469 for engineers II to \$1,208 for engineers VII. Almost half of the engineers were classified as engineers IV; their monthly salaries averaged \$705. In the combined six engineering levels studied, the construction industries accounted for half the employment.

Among the 15 clerical work levels presented, average monthly salaries ranged from \$211 for office boys or girls and switchboard operators, to \$298 for bookkeeping-machine operators II. Average monthly salaries were below \$250 for 11 of the occupation work levels. The remaining four levels, senior stenographers, accounting clerks II, tabulating-machine operators II, and bookkeeping-machine operators II, had average monthly salaries between \$279 and \$298. The largest groups of employees in the selected clerical occupations were accounting clerks and typists, each representing more than a fifth of the clerical workers. For most of the clerical occupations, the finance industries accounted for a higher proportion of the employment than any of the other industry divisions represented in the study.

For a limited number of clerical occupations, it was possible to make comparisons between average salaries in the San Juan area with those in the Mayagüez and Ponce areas. As indicated earlier, almost nine-tenths of all employees in the occupations studied were located in the San Juan area. In the following tabulation, average monthly salaries are shown for the five clerical levels with at least 15 employees in the Mayagüez and Ponce areas combined.

Occupation and level	Mayagüez and Ponce	San Juan
Bookkeeping-machine operators I -----	\$219	\$244
Clerks, accounting I -----	229	245
Clerks, accounting II -----	269	285
Stenographers, general -----	233	251
Typists I -----	180	218

Among these clerical levels, average salaries were from 6 to 21 percent higher in the San Juan area than in the other areas combined. It was not possible, in this comparison, to take into account such factors as differences in the industrial composition and the relative size of establishments in these areas, which may influence salary levels.

The percent distribution of employees by monthly salary is presented in table 9 for each of the 27 occupation levels. Within most of the levels, rates of pay for the higher salaried employees were at least one and one-half times the salaries received by the lowest paid employees in the same level.

It is readily apparent that a substantial degree of salary overlapping occurs between work levels of the same occupation. Overlapping also occurs between distinct occupations for which average salaries differ substantially. To illustrate, accountants II averaged \$361 a month with 10.9 percent receiving salaries of less than \$325; although senior stenographers averaged \$279 (\$82 less), 7.6 percent were paid \$325 or more. The ranges in salaries paid individuals in the same job category reflect salary differences among establishments as well as within establishments. Salary differences for the same job category in an establishment may be accounted for by differences in ability, experience, or performance, as determined informally on an individual basis or as provided for under formal salary plans with established salary ranges for each grade level.

Hours of Work

The length of the workweek, on which the straight-time salary was based, was obtained for each employee in the 27 occupation levels for which data are presented. These levels were distributed by average weekly hours (rounded to the nearest half hour) as follows:

Average weekly hours	Occupation and level
38.0-----	Keypunch operators I.
38.5-----	Clerks, file I and II.
39.0-----	Stenographers, general and senior; typists I.
39.5-----	Accountants II; chief accountants II; clerks, accounting II; office boys or girls; switchboard operators; tabulating-machine operators I and II.
40.0-----	Chemists IV; engineers II, IV, V, and VI; draftsmen, senior; bookkeeping-machine operators I and II; clerks, accounting I; typists II.
40.5-----	Accountants III and IV; engineers III.
41.0-----	Engineers VII.

The differences in average workweeks among levels of work reflect variations in the distribution of employees among industries in which salaries are based on workweeks of other than 40 hours.

Data on the number of hours per week which a majority of the full-time nonsupervisory office workers were scheduled to work was also obtained. The scheduled workweek was 40 hours in establishments employing 65 percent of these workers, between 40½ and 50 hours for 8 percent, and between 32½ and 39 hours for 27 percent (table 10). Of the office workers scheduled to work less than 40 hours, most had workweeks of either 35 or 37½ hours. The majority of these workers were employed in banks and insurance companies.

Supplementary Wage Benefits

Information presented on selected supplementary wage benefits relates to provisions applying to nonsupervisory office workers, although others in higher level positions may receive the same benefits. Each provision was tabulated as applying to all office workers in an establishment if a majority were eligible or could eventually meet the eligibility requirements.

Paid holidays were provided to almost all office workers (table 11). The most common provisions were for either 18 full holidays, or a combination of 18 full and half holidays. For example, 27 percent of the office workers received 18 full days, 17 percent received 8 full plus 10 half days, 13 percent received 7 full plus 11 half days, and 6 percent received 9 full plus 9 half days. Most of the office workers receiving 18 full days with pay were employed in banks and water transportation companies.

Paid vacations after qualifying periods of service were given to office employees in almost all establishments (table 12). After 1 year of service, at least 3 weeks with pay were given in establishments employing half of the office workers. After 15 years of service, establishments employing one-fifth of the office workers provided 4 weeks or more with pay; these workers were largely employed in banks and in insurance and transportation companies.

Health, insurance, and pension benefits applying to office workers, (table 13), relate to plans in which the employer paid at least part of the cost. Life, hospitalization, surgical, and medical insurance coverage was available to at least four-fifths of the office workers. Approximately seven-tenths of the office workers were eligible to receive sick benefits in the form of either paid sick leave or sickness and accident insurance, with sick leave in the form of full pay without a waiting period being the most common.

Pension plans, providing regular payments for the remainder of the worker's life on retirement (in addition to legally required coverage), were provided in establishments employing 35 percent of the office workers. A majority of the workers covered by these plans were employed in banks.

Nonproduction bonuses, usually paid at Christmas or yearend, were given by establishments in which three-fourths of the office workers were employed (table 14).

Table 8. Employment and Average Salaries for Selected Professional, Administrative, Technical, and Clerical Occupations in Private Industry,¹ Mayagüez, Ponce, and San Juan, Puerto Rico, May 1963

Occupation and class (See definitions in appendix B)	Number of employees	Monthly salaries ²				Annual salaries ²			
		Mean	Median ³	Middle range ⁴		Mean	Median ³	Middle range ⁴	
				First quartile	Third quartile			First quartile	Third quartile
Accountants									
Accountants II	55	\$ 361	\$ 349	\$ 334	\$ 409	\$ 4,332	\$ 4,188	\$ 4,008	\$ 4,908
Accountants III	96	454	451	420	496	5,448	5,412	5,040	5,952
Accountants IV	74	532	520	486	612	6,384	6,240	5,832	7,344
Chief Accountants II	19	728	736	708	763	8,736	8,832	8,496	9,156
Chemists and Engineers									
Chemists IV	13	667	575			8,004	6,900		
Engineers II	28	469	468	453	491	5,628	5,616	5,436	5,892
Engineers III	70	593	595	548	659	7,116	7,140	6,576	7,908
Engineers IV	141	705	694	623	768	8,460	8,328	7,476	9,216
Engineers V	44	800	788	717	888	9,600	9,456	8,604	10,656
Engineers VI	10	978	988			11,736	11,856		
Engineers VII	4	1,208				14,496			
Draftsmen									
Draftsmen, senior	32	349	347	330	380	4,188	4,164	3,960	4,560
Clerical									
Bookkeeping-machine operators I	284	239	237	223	250	2,868	2,844	2,676	3,000
Bookkeeping-machine operators II	68	298	291	262	354	3,576	3,492	3,144	4,248
Clerks, accounting I	250	243	233	211	274	2,916	2,796	2,532	3,288
Clerks, accounting II	283	287	291	262	315	3,444	3,492	3,144	3,780
Clerks, file I	50	214	214	202	226	2,568	2,568	2,424	2,712
Clerks, file II	65	232	231	215	247	2,784	2,772	2,580	2,964
Keypunch operators I	116	221	219	209	234	2,652	2,628	2,508	2,808
Office boys or girls	130	211	221	205	238	2,532	2,652	2,460	2,856
Stenographers, general	280	249	248	224	271	2,988	2,976	2,688	3,252
Stenographers, senior	66	279	287	259	307	3,348	3,444	3,108	3,684
Switchboard operators	93	211	213	201	224	2,532	2,556	2,412	2,688
Tabulating-machine operators I	26	229	233	209	262	2,748	2,796	2,508	3,144
Tabulating-machine operators II	43	289	302	280	315	3,468	3,624	3,360	3,780
Typists I	360	215	218	206	236	2,580	2,616	2,472	2,832
Typists II	101	244	242	220	269	2,928	2,904	2,640	3,228

¹ For scope of study, see table in appendix A.

² Salaries reported relate to the standard salaries that were paid for standard work schedules, i.e., to the straight-time salary corresponding to the employee's normal work schedule excluding overtime hours.

³ Medians are omitted for occupations that had fewer than 5 employees.

⁴ The middle range (interquartile) used here is the central part of the array excluding the upper and lower fourths of the employee distribution. Middle ranges are omitted for occupations that had fewer than 15 employees.

Table 9. Percent Distribution of Employees in Selected Professional, Administrative, Technical, and Clerical Occupations¹ by Average Monthly Salaries, Mayagüez, Ponce, and San Juan, Puerto Rico, May 1963

Average monthly salaries	Accountants			Chief accountants	Chemists	Engineers					
	II	III	IV	II	IV	II	III	IV	V	VI	VII
\$250 and under \$275-----	-	-	-	-	-	-	-	-	-	-	-
\$275 and under \$300-----	-	-	-	-	-	-	-	-	-	-	-
\$300 and under \$325-----	10.9	3.1	-	-	-	-	-	-	-	-	-
\$325 and under \$350-----	41.8	2.1	-	-	-	-	-	-	-	-	-
\$350 and under \$375-----	3.6	1.0	-	-	-	-	-	-	-	-	-
\$375 and under \$400-----	14.5	7.3	1.4	-	-	-	-	0.7	-	-	-
\$400 and under \$425-----	14.5	14.6	2.7	-	-	3.6	-	-	-	-	-
\$425 and under \$450-----	1.8	21.9	6.8	-	-	17.9	-	.7	-	-	-
\$450 and under \$475-----	10.9	12.5	10.8	-	30.8	42.9	2.9	-	-	-	-
\$475 and under \$500-----	-	15.6	8.1	-	-	21.4	-	-	-	-	-
\$500 and under \$525-----	1.8	4.2	25.7	5.3	-	-	17.1	.7	-	-	-
\$525 and under \$550-----	-	11.5	1.4	-	15.4	7.1	5.7	-	4.5	-	-
\$550 and under \$575-----	-	2.1	10.8	-	7.7	3.6	15.7	6.4	-	-	-
\$575 and under \$600-----	-	-	2.7	-	7.7	3.6	11.4	5.0	-	-	-
\$600 and under \$625-----	-	3.1	12.2	5.3	-	-	12.9	12.8	4.5	-	-
\$625 and under \$650-----	-	-	14.9	10.5	-	-	-	5.7	2.3	-	-
\$650 and under \$675-----	-	1.0	1.4	-	7.7	-	28.6	16.3	-	-	-
\$675 and under \$700-----	-	-	-	-	-	-	-	2.8	-	-	-
\$700 and under \$725-----	-	-	-	15.8	-	-	-	7.8	20.5	-	-
\$725 and under \$750-----	-	-	1.4	36.8	-	-	-	2.1	-	-	-
\$750 and under \$775-----	-	-	-	10.5	-	-	-	19.9	15.9	-	-
\$775 and under \$800-----	-	-	-	-	-	-	-	3.5	6.8	20.0	-
\$800 and under \$825-----	-	-	-	5.3	7.7	-	5.7	2.1	11.4	-	-
\$825 and under \$850-----	-	-	-	5.3	-	-	-	1.4	2.3	10.0	-
\$850 and under \$875-----	-	-	-	-	-	-	-	5.7	6.8	-	-
\$875 and under \$900-----	-	-	-	-	-	-	-	-	2.3	-	-
\$900 and under \$925-----	-	-	-	-	-	-	-	.7	-	10.0	-
\$925 and under \$950-----	-	-	-	-	-	-	-	-	-	-	-
\$950 and under \$975-----	-	-	-	-	-	-	-	-	2.3	10.0	-
\$975 and under \$1,000-----	-	-	-	5.3	-	-	-	.7	6.8	-	50.0
\$1,000 and under \$1,050-----	-	-	-	-	-	-	-	2.1	13.6	30.0	-
\$1,050 and under \$1,100-----	-	-	-	-	23.1	-	-	2.8	-	-	-
\$1,100 and over-----	-	-	-	-	-	-	-	-	-	20.0	50.0
Total-----	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Number of employees-----	55	96	74	19	13	28	70	141	44	10	4
Average monthly salaries	\$361	\$454	\$532	\$728	\$667	\$469	\$593	\$705	\$800	\$978	\$1,208

See footnotes at end of table.

Table 9. Percent Distribution of Employees in Selected Professional, Administrative, Technical, and Clerical Occupations¹ by Average Monthly Salaries, Mayagüez, Ponce, and San Juan, Puerto Rico, May 1963—Continued

Average monthly salaries	Drafts- men, senior	Bookkeeping- machine operators		Clerks, accounting		Clerks, file		Keypunch operators	
		I	II	I	II	I	II		
Under \$150	-	-	-	1.2	-	2.0	-	-	
\$150 and under \$175	-	0.4	-	2.8	-	2.0	-	-	
\$175 and under \$200	-	-	-	6.0	0.7	16.0	3.1	0.9	
\$200 and under \$225	-	27.5	4.4	34.4	2.5	56.0	36.9	66.4	
\$225 and under \$250	-	47.9	4.4	19.2	11.7	16.0	41.5	22.4	
\$250 and under \$275	12.5	11.3	35.3	12.4	21.2	6.0	6.2	9.5	
\$275 and under \$300	3.1	7.7	10.3	11.6	22.6	2.0	12.3	.9	
\$300 and under \$325	3.1	3.2	8.8	6.8	27.9	-	-	-	
\$325 and under \$350	37.5	.4	8.8	3.2	6.4	-	-	-	
\$350 and under \$375	18.8	1.8	27.9	1.6	4.9	-	-	-	
\$375 and under \$400	12.5	-	-	-	1.8	-	-	-	
\$400 and under \$425	-	-	-	-	-	-	-	-	
\$425 and under \$450	6.3	-	-	-	-	-	-	-	
\$450 and over	6.3	-	-	.8	.4	-	-	-	
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	
Number of employees	32	284	68	250	283	50	65	116	
Average monthly salaries	\$349	\$239	\$298	\$243	\$287	\$214	\$232	\$221	
		Office boys or girls	Stenog- raphers, general	Stenog- raphers, senior	Switch- board operators	Tabulating- machine operators		Typists	
						I	II	I	II
Under \$150	10.0	-	-	-	-	-	-	3.6	-
\$150 and under \$175	.8	2.1	-	5.4	15.4	-	-	6.1	-
\$175 and under \$200	6.2	3.2	-	17.2	-	-	-	2.8	1.0
\$200 and under \$225	40.0	20.7	6.1	54.8	30.8	4.7	-	51.4	29.7
\$225 and under \$250	35.4	25.7	15.2	15.1	19.2	4.7	-	31.7	29.7
\$250 and under \$275	4.6	27.5	12.1	7.5	26.9	11.6	-	3.9	19.8
\$275 and under \$300	2.3	10.4	36.4	-	3.8	25.6	-	.6	12.9
\$300 and under \$325	.8	4.3	22.7	-	-	51.2	-	-	5.9
\$325 and under \$350	-	2.1	7.6	-	3.8	-	-	-	1.0
\$350 and under \$375	-	-	-	-	-	2.3	-	-	-
\$375 and under \$400	-	3.6	-	-	-	-	-	-	-
\$400 and under \$425	-	.4	-	-	-	-	-	-	-
\$425 and under \$450	-	-	-	-	-	-	-	-	-
\$450 and over	-	-	-	-	-	-	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Number of employees	130	280	66	93	26	43	360	101	
Average monthly salaries	\$211	\$249	\$279	\$211	\$229	\$289	\$215	\$244	

¹ For scope of study, see table in appendix A.

NOTE: Because of rounding, sums of individual items may not equal 100.

Table 10. Percent Distribution of Office Workers by Scheduled Weekly Hours, Mayagüez, Ponce, and San Juan, Puerto Rico,¹ May 1963

Weekly hours	Percent
All office workers -----	100
32½ -----	(²)
35 -----	13
Over 35 and under 37½ -----	(²)
37½ -----	10
38 -----	(²)
Over 38 and under 40 -----	4
40 -----	65
Over 40 and under 44 -----	1
44 -----	6
48 -----	1
Over 48 -----	(²)

¹ For scope of study, see table in appendix A.

² Less than 0.5 percent.

Table 11. Percent Distribution of Office Workers by Number of Paid Holidays Provided Annually, Mayagüez, Ponce, and San Juan, Puerto Rico,¹ May 1963

Item	Percent	Item	Percent
All office workers -----	100	<u>Number of days</u> ² —Continued	
Workers in establishments providing paid holidays -----	99	18 holidays -----	27
Workers in establishments providing no paid holidays -----	(³)	18 holidays plus 4 half days -----	(³)
<u>Number of days</u> ²		<u>Total holiday time</u> ⁴	
3 holidays -----	1	20 days -----	(³)
3 holidays plus 6 and 15 half days -----	3	18 or more days -----	27
4 holidays -----	3	15 or more days -----	28
4 holidays plus 14 half days -----	(³)	14½ or more days -----	32
5 holidays -----	(³)	14 or more days -----	32
5 holidays plus 12, 13, and 14 half days -----	1	13½ or more days -----	42
6 holidays -----	2	13 or more days -----	59
6 holidays plus 3 and 12 half days -----	5	12½ or more days -----	72
7 holidays -----	3	12 or more days -----	77
7 holidays plus 9, 10, and 13 half days -----	5	11½ or more days -----	78
7 holidays plus 11 half days -----	13	11 or more days -----	79
8 holidays -----	2	10½ or more days -----	83
8 holidays plus 1, 4, and 5 half days -----	1	10 or more days -----	84
8 holidays plus 10 half days -----	17	9 or more days -----	87
9 holidays -----	3	8½ or more days -----	88
9 holidays plus 3, 8, 10, and 11 half days -----	2	8 or more days -----	90
9 holidays plus 9 half days -----	6	7½ or more days -----	91
10 holidays -----	(³)	7 or more days -----	94
10 holidays plus 1, 2, 8, and 10 half days -----	2	6 or more days -----	96
11 holidays plus 4 and 7 half days -----	3	5 or more days -----	97
12 holidays plus 5 and 6 half days -----	(³)	4 or more days -----	99
		3 or more days -----	99

¹ For scope of study, see table in appendix A.

² Each line containing more than a single combination of full and half day holidays is composed of several combinations, each of which apply to fewer than 5 percent of the employees.

³ Less than 0.5 percent.

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

Table 12. Percent Distribution of Office Workers by Vacation Pay Provisions, Mayagüez, Ponce, and San Juan, Puerto Rico, ¹ May 1963

Vacation policy	Percent	Vacation policy	Percent
All office workers	100	<u>Amount of vacation pay</u> ² —Continued	
<u>Method of payment</u>		<u>After 5 years of service:</u>	
Workers in establishments providing paid vacations	99	1 week	1
Length-of-time payment	99	2 weeks	16
Workers in establishments providing no paid vacations	1	Over 2 and under 3 weeks	9
		3 weeks	61
		Over 3 and under 4 weeks	8
		4 weeks	2
		Over 4 weeks	4
<u>Amount of vacation pay</u> ²		<u>After 10 years of service:</u>	
<u>After 6 months of service:</u>		1 week	1
Under 1 week	(³)	2 weeks	11
1 week	12	Over 2 and under 3 weeks	8
Over 1 and under 2 weeks	16	3 weeks	54
2 weeks	4	Over 3 and under 4 weeks	10
Over 2 and under 3 weeks	3	4 weeks	12
3 weeks	2	Over 4 weeks	4
<u>After 1 year of service:</u>		<u>After 12 years of service:</u>	
1 week	2	1 week	1
Over 1 and under 2 weeks	(³)	2 weeks	11
2 weeks	34	Over 2 and under 3 weeks	8
Over 2 and under 3 weeks	12	3 weeks	54
3 weeks	41	Over 3 and under 4 weeks	10
Over 3 and under 4 weeks	4	4 weeks	12
4 weeks	2	Over 4 weeks	4
Over 4 weeks	3	<u>After 15 years of service:</u>	
<u>After 2 years of service:</u>		1 week	1
1 week	1	2 weeks	11
2 weeks	32	Over 2 and under 3 weeks	8
Over 2 and under 3 weeks	13	3 weeks	53
3 weeks	44	Over 3 and under 4 weeks	6
Over 3 and under 4 weeks	4	4 weeks	10
4 weeks	2	Over 4 weeks	10
Over 4 weeks	3	<u>After 20 years of service:</u>	
<u>After 3 years of service:</u>		1 week	1
1 week	1	2 weeks	11
2 weeks	28	Over 2 and under 3 weeks	8
Over 2 and under 3 weeks	12	3 weeks	52
3 weeks	48	Over 3 and under 4 weeks	4
Over 3 and under 4 weeks	4	4 weeks	12
4 weeks	2	Over 4 weeks	11
Over 4 weeks	4	<u>After 25 years of service:</u>	
<u>After 4 years of service:</u>		1 week	1
1 week	1	2 weeks	11
2 weeks	26	Over 2 and under 3 weeks	8
Over 2 and under 3 weeks	12	3 weeks	43
3 weeks	50	Over 3 and under 4 weeks	4
Over 3 and under 4 weeks	4	4 weeks	22
4 weeks	2	Over 4 weeks	11
Over 4 weeks	4		

¹ For scope of study, see table in appendix A.² 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.³ Less than 0.5 percent.

Table 13. Percent of Office Workers Employed in Establishments Providing Health, Insurance, or Pension Benefits,¹ Mayagüez, Ponce, and San Juan, Puerto Rico,² May 1963

Type of benefit	Percent
All office workers -----	100
Workers in establishments providing:	
Life insurance -----	80
Accidental death and dismemberment insurance -----	46
Sickness and accident insurance or sick leave or both ³ -----	71
Sickness and accident insurance -----	11
Sick leave (full pay and no waiting period) -----	66
Sick leave (partial pay or waiting period) -----	1
Hospitalization insurance -----	87
Surgical insurance -----	86
Medical insurance -----	82
Catastrophe insurance -----	25
Retirement pension plan -----	35
No health, insurance, or pension plan -----	4

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

² For scope of study, see table in appendix A.

³ 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.

Table 14. Percent Distribution of Office Workers by Type of Supplementary Cash Bonus Payments,¹ Mayagüez, Ponce, and San Juan, Puerto Rico,² May 1963

Cash bonus plan	Percent
All office workers -----	100
Workers in establishments paying supplementary bonuses -----	75
Christmas or yearend -----	70
Profit sharing -----	4
Other -----	(³)
Workers in establishments paying no supplementary cash bonuses -----	25

¹ Supplementary nonproduction bonuses paid in cash to a majority of the office workers.

² For scope of study, see table in appendix A.

³ Less than 0.5 percent.

The Anchorage, Fairbanks, Juneau, and Ketchikan, Alaska, Survey, June 1963

The survey of salaries for selected white-collar occupations, conducted in June 1963, relates to the cities and contiguous areas of Anchorage, Fairbanks, Juneau, and Ketchikan, plus a few relatively large establishments located in other communities. Altogether, there were 97 establishments with 50 workers or more in the privately operated enterprises within scope of the survey; all were included in the study. During the period surveyed, these establishments employed approximately 9,100 workers, of which one-fifth were engaged in manufacturing. This included pulp and lumber mills, newspapers, fish canneries, and manufacturers of concrete products. In terms of employment, the principal nonmanufacturing industries were defense communications, retail trade, air transportation, and contract construction. Together, these industries represented approximately 70 percent of the 7,300 total employment in nonmanufacturing industries. The finance industries accounted for less than a tenth of the total nonmanufacturing employment, but accounted for nearly a fourth of the white-collar employees. These employment patterns are subject to substantial change during the year because of the highly seasonal nature of certain industries such as contract construction and fish canning.

Employment and salary data could be presented for 17 of the 77 selected professional, administrative, technical, and clerical work levels as defined for the study. These occupation work levels included a total of 379 employees, or approximately 14 percent of the estimated white-collar employment within scope of the study. Nearly three-fifths of the employees in the occupations presented were located in the Anchorage area. Data for only a few levels could be presented, primarily because of the limited number of private companies in Alaska, and their relative size. Seventy-five of the 97 establishments surveyed employed fewer than 100 workers, and only 5 establishments had 250 workers or more. Less specialization and various combinations of duties and responsibilities of employees in white-collar positions in smaller establishments frequently precluded classification according to the specific occupation work levels as defined for the study.

Women accounted for almost nine-tenths of all employees in the occupations presented, and four-fifths or more of the employees in 11 of the 17 levels. Men represented a majority in six levels (accountants III and IV, chief accountants II, engineers V, tabulating-machine operators II, and office boys or girls).

The salaries presented include special differentials paid to employees in Alaska by companies with headquarters in other States. Such differentials were paid to employees in the jobs studied in 17 of approximately 30 establishments whose headquarters were known to be located outside of Alaska. In some cases, the salary differentials were specified flat sums and in others they were a specified percentage of salary. Airlines servicing Alaska, for example, typically paid specified amounts ranging from \$75 to \$195 per month. Companies maintaining defense communications facilities, oil companies, and construction companies usually paid percentage differentials which varied from 25 to 45 percent above salaries paid in other States.

Average Salaries

Average (mean) monthly salaries could be presented for three professional levels of accounting responsibility (table 15). As defined for the study, accountants III averaged \$806 and accountants IV \$953 a month. Level III included those

primarily responsible for the day-to-day accounting operations requiring the standardized application of well established accounting principles, whereas level IV included fully experienced professional accountants handling a wider variety of difficult accounting problems with considerable independence. Chief accountants with responsibility for an accounting program of the scope and complexity as defined for level II were paid \$1,120 on the average.

Monthly salaries for the 13 clerical levels presented ranged from \$355 for file clerks I to \$537 for accounting clerks II. These levels ranged from clerks performing routine filing to accounting clerks with responsibility for maintaining one or more sections of a complete set of books. Within these levels, monthly salaries ranged from \$374 to \$387 in four clerical levels and from \$405 to \$499 in seven levels. Accounting clerks, bookkeeping-machine operators, and typists accounted for two-thirds of the clerical workers in the jobs studied. Half of the bookkeeping-machine operators were employed in banks, whereas the largest proportion of the accounting clerks and typists were employed in transportation and other public utilities.

Limited comparisons that could be made of individual rates in Anchorage with those in Fairbanks, Juneau, and Ketchikan did not indicate a consistent pattern of higher or lower rates.

Percent distributions of employees by monthly salaries are presented in table 16. For more than half of the occupation work levels, salaries of the highest paid employees were at least one and one-half times the salaries of the lowest paid employees in the same work level. These distributions also show marked overlapping of salaries between work levels of the same occupation and between occupations with substantially different salary levels. The ranges in salaries paid individuals in the same job category in an establishment may be accounted for by differences in ability, experience, or performance as determined informally on an individual basis or as provided for under formal salary plans with established salary ranges for each grade level.

Hours of Work

The length of the workweek on which the regular straight-time salary was based was obtained for employees in the occupations studied. As shown in the following tabulation, the average weekly hours varied somewhat among occupations and levels.

Average weekly hours	Occupation and level
39.5-----	Tabulating-machine operators II; typists I.
40.0-----	Accountants III and IV; chief accountants II; clerks, accounting I; clerks, file I and II; office boys or girls; stenographers, general and senior; switchboard operators; typists II.
40.5-----	Bookkeeping-machine operators I.
41.0-----	Bookkeeping-machine operators II; clerks, accounting II.
46.0-----	Engineers V.

These differences in average weekly hours reflect variations in the distribution of employees among industries in which salaries were based on workweeks of other than 40 hours. For example, engineers V, who averaged 46 hours a week, were largely employed in construction and communications establishments.

The number of hours per week which a majority of the full-time non-supervisory office workers were scheduled to work during the period studied was also obtained (table 17). The scheduled workweek was 40 hours in establishments employing nearly nine-tenths of these workers. Most of the office employees scheduled to work 48 hours a week or more were employed in construction companies and in defense communications outposts.

Supplementary Wage Benefits

Information presented on selected supplementary wage benefits relates to provisions applying to nonsupervisory office workers, although others in higher level positions may receive the same benefits. Each provision was tabulated as applying to all office workers in an establishment if a majority were eligible or could eventually meet the eligibility requirements.

Paid holidays were provided to nearly all office workers. Two-thirds of the office workers received 8 days or more annually, and approximately half of these received as many as 11 days (table 18). All of the workers receiving 11 paid holidays were employed in banks.

Paid vacations after qualifying periods of service were given to office employees in almost all establishments. Although service requirements varied considerably, the most common policy was to give 1 week with pay after 6 months of service, 2 weeks after a year, and 3 weeks after 10 years (table 19). Paid vacations of 4 weeks or more were given in establishments employing nearly half the office workers; usually at least 15 years of service were required to qualify.

Health, insurance, and pension benefits applying to office workers, presented in table 20, relate to plans to which the employer paid at least part of the cost. Hospitalization, surgical, and medical insurance coverage was available to about nine-tenths of the office workers. Nearly the same proportion of these employees were eligible to receive sick leave pay for a specified number of days, which in most instances was full pay without a waiting period. Life insurance was available to approximately three-fourths of the office workers.

Pension plans, providing regular payments for the remainder of the worker's life on retirement (in addition to legally required coverage), applied in establishments employing 45 percent of the office workers.

The policy of paying cash bonuses to all or a majority of the office workers applied in establishments employing about two-fifths of these workers. In nearly all instances, these bonuses were Christmas or yearend payments (table 21).

Table 15. Employment and Average Salaries for Selected Professional, Administrative, Technical, and Clerical Occupations in Private Industry,¹ Anchorage, Fairbanks, Juneau, and Ketchikan, Alaska, June 1963

Occupation and class (See definitions in appendix B)	Number of employees	Monthly salaries ²				Annual salaries ²			
		Mean	Median ³	Middle range ⁴		Mean	Median ³	Middle range ⁴	
				First quartile	Third quartile			First quartile	Third quartile
<u>Accountants</u>									
Accountants III -----	8	\$806	\$819			\$9,672	\$9,828		
Accountants IV -----	7	953	975			11,436	11,700		
Chief accountants II -----	4	1,120				13,440			
<u>Engineers</u>									
Engineers V -----	16	1,246	1,275	\$1,031	\$1,463	14,952	15,300	\$12,372	\$17,556
<u>Clerical</u>									
Bookkeeping-machine operators I ----	43	374	378	357	413	4,488	4,536	4,284	4,956
Bookkeeping-machine operators II ----	17	499	500	469	581	5,988	6,000	5,628	6,972
Clerks, accounting I -----	66	426	424	400	460	5,112	5,088	4,800	5,520
Clerks, accounting II -----	54	537	551	507	577	6,444	6,612	6,084	6,924
Clerks, file I -----	15	355	367	350	388	4,260	4,404	4,200	4,656
Clerks, file II -----	8	387	408			4,644	4,896		
Office boys or girls -----	9	377	406			4,524	4,872		
Stenographers, general -----	14	449	444			5,388	5,328		
Stenographers, senior -----	31	489	500	470	520	5,868	6,000	5,640	6,240
Switchboard operators -----	21	405	428	348	443	4,860	5,136	4,176	5,316
Tabulating-machine operators II -----	7	492	492			5,904	5,904		
Typists I -----	22	377	388	354	421	4,524	4,656	4,248	5,052
Typists II -----	37	440	440	431	449	5,280	5,280	5,172	5,388

¹ For scope of survey, see table in appendix A.

² Salaries reported relate to the standard salaries that were paid for standard work schedules, i. e., to the straight-time salary corresponding to the employee's normal work schedule excluding overtime hours.

³ Medians are omitted for occupations that had fewer than 5 employees.

⁴ The middle range (interquartile) used here is the central part of the array excluding the upper and lower fourths of the employee distribution. Middle ranges are omitted for occupations that had fewer than 15 employees.

Table 16. Percent Distribution of Employees in Selected Professional, Administrative, Technical, and Clerical Occupations¹ by Average Monthly Salaries, Anchorage, Fairbanks, Juneau, and Ketchikan, Alaska, June 1963

Average monthly salaries	Accountants		Chief accountants	Engineers	Bookkeeping-machine operators		Clerks, accounting		Clerks, file	
	III	IV	II	V	I	II	I	II	I	II
\$ 300 and under \$ 325	-	-	-	-	4.7	-	-	-	20.0	12.5
\$ 325 and under \$ 350	-	-	-	-	11.6	-	4.5	-	6.7	-
\$ 350 and under \$ 375	-	-	-	-	32.6	5.9	3.0	-	40.0	12.5
\$ 375 and under \$ 400	-	-	-	-	18.6	-	10.6	-	26.7	12.5
\$ 400 and under \$ 425	-	-	-	-	18.6	11.8	33.3	1.9	6.7	62.5
\$ 425 and under \$ 450	-	-	-	-	7.0	-	21.2	3.7	-	-
\$ 450 and under \$ 475	-	-	-	-	4.7	11.8	10.6	9.3	-	-
\$ 475 and under \$ 500	-	-	-	-	-	23.5	9.1	3.7	-	-
\$ 500 and under \$ 525	-	-	-	-	2.3	11.8	7.6	24.1	-	-
\$ 525 and under \$ 550	-	-	-	-	-	11.8	-	7.4	-	-
\$ 550 and under \$ 575	-	-	-	-	-	-	-	25.9	-	-
\$ 575 and under \$ 600	-	-	-	-	-	11.8	-	5.6	-	-
\$ 600 and under \$ 625	-	-	-	-	-	5.9	-	9.3	-	-
\$ 625 and under \$ 650	-	-	-	-	-	-	-	1.9	-	-
\$ 650 and under \$ 675	12.5	-	-	-	-	5.9	-	7.4	-	-
\$ 675 and under \$ 700	-	-	-	-	-	-	-	-	-	-
\$ 700 and under \$ 725	12.5	-	-	-	-	-	-	-	-	-
\$ 725 and under \$ 750	12.5	-	-	-	-	-	-	-	-	-
\$ 750 and under \$ 775	-	-	-	-	-	-	-	-	-	-
\$ 775 and under \$ 800	-	28.6	-	-	-	-	-	-	-	-
\$ 800 and under \$ 825	25.0	-	-	-	-	-	-	-	-	-
\$ 825 and under \$ 850	-	-	-	-	-	-	-	-	-	-
\$ 850 and under \$ 875	-	-	-	-	-	-	-	-	-	-
\$ 875 and under \$ 900	-	-	25.0	-	-	-	-	-	-	-
\$ 900 and under \$ 925	25.0	-	-	6.3	-	-	-	-	-	-
\$ 925 and under \$ 950	-	14.3	-	-	-	-	-	-	-	-
\$ 950 and under \$ 975	12.5	14.3	-	-	-	-	-	-	-	-
\$ 975 and under \$ 1,000	-	14.3	-	12.5	-	-	-	-	-	-
\$ 1,000 and under \$ 1,050	-	14.3	-	12.5	-	-	-	-	-	-
\$ 1,050 and under \$ 1,100	-	-	25.0	-	-	-	-	-	-	-
\$ 1,100 and under \$ 1,150	-	-	-	-	-	-	-	-	-	-
\$ 1,150 and under \$ 1,200	-	14.3	25.0	6.3	-	-	-	-	-	-
\$ 1,200 and under \$ 1,250	-	-	-	-	-	-	-	-	-	-
\$ 1,250 and under \$ 1,300	-	-	-	18.8	-	-	-	-	-	-
\$ 1,300 and under \$ 1,350	-	-	-	-	-	-	-	-	-	-
\$ 1,350 and under \$ 1,400	-	-	25.0	6.3	-	-	-	-	-	-
\$ 1,400 and over	-	-	-	37.5	-	-	-	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Number of employees	8	7	4	16	43	17	66	54	15	8
Average monthly salaries	\$ 806	\$ 953	\$ 1,120	\$ 1,246	\$ 374	\$ 499	\$ 426	\$ 537	\$ 355	\$ 387

See footnotes at end of table.

Table 16. Percent Distribution of Employees in Selected Professional, Administrative, Technical, and Clerical Occupations¹ by Average Monthly Salaries, Anchorage, Fairbanks, Juneau, and Ketchikan, Alaska, June 1963—Continued

Average monthly salaries	Office boys or girls	Stenog- raphers, general	Stenog- raphers, senior	Switch- board operators	Tabulating- machine operators	Typists	
					II	I	II
\$ 300 and under \$ 325 -----	11.1	-	-	-	-	-	-
\$ 325 and under \$ 350 -----	33.3	7.1	-	28.6	-	22.7	-
\$ 350 and under \$ 375 -----	-	-	3.2	-	-	22.7	2.7
\$ 375 and under \$ 400 -----	-	7.1	-	4.8	-	13.6	2.7
\$ 400 and under \$ 425 -----	44.4	28.6	3.2	14.3	-	22.7	5.4
\$ 425 and under \$ 450 -----	11.1	14.3	6.5	42.9	-	9.1	67.6
\$ 450 and under \$ 475 -----	-	-	16.1	4.8	28.6	9.1	16.2
\$ 475 and under \$ 500 -----	-	7.1	22.6	4.8	42.9	-	2.7
\$ 500 and under \$ 525 -----	-	35.7	32.3	-	14.3	-	-
\$ 525 and under \$ 550 -----	-	-	3.2	-	-	-	2.7
\$ 550 and under \$ 575 -----	-	-	9.7	-	14.3	-	-
\$ 575 and under \$ 600 -----	-	-	-	-	-	-	-
\$ 600 and under \$ 625 -----	-	-	3.2	-	-	-	-
\$ 625 and under \$ 650 -----	-	-	-	-	-	-	-
\$ 650 and under \$ 675 -----	-	-	-	-	-	-	-
\$ 675 and under \$ 700 -----	-	-	-	-	-	-	-
\$ 700 and under \$ 725 -----	-	-	-	-	-	-	-
\$ 725 and under \$ 750 -----	-	-	-	-	-	-	-
\$ 750 and under \$ 775 -----	-	-	-	-	-	-	-
\$ 775 and under \$ 800 -----	-	-	-	-	-	-	-
\$ 800 and under \$ 825 -----	-	-	-	-	-	-	-
\$ 825 and under \$ 850 -----	-	-	-	-	-	-	-
\$ 850 and under \$ 875 -----	-	-	-	-	-	-	-
\$ 875 and under \$ 900 -----	-	-	-	-	-	-	-
\$ 900 and under \$ 925 -----	-	-	-	-	-	-	-
\$ 925 and under \$ 950 -----	-	-	-	-	-	-	-
\$ 950 and under \$ 975 -----	-	-	-	-	-	-	-
\$ 975 and under \$ 1,000 -----	-	-	-	-	-	-	-
\$ 1,000 and under \$ 1,050 -----	-	-	-	-	-	-	-
\$ 1,050 and under \$ 1,100 -----	-	-	-	-	-	-	-
\$ 1,100 and under \$ 1,150 -----	-	-	-	-	-	-	-
\$ 1,150 and under \$ 1,200 -----	-	-	-	-	-	-	-
\$ 1,200 and under \$ 1,250 -----	-	-	-	-	-	-	-
\$ 1,250 and under \$ 1,300 -----	-	-	-	-	-	-	-
\$ 1,300 and under \$ 1,350 -----	-	-	-	-	-	-	-
\$ 1,350 and under \$ 1,400 -----	-	-	-	-	-	-	-
\$ 1,400 and over -----	-	-	-	-	-	-	-
Total -----	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Number of employees -----	9	14	31	21	7	22	37
Average monthly salaries -----	\$ 377	\$ 449	\$ 489	\$ 405	\$ 492	\$ 377	\$ 440

¹ For scope of study see table in appendix A.

NOTE: Because of rounding, sums at individual items may not equal 100.

Table 17. Percent Distribution of Office Workers by Scheduled Weekly Hours, Anchorage, Fairbanks, Juneau, and Ketchikan, Alaska,¹ June 1963

Weekly hours	Percent
All office workers -----	100
38 -----	5
40 -----	88
42 -----	1
42 ² / ₃ -----	(²)
43 -----	2
44 -----	1
48 -----	1
54 -----	2

¹ For scope of study, see table in appendix A.

² Less than 0.5 percent.

Table 18. Percent Distribution of Office Workers by Number of Paid Holidays Provided Annually, Anchorage, Fairbanks, Juneau, and Ketchikan, Alaska,¹ June 1963

Item	Percent	Item	Percent
All office workers -----	100	<u>Number of days—Continued</u>	
Workers in establishments providing paid holidays -----	98	10 holidays -----	1
Workers in establishments providing no paid holidays -----	2	11 holidays -----	35
<u>Number of days</u>		<u>Total holiday time³</u>	
5 holidays -----	(²)	11 days -----	35
6 holidays -----	8	10 or more days -----	35
7 holidays -----	22	9 ¹ / ₂ or more days -----	36
8 holidays -----	29	9 or more days -----	39
9 holidays -----	3	8 or more days -----	68
9 holidays plus 1 half day -----	1	7 or more days -----	90
		6 or more days -----	97
		5 or more days -----	98

¹ For scope of study, see table in appendix A.

² Less than 0.5 percent.

³ All combinations of full and half days that add to the same amount are combined; for example, the proportion of workers receiving a total of 7 days includes those with 7 full days and no half days, 6 full days and 2 half days, 5 full days and 4 half days, and so on. Proportions were then cumulated.

Table 20. Percent of Office Workers Employed in Establishments Providing Health, Insurance, or Pension Benefits,¹ Anchorage, Fairbanks, Juneau, and Ketchikan, Alaska,² June 1963

Type of benefit	Percent
All office workers -----	100
Workers in establishments providing:	
Life insurance -----	76
Accidental death and dismemberment insurance -----	66
Sickness and accident insurance or sick leave or both ³ -----	89
Sickness and accident insurance - Sick leave (full pay and no waiting period) -----	28
Sick leave (full pay and no waiting period) -----	80
Sick leave (partial pay or waiting period) -----	8
Hospitalization insurance -----	90
Surgical insurance -----	90
Medical insurance -----	89
Catastrophe insurance -----	83
Retirement pension plan -----	45
No health, insurance, or pension plan -----	9

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

² For scope of study, see table in appendix A.

³ 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.

Table 21. Percent Distribution of Office Workers by Type of Supplementary Cash Bonus Payments,¹ Anchorage, Fairbanks, Juneau, and Ketchikan, Alaska,² June 1963

Cash bonus plan	Percent
All office workers -----	100
Workers in establishments paying supplementary cash bonuses -----	41
Christmas or yearend -----	39
Profit sharing -----	(³)
Other -----	2
Workers in establishments paying no supplementary cash bonuses -----	59

¹ Supplementary nonproduction bonuses paid in cash to a majority of the office workers.

² For scope of study, see table in appendix A.

³ Less than 0.5 percent.

Appendix A. Scope and Method of Survey

Scope of Survey

These surveys in Hawaii, Puerto Rico, and Alaska relate to establishments within seven broad industry divisions: Manufacturing; contract construction; transportation, communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and selected services. Major industry groups excluded from these studies are government operations and extractive industries.

The study in each area includes establishments with 50 workers or more at the time of reference of the data used in compiling the universe lists (first quarter of 1962 for Hawaii and Puerto Rico areas, and highest employment in second or third quarter of 1962 for Alaska areas). The estimated number of establishments and workers within each industry division during the period studied and the number actually studied in each area are indicated in the accompanying table. The geographic scope of each study is defined in footnotes to the table.

The surveys in Hawaii and Puerto Rico were conducted on a sample basis because of the cost involved in surveying all establishments. To obtain optimum accuracy at minimum cost, a greater proportion of large than of small establishments was studied. In combining the data, however, all establishments were given their appropriate weight. Because of the relatively small universe of establishments in Alaska, all establishments within scope as defined for the survey were actually studied. The estimates based on the establishments studied in each area are presented, therefore, as relating to all establishments in the industries and areas covered, except for those below the minimum size studied.

Method of Collection

Data were obtained by personal visits of Bureau field economists to the establishments selected for study within each area. Employees were classified according to occupation and level, with the assistance of company officials, on the basis of uniform job definitions. In comparing actual duties and responsibilities of employees with those in the survey definitions, extensive use was made of company occupational descriptions, organization charts, and other personal records, usually available in the larger companies. The occupational definitions used in classifying employees appear in appendix B.

Occupational Earnings

Although all occupations and levels defined in appendix B were studied in each survey, earnings data for a number of the occupations and work levels are not presented in the tables because either (1) employment is too small to provide enough data to permit presentation, or (2) there is a possibility of disclosure of individual establishment data. The average salaries reported relate to the standard salaries that were paid for the standard work schedules; i. e., to the straight-time salary corresponding to the employee's normal work schedule excluding overtime hours. Salary differentials over mainland rates, paid by some companies with employees in the areas studied, were included. Average salaries were rounded to the nearest dollar.

In the occupations surveyed, both men and women were classified and included in the occupational employment estimates. Employment of one sex was sufficiently predominant in each of the occupations to preclude presentation of separate data by sex.

Occupational employment estimates in all areas surveyed relate to 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 in the Hawaii and Puerto Rico studies serve only to indicate the relative importance of the jobs as defined for these studies. There are also variations among the professional and administrative occupations in the proportion of all employees represented in these fields of work because of differences (1) in the range of functions and responsibilities encompassed by the definitions for various occupations, as well as differences (2) in the number of work levels selected for study in each occupation.

Establishments and Workers Within Scope of Survey¹ and Number Studied in Selected
Labor Markets, Hawaii and Puerto Rico, May 1963, and in Alaska, June 1963

Area and industry division	Number of establishments		Workers in establishments			
	Within scope of study	Studied	Within scope of study			Studied
			Total ²	Office	Plant	
<u>Honolulu, Hawaii</u> ³						
All divisions-----	327	127	56,300	9,300	37,800	38,460
Manufacturing-----	57	27	13,600	900	10,300	10,600
Nonmanufacturing-----	270	100	42,700	8,400	27,500	27,860
Contract construction-----	57	18	5,900	400	4,900	2,400
Transportation, communication, and other public utilities ⁴ -----	30	17	10,000	1,400	6,900	8,450
Wholesale trade-----	38	13	5,900	1,600	3,400	3,470
Retail trade-----	74	17	8,800	700	7,000	4,750
Finance, insurance, and real estate-----	32	16	5,600	3,600	700	4,010
Services ⁵ -----	39	19	6,500	700	4,600	4,780
<u>Mayagüez, Ponce, and San Juan, Puerto Rico</u> ⁶						
All divisions-----	535	179	81,700	8,600	66,100	47,910
Manufacturing-----	227	66	32,800	1,900	28,300	16,210
Nonmanufacturing-----	308	113	48,900	6,700	37,800	31,700
Contract construction-----	90	32	14,400	400	13,400	8,870
Transportation, communication, and other public utilities ⁴ -----	48	23	11,600	1,100	9,000	9,010
Wholesale trade-----	60	14	6,200	1,300	4,300	2,240
Retail trade-----	47	15	6,300	500	5,300	4,050
Finance, insurance, and real estate-----	38	15	6,400	3,100	2,500	4,140
Services ⁵ -----	25	14	4,000	300	3,300	3,390
<u>Anchorage, Fairbanks, Juneau, and Ketchikan, Alaska</u> ⁷						
All divisions-----	97	97	9,090	1,150	6,320	9,090
Manufacturing-----	12	12	1,780	160	1,200	1,780
Nonmanufacturing-----	85	85	7,310	990	5,120	7,310
Contract construction-----	20	20	1,090	30	920	1,090
Transportation, communication, and other public utilities ⁴ -----	28	28	3,390	380	2,340	3,390
Wholesale trade-----	6	6	290	30	210	290
Retail trade-----	14	14	1,180	120	920	1,180
Finance, insurance, and real estate-----	6	6	550	400	40	550
Services ⁵ -----	11	11	810	30	690	810

¹ The study relates to establishments in the areas and industries listed employing 50 workers or more.

² Includes executive, professional, and other workers excluded from the separate office and plant categories.

³ Honolulu Standard Metropolitan Statistical Area (Honolulu County), as defined by the U. S. Bureau of the Budget.

⁴ Taxicabs were excluded.

⁵ Selected services: Hotels; personal services, business services; automobile repair shops; motion pictures; nonprofit organizations; and engineering and architectural services.

⁶ Mayagüez, Ponce, and San Juan Standard Metropolitan Statistical Areas (municipalities of Mayagüez, Ponce, San Juan, Cataño, Bayamón, and Guaynabo), as defined by the U. S. Bureau of the Budget.

⁷ Cities and contiguous areas of Anchorage, Fairbanks, Juneau, and Ketchikan, plus a few relatively large establishments located in other communities in Alaska.

Establishment Practices and Supplementary Wage Provisions

Information presented on selected establishment practices and supplementary benefits relates to office workers. The concept "office workers," as used in these studies, includes working supervisors and nonsupervisory workers performing clerical and related functions, and excludes administrative, executive, and professional personnel.

Because of rounding, sums of individual items in these tabulations may not equal totals.

The scheduled hours (tables 3, 10, and 17) of a majority of the office workers in an establishment are tabulated as applying to all office workers of that establishment.

Paid holidays; paid vacations; health, insurance, and pension plans; and nonproduction bonuses are treated statistically on the basis that these are applicable to all office workers if a majority of such workers are eligible or may eventually qualify for the practices listed.

The paid holidays tables (4, 11, and 18) present the number of whole and half holidays actually provided, in the first part, and combines whole and half holidays to show total holiday time in the second part.

The summary of paid vacation plans (tables 5, 12, and 19) is limited to formal policies, excluding informal arrangements whereby time off with pay was 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 allowances by weeks of pay and years of service, payments not on a time basis were so converted; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay. The pay amounts and service period for which data are presented are typical, but 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. Furthermore, estimates are cumulative. Thus, the proportion receiving 3 weeks' pay or more after 10 years of service includes those who receive 3 weeks' pay or more after fewer years of service. Data for intermediate service periods were not tabulated.

Data are presented for all health, insurance, and pension plans (tables 6, 13, and 20) for which at least a part of the cost was borne by the employer, excepting only legal requirements such as workmen's compensation, railroad retirement, and social security. Such plans included 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 were included as a form of life insurance.

Sickness and accident insurance data are limited to that type of insurance under which predetermined cash payments were 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. Tabulations of paid sick leave plans are limited to formal plans which provided 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 provided full pay and no waiting period, and (2) plans which provided either partial pay or a waiting period. Sick leave plans include only those which definitely established at least the minimum number of days' pay that could be expected by each employee. Informal sick leave allowances determined on an individual basis were excluded. 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 received either or both types of benefit.

Catastrophe insurance, sometimes referred to as extended medical insurance, includes those plans which were 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 might be underwritten by commercial insurance companies or nonprofit organizations or they might be self-insured. Tabulations of retirement plans are limited to those plans that provided monthly payments for the remainder of the worker's life.

Appendix B. Occupational Definitions

The primary purpose of preparing job definitions for the Bureau's wage surveys is to assist its field staff in classifying into appropriate occupations, or levels within 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. To secure comparability of job content, some occupations and work levels are defined to include only those workers meeting specific criteria as to training, job functions, and responsibilities. Because of this emphasis on interestablishment and interarea comparability of occupational content, the Bureau's occupational definitions may differ significantly from those in use in individual establishments or those prepared for other purposes. Also see note referring to the definitions for the drafting and clerical occupations on page 56.

ACCOUNTANTS AND AUDITORS

ACCOUNTANT

Performs accounting work requiring professional knowledge of the theory and practice of recording, classifying, examining, and analyzing the data and records of financial transactions. Personally or by supervising others provides accounting service to management by maintaining the books of account, accumulating cost or other similar data, preparing reports and statements, and maintaining the accounting system by interpreting, supplementing, and revising the system as necessary. The work requires a professional knowledge of accounting and a bachelor's degree in accounting or equivalent experience and education combined. (See also chief accountant.)

Accountant I

General characteristics.—At this beginning professional level, position is distinguished from nonprofessional positions by the variety of assignments; rate and scope of development expected of the incumbent; and the existence, implicit or explicit, of a planned training program designed to give the beginning accountant practical experience in the operations of an established accounting system. Learns to apply the principles, theories, and concepts of accounting to a particular accounting system.

Direction received.—Works under close supervision of an experienced accountant. The guidance and supervision received are directed primarily to the development of the accountant's professional ability and to the evaluation of his potential for advancement. Limits of assignments are clearly defined, methods of procedure are specified, kinds of items to be noted and referred to supervisor are detailed.

Typical duties and responsibilities.—Many of the assignments will include duties some of which may be nonprofessional in nature such as proving arithmetical accuracy; examining standard accounting documents for completeness, internal accuracy, and conformance with specific accounting requirements; tracing and reconciling records of financial transactions; and preparing detailed statements and schedules for reports. The presence of such nonprofessional tasks, provided they are part of the training and development process, do not prevent the matching of a job if it otherwise meets this definition.

Responsibility for direction of others.—Usually none.

ACCOUNTANT—Continued

Accountant II

General characteristics.—At this continuing developmental level the professional accountant makes practical applications of technical accounting practices and concepts beyond the mere application of detailed rules and instructions. Assignments are designed to expand his practical experience and to develop his professional judgment in the application of basic accounting techniques to simple professional problems. He is expected to be competent in the application of standard procedures and requirements to routine transactions, and to raise questions about unusual or questionable items and suggest solutions.

Direction received.—Work is reviewed closely to verify its general accuracy and coverage of unusual problems, to insure conformance with required procedures and special instructions, and to insure his professional growth. His progress is evaluated in terms of his ability to apply his professional knowledge to basic accounting problems in the day-to-day operations of an established accounting system.

Typical duties and responsibilities.—Prepares routine working papers, schedules, exhibits, and summaries indicating the extent of his examination and developing and supporting his findings and recommendations. This includes the examination of a variety of accounting documents to verify accuracy of computations and to ascertain that all transactions are properly supported, are in accordance with pertinent regulations, and are classified and recorded according to acceptable accounting standards.

Responsibility for direction of others.—Usually none, although may supervise a few clerks.

Accountant III

General characteristics.—Performs professional operating or cost accounting work requiring the standardized application of well established accounting principles, theories, concepts, and practices. Receives detailed instructions concerning the overall accounting system and its objectives, the policies and procedures under which it is operated, and the nature of changes in the system or its operation.

Direction received.—A professional accountant at higher level normally is available to furnish advice and assistance as needed. Work is examined for technical accuracy, adequacy of professional judgment, and compliance with instructions through spot checks, appraisal of results, subsequent processing, analysis of reports and statements, and other appropriate means.

Typical duties and responsibilities.—The primary responsibility of most positions at this level is to insure that the day-to-day operations of the segment or system are carried out in accordance with accounting principles and the policies and objectives of the accounting system. Within limits of delegated responsibility, the accountant makes the day-to-day decisions concerning the accounting treatment of financial transactions. He is expected to recommend solutions to complex problems and propose changes in the accounting system, but he has no authority to effectuate these solutions or changes. His solutions are derived from his own knowledge of the application of well-established principles and practices or by referring the problem to his superior for solution.

Responsibility for the direction of others.—In most instances directs the work of a subordinate nonprofessional staff.

ACCOUNTANT—Continued

Accountant IV

General characteristics.—Performs professional operating or cost accounting work which requires the application of well established accounting principles, theories, concepts and practices to a wide variety of difficult problems. Receives instructions concerning the objectives and operations of the overall accounting system. At this level, compared with level III, the technical accounting problems are more difficult and a greater degree of coordination among more numerous types of accounting records and operations may be essential.

Direction received.—An accountant at higher level normally is available to furnish advice and assistance as needed. Work is reviewed for adequacy of professional judgment, compliance with instructions, and overall accuracy and quality by spot checks and appraisal of results.

Typical duties and responsibilities.—As at level III, a primary characteristic of most positions at this level is the responsibility of operating an accounting system or segment in the intended manner. Makes day-to-day decisions concerning the accounting treatment of financial transactions. He is expected to recommend solutions to complex problems beyond the scope of his responsibility and to propose changes in the accounting system, but he has no authority to act independently on these problems.

Responsibility for direction of others.—Accounting staff supervised, if any, may include professional accountants.

Accountant V

General characteristics.—Performs professional operating or cost accounting work requiring the application of accounting principles and practices to the solution of very difficult problems for which no clear precedents exist, or to the development or extension of theories and practices to problems to which they have not been applied previously. Also at this level are positions having more than average responsibility because of the nature, magnitude, or impact of the assigned work.

Is more directly concerned with what the system or segment should be, what operating accounting policies and procedures should be established or revised, and the meaning of the data in the reports and statements for which he is responsible.

Direction received.—An accountant at higher level normally is available to furnish advice and assistance as needed. Work is reviewed for adequacy of professional judgment, compliance with instructions, and overall quality.

Typical duties and responsibilities.—In addition to insuring that the system or segment is operated as intended, is deeply involved in the fundamental and complex technical and managerial problems.

Responsibility for direction of others.—Accounting staff supervised, if any, includes professional accountants.

AUDITOR

Audits the financial records of a company or divisions or components of the company, to appraise systematically and verify the accounting accuracy of the records and reports. To the extent determined necessary, examines the transactions entering into the balance sheet and the transactions entering into income, expense, and cost accounts. Determines (1) the existence of recorded assets (including the observation of the taking of physical inventories) and the all inclusiveness of recorded liabilities; (2) the accuracy of financial statements or reports and the fairness of presentation of facts therein; (3) the propriety or legality of transactions; and (4) the degree of compliance with established policies and procedures concerning financial transactions. Evaluates the adequacy of the accounting system and internal financial control. Makes appropriate recommendations for improvement as necessary. (Work typically requires a bachelor's degree in accounting or equivalent experience and education combined.)

Excluded from the definition are positions which call for auditing duties which may require detailed knowledge of the operations of a particular company, but do not require full professional accounting training. For example, when the primary responsibility of the position is to check transactions to determine whether or not they conform to prescribed routines or procedures, it is excluded.

Auditor I

As a trainee auditor at the entering professional level, performs a variety of routine assignments under the close supervision of an experienced auditor.

Auditor II

This is the continuing developmental level for the professional auditor. As a junior member of an audit team, independently performs assigned portions of the audit examination which are limited in scope and complexity, such as physically counting to verify inventory items, checking assigned subsidiary ledger accounts against supporting bills or vouchers, checking and balancing various subsidiary ledgers against control accounts, or other similar duties designed to help the team leader check, verify, or prove the accounting entries. Responsibility extends only to the verification of accuracy of computations and the determination that all transactions are properly supported. Any technical problems not covered by instructions are brought to the attention of a superior.

Auditor III

(1) As auditor in charge of an audit team or in charge of individual audits, independently conducts regular recurring audits in accordance with a prescribed audit policy of the accounts of smaller or less complex companies having gross income up to approximately \$3 million per year, or similar size branch or subsidiary organizations of larger companies. Under minimum supervision, either working alone, or with the assistance of one or two subordinate auditors, examines transactions and verifies accounts; observes and evaluates local accounting procedures and internal controls; prepares audit working papers and submits an audit report in the required pattern containing recommendations for needed changes or improvements, or (2) as a member of an audit team auditing a larger and more complex organization (approximately \$4 to \$25 million gross income per year), independently performs the audit examination of a major segment of the audit such as the checking, verification, and balancing of all accounts receivable and accounts payable, the analysis and verification of assets and reserves, or the inspection and the evaluation of controls and procedures.

AUDITOR—Continued

Auditor IV

(1) As auditor in charge of an audit team or of individual audits under minimum supervision with the assistance of approximately five subordinate auditors, independently conducts regular recurring audits of a company having gross income of approximately \$4 to \$25 million per year or in companies with much larger gross incomes, audits of accounts of branch or subsidiary organizations of those companies each of which have gross income of \$4 to \$25 million per year. Plans and conducts the audit and prepares an audit report containing recommendations for changes or improvements in accounting practices, procedures, or policies; or (2) as a member of an audit team auditing the accounts of a larger and more complex organization (over \$30 million gross income per year), is assigned relatively independent responsibility for a major segment of the audit such as the checking, verification, and balancing of all accounts receivable and accounts payable, the analysis and verification of assets and reserves, or the inspection and evaluation of controls and procedures.

CHIEF ACCOUNTANT

Responsible for directing the accounting program for a company or for an establishment of a company. The minimum accounting program includes: (1) General accounting (assets, liabilities, income, expense, and capital accounts, including responsibility for profit and loss and balance sheet statements); and (2) with at least one other major accounting activity, typically tax accounting, cost accounting, property accounting, or sales accounting. It may also include such other activities as payroll and timekeeping, tabulating machine operation, etc. (Responsibility for an internal audit program is typically not included.)

The responsibilities of the chief accountant include all of the following:

- (1) Developing, adapting, or revising an accounting system to meet the needs of the organization.
- (2) Supervising, either directly or through subordinate supervisors, the operation of the system with full management responsibility for the quality and quantity of work performed, training and development of subordinates, work scheduling and review, coordination with other parts of the organization served, etc.
- (3) Providing advisory services to the top management officials of the organization served as to:
 - (a) The status of financial resources and the financial trends or results of operations in a manner that is meaningful to management.
 - (b) Methods for improving operations as suggested by his expert knowledge of the financial situation, e.g., proposals for improving cost control, property management, credit and collection, tax reduction, or similar programs.

Definition does not cover positions with responsibility for the accounting program if they also include (as a major part of the job) responsibility for budgeting; work measurement; organization, methods, or procedures studies, or similar functions. Such work is typical of positions sometimes titled as comptroller, budget and accounting manager, financial manager, etc.

Chief accountant jobs which meet the above definition are classified by level of work in accordance with the following:

CHIEF ACCOUNTANT—Continued

Class	Authority and responsibility (¹)	Technical complexity (¹)	Subordinate staff of professional accountants in the system for which he is responsible. ²
I	AR-1	TC-1	Only one or two professional accountants, who do not exceed the accountant III job definition.
II	AR-1	TC-2	About 5 to 10 professional accountants, with at least one or two matching the accountant IV job definition.
	<u>or</u> AR-2	TC-1	About 5 to 10 professional accountants. Most of these match the accountant III job definition, but one or two may match the accountant IV job definition.
	<u>or</u> AR-3	TC-1	Only one or two professional accountants, who do not exceed the accountant IV job definition.
III	AR-1	TC-3	About 15 to 20 professional accountants. At least one or two match the accountant V job definition.
	<u>or</u> AR-2	TC-2	About 15 to 20 professional accountants. Many of these match the accountant IV job definition, but some may match the accountant V job definition.
	<u>or</u> AR-3	TC-1	About 5 to 10 professional accountants. Most of these match the accountant III job definition, but one or two may match as high as accountant V.
IV	AR-2	TC-3	About 25 to 40 professional accountants. Many of these match the accountant V job definition, but several may exceed that level.
	<u>or</u> AR-3	TC-2	About 15 to 20 professional accountants. Most of these match the accountant IV job definition, but several may match accountant V and one or two may exceed that level.
V	AR-3	TC-3	About 25 to 40 professional accountants. Many of these match the accountant V job definition, but several may exceed that level.

¹ AR-1-2 and -3 and TC-1-2 and -3 are explained on the following page.

² The number of professional accountants supervised, as shown above, is recognized to be a relatively crude criterion for distinguishing between the various classes. It is to be considered as less important in the matching process than the other criteria. In addition to the staff of professional accountants in the system for which the chief accountant is responsible, there are clerical, machine operation, bookkeeping, and related personnel.

CHIEF ACCOUNTANT—Continued

AR-1. Directs the accounting program for an establishment of a company. The accounting system has been established in considerable detail at higher organizational levels in the company, i. e., accounts, procedures, and reports to be used have been prescribed. The chief accountant has authority, within this prescribed system, to adapt and expand it to fit the particular needs of the organization served, e. g., to provide greater detail; to establish additional accounting controls; to provide special or interim reports and statements needed by the establishment manager for day-to-day operations, etc.

AR-2. Directs the accounting program for an establishment of a company when the delegated authority to modify the basic accounting system established at higher organizational levels within the company clearly exceeds that described in AR-1. The basic accounting system is prescribed only in broad outlines rather than in specific detail, e. g., while certain major financial reports, overall accounts, general policies, etc., are required by the basic system, the chief accountant has broad latitude to decide what specific methods, procedures, accounts, reports, etc., are to be used within the organizational segment he serves. He has authority to evaluate and take final action on recommendations for changes in that portion of the system for which he is responsible, but he must secure prior approval from higher organizational levels for any changes which would affect the basic system prescribed by such higher levels. Accounting reports and statements prepared reflect the events and progress of the entire organizational segment of the company for which he is responsible, and usually these reports represent consolidations of accounting data submitted by subordinate segments of the organization which have accounting responsibilities. (This degree of authority is most characteristically found at an organizational level in the company which is intermediate between the company headquarters level (see AR-3) and the plant level (see AR-1). However, if a similar degree of authority has been delegated to the plant level, the chief accountant at such a place should be matched with this definition.)

AR-3. Directs the accounting program for an entire company with or without subordinate establishments. Has complete responsibility for establishing and maintaining the framework for the basic accounting system used in the company, subject only to general policy guidance and control usually from a company official responsible for general financial management, frequently an officer of the company. The chief accountant evaluates and takes final action on recommendations for basic changes in the accounting system, originating from subordinate units within the system. Accounting reports and statements prepared reflect the events and progress of the entire company, and to the extent that subordinate accounting segments exist, they represent consolidations of accounting data submitted by these segments.

TC-1. The organization which the accounting program serves has relatively few functions, products, work processes, etc., and these tend to be stable and unchanging. The accounting system operates in accordance with well-established principles and practices or those of equivalent difficulty which are typical of that industry.

TC-2. The organization which the accounting program serves has a relatively large number of functions, products, work processes, etc., requiring substantial adaptations of the basic system to meet management needs.

TC-3. The organization which the accounting program serves has functions, products, work processes, etc., which are very numerous, varied, unique, specialized or which, for similar reasons, puts a heavy demand on the accounting organization for specialized and extensive adaptations of the basic system to meet management needs. The accounting system, to a considerable degree is developed well beyond the established principles and practices in order to provide methods for the solution of problems for which no clear precedents exist or to provide for the development or extension of theories and practices to problems to which they have not been previously applied.

ATTORNEYS

ATTORNEY

Performs work involved in providing consultation and advice to operating officials of the company with respect to its legal rights, privileges, and obligations. Performs such duties as anticipating any legal problems or risks involving the company and advising company officials; preparing and reviewing various legal instruments and documents, such as contracts for leases, licenses, sales, purchases, real estate, etc.; keeping informed of proposed legislation which might affect the company and advising the appropriate company officials; examining and checking for legal implications, public statements or advertising material; advising company whether to prosecute or defend law suits; acting as agent of the company in its transactions; and applying for patents, copyrights, or registration of the company's products, processes, devices, and trademarks. (Patent work which requires training in a technical field, e.g., engineering in addition to legal training, is excluded. Claims examining, claims investigating, or similar work are excluded even though the work is performed by persons with a LL.B. degree, unless there is clear evidence that the job actually requires use of full professional legal training such as that of an attorney who performs investigative duties as a preliminary phase of his total responsibility for preparing a case for trial or actually trying a case in court.)

Attorney I

As a trainee (LL.B. with membership in bar), performs routine legal work, such as preparing briefs or drawing up contracts for review and evaluation by attorneys of higher grade. Receives immediate supervision in assignments designed to provide training in the application of established methods and techniques of legal research, drafting of legal instruments, etc.

Attorney II

Performs a variety of legal assignments, e.g., (1) drawing up contracts which require some ingenuity and an ability to evaluate the legal sufficiency of contract terms; (2) preparing draft opinions on legal questions involved in such areas as claims, grievances, labor laws, etc., when the legal question can be resolved relatively easily in the light of well-established facts and clearly applicable precedents. Receives general supervision during assignments, with most work reviewed by an attorney of higher grade. Responsibility for final action is usually limited to matters which are covered by instructions and prior approval of a superior.

Attorney III

Performs a variety of legal assignments, primarily in the study and analysis of legal questions, problems, or cases. Prepares draft opinions or other kinds of legal work on legal questions involved in such areas as claims, grievances, labor laws, etc., when the questions are complicated by the absence of legal precedents clearly and directly applicable to the case, or by the different possible constructions which might be placed on either the facts or the laws and precedents involved. Typically specializes in one legal field, e.g., labor law, real estate, contracts, etc. Receives general supervision during initial and final stages of assignments, but is expected to conduct work with relative independence. Responsibility for final action is usually limited to matters covered by legal precedents and in which little deviation from standard forms and practices is involved. Any decisions or actions having a bearing on the company's business are reviewed by a superior. May supervise or review the work of a few assistants, normally not attorneys.

Attorney IV

Similar to attorney III but the work is performed under considerably less close supervision and direction. The attorney is expected to independently investigate the facts, search out precedents, define the legal and factual issues, draft all necessary documents, opinions, etc., and present conclusions and recommendations for review. Guidance from superiors during this process occurs only if the problem is clearly more difficult than normal for this level. The final product is reviewed carefully, but primarily for overall soundness of legal reasoning and consistency with company policy, rather than for accuracy of technical detail.

ATTORNEY—Continued

Attorney V

Responsible for a broad legal area in which assignments cover a wide range of difficult and complex legal questions and problems. Primarily serves in an advisory capacity, making studies and developing opinions which may have an important bearing on the conduct of the company's business (e.g., recommending action to protect the company's trademarks and copyrights in foreign countries). Receives a minimum of technical legal supervision. May supervise a small staff of attorneys.

Attorney VI

Similar to attorney V but the legal questions and problems are of outstanding difficulty and complexity or of crucial importance to the welfare of the company. For example, (1) complex factual and policy issues which require extensive research, analysis, and obtaining and evaluating expert testimony in controversial areas of science, finance, corporate structure, engineering, etc.; or (2) cases involve very large sums of money (e.g., about \$1 million) or, for other reasons, are very vigorously contested.

Attorney VII

Plans, conducts, and supervises legal assignments within one or more broad legal areas. Supervises a staff of attorneys, and has responsibility for evaluating their performance and approving recommendations which may have an important bearing on the conduct of the company's business. Receives guidance as to company policy but no technical supervision or assistance except when he might request advice on the most difficult, novel, or important technical legal questions. Usually reports to the general counsel or chief attorney of the company or his immediate deputy.

OFFICE SERVICESMANAGER, OFFICE SERVICES

Responsible for planning, directing, and controlling of office services, subject only to the most general policy supervision. Plays an active role in anticipating and planning to meet office services needs of the operating organization served. Supervises a group of employees engaged in providing office services of a supporting or "housekeeping" nature to the primary operation of a company, an establishment, or an organizational unit of a company or establishment. (May personally perform some of the functions.) Office services include:

- (a) Receipt, distribution, and dispatch of mail.
- (b) Maintenance of central files.
- (c) Printing or duplication and distribution of forms, publications, etc. (May be limited to ordering the printing or duplication of items. Does not necessarily have charge of a printshop or duplication facilities, especially in large operations, but coordinates the flow to and from the reproduction units.)
- (d) Purchasing office supplies and equipment. (Makes direct purchases of run-of-the-mill office supplies. May be responsible for direct purchase of other items from outside suppliers or may requisition through establishment purchasing departments.)
- (e) Records control and disposal.
- (f) Communications (telephone switchboard and/or teletype service).
- (g) Typing or stenographic pool.
- (h) Office equipment maintenance and repair. (May have direct supervision of maintenance and repair personnel or may coordinate the ordering of such services from outside service suppliers or from a central service unit within the establishment.)
- (i) Space control over office facilities—layout and arrangement of offices. (Typically serves as a staff assistant to management officials in performing this function.)

MANAGER, OFFICE SERVICES—Continued

Manager, Office Services I

Supervises a staff of employees engaged in performing a few (e. g., four or five) of the above functions as a service to a small organization (e. g., 300 to 600 employees, excluding nonsupervisory plant workers).

Manager, Office Services II

A. Supervises a staff of employees engaged in performing a few (e. g., four or five) of the above functions as a service to a moderately large organization (e. g., 600 to 1,500 employees, excluding nonsupervisory plant workers).

OR

B. Supervises a staff of employees engaged in performing most (e. g., seven or eight) of the above functions as a service to a small organization (e. g., 300 to 600 employees, excluding nonsupervisory plant workers).

Manager, Office Services III

A. Supervises a staff of employees engaged in performing a few (e. g., four or five) of the functions as a service to a large organization (e. g., 1,500 to 3,000 employees, excluding nonsupervisory plant workers).

OR

B. Supervises a staff of employees engaged in performing most (e. g., seven or eight) of the above functions as a service to a moderately large organization (e. g., 600 to 1,500 employees, excluding nonsupervisory plant workers).

Manager, Office Services IV

Supervises a staff of employees engaged in performing most (e. g., seven or eight) of the above functions as a service to a large organization (e. g., 1,500 to 3,000 employees, excluding nonsupervisory plant workers).

PERSONNEL MANAGEMENTJOB ANALYST

Performs work involved in collecting, analyzing, and developing occupational data relative to jobs, job qualifications, and worker characteristics as a basis for compensating employees in a fair, equitable, and uniform manner. Performs such duties as studying and analyzing jobs and preparing descriptions of duties and responsibilities and of the physical and mental requirements needed by workers; evaluating jobs and determining appropriate wage or salary levels in accordance with their difficulty and responsibility; independently conducting or participating with representatives of other companies in conducting compensation surveys within a locality or labor market area; assisting in administering merit rating program; reviewing changes in wages and salaries indicated by surveys and recommending changes in pay scales; and auditing individual jobs to check the propriety of evaluations and to apply current job classifications.

Job Analyst I

As a trainee, performs work in designated areas and of limited occupational scope. Receives immediate supervision in assignments designed to provide training in the application of established methods and techniques of job analysis. Studies the least difficult jobs and prepares reports for review by a job analyst of higher level.

Job Analyst II

Studies, describes, and evaluates jobs in accordance with established procedures. Is usually assigned to the simpler kinds of both wage and salaried jobs in the establishment. Works independently on such assignments but is limited by instructions of his superior and by defined area of assignment.

JOB ANALYST—Continued

Job Analyst III

Analyzes and evaluates a variety of wage and salaried jobs in accordance with established evaluation systems and procedures. May conduct wage surveys within the locality or participate in conducting surveys of broad compensation areas. May assist in developing survey methods and plans. Receives general supervision but responsibility for final action is limited.

Job Analyst IV

Analyzes and evaluates a variety of jobs in accordance with established evaluation systems and procedures, and is given assignment which regularly includes responsibility for the more difficult kinds of jobs. ("More difficult" means jobs which consist of hard-to-understand work processes; e.g., professional, scientific, administrative, or technical; or jobs in new or emerging occupational fields; or jobs which are being established as part of the creation of new organizations; or where other special considerations of these types apply.) Receives general supervision, but responsibility for final action is limited. May participate in the development and installation of evaluation or compensation systems, which may include those for merit rating programs. May plan survey methods and conduct or direct wage surveys within a broad compensation area.

DIRECTOR OF PERSONNEL

Directs a personnel management program for a company or for a plant or establishment of a company. For a job to be covered by this definition, the personnel management program must include responsibility for all three of the following functions:

- (1) Administering a formal job evaluation system; i.e., a system in which there are established procedures by which jobs are analyzed and evaluated on the basis of their duties, responsibilities, and qualification requirements in order to provide a foundation for equitable compensation. Typically, such a system includes the use of one or more sets of job evaluation factors and the preparation of formal job descriptions. It may also include such related functions as wage and salary surveys or merit rating system administration. The job evaluation system(s) does not necessarily cover all jobs in the organization, but does cover a substantial portion of the organization.
- (2) Employment and placement functions; i.e., recruiting actively for at least some kinds of workers through a variety of sources (e.g., schools or colleges, employment agencies, professional societies, etc.); evaluating applicants against demands of particular jobs by use of such techniques as job analysis to determine requirements, interviews, written tests of aptitude, knowledge, or skill, reference checks, experience evaluations, etc.; recommending selections and job placements to management, etc.
- (3) Employee relations and services functions; i.e., functions designed to maintain employees morale and productivity at a high level (for example, administering a formal or informal grievance procedure; identifying and recommending solutions for personnel problems such as absenteeism, high turnover, low productivity, etc.; administration of beneficial suggestions system, retirement, pension, or insurance plans, merit rating system, etc.; overseeing cafeteria operations, recreational programs, industrial health or safety programs, etc.).

Employee training and development functions may or may not be part of the personnel management program for purposes of matching this definition.

Labor relation activities, if any, are confined mainly to the administration, interpretation, and application of labor union contracts and are essentially similar to those described under (3) above. If responsibility for actual contract negotiation with labor unions as the principal company representative is considered a significant one in the job, i.e., the one which serves as the primary basis for qualification requirements and compensation, the job is excluded from being matched with this definition. Participation in bargaining of a less significant nature, e.g., to negotiate detailed settlement of such matters as specific rates, job classifications, work rules, hiring or layoff procedures, etc., within the broad terms of a general agreement reached at higher levels, or to supply advice and information on technical points to the company's principal representative, will not have the effect of excluding the job from coverage.

DIRECTOR OF PERSONNEL—Continued

The director of personnel not only directs a personnel management program of the intensity and scope outlined previously, but (to be a proper match) he is recognized by the top management officials of the organization he serves as the source of advice and assistance on personnel management matters and problems generally. For example, he is typically consulted on the personnel implications of planned changes in management policy or program, the effects on the organization of economic or market trends, product or production method changes, etc.; he represents management in external contacts with other companies, trade associations, government agencies, etc., when the primary subject matter of the contact is on personnel management matters.

Typically, the director of personnel reports to a company officer or a high management official who has responsibility for the operation of a plant or establishment of a company; or, at company headquarters level, he may report to a company officer in charge of industrial relations and personnel management activities or a similar official.

Directors of personnel jobs which meet the above definition are classified by level of work in accordance with the following tabulation:

Number of employees in work force serviced	Personnel program operations level ¹		Personnel program development level ²	
	Organization serviced— type A ³	Organization serviced— type B ⁴	Organization serviced— type A ³	Organization serviced— type B ⁴
250-750 -----	I	II	II	III
1,000-5,000 -----	II	III	III	IV
6,000-12,000 -----	III	IV	IV	V
15,000-25,000 -----	IV	V	V	-

¹ Personnel program operations level—director of personnel servicing an organizational segment (e.g., a plant) of a company, where the basic personnel program policies, plans, objectives, etc., are established at company headquarters or at some other higher level between the plant and the company headquarters level. The personnel director's responsibility is to put these into operation at the local level, in such a manner as to most effectively serve the local management needs.

² Personnel program development level—director of personnel servicing an entire company (with or without subordinate establishments) where the personnel director plays an important role in establishment of basic personnel policies, plans, objectives, etc., for the company, subject to policy direction and control from company officers. There may be instances in which there is such relatively complete delegation of personnel program planning and development responsibility below the company level to an intermediate organization, e.g., a subsidiary or a division, that a job of personnel director for such an organization should be matched as though it were a company level job.

³ Organization serviced—type A—jobs serviced are (almost exclusively) types which are common in the labor market generally, and consist of relatively easy-to-understand work processes, or for similar reasons do not present particularly difficult recruitment, job evaluation, or training problems. Work force, organizational structure, and other organizational characteristics are relatively stable.

⁴ Organization serviced—type B—jobs serviced include a substantial number of types which are largely peculiar to the organization serviced, consist of hard-to-understand work processes (e.g., professional, scientific, administrative, or technical), are jobs in new or emerging occupational fields, are in extremely short supply, have hard-to-match skill requirements, or for similar reasons present difficult recruitment, job evaluation, or training problems. Work force, organizational structure, or other organizational characteristics are complicated, unstable, subject to wide seasonal fluctuations, etc.

NOTE: There are gaps between different degrees of all three elements used to determine job level matches. These gaps have been provided purposely to allow room for judgment in getting the best overall job level match for each job. Thus, a job which services a work force of 850 employees should be matched with level II if it is a personnel program operations level job where the nature of the organization serviced seems to fall slightly below the definition for the type B degree. However, the same job should be matched with level I if the nature of the organization serviced clearly falls well within the definition for the type A degree.

CHEMISTS AND ENGINEERS

CHEMIST

Performs research, development, interpretive, and analytical work to determine the composition, molecular structure, and properties of substances, to develop or investigate new materials and processes, and to investigate the transformation which substances undergo. Work typically requires a B.S. degree in chemistry or equivalent in education and experience combined.

Chemist I

General characteristics.—As the beginning level of professional work in chemistry, a bachelor's degree with major study in chemistry, or equivalent is required. Typically receives formal classroom or on-the-job training.

Direction received.—Performs work under close supervision with specific and detailed instructions as to required tasks and results expected.

Typical duties and responsibilities.—Assignments are planned to provide experience in the application of common laboratory techniques and familiarization with methods and practices in the laboratory. Performs a variety of routine analyses, tests, and operations, and assists experienced chemists by carrying out detailed steps of experiments.

Responsibility for the direction of others.—None.

Chemist II

General characteristics.—At this continuing developmental level for professional chemists, work is characterized by selection and application of general and specialized methods, techniques, and instruments commonly used in the laboratory. May receive advanced on-the-job training or formal classroom instruction.

Direction received.—Supervisors establish the nature and extent of analysis required, specify methods and criteria on new types of assignments, and review work for thoroughness of application of methods and accuracy of results.

Typical duties and responsibilities.—Analyzes a wide variety of samples for which there are standard or established methods of analysis or for which the adaptation of standard methods is obvious or determined by others. Conducts specified phases of research projects as an assistant to an experienced chemist.

Responsibility for the direction of others.—May supervise a few technicians or aids.

Chemist III

General characteristics.—Performs work requiring application of knowledge of a specialized field of chemistry and ingenuity in the independent evaluation, selection, and adaptation of standard methods and techniques.

Direction received.—On routine work, supervision is very general; unusual problems are resolved with close collaboration of supervisor. Completed work is reviewed for application of sound judgment in choice of methods and adequacy of results.

Typical duties and responsibilities.—Develops details of research and development assignments in accordance with a line of approach suggested by the supervisor and adapts methods to the specific requirements of assignments. Analyzes samples that require specialized training because standard methods are unapplicable, because of required interpretive judgment of quality of substances, or because of required specialized skill in adapting techniques such as microanalysis.

Responsibility for the direction of others.—May supervise a few technicians or aids.

CHEMIST—Continued

Chemist IV

General characteristics.—Plans and conducts work in chemistry requiring mastery of specialized techniques or considerable ingenuity in selecting and evaluating approaches to unforeseen or novel problems.

Direction received.—Generally works independently of technical supervision but refers proposed plans and unusually important or complex problems to supervisor for guidance.

Typical duties and responsibilities.—Conducts research assignments requiring the evaluation of alternate methods of approach. Undertakes the more complex, and exacting, or esoteric analytical assignments requiring a specialist in technique or product. Prepares interpretive reports of results and may provide technical advice on significance of results.

Responsibility for the direction of others.—May supervise a small staff of chemists and technicians.

Chemist V

General characteristics.—Participates in planning research programs on the basis of specialized knowledge of problems and methods and probable value of results. May serve as an expert in a narrow specialty making recommendations and conclusions which serve as the basis for undertaking or rejecting important projects.

Direction received.—Usually discusses important developments with supervisor. Supervision received relates largely to work objectives and administrative aspects.

Typical duties and responsibilities.—From broad program objectives, plans, organizes, and supervises or conducts research investigations with responsibility for defining projects and scope and independently selecting lines of approach.

As individual worker, carries out research project requiring origination of new scientific techniques and mature background of knowledge of related fields of science.

Responsibility for the direction of others.—May supervise a small group of chemists engaged in varied research projects or a larger group on routine analytical work.

Chemist VI

General characteristics.—Performs work requiring leadership and expert knowledge in a specialized field of chemistry. Conceives, plans, and directs projects of a pioneering nature to create new methods and techniques or to resolve problems which have proved unusually refractory.

Direction received.—Supervision received is essentially administrative with assignments broadly indicated in terms of objectives.

Typical duties and responsibilities.—Determines the kinds of projects and data needed to meet objectives of programs. Maintains liaison with related organizations and represents the laboratory in important conferences with authority to commit the organization. May serve as a consultant to other chemists in the specialty field.

Responsibility for the direction of others.—May plan, organize, direct, and evaluate the work of a group of chemists.

Chemist VII

General characteristics.—Supervisor—provides leadership and scientific guidance for a broad and diversified program in chemistry and related supporting activities such as to require several subordinate supervisors responsible for programs typically identified with level VI. Recommends the facilities, personnel, and funds required to carry out programs and evaluates accomplishments.

CHEMIST—Continued

Individual researcher and consultant—is a nonsupervisory chemist of recognized leadership status and authoritativeness in his company, in a broad area of specialization. Is consulted extensively by associates and others with a high degree of reliance placed on his scientific interpretations and advice.

Direction received.—Under general administrative direction.

Typical duties and responsibilities.—Supervisor—is responsible for an important segment of a chemical program of a company with extensive and diversified scientific requirements or the entire chemical program of a company where the program is limited in scope. Makes authoritative technical recommendations concerning the scientific objectives and levels of work which will be most profitable in the light of company requirements and scientific and industrial trends and developments.

Individual researcher and consultant—selects problems for research and conceives and plans investigations in which the phenomena and principles are not adequately understood, so that outstanding creativity and mature judgment are required to devise hypotheses and techniques of experimentation and to interpret results. Advises the head of a large laboratory on complex aspects of extremely broad and important programs with responsibility for exploring, justifying, and evaluating proposed and current programs and projects and furnishing advice on unusually complex and novel problems in the specialty field.

Responsibility for the direction of others.—Supervisor—see "general characteristics" above.

Chemist VIII

General characteristics.—Supervisor—provides leadership and scientific guidance for a very broad and highly diversified program in chemistry and related supporting activities requiring several subordinate supervisors responsible for programs typically identified with level VII, or a large number of supervisors of lower levels. Recommends the facilities, personnel, and funds required for programs and evaluates accomplishments.

Individual researcher and consultant—serves as a consultant to top-level management on scientific questions of far-reaching significance. Is sought as a consultant by chemists who are themselves specialists in the field. Is a nationally recognized research leader and consultant for his company.

Direction received.—Receives general administrative direction.

Typical duties and responsibilities.—Supervisor—is responsible for an important segment of a chemical program of a company with very extensive and highly diversified scientific requirements or the entire chemical program of a company where the program is of moderate scope. Is responsible for deciding the kind and extent of chemical and related program needed to accomplish the objectives of the company, for choosing the scientific approaches, for planning and organizing facilities and programs, and for interpreting results.

Individual researcher and consultant—formulates and guides the attack on exceptionally difficult and important problems whose solution would represent a major scientific or technological advance.

Responsibility for the direction of others.—Supervisor—see "general characteristics" above.

This level does not include the chief chemist of a company with a very extensive and highly diversified program; or the assistant chief chemist of a company with an unusually extensive and novel chemical program.

ENGINEER

Performs work in research, development, design, testing, analysis, production, construction, maintenance, operation, planning, survey, estimating, application, or standardization of engineering facilities, systems, structures, processes, equipment devices, or materials requiring knowledge of the science and art by which materials, natural resources, and power are made useful. Work typically requires a B.S. degree in engineering or the equivalent in experience and education combined. (Safety engineers, industrial engineers, quality control engineers, and sales engineers are to be excluded.)

Engineer I

General characteristics.—As the beginning level of engineering work, a bachelor's degree in engineering or equivalent is required. Typically receives formal classroom or on-the-job training.

Direction received.—Performs work under close supervision with specific and detailed instructions as to required tasks and results expected. Work is checked during progress, and upon completion is reviewed for accuracy.

Typical duties and responsibilities.—Performs simple tasks that are planned to provide experience and familiarization with methods and practices of the company in the specialty field and to ascertain the interests and aptitudes of the beginning engineer.

Responsibility for the direction of others.—None.

Engineer II

General characteristics.—At this continuing developmental level, performs routine engineering work requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks. Limited exercise of judgment is required on details of work. May receive advanced on-the-job or classroom instructions.

Direction received.—Supervisor screens assignments to eliminate difficult problems and selects techniques and procedures to be applied. Receives close supervision on new aspects of assignments.

Typical duties and responsibilities.—Using prescribed methods, performs specific and limited portions of a broader assignment of an experienced engineer. Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results, and follows operations through a series of related detailed steps or processes.

Responsibility for the direction of others.—May supervise a few aids or technicians.

Engineer III

General characteristics.—Work requires independent evaluation, selection, and application of standard engineering techniques, procedures, and criteria, using judgment and ingenuity in making minor adaptations and modifications.

Direction received.—Receives instruction on specific assignment objectives, points of emphasis, reference and information sources, and possible solutions. Unusual problems are solved jointly with supervisor, and work is reviewed for application of sound engineering judgment.

Typical duties and responsibilities.—Assignments include equipment design and development, test of materials, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope requiring knowledge of principles, practices, and techniques commonly employed in the specific narrow area of assignments. Performs work which involves conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features for which there are precedents.

Responsibility for the direction of others.—May supervise the work of draftsmen, inspectors, and other technicians assigned to assist in the work.

ENGINEER—Continued

Engineer IV

General characteristics.—Work requires originality and judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Is recognized as fully competent in all conventional aspects of the subject-matter or functional area of assignments.

Direction received.—Receives direct supervision and guidance primarily on novel or controversial problems or questions. Makes independent technical decisions on details of work covered by precedents.

Typical duties and responsibilities.—Plans, schedules, and coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Devises new approaches to problems encountered. Performs work which involves conventional engineering practice but includes a variety of complex features such as conflicting design requirements, unsuitability of standard materials, and difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties.

Responsibility for the direction of others.—May supervise a few engineers or technicians on routine work.

Engineer V

General characteristics.—Work requires application of intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields. Makes decisions independently on engineering problems and methods, and represents the organization in conferences to resolve important questions and to plan and coordinate work. Positions may be supervisory or nonsupervisory.

Direction received.—Receives supervision and guidance only in terms of specific work objectives and critical issues.

Typical duties and responsibilities.—Supervisor—plans, develops, coordinates, and directs a large and important engineering project or a number of small projects with many complex features.

Nonsupervisory researcher—carries out complex or novel research assignments requiring the development of new or improved techniques and procedures.

Nonsupervisory staff specialist—develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others.

Responsibility for the direction of others.—Supervisor—supervises, coordinates, and reviews the work of a small staff of engineers and technicians. Estimates manpower needs and schedules and assigns work to meet completion date.

Engineer VI

General characteristics.—Work is characterized by full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Maintains liaison with other organizations or companies. Positions may be supervisory or nonsupervisory.

Direction received.—Assignments are received in terms of broad general objectives and limits. Supervision concerns administrative features of the work.

Typical duties and responsibilities.—Conceives and plans engineering projects involving exploration of subject area, definition of scope and selection of problems for investigation, and development of novel concepts and approaches.

Supervisor—plans, develops, coordinates, and directs a number of large and important projects or a project of major scope and importance.

Nonsupervisory researcher—plans and conducts research or other work requiring pioneering in areas in which large blocks of data are controversial or unknown.

ENGINEER—Continued

Nonsupervisory staff specialist—as an expert in a specific field, performs advisory, consulting, and review work.

Responsibility for direction of others.—Supervisor—directs a staff of project engineers and assistants. Evaluates progress of the staff and results obtained, and recommends major changes to achieve overall objectives.

Engineer VII

General characteristics.—Work is characterized by decisions and recommendations which are recognized as authoritative and have an important impact on extensive engineering activities. Initiates and maintains extensive contacts with key engineers and officials of other organizations and companies; this requires skill in persuasion and negotiations of critical issues. Positions may be supervisory or nonsupervisory.

Direction received.—Receives general administrative direction.

Typical duties and responsibilities.—Demonstrates creativity, foresight, and mature engineering judgment in anticipating and solving unprecedented engineering problems, determining program objectives and requirements, organizing programs and projects, and developing standards and guides for diverse engineering activities.

Supervisor—plans, develops, coordinates, and directs an engineering program consisting of many large and important projects.

Nonsupervisory—performs advisory, consulting, and review work as authoritative specialist or expert in broad program areas.

Responsibility for the direction of others.—Supervisor—directs a large staff of project engineers, and engineers and scientists in supporting functions. Several subordinate supervisors are responsible for projects or activities typically identified with level VI.

Engineer VIII

General characteristics.—Work is characterized by authoritative decisions and recommendations which have a far-reaching impact on extensive engineering and related activities of the company. Negotiates critical and controversial issues with top level engineers and officers of other organizations and companies. Positions may be supervisory or nonsupervisory.

Direction received.—Receives general administrative direction.

Typical duties and responsibilities.—Demonstrates a high degree of creativity, foresight, and mature engineering judgment in planning, organizing, and guiding extensive engineering programs and activities of outstanding novelty and importance.

Supervisor—plans, develops, coordinates, and directs a highly complex and diversified engineering program consisting of many large and important projects and supporting activities.

Nonsupervisory—performs advisory and consulting work for his company as a nationally recognized authority for broad program areas of considerable novelty and importance.

Responsibility for the direction of others.—Directs a very large staff of project engineers, and engineers and scientists in supporting functions. Several subordinate supervisors are responsible for programs, projects, or activities typically identified with level VII.

This level does not include positions of chief engineers of companies with large engineering organization; e.g., those engaged in research and development on a variety of complex weapons systems with numerous novel components, or of chiefs of primary organizational segments of companies with very large engineering organizations engaged in unusually extensive and diversified research and development.

ENGINEERING TECHNICIANS

ENGINEERING TECHNICIAN

To be covered by these definitions, employees must meet all of the following criteria:

- (1) Provides semiprofessional technical support for engineers working in such areas as research, design, development, testing or manufacturing process improvement.
- (2) Work pertains to electrical, electronic, or mechanical components or equipment.
- (3) Required to have some knowledge of science or engineering.

(Excludes production or maintenance workers, quality control testers, craftsmen, draftsmen, designers, and engineers.)

Engineering Technician I

Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in process or on completion. Performs at this level, one or a combination of such typical duties as:

Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting.

Performs simple or routine tasks or tests such as tensile or hardness tests; operates, and adjusts simple test equipment; records test data.

Gathers and maintains specified records of engineering data such as tests, and drawings; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

Engineering Technician II

Performs standardized or prescribed assignments, involving a sequence of related operations. Follows standard work methods or explicit instructions; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in process. Performs at this level, one or a combination of such typical duties as:

Assembles or constructs simple or standard equipment or parts. May service or repair simple instruments or equipment.

Conducts a variety of standardized tests; may prepare test specimens; sets up and operates standard test equipment; records test data.

Extracts engineering data from various prescribed sources; processes the data following well defined methods; presents the data in prescribed form.

Engineering Technician III

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment. Receives initial instructions, equipment requirements and advice from supervisor or engineer; technical adequacy of completed work is checked. Performs at this level, one or a combination of such typical duties as:

Constructs components, subunits or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.

Conducts various tests or experiments which may require minor modifications in test setups or procedures; selects, sets up and operates standard test equipment and records test data.

Extracts and compiles a variety of engineering data; processes or computes data using specified formulas and procedures. Performs routine analysis to check applicability, accuracy, and reasonableness of data.

ENGINEERING TECHNICIAN—Continued

Engineering Technician IV

Performs nonroutine assignments of substantial variety and complexity. Receives objectives and technical advice from supervisor or engineer; work is reviewed for technical adequacy. May be assisted by lower level technicians. Performs at this level, one or a combination of such typical duties as:

Works on limited segment of development project; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments; records and evaluates data and reports findings.

Conducts tests or experiments requiring selection and adaptation or modification of test equipment and test procedures; sets up and operates equipment; records data; analyzes data and prepares test reports.

Compiles and computes a variety of engineering data; may analyze test and design data; develops or prepares schematics, designs, specifications, parts lists or makes recommendations regarding these items. May review designs or specifications for adequacy.

Engineering Technician V

Performs nonroutine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs or layouts. May coordinate portions of overall assignment; reviews, analyzes and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May be assisted by lower level technicians. Performs at this level, one or a combination of such typical duties as:

Designs, develops and constructs major units, devices or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; reports results.

Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification and test procedures; conducts tests, analyzes and evaluates data and prepares reports on findings and recommendations.

Reviews and analyzes a variety of engineering data to determine requirements to meet engineering objectives; may calculate design data; prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.

DRAFTSMENDRAFTSMAN, JUNIOR (Assistant Draftsman)

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

DRAFTSMAN, 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.

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.

CLERICALBOOKKEEPING-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.

Bookkeeping-Machine Operator I

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.

Bookkeeping-Machine Operator II

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.

CLERK, ACCOUNTING

Clerk, Accounting I

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, Accounting II

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

CLERK, FILE

Clerk, File I

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; may fill out withdrawal charge. Performs simple clerical and manual tasks required to maintain and service files.

CLERK, FILE—Continued

Clerk, File II

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.

Clerk, File III

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.

KEYPUNCH OPERATOR

Keypunch Operator I

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.

Keypunch Operator II

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; searches for and interprets information on the document to determine information to be punched. May train inexperienced operators.

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.

STENOGRAPHER, GENERAL

Primary duty is to take and transcribe dictation from one or more persons either in shorthand or by Stenotype or similar machine, involving a normal routine vocabulary. 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.

STENOGRAPHER, SENIOR

Primary duty is to take and transcribe dictation from one or more persons, either in shorthand or by Stenotype or similar machine, involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research. 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 stenographer, general as evidenced by the following: Work requires high degree of stenographic speed and accuracy; a thorough working knowledge of general

STENOGRAPHER, SENIOR—Continued

business and office procedure 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, and letters; composing simple letters from general instructions; reading and routing incoming mail; answering routine questions, etc. Does not include transcribing-machine work.

NOTE: This job is distinguished from that of a secretary in that the secretary normally works in a confidential relationship to only one manager or executive and performs more responsible and discretionary tasks as described in that job definition.

SWITCHBOARD OPERATOR

Operates a single- or multiple-position telephone switchboard. Duties involve handling incoming, outgoing, intraplant, or office calls. May handle routine long-distance calls and record toll calls. May perform limited information work, for example, giving telephone extension numbers when a specific name is furnished. May occasionally take telephone orders.

SWITCHBOARD OPERATOR, SPECIAL

In addition to the work described above for switchboard operator or as a full-time assignment, serves as a "special" operator who handles the more complex long-distance calls (e. g., conference, collect, overseas, or similar calls) or performs full telephone information service (e. g., where a knowledge of the work done in different parts of the organization is required).

TABULATING-MACHINE OPERATOR

Tabulating-Machine Operator I

Operates simple tabulating or electrical accounting machines, such as the sorter, reproducing punch, collator, etc., with specific instructions. May include the performance of some 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.

Tabulating-Machine Operator II

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 III

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.

TYPIST

Uses a typewriter to make copies of various materials 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.

Typist I

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

Typist II

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; 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.

NOTE: The definitions for the drafting and clerical occupations shown in this bulletin are the same as those used in the Bureau's program of labor market occupational wage surveys. The level designations used in this bulletin, however, differ from those used in the area bulletins. The equivalent level designations for the occupations concerned are as follows:

Occupation	National Survey of Professional, Admini- strative, Technical, and Clerical Pay	Labor Market Occupational Wage Surveys
Bookkeeping-machine operator-----	I II	B A
Clerk, accounting-----	I II	B A
Clerk, file-----	I II III	C B A
Keypunch operator-----	I II	B A
Tabulating-machine operator-----	I II III	C B A
Typist-----	I II	B A

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