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# Occupational Wage Survey

## NEWARK AND JERSEY CITY, NEW JERSEY

FEBRUARY 1965

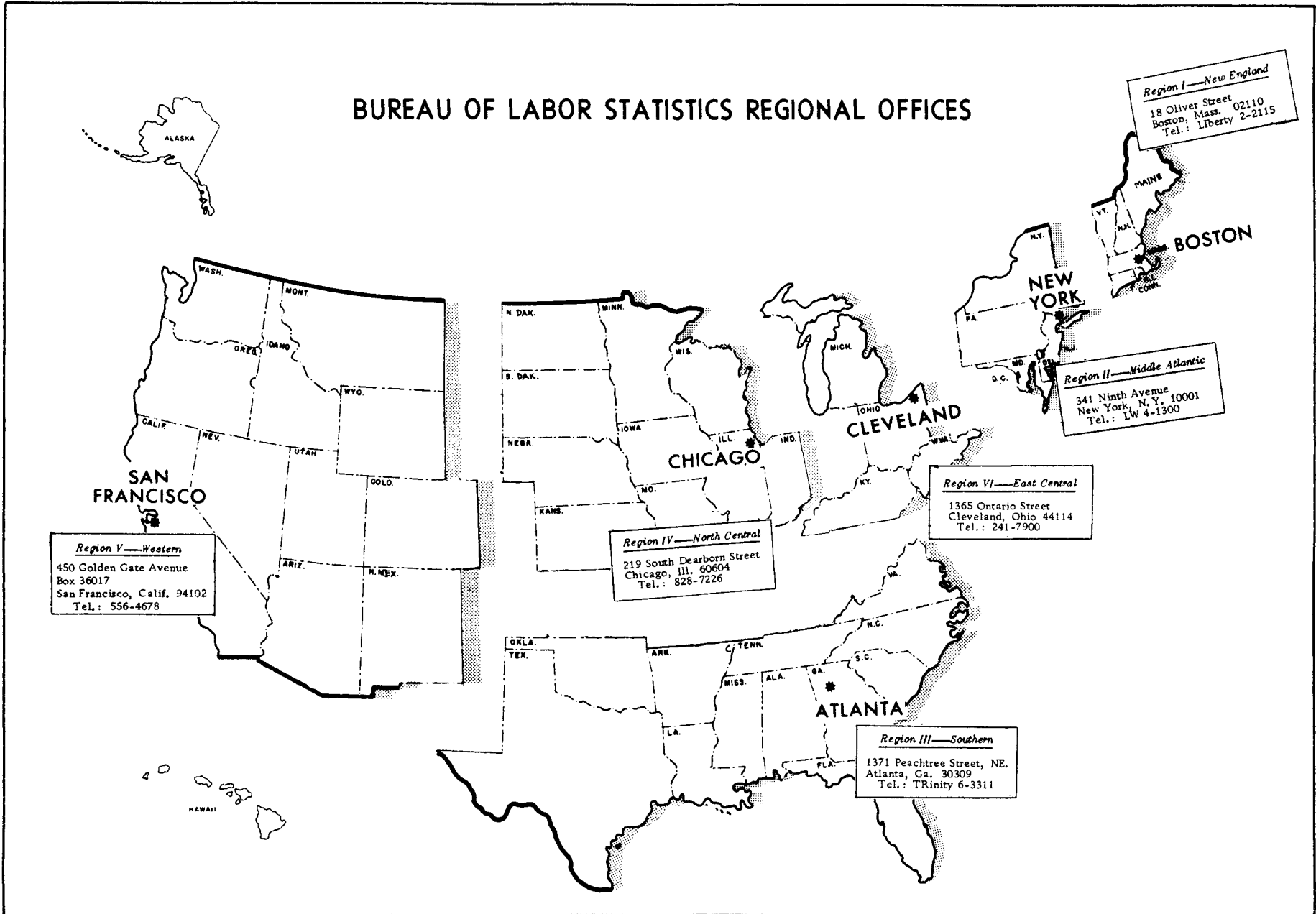


Bulletin No. 1430-45

UNITED STATES DEPARTMENT OF LABOR  
W. Willard Wirtz, Secretary

BUREAU OF LABOR STATISTICS  
Ewan Clague, Commissioner

# BUREAU OF LABOR STATISTICS REGIONAL OFFICES



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## Preface

The Bureau of Labor Statistics program of annual occupational wage surveys in metropolitan areas is designed to provide data on occupational earnings, and establishment practices and supplementary wage provisions. It yields detailed data by selected industry divisions for each of the areas studied, for economic regions, and for the United States. A major consideration in the program is the need for greater insight into (1) the movement of wages by occupational category and skill level, and (2) the structure and level of wages among areas and industry divisions.

At the end of each survey, an individual area bulletin presents survey results for each area studied. After completion of all of the individual area bulletins for a round of surveys, a two-part summary bulletin is issued. The first part brings data for each of the metropolitan areas studied into one bulletin. The second part presents information which has been projected from individual metropolitan area data to relate to economic regions and the United States.

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

This bulletin presents results of the survey in Newark and Jersey City, N.J., in February 1965. It was prepared in the Bureau's regional office in New York, N.Y., by Philip Goldstein, under the direction of Harold A. Barletta. The study was under the general direction of Frederick W. Mueller, Assistant Regional Director for Wages and Industrial Relations.

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

Current reports on occupational earnings and supplementary wage provisions in the Newark and Jersey City area are also available for auto dealer repair shops (September 1964), and the machinery industries (April 1964). Union scales, indicative of prevailing pay levels, are available for building construction, printing, local-transit operating employees, and motortruck drivers and helpers.



# Occupational Wage Survey—Newark and Jersey City, N.J.

## Introduction

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

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

In each area, data are obtained from representative establishments within six broad industry divisions: Manufacturing; transportation, communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies are government operations and the construction and extractive industries. Establishments having fewer than a prescribed number of workers are omitted because they tend to furnish insufficient employment in the occupations studied to warrant inclusion. Separate tabulations are provided for each of the broad industry divisions which meet publication criteria.

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

## Occupations and Earnings

The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries, and are of the following types: (1) Office clerical; (2) professional and technical; (3) maintenance and powerplant; and (4) custodial and material movement. Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job. The occupations selected for study are listed and described in appendix B. Earnings data for some of the occupations listed and described are not presented in the A-series tables because either (1) employment in the occupation is too small to provide enough data to merit presentation, or (2) there is possibility of disclosure of individual establishment data.

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

The averages presented reflect composite, areawide estimates. Industries and establishments differ in pay level and job staffing and, thus, contribute differently to the estimates for each job. The pay relationship obtainable from the averages may fail to reflect accurately the wage spread or differential maintained among jobs in individual establishments. Similarly, differences in average pay levels for men and women in any of the selected occupations should not be assumed to reflect differences in pay treatment of the sexes within individual establishments. Other possible factors which may contribute to differences in pay for men and women include: Differences in progression within established rate ranges, since only the actual rates paid incumbents are collected; and differences in specific duties performed, although the workers are appropriately classified within the same survey job description. Job descriptions used in classifying employees in these surveys are usually more generalized than those used in individual establishments and allow for minor differences among establishments in the specific duties performed.

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

## Establishment Practices and Supplementary Wage Provisions

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

Table 1. Establishments and workers within scope of survey and number studied in Newark and Jersey City, N. J.,<sup>1</sup> by major industry division,<sup>2</sup> February 1965

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments	
		Within scope of study <sup>3</sup>	Studied	Within scope of study <sup>4</sup>	Studied
All divisions.....	-	1,242	276	433,200	239,860
Manufacturing.....	100	581	122	247,100	122,970
Nonmanufacturing.....	-	661	154	186,100	116,890
Transportation, communication, and other public utilities <sup>5</sup> .....	100	82	27	53,900	43,280
Wholesale trade.....	50	210	39	24,100	7,500
Retail trade.....	100	74	24	35,100	24,230
Finance, insurance, and real estate.....	50	117	28	35,000	20,580
Services <sup>6</sup> .....	50	178	36	38,000	21,300

<sup>1</sup> The Newark and Jersey City Standard Metropolitan Statistical Areas consist of Essex, Hudson, Morris, and Union Counties. The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other employment indexes for the area to measure employment trends or levels since (1) planning of wage surveys requires the use of establishment data compiled considerably in advance of the payroll period studied, and (2) small establishments are excluded from the scope of the survey.

<sup>2</sup> The 1957 revised edition of the Standard Industrial Classification Manual was used in classifying establishments by industry division. <sup>3</sup> Includes all establishments with total employment at or above the minimum limitation. All outlets (within the area) of companies in such industries as trade, finance, auto repair service, and motion picture theaters are considered as 1 establishment.

<sup>4</sup> Includes all workers in all establishments with total employment (within the area) at or above the minimum limitation.

<sup>5</sup> Taxicabs and services incidental to water transportation were excluded.

<sup>6</sup> Hotels; personal services; business services; automobile repair shops; motion pictures; nonprofit membership organizations (excluding religious and charitable organizations); and engineering and architectural services.

Table 2. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in Newark and Jersey City, N.J., February 1965 and February 1964, and percents of increase for selected periods

Industry and occupational group	Indexes (February 1961=100)		Percents of increase				
	February 1965	February 1964	February 1964 to February 1965	February 1963 to February 1964	February 1962 to February 1963	February 1961 to February 1962	February 1960 to February 1961
All industries:							
Office clerical (men and women).....	112.4	109.3	2.8	1.8	3.1	4.2	2.8
Industrial nurses (men and women)---	117.3	113.6	3.2	2.8	6.0	4.2	3.8
Skilled maintenance (men).....	112.5	109.6	2.6	3.7	3.1	2.6	3.4
Unskilled plant (men).....	113.0	109.0	3.7	2.8	4.0	1.9	4.2
Manufacturing:							
Office clerical (men and women).....	112.3	109.1	2.9	2.3	3.0	3.5	2.8
Industrial nurses (men and women)---	116.2	113.0	2.8	1.9	7.0	3.6	4.3
Skilled maintenance (men).....	112.1	109.4	2.4	4.0	2.9	2.3	3.5
Unskilled plant (men).....	111.6	108.7	2.7	3.6	3.3	1.6	4.4



## Wage Trends for Selected Occupational Groups

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

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

Average weekly salaries or average hourly earnings were computed for each of the selected occupations. The average salaries or hourly earnings were then multiplied by employment in each of the jobs during the period surveyed in 1961. These weighted earnings

for individual occupations were then totaled to obtain an aggregate for each occupational group. Finally, the ratio (expressed as a percentage) of the group aggregate for the one year to the aggregate for the other year was computed and the difference between the result and 100 is the percentage of change from the one period to the other. The indexes were computed by multiplying the ratios for each group aggregate for each period after the base year (1961).

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

The use of constant employment weights eliminates the effect of changes in the proportion of workers represented in each job included in the data. The percentages of change reflect only changes in average pay for straight-time hours. They are not influenced by changes in standard work schedules, as such, or by premium pay for overtime.

Data presented in table 2 and the A-series tables include, where applicable, the recently negotiated pay increases of the International Association of Machinists and Aerospace Workers and the United Steelworkers of America in some manufacturing establishments. The Machinists' increase was made retroactive to December 1, 1964, and the Steelworkers' increase to October 1, 1964.

## A. Occupational Earnings

Table A-1. Office Occupations—Men and Women

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 1965)

Sex, occupation, and industry division	Number of workers	Average weekly hours <sup>1</sup> (standard)	Weekly earnings <sup>1</sup> (standard)			Number of workers receiving straight-time weekly earnings of—																					
			Mean <sup>2</sup>	Median <sup>2</sup>	Middle range <sup>2</sup>	\$ 40 and under	\$ 45	\$ 50	\$ 55	\$ 60	\$ 65	\$ 70	\$ 75	\$ 80	\$ 85	\$ 90	\$ 95	\$ 100	\$ 105	\$ 110	\$ 115	\$ 120	\$ 130	\$ 140	\$ 150	\$ 160	
						45	50	55	60	65	70	75	80	85	90	95	100	105	110	115	120	130	140	150	160	over	
<b>MEN</b>																											
CLERKS, ACCOUNTING, CLASS A -----	413	38.0	\$ 110.00	\$ 110.00	\$ 94.50-125.00	-	-	-	-	2	3	2	3	18	14	67	37	25	37	55	32	39	43	18	10	8	
MANUFACTURING -----	151	39.0	111.00	111.00	97.00-123.50	-	-	-	-	-	-	-	1	5	4	20	20	5	19	13	25	10	13	12	4	-	
NONMANUFACTURING -----	262	37.5	109.50	109.50	93.50-125.50	-	-	-	-	2	3	2	2	13	10	47	17	20	18	42	7	29	30	6	6	8	
PUBLIC UTILITIES <sup>3</sup> -----	28	36.5	108.00	106.00	98.50-119.00	-	-	-	-	-	-	-	-	-	-	2	8	4	2	1	6	3	2	-	-	-	
WHOLESALE TRADE -----	109	38.0	113.50	113.00	99.00-131.00	-	-	-	-	-	-	-	-	2	8	17	7	8	-	32	-	10	22	5	3	-	
FINANCE <sup>4</sup> -----	65	36.5	97.00	94.00	91.00-109.50	-	-	-	-	2	3	2	-	2	2	26	2	1	11	8	1	4	1	-	-	-	
SERVICES -----	60	39.0	116.50	112.50	93.00-137.00	-	-	-	-	-	-	-	2	9	-	7	-	7	5	1	-	12	5	1	3	8	
CLERKS, ACCOUNTING, CLASS B -----	235	38.5	97.00	99.50	74.00-119.50	-	-	-	1	32	9	21	13	3	22	10	8	21	12	7	20	19	37	-	-	-	
MANUFACTURING -----	69	39.5	101.50	102.50	90.00-111.00	-	-	-	-	1	1	2	1	13	4	5	17	8	3	11	3	3	-	-	-	-	
NONMANUFACTURING -----	166	38.0	95.00	90.50	70.00-128.00	-	-	-	1	32	8	20	11	2	9	6	3	4	4	4	9	16	37	-	-	-	
CLERKS, FILE, CLASS B -----	53	38.0	73.00	72.00	62.50- 86.00	-	4	2	7	-	7	18	1	-	8	-	3	-	2	1	-	-	-	-	-	-	
CLERKS, ORDER -----	213	37.5	102.00	102.00	89.50-116.50	-	-	-	-	-	3	-	12	15	25	14	20	40	11	16	17	35	-	5	-	-	
MANUFACTURING -----	116	37.0	100.00	102.00	85.00-113.00	-	-	-	-	-	3	-	12	15	10	2	10	18	10	13	3	15	-	5	-	-	
NONMANUFACTURING -----	97	39.0	104.50	102.50	94.00-119.00	-	-	-	-	-	-	-	-	-	15	12	10	22	1	3	14	20	-	-	-	-	
WHOLESALE TRADE -----	90	39.0	104.50	102.50	94.00-119.50	-	-	-	-	-	-	-	-	-	15	10	10	22	1	-	12	20	-	-	-	-	
CLERKS, PAYROLL -----	66	37.5	105.50	107.50	97.00-120.00	-	-	-	-	1	-	1	1	3	-	6	12	4	12	8	2	11	5	-	-	-	
OFFICE BOYS -----	513	38.0	64.00	63.00	56.50- 70.50	-	9	92	89	109	80	62	27	12	11	18	2	-	1	-	-	1	-	-	-	-	
MANUFACTURING -----	231	38.5	63.50	64.00	56.00- 71.00	-	8	44	25	49	42	33	21	2	6	-	1	-	-	-	-	-	-	-	-	-	
NONMANUFACTURING -----	282	37.5	64.50	62.50	56.50- 70.00	-	1	48	64	60	38	29	6	10	5	18	1	-	1	-	-	1	-	-	-	-	
PUBLIC UTILITIES <sup>3</sup> -----	55	38.0	73.00	74.00	55.00- 90.50	-	-	14	-	5	5	5	2	5	13	1	-	-	-	-	-	-	-	-	-	-	
WHOLESALE TRADE -----	67	37.0	61.00	61.50	56.00- 66.50	-	-	14	14	19	13	6	-	-	-	-	-	-	-	-	-	1	-	-	-	-	
FINANCE <sup>4</sup> -----	119	37.0	63.00	61.50	57.50- 68.00	-	-	12	37	33	13	17	1	1	-	5	-	-	-	-	-	-	-	-	-	-	
TABULATING-MACHINE OPERATORS, CLASS A -----	310	38.5	112.00	112.00	100.50-119.00	-	-	-	-	-	-	-	-	6	18	22	29	21	36	63	50	28	19	9	4	5	
MANUFACTURING -----	148	39.0	114.00	114.00	100.00-121.50	-	-	-	-	-	-	-	-	4	-	9	24	14	14	12	29	70	15	2	1	4	
NONMANUFACTURING -----	162	37.5	110.50	111.50	102.00-116.00	-	-	-	-	-	-	-	-	2	18	13	5	7	22	51	21	8	4	7	3	1	
FINANCE <sup>4</sup> -----	118	37.5	106.50	110.50	97.00-114.00	-	-	-	-	-	-	-	-	2	17	9	5	5	16	44	14	5	1	-	-	-	
TABULATING-MACHINE OPERATORS, CLASS B -----	378	38.0	98.50	99.50	88.00-109.50	-	-	-	-	-	8	37	37	23	46	45	57	34	35	18	-	31	6	1	-	-	
MANUFACTURING -----	167	39.0	98.00	96.50	88.00-110.00	-	-	-	-	-	1	11	21	15	32	14	19	13	15	12	-	12	1	1	-	-	
NONMANUFACTURING -----	211	37.0	98.50	100.50	87.50-109.50	-	-	-	-	-	7	26	16	8	14	31	38	21	20	6	-	19	5	-	-	-	
PUBLIC UTILITIES <sup>3</sup> -----	31	37.5	113.00	112.50	105.00-124.50	-	-	-	-	-	-	-	-	-	2	1	5	7	2	4	-	8	2	-	-	-	
WHOLESALE TRADE -----	81	37.0	100.50	103.50	94.50-113.00	-	-	-	-	-	-	10	6	-	5	12	12	8	15	1	-	9	3	-	-	-	
FINANCE <sup>4</sup> -----	86	37.0	91.00	96.00	79.50-102.00	-	-	-	-	-	7	16	9	5	4	16	20	6	3	-	-	-	-	-	-	-	
TABULATING-MACHINE OPERATORS, CLASS C -----	167	38.0	78.50	79.00	70.00- 84.50	-	-	-	1	20	22	21	25	41	8	9	11	4	1	2	2	-	-	-	-	-	
MANUFACTURING -----	55	39.0	83.00	83.00	80.50- 86.50	-	-	-	1	5	-	2	3	30	3	2	6	1	-	-	2	-	-	-	-	-	
NONMANUFACTURING -----	112	37.5	76.00	75.00	68.00- 83.00	-	-	-	-	15	22	19	22	11	5	7	5	3	1	2	-	-	-	-	-	-	
FINANCE <sup>4</sup> -----	50	36.5	75.00	75.50	68.50- 80.50	-	-	-	-	4	12	9	14	3	3	6	-	-	-	-	-	-	-	-	-	-	
<b>WOMEN</b>																											
BILLERS, MACHINE (BILLING MACHINE) -----	193	38.0	80.00	82.00	71.00- 88.50	-	-	-	19	11	14	29	10	34	39	4	25	7	-	1	-	-	-	-	-	-	
MANUFACTURING -----	111	37.5	80.00	83.00	73.00- 88.00	-	-	-	6	5	12	8	10	25	32	3	10	-	-	-	-	-	-	-	-	-	
NONMANUFACTURING -----	82	38.5	79.50	75.00	69.50- 96.00	-	-	-	13	6	2	21	-	9	7	1	15	7	-	1	-	-	-	-	-	-	
PUBLIC UTILITIES <sup>3</sup> -----	39	39.0	84.00	82.00	73.00- 96.50	-	-	-	1	-	-	14	-	9	1	1	10	1	-	1	-	-	-	-	-	-	

See footnotes at end of table.





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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 1965)

Sex, occupation, and industry division	Number of workers	Average weekly hours <sup>1</sup> (standard)	Weekly earnings <sup>1</sup> (standard)			Number of workers receiving straight-time weekly earnings of—																					
			Mean <sup>2</sup>	Median <sup>2</sup>	Middle range <sup>2</sup>	\$ 40 and under	\$ 45	\$ 50	\$ 55	\$ 60	\$ 65	\$ 70	\$ 75	\$ 80	\$ 85	\$ 90	\$ 95	\$ 100	\$ 105	\$ 110	\$ 115	\$ 120	\$ 130	\$ 140	\$ 150	\$ 160 and over	
						45	50	55	60	65	70	75	80	85	90	95	100	105	110	115	120	130	140	150	160	over	
<b>WOMEN - CONTINUED</b>																											
SWITCHBOARD OPERATOR-RECEPTIONISTS-	783	38.0	\$ 83.00	\$ 83.50	\$ 77.00-90.00	-	-	-	-	14	34	80	152	158	150	72	63	24	28	6	2	-	-	-	-	-	
MANUFACTURING	442	38.0	83.00	83.50	76.50-91.00	-	-	-	-	27	58	82	77	80	40	39	17	18	2	2	-	-	-	-	-		
NONMANUFACTURING	341	38.0	83.50	83.50	78.00-89.50	-	-	-	14	7	22	70	81	70	32	24	7	10	4	-	-	-	-	-	-		
PUBLIC UTILITIES <sup>3</sup>	64	39.0	85.50	86.50	81.00-90.00	-	-	-	-	-	14	12	23	7	7	1	-	-	-	-	-	-	-	-	-		
WHOLESALE TRADE	160	38.0	84.00	84.50	80.50-89.50	-	-	-	7	-	7	20	53	36	11	17	6	3	-	-	-	-	-	-	-		
SERVICES	68	37.0	82.00	78.50	73.50-93.00	-	-	-	5	2	15	18	1	4	12	-	-	7	4	-	-	-	-	-	-		
TABULATING-MACHINE OPERATORS, CLASS A	82	39.0	104.50	101.50	97.50-111.00	-	-	-	-	-	-	-	-	-	4	31	20	6	7	8	5	1	-	-	-		
TABULATING-MACHINE OPERATORS, CLASS B	62	38.5	97.50	99.50	88.00-105.00	-	-	-	-	1	6	2	12	1	11	15	6	2	2	-	3	1	-	-			
MANUFACTURING	51	38.5	97.00	98.50	88.00-104.50	-	-	-	-	1	4	1	11	1	11	11	6	2	-	-	3	-	-	-			
TRANSCRIBING-MACHINE OPERATORS, GENERAL	370	38.0	73.50	72.00	66.50-81.00	-	-	6	10	47	93	68	49	33	23	22	9	-	-	-	-	-	-	-	-		
MANUFACTURING	136	38.0	76.00	74.50	69.50-83.00	-	-	-	2	34	38	21	13	18	4	6	-	-	-	-	-	-	-	-	-		
NONMANUFACTURING	234	37.5	72.50	70.00	65.00-79.50	-	-	6	10	45	59	30	28	20	5	28	3	-	-	-	-	-	-	-	-		
FINANCE <sup>4</sup>	174	37.5	72.00	70.50	66.00-78.50	-	-	6	2	27	50	28	27	20	1	10	3	-	-	-	-	-	-	-	-		
TYPISTS, CLASS A	1,141	38.5	80.50	81.50	73.50-86.50	-	-	10	2	58	91	169	141	348	129	96	45	22	16	7	7	-	-	-	-	-	
MANUFACTURING	622	39.5	83.00	83.00	79.50-87.50	-	-	-	-	19	22	50	71	260	96	62	15	17	5	3	2	-	-	-	-	-	
NONMANUFACTURING	519	38.0	78.00	76.50	70.50-84.50	-	-	10	2	39	69	119	70	98	33	34	30	5	11	4	5	-	-	-	-	-	
PUBLIC UTILITIES <sup>3</sup>	60	38.5	82.50	74.00	69.00-91.50	-	-	-	-	18	15	-	1	10	4	1	1	5	1	2	-	-	-	-	-		
WHOLESALE TRADE	106	38.5	76.50	75.50	68.00-83.50	-	-	8	-	16	5	22	17	18	-	11	1	-	5	-	3	-	-	-	-	-	
FINANCE <sup>4</sup>	209	37.0	73.00	72.00	68.00-77.00	-	-	2	2	22	46	78	21	21	15	-	-	1	-	1	-	-	-	-	-	-	
SERVICES	141	38.5	85.00	84.00	80.00-95.00	-	-	-	-	-	4	32	46	8	17	28	3	1	2	-	-	-	-	-	-		
TYPISTS, CLASS B	3,426	38.0	68.50	68.00	61.50-74.50	15	2	311	367	572	742	594	354	196	116	83	24	30	2	18	-	-	-	-	-	-	
MANUFACTURING	1,352	38.5	73.00	72.50	67.50-79.00	-	-	10	73	107	376	317	218	146	65	44	13	14	1	18	-	-	-	-	-	-	
NONMANUFACTURING	2,074	37.5	65.50	64.50	58.50-71.00	15	2	301	294	465	416	277	136	50	51	39	11	16	1	-	-	-	-	-	-	-	
PUBLIC UTILITIES <sup>3</sup>	204	38.0	76.50	75.50	67.00-86.50	-	-	-	-	37	32	28	43	9	18	29	1	7	-	-	-	-	-	-	-	-	
WHOLESALE TRADE	263	38.0	63.50	62.00	56.50-68.50	-	-	48	62	50	52	22	6	6	11	1	-	4	1	-	-	-	-	-	-	-	
RETAIL TRADE	106	39.0	67.00	67.50	62.50-74.50	-	-	3	7	35	17	21	12	8	2	-	1	-	-	-	-	-	-	-	-	-	
FINANCE <sup>4</sup>	1,361	37.0	63.00	63.00	57.00-69.00	15	2	244	218	339	263	172	68	18	13	-	9	-	-	-	-	-	-	-	-	-	
SERVICES	140	36.5	71.50	70.00	67.00-77.00	-	-	6	7	4	52	34	7	9	7	9	-	5	-	-	-	-	-	-	-	-	

<sup>1</sup> Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.<sup>2</sup> The mean is computed for each job by totaling the earnings of all workers and dividing by the number of workers. The median designates position—half of the employees surveyed receive more than the rate shown; half receive less than the rate shown. The middle range is defined by 2 rates of pay; a fourth of the workers earn less than the lower of these rates and a fourth earn more than the higher rate.<sup>3</sup> Transportation, communication, and other public utilities.<sup>4</sup> Finance, insurance, and real estate.



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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N.J., February 1965)

Occupation and industry division	Number of workers	Average		Occupation and industry division	Number of workers	Average		Occupation and industry division	Number of workers	Average	
		Weekly hours <sup>1</sup> (standard)	Weekly earnings <sup>1</sup> (standard)			Weekly hours <sup>1</sup> (standard)	Weekly earnings <sup>1</sup> (standard)			Weekly hours <sup>1</sup> (standard)	Weekly earnings <sup>1</sup> (standard)
<b>OFFICE OCCUPATIONS - CONTINUED</b>				<b>OFFICE OCCUPATIONS - CONTINUED</b>				<b>OFFICE OCCUPATIONS - CONTINUED</b>			
CLERKS, FILE, CLASS B -----	1,063	38.0	\$ 64.00	OFFICE BOYS AND GIRLS-----	792	38.0	\$ 64.50	TABULATING-MACHINE OPERATORS,			
MANUFACTURING -----	172	39.0	72.00	MANUFACTURING -----	305	38.5	63.50	CLASS A -----	392	38.5	\$ 110.50
NONMANUFACTURING -----	891	37.5	62.50	NONMANUFACTURING -----	487	37.5	65.00	MANUFACTURING -----	216	39.0	111.00
FINANCE <sup>3</sup> -----	720	37.5	61.00	PUBLIC UTILITIES <sup>2</sup> -----	76	37.5	72.50	NONMANUFACTURING -----	176	37.5	110.00
SERVICES -----	116	38.5	68.50	WHOLESALE TRADE -----	67	37.0	61.00	FINANCE <sup>3</sup> -----	129	37.5	106.50
CLERKS, FILE, CLASS C -----	472	38.0	64.00	FINANCE <sup>3</sup> -----	193	37.0	62.50	TABULATING-MACHINE OPERATORS,			
MANUFACTURING -----	202	38.5	69.00	SERVICES -----	123	38.5	66.50	CLASS B -----	440	38.0	98.00
NONMANUFACTURING -----	270	37.5	60.00	SECRETARIES -----	4,698	38.0	104.50	MANUFACTURING -----	218	39.0	98.00
PUBLIC UTILITIES <sup>2</sup> -----	27	36.5	66.00	MANUFACTURING -----	2,438	39.0	105.50	NONMANUFACTURING -----	222	37.0	98.50
FINANCE <sup>3</sup> -----	149	37.0	60.00	NONMANUFACTURING -----	2,210	37.5	103.50	PUBLIC UTILITIES <sup>2</sup> -----	31	37.5	113.00
CLERKS, ORDER -----	653	37.5	85.50	PUBLIC UTILITIES <sup>2</sup> -----	356	37.0	111.00	WHOLESALE TRADE -----	82	37.0	101.00
MANUFACTURING -----	309	37.0	88.50	WHOLESALE TRADE -----	401	38.0	103.00	FINANCE <sup>3</sup> -----	95	37.0	91.50
NONMANUFACTURING -----	344	37.5	82.50	RETAIL TRADE -----	103	38.5	99.50	TABULATING-MACHINE OPERATORS,			
WHOLESALE TRADE -----	223	38.0	89.50	FINANCE <sup>3</sup> -----	721	37.0	97.00	CLASS C -----	416	37.0	76.00
RETAIL TRADE -----	68	38.0	71.00	SERVICES -----	629	38.5	107.50	MANUFACTURING -----	102	38.5	83.00
CLERKS, PAYROLL -----	729	38.0	93.00	STENOGRAPHERS, GENERAL -----	2,304	38.0	83.00	NONMANUFACTURING -----	314	36.0	73.50
MANUFACTURING -----	468	38.5	95.00	MANUFACTURING -----	1,083	39.0	84.00	FINANCE <sup>3</sup> -----	69	36.5	75.00
NONMANUFACTURING -----	261	37.5	89.50	NONMANUFACTURING -----	1,221	37.5	82.00	TABULATING-MACHINE OPERATORS,			
PUBLIC UTILITIES <sup>2</sup> -----	34	37.0	86.50	PUBLIC UTILITIES <sup>2</sup> -----	288	37.0	87.00	CLASS A -----	107	37.0	83.00
WHOLESALE TRADE -----	64	38.5	93.00	WHOLESALE TRADE -----	158	38.5	82.50	MANUFACTURING -----	140	38.0	76.00
FINANCE <sup>3</sup> -----	68	37.5	90.50	FINANCE <sup>3</sup> -----	409	37.0	74.00	NONMANUFACTURING -----	234	37.5	72.50
COMPTOMETER OPERATORS -----	502	38.0	86.00	SERVICES -----	345	37.0	86.00	FINANCE <sup>3</sup> -----	174	37.5	72.00
MANUFACTURING -----	259	38.5	86.50	STENOGRAPHERS, SENIOR -----	1,037	38.5	92.50	TYPISTS, CLASS A -----	1,154	38.5	81.00
NONMANUFACTURING -----	243	37.0	86.00	MANUFACTURING -----	709	38.5	93.00	MANUFACTURING -----	628	39.5	83.00
PUBLIC UTILITIES <sup>2</sup> -----	31	36.5	91.50	NONMANUFACTURING -----	328	37.5	90.50	NONMANUFACTURING -----	526	38.0	78.50
RETAIL TRADE -----	127	37.5	83.00	PUBLIC UTILITIES <sup>2</sup> -----	46	38.5	93.50	PUBLIC UTILITIES <sup>2</sup> -----	62	38.5	83.50
DUPLICATING-MACHINE OPERATORS				FINANCE <sup>3</sup> -----	144	36.5	86.00	WHOLESALE TRADE -----	111	38.5	78.00
(TIMEGRAPH OR DITTO) -----	103	38.5	70.00	SERVICES -----	96	38.0	92.00	FINANCE <sup>3</sup> -----	209	37.0	73.00
NONMANUFACTURING -----	67	37.5	66.50	SWITCHBOARD OPERATORS -----	627	38.5	83.00	SERVICES -----	141	38.5	85.00
KEYPUNCH OPERATORS, CLASS A -----	783	38.5	87.00	MANUFACTURING -----	194	38.0	85.00	TYPISTS, CLASS B -----	3,442	38.0	68.50
MANUFACTURING -----	496	39.0	87.00	NONMANUFACTURING -----	433	39.0	82.00	MANUFACTURING -----	1,361	38.5	73.00
NONMANUFACTURING -----	297	37.5	87.50	PUBLIC UTILITIES <sup>2</sup> -----	104	40.0	98.50	NONMANUFACTURING -----	2,081	37.5	65.50
PUBLIC UTILITIES <sup>2</sup> -----	65	36.5	103.00	WHOLESALE TRADE -----	71	38.5	83.50	PUBLIC UTILITIES <sup>2</sup> -----	208	38.0	75.50
FINANCE <sup>3</sup> -----	150	37.0	83.00	RETAIL TRADE -----	81	39.5	74.00	WHOLESALE TRADE -----	264	38.0	63.50
KEYPUNCH OPERATORS, CLASS B -----	888	37.5	75.50	FINANCE <sup>3</sup> -----	121	37.0	77.00	RETAIL TRADE -----	106	39.0	67.00
MANUFACTURING -----	342	38.5	77.00	SERVICES -----	56	40.5	72.50	FINANCE <sup>3</sup> -----	1,363	37.0	63.00
NONMANUFACTURING -----	546	36.5	74.50	SWITCHBOARD OPERATOR-RECEPTIONISTS				SERVICES -----	140	36.5	71.50
PUBLIC UTILITIES <sup>2</sup> -----	206	36.0	76.50	MANUFACTURING -----	783	38.0	83.00	<b>PROFESSIONAL AND TECHNICAL</b>			
WHOLESALE TRADE -----	75	37.5	80.00	MANUFACTURING -----	442	38.0	83.00	<b>OCCUPATIONS</b>			
FINANCE <sup>3</sup> -----	233	37.0	70.50	NONMANUFACTURING -----	341	38.0	83.50	NURSES, INDUSTRIAL (REGISTERED) ---	272	39.0	112.00
				PUBLIC UTILITIES <sup>2</sup> -----	64	39.0	85.50	MANUFACTURING -----	220	39.5	111.50
				WHOLESALE TRADE -----	160	38.0	84.00	NONMANUFACTURING -----	52	38.0	113.50
				SERVICES -----	68	37.0	82.00				

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

Table A-4. Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis by industry division, Newark and Jersey City, N.J., February 1965)

Occupation and industry division	Number of workers	Hourly earnings <sup>1</sup>			Number of workers receiving straight-time hourly earnings of—																									
		Mean <sup>2</sup>	Median <sup>2</sup>	Middle range <sup>2</sup>	Under \$ and 2.00 under																									
					\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90	\$ 3.00	\$ 3.10	\$ 3.20	\$ 3.40	\$ 3.60	\$ 3.80	\$ 4.00	\$ 4.20	\$ 4.40	\$ 4.60	\$ 4.80	\$ 5.00				
CARPENTERS, MAINTENANCE ----- MANUFACTURING ----- NONMANUFACTURING -----	477 370 107	3.24 3.21 3.33	3.17 3.23 2.88	2.88-3.54 2.98-3.54 2.78-3.72	-	-	-	5	6	-	1	29	29	59	33	51	39	84	27	92	1	-	3	-	-	-	-	-	18	
ELECTRICIANS, MAINTENANCE ----- MANUFACTURING ----- NONMANUFACTURING ----- PUBLIC UTILITIES <sup>4</sup> -----	1,049 871 178 80	3.43 3.40 3.60 3.70	3.36 3.35 3.72 3.93	3.17-3.57 3.18-3.54 3.14-3.95 3.18-3.97	-	-	4	-	-	-	3	10	12	30	75	67	88	251	239	92	63	3	6	2	7	52	2			
ENGINEERS, STATIONARY ----- MANUFACTURING ----- NONMANUFACTURING ----- PUBLIC UTILITIES <sup>4</sup> -----	633 442 191 74	3.55 3.53 3.60 3.35	3.51 3.36 3.58 3.53	2.98-3.96 2.97-3.78 3.29-4.08 2.86-3.59	1	2	1	5	-	6	8	22	15	28	90	23	7	78	129	54	8	41	12	-	24	79	-			
FIREMEN, STATIONARY BOILER ----- MANUFACTURING ----- NONMANUFACTURING ----- PUBLIC UTILITIES <sup>4</sup> -----	398 255 143 41	3.07 3.15 2.93 2.88	2.86 2.89 2.73 2.77	2.59-3.15 2.67-3.18 2.45-3.09 2.66-3.25	3	3	8	8	13	39	29	34	30	52	20	51	18	17	9	-	-	1	17	21	1	24	-			
HELPERS, MAINTENANCE TRADES ----- MANUFACTURING ----- NONMANUFACTURING -----	469 265 204	2.58 2.49 2.70	2.63 2.52 2.81	2.42-2.84 2.25-2.67 2.60-2.86	11	36	24	21	15	47	57	92	4	110	19	4	76	1	1	-	1	-	-	-	-	-	-			
MACHINE-TOOL OPERATORS, TOOLROOM ----- MANUFACTURING -----	334 326	3.44 3.45	3.50 3.51	3.35-3.62 3.36-3.62	-	-	-	-	-	3	-	1	-	13	6	19	78	115	91	7	1	-	-	-	-	-	-			
MACHINISTS, MAINTENANCE ----- MANUFACTURING ----- NONMANUFACTURING -----	1,420 1,346 74	3.37 3.36 3.45	3.36 3.36 3.57	3.11-3.55 3.12-3.54 3.00-3.93	-	-	5	1	-	2	11	-	21	93	159	58	53	407	390	82	35	1	101	-	1	-	-			
MECHANICS, AUTOMOTIVE (MAINTENANCE) ----- MANUFACTURING ----- NONMANUFACTURING ----- PUBLIC UTILITIES <sup>4</sup> -----	1,219 215 1,004 925	3.17 3.43 3.11 3.11	3.13 3.42 3.11 3.11	2.98-3.37 3.07-3.65 2.92-3.32 2.90-3.32	-	3	-	1	-	-	-	11	41	202	60	234	175	232	122	115	-	-	23	-	-	-	-			
MECHANICS, MAINTENANCE ----- MANUFACTURING ----- NONMANUFACTURING -----	1,409 1,211 198	3.37 3.35 3.49	3.34 3.33 3.58	3.21-3.50 3.20-3.47 3.22-3.76	-	-	-	-	-	-	-	12	81	29	143	18	54	485	383	87	13	-	104	-	-	-	-			
MILLWRIGHTS ----- MANUFACTURING -----	281 274	3.30 3.30	3.32 3.33	3.14-3.50 3.14-3.50	-	-	-	-	-	-	-	-	14	-	29	7	48	50	126	7	-	-	-	-	-	-	-			
OILERS ----- MANUFACTURING -----	237 220	2.80 2.75	2.66 2.65	2.47-2.91 2.46-2.88	12	7	3	9	16	19	26	42	25	19	10	-	4	18	-	-	-	-	9	18	-	-	-			
PAINTERS, MAINTENANCE ----- MANUFACTURING ----- NONMANUFACTURING ----- PUBLIC UTILITIES <sup>4</sup> -----	383 257 126 41	3.11 3.13 3.06 3.16	3.09 3.12 2.81 2.86	2.91-3.33 2.99-3.27 2.27-3.76 2.79-3.86	-	-	4	39	-	4	1	1	21	22	52	53	44	50	57	5	12	1	-	17	-	-	-			
PIPEFITTERS, MAINTENANCE ----- MANUFACTURING ----- NONMANUFACTURING -----	876 718 158	3.41 3.35 3.69	3.37 3.35 3.73	3.22-3.62 3.18-3.55 3.45-3.78	-	-	-	-	-	1	1	10	28	44	65	57	282	149	201	11	-	-	-	-	27	-	-			
PLUMBERS, MAINTENANCE ----- NONMANUFACTURING ----- PUBLIC UTILITIES <sup>4</sup> -----	75 158 30	3.23 3.69 2.90	2.99 3.73 2.93	2.92-3.08 3.45-3.78 2.88-2.97	-	-	-	-	-	1	1	-	10	30	18	2	-	-	-	-	2	-	-	-	11	-	-			

See footnotes at end of table.



Table A-4. Maintenance and Powerplant Occupations—Continued

(Average straight-time hourly earnings for men in selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 1965)

Occupation and industry division	Number of workers	Hourly earnings <sup>1</sup>			Number of workers receiving straight-time hourly earnings of—																							
		Mean <sup>2</sup>	Median <sup>2</sup>	Middle range <sup>2</sup>	Under	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90	\$ 3.00	\$ 3.10	\$ 3.20	\$ 3.40	\$ 3.60	\$ 3.80	\$ 4.00	\$ 4.20	\$ 4.40	\$ 4.60	\$ 4.80	\$ 5.00	
					\$ 2.00 and under	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.40	3.60	3.80	4.00	4.20	4.40	4.60	4.80	5.00	over	
SHEET-METAL WORKERS, MAINTENANCE MANUFACTURING -----	151 135	\$ 3.27 3.27	\$ 3.32 3.34	\$ 3.03- 3.49 3.04- 3.50	-	-	-	-	-	-	2	-	3	7	22	12	7	48	36	13	-	-	-	-	-	-	1	-
TCOL AND DIE MAKERS MANUFACTURING -----	1,480 1,208	3.43 3.44	3.44 3.42	3.22- 3.68 3.22- 3.72	-	-	-	-	-	-	4	-	20	39	36	73	160	331	395	329	59	19	6	-	9	-	-	

<sup>1</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.<sup>2</sup> For definition of terms, see footnote 2, table A-1.<sup>3</sup> Workers were distributed as follows: 3 at \$5 to \$5.20; 14 at \$5.20 to \$5.40; and 1 at \$5.40 to \$5.60.<sup>4</sup> Transportation, communication, and other public utilities.

Table A-5. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N.J., February 1965)

Occupation <sup>1</sup> and industry division	Number of workers	Hourly earnings <sup>2</sup>			Number of workers receiving straight-time hourly earnings of—																										
		Mean <sup>3</sup>	Median <sup>3</sup>	Middle range <sup>3</sup>	Under \$ 1.10	\$ 1.10	\$ 1.20	\$ 1.30	\$ 1.40	\$ 1.50	\$ 1.60	\$ 1.70	\$ 1.80	\$ 1.90	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.60	\$ 2.80	\$ 3.00	\$ 3.20	\$ 3.40	\$ 3.60	\$ 3.80	\$ 4.00	over			
						and under	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.60	2.80	3.00	3.20	3.40	3.60	3.80	4.00	over			
ELEVATOR OPERATORS, PASSENGER NONMANUFACTURING -----	229 223	1.98 2.00	2.03 2.03	1.96- 2.08 1.96- 2.08	-	-	-	6	14	3	2	2	2	51	123	1	15	5	5	-	-	-	-	-	-	-	-	-	-		
ELEVATOR OPERATORS, PASSENGER (WOMEN) -----	224	1.55	1.60	1.23- 1.77	25	28	12	13	14	21	6	70	18	-	-	2	-	-	15	-	-	-	-	-	-	-	-	-	-		
MANUFACTURING -----	222	1.55	1.59	1.22- 1.77	25	28	12	13	14	21	6	70	18	-	-	2	-	-	15	-	-	-	-	-	-	-	-	-	-		
RETAIL TRADE -----	63	1.34	1.23	1.16- 1.59	-	28	12	1	1	7	4	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
GUARDS AND WATCHMEN MANUFACTURING -----	2,764 893	1.86 2.31	1.60 2.32	1.36- 2.37 1.90- 2.67	-	-	377	535	408	62	71	62	134	54	76	147	104	66	212	196	124	79	57	-	-	-	-	-	-		
NONMANUFACTURING -----	1,871	1.65	1.41	1.32- 1.82	-	-	377	535	374	45	33	36	76	31	40	79	18	5	83	68	41	-	57	-	-	-	-	-	-		
GUARDS: MANUFACTURING -----	549	2.47	2.49	2.19- 2.77	-	-	-	-	9	4	8	15	37	2	16	54	17	26	129	108	57	67	-	-	-	-	-	-	-		
WATCHMEN: MANUFACTURING -----	344	2.05	2.01	1.81- 2.28	-	-	-	-	25	13	30	11	71	21	20	15	69	31	-	-	26	12	-	-	-	-	-	-	-		
JANITORS, PORTERS, AND CLEANERS MANUFACTURING -----	5,157 2,473	2.03 2.30	2.07 2.33	1.64- 2.41 2.07- 2.55	78	37	147	421	320	210	181	279	420	254	321	286	389	501	817	385	5	18	-	88	-	-	-	-	-	-	
NONMANUFACTURING -----	2,684	1.78	1.76	1.41- 2.10	78	37	131	407	292	144	142	182	247	147	208	110	61	248	120	130	-	-	-	-	-	-	-	-	-	-	
PUBLIC UTILITIES <sup>4</sup> -----	380	2.39	2.38	2.32- 2.59	-	-	-	-	-	9	-	32	9	4	2	7	5	150	71	91	-	-	-	-	-	-	-	-	-	-	
WHOLESALE TRADE -----	214	2.14	2.23	1.80- 2.53	-	-	-	-	9	12	8	13	-	18	23	1	62	9	32	35	-	-	-	-	-	-	-	-	-	-	
RETAIL TRADE -----	356	1.58	1.47	1.37- 1.82	-	19	26	64	96	20	17	23	15	48	6	4	6	4	4	4	4	-	-	-	-	-	-	-	-	-	
FINANCE <sup>5</sup> -----	416	1.88	1.92	1.73- 2.06	-	-	-	12	14	12	45	72	47	32	138	40	3	-	1	-	-	-	-	-	-	-	-	-	-	-	
SERVICES -----	1,318	1.57	1.48	1.34- 1.85	78	18	105	322	170	91	72	42	174	45	39	58	7	83	12	-	-	-	-	-	-	-	-	-	-	-	
JANITORS, PORTERS, AND CLEANERS (WOMEN) -----	1,150	1.74	1.68	1.63- 1.89	24	6	17	40	13	51	516	100	109	108	53	39	20	28	26	-	-	-	-	-	-	-	-	-	-	-	
MANUFACTURING -----	238	2.06	2.07	1.94- 2.24	-	-	5	-	-	11	7	12	4	54	40	39	20	23	23	-	-	-	-	-	-	-	-	-	-	-	
NONMANUFACTURING -----	912	1.66	1.66	1.62- 1.75	24	6	12	40	13	40	509	88	105	54	13	-	-	5	3	-	-	-	-	-	-	-	-	-	-	-	
LABORERS, MATERIAL HANDLING MANUFACTURING -----	8,298 4,127	2.76 2.72	2.77 2.66	2.51- 3.02 2.22- 2.88	-	15	16	23	26	74	81	72	100	130	354	378	173	333	802	1804	1558	1555	5	32	-	763	-	-	-	-	
NONMANUFACTURING -----	4,171	2.80	2.93	2.66- 3.04	-	15	16	23	12	47	28	19	39	10	11	42	9	42	366	784	1198	1503	7	32	-	763	-	-	-	-	
PUBLIC UTILITIES <sup>4</sup> -----	3,158	2.91	2.99	2.84- 3.06	-	-	-	-	-	-	-	-	-	-	-	-	-	-	194	455	1025	1484	-	-	-	-	-	-	-	-	-
WHOLESALE TRADE -----	508	2.41	2.57	2.23- 2.66	-	-	-	-	-	35	14	10	20	7	7	34	-	22	150	209	-	-	-	-	-	-	-	-	-	-	-
RETAIL TRADE -----	431	2.46	2.76	1.86- 2.93	-	15	16	23	12	12	14	9	11	3	4	1	1	-	4	115	165	19	7	-	-	-	-	-	-	-	-
ORDER FILLERS MANUFACTURING -----	1,570 726	2.74 2.75	2.81 2.81	2.53- 2.97 2.39- 3.04	-	-	-	2	2	2	4	10	17	23	50	38	30	55	405	134	494	202	43	1	57	1	-	-	-	-	
NONMANUFACTURING -----	844	2.72	2.81	2.55- 2.93	-	-	-	2	2	2	4	10	1	5	8	1	-	10	319	48	363	52	17	-	-	-	-	-	-	-	-
WHOLESALE TRADE -----	351	2.53	2.55	2.52- 2.58	-	-	-	2	-	-	-	-	-	-	-	-	-	10	307	15	17	-	-	-	-	-	-	-	-	-	-
RETAIL TRADE -----	431	2.92	2.93	2.86- 2.98	-	-	-	-	2	2	2	1	-	-	7	1	-	-	-	-	1	346	52	17	-	-	-	-	-	-	
PACKERS, SHIPPING MANUFACTURING -----	1,115 1,011	2.32 2.36	2.27 2.33	1.95- 2.72 1.99- 2.76	-	8	6	4	1	43	22	25	123	93	176	33	36	40	185	91	114	84	15	8	-	1	7	-	-	-	-
NONMANUFACTURING -----	104	1.94	1.94	1.61- 2.37	-	8	6	4	1	7	4	2	16	14	7	2	6	4	22	2	-	-	-	-	-	-	-	-	-	-	-
WHOLESALE TRADE -----	79	2.01	1.98	1.69- 2.51	-	-	5	4	-	7	4	2	8	12	6	2	5	2	22	-	-	-	-	-	-	-	-	-	-	-	-
PACKERS, SHIPPING (WOMEN) MANUFACTURING -----	131 88	1.84 1.98	1.90 1.95	1.63- 1.98 1.85- 2.00	-	-	5	3	12	4	29	6	8	42	2	6	-	10	2	4	-	-	-	-	-	-	-	-	-	-	-
RECEIVING CLERKS MANUFACTURING -----	441 262	2.52 2.49	2.64 2.62	2.20- 2.87 2.25- 2.76	-	-	-	-	2	3	23	15	33	7	16	12	10	21	52	118	66	49	10	2	2	-	-	-	-	-	-
NONMANUFACTURING -----	179	2.56	2.74	2.08- 3.00	-	-	-	-	2	3	11	8	16	2	4	3	2	6	19	19	41	35	6	-	2	-	-	-	-	-	-
WHOLESALE TRADE -----	52	2.32	2.59	1.78- 2.76	-	-	-	-	2	2	4	7	2	2	-	-	-	-	6	15	8	2	-	-	-	-	-	-	-	-	-
RETAIL TRADE -----	94	2.62	2.92	2.24- 3.08	-	-	-	-	-	1	7	1	9	-	4	1	2	6	13	-	11	33	6	-	-	-	-	-	-	-	-

See footnotes at end of table.



## Appendix A. Changes in Occupational Descriptions

Since the Bureau's last survey, occupational descriptions for draftsman and switchboard operator were revised in order to obtain salary information for more specific categories.

Switchboard operator. The revised description for switchboard operator arranges these workers into two defined classes (A and B) instead of a single category, clarifying the criteria of types of calls handled and types of information provided. The combination of class A and class B data, where both are published, is comparable to the single designation, if previously published.

Draftsman. The revised descriptions for draftsman (class A, B, and C; and draftsman-tracer) replace the previous designations for draftsman (leader, senior, and junior; and tracer) and emphasize the distinction between drafting and design skills. Therefore, if data are presented for any of these occupations, such data are not comparable to data previously published. In areas where current employment and earnings information was collected largely by mail this year and will be collected by a personal visit by Bureau field economists next year, data for these occupations will be presented next year.

The revised occupational descriptions are included in appendix B.

## Appendix B. Occupational Descriptions

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

### OFFICE

#### BILLER, MACHINE

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

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

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

#### BOOKKEEPING-MACHINE OPERATOR

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

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

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

#### CLERK, ACCOUNTING

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

## CLERK, ACCOUNTING—Continued

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

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

## CLERK, FILE

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

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

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

## CLERK, ORDER

Receives customers' orders for material or merchandise by mail, phone, or personally. Duties involve any combination of the following: Quoting prices to customers; making out an order sheet listing the items

## CLERK, ORDER—Continued

to make up the order; checking prices and quantities of items on order sheet; and distributing order sheets to respective departments to be filled. May check with credit department to determine credit rating of customer, acknowledge receipt of orders from customers, followup orders to see that they have been filled, keep file of orders received, and check shipping invoices with original orders.

## CLERK, PAYROLL

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

## COMPTOMETER OPERATOR

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

## DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

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

## KEYPUNCH OPERATOR

**Class A.** Operates a numerical and/or alphabetical or combination keypunch machine to transcribe data from various source documents to keypunch tabulating cards. Performs same tasks as lower level keypunch operator but, in addition, work requires application

## KEYPUNCH OPERATOR—Continued

of coding skills and the making of some determinations, for example, locates on the source document the items to be punched; extracts information from several documents; and searches for and interprets information on the document to determine information to be punched. May train inexperienced operators.

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

## OFFICE BOY OR GIRL

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

## SECRETARY

Performs secretarial and clerical duties for a superior in an administrative or executive position. Duties include making appointments for superior; receiving people coming into office; answering and making phone calls; handling personal and important or confidential mail, and writing routine correspondence on own initiative; and taking dictation (where transcribing machine is not used) either in shorthand or by Stenotype or similar machine, and transcribing dictation or the recorded information reproduced on a transcribing machine. May prepare special reports or memorandums for information of superior.

## STENOGRAPHER, GENERAL

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

## STENOGRAPHER, SENIOR

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

OR

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

## SWITCHBOARD OPERATOR

**Class A.** Operates a single- or multiple-position telephone switchboard handling incoming, outgoing, intraplant or office calls. Performs full telephone information service or handles complex calls, such as conference, collect, overseas, or similar calls, either in addition to doing routine work as described for switchboard operator, class B, or as a full-time assignment. ("Full" telephone information service occurs when the establishment has varied functions that are not readily understandable for telephone information purposes, e.g., because of overlapping or interrelated functions, and consequently present frequent problems as to which extensions are appropriate for calls.)

**Class B.** Operates a single- or multiple-position telephone switchboard handling incoming, outgoing, intraplant or office calls. May handle routine long distance calls and record tolls. May perform limited telephone information service. ("Limited" telephone information service occurs if the functions of the establishment serviced are readily understandable for telephone information purposes, or if the requests are routine, e.g., giving extension numbers when specific names are furnished, or if complex calls are referred to another operator.)

## SWITCHBOARD OPERATOR-RECEPTIONIST

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

## TABULATING-MACHINE OPERATOR

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

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

Class C. Operates simple tabulating or electrical accounting machines such as the sorter, reproducing punch, collator, etc., with

## TABULATING-MACHINE OPERATOR—Continued

specific instructions. May include simple wiring from diagrams and some filing work. The work typically involves portions of a work unit, for example, individual sorting or collating runs or repetitive operations.

## TRANSCRIBING-MACHINE OPERATOR, GENERAL

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

## TYPIST

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

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

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



PROFESSIONAL AND TECHNICAL

## DRAFTSMAN

Class A. Plans the graphic presentation of complex items having distinctive design features that differ significantly from established drafting precedents. Works in close support with the design originator, and may recommend minor design changes. Analyzes the effect of each change on the details of form, function, and positional relationships of components and parts. Works with a minimum of supervisory assistance. Completed work is reviewed by design originator for consistency with prior engineering determinations. May either prepare drawings, or direct their preparation by lower level draftsmen.

Class B. Performs nonroutine and complex drafting assignments that require the application of most of the standardized drawing techniques regularly used. Duties typically involve such work as: Prepares working drawings of subassemblies with irregular shapes, multiple functions, and precise positional relationships between components; prepares architectural drawings for construction of a building including detail drawings of foundations, wall sections, floor plans, and roof. Uses accepted formulas and manuals in making necessary computations to determine quantities of materials to be used, load capacities, strengths, stresses, etc. Receives initial instructions, requirements, and advice from supervisor. Completed work is checked for technical adequacy.

Class C. Prepares detail drawings of single units or parts for engineering, construction, manufacturing, or repair purposes. Types of drawings prepared include isometric projections (depicting three dimensions in accurate scale) and sectional views to clarify positioning of components and convey needed information. Consolidates details from a number of sources and adjusts or transposes scale as required.

## CARPENTER, MAINTENANCE

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

## DRAFTSMAN—Continued

Suggested methods of approach, applicable precedents, and advice on source materials are given with initial assignments. Instructions are less complete when assignments recur. Work may be spot-checked during progress.

## DRAFTSMAN-TRACER

Copies plans and drawings prepared by others by placing tracing cloth or paper over drawings and tracing with pen or pencil. (Does not include tracing limited to plans primarily consisting of straight lines and a large scale not requiring close delineation.)

and/or

Prepares simple or repetitive drawings of easily visualized items. Work is closely supervised during progress.

## NURSE, INDUSTRIAL (REGISTERED)

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

MAINTENANCE AND POWERPLANT

## CARPENTER, MAINTENANCE—Continued

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

## ELECTRICIAN, MAINTENANCE

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

## ENGINEER, STATIONARY

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

## FIREMAN, STATIONARY BOILER

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

## HELPER, MAINTENANCE TRADES

Assists one or more workers in the skilled maintenance trades, by performing specific or general duties of lesser skill, such as keeping

## HELPER, MAINTENANCE TRADES—Continued

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

## MACHINE-TOOL OPERATOR, TOOLROOM

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

## MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment operated in an establishment. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for his work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

## MECHANIC, AUTOMOTIVE (MAINTENANCE)

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

## MECHANIC, MAINTENANCE

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

## MILLWRIGHT

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

## OILER

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

## PAINTER, MAINTENANCE

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

## PIPEFITTER, MAINTENANCE

Installs or repairs water, steam, gas, or other types of pipe and pipefittings in an establishment. Work involves most of the following: Laying out of work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer or oxyacetylene torch or pipe-cutting machine; threading pipe with stocks and dies; bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

## PLUMBER, MAINTENANCE

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

## SHEET-METAL WORKER, MAINTENANCE

Fabricates, installs, and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: Planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal-working machines; using a variety of handtools in cutting, bending, forming, shaping, fitting, and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

## TOOL AND DIE MAKER

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

Constructs and repairs machine-shop tools, gages, jigs, fixtures or dies for forgings, punching, and other metal-forming work. Work in-

## TOOL AND DIE MAKER—Continued

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

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

CUSTODIAL AND MATERIAL MOVEMENT

## ELEVATOR OPERATOR, PASSENGER

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

## GUARD

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

## JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial

## JANITOR, PORTER, OR CLEANER—Continued

or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. Workers who specialize in window washing are excluded.

## LABORER, MATERIAL HANDLING

(Loader and unloader; handler and stacker; shelver; trucker; stockman or stock helper; warehouseman or warehouse helper)

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

## ORDER FILLER

(Order picker; stock selector; warehouse stockman)

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

## PACKER, SHIPPING

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

## SHIPPING AND RECEIVING CLERK

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

For wage study purposes, workers are classified as follows:

Receiving clerk  
Shipping clerk  
Shipping and receiving clerk

## TRUCKDRIVER

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

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

Truckdriver (combination of sizes listed separately)  
Truckdriver, light (under 1½ tons)  
Truckdriver, medium (1½ to and including 4 tons)  
Truckdriver, heavy (over 4 tons, trailer type)  
Truckdriver, heavy (over 4 tons, other than trailer type)

## TRUCKER, POWER

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

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

Trucker, power (forklift)  
Trucker, power (other than forklift)

## WATCHMAN

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

**Available On Request—**

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

Order as BLS Bulletin 1422, National Survey of Professional, Administrative, Technical, and Clerical Pay, February–March 1964. 40 cents a copy.

## Occupational Wage Surveys

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

Area	Bulletin number and price	Area	Bulletin number and price
Akron, Ohio, June 1964 <sup>1</sup> -----	1385-80, 25 cents	Miami, Fla., Dec. 1964-----	1430-29, 25 cents
Albany-Schenectady-Troy, N.Y., Mar. 1964 <sup>1</sup> -----	1385-52, 25 cents	Milwaukee, Wis., Apr. 1964-----	1385-56, 25 cents
Albuquerque, N. Mex., Apr. 1964 <sup>1</sup> -----	1385-61, 25 cents	Minneapolis-St. Paul, Minn., Jan. 1965 <sup>1</sup> -----	1430-39, 30 cents
Allentown-Bethlehem-Easton, Pa.-N.J., Feb. 1964 <sup>1</sup> -----	1385-53, 25 cents	Muskegon-Muskegon Heights, Mich., May 1964 <sup>1</sup> -----	1385-71, 25 cents
Atlanta, Ga., May 1964 <sup>1</sup> -----	1385-73, 25 cents	Newark and Jersey City, N.J., Feb. 1965-----	1430-45, 25 cents
Baltimore, Md., Nov. 1964 <sup>1</sup> -----	1430-27, 30 cents	New Haven, Conn., Jan. 1965-----	1430-34, 25 cents
Beaumont-Port Arthur, Tex., May 1964 <sup>1</sup> -----	1385-70, 25 cents	New Orleans, La., Feb. 1964-----	1385-42, 25 cents
Birmingham, Ala., Apr. 1964 <sup>1</sup> -----	1385-63, 25 cents	New York, N.Y., Apr. 1964 <sup>1</sup> -----	1385-72, 40 cents
Boise City, Idaho, July 1964 <sup>1</sup> -----	1430-1, 25 cents	Norfolk-Portsmouth and Newport News- Hampton, Va., June 1964-----	1385-77, 20 cents
Boston, Mass., Oct. 1964 <sup>1</sup> -----	1430-16, 30 cents	Oklahoma City, Okla., Aug. 1964 <sup>1</sup> -----	1430-5, 25 cents
Buffalo, N.Y., Dec. 1964 <sup>1</sup> -----	1430-36, 30 cents	Omaha, Nebr.-Iowa, Oct. 1964-----	1430-17, 25 cents
Burlington, Vt., Mar. 1964-----	1385-47, 20 cents	Paterson-Clifton-Passaic, N.J., May 1964 <sup>1</sup> -----	1385-62, 25 cents
Canton, Ohio, Apr. 1964 <sup>1</sup> -----	1385-64, 25 cents	Philadelphia, Pa.-N.J., Nov. 1964 <sup>1</sup> -----	1430-28, 35 cents
Charleston, W. Va., Apr. 1964 <sup>1</sup> -----	1385-57, 25 cents	Phoenix, Ariz., Mar. 1964 <sup>1</sup> -----	1385-54, 25 cents
Charlotte, N.C., Apr. 1964 <sup>1</sup> -----	1385-55, 25 cents	Pittsburgh, Pa., Jan. 1965 <sup>1</sup> -----	1430-41, 30 cents
Chattanooga, Tenn.-Ga., Sept. 1964 <sup>1</sup> -----	1430-10, 25 cents	Portland, Maine, Nov. 1964-----	1430-21, 25 cents
Chicago, Ill., Apr. 1964 <sup>1</sup> -----	1385-66, 30 cents	Portland, Oreg.-Wash., May 1964 <sup>1</sup> -----	1385-67, 25 cents
Cincinnati, Ohio-Ky., Mar. 1964 <sup>1</sup> -----	1385-58, 25 cents	Providence-Pawtucket, R.I.-Mass., May 1964-----	1385-65, 20 cents
Cleveland, Ohio, Sept. 1964 <sup>1</sup> -----	1430-13, 30 cents	Raleigh, N.C., Sept. 1964-----	1430-6, 20 cents
Columbus, Ohio, Oct. 1964 <sup>1</sup> -----	1430-18, 30 cents	Richmond, Va., Nov. 1964-----	1430-19, 25 cents
Dallas, Tex., Nov. 1964 <sup>1</sup> -----	1430-25, 30 cents	Rockford, Ill., Apr. 1964 <sup>1</sup> -----	1385-60, 25 cents
Davenport-Rock Island-Moline, Iowa- Ill., Oct. 1964 <sup>1</sup> -----	1430-20, 25 cents	St. Louis, Mo.-Ill., Oct. 1964 <sup>1</sup> -----	1430-22, 30 cents
Dayton, Ohio, Jan. 1965-----	1430-31, 25 cents	Salt Lake City, Utah, Dec. 1964 <sup>1</sup> -----	1430-33, 25 cents
Denver, Colo., Dec. 1964-----	1430-32, 25 cents	San Antonio, Tex., June 1964-----	1385-74, 20 cents
Des Moines, Iowa, Feb. 1964 <sup>1</sup> -----	1385-44, 25 cents	San Bernardino-Riverside-Ontario, Calif., Sept. 1964-----	1430-8, 20 cents
Detroit, Mich., Jan. 1965 <sup>1</sup> -----	1430-43, 30 cents	San Diego, Calif., Sept. 1964 <sup>1</sup> -----	1430-12, 25 cents
Fort Worth, Tex., Nov. 1964 <sup>1</sup> -----	1430-24, 30 cents	San Francisco-Oakland, Calif., Jan. 1965 <sup>1</sup> -----	1430-37, 25 cents
Green Bay, Wis., Aug. 1964 <sup>1</sup> -----	1430-3, 25 cents	Savannah, Ga., May 1964 <sup>1</sup> -----	1385-69, 25 cents
Greenville, S.C., May 1964 <sup>1</sup> -----	1385-68, 25 cents	Scranton, Pa., Aug. 1964-----	1430-2, 20 cents
Houston, Tex., June 1964 <sup>1</sup> -----	1385-81, 25 cents	Seattle, Wash., Sept. 1964-----	1430-9, 25 cents
Indianapolis, Ind., Dec. 1964-----	1430-30, 25 cents	Sioux Falls, S. Dak., Oct. 1964-----	1430-15, 20 cents
Jackson, Miss., Feb. 1965-----	1430-44, 20 cents	South Bend, Ind., Mar. 1964 <sup>1</sup> -----	1385-51, 25 cents
Jacksonville, Fla., Jan. 1965 <sup>1</sup> -----	1430-38, 25 cents	Spokane, Wash., May 1964-----	1385-78, 20 cents
Kansas City, Mo.-Kans., Nov. 1964-----	1430-26, 25 cents	Toledo, Ohio, Feb. 1964-----	1385-46, 20 cents
Lawrence-Haverhill, Mass.-N.H., June 1964 <sup>1</sup> -----	1385-76, 25 cents	Trenton, N.J., Dec. 1964 <sup>1</sup> -----	1430-35, 25 cents
Little Rock-North Little Rock, Ark., Aug. 1964 <sup>1</sup> -----	1430-7, 25 cents	Washington, D.C.-Md.-Va., Oct. 1964 <sup>1</sup> -----	1430-14, 30 cents
Los Angeles-Long Beach, Calif., Mar. 1964 <sup>1</sup> -----	1385-59, 30 cents	Waterbury, Conn., Mar. 1964 <sup>1</sup> -----	1385-48, 25 cents
Louisville, Ky.-Ind., Feb. 1965 <sup>1</sup> -----	1430-42, 25 cents	Waterloo, Iowa, Nov. 1964 <sup>1</sup> -----	1430-23, 25 cents
Lubbock, Tex., June 1964 <sup>1</sup> -----	1385-75, 25 cents	Wichita, Kans., Sept. 1964 <sup>1</sup> -----	1430-11, 25 cents
Manchester, N.H., Aug. 1964 <sup>1</sup> -----	1430-4, 25 cents	Worcester, Mass., June 1964 <sup>1</sup> -----	1385-79, 25 cents
Memphis, Tenn., Jan. 1965-----	1430-40, 25 cents	York, Pa., Feb. 1964 <sup>1</sup> -----	1385-45, 25 cents

<sup>1</sup> Data on establishment practices and supplementary wage provisions are also presented.