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# Area Wage Survey

July 1968

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## The Tampa—St. Petersburg, Florida, Metropolitan Area

August 1968



Bulletin No. 1625-10

UNITED STATES DEPARTMENT OF LABOR

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# Area Wage Survey

The Tampa—St. Petersburg, Florida,  
Metropolitan Area

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December 1968

UNITED STATES DEPARTMENT OF LABOR  
Willard Wirtz, Secretary

BUREAU OF LABOR STATISTICS  
Ben Burdetsky, Acting Commissioner



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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 division for each of the areas studied, for geographic 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 geographic regions and the United States.

Ninety areas currently are included in the program. In each area, information on occupational earnings is collected annually and on establishment practices and supplementary wage provisions biennially.

This bulletin presents results of the survey in Tampa-St. Petersburg, Fla., in August 1968. The Standard Metropolitan Statistical Area, as defined by the Bureau of the Budget through January 1968, consists of Hillsborough and Pinellas Counties. This study was conducted by the Bureau's Atlanta regional office under the general direction of Donald M. Cruse, Assistant Regional Director for Operations.

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

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

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## The Tampa—St. Petersburg, Fla., Metropolitan Area

### Introduction

This area is 1 of 90 in which the U.S. Department of Labor's Bureau of Labor Statistics conducts surveys of occupational earnings and related benefits on an areawide basis.<sup>1</sup>

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 the appendix. The earnings data following the job titles are for all industries combined. Earnings data for some of the occupations listed and described, or for some industry divisions within occupations, are not presented in the A-series tables because either (1) employment in the occupation is too small to provide enough data

<sup>1</sup> Included in the 90 areas are four studies conducted under contract with the New York State Department of Labor. These areas are Binghamton (New York portion only); Rochester (office occupations only); Syracuse; and Utica—Rome. In addition, the Bureau conducts more limited area studies in 91 areas at the request of the Wage and Hour and Public Contracts Divisions of the U.S. Department of Labor.

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 allowances and incentive earnings are included. Where weekly hours are reported, as for office clerical occupations, reference is to the standard workweek (rounded to the nearest half hour) for which employees receive their regular straight-time salaries (exclusive of pay for overtime at regular and/or premium rates). 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 classified appropriately 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 affect materially 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. 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 Tampa-St. Petersburg, Fla.,<sup>1</sup>  
by Major Industry Division,<sup>2</sup> August 1968

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
				Number	Percent	
All divisions.....	-	458	125	91,300	100	52,120
Manufacturing.....	50	156	51	37,400	41	22,620
Nonmanufacturing.....	-	302	74	53,900	59	29,500
Transportation, communication, and other public utilities <sup>5</sup> .....	50	29	12	12,200	13	10,480
Wholesale trade <sup>6</sup> .....	50	42	8	4,700	5	1,000
Retail trade <sup>6</sup> .....	50	131	27	26,100	29	14,320
Finance, insurance, and real estate <sup>6</sup> .....	50	40	11	5,200	6	1,960
Services <sup>6,7</sup> .....	50	60	16	5,700	6	1,740

<sup>1</sup> The Tampa-St. Petersburg Standard Metropolitan Statistical Area, as defined by the Bureau of the Budget through January 1968, consists of Hillsborough and Pinellas 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 1967 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> This industry division is represented in estimates for "all industries" and "nonmanufacturing" in the Series A tables. Separate presentation of data for this division is not made for one or more of the following reasons: (1) Employment in the division is too small to provide enough data to merit separate study, (2) the sample was not designed initially to permit separate presentation, (3) response was insufficient or inadequate to permit separate presentation, and (4) there is possibility of disclosure of individual establishment data.

<sup>7</sup> Hotels and motels; laundries and other personal services; business services; automobile repair, rental, and parking; motion pictures; nonprofit membership organizations (excluding religious and charitable organizations); and engineering and architectural services.

About two-fifths of the workers within scope of the survey in the Tampa-St. Petersburg area were employed in manufacturing firms. The following presents the major industry groups and specific industries as a percent of all manufacturing:

<u>Industry groups</u>	<u>Specific industries</u>
Electrical equipment and supplies.....	Communications equipment.....
Food and kindred products.....	Cigars.....
Tobacco manufacturers.....	Newspapers.....
Fabricated metal products.....	Agricultural chemicals.....
Chemicals and allied products.....	
Printing and publishing.....	
Transportation equipment.....	
Stone, clay, and glass products.....	

This information is based on estimates of total employment derived from universe materials compiled prior to actual survey. Proportions in various industry divisions may differ from proportions based on the results of the survey as shown in table 1 above.

## Wage Trends for Selected Occupational Groups

Presented in table 2 are indexes<sup>1</sup> and percentages of change in average salaries of office clerical workers and industrial nurses, and in average earnings of selected plant worker groups. The indexes are a measure of wages at a given time, expressed as a percent of wages during the base period (date of the area survey conducted between July 1960 and June 1961). Subtracting 100 from the index yields the percentage change in wages from the base period to the date of the index. The percentages of change or increase relate to wage changes between the indicated dates. These estimates are measures of change in averages for the area; they are not intended to measure average pay changes in the establishments in the area.

### Method of Computing

Each of the selected key occupations within an occupational group was assigned a weight based on its proportionate employment in the occupational group. These constant weights reflect base year employments wherever possible. The average (mean) earnings for each occupation were multiplied by the occupational weight, and the products for all occupations in the group were totaled. The aggregates for 2 consecutive years were related by dividing the aggregate for the later year by the aggregate for the earlier year. The resultant relative, less 100 percent, shows the percentage change. The index is the product of multiplying the base year relative (100) by the relative for the next succeeding year and continuing to multiply (compound) each year's relative by the previous year's index. Average earnings for the following occupations were used in computing the wage trends:

Office clerical (men and women):	Office clerical (men and women)—	Skilled maintenance (men):
Bookkeeping-machine operators, class B	Continued Secretaries	Carpenters
Clerks, accounting, classes A and B	Stenographers, general	Electricians
Clerks, file, classes A, B, and C	Stenographers, senior	Machinists
Clerks, order	Switchboard operators, classes A and B	Mechanics
Clerks, payroll	Tabulating-machine operators, class B	Mechanics (automotive)
Comptometer operators	Typists, classes A and B	Painters
Keypunch operators, classes A and B		Pipefitters
Office boys and girls	Industrial nurses (men and women):	Tool and die makers
	Nurses, industrial (registered)	Unskilled plant (men):
		Janitors, porters, and cleaners
		Laborees, material handling

<sup>1</sup> Indexes of earnings referred to in this standard text are published for most areas but not in Tampa-St. Petersburg because the area was not surveyed in the base year of the index series.

For office clerical workers and industrial nurses, the wage trends relate to regular weekly salaries for the normal workweek, exclusive of earnings for overtime. 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.

### Limitations of Data

The indexes and percentages of change, as measures of change in area averages, are influenced by: (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. It is conceivable that even though all establishments in an area gave wage increases, average wages may have declined because lower-paying establishments entered the area or expanded their work forces. Similarly, wages may have remained relatively constant, yet the averages for an area may have risen considerably because higher-paying establishments entered 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. Where necessary, data were adjusted to remove from the indexes and percentages of change any significant effect caused by changes in the scope of the survey.

Table 2. Percents of Increase in Standard Weekly Salaries and  
Straight-Time Hourly Earnings for Selected Occupational Groups  
in Tampa-St. Petersburg, Fla., for Selected Periods

Industry and occupational group	August 1967 to August 1968	September 1966 to August 1967
All industries:		
Office clerical (men and women) -----	5.2	6.4
Industrial nurses (men and women) --	( <sup>1</sup> )	( <sup>1</sup> )
Skilled maintenance (men) -----	6.6	2.3
Unskilled plant (men) -----	11.3	8.1
Manufacturing:		
Office clerical (men and women) -----	3.8	4.0
Industrial nurses (men and women) --	( <sup>1</sup> )	( <sup>1</sup> )
Skilled maintenance (men) -----	6.2	2.3
Unskilled plant (men) -----	9.7	7.9

<sup>1</sup> Data do not meet publication criteria.

## 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, Tampa-St. Petersburg, Fla., August 1968)

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>	\$ 55	\$ 60	\$ 65	\$ 70	\$ 75	\$ 80	\$ 85	\$ 90	\$ 95	\$ 100	\$ 105	\$ 110	\$ 115	\$ 120	\$ 125	\$ 130	\$ 135	\$ 140	\$ 145	\$ 150	\$ 160	\$ 170		
						and under	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MEN																													
CLERKS, ACCOUNTING, CLASS A -----	97	40.5	\$ 115.50	\$ 113.00	\$ 101.50-124.50	-	-	-	-	-	3	-	7	5	30	-	7	13	9	-	7	3	2	4	6	1			
MANUFACTURING -----	47	40.0	120.00	119.50	101.50-133.50	-	-	-	-	-	-	-	6	5	3	-	3	8	9	-	3	3	1	3	2	1			
NONMANUFACTURING -----	50	41.0	111.50	104.00	101.50-118.00	-	-	-	-	3	-	1	-	27	-	4	5	-	-	4	-	1	1	4	-				
CLERKS, ORDER -----	70	40.0	104.50	105.00	96.50-116.50	-	-	-	-	2	2	8	19	4	11	3	16	4	-	1	-	-	-	-	-				
OFFICE BOYS -----	53	39.0	76.00	76.00	64.00- 84.00	-	16	8	2	5	12	6	-	-	2	-	-	2	-	-	-	-	-	-	-				
NONMANUFACTURING -----	45	39.0	77.00	79.00	64.00- 85.00	-	15	3	2	4	11	6	-	-	2	-	-	2	-	-	-	-	-	-	-				
TABULATING-MACHINE OPERATORS, CLASS B -----	29	40.0	120.50	115.00	102.50-134.00	-	-	-	-	-	-	3	2	5	1	4	2	3	1	2	-	1	-	5	-				
WOMEN																													
BILLERS, MACHINE (BILLING MACHINE) -----	41	40.0	81.50	78.00	73.50- 84.50	-	-	2	12	12	6	1	3	2	-	-	-	-	-	3	-	-	-	-	-				
BOOKKEEPING-MACHINE OPERATORS, CLASS A -----	70	40.0	88.00	89.50	80.50- 95.00	-	2	-	2	12	14	6	18	3	-	12	-	-	1	-	-	-	-	-	-				
MANUFACTURING -----	28	40.0	85.00	84.50	82.00- 92.50	-	-	-	2	-	14	2	7	2	-	-	-	-	1	-	-	-	-	-	-				
NONMANUFACTURING -----	42	40.0	90.00	91.50	78.50-106.00	-	2	-	-	12	-	4	11	1	-	12	-	-	-	-	-	-	-	-	-				
BOOKKEEPING-MACHINE OPERATORS, CLASS B -----	91	40.0	79.00	77.50	73.00- 85.50	-	4	3	25	26	10	12	3	2	6	-	-	-	-	-	-	-	-	-	-				
NONMANUFACTURING -----	77	40.0	77.50	77.50	73.00- 84.00	-	4	3	20	24	10	12	2	2	-	-	-	-	-	-	-	-	-	-	-				
CLERKS, ACCOUNTING, CLASS A -----	164	40.0	101.00	98.50	92.00-107.50	-	-	-	-	9	16	5	32	31	22	19	6	4	3	2	10	-	-	1	3	1			
MANUFACTURING -----	65	40.0	100.00	96.50	84.00-104.00	-	-	-	-	7	12	1	8	17	6	2	1	2	1	1	2	-	-	1	3	1			
NONMANUFACTURING -----	99	40.0	101.50	100.50	93.00-108.00	-	-	-	-	2	4	4	24	14	16	17	5	2	2	1	8	-	-	-	-	-			
CLERKS, ACCOUNTING, CLASS B -----	365	39.5	76.50	74.00	69.50- 82.00	-	54	40	110	44	62	21	8	6	5	8	-	6	1	-	-	-	-	-	-				
MANUFACTURING -----	87	39.0	74.50	73.00	64.00- 82.50	-	26	4	24	5	13	9	1	2	2	1	-	-	-	-	-	-	-	-	-				
NONMANUFACTURING -----	278	40.0	77.00	74.50	70.50- 82.00	-	28	36	86	39	49	12	7	4	3	7	-	6	1	-	-	-	-	-	-				
PUBLIC UTILITIES <sup>3</sup> -----	98	40.0	77.50	72.50	68.50- 81.00	-	7	24	37	4	12	-	-	-	-	7	-	6	1	-	-	-	-	-	-				
CLERKS, FILE, CLASS B -----	164	38.5	72.00	71.00	65.00- 79.00	-	40	34	35	18	22	9	4	-	2	-	-	-	-	-	-	-	-	-	-				
NONMANUFACTURING -----	151	38.5	71.50	70.50	65.00- 77.50	-	40	34	33	13	17	8	4	-	2	-	-	-	-	-	-	-	-	-	-				
PUBLIC UTILITIES <sup>3</sup> -----	52	40.0	78.00	81.00	71.50- 86.00	-	7	3	10	3	15	8	4	-	2	-	-	-	-	-	-	-	-	-	-				
CLERKS, FILE, CLASS C -----	129	40.0	68.50	68.00	64.50- 73.00	-	37	48	20	21	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
NONMANUFACTURING -----	102	40.0	69.50	69.00	65.50- 74.50	-	22	39	18	21	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
CLERKS, ORDER -----	62	40.0	75.50	74.00	68.00- 80.50	-	10	9	16	11	11	1	-	-	-	-	-	3	1	-	-	-	-	-	-				
MANUFACTURING -----	32	40.0	78.50	77.00	65.50- 83.00	-	8	4	2	7	6	1	-	-	-	-	-	3	1	-	-	-	-	-	-				
CLERKS, PAYROLL -----	155	39.5	84.00	82.00	74.50- 88.50	-	6	12	24	19	41	23	9	-	3	2	2	4	3	5	1	-	-	1	-				
MANUFACTURING -----	75	39.5	88.50	83.50	79.50- 93.00	-	6	-	5	9	26	7	7	-	2	1	1	4	1	4	1	-	-	1	-				
NONMANUFACTURING -----	80	39.5	80.00	80.00	72.00- 86.50	-	-	12	19	10	15	16	2	-	1	1	1	-	2	1	-	-	-	-	-				
COMPTOMETER OPERATORS -----	72	40.0	81.50	80.50	72.50- 90.50	-	3	6	17	9	12	6	13	4	1	-	-	-	-	-	-	-	-	1	-				
NONMANUFACTURING -----	65	40.0	82.00	82.00	73.00- 91.50	-	3	3	17	6	11	6	13	4	1	-	-	-	-	-	-	-	1	-	-				
KEYPUNCH OPERATORS, CLASS A -----	117	39.5	87.00	86.50	76.00- 95.00	-	-	-	25	19	9	18	17	12	11	1	1	-	2	-	-	-	-	1	-				
MANUFACTURING -----	42	40.0	94.50	94.00	90.50- 99.50	-	-	-	-	2	4	4	14	9	6	1	-	-	2	-	-	-	-	-	-				
NONMANUFACTURING -----	75	39.5	82.50	79.00	74.00- 88.50	-	-	-	25	17	5	14	3	3	5	-	1	-	-	-	-	-	-	1	-				

See footnotes at end of table.



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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Tampa-St. Petersburg, Fla., August 1968)

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>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
						70 and under	75	80	85	90	95	100	105	110	115	120	125	130	135	140	145	150	155	160	165
MEN																									
DRAFTSMEN, CLASS A MANUFACTURING	112	40.0	\$ 153.50	\$ 156.50	\$ 146.00-162.50	-	-	-	-	-	-	-	-	-	2	-	10	6	7	20	6	21	27	6	7
DRAFTSMEN, CLASS B MANUFACTURING	81	40.0	155.00	158.00	146.50-163.50	-	-	-	-	-	-	-	-	-	2	-	5	4	7	8	6	16	20	6	7
DRAFTSMEN, CLASS C MANUFACTURING	149	40.0	134.00	137.00	119.50-146.50	-	-	-	-	1	5	5	5	23	17	7	6	15	23	18	5	16	-	-	3
DRAFTSMEN, CLASS C NONMANUFACTURING	109	40.0	131.00	135.00	119.50-143.50	-	-	-	-	1	-	5	5	18	13	7	6	13	21	15	2	3	-	-	-
DRAFTSMEN, CLASS C MANUFACTURING	100	40.0	103.00	104.50	94.00-116.00	7	3	2	4	11	12	13	7	15	11	10	4	-	1	-	-	-	-	-	-
DRAFTSMEN, CLASS C NONMANUFACTURING	53	40.0	100.00	105.00	87.00-115.50	7	3	2	4	5	1	5	3	10	5	8	-	-	-	-	-	-	-	-	-
DRAFTSMEN, CLASS C NONMANUFACTURING	47	40.0	106.50	104.50	97.50-116.50	-	-	-	-	6	11	8	4	5	6	2	4	-	1	-	-	-	-	-	-
WOMEN																									
DRAFTSMEN, CLASS B	33	40.0	128.00	125.00	122.00-137.50	-	-	-	-	-	1	2	-	-	-	14	5	-	7	-	2	-	2	-	-

<sup>1</sup> Standard hours reflect the workweek for which employees receive their regular straight-time salaries (exclusive of pay for overtime at regular and/or premium rates), and the earnings correspond to these weekly hours.

<sup>2</sup> For definition of terms, see footnote 2, table A-1.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Tampa-St. Petersburg, Fla., August 1968)

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</b>			<b>OFFICE OCCUPATIONS - CONTINUED</b>			<b>OFFICE OCCUPATIONS - CONTINUED</b>					
JILLERS, MACHINE (BILLING MACHINE) -----	45	40.0	\$ 86.50	KEYPUNCH OPERATORS, CLASS A -----	125	39.5	\$ 90.00	SWITCHBOARD OPERATORS, CLASS A -----	35	39.5	\$ 98.50
NONMANUFACTURING -----	31	40.0	89.00	MANUFACTURING -----	42	40.0	94.50	NONMANUFACTURING -----	111	41.5	70.00
BOOKKEEPING-MACHINE OPERATORS, CLASS A -----	70	40.0	88.00	NONMANUFACTURING -----	83	39.5	88.00	SWITCHBOARD OPERATORS, CLASS B -----	103	41.5	68.50
MANUFACTURING -----	28	40.0	85.00	KEYPUNCH OPERATORS, CLASS B -----	124	40.0	77.00	NONMANUFACTURING -----	136	39.5	79.00
NONMANUFACTURING -----	42	40.0	90.00	MANUFACTURING -----	26	40.0	83.00	SWITCHBOARD OPERATOR-RECEPTIONISTS- MANUFACTURING -----	47	39.5	82.50
BOOKKEEPING-MACHINE OPERATORS, CLASS B -----	92	40.0	79.00	NONMANUFACTURING -----	98	40.0	75.50	NONMANUFACTURING -----	89	39.5	77.00
NONMANUFACTURING -----	77	40.0	77.50	OFFICE BOYS AND GIRLS -----	70	39.0	74.00	TABULATING-MACHINE OPERATORS, CLASS B -----	42	40.0	112.50
CLERKS, ACCOUNTING, CLASS A -----	261	40.0	106.50	NONMANUFACTURING -----	59	38.5	74.50	NONMANUFACTURING -----	30	40.0	115.50
MANUFACTURING -----	112	40.0	108.50	SECRETARIES <sup>3</sup> -----	748	40.0	103.50	TRANSCRIBING-MACHINE OPERATORS, GENERAL -----	44	38.5	75.00
NONMANUFACTURING -----	149	40.0	105.00	MANUFACTURING -----	362	40.0	100.50	NONMANUFACTURING -----	42	38.5	75.00
PUBLIC UTILITIES <sup>2</sup> -----	46	40.0	105.50	NONMANUFACTURING -----	386	40.0	105.50	TYPISTS, CLASS A -----	144	39.5	82.00
CLERKS, ACCOUNTING, CLASS B -----	389	39.5	77.50	PUBLIC UTILITIES <sup>2</sup> -----	145	40.0	122.50	MANUFACTURING -----	68	40.0	80.50
MANUFACTURING -----	99	39.0	77.50	SECRETARIES, CLASS A -----	53	39.5	110.50	NONMANUFACTURING -----	76	38.5	83.50
NONMANUFACTURING -----	290	40.0	77.50	NONMANUFACTURING -----	35	39.5	106.50	TYPISTS, CLASS B -----	294	39.5	73.50
PUBLIC UTILITIES <sup>2</sup> -----	99	40.0	77.50	SECRETARIES, CLASS B -----	115	40.0	114.50	MANUFACTURING -----	64	40.0	71.50
CLERKS, FILE, CLASS B -----	169	39.0	72.00	MANUFACTURING -----	26	40.0	108.00	NONMANUFACTURING -----	230	39.0	74.00
NONMANUFACTURING -----	155	39.0	71.50	NONMANUFACTURING -----	89	40.0	116.50	SECRETARIES, CLASS C -----	180	40.0	109.50
PUBLIC UTILITIES <sup>2</sup> -----	56	40.0	77.50	PUBLIC UTILITIES <sup>2</sup> -----	40	40.0	136.50	MANUFACTURING -----	57	40.0	110.50
CLERKS, FILE, CLASS C -----	129	40.0	68.50	SECRETARIES, CLASS C -----	123	40.0	109.00	NONMANUFACTURING -----	44	40.0	127.00
NONMANUFACTURING -----	102	40.0	69.50	MANUFACTURING -----	44	40.0	127.00	SECRETARIES, CLASS D -----	400	40.0	96.00
CLERKS, ORDER -----	132	40.0	91.00	NONMANUFACTURING -----	261	40.0	96.50	MANUFACTURING -----	261	40.0	96.50
MANUFACTURING -----	48	40.0	87.00	PUBLIC UTILITIES <sup>2</sup> -----	139	40.0	95.50	NONMANUFACTURING -----	139	40.0	95.50
NONMANUFACTURING -----	84	40.0	93.00	STENOGRAPHERS, GENERAL -----	298	40.0	90.00	DRAFTSMEN, CLASS A -----	112	40.0	153.50
CLERKS, PAYROLL -----	162	39.5	86.50	MANUFACTURING -----	63	40.0	85.00	MANUFACTURING -----	81	40.0	155.00
MANUFACTURING -----	80	39.5	91.50	NONMANUFACTURING -----	235	40.0	91.00	DRAFTSMEN, CLASS B -----	182	40.0	133.00
NONMANUFACTURING -----	82	39.5	81.50	PUBLIC UTILITIES <sup>2</sup> -----	108	40.0	102.00	MANUFACTURING -----	111	40.0	131.00
COMPTOMETER OPERATORS -----	72	40.0	81.50	STENOGRAPHERS, SENIOR -----	130	40.0	93.50	NONMANUFACTURING -----	71	40.0	136.00
NONMANUFACTURING -----	65	40.0	82.00	NONMANUFACTURING -----	84	40.0	97.00	PUBLIC UTILITIES <sup>2</sup> -----	40	40.0	144.50
								DRAFTSMEN, CLASS C -----	116	40.0	100.00
								MANUFACTURING -----	57	40.0	99.00
								NONMANUFACTURING -----	59	40.0	101.50

<sup>1</sup> Standard hours reflect the workweek for which employees receive their regular straight-time salaries (exclusive of pay for overtime at regular and/or premium rates), and the earnings correspond to these weekly hours.<sup>2</sup> Transportation, communication, and other public utilities.<sup>3</sup> May include workers other than those presented separately.



Table A-5. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Tampa-St. Petersburg, Fla., August 1968)

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 \$ 1.60	\$ 1.60	\$ 1.70	\$ 1.80	\$ 1.90	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90	\$ 3.00	\$ 3.10	\$ 3.20	\$ 3.30	\$ 3.40	\$ 3.60	\$ 3.80	\$ 4.00	
					Under \$ 1.60	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.60	3.80	4.00	
GUARDS AND WATCHMEN: MANUFACTURING -----	145	\$ 2.05	\$ 2.01	\$ 1.81- 2.39	-	33	1	28	9	23	4	3	9	8	1	26	-	-	-	-	-	-	-	-	-	-	-	-
GUARDS: MANUFACTURING -----	85	2.20	2.29	1.88- 2.62	-	9	1	14	9	8	-	7	8	7	1	26	-	-	-	-	-	-	-	-	-	-	-	-
WATCHMEN: MANUFACTURING -----	60	1.84	1.85	1.66- 2.05	-	24	-	14	-	15	4	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
JANITORS, PORTERS, AND CLEANERS -----	1,056	1.77	1.69	1.64- 1.95	70	518	139	41	53	64	85	41	1	5	-	22	-	-	-	-	-	-	-	-	-	-	-	
MANUFACTURING -----	253	2.09	2.07	1.79- 2.22	-	26	43	10	22	36	46	32	1	4	-	16	-	-	-	-	-	-	-	-	-	-	-	
NONMANUFACTURING -----	803	1.67	1.67	1.63- 1.74	70	492	96	31	31	28	39	9	-	1	-	6	-	-	-	-	-	-	-	-	-	-	-	
PUBLIC UTILITIES <sup>4</sup> -----	76	2.09	2.12	1.95- 2.19	-	8	2	2	14	7	29	8	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	
JANITORS, PORTERS, AND CLEANERS (WOMEN) -----	75	1.69	1.67	1.63- 1.75	6	43	16	7	-	4	1	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	
NONMANUFACTURING -----	63	1.63	1.67	1.63- 1.74	6	35	16	7	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
LABORERS, MATERIAL HANDLING -----	1,091	2.03	1.93	1.69- 2.28	-	294	185	27	129	45	70	88	23	44	7	6	146	1	25	1	-	-	-	-	-	-	-	
MANUFACTURING -----	336	2.01	1.77	1.67- 2.44	-	117	79	-	18	18	2	7	-	32	-	40	-	23	-	-	-	-	-	-	-	-	-	
NONMANUFACTURING -----	755	2.04	1.96	1.71- 2.26	-	177	106	27	111	27	68	81	23	12	7	6	106	1	2	1	-	-	-	-	-	-	-	
ORDER FILLEES -----	134	2.06	1.99	1.79- 2.50	-	6	30	18	15	12	13	6	-	-	28	1	1	3	1	-	-	-	-	-	-	-	-	
NONMANUFACTURING -----	121	2.08	1.99	1.80- 2.52	-	30	18	15	12	6	6	-	-	28	1	1	3	1	-	-	-	-	-	-	-	-	-	
PACKERS, SHIPPING -----	78	1.87	1.84	1.75- 1.99	-	8	22	25	5	9	1	-	1	6	1	-	-	-	-	-	-	-	-	-	-	-	-	
MANUFACTURING -----	62	1.87	1.82	1.74- 1.98	-	6	22	17	3	6	-	-	1	6	1	-	-	-	-	-	-	-	-	-	-	-	-	
RECEIVING CLERKS -----	77	2.53	2.52	2.13- 2.59	-	-	-	7	-	12	4	7	4	-	26	-	3	4	2	1	-	1	1	-	1	-	6	
MANUFACTURING -----	31	2.71	2.53	2.26- 3.29	-	-	-	-	-	5	-	5	3	-	10	-	-	-	-	-	-	1	1	-	10	-	6	
NONMANUFACTURING -----	48	2.42	2.52	2.08- 2.60	-	-	-	7	-	7	4	2	1	-	16	-	3	4	2	1	-	-	-	-	1	-	-	
SHIPPING CLERKS -----	33	2.88	2.75	2.16- 3.78	-	-	6	-	-	4	2	-	-	-	4	2	-	-	-	-	2	-	-	-	3	3	1	
MANUFACTURING -----	29	2.97	3.15	2.28- 3.85	-	-	6	-	-	-	2	-	-	-	4	2	-	-	-	-	2	-	-	-	3	3	1	
SHIPPING AND RECEIVING CLERKS -----	31	2.30	2.27	1.83- 3.01	-	-	6	6	-	-	6	4	-	-	1	-	-	-	-	7	-	1	-	-	-	-	-	
MANUFACTURING -----	29	2.26	2.25	1.83- 2.85	-	-	6	6	-	-	6	3	-	-	1	-	-	-	-	7	-	-	-	-	-	-	-	
TRUCKDRIVERS <sup>5</sup> -----	2,178	2.40	2.16	1.78- 3.07	8	322	270	102	226	103	97	106	59	9	116	98	67	32	6	19	42	206	1	-	2	285	2	
MANUFACTURING -----	459	2.07	1.91	1.74- 2.38	-	44	165	19	14	38	14	33	24	2	24	26	10	24	-	13	8	1	-	-	-	-	-	
NONMANUFACTURING -----	1,719	2.49	2.24	1.85- 3.23	8	278	105	83	212	65	83	73	35	7	92	72	57	8	6	6	34	205	1	-	2	285	2	
PUBLIC UTILITIES <sup>4</sup> -----	660	2.81	2.51	1.98- 3.74	-	-	-	36	155	65	21	28	21	-	35	7	-	8	-	-	-	-	-	-	-	284	-	
TRUCKDRIVERS, LIGHT (UNDER 1-1/2 TONS) -----	156	1.97	1.92	1.70- 2.07	8	32	22	7	44	7	4	4	-	3	6	1	10	2	-	-	6	-	-	-	-	-	-	
MANUFACTURING -----	29	2.41	2.49	2.08- 2.76	-	2	-	-	7	-	4	-	-	2	1	1	10	2	-	-	-	-	-	-	-	-	-	
NONMANUFACTURING -----	127	1.87	1.86	1.68- 1.97	8	30	22	7	44	-	4	-	-	1	5	-	-	-	-	-	6	-	-	-	-	-	-	
TRUCKDRIVERS, MEDIUM (1-1/2 TO AND INCLUDING 4 TONS) -----	652	2.32	2.06	1.74- 2.82	-	121	115	80	1	15	50	46	14	-	21	15	5	30	-	6	21	2	1	-	2	105	2	
MANUFACTURING -----	126	2.09	1.89	1.76- 2.54	-	-	55	9	1	15	4	7	-	-	11	1	-	22	-	-	1	-	-	-	-	-	-	
NONMANUFACTURING -----	526	2.37	2.13	1.72- 3.11	-	121	60	71	-	-	46	39	14	-	10	14	5	8	-	6	20	2	1	-	2	105	2	
PUBLIC UTILITIES <sup>4</sup> -----	148	3.23	3.73	2.82- 3.77	-	-	-	36	-	-	-	-	-	-	-	-	8	-	-	-	-	-	-	-	-	104	-	
TRUCKDRIVERS, HEAVY (OVER 4 TONS, TRAILER TYPE) -----	952	2.71	2.67	1.97- 3.27	-	74	46	3	169	9	12	28	24	6	51	75	52	-	6	-	14	203	-	-	180	-	-	
MANUFACTURING -----	141	2.21	2.27	1.79- 2.55	-	7	33	-	7	9	-	22	24	-	9	24	-	-	-	-	6	-	-	-	-	-	-	
NONMANUFACTURING -----	811	2.80	2.78	1.97- 3.29	-	67	13	3	162	-	12	6	-	6	42	51	52	-	6	-	8	203	-	-	180	-	-	

See footnotes at end of table.

Table A-5. Custodial and Material Movement Occupations—Continued

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Tampa-St. Petersburg, Fla., August 1968)

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	\$ 1.60	\$ 1.70	\$ 1.80	\$ 1.90	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90	\$ 3.00	\$ 3.10	\$ 3.20	\$ 3.30	\$ 3.40	\$ 3.60	\$ 3.80	\$ 4.00		
					\$ and 1.60 under	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
					1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.60	3.80	4.00	4.20			
TRUCKDRIVERS <sup>5</sup> — CONTINUED																													
TRUCKDRIVERS, HEAVY (OVER 4 TONS, OTHER THAN TRAILER TYPE) -----	391	\$ 1.97	\$ 2.00	\$ 1.72- 2.19	-	83	87	12	12	72	31	28	21	-	38	7	-	-	-	-	-	-	-	-	-	-	-	-	-
NONMANUFACTURING -----	243	2.09	2.09	1.92- 2.31	-	48	10	2	6	65	21	28	21	-	35	7	-	-	-	-	-	-	-	-	-	-	-	-	
TRUCKERS, POWER (FORKLIFT) -----	352	2.45	2.13	1.78- 3.21	-	-	109	34	18	14	6	3	3	28	35	-	3	6	-	1	-	34	-	-	18	-	40		
MANUFACTURING -----	210	2.63	2.53	1.86- 3.27	-	-	47	10	18	14	6	-	-	35	-	-	6	-	-	-	34	-	-	-	-	-	40		
NONMANUFACTURING -----	142	2.20	1.84	1.76- 2.45	-	-	62	24	-	-	-	3	3	28	-	-	3	-	-	1	-	-	-	-	18	-	-		
PUBLIC UTILITIES <sup>4</sup> -----	31	2.94	3.72	1.77- 3.76	-	-	12	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	18	-	-	-		

<sup>1</sup> Data limited to men workers except where otherwise indicated.<sup>2</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.<sup>3</sup> For definition of terms, see footnote 2, table A-1.<sup>4</sup> Transportation, communication, and other public utilities.<sup>5</sup> Includes all drivers, as defined, regardless of size and type of truck operated.

## Appendix. Occupational Descriptions

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

### OFFICE

#### BILLER, MACHINE

Prepares statements, bills, and invoices on a machine other than an ordinary or electro-matic 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:

**Billers, 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.

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

#### BOOKKEEPING-MACHINE OPERATOR

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

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

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

#### CLERK, ACCOUNTING

**Class A.** Under general direction of a bookkeeper or accountant, has responsibility for keeping one or more sections of a complete set of books or records relating to one phase of an establishment's business transactions. Work involves posting and balancing subsidiary ledger or ledgers such as accounts receivable or accounts 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 subheadings. Prepares simple related index and cross-reference aids. As requested, locates clearly identified material in files and forwards material. May perform related clerical tasks required to maintain and service files.

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

#### CLERK, ORDER

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

#### CLERK, PAYROLL

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

#### COMPTOMETER OPERATOR

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

#### KEYPUNCH OPERATOR

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

## KEYPUNCH OPERATOR—Continued

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

Assigned as personal secretary, normally to one individual. Maintains a close and highly responsive relationship to the day-to-day work activities of the supervisor. Works fairly independently receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties, usually including most of the following: (a) Receives telephone calls, personal callers, and incoming mail, answers routine inquiries, and routes the technical inquiries to the proper persons; (b) establishes, maintains, and revises the supervisor's files; (c) maintains the supervisor's calendar and makes appointments as instructed; (d) relays messages from supervisor to subordinates; (e) reviews correspondence, memoranda, and reports prepared by others for the supervisor's signature to assure procedural and typographic accuracy; and (f) performs stenographic and typing work.

May also perform other clerical and secretarial tasks of comparable nature and difficulty. The work typically requires knowledge of office routine and understanding of the organization, programs, and procedures related to the work of the supervisor.

Exclusions

Not all positions that are titled "secretary" possess the above characteristics. Examples of positions which are excluded from the definition are as follows: (a) Positions which do not meet the "personal" secretary concept described above; (b) stenographers not fully trained in secretarial type duties; (c) stenographers serving as office assistants to a group of professional, technical, or managerial persons; (d) secretary positions in which the duties are either substantially more routine or substantially more complex and responsible than those characterized in the definition; and (e) assistant type positions which involve more difficult or more responsible technical, administrative, supervisory, or specialized clerical duties which are not typical of secretarial work.

NOTE: The term "corporate officer," used in the level definitions following, refers to those officials who have a significant corporate-wide policymaking role with regard to major company activities. The title "vice president," though normally indicative of this role, does not in all cases identify such positions. Vice presidents whose primary responsibility is to act personally on individual cases or transactions (e.g., approve or deny individual loan or credit actions; administer individual trust accounts; directly supervise a clerical staff) are not considered to be "corporate officers" for purposes of applying the following level definitions.

Class A

a. Secretary to the chairman of the board or president of a company that employs, in all, over 100 but fewer than 5,000 persons; or

b. Secretary to a corporate officer (other than the chairman of the board or president) of a company that employs, in all, over 5,000 but fewer than 25,000 persons; or

c. Secretary to the head (immediately below the corporate officer level) of a major segment or subsidiary of a company that employs, in all, over 25,000 persons.

Class B

a. Secretary to the chairman of the board or president of a company that employs, in all, fewer than 100 persons; or

b. Secretary to a corporate officer (other than chairman of the board or president) of a company that employs, in all, over 100 but fewer than 5,000 persons; or

c. Secretary to the head (immediately below the officer level) over either a major corporate-wide functional activity (e.g., marketing, research, operations, industrial relations, etc.) or a major geographic or organizational segment (e.g., a regional headquarters; a major division) of a company that employs, in all, over 5,000 but fewer than 25,000 employees; or

## SECRETARY—Continued

d. Secretary to the head of an individual plant, factory, etc. (or other equivalent level of official) that employs, in all, over 5,000 persons; or

e. Secretary to the head of a large and important organizational segment (e.g., a middle management supervisor of an organizational segment often involving as many as several hundred persons) of a company that employs, in all, over 25,000 persons.

Class C

a. Secretary to an executive or managerial person whose responsibility is not equivalent to one of the specific level situations in the definition for class B, but whose subordinate staff normally numbers at least several dozen employees and is usually divided into organizational segments which are often, in turn, further subdivided. In some companies, this level includes a wide range of organizational echelons; in others, only one or two; or

b. Secretary to the head of an individual plant, factory, etc. (or other equivalent level of official) that employs, in all, fewer than 5,000 persons.

Class D

a. Secretary to the supervisor or head of a small organizational unit (e.g., fewer than about 25 or 30 persons); or

b. Secretary to a nonsupervisory staff specialist, professional employee, administrative officer, or assistant, skilled technician or expert. (NOTE: Many companies assign stenographers, rather than secretaries as described above, to this level of supervisory or nonsupervisory worker.)

## STENOGRAPHER, GENERAL

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

## STENOGRAPHER, SENIOR

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

OR

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

## 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.)

## KEYPUNCH OPERATOR—Continued

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.

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## SECRETARY—Continued

d. Secretary to the head of an individual plant, factory, etc. (or other equivalent level of official) that employs, in all, over 5,000 persons; or

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OR

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

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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.)

## ELECTRICIAN, MAINTENANCE

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

## ENGINEER, STATIONARY

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

## FIREMAN, STATIONARY BOILER

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

## HELPER, MAINTENANCE TRADES

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

## MACHINE-TOOL OPERATOR, TOOLROOM

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

## MACHINIST, MAINTENANCE

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

## MECHANIC, AUTOMOTIVE (MAINTENANCE)—Continued

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

## SHEET-METAL WORKER, MAINTENANCE—Continued

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

## TOOL AND DIE MAKER

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

Constructs and repairs machine-shop tools, gages, jigs, fixtures or dies for forgings, punching, and other metal-forming work. Work involves most of the following: Planning and laying out of work from models, blueprints, drawings, or other oral and written specifications;

## TOOL AND DIE MAKER—Continued

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; heat-treating 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

## GUARD AND WATCHMAN

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

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

## 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 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 rate; 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)

## Area Wage Surveys

A list of the latest available bulletins is presented below. A directory of area wage studies including more limited studies conducted at the request of the Wage and Hour and Public Contracts Divisions of the Department of Labor 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, July 1968	1575-84, 35 cents	Minneapolis-St. Paul, Minn., Jan. 1968	1575-47, 30 cents
Albany-Schenectady-Troy, N. Y., Apr. 1968 <sup>1</sup>	1575-6b, 30 cents	Muskegon-Muskegon Heights, Mich., May 1968 <sup>1</sup>	1575-60, 30 cents
Albuquerque, N. Mex., Apr. 1968 <sup>1</sup>	1575-58, 30 cents	Newark and Jersey City, N. J., Feb. 1968 <sup>1</sup>	1575-54, 35 cents
Allentown-Bethlehem-Easton, Pa.-N. J., Feb. 1967	1530-53, 25 cents	New Haven, Conn., Jan. 1968 <sup>1</sup>	1575-34, 25 cents
Atlanta, Ga., May 1968 <sup>1</sup>	1575-71, 35 cents	New Orleans, La., Feb. 1968	1575-46, 30 cents
Baltimore, Md., Oct. 1967	1575-18, 25 cents	New York, N. Y., Apr. 1968	1575-78, 50 cents
Beaumont-Port Arthur-Orange, Tex., May 1968 <sup>1</sup>	1575-75, 30 cents	Norfolk-Portsmouth and Newport News- Hampton, Va., June 1968	1575-85, 30 cents
Binghamton, N. Y., July 1968 <sup>1</sup>	1625-3, 35 cents	Oklahoma City, Okla., July 1968	1625-9, 30 cents
Birmingham, Ala., Apr. 1968	1575-59, 30 cents	Omaha, Nebr.-Iowa, Oct. 1967 <sup>1</sup>	1575-21, 25 cents
Boise City, Idaho, July 1968 <sup>1</sup>	1625-6, 35 cents	Paterson-Clifton-Passaic, N. J., May 1968 <sup>1</sup>	1575-83, 40 cents
Boston, Mass., Sept. 1967 <sup>1</sup>	1575-13, 30 cents	Philadelphia, Pa.-N. J., Nov. 1967 <sup>1</sup>	1575-40, 30 cents
Buffalo, N. Y., Dec. 1967	1575-41, 30 cents	Phoenix, Ariz., Mar. 1968 <sup>1</sup>	1575-55, 30 cents
Burlington, Vt., Mar. 1968	1575-48, 20 cents	Pittsburgh, Pa., Jan. 1968	1575-44, 30 cents
Canton, Ohio, June 1968 <sup>1</sup>	1575-65, 30 cents	Portland, Maine, Nov. 1967 <sup>1</sup>	1575-16, 25 cents
Charleston, W. Va., Apr. 1968 <sup>1</sup>	1575-63, 30 cents	Portland, Oreg.-Wash., May 1968 <sup>1</sup>	1575-80, 40 cents
Charlotte, N. C., Apr. 1968 <sup>1</sup>	1575-57, 30 cents	Providence-Pawtucket-Warwick, R. I.-Mass., May 1968	1575-61, 30 cents
Chattanooga, Tenn.-Ga., Aug. 1967	1575-7, 25 cents	Raleigh, N. C., Aug. 1967 <sup>1</sup>	1575-6, 25 cents
Chicago, Ill., Apr. 1968	1575-81, 50 cents	Richmond, Va., Nov. 1967 <sup>1</sup>	1575-27, 25 cents
Cincinnati, Ohio-Ky.-Ind., Mar. 1968 <sup>1</sup>	1575-62, 30 cents	Rochester, N. Y. (office occupations only), July 1968 <sup>1</sup>	1625-2, 35 cents
Cleveland, Ohio, Sept. 1967	1575-14, 25 cents	Rockford, Ill., May 1968 <sup>1</sup>	1575-70, 30 cents
Columbus, Ohio, Oct. 1967	1575-23, 25 cents	St. Louis, Mo.-Ill., Jan. 1968	1575-39, 30 cents
Dallas, Tex., Nov. 1967	1575-20, 25 cents	Salt Lake City, Utah, Dec. 1967	1575-35, 20 cents
Davenport-Rock Island-Moline, Iowa-Ill., Oct. 1967	1575-12, 25 cents	San Antonio, Tex., June 1968	1575-69, 30 cents
Dayton, Ohio, Jan. 1968 <sup>1</sup>	1575-51, 30 cents	San Bernardino-Riverside-Ontario, Calif., Aug. 1967 <sup>1</sup>	1575-10, 30 cents
Denver, Colo., Dec. 1967 <sup>1</sup>	1575-38, 25 cents	San Diego, Calif., Nov. 1967	1575-19, 20 cents
Des Moines, Iowa, Feb. 1968 <sup>1</sup>	1575-52, 30 cents	San Francisco-Oakland, Calif., Jan. 1968	1575-37, 25 cents
Detroit, Mich., Jan. 1968 <sup>1</sup>	1575-45, 35 cents	San Jose, Calif., Sept. 1967 <sup>1</sup>	1575-15, 25 cents
Fort Worth, Tex., Nov. 1967	1575-22, 25 cents	Savannah, Ga., May 1968 <sup>1</sup>	1575-73, 30 cents
Green Bay, Wis., July 1968 <sup>1</sup>	1625-7, 35 cents	Scranton, Pa., July 1967 <sup>1</sup>	1575-9, 25 cents
Greenville, S. C., May 1968 <sup>1</sup>	1575-66, 30 cents	Seattle-Everett, Wash., Nov. 1967 <sup>1</sup>	1575-29, 25 cents
Houston, Tex., June 1968 <sup>1</sup>	1575-82, 45 cents	Sioux Falls, S. Dak., Oct. 1967 <sup>1</sup>	1575-17, 25 cents
Indianapolis, Ind., Dec. 1967 <sup>1</sup>	1575-36, 30 cents	South Bend, Ind., Mar. 1968 <sup>1</sup>	1575-56, 30 cents
Jackson, Miss., Feb. 1968 <sup>1</sup>	1575-49, 30 cents	Spokane, Wash., June 1968	1575-79, 30 cents
Jacksonville, Fla., Jan. 1968	1575-33, 20 cents	Syracuse, N. Y., July 1968 <sup>1</sup>	1625-5, 35 cents
Kansas City, Mo.-Kans., Nov. 1967 <sup>1</sup>	1575-30, 25 cents	Tampa-St. Petersburg, Fla., Aug. 1968	1625-10, 30 cents
Lawrence-Haverhill, Mass.-N. H., June 1968 <sup>1</sup>	1575-74, 30 cents	Toledo, Ohio-Mich., Feb. 1968	1575-43, 30 cents
Little Rock-North Little Rock, Ark., July 1967	1575-2, 25 cents	Trenton, N. J., Nov. 1967	1575-24, 20 cents
Los Angeles-Long Beach and Anaheim-Santa Ana- Garden Grove, Calif., Mar. 1968	1575-64, 30 cents	Utica-Rome, N. Y., July 1968 <sup>1</sup>	1625-1, 35 cents
Louisville, Ky.-Ind., Feb. 1968	1575-50, 30 cents	Washington, D. C.-Md.-Va., Sept. 1967	1575-11, 25 cents
Lubbock, Tex., June 1968 <sup>1</sup>	1575-77, 30 cents	Waterbury, Conn., Apr. 1968 <sup>1</sup>	1575-53, 30 cents
Manchester, N. H., July 1968 <sup>1</sup>	1625-4, 35 cents	Waterloo, Iowa, Nov. 1967	1575-26, 20 cents
Memphis, Tenn.-Ark., Jan. 1968 <sup>1</sup>	1575-32, 25 cents	Wichita, Kans., Dec. 1967	1575-31, 20 cents
Miami, Fla., Dec. 1967 <sup>1</sup>	1575-28, 25 cents	Worcester, Mass., June 1968 <sup>1</sup>	1575-76, 30 cents
Midland and Odessa, Tex., June 1968 <sup>1</sup>	1575-72, 30 cents	York, Pa., Feb. 1968 <sup>1</sup>	1575-42, 30 cents
Milwaukee, Wis., Apr. 1968	1575-67, 30 cents	Youngstown-Warren, Ohio, Nov. 1967 <sup>1</sup>	1575-25, 25 cents

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

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**OFFICIAL BUSINESS**

**POSTAGE AND FEES PAID  
U. S. DEPARTMENT OF LABOR**

**FIRST CLASS MAIL**