Area Wage Survey

The Portland, Maine, Metropolitan Area

November 1968

United States Department of Labor
Bureau of Labor Statistics
Area Wage Survey

The Portland, Maine, Metropolitan Area

November 1968

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UNITED STATES DEPARTMENT OF LABOR

BUREAU OF LABOR STATISTICS

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 Portland, Maine, in November 1968. The Standard Metropolitan Statistical Area, as defined by the Bureau of the Budget through January 1968, consists of the cities of Portland, South Portland, and Westbrook; and the towns of Cape Elizabeth, Cumberland, Falmouth, Gorham, Scarborough, and Yarmouth in Cumberland County. This study was conducted by the Bureau's regional office in Boston, Mass., under the general direction of Paul V. Mulkern, Assistant Regional Director for Operations.

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<td>11</td>
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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 Portland area, are also available for seven selected building trades.
Area Wage Survey——

The Portland, Maine, 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.¹

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 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.

¹ 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.
Table 1. Establishments and Workers Within Scope of Survey and Number Studied in Portland, Maine, by Major Industry Division, November 1968

<table>
<thead>
<tr>
<th>Industry division</th>
<th>Minimum employment in establishments in scope of study</th>
<th>Number of establishments</th>
<th>Workers in establishments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>131</td>
<td>74</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24,400</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>19,480</td>
<td></td>
</tr>
<tr>
<td>All divisions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufacturing</td>
<td>50</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>27</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12,000</td>
<td>49</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10,760</td>
<td></td>
</tr>
<tr>
<td>Nonmanufacturing</td>
<td>92</td>
<td>47</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12,300</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8,720</td>
<td></td>
</tr>
<tr>
<td>Transportation, communication, and other public utilities</td>
<td>50</td>
<td>17</td>
<td>13</td>
</tr>
<tr>
<td>Wholesale trade</td>
<td>50</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,700</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>800</td>
<td></td>
</tr>
<tr>
<td>Retail trade</td>
<td>50</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4,100</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2,780</td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td>50</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2,100</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,630</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,100</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>570</td>
<td></td>
</tr>
</tbody>
</table>

1 The Portland Standard Metropolitan Statistical Area, as defined by the Bureau of the Budget through January 1968, consists of the cities of Portland, South Portland, and Westbrook; and the towns of Cape Elizabeth, Cumberland, Falmouth, Gorham, Scarborough, and Yarmouth in Cumberland County. The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other employment indexes for the area to measure employment trends or levels since (1) planning of wage surveys requires the use of establishment data compiled considerably in advance of the payroll period studied, and (2) small establishments are excluded from the scope of the survey.

2 The 1967 edition of the Standard Industrial Classification Manual was used in classifying establishments by industry division.

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

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

5 Taxicabs and services incidental to water transportation were excluded.

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

7 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.

One-half of the workers within scope of the survey in the Portland area were employed in manufacturing firms. The following presents the major industry groups and specific industries as a percent of all manufacturing:

<table>
<thead>
<tr>
<th>Industry groups</th>
<th>Specific industries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper and allied products</td>
<td>Papermills, except building</td>
</tr>
<tr>
<td>Food and kindred products</td>
<td>Paper</td>
</tr>
<tr>
<td>Electrical equipment and</td>
<td>Electronic components</td>
</tr>
<tr>
<td>supplies</td>
<td>Accessories</td>
</tr>
<tr>
<td>Leather and leather products</td>
<td>Footwear, except rubber</td>
</tr>
<tr>
<td>Machinery, except electrical</td>
<td>Bakery products</td>
</tr>
<tr>
<td>Fabricated metal products</td>
<td>Aircraft and parts</td>
</tr>
<tr>
<td>Transportation equipment</td>
<td>Miscellaneous machinery,</td>
</tr>
<tr>
<td></td>
<td>except electrical</td>
</tr>
</tbody>
</table>

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.

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Wage Trends for Selected Occupational Groups

Presented in table 2 are indexes and percentages of change in average salaries of office clerical workers and industrial nurses, and in average earnings of selected plant worker groups. 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 pro-rata employment in the occupational group. These constant weights reflect base year employment 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:

<table>
<thead>
<tr>
<th>Office clerical (men and women)</th>
<th>Office clerical (men and women)</th>
<th>Skilled maintenance (men):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping-machine operators, class B</td>
<td>Continued</td>
<td>Carpenters</td>
</tr>
<tr>
<td>Clerks, accounting, classes</td>
<td>Secretaries</td>
<td>Electricians</td>
</tr>
<tr>
<td>A and B</td>
<td>Stenographers, general</td>
<td>Machinists</td>
</tr>
<tr>
<td>Clerks, file, classes</td>
<td>Stenographers, senior</td>
<td>Mechanics</td>
</tr>
<tr>
<td>A, B, and C</td>
<td>Switchboard operator, classes</td>
<td>Mechanics (automotive)</td>
</tr>
<tr>
<td>Clerks, order</td>
<td>Tabulating-machine operators, class B</td>
<td>Painters</td>
</tr>
<tr>
<td>Clerks, payroll</td>
<td>Typists, classes A and B</td>
<td>Pipefitters</td>
</tr>
<tr>
<td>Comptometer operators</td>
<td></td>
<td>Tool and die makers</td>
</tr>
<tr>
<td>Keypunch operators, classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A and B</td>
<td></td>
<td>Unskilled plant (men):</td>
</tr>
<tr>
<td>Office boys and girls</td>
<td></td>
<td>Janitors, porters, and cleaners</td>
</tr>
</tbody>
</table>

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. Indexes of Standard Weekly Salaries and Straight-Time Hourly Earnings for Selected Occupational Groups in Portland, Maine, November 1968 and November 1967, and Percents of Increase for Selected Periods

<table>
<thead>
<tr>
<th>Occupational group</th>
<th>Indexes (November 1960=100)</th>
<th>Percents of increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office clerical (men and women)</td>
<td>134.6</td>
<td>125.6</td>
</tr>
<tr>
<td>Industrial nurses (men and women)</td>
<td>138.9</td>
<td>128.0</td>
</tr>
<tr>
<td>Skilled maintenance (men)</td>
<td>135.2</td>
<td>128.5</td>
</tr>
<tr>
<td>Unskilled plant (men)</td>
<td>122.7</td>
<td>114.0</td>
</tr>
<tr>
<td>Office clerical (men and women)</td>
<td>2.9</td>
<td>2.3</td>
</tr>
<tr>
<td>Industrial nurses (men and women)</td>
<td>4.9</td>
<td>1.3</td>
</tr>
<tr>
<td>Skilled maintenance (men)</td>
<td>1.1</td>
<td>4.1</td>
</tr>
<tr>
<td>Unskilled plant (men)</td>
<td>1.3</td>
<td>.4</td>
</tr>
</tbody>
</table>
### 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, Portland, Maine, November 1968)

<table>
<thead>
<tr>
<th>Sex, occupation, and industry division</th>
<th>Number of workers</th>
<th>Average weekly hours (standard)</th>
<th>Average weekly earnings (standard)</th>
<th>Number of workers receiving straight-time weekly earnings of—</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$50 $55 $60 $65 $70 $75 $80 $85 $90 $95 $100 $105 $110 $115 $120 $125 $130 $135 $140 $145 $150</td>
<td></td>
</tr>
<tr>
<td><strong>MEN</strong></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Clerks, Accounting, Class A</td>
<td>35</td>
<td>39.5</td>
<td>125.00</td>
<td>15.00 - 145.00</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>20</td>
<td>40.0</td>
<td>131.50</td>
<td>135.50 - 161.50</td>
</tr>
<tr>
<td>Nonmanufacturing</td>
<td>15</td>
<td>39.5</td>
<td>116.00</td>
<td>120.00 - 142.50</td>
</tr>
<tr>
<td>Clerks, Order</td>
<td>15</td>
<td>39.5</td>
<td>97.50</td>
<td>94.00 - 115.00</td>
</tr>
<tr>
<td>Office Boys</td>
<td>22</td>
<td>39.0</td>
<td>76.00</td>
<td>69.00 - 83.00</td>
</tr>
<tr>
<td>Nonmanufacturing</td>
<td>17</td>
<td>38.5</td>
<td>77.00</td>
<td>69.00 - 77.50</td>
</tr>
<tr>
<td><strong>WOMEN</strong></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Billers, Machine (Billing) Machine</td>
<td>21</td>
<td>37.5</td>
<td>70.50</td>
<td>72.50 - 81.50</td>
</tr>
<tr>
<td>Nonmanufacturing</td>
<td>18</td>
<td>37.5</td>
<td>75.00</td>
<td>67.50 - 86.00</td>
</tr>
<tr>
<td>Billers, Machine (Bookkeeping) Machine</td>
<td>17</td>
<td>40.0</td>
<td>75.00</td>
<td>75.00 - 80.00</td>
</tr>
<tr>
<td>Bookkeeping-Machine Operators, Class A</td>
<td>15</td>
<td>39.5</td>
<td>92.00</td>
<td>97.50 - 104.00</td>
</tr>
<tr>
<td>Bookkeeping-Machine Operators, Class B</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Class A</td>
<td>52</td>
<td>39.5</td>
<td>79.00</td>
<td>82.50 - 90.00</td>
</tr>
<tr>
<td>Nonmanufacturing</td>
<td>40</td>
<td>39.5</td>
<td>80.50</td>
<td>84.00 - 91.00</td>
</tr>
<tr>
<td>Clerks, Accounting, Class A</td>
<td>148</td>
<td>38.5</td>
<td>102.50</td>
<td>104.50 - 108.50</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>27</td>
<td>39.5</td>
<td>104.50</td>
<td>103.50 - 112.50</td>
</tr>
<tr>
<td>Nonmanufacturing</td>
<td>121</td>
<td>38.0</td>
<td>101.50</td>
<td>104.50 - 107.50</td>
</tr>
<tr>
<td>Clerks, Accounting, Class B</td>
<td>245</td>
<td>38.5</td>
<td>81.50</td>
<td>80.50 - 92.00</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>75</td>
<td>38.5</td>
<td>88.00</td>
<td>91.00 - 100.00</td>
</tr>
<tr>
<td>Nonmanufacturing</td>
<td>170</td>
<td>38.5</td>
<td>78.50</td>
<td>76.00 - 89.50</td>
</tr>
<tr>
<td>Public Utilities</td>
<td>33</td>
<td>39.5</td>
<td>80.50</td>
<td>84.00 - 94.50</td>
</tr>
<tr>
<td>Clerks, File, Class C, Nonmanufacturing</td>
<td>59</td>
<td>38.0</td>
<td>68.50</td>
<td>64.50 - 73.50</td>
</tr>
<tr>
<td>Clerks, Payroll</td>
<td>47</td>
<td>39.0</td>
<td>88.00</td>
<td>85.00 - 99.00</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>21</td>
<td>40.0</td>
<td>87.00</td>
<td>84.00 - 99.00</td>
</tr>
<tr>
<td>Nonmanufacturing</td>
<td>26</td>
<td>38.5</td>
<td>89.00</td>
<td>91.00 - 100.00</td>
</tr>
<tr>
<td>Keypunch Operators, Class A</td>
<td>48</td>
<td>39.0</td>
<td>91.50</td>
<td>86.00 - 109.00</td>
</tr>
<tr>
<td>Keypunch Operators, Class B</td>
<td>83</td>
<td>38.0</td>
<td>73.50</td>
<td>73.00 - 79.50</td>
</tr>
<tr>
<td>Nonmanufacturing</td>
<td>70</td>
<td>38.0</td>
<td>72.50</td>
<td>71.00 - 77.50</td>
</tr>
<tr>
<td>Secretaries, Class A</td>
<td>215</td>
<td>38.5</td>
<td>95.50</td>
<td>92.50 - 106.50</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>52</td>
<td>39.5</td>
<td>104.50</td>
<td>105.50 - 117.50</td>
</tr>
<tr>
<td>Nonmanufacturing</td>
<td>163</td>
<td>38.5</td>
<td>93.00</td>
<td>89.00 - 101.50</td>
</tr>
<tr>
<td>Public Utilities</td>
<td>28</td>
<td>39.5</td>
<td>106.50</td>
<td>109.00 - 139.00</td>
</tr>
<tr>
<td>Secretaries, Class B</td>
<td>15</td>
<td>38.5</td>
<td>112.50</td>
<td>110.00 - 120.00</td>
</tr>
<tr>
<td>Nonmanufacturing</td>
<td>75</td>
<td>38.5</td>
<td>100.50</td>
<td>96.50 - 107.50</td>
</tr>
<tr>
<td>Nonmanufacturing</td>
<td>62</td>
<td>38.5</td>
<td>98.50</td>
<td>95.00 - 106.00</td>
</tr>
</tbody>
</table>

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, Portland, Maine, November 1968)

<table>
<thead>
<tr>
<th>Sex, occupation, and industry division</th>
<th>Number of workers</th>
<th>Weekly earnings (standard)</th>
<th>Number of workers receiving straight-time weekly earnings of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Average</td>
<td>Median</td>
</tr>
<tr>
<td>WOMEN - CONTINUED</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>SECRETARIES 1 - CONTINUED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECRETARIES, CLASS C</td>
<td>35</td>
<td>99.50</td>
<td>203.50</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>20</td>
<td>40.00</td>
<td>111.50</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>15</td>
<td>38.00</td>
<td>84.00</td>
</tr>
<tr>
<td>SECRETARIES, CLASS D</td>
<td>87</td>
<td>38.50</td>
<td>87.00</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>18</td>
<td>39.00</td>
<td>93.50</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>69</td>
<td>38.50</td>
<td>85.50</td>
</tr>
<tr>
<td>STENOGRAPHERS, GENERAL</td>
<td>79</td>
<td>39.00</td>
<td>83.00</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>19</td>
<td>40.00</td>
<td>82.00</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>60</td>
<td>38.50</td>
<td>83.50</td>
</tr>
<tr>
<td>STENOGRAPHERS, SENIOR</td>
<td>23</td>
<td>38.50</td>
<td>95.00</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>19</td>
<td>38.50</td>
<td>94.50</td>
</tr>
<tr>
<td>SWITCHBOARD OPERATORS, CLASS B</td>
<td>44</td>
<td>39.00</td>
<td>78.50</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>39</td>
<td>39.00</td>
<td>84.00</td>
</tr>
<tr>
<td>SWITCHBOARD OPERATOR-RECEPTIONISTS</td>
<td>42</td>
<td>39.00</td>
<td>80.50</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>28</td>
<td>39.00</td>
<td>81.50</td>
</tr>
<tr>
<td>TRANSCRIBING-MACHINE OPERATORS, GENERAL</td>
<td>22</td>
<td>38.50</td>
<td>80.50</td>
</tr>
<tr>
<td>TYPISTS, CLASS B</td>
<td>154</td>
<td>38.00</td>
<td>71.50</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>135</td>
<td>38.00</td>
<td>71.00</td>
</tr>
<tr>
<td>PUBLIC UTILITIES</td>
<td>21</td>
<td>39.50</td>
<td>72.50</td>
</tr>
</tbody>
</table>

1 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.
2 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.
3 Workers were distributed as follows: 1 at $155 to $160; and 6 at $160 to $165.
4 Transportation, communication, and other public utilities.
5 May include workers other than those presented separately.
### Table A-2. Professional and Technical Occupations—Women

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Portland, Maine, November 1968)

<table>
<thead>
<tr>
<th>Sex, occupation, and industry division</th>
<th>Number of workers</th>
<th>Average weekly hours (standard)</th>
<th>Average weekly earnings (standard)</th>
<th>Number of workers receiving straight-time weekly earnings of—</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$95  $90  $95  $100  $105  $110  $115  $120  $125  $130  $135  $140  $145  $150  $155</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15  15  15  15  15  15  15  15  15  15  15  15  15  15  15  15  15</td>
</tr>
<tr>
<td>NURSES, INDUSTRIAL (REGISTERED) ---</td>
<td>15</td>
<td>40.0</td>
<td>109.00</td>
<td>107.50 101.50-120.00 2 1 3 4 1 1 1 1 1 1 1 1 1 1 1</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>15</td>
<td>40.0</td>
<td>109.00</td>
<td>107.50 101.50-120.00 2 1 3 4 1 1 1 1 1 1 1 1 1 1 1</td>
</tr>
</tbody>
</table>

1 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.
2 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, Portland, Maine, November 1968)

<table>
<thead>
<tr>
<th>Occupation and industry division</th>
<th>Number of workers</th>
<th>Average weekly hours (standard)</th>
<th>Average weekly earnings (standard)</th>
<th>Occupation and industry division</th>
<th>Number of workers</th>
<th>Average weekly hours (standard)</th>
<th>Average weekly earnings (standard)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE OCCUPATIONS</td>
<td></td>
<td></td>
<td></td>
<td>OFFICE OCCUPATIONS — CONTINUED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BILLERS, MACHINE (BILLING)</td>
<td>21</td>
<td>37.5</td>
<td>50.5</td>
<td>CLERKS, PAYROLL</td>
<td>58</td>
<td>39.0</td>
<td>96.0</td>
</tr>
<tr>
<td>MACHINE</td>
<td>18</td>
<td>37.5</td>
<td>70.0</td>
<td>MANUFACTURING</td>
<td>26</td>
<td>40.0</td>
<td>93.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NONMANUFACTURING</td>
<td>32</td>
<td>38.5</td>
<td>95.5</td>
</tr>
<tr>
<td>BILLERS, MACHINE (BOOKKEEPING)</td>
<td>17</td>
<td>40.0</td>
<td>75.5</td>
<td>KEYPUNCH OPERATORS, CLASS A</td>
<td>48</td>
<td>39.0</td>
<td>91.5</td>
</tr>
<tr>
<td>MACHINE</td>
<td>15</td>
<td>39.5</td>
<td>92.0</td>
<td>KEYPUNCH OPERATORS, CLASS B</td>
<td>83</td>
<td>38.0</td>
<td>72.0</td>
</tr>
<tr>
<td>BOOKKEEPING-MACHINE OPERATORS,</td>
<td>15</td>
<td>39.5</td>
<td>92.0</td>
<td>OFFICE BOYS AND GIRLS</td>
<td>70</td>
<td>38.0</td>
<td>72.0</td>
</tr>
<tr>
<td>CLASS A</td>
<td></td>
<td></td>
<td></td>
<td>NONMANUFACTURING</td>
<td>48</td>
<td>39.0</td>
<td>91.5</td>
</tr>
<tr>
<td>BOOKKEEPING-MACHINE OPERATORS,</td>
<td>52</td>
<td>39.5</td>
<td>79.0</td>
<td>KEYPUNCH OPERATORS, CLASS A</td>
<td>83</td>
<td>38.0</td>
<td>72.0</td>
</tr>
<tr>
<td>CLASS B</td>
<td>40</td>
<td>39.5</td>
<td>80.5</td>
<td>KEYPUNCH OPERATORS, CLASS B</td>
<td>70</td>
<td>38.0</td>
<td>72.0</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>183</td>
<td>38.5</td>
<td>106.5</td>
<td>OFFICE BOYS AND GIRLS</td>
<td>27</td>
<td>39.0</td>
<td>74.0</td>
</tr>
<tr>
<td>ACCOUNTING, CLASS A</td>
<td>47</td>
<td>39.5</td>
<td>116.0</td>
<td>NONMANUFACTURING</td>
<td>22</td>
<td>39.0</td>
<td>74.0</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>116</td>
<td>39.5</td>
<td>116.0</td>
<td>PUBLIC UTILITIES</td>
<td>22</td>
<td>39.0</td>
<td>74.0</td>
</tr>
<tr>
<td></td>
<td>136</td>
<td>38.5</td>
<td>103.0</td>
<td>SECRETARIES</td>
<td>28</td>
<td>39.5</td>
<td>106.5</td>
</tr>
<tr>
<td>ACCOUNTING, CLASS B</td>
<td>293</td>
<td>39.0</td>
<td>86.5</td>
<td>PUBLIC UTILITIES</td>
<td>15</td>
<td>38.5</td>
<td>112.5</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>82</td>
<td>39.5</td>
<td>88.0</td>
<td>SECRETARIES</td>
<td>15</td>
<td>38.5</td>
<td>112.5</td>
</tr>
<tr>
<td></td>
<td>211</td>
<td>38.5</td>
<td>85.5</td>
<td>CLASS A</td>
<td>75</td>
<td>38.5</td>
<td>100.5</td>
</tr>
<tr>
<td>PUBLIC UTILITIES</td>
<td>63</td>
<td>39.5</td>
<td>107.0</td>
<td>SECRETARIES</td>
<td>75</td>
<td>38.5</td>
<td>100.5</td>
</tr>
<tr>
<td></td>
<td>59</td>
<td>39.0</td>
<td>68.5</td>
<td>CLASS B</td>
<td>62</td>
<td>38.5</td>
<td>98.5</td>
</tr>
<tr>
<td>CLERKS, FILE, CLASS C</td>
<td>45</td>
<td>37.0</td>
<td>64.0</td>
<td>SECRETARIES</td>
<td>15</td>
<td>38.5</td>
<td>84.0</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td></td>
<td></td>
<td></td>
<td>CLASS C</td>
<td>15</td>
<td>38.5</td>
<td>84.0</td>
</tr>
<tr>
<td>CLERKS, ORDER</td>
<td>45</td>
<td>39.5</td>
<td>82.0</td>
<td>MANUFACTURING</td>
<td>18</td>
<td>39.0</td>
<td>93.0</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>40</td>
<td>39.5</td>
<td>80.0</td>
<td>SECRETARIES</td>
<td>15</td>
<td>38.5</td>
<td>84.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CLASS C</td>
<td>40</td>
<td>39.0</td>
<td>84.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CLASS D</td>
<td>69</td>
<td>38.5</td>
<td>85.0</td>
</tr>
</tbody>
</table>

1 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.
2 Transportation, communication, and other public utilities.
3 May include workers other than those presented separately.
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, Portland, Maine, November 1968)

<table>
<thead>
<tr>
<th>Occupation and industry division</th>
<th>Hourly earnings</th>
<th>Number of workers receiving straight-time hourly earnings of—</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mean Median</td>
<td>$ 2.10 $ 2.20 $ 2.30 $ 2.40 $ 2.50 $ 2.60 $ 2.70 $ 2.80</td>
</tr>
<tr>
<td>ELECTRICIANS, MAINTENANCE ------</td>
<td>3.20 3.09 2.79</td>
<td>3.59</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>25 23 22 21</td>
<td>2.01 2.39 2.78 3.10</td>
</tr>
<tr>
<td>FIREFIGHTERS, STATIONARY BOILER</td>
<td>2.50 2.59 2.00</td>
<td>2.88</td>
</tr>
<tr>
<td>HELPERS, MAINTENANCE TRADES</td>
<td>2.40 2.35 2.22</td>
<td>2.76</td>
</tr>
<tr>
<td>MACHINISTS, MAINTENANCE --------</td>
<td>3.71 3.05 3.01</td>
<td>3.89</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>20 20 19 18</td>
<td>3.71 3.05 3.01 3.89</td>
</tr>
<tr>
<td>MECHANICS, AUTOMOTIVE (MAINTENANCE)</td>
<td>2.86 2.89 2.70</td>
<td>2.90 3.10</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>28 27 26 25</td>
<td>2.00 2.35 2.78 3.13</td>
</tr>
<tr>
<td>PUBLIC UTILITIES</td>
<td>70 69 68 67</td>
<td>2.80 2.85 2.39 3.13</td>
</tr>
<tr>
<td>TOOLS AND DIE MAKERS (MANUFACTURING)</td>
<td>3.19 3.09 2.79</td>
<td>3.70 3.10</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>93 92 91 90</td>
<td>2.00 2.08 2.78 3.73</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>78 77 76 75</td>
<td>3.22 3.08 2.78 3.73</td>
</tr>
<tr>
<td>TOOL AND DIE MAKERS (MANUFACTURING)</td>
<td>3.19 3.08 3.00</td>
<td>3.26 3.26</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>59 58 57 56</td>
<td>3.19 3.08 3.00 3.26</td>
</tr>
</tbody>
</table>

1 Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.
2 For definition of terms, see footnote 2, table A-1.
3 All workers were at $1.80 to $1.90.
4 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, Portland, Maine, November 1968)

<table>
<thead>
<tr>
<th>Occupation and industry division</th>
<th>Number of workers</th>
<th>Number of workers receiving straight-time hourly earnings of—</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$1.40 $1.50 $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 $3.50 $3.60</td>
</tr>
<tr>
<td></td>
<td>Mean</td>
<td>Median</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>GUARDS AND WATCHMEN</strong></td>
<td>64</td>
<td>2.29</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>23</td>
<td>2.28</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>40</td>
<td>2.30</td>
</tr>
<tr>
<td><strong>JANITORS, PORTERS, AND CLEANERS</strong></td>
<td>233</td>
<td>2.17</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>140</td>
<td>2.28</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>63</td>
<td>1.89</td>
</tr>
<tr>
<td><strong>PACKERS, SHIPING</strong></td>
<td>67</td>
<td>2.44</td>
</tr>
<tr>
<td><strong>MANUFACTURING</strong></td>
<td>147</td>
<td>2.28</td>
</tr>
<tr>
<td><strong>RECEIVING CLERKS</strong></td>
<td>81</td>
<td>1.89</td>
</tr>
<tr>
<td><strong>SHIPPING CLERKS</strong></td>
<td>17</td>
<td>2.44</td>
</tr>
<tr>
<td><strong>ORDER FILLERS</strong></td>
<td>63</td>
<td>2.28</td>
</tr>
<tr>
<td><strong>PACKERS, SHIPING (WOMEN)</strong></td>
<td>80</td>
<td>2.22</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>43</td>
<td>2.20</td>
</tr>
<tr>
<td>RECEIVING CLERKS</td>
<td>50</td>
<td>2.27</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>57</td>
<td>2.72</td>
</tr>
<tr>
<td><strong>SHIPING AND RECEIVING CLERKS</strong></td>
<td>19</td>
<td>2.41</td>
</tr>
<tr>
<td><strong>MANUFACTURING</strong></td>
<td>30</td>
<td>2.29</td>
</tr>
<tr>
<td><strong>TRUCKDRIVERS</strong></td>
<td>35</td>
<td>2.78</td>
</tr>
<tr>
<td>PUBLIC UTILITIES</td>
<td>137</td>
<td>2.43</td>
</tr>
<tr>
<td><strong>TRUCKDRIVERS, LIGHT UNDER 1/2 TONS</strong></td>
<td>34</td>
<td>2.71</td>
</tr>
<tr>
<td><strong>TRUCKDRIVERS, MEDIUM (1/2 TO AND INCLUDING 4 TONS)</strong></td>
<td>109</td>
<td>2.11</td>
</tr>
<tr>
<td><strong>TRUCKDRIVERS, HEAVY (OVER 4 TONS, TRAILER TYPE)</strong></td>
<td>357</td>
<td>2.93</td>
</tr>
<tr>
<td><strong>TRUCKDRIVERS, HEAVY (OVER 4 TONS, PUBLIC UTILITIES)</strong></td>
<td>166</td>
<td>2.90</td>
</tr>
<tr>
<td><strong>TRUCKDRIVERS, HEAVY (OVER 4 TONS, OTHER THAN TRAILER TYPE)</strong></td>
<td>133</td>
<td>2.96</td>
</tr>
<tr>
<td><strong>TRUCKERS, POWER (FOKLFIT)</strong></td>
<td>99</td>
<td>2.50</td>
</tr>
</tbody>
</table>

1 Data limited to men workers except where otherwise indicated.
2 Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.
3 For definition of terms, see footnote 2, table A-1.
4 Transportation, communication, and other public utilities.
5 Includes all drivers, as defined, regardless of size and type of truck operated.
The primary purpose of preparing job descriptions for the Bureau's wage surveys is to assist its field staff in classifying appropriate occupations so that by the use of 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 interestability 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.

### Appendix. Occupational Descriptions

**CLERK, 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 operators, are classified by type of machine, as follows:

**Biller, machine (billing machine).** Uses a special billing machine (Moon Hopkins, 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 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**

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 operators, are classified by type of machine, as follows:

**Biller, machine (billing machine).** Uses a special billing machine (Moon Hopkins, 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 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.

### 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 record 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 accounting. 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 requiring 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 register; reconciling bank accounts; and posting subsidiary ledgers controlled by general ledgers, or posting calculated 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 be included; filling the order; preparing 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 sheet. 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, wages earned, 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.
SECRECY—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 organisational segment (e.g., a middle management supervisory) of an individual company that employs, in all, over 5,000 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 seven to nine employees and is usually divided into organizational segments which are further subdivided. In some companies, this level includes a wide range of organisational 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 organisational unit (e.g., fewer than about 25 to 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: Works 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, organisation, policies, procedures, files, work methods, etc. Uses this knowledge in performing stenographic duties and responsible clerical tasks such as, maintaining follow-up 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 outgoing calls. Performs full telephone information service or similar routine clerical tasks, 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 outgoing calls. May handle routine long distance calls and record tolls. May perform limited telephone information service. ("Limited" telephone information service occurs when 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.

DRAFTSMAN—Continued

Class A. Plans the graphic presentation of complex items having distinctive design features that differ significantly from established drafting precedents. Works in close coop­er­ation 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 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 B. Performs one or more of the following: Typing material in final form when it involves combing 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 space. May type routine form letters varying details to suit circumstances.

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.

Carpenter, Maintenance—Continued

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 tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires sound 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, repair, or replacement 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 the various types of electrical equipment such as generators, transformers, switchboards, substations, switches, 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; working standard computations relating to load requirements and 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 and 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, such as stationary steam, oil, or gas; or 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.

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, fitting, and holding materials and tools and cleaning working areas; and in other trades the helper performs 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 laying out of the work; interpreting blueprints or other specifications; using a variety of handtools and rigging; making standard shop computations relating to stresses, strengths 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 work of the maintenance machine operator requires rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

PAINTER, MAINTENANCE

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

PIPERFITTER, 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 and cutting and forming pipe from drawings or other cutting 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 piperfitter 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.

MECHANIC, AUTOMOTIVE (MAINTENANCE)—Continued

Repairs machinery or mechanical equipment of an establishment. Work involves most of the following: Diagnosing trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of handtools and other small or lightweight tools and equipment; 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 part for the production of a replacement part 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 a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duty is to correct defects in the engine or mechanical parts of the automobile at a service station.

MECHANIC, AUTOMOTIVE (MAINTENANCE)

Repairs automobiles, buses, motor trucks, and tractors of an establishment. Work involves most of the following: Examining automotive equipment to diagnose source of trouble; dismantling and disassembling parts and performing repairs that mainly involve the use of handtools and other small or lightweight tools and equipment; 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 part for the production of a replacement part or for the production of parts ordered from machine shop; reassembling machines; and making all necessary adjustments for operation. In general, the work of the maintenance mechanic requires a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duty is to correct defects in the engine or mechanical parts of the automobile at a service station.
SH EET-M Eタル 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—Continued

using a variety of tool and die maker's handtools and precision measuring instruments; understanding 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

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. 

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.)

- Trucker, power
- Trucker, power (forklift)
- Trucker, power (other than forklift)
- Truckdriver, heavy (over 4 tons, other than trailer type)
- Truckdriver, medium (1 1/2 to and including 4 tons)
- Truckdriver, light (under 1 1/2 tons)
- Truckdriver (combination of sizes listed separately)

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

- Trucker, power (forklift)
- Trucker, power (other than forklift)
Available On Request—

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

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.

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<td>New Orleans, La., Feb. 1968</td>
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<td>Tampa—St. Petersburg, Fla., Aug. 1968</td>
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<td>Los Angeles—Long Beach and Anaheim—Santa Ana</td>
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<td>Trenton, N. J., Dec. 1967</td>
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<td>Midland and Odessa, Tex., June 1968</td>
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<td>York, Pa., Feb. 1968</td>
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1 Data on establishment practices and supplementary wage provisions are also presented.