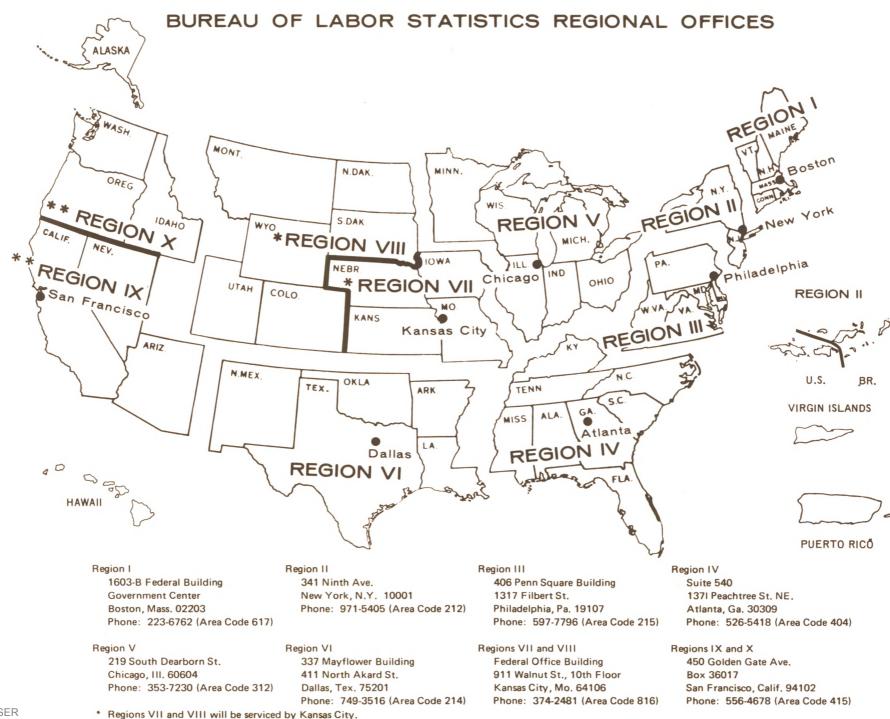


AREA WAGE SURVEY

The Atlanta, Georgia, Metropolitan Area, May 1970

Bulletin 1660-76



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U.S. DEPARTMENT OF LABOR

J. D. Hodgson, Secretary

BUREAU OF LABOR STATISTICS Geoffrey H. Moore, Commissioner

AREA WAGE SURVEY

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August 1970

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, two summary bulletins are issued. The first brings data for each of the

metropolitan areas studied into one bulletin. The second 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 Atlanta, Ga., in May 1970. The Standard Metropolitan Statistical Area, as defined by the Bureau of the Budget through January 1968, consists of Clayton, Cobb, DeKalb, Fulton, and Gwinnett Counties. This study was conducted by the Bureau's regional office in Atlanta, Ga., 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.)

Current reports on occupational earnings and supplementary wage provisions in the Atlanta area are also available for hospitals (March 1969) and auto dealer repair shops (August 1969). Union scales, indicative of prevailing pay levels, are available for building construction; printing; local-transit operating employees; and motortruck drivers, helpers, and allied occupations.

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

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

Occupations and Earnings

The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries, and are of the following types: (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 payfor 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

Information is presented (in the B-series tables) on selected establishment practices and supplementary wage provisions as they relate to plant and office workers. Administrative, executive, and professional employees, and construction workers who are utilized as a separate work force are excluded. "Plant workers" include

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 78 areas at the request of the Wage and Hour and Public Contracts Divisions of the U.S. Department of Labor.

working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. "Office workers" include working supervisors and nonsupervisory workers performing clerical or related functions. Cafeteria workers and routemen are excluded in manufacturing industries, but included in nonmanufacturing industries.

Minimum entrance salaries for women office workers (table B-1) relate only to the establishments visited. Because of the optimum sampling techniques used, and the probability that large establishments are more likely to have formal entrance rates for workers above the subclerical level than small establishments, the table is more-representative of policies in medium and large establishments.

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

The scheduled weekly hours (table B-3) of a majority of the first-shift workers in an establishment are tabulated as applying to all of the plant or office workers of that establishment. Scheduled weekly hours are those which full-time employees were expected to work, whether they were paid for at straight-time or overtime rates.

Paid holidays; paid vacations; health, insurance, and pension plans; and frequency of wage payment (tables B-4 through B-7) are treated statistically on the basis that these are applicable to all plant or office workers if a majority of such workers are eligible or may eventually qualify for the practices listed. Sums of individual items in tables B-2 through B-7 may not equal totals because of rounding.

Data on paid holidays (table B-4) are limited to data on holidays granted annually on a formal basis; i.e., (1) are provided for in written form, or (2) have been established by custom. Holidays ordinarily granted are included even though they may fall on a non-workday and the worker is not granted another day off. The first

part of the paid holidays table presents the number of whole and half holidays actually granted. The second part combines whole and half holidays to show total holiday time.

The summary of vacation plans (table B-5) is limited to a statistical measure of vacation provisions. It is not intended as a measure of the proportion of workers actually receiving specific benefits. Provisions of an establishment for all lengths of service were tabulated as applying to all plant or office workers of the establishment, regardless of length of service. Provisions for payment on other than a time basis were converted to a time basis; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay. Estimates exclude vacation-savings plans and those which offer "extended" or "sabbatical" benefits beyond basic plans to workers with qualifying lengths of service. Typical of such exclusions are plans in the steel, aluminum, and can industries.

Data on health, insurance, and pension plans (table B-6) include those plans for which the employer pays at least a part of the cost. Such plans include those underwritten by a commercial insurance company and those provided through a union fund or paid directly by the employer out of current operating funds or from a fund set aside for this purpose. An establishment was considered to have a plan if the majority of employees was eligible to be covered under the plan, even if less than a majority elected to participate because employees were required to contribute toward the cost of the plan. Legally required plans, such as workmen's compensation, social security, and railroad retirement were excluded.

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured during illness or accident disability. Information is presented for all such plans to which the employer contributes. However, in New York and New Jersey, which have enacted temporary disability insurance laws which require employer contributions, 3 plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceed the requirements of the law. Tabulations of paid sick leave plans are limited to formal plans 4 which provide full pay or a proportion of the worker's pay during absence from work because of illness. Separate tabulations are presented according to (1) plans which provide full pay and no waiting period, and (2) plans which provide either partial pay or a waiting period. In addition to the presentation of the proportions of workers who are provided sickness and accident insurance or paid sick leave, an unduplicated total is shown of workers who receive either or both types of benefits.

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

 $^{^3}$ The temporary disability laws in California and Rhode Island do not require employer contributions.

⁴ An establishment was considered as having a formal plan if it established at least the minimum number of days of sick leave available to each employee. Such a plan need not be written, but informal sick leave allowances, determined on an individual basis, were excluded.

Major medical insurance includes those plans which are designed to protect employees in case of sickness and injury involving expenses beyond the coverage of basic hospitalization, medical, and surgical plans. Medical insurance refers to plans providing for complete or partial payment of doctors' fees. Such plans may be underwritten by commercial insurance companies or nonprofit organizations or they may be paid for by the employer out of a fund set aside for this purpose. Tabulations of retirement pension plans are limited to those plans that provide regular payments for the remainder of the worker's life.

Method of wage determination (table B-7) relates to basic types of rate structure for workers paid under various time and incentive systems. Under a single rate structure the same rate is paid to all experienced workers in the same job classification. An individual worker occasionally may be paid above or below the single rate

for special reasons, but such payments are exceptions. A range-ofrates plan specifies the minimum and/or maximum rate paid experienced workers for the same job. Information also is provided on the method of progression through the range. In the absence of a formal rate structure, the qualifications of the individual worker determine the pay rate. Information on types of incentive plans is provided only for plant workers because of the low incidence of such plans for office workers. Under a piecework system, a predetermined rate is paid for each unit of output. Production bonuses are based on production over a quota or completion of a job in less than standard time. Compensation on a commission basis represents payments based on a percentage of value of sales, or on a combination of a stated salary plus a percentage.

Data on frequency of wage payment also are provided in table B-7.

Table 1. Establishments and Workers Within Scope of Survey and Number Studied in Atlanta, Ga., 1 by Major Industry Division, 2 May 1970

	Minimum	Number of est	ablishments		Wo	rkers in establishme	ents	
	employment in establish-				Within sco	pe of study		
Industry division	ments in scope	Within scope of study 3	Studied	Tot	al4	Di .	0.00	Studied
	of study			Number	Percent	Plant	Office	Total ⁴
All establishments								
All divisions	-	1,224	257	304,974	100	180,335	65,214	177,086
Manufacturing	50	369	76	113, 392	37	79,353	14,358	70,391
Nonmanufacturing	-	855	181	191,582	63	100,982	50,856	106,695
Transportation, communication, and					100000000000000000000000000000000000000			
Transportation, communication, and other public utilities 5	50	98	33	50,079	16	27,417	9,607	39,353
Wholesale trade	50	226	37	30, 251	10	13,864	9,600	8,961
Retail trade	50	233	41	57,468	19	43,132	8,488	32,590
Finance, insurance, and real estate Services 7	50	128	31	26,912	9	61,067	18,068	14,316
Services '	50	170	39	26,872	9	(8)	(8)	11,475
Large establishments								
All divisions		74	63	149,131	100	89,220	31,554	139,953
Manufacturing	500	24	19	62, 275	42	42,805	7.924	58, 335
Nonmanufacturing	-	50	44	86,856	58	46,415	23,630	81,618
							1 2 2 4 7 7 7	
Transportation, communication, and other public utilities 5	500	18	16	36,936	25	19,862	7,773	35,666
Wholesale trade	500	3	3	2,934	2	604	1,370	2,934
Retail trade	500	17	13	31,703	21	22,884	5,844	27,735
Finance, insurance, and real estate	500	8	8	9,935	7	1	7,520	9,935
Services 7	500	4	4	5,348	3	(8)	(8)	5,348

1 The Atlanta Standard Metropolitan Statistical Area, as defined by the Bureau of the Budget through January 1968, consists of Clayton, Cobb, DeKalb, Fulton, and Gwinnett 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.

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

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.

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

5 Taxicabs and services incidental to water transportation were excluded.

6 Estimate relates to real estate establishments only. Workers from the entire industry division are represented in the Series A tables, but from the real estate portion only in "all industry" estimates in the Series B tables.

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.

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

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

Industry groups Specific industries Aircraft and parts __ Transportation equipment _____ 36 Food and kindred products _____ 11 Motor vehicles and Apparel and other textile equipment _____ products _____Paper and allied products ____ Printing and publishing Textile mill 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 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. 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 constant weight based on its proportionate employment in the occupational group. 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 Clerks, accounting, classes A and B Clerks, file, classes A, B, and C Clerks, order Clerks, payroll Comptometer operators Keypunch operators, classes A and B

Office boys and girls

Continued
Secretaries
Stenographers, general
Stenographers, senior
Switchboard operators, classes
A and B
Tabulating-machine operators,
class B
Typists, classes A and B

Industrial nurses (men and women): Nurses, industrial (registered)

Mechanics
Mechanics (automotive)
Painters
Pipefitters
Tool and die makers
Unskilled plant (men):

Janitors, porters, and cleaners

Laborers, material handling

Carpenters

Machinists

Electricians

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 Atlanta, Ga., May 1970 and May 1969, and Percents of Increase for Selected Periods

		All in	dustries			Manufa	acturing	
Period	Office clerical (men and women)	Industrial nurses (men and women)	Skilled maintenance trades (men)	Unskilled plant workers (men)	Office clerical (men and women)	Industrial nurses (men and women)	Skilled maintenance trades (men)	Unskilled plant workers (men)
				Indexes (Ma	ay 1967=100)			
May 1970 May 1969		126.0 116.5	122.4 113.0	124.5 115.2	116.4 110.1	124.1 118.6	119.7 112.7	123.7 112.6
				Indexes (Ma	ay 1961=100)			
May 1970 May 1967	149.9 126.9	160.5 127.4	154.1 125.9	158.0 126.9	145.6 125.1	157.0 126.5	149.3 124.7	157.8 127.6
	1			Percents	of increase			
May 1969 to May 1970	5.5 5.0 5.7 4.3 	8.2 10.2 5.8 4.3 3.1 4.7 4.9 3.0 4.7 1.1	8.3 5.3 7.3 4.6 3.6 4.6 3.5 3.0 4.1	8.1 4.9 9.8 8.7 .9 4.7 1.5 2.3 6.4 2.7	5.7 5.8 4.1 5.3 3.4 4.0 2.7 3.1 4.4 2.9	4.7 11.1 6.7 4.5 3.0 4.4 3 2 2.8 6.0 1.5	6.2 5.5 6.8 5.2 3.2 4.6 2.8 3.3 3.5	9.9 5.6 6.6 7.1 2.3 6.5 1.3 .3 7.6 4.1

NOTE: Previously published indexes for the Atlanta area used May 1961 as the base period. They can be converted to the new base period by dividing them by the corresponding index numbers for May 1967 on the May 1961 base period as shown in the table. (The result should be multiplied by 100.)

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, Atlanta, Ga., May 1970)

					earnings ¹ ndard)					N	lumbe	r of w	orkers	recei	iving	straigl	ht-tim	e wee	kly ea	rnings	of—					
Sex, occupation, and industry division	Number of workers	Average weekly hours 1 (standard)	Mean ²	Median 2	Middle range ²	Under	\$ 65															160				2
		(standard)				65	under 70	75	80	85	90	95	100	105	110	115	120	130	140	150	160	170	180	190	200	0
MEN			¢	\$	s s																					
ERKS, ACCOUNTING, CLASS A				143.00	129.00-163.50		-	-	-	-	-	1	2	5	6	7	18	63	60	65	37	49	29	14	8	
MANUFACTURING	74 297				128.00-173.00 129.00-157.50		_	-	_	-	-	1	2	2	6	6	16	18	58		7 30	16	15 14	7		
PUBLIC UTILITIES3	44	40.0	159.50	149.50	137.50-191.50	-	_	_	_	-	_	-	-	_	-	1	-	-	14		4	1	3	1		
WHOLESALE TRADE	181	40.0	145.50	144.00	130.00-159.00	-	-	-	-	-	-	-	-	-	2	1	8	34	28	40	26	24	11	6	-	
ERKS, ACCOUNTING, CLASS B					108.50-133.00		-	-	-	2	1	1	17	14	46	33	30	45	35	18	5	11	6	-	-	
NONMANUFACTURING	234				109.00-135.50 122.50-143.00		_	_	_	2	_	1	10	14	42	33	16	42 10	35	18	5	6	6	_	_	
WHOLESALE TRADE		39.5	120.00	115.00	108.00-131.00	-	-	-	-	-	-	-	4	9	38	22	15	20	20	7	5	4	1	-	-	
LERKS, ORDER	354				108.00-150.00		-	-	-	-	2		5	40	21	34	18	53	39	24	43	19	24	1	1	
MANUFACTURING	51 303				110.00-158.50		-	-	-	-	2	30	5	36	12	34	15	12	39	20	8 35	17	17	1	1	
WHOLESALE TRADE	279				104.50-143.50		-	-	-	-	2	30	5	36	12	34	15	41	27		23	17	17	-	-	
FFICE BOYS	381			88.00			_	16	41	98	56	47	38	41	14	6	8	7	8	1	-	-	-	-	-	
MANUFACTURING							-		-	15	9	15	15	2	5	-	8	7	- 8	1	-	-	-	-	-	
NONMANUFACTURING PUBLIC UTILITIES3	312 43		90.00		81.50- 98.50 88.50-129.00		_	16	41	83	47	32	23	39	9	6	_	6	8		_	_	_	_	_	
WHOLESALE TRADE	109	40.0	86.50	84.00	81.00- 97.50	-	-	2	13	53	4	10	-	27	-	-	-	-	-	-	-	-	-	-	-	
FINANCE4	93	37.5	85.50	87.00	80.00- 91.50	-	-	12	12	9	32	18	3	5	-	1	-	1	-	-	-	-	-	-	-	
ABULATING-MACHINE OPERATORS:	70	30.5	155 00	110 50	1/2 50 171 50													8	5	27		2	14		2	
NONMANUFACTURING	54				142.50-171.50 140.50-151.00		-	_	=	-	_	-	_	_	_	_	-	8	5	27 27	6	2	14	-	3	
ABULATING-MACHINE OPERATORS,																										
NONMANUFACTURING	177				111.00-134.50		-	-	1	1	5	9	1	7	17	16	29 29	31	32		8	2	6	1	_	
							_	_	1	1	,	9	1			10	29	31			,					
NONMANUFACTURING	81				107.50-140.00		_	-	_	_	-	_	-	2	36 36	1	-	_	22			2	_		_	
PUBLIC UTILITIES3	80				107.50-140.50		-	-	-	-	-	-	-	2	36	-	-	-	22		-	2	-	-	-	
WOMEN																										
BILLERS, MACHINE (BILLING	1																. 1									
MACHINE)	85 76		99.00		87.00-104.00 85.00-104.00		_	_	_	20	4	14	14	15 13	2	2	4	2	_	_	6	-	-	_	_	
ILLERS, MACHINE (BOOKKEEPING																										
MACHINE)	85			101.00			2	7	2	17	2	5	5	12	15	6	12	-	-	-	-	-	-	-	-	
NONMANUFACTURING	53	39.5	95.50	100.50	81.00-113.00	-	2	7	2	10	2	1	2	11	-	6	10	-	-	-	-	-	_	-	-	
OOKKEEPING-MACHINE OPERATORS,	120	30.5	107.00	102.00	07 50 130 50					,	,	9	39	27	3	0	1	22	3		2	_	_	_	1	
NONMANUFACTURING	120			101.50			_	_	_	1	1	7	39	25	3	8	1	22	1	4	1	_	-	-	_	
OOKKEEPING-MACHINE OPERATORS,																										
CLASS B	255			101.00			2	2	6	6	22	48	33	45	23	18	23	15	11		-	-	-	-	-	
MANUFACTURING	113			100.50				2	4 2	5	18	15 33	26	28	10	10	19	15				_	_	_	_	
WHOLESALE TRADE	53			115.50		1	_	-	_	_	-	12	3	7	2	1	16	12		-	-	-	-	-	-	

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

					earnings ¹ ndard)										-	-		ne wee		-						
$\ensuremath{Sex},$ occupation, and industry division	Number of workers	Average weekly hours 1 (standard)	Mean ²	Median ²	Middle range ²	Under	and under	70	75 -	80	85	90	95	100	105	110	115	120 - 130	130	140	150	160	170	180	190	a
WOMEN - CONTINUED																										
CLERKS, ACCOUNTING, CLASS A MANUFACTURING	199 611 121	39.5 39.5 38.5 40.0 40.5	131.50 124.50 146.50 129.50 111.00	130.50 122.50 144.50 128.00 110.00	\$ 106.00-143.00 110.00-154.00 105.50-141.50 124.50-157.50 115.50-145.50 98.00-123.50 100.00-124.50	-				1 - 1 - 1	-	47 18 29 - - 21 8	59 5 54 - 2 30 19	80 20 60 - 14 20 25	53 7 46 - 17 14 13	47 17 30 1 7 17	52 10 42 3 8 18 13	22 111 28 37	100 36 64 3 25 16	84 6 78 37 21 4	65 16 49 23 22 2	26 20 6 3 3	39 13 26 20 6	15 8 7 - 3	4 1 3 3 - -	
LERKS, ACCOUNTING, CLASS B MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES ³ WHOLESALE TRADE RETAIL TRADE FINANCE ⁴	397 1,943 424	39.5 39.0 38.5 40.0 40.0	102.00 102.50 108.50		91.50-109.50 90.00-113.00 89.00-120.50 98.00-121.00 87.50-103.00	-	1	25 6 19 - - 14 1	2	13	367 55 312 108 33 99 54	81	44	301 45 256 13 95 68 61	188 59 129 26 51 15 28	240 33 207 77 95 10 22	95 13 82 29 31 10 7	90	130 1 129 51 45 32	52 11 41 25 16	16 3 13 4 9	4 3 1 1 - -	1 1		1111111	
LERKS, FILE, CLASS A NONMANUFACTURING FINANCE ⁴	151 144 54	38.5	96.00 95.00 95.50	94.00		-	=	7	7 7 -	16 16 6	10 10 6	42 42 19	32 31 11	12 11 5	7 7 3	6 5 -	3 2 2	1 1 1	2 2 1	5 2 -	1	=	=	=	=	
LERKS, FILE, CLASS B MANUFACTURING PUBLIC UTLLITIES' WHOLESALE TRADE FINANCE'	93 671	39.5 38.5 38.5 40.0	85.50 97.50 83.50 98.00 89.50 80.00	91.50 82.50 101.00 84.50	87.00-104.00 76.50- 89.50 87.50-106.00 82.00- 89.50	27	-	2	128 6 122 - - 76	3	113 33 80 12 22 41	54 9 45 4 1 31	57 10 47 1 7 26	29 9 20 12 1	28 3 25 1	15 - 15 - 6	2 - 2 -	1 1 - - -	17 17 - -		2 2 2 -	:				
NONMANUFACTURINGFINANCE4	608	38.0	79.00 79.50 76.50	78.50	73.00- 84.00	-	29		134 128 108		73 71 9	11 10 9	8 8 7	6 6	18 18 2	=	-	Ξ	3	=	6	-	-	=	=	
ERKS, ORDER MANUFACTURING NONMANUFACTURING RETAIL TRADE	133 265	39.5 39.5	103.00	103.50 100.50 104.50 93.00	87.50-115.00 93.50-109.00	2 -	4	9 2 7 7	21 2 19 19	14 14 14	53 43 10 10	18 1 17 17	37 12 25 12	55 15 40 19	82 82 18	46 19 27 3	25 24 1 1		5 - 5 -	7 2 5 3	8 6 2 -	4	-	=	1 1 - -	
LERKS, PAYROLL ———————————————————————————————————	468 189 279 55 88 53	40.0 39.5 38.5 39.5	106.50 112.00 119.50 109.00	105.50 102.50 112.00 118.00 102.50 111.50	96.50-115.50 98.00-127.00 97.50-141.00	-		6 6	4	16 6 10 - 2 2	24 6 18 11 3 3	47 18 29 2 24 2	52 38 14 2 10	82 44 38 - 7 12	31 17 14 1 6	42 5 37 9 6 16	55 19 36 5 1 6	27 8 19 2 1 3	27 6 21 7 11 3	8 36 14 15 2	3 1 2 2 -	3 2 1 - - 1	5			
OMPTOMETER OPERATORS	267 219 28 139	38.5 40.0	102.00	100.50 100.50 96.00 98.50	94.00-106.50	_	1 1 - 1	-	5 5 - 5	9 9 - 9	15 15 4 11	43 32 10 18	53 45 2 36	62 55 - 33	10 10 - 3	23 20 - 14	7 6 - -		6 4 4 -	6 5 5	2 - -	10 3 3	-	=		
PYPUNCH OPERATORS, CLASS A	214	40.0 39.5 39.5 40.0 40.0	125.50 117.50 134.50 114.50 102.00	125.50 114.50 134.50 113.50 102.00	105.00-132.00 109.00-142.50 104.50-129.00 127.00-147.50 104.50-124.00 96.00-107.00 103.50-113.00	-				7 7 7 - -	6	50 1 49 5 14 11	16	204 24 180 1 35 29 31	153 12 141 6 31 8 59	29 132 3	75 15 60 2 9 1	12 215 110	7 71 39	235 88 147 130 17	29		7 7		1111111	

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

				(stan	earnings ¹ dard)						lumbe															
Sex, occupation, and industry division $ \\$	Number of workers	Average weekly hours 1 (standard)	Mean ²	Median ²	Middle range ²	Unde \$ 65	and under	70	\$ 75 - 80	80	85	90	95	100	105	110	-	120	130	140	150	160	170	180	190	ar
WOMEN - CONTINUED																										
EYPUNCH OPERATORS, CLASS B MANUFACTURING	1,149	39.5 39.0 38.5 40.0 39.5	108.50 99.50 99.50 102.00 96.50	101.00 98.50 98.00 99.50 93.50	89.50-110.00 95.00-109.50 87.50-104.00	-	1	3 -	2	7 52 4 17	156 44 30	29	71 183 21 89	36 189 22	26 93 11	128 13 115 23 18 7 61		8 76	51 36 15 - 6 2 5	10 8 2 - -	11 10 1 1 -	1 1			1111111	
FICE GIRLS	211 174 82	38.5	82.00 82.50 79.00	82.50	75.00- 88.00	-	15	31 30 26	21 18 5	67 46 21	42 35 5	13 11	3 3 -	7 7 5	5 5 5	2 -	2 2 -	=	Ξ	=	=	Ξ	=	=	=	
ECRETARIESS MANUFACTURING NONMANUFACTURING PUBLIC UTILITIESS WHOLESALE TRADE RETAIL TRADE FINANCE 4	1,376 2,655 369	39.5 39.0 39.0 40.0 40.0	128.00 125.00 149.50 130.50 122.50	125.50 123.00 147.00 132.00 122.00	109.00-140.50 112.50-149.00 107.00-138.00 129.50-163.50 116.00-142.50 110.00-136.00 102.00-126.00	-	9 -	-	3	5	- 4	18	123 20 12	105 297 13 45	77 237 15 35 20	2 41 25	137 244 9 30 46	269 458 54 109	119 414 55 143 60	103 236 60 93 26	52 43 18	18 108 50 24	25	8	10 3 7	
SECRETARIES, CLASS A MANUFACTURING NONMANUFACTURING	101	39.5	137.00	132.50	127.00-151.00 126.00-147.00 130.00-163.00	-	=	=	=	-	=	=	=	6	1 1	=	12 2 10	63 47 16	57 10 47	32 25 7	17 12 5	18 2 16	5	9 - 9	2 - 2	
SECRETARIES, CLASS B	206 556 98	39.5 39.0 39.0 40.0 40.0	139.00 135.50 157.00 142.00 124.00	136.50 131.50 158.00 136.00 130.00	122.00-147.00 124.50-147.50 120.50-147.00 137.00-176.50 125.00-160.00 104.50-138.00 117.50-136.00							1 - 1 - - 1	2	20	32 3 29 11 - 3 15	8	9	52 128 9 33	46 112 3 19 15	38 68 19 18 5	6	36 19 15		12 7 5 3 1	8 1 7	
SECRETARIES, CLASS C	571 948	39.5 39.5 38.5 39.5 40.5	136.50 125.00 147.00 132.00 129.50	145.00 124.00 147.50 136.00 126.00	115.00-150.00 122.00-152.50 109.50-139.00 136.00-160.00 114.50-144.00 102.50-124.50		-	6 6	1 - 1 - - 1	_	3 -	36	23 - - 1	120 20 100 - 14 7 67	88 14 74 - 17 6 48	61	150 50 100 2 5 27 55	97 165 15 22 32	155 18 71 20	34 101 24 42	250 62 19 19	23		2	=	
SECRETARIES, CLASS D	124	39.0 39.0 39.0 40.0 39.5	111.00 115.50 139.00 123.00 112.50	111.50 110.50 133.50 125.50 114.00	102.00-123.50 103.00-118.00 101.50-127.00 122.50-154.50 107.50-138.50 101.50-127.00 98.00-110.00		-	13 - 13 - - 4 9	2 - 2 - 2 -	5	38	12	54 97	163 13 26 5	60	108 78 1 12	139 71 68 3 11 11 26	67 149 30 54 19	36 15	6 59 13 33	1 40 24 16	4				
ENGGRAPHERS, GENERAL MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES ³ HHOLESALE TRADE RETAIL TRADE FINANCE ⁴	1,277 319 958	40.0 39.0 39.0 40.0 39.5	104.50 109.00 121.00 105.00	101.50	95.50-114.50 96.00-118.00 104.00-137.50 95.00-109.50 100.00-114.00	-	-	1	6 1 5 5	41 13 28 5 - 8 11	18	44	32	14 53 25	21	14 95 42 14 20	23	39 63 31 16 14	81 61 17	29 3	16 10 6	23	3	-	-	

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

					earnings ¹ idard)									recei												
	Number	Average weekly					\$ 65	5 70	5 75	\$ 80	\$ 85	\$ 90	\$ 05	100	105	\$ 110	\$ 115	\$ 120	\$ 130	\$ 140	\$	\$ 160	\$ 170	\$ 100	\$	\$
Sex, occupation, and industry division	of workers	hours 1 (standard)	Mean 2	Median ²	Middle range ²	Unde:	and	10	,,	00	0,7	70	"	100	103	110	115	120	130	140	150	100	170	180	190	-
		(standard)				65	under 70	75	80	85	90	95	100	105	110	115	120	130	140	150	160	170	180	190	200	a
NOWE CONTINUED																	220	130	1.0	130	100	-10	100	170		0
WOMEN - CONTINUED																										
TENOGRAPHERS, SENIOR NOMMANUFACTURING PUBLIC UTILITIES WHOLESALE TRADE FINANCE FINANCE	657 134 202 63	39.0 39.0 39.5 39.5	118.00 129.50 119.00 120.00	118.50 137.00 120.50 118.50	\$ 105.50-141.50 105.00-128.50 112.50-150.50 109.00-127.50 112.00-131.00 94.50-122.00	=			1 1 - - 1	2 2	5 5	14	55 33 5 3 2 7	126 81 8 30 3 21	56 41 4 21 7 9	46 6 26	128 119 9 19 14 15	145	76 64 18 19 9	323 39 25 6 4	41 38 34 1 3	2 1 1 -				
ITCHBOARD OPERATORS, CLASS A	73	39.5	112.50	111.50	95.00-125.50	-	-	-	-	2	3	14	6	5	6	3	9	11	6	6	-	2	-	-	-	
WITCHBOARD OPERATORS, CLASS B NONMANUFACTURING	442 429 37 111 61	41.0 40.0 40.0	89.00 116.00 91.50	88.00	76.00-101.50 104.00-123.50	1 1	54	39 39 - 6 -	68 68 - -	52 46 - 28 6	48 47 - 34 11	27 25 - 11 8	33 31 - 2 15	41 41 12 1	23 23 2 14 6	19 17 3 8 1	4 4 3 1 -	27 27 12 5 2	3 2 - 1	2 2 -	1 1 -	=	:	:	-	
WITCHBOARD OPERATOR-RECEPTIONISTS- MANUFACTURING NOMMANUFACTURING PUBLIC UTILITIES3 HHOLESALE TRADE FINANCE4	580 160 420 51 197 81	40.0 39.0 39.0 40.0	100.00 100.00 132.00 98.50	138.00	92.00-110.50 89.50-104.50 111.50-156.00 91.50-104.00	-	2 2		13 - 13 - 12 1			91 17 74 3 37 13	70	97 25 72 4 45	43 14 29 - 12	35 24 11 6 5	16 7 9 - 8 1	18 8 10 6 4	8 1 7 5 2		18 1 17 14 3	6 6 -	-	-		
RANSCRIBING-MACHINE OPERATORS, GENERAL	382 365 156 172	38.5 40.0	101.50	101.00 100.50 107.00 98.00	93.00-110.50 94.50-115.50	-	-	-	5 5 5	18 15 5 10	37 34 16 18	62 62 21 34	61 61 22 32	46 42 2 33	52 49 28 14	48 44 23 14	26 26 12 12	18 18 18	9 9 9	=	-	:	:	:	:	
YPISTS, CLASS A	81	40.0 38.5 38.5 39.5	101.00 101.50 102.50 99.00	99.00 95.00 100.00 100.50 99.00 97.00	89.50-112.50 91.50-110.00 88.50-114.50 94.50-103.00	- - -	2 -	4 4 - - -		19 2 17 - 6	72 12 60 23 -	92 19 73 2 17 23	55 7 48 6 16 14	81 8 73 6 18 26	26 4 22 2 7 7	27 3 24 9 - 6	34 3 31 8 - 10	21 2 19 3 - 2	24 1 23 2 - 1	13 12 1 1		= = = = = = = = = = = = = = = = = = = =				
YPISTS, CLASS B MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES WHOLESALE TRADE RETAIL TRADE FINANCE	143 992 101 119 83	39.5 38.0 39.0 40.0	89.00 90.50 107.00 97.00 84.50	88.00 88.00 107.50 94.50 83.50	83.00- 93.50 82.00- 96.50 89.00-118.00 87.00-105.50 80.50- 89.00		=	_	91 - - 9	26 251 6 26 36	226 41 185 26 9 13 115	29	12 98 3 6	51 3 48 7 20 -	36 18 14 -		42 8 34 13 - -	9 1 8 6 - 2	10 1 9 9 -	2 2	3 1 2 2 -			:		

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.

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.

Transportation, communication, and other public utilities.

Finance, insurance, and real estate.

May include workers other than those presented separately.

Table A-1a. Office Occupations—Large Establishments—Men and Women

(Average straight-time weekly hours and earnings for selected occupations studied in establishments employing 500 workers or more by industry division, Atlanta, Ga., May 1970)

					earnings ¹ dard)										iving s											
Sex, occupation, and industry division	Number of workers	Average weekly hours 1 (standard)	Mean ²	Median ²	Middle range ²	Under \$ 70			80	85 -	90	95	100	105	110	115	120	125	130	135	\$ 140 - 150	150	160	170	180	aı
MEN			*																							
CLERKS, ACCOUNTING, CLASS A MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES	158 56 102 32	40.0 39.5	163.00	164.50 144.00	\$ 137.00-168.00 155.50-176.00 134.50-156.00 135.00-153.00	_	-	-	-	-		2 - 2 -	1 1 -	1 1	3 1 2 1	1 1 -	2 2 -	3 2 1	17 - 17 7	18 2 16 7	24 2 22 8	25 7 18 4	24 16 8 1	22 15 7 3	10 7 3 1	
LERKS, ACCOUNTING, CLASS B NONMANUFACTURING PUBLIC UTILITIES 3	133 123 35	39.0	123.50	122.00	109.50-136.50 109.50-137.50 121.50-142.00	-	=	-	2 2 -	1	1	3 2 -	8 8 4	21 19 1	12 12 1	13 11 1	18 17 6	6 4 1	12 12 5	11 11 5	18 18 11	3	3 2 -	1 1 -	=	
FFICE BOYS	103 81 37	39.5	96.50	88.50 88.50 112.00	81.50-112.00	-	5	11 11 -	21 15 3	23 14 8	8 5 -	7 6 3	5 3 3	1 -	6 6 5	=	1 1 -	6 6	-	8 8 8	1 1 1	=	-	-	=	
ABULATING-MACHINE OPERATORS, CLASS B NONMANUFACTURING	91 81				112.50-143.00 111.00-139.00		Ξ	1	1	5	1	1	5	5	8	11 11	4	9	5	7	11	8 5	2	6	1_	
WOMEN																										
OOKKEEPING-MACHINE OPERATORS, CLASS B	55	39.0	98.00	95.00	88.50-108.00	-	-	2	6	9	11	6	3	9	3	3	_	-	1	1	1	_	_	_	_	
LERKS, ACCOUNTING, CLASS A MANUFACTURING NOMMANUFACTURING PUBLIC UTILITIES RETAIL TRADE	411 80 331 114 129	40.0 39.5 38.5	153.00 127.00 145.00	160.50 124.00	112.00-151.50 145.50-173.00 108.00-144.00 124.50-154.50 97.00-120.00	=	-		1 - 1	4 - 4	21 21 - 18	37 2 35 - 27	11 2 9 - 7	21 20 - 14	21 3 18 1	20 2 18 3 12	54 4 50 28 14	14 4 10 - 2	9 - 9 - 4	19 1 18 3 6	67 3 64 37 4	44 16 28 19 2	23 20 3 3	36 13 23 20	8 8 - -	
LERKS, ACCOUNTING, CLASS B MANUFACTURING PUBLIC UTILITIES' RETAIL TRADE	77	39.0 39.0 38.5 39.5	112.50 102.50 108.00 93.50		96.00-122.50 88.00-114.00 89.00-120.50	=	3 - 3 - 2 1	28 2 26 - 13 12	1	178 5 173 108 56 5	92 10 82 32 39 4	66 7 59 11 35 7	63 9 54 13 29	55 10 45 22 15 6	102 7 95 77 4	44 7 37 21 10 2	31 24 2	15 1 14 2 1	20 20 20 -	32 1 31 27	38 10 28 25 -	6 3 3 2 -	4 3 1 1 -	1 1 - - -		
LERKS, FILE, CLASS A	98 91		96.50 95.00		87.00-102.00 85.00- 99.50		7	7	9	5	28 28	16 15	5	5	6	1 -	1	-	1	1	5 2	1		Ξ	Ξ	
LERKS, FILE, CLASS B NONMANUFACTURING PUBLIC UTILITIES FINANCE4	296 259 39 92	39.5 38.0	86.50 83.00 95.50 80.00	81.00	77.50- 89.00 76.50- 86.50 86.00-106.50 75.00- 84.50	12	30 30 - 24	71 71 - 26	76 73 7 23	44 35 12 15	9 6 - 3	5 4 1	14 11 6	16 16 13 1	1 1 - -	-	-	1 - -	17 - - -		=======================================	=		-		
LERKS, FILE, CLASS C	154 150		76.00 75.50		71.50- 80.00 71.50- 80.00		77 76	21 21	25 25	8	2	1	=	-	Ξ	-	Ξ	:	:	3	=	Ξ	1	Ξ	Ξ	
LERKS, ORDER NONMANUFACTURING RETAIL TRADE	113 106 106	40.0	92.00 90.50 90.50	90.50		5	7 7 7	21 19 19	11 11 11	11 10 10	15 14 14	6 6	10 10 10	18 18 18	3 3	1 1 1	1 1 1	1 1 1	=	:	2 - -	=	=	=	-	
LERKS, PAYROLL MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES ³	159 52 107 45	40.0	111.50	103.00 102.00 107.50 115.00		_	:	4 - 4 -	8 4 4	19 2 17 11	17 2 15 2	25 16 9 2	11 7 4	5 3 2 1	17 3 14 7	8 2 6 3	7 2 5 2	1 -	7 1 6 1	8 2 6 6	13 2 11 8	3 1 2 2	1 -	5 5 -	-	

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

(Average straight-time weekly hours and earnings for selected occupations studied in establishments employing 500 workers or more by industry division, Atlanta, Ga., May 1970)

					earnings ¹ idard)					N	umbe	r of w	orkers	recei	ving s	straig	nt-tim	e weel	kly ear	rnings	of—					
Sex, occupation, and industry division	Number of workers	Average weekly hours ¹ (standard)	Mean ²	Median ²	Middle range ²	Unde \$ 70	70	75 -	-	85	90	95	100	105	110	-	120	125	130	135	\$ 140 - 150	150	160	170	180	an
WOMEN - CONTINUED								- 00		,,,	-,,	100	107	110		120	117	130	137	140	130	100	110	100	190	OVE
COMPTOMETER OPERATORS	154 132				\$ \$ 94.00-114.50 93.00-111.50			5	6	11 11	19 16	32 32	22 19	4	18 17	4 3	8	3 2	3	3	6 5	2	7	-	-	
RETAIL TRADE	601	39.5	123.00		108.50-143.00 107.00-141.50 96.00-107.00	-	=	=	7 7 -	17 14 8	19 18 11	29 22 14	71 67 29	56 50 8	64 63 11	25 24 1	30 26 3	108 108 1	34 34	13 12 -		29 29 -	Ξ	7	-	
KEYPUNCH OPERATORS, CLASS B MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES RETAIL TRADE FINANCE ⁴	530 108 422 138 101 96	39.5 39.0 38.5 40.0	102.50 122.50 97.50 100.00 96.50 97.00	135.00 95.00 97.00 93.50	101.50-139.00 89.50-104.50 88.50-111.50 86.50-104.00	1	-	7 1 6 - 2 4	28 1 27 4 16 5	83 7 76 44 19 13	105 4 101 17 17 25	81 12 69 10 9	49 8 41 16 14 9	29 5 24 7 2 12	46 7 39 23 7 6	10 - 10 4 1 5	20 2 18 8 8 2	12 6 6 4 2	1 1 -			11 10 1 1 -	1		-	
DFFICE GIRLS	63 58		83.50 83.50				8 7	6	24 24	17 13	5	1	Ξ	=	2 2	Ξ	Ξ	-	=	-	=	=	Ξ	2	-	
SECRETARIESS MANUFACTURING NONMANUFACTURING PUBLIC UTILITIESS RETAIL TRADE FINANCES	457	39.0 39.5 39.0 39.5	136.00 128.00 152.50 123.50	144.00 125.00 150.50 122.50	111.50-151.50 116.50-153.00 109.00-145.50 138.50-166.50 110.50-138.00 102.50-126.50		4 - 4 - 4 - 4	3 - 2 1	5 - 3 2	29 4 25 - 4 21	36 4 32 - 6 26	91 32 59 1 12 46	128 34 94 1 13 79	128 50 78 - 20 57	24	178 61 117 3 33 78	125 31 94 13 24	104 29 75 8 25 35	85 19 66 17 16 27	103 25 78 19 23 30	33 132 51 23	338 255 83 37 18 11	79 15 64 43 11 5	52 18 34 23 3	29 13 16 8 1	1
SECRETARIES, CLASS B	249 60 189 67 73	38.5 39.5 39.0	158.50 147.00 159.50	161.50 144.50 164.00	131.00-168.00 139.00-179.00 129.50-164.00 146.50-177.00 126.00-144.00			-	:	=	1 - 1	3 2 1 -	1 -	5 - 5 - 2	2 2 1 -	11 2 9 - 5	18 3 15 6 8	18 3 15 -	16 3 13 1 6	22 3 19 2 14	7	29 6 23 6 7	27 10 17 14 2	27 8 19 15	12 7 5 3	1
SECRETARIES, CLASS C NONMANUFACTURING PUBLIC UTILITIES RETAIL TRADE FINANCE	922 540 79 112 287	39.5 38.5 40.0	127.50 149.50 131.50	125.00 149.00 129.00	119.00-152.50 112.50-144.00 140.50-162.00 118.50-147.50 105.50-124.50	-		1 1 - - 1		7 3 - - 3	7 - 7	22 18 - 1 17	50 48 - 7 41	52 44 - 6 38	30 27 - 5 21	82 71 - 14 55	68 54 4 13 36	55 42 5 13 21	43 30 3 6 18	58 39 7 11 15	96 73 24 14	286 38 13 10 3	41 38 23 10 1	15 5 - 2 -	8 2 - -	
SECRETARIES, CLASS D NONMANUFACTURING PUBLIC UTILITIES ³ RETAIL TRADE FINANCE ⁴	562 354 60 110 158	39.5 39.0 39.5	113.50 139.50 112.00	111.50 138.00 113.50	101.00-122.00 99.00-127.00 131.00-153.50 101.00-125.50 95.50-109.00		- 4 - 4 4	2 - 2 -	5 5 - 3 2	22 22 - 4 18	28 24 - 6 18	64 38 1 8 29	77 45 1 5	70 28 - 10 17	55 34 1 19 8	81 33 3 11 18	37 24 3 10 4	31 18 3 9 2	24 22 13 4 2	22 19 10 8 1	21 18 8 7 1	17 16 15	2 2	:	-	
STENOGRAPHERS, GENERAL	519 56 463 277 87	39.5 39.0 38.5	108.50 113.00 119.00	117.00			1 - 1	1 1 - -	19 1 18 5 11	38 5 33 26 5	46 11 35 16 12	46 4 42 15 13	46 4 42 10 12	47 4 43 18 10	75 2 73 42 17	39 7 32 20 5	28 5 23 12	12 1 11 7	35 5 30 28	40 5 35 33 1	1 29	10 10 10	5 5 5	1 1 1	-	
TENGGRAPHERS, SENIOR NONMANUFACTURING PUBLIC UTILITIES3	629 234 95	39.5	124.00	123.00	115.50-143.00 111.50-139.50 103.00-151.50	-	Ξ	1 1 -	=	=	43 15 14	28 9 5	30 17 8	24 9 -	29 24 -	37 30 5	24 21 2	22 17 2	16 16 4	32 20 10	303 19 13	38 35 31	2 1 1	=	-	
WITCHBOARD OPERATORS, CLASS A	56	39.0	113.00	111.00	94.00-132.00		-	-	2	3	11	4	5	3	3	6	1	4	2	4	6	-	2	-	_	
WITCHBOARD OPERATORS, CLASS B NONMANUFACTURING	122 115 26	39.5		93.50		1	1 1	5 5 -	34 34 -	12 11	11 9 -	8 6 -	6 6 1	6 6 2	8 6 3	4 4 3	19 19 12	1 1 -	2 2 2	1 1 -	2 2 2	1 1 1	=	:	-	

A-la. Office Occupations—Large Establishments—Men and Women—Continued

(Average straight-time weekly hours and earnings for selected occupations studied in establishments employing 500 workers or more by industry division, Atlanta, Ga., May 1970)

				Weekly e						Nu	ımber	of wo	orkers	recei	ving s	traigh	t-time	week	ly ear	nings	of—					
Sex, occupation, and industry division	Number	Average weekly				Under	70	75	80	85	90	95	100	105	110	115	120	125	130	135	140	\$ 150	160	\$ 170	180	19
	workers	hours 1 (standard)	Mean ²	Median ²	Middle range 2	5	and under	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	and
							75	80	85	90	95	100	105	110	115	120	125	130	135	140	150	160	170	180	190	ove
WOMEN - CONTINUED																					100					
RANSCRIBING-MACHINE OPERATORS, GENERAL	50	39.0	\$ 98.00	\$ 94.00	\$ 88.00-109.00	-	-	-	3	17	7	5	4	3	5	-	1	2	2	1	-		-	-	-	
YPISTS, CLASS A	187 164 62	38.5	101.50	102.00 101.00 100.50	91.00-111.00	-	Ξ	=	3	34 34 23	23 22 2	22 18 6	27 25 6	19 18 2	23 23 9	12 12 8	5 4 2	2 1 1	3 2	=	13 1	=	=	Ξ	=	
/PISTS, CLASS B	328 280 99	39.0 39.0	93.00 93.00	88.50 88.00	82.50-100.00 82.00-101.00	-		29 25	68	70 57 26	30 21	31	11	21 21 18	11	15 13 13	3 2	6	5	5	2 2	1 -	Ξ	Ξ	-	
RETAIL TRADE	83 90	39.0	84.50 85.50		80.50- 89.00	-	8	9	36 18	13 18	8	6	-	3	1 -	-	1 -	1	-	-	-	=	=	=	=	

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.

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, Atlanta, Ga., May 1970)

					earnings ¹ idard)					1	Vumbe	r of w	orker	s rece	iving	straig	ht-tim	e wee	kly ea	rnings	of—					
Sex, occupation, and industry division	Number of workers	Average weekly hours 1	v2	Median 2	Middle range ²	Unde		100	110	120	130	140	\$ 150	160	170	180	190	200	210	220	230	\$ 240	250	260	270	28
		(standard)	Mean 2	Median	Middle range	90	under	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	and
							100	110	120	130	140	150	160	170	180	190	200	210	220	230	240	250	260	270	280	ove
MEN	-																									
COMPUTER OPERATORS, CLASS A	226	40.0	155.50	155.00	140-00-172-50	_	_	2	5	22	27	49	25	32	19	29	15	1	_	_	_	_	_	_	_	
NONMANUFACTURING	188				140.50-168.50		-	2	5	19	27 19	49	25 23	32 32	19	12	15	î	_	_	_	_	_	_	_	
WHOLESALE TRADE	53				129.00-188.00		-	-	-	15	9	5	3	4	2	4	11	-	-	-	-	-	-	-	-	
COMPUTER OPERATORS, CLASS B	338	39.5	146.00	148.00	127.50-161.50	-	5	6	24	69	32	47	59	56	27	3	3	2	1	4	-	-	-	-	-	
MANUFACTURING	69				129.50-174.00		1	-	-	18	6	-	2	5	27	2	2	1	1	4	-	-	-	-	-	
NONMANUFACTURING	269				126.50-158.00		4	6	24	51	26	47	57	51	-	1	1	1	-	-	-	-	-	-	-	
PUBLIC UTILITIES3	57				148.00-164.50		-	-	1	-	2	19	16	19	-	-	-	-	-	-	-	-	-	-	-	
WHOLESALE TRADE	75				128.00-157.50		-	-	6	18	2	12	24	11	-	1	1	-	-	-	-	-	-	-	-	
FINANCE4	98	39.0	135.50	132.00	120-50-158-50	-	1	6	15	25	10	8	12	20	-	-	-	1	-	-	-	-	-	-	-	
COMPUTER OPERATORS, CLASS C	123				102.00-136.00		18	31	16	6	41	6		-	-	-	-	-	_	_	-	-	-	-	-	
NONMANUFACTURING	112	40.0	118-50	117.50	102.50-136.50	5	15	27	13	5	41	6	-	-	-	-	-	-	-	-	-	-	-	-	-	

ese weekly nours.
 2 For definition of terms, see footnote 2, table A-1.
 3 Transportation, communication, and other public utilities.
 4 Finance, insurance, and real estate.
 5 May include workers other than those presented separately.

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

					earnings ¹ ndard)														,	rning						
Sex, occupation, and industry division	Number of workers	Average weekly hours ¹ (standard)	Mean ²	Median ²	Middle range ²	Unde \$ 90	and under	\$ 100 - 110	110	120	130	140	150	160	170	180	190	200	210	220	230	240	250	-	-	and
MEN - CONTINUED																							200	2.0	200	OVE
COMPUTER PROGRAMERS, BUSINESS, CLASS A NOMMANUFACTURING PUBLIC UTILITIES3	171 150 27	40.0	217.50	211.00	\$ \$ 190.50-234.50 186.00-234.50 202.50-296.50	-	=	:	Ξ	Ξ	1 1 -	=	2 2 -	11 11	9 8 1	19 18 4	24 23 1	14 11 3	24 18 1	9 8 1	23 20 4	8 7 1	6 5 1	9 7 1	3 2 -	5 0
COMPUTER PROGRAMERS, BUSINESS, CLASS B NOMMANUFACTURING PUBLIC UTILITIES FINANCE	269 244 72 63	39.5 40.0	182.00	173.50 209.50	156.50-204.00 156.00-204.00 187.00-244.50 140.00-184.50	=	=	2 2 - 2	1 - 1	2 - -	30 30 - 13	22 20 4 11	29 28 1 4	36 31 3	24 19 7 2	25 23 6 7	20 18 4 1	26 25 12 8	12 8 5	9 8 4	11 11 6 5	4 4 4 -	4 4 4	3 3 3	6 6	3
COMPUTER PROGRAMERS, BUSINESS, CLASS C NONMANUFACTURING	56 53				141.50-173.00 142.50-172.50		-	1	-	10	1	8	14	7	5	6	1	2 2	=	:	-	1_	=	-	=	
COMPUTER SYSTEMS ANALYSTS, BUSINESS, CLASS A NONMANUFACTURING	81 78				205.00-261.00 204.50-260.50		-	-	-	-	-	-	-	-	-	-	6	15 15	3	13 13	13 13	6 5	5	6 5	2 2	612
COMPUTER SYSIEMS ANALYSTS, BUSINESS, CLASS B NONMANUFACTURING PUBLIC UTILITIES3	67 60 42	38.5	227.50	219.00	199.00-252.50 198.00-254.00 202.00-271.00	-	=	:	:	-	=	Ξ	=	Ξ	1 1 1	8 8 2	9 8 6	12 12 9	4 2 2	8 8 4	4 3 2	4 3 2	3 2 2	4 3 2	1 1 1	7
DRAFTSMEN, CLASS A	300 112 188	40.0	181.50	186.50	162.50-196.50 170.50-194.50 154.00-199.00	-	=	=	=	2 - 2	20 - 20	20 1 19	21 7 14	42 19 23	23 13 10	56 35 21	74 37 37	28 - 28	2 - 2	Ξ	5	6	1 - 1	Ξ	=	
DRAFTSMEN, CLASS B MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES 3	439 230 209 29	40.0	142.00	140.00	133.00-163.00 128.00-150.00 138.00-167.00 137.00-169.00	-	:	12	13 6 7 5	69 52 17 1	83 45 38 4	84 60 24 4	51 10 41 1	61 17 44 9	37 16 21 1	25 12 13 4	3 -	:	1 -	=======================================	=	=	:	=======================================	:	
DRAFTSMEN, CLASS C	471 263				112.00-125.50 111.00-127.50		33 21	28 26	177 67	144 86	43 21	7	20 17	4	1	=	Ξ	=	Ξ	Ξ	-	-	Ξ	=	Ξ	
NAFTSMEN-TRACERS	186 59			103.50	93.50-107.00 92.50-101.50			120 20	Ξ	Ξ	-	-	Ξ	Ξ	Ξ	=	-	=	Ξ	=	Ξ	=	Ξ	=	=	
WOMEN COMPUTER OPERATORS, CLASS B COMPUTER PROGRAMERS, BUSINESS, CLASS B NONMANUFACTURING	52 83 81	39.5	174.00	172.50	115.50-144.50 147.50-199.00 147.00-199.00	-	1	10	17	3	6 15 15	6 8 8	3 8 8	- 8 8	5 5 5	10	- 10	- 5 5	- 11	- 2 2	-	-	-	-		
COMPUTER PROGRAMERS, BUSINESS, CLASS C	56				139.00-162.00		1	2	2	-	12	19	6	2	11	1	-	_	-	_	_				_	
NURSES, INDUSTRIAL (REGISTERED)	98 56				137.00-171.00 137.00-173.50		Ξ	-	-	8	30 13	19	7 2	6	21	3	4 3	=	-	-	-	-	-	-	-	

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.

For definition of terms, see footnote 2, table A-1.

Transportation, communication, and other public utilities.

⁴ Finance, insurance, and real estate.

Finance, insurance, and real estate.

Workers were distributed as follows:

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Thanker, insurance, and real estate.

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Show workers were distributed as follows:

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Thanker, insurance, and real estate.

Thanker, ins

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

(Average straight-time weekly hours and earnings for selected occupations studied in establishments employing 500 workers or more by industry division, Atlanta, Ga., May 1970)

					earnings ¹ idard)					N	lumbe:	r of wo	orkers	rece	iving s	traigh	t-time	e week	kly ea	rnings	of—					
Sex, occupation, and industry division	Number of	Average weekly hours 1				Under									180											2
	workers	(standard)	Mean ²	Median 2	Middle range ²	\$ 100	and	-	-	-	-	-	-	-	-	-	:-	-	-	-	-	-	-	-	-	ar
WED.							110	120	130	140	150	160	170	180	190	200	210	220	230	240	250_	260	210	280	290	ov
MEN																										
OMPUTER OPERATORS, CLASS A NONMANUFACTURING	90 68				\$ \$ 140.00-180.50 137.00-166.00		2 2	5	4	12 10	11 10	11 11	13 13	8	19	4	1	-	-	ċ	-	-	-	-	-	
DMPUTER OPERATORS, CLASS B NONMANUFACTURING PUBLIC UTILITIES 3	178 128 57	39.5	142.00	146.50	131.50-169.00 127.50-157.50 148.00-164.50	4	2 2 -	8 8 1	25 22 -	26 22 2	22 22 19	23 23 16	28 23 19	27 - -	3 1	3 1 -	1 -	1 - -	4 -	-	=	=	=	-	-	
OMPUTER PROGRAMERS, BUSINESS, CLASS A NOMMANUFACTURING PUBLIC UTILITIES	71 59 27	39.5	227.00	211.00	189.00-240.00 186.50-237.50 202.50-296.50	-	=	:	-	1	-	2 2 -	4 4	5 4 1	7 6 4	7 6 1	6 6 3	7 7 1	4 3 1	11 8 4	2 1 1	2 1 1	3 1 1	1 -	-	
OMPUTER PROGRAMERS, BUSINESS, CLASS B NONMANUFACTURING PUBLIC UTILITIES ³	149 128 72	40.0	197.00	189.00	168.00-214.00 170.50-218.00 187.00-244.50	-	=	1 1 -	=	4 4	13 11 4	6 5 1	15 10 3	19 14 7	23 21 6	8 8 4	19 18 12	10 6 5	5 4 4	6 6	4 4	4 4	3 3 3	6 6	Ξ	
DMPUTER SYSTEMS ANALYSTS, BUSINESS, CLASS B	56	39.0	232.50	224.00	201.00-261.00	-	_	_	_	_	_	-	_	1	3	9	10	4	4	4	4	3	4	1	3	
NONMANUFACTURING: PUBLIC UTILITIES ³	42	38.5	236.00	224.00	202.00-271.00	-	-	-	-	-	-	-	-	1	2	6	9	2	4	2	2	2	2	1	3	
RAFTSMEN, CLASS B	68	39.5	158.00	165.50	143.00-172.50	-	-	7	2	7	6	5	17	18	5	-	-	1	_	_	-	-	-	_	-	
RAFTSMEN, CLASS C NONMANUFACTURING	145 141				112.00-126.50 111.50-125.50		22	52 52	38 38	11 11	7 6	5 2	1	1	-	-	Ξ	Ξ	-	Ξ	Ξ	-	Ξ	Ξ	=	
WOMEN																										
URSES, INDUSTRIAL (REGISTERED)	85	39.5	155.00	149.50	138.00-172.00	-	-	-	2	26	16	7	6	21	3	4	-	-	_	-	-	_	-	_	-	

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.

For definition of terms, see footnote 2, table A-1.

Transportation, communication, and other public utilities.

Workers were distributed as follows: 1 at \$310 to \$320; 2 at \$320 to \$330; 2 at \$340 to \$350; 1 at \$360 to \$370; and 3 at \$370 and over.

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

	1.00	Av	erage			Av	erage			Av	erage
Occupation and industry division	Number of workers	Weekly hours 1 (standard)	Weekly earnings ¹ (standard)	Occupation and industry division	Number of workers	Weekly hours 1 (standard)	Weekly earnings 1 (standard)	Occupation and industry division	Number of workers	Weekly hours 1 (standard)	Week earning (standa
OFFICE OCCUPATIONS				OFFICE OCCUPATIONS - CONTINUED				OFFICE OCCUPATIONS - CONTINUED			
BILLERS, MACHINE (BILLING			\$	CLERKS, PAYROLL	504	39.5	\$ 112.00	SECRETARIES4 - CONTINUED			
MACUINEL	96	40.0	103.50	MANUFACTURING	193	40-0	108.00	SECRETARIES - CONTINUED			
NONMANUFACTURING	87	40.0	103.00	NONMANUF ACTURING	311		115.00	SECRETARIES, CLASS C	1,523	39.5	129
			1000	PURITO HITH ITTES	79		127.50	MANUFACTURING	573		
ILLERS, MACHINE (BOOKKEEPING	1			WHOLESALE TRADE	50		118.00	NONMANUFACTURING	950		
MACHINE)	86			EINANCE3	88		109.00	PUBLIC UTILITIES	104		
NUMMANUFACTURING	74	39.5	95.50	FINANCE	53	39.5	110.00	WHOLESALE TRADE RETAIL TRADEFINANCE3	243		
OOKKEEPING-MACHINE OPERATORS,								EINANCE3	134		
CLASS A	120	39.5	107.00	COMPTOMETER OPERATORS	267	39.0	104-00	FINANCE	400	39.0	1113
NONMANUFACTURING	110		106.00	NONMANUFACTURING	219		102.00	SECRETARIES. CLASS D	1,490	39.0	114
				PUBLIC UTILITIES 2	28	40.0	115.00	MANUFACTURING	486		
DOKKEEPING-MACHINE OPERATORS,		55575	Active Cold	RETAIL TRADE	139	38.0	98.00	NONMANUFACTURING	1,004	39.0	115
CLASS B	260		101.00				122 628	PUBLIC UTILITIES 2	136		
MANUFACTURING	113		99.50	KEYPUNCH OPERATORS, CLASS A	1,309		119.00	WHOLESALE TRADE	228		
NONMANUFACTURING	147		102.50	MANUFACTURING	221		126.00	RETAIL TRADE	114		
MHULESALE IKADE	. 53	40.0	108.00	PUBLIC UTILITIES 2	343		134.00	FINANCE	441	38.5	1 05
LERKS, ACCOUNTING, CLASS A	1,181	39.5	132.50	NONMANUFACTURING	242		114.50	STENOGRAPHERS, GENERAL	1,278	39.5	1 08
MANUFACTURING	- 273		137.00	RETAIL TRADE	86		102.00	MANUFACTURING	319	40.0	
NONMANUFACTURING	908		131.00	FINANCE 3	153		109.00	NONHANUE ACTURING	959		
PUBLIC UTILITIES 2	165		150.00			1000		PUBLIC UTILITIES 2	328		
WHOLESALE TRADE	343		138.00	KEYPUNCH OPERATORS, CLASS B	1,423		101.50		299		
RETAIL TRADE	192		112.00	MANUFACTURING	266		109.00	RETAIL TRADE	108		
FINANCE 3	139	38.0	115.50	NONMANUFACTURING	1,157	39.0	99.50	FINANCE'	145	38-0	97
LERKS, ACCOUNTING, CLASS B	2,604	30.0	104.50	WHOLESALE TRADE	313		102.00	STENDGRAPHERS, SENIOR	1,116	39.5	1 22
MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES 2	427		102.50	WHOLESALE TRADE	140		96.50	NONMANUE ACTURING	658		
NONMANUFACTURING	2,177		105.00	FINANCE 3	422			NONMANUFACTURING	134		
PUBLIC UTILITIES2	475	38.5	111.00				200	HUDI ESALE TRADE	203	39.5	119
WHOLESALE TRADE	759		111.50	OFFICE BOYS AND GIRLS	592		87.50	RETAIL TRADE	63	39.5	
WHOLESALE TRADE	386			MANUFACTURING NDNMANUFACTURING PUBLIC UTILITIES 2	106		89.50	FINANCE 3	127	38.0	108
FINANCE	396	37.5	97.00	DURI IC UTILITIES 2	486		87.00 99.50	SWITCHBOARD OPERATORS, CLASS A	77	20.5	
LERKS, FILE, CLASS A	175	38.5	97.00	WHOLESALE TRADE	131		87.50	SWITCHBUARD OPERATORS, CLASS A	73	39.5	1112
NONMANUFACTURING	168		96.00	WHOLESALE TRADEFINANCE3	175			SWITCHBOARD OPERATORS, CLASS B	442	41.0	89
NONMANUFACTURING	- 54		95.50					NONMANUFACTURING	429		
		H. Carrie		SECRETARIES4	4,038		126.00	NONMANUFACTURING	37	40.0	
LERKS, FILE, CLASS B	- 787		86.00	MANUFACTURING	1,378		128.00	RETAIL TRADE	111	40.0	91
MANUFACTURING	94			NONMANUFACTURING	2,660		125.00	FINANCE'	61	38.0	96
NONMANUFACTURING	693			PUBLIC UTILITIES *	372		149.50				
PUBLIC UTILITIES2	58		90.00	WHOLESALE TRADE	615 329		122.50	SWITCHBOARD OPERATOR-RECEPTIONISTS-	580		
WHOLESALE TRADEFINANCE	341			FINANCE3	1,127		114.00	MANUFACTURING	160 420		
FINANCE	341	3,,	00.00	T I I I I I I I I I I I I I I I I I I I	1,12,	30.3	114.00	DIGITO HTH TTIES 2	51		
LERKS, FILE, CLASS C	652	38.5	79.50	SECRETARIES, CLASS A	231	39.0	142.00	WHOLESALE TRADE	197		
NONMANUFACTURING	629		80.00	MANUFACTURING	101	39.5	137.00	WHOLESALE TRADE	81		
FINANCE 3	- 367	37.0	76.50	NONMANUFACTURING	130	39.0	146.00		133		1 100
								TABULATING-MACHINE OPERATORS,			
LERKS, ORDER	752		113.50	SECRETARIES, CLASS B			136.50	CLASS A	78		
MANUFACTURING	184		112.00	MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES 2			139.00	NONMANUFACTURING	61	39.0	145
NUNMANUFACTURING	568		114-00	NUMMANUFACIURING			135.50 157.00	**************************************			
WHOLESALE TRADE	154		119.50	WHOLESALE TRADE			142.00	TABULATING-MACHINE OPERATORS,		20 -	
KETAIL IKAUE	154	39.5	100.00	RETAIL TRADE	52		124.00	NONMANUE ACTURING	197 187		
				RETAIL TRADE	239		126.00	PUBLIC UTILITIES 2	51		
						30.0		TODETO OTTETTTES	1 1	70.0	121

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

		Av	erage			Av	rerage			Av	erage
Occupation and industry division	Number of workers	Weekly hours 1 (standard)	Weekly earnings 1 (standard)	Occupation and industry division	Number of workers	Weekly hours 1 (standard	Weekly earnings 1 (standard)	Occupation and industry division	Number of workers	Weekly hours 1 (standard)	Weekly earnings (standard
OFFICE OCCUPATIONS - CONTINUED				PROFESSIONAL AND TECHNICAL OCCUPATIONS — CONTINUED				PROFESSIONAL AND TECHNICAL OCCUPATIONS — CONTINUED			
RANSCRIBING-MACHINE OPERATORS,			\$				\$				
GENERAL	382			COMPUTER OPERATORS, CLASS B	390		143.50	COMPUTER SYSTEMS ANALYSTS,			\$
NONMANUFACTURING	365		101.50		83		156.50	BUSINESS, CLASS A	84		241.0
WHOLESALE TRADE	156		105.50				139.50	NONMANUFACTURING	81	39.0	240.5
FINANCE3	172	37.5	98.00	PUBLIC UTILITIES 2			150.50				
			0-10-097	WHOLESALE TRADE	85		143.50	COMPUTER SYSTEMS ANALYSTS,			
YPISTS, CLASS A	482		101.50	FINANCE 3	98	39.0	135.50	BUSINESS, CLASS B	74		226.
MANUFACTURING	87		100.50		1.35			NONMANUFACTURING	66	38.5	225.
NONMANUFACTURING	395	38.5	101.50	COMPUTER OPERATORS, CLASS C			116.50		1 022		100
PUBLIC UTILITIES 2	62		102.50	NONMANUF ACTURING				DRAFTSMEN, CLASS A	313		179.
WHOLESALE TRADE	58		99.00	PUBLIC UTILITIES 2	30	38.0	117.00	MANUFACTURING	120		182.5
FINANCE ³	123	38.0	97.50					NONMANUFACTURING	193	40.0	177.
				COMPUTER PROGRAMERS,							1
YPISTS, CLASS B	1,216							DRAFTSMEN, CLASS B	455		147-
MANUFACTURING	144	39.5			28		213.00	MANUFACTURING	231		142.
NONMANUFACTURING	1,072			POBLIC UTILITIES	28	40.0	261.00	PUBLIC UTILITIES 2	33		150-0
WHOLESALE TRADE	181	40.0	115.00	COMPUTED DECCEAMENT				POBLIC GLICITIES	33	39.0	150.0
RETAIL TRADE	119	39.0		BUSINESS. CLASS B	352	20 6	100 00	DRAFTSMEN. CLASS C	491	30.0	119.
FINANCE3	550				325		180.00	NONMANUFACTURING	283		119.
FINANCE	330	31.03	85.00	PUBLIC UTILITIES 2	103		205.00	NUMMANUFACTURING	203	30.5	1190
PROFESSIONAL AND TECHNICAL				FINANCE3	67			DRAFTSMEN-TRACERS	266	39.0	98-
OCCUPATIONS	1			FINANCE	0,	30.0	104.50	NONMANUFACTURING	139		
0000. 2.11043				COMPUTER PROGRAMERS,				HOMEN ACTORING	139	30.0	1,3.
OMPUTER OPERATORS, CLASS A	242	40.0	155.50		112	39.5	152-50	NURSES, INDUSTRIAL (REGISTERED)	99	30.5	152.
NONMANUFACTURING	194		154.50		107	39.5	152.50	MANUFACTURING	56		157.
WHOLESALE TRADE	53		154.50		10.	-,.,		HAROT ACTORING	1 30	37.03	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.

Transportation, communication, and other public utilities.

Finance, insurance, and real estate.

May include workers other than those presented separately.

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

(Average straight-time weekly hours and earnings for selected occupations studied in establishments employing 500 workers or more by industry division, Atlanta, Ga., May 1970)

		Av	erage			Av	erage			Ave	erage
Occupation and industry division	Number of workers	Weekly hours 1 (standard)	Weekly earnings ¹ (standard)	Occupation and industry division	Number of workers	Weekly hours 1 (standard)	Weekly earnings 1 (standard)	Occupation and industry division	Number of workers	Weekly hours 1 (standard)	Week earning (standa
OFFICE OCCUPATIONS				OFFICE OCCUPATIONS - CONTINUED				OFFICE OCCUPATIONS - CONTINUED			
				055155 00U5 1U5 41015		20.0	\$ 50	TOANSCOLOUNG MACHINE ODGOATORS			
BOOKKEEPING-MACHINE OPERATORS.		30.0	\$	UFFICE BOYS AND GIRLS	166		90.50	TRANSCRIBING-MACHINE OPERATORS,		30.0	98.
CLASS B	55	39.0	98.00	NONMANUFACTURING	139 56		91.00	GENERAL	50	39.0	98
LERKS, ACCOUNTING, CLASS A	569	39.5	137.50	POBLIC OTILITIES	96	30.0	101.50	TYPISTS. CLASS A	187	38.5	104
MANUFACTURING	136	40.0	157-00	SECRETARIES 4	1,802	39.5	131.00	NONMANUE ACTUOTAC	164		
NONMANUFACTURING	433		131.00	MANUFACTURING	659		136.00	PUBLIC UTILITIES2	62		
PUBLIC UTILITIES 2	146		145.00	NONMANUE ACTURTNO	1,143		128.00				
RETAIL TRADE	136		110.00	DUBLIC HITH ITLES2	236			TYPISTS, CLASS B	336	39.0	93
		1000000		RETAIL TRADE	268		123.50	NONMANUFACTURING	287	39.0	
LERKS, ACCOUNTING, CLASS B	963	39.0	106.50	FINANCE3	531		115.50	PUBLIC UTILITIES	106	39.0	108
MANUFACTURING	87	39.5	112.50				1000	RETAIL TRADE	83	39.0	84
NONMANUFACTURING	876	39.0	105.50			10 July 10		FINANCE 3	90	39.0	85
PUBLIC UTILITIES2	437	38.5	109.50	SECRETARIES, CLASS B	250		150.00	PROFESSIONAL AND TECHNICAL	1 1 1 1 1		
WHOLESALE TRADE	139		118.50	MANUFACTURING	60		158.50	OCCUPATIONS			
RETAIL TRADE	229	39.5	93.50	NONMANUFACTURING	190		147.00			1000	
FINANCE 3	64	38.5	94.50	PUBLIC UTILITIES 2	68		159.50	COMPUTER OPERATORS, CLASS A	104		
	0.00		100	FINANCE3	73	39.5	134.50	NONMANUFACTURING	72	39.5	151
LERKS, FILE, CLASS A	122					44.5					
NONMANUFACTURING	115	38.5	96.50	SECRETARIES, CLASS C	926		135.00	COMPUTER OPERATORS, CLASS B	198		
	1 235			NONMANUFACTURING	542		127.50	NONMANUFACTURING	143		
LERKS, FILE, CLASS B	309		87.50	PUBLIC UTILITIES2	80		149.50	PUBLIC UTILITIES	69	39.5	150
NONMANUFACTURING	271			RETAIL TRADE	112		131-50		1	2.7	
PUBLIC UTILITIES ²	46		101.00	FINANCE	287	39.5	116.00	COMPUTER OPERATORS, CLASS C	82		
FINANCE	92	39.5	80.00	CECOSTABLES CLASS D	563	20.0	112.50	NONMANUFACTURING	73		
LERKS, FILE, CLASS C	154	39.0	76.00	SECRETARIES, CLASS D	355		113.50	POBLIC UTILITIES	26	38.0	1115
NONMANUFACTURING	150			PUBLIC UTILITIES 2			139.50	COMPUTER PROGRAMERS,			
NUMMANUF ACTURING	150	39.0	15.50	PETALL TRADE	111		111.50	BUSINESS, CLASS A	78	39.5	224
LERKS, ORDER	122	40.0	97.50	RETAIL TRADE	158		103.00	NONMANUF ACTURING	66		
NONMANUF ACTURING	107			1 Indice	1.00			PUBLIC UTILITIES2	28		
RETAIL TRADE	106			STENDGRAPHERS, GENERAL	520	39.0	112.50	TOBER OTHERTIES	20	40.0	201
				MANUFACTURING			108.50	COMPUTER PROGRAMERS,			
LERKS, PAYROLL	181	39.0	114.00	NONMANUFACTURING	464	39.0	113.00	BUSTNESS. CLASS B	188	39.5	191
MANUFACTURING	56		115.50	PUBLIC UTILITIES 2	277	38.5	119.00	NONMANUFACTURING	165		
NONMANUFACTURING	125	39.0	113.50	RETAIL TRADE	78		107.00	NONMANUFACTURING	103		
PUBLIC UTILITIES2	56	38.5	122.00	RETAIL TRADEFINANCE3	87	39.0	100.00		12000	0.2.40, 5.41	-
								COMPUTER PROGRAMERS,			
OMPTOMETER OPERATORS	154		106.50	STENOGRAPHERS, SENIOR	635		130.50	BUSINESS, CLASS C	66		
NONMANUFACTURING	132	38.5	102.00	STENOGRAPHERS, SENIOR NONMANUFACTURING PUBLIC UTILITIES 2	235		124.00	NONMANUFACTURING	63	39.5	149
				PUBLIC UTILITIES 2	95	38.5	129.50		1 111		
YPUNCH OPERATORS, CLASS A	733		125.50					COMPUTER SYSTEMS ANALYSTS,		100	
NONMANUFACTURING			123.00	SWITCHBOARD OPERATORS, CLASS A	56	39.0	113.00	BUSINESS, CLASS B	63		
RETAIL TRADE	86	40.0	102.00					NONMANUFACTURING	55	38.5	230
	1	123		SWITCHBOARD OPERATORS, CLASS B		39.5					
EYPUNCH OPERATORS, CLASS B	542		103.00	NONMANUFACTURING	115			DRAFTSMEN, CLASS B	73	39.5	157
MANUFACTURING	112		123.00	PUBLIC UTILITIES	26	40.0	122.50	NONMANUFACTURING:			
NONMANUFACTURING	430		97.50					PUBLIC UTILITIES2	27	38.5	147
PUBLIC UTILITIES2	146		100.50	TABULATING-MACHINE OPERATORS.		20 -	127 60				
RETAIL TRADE	101			CLASS B			127.00	DRAFTSMEN, CLASS C	165	38.0	120
FINANCE 3	96	39.5	97.00	NONMANUFACTURING	89		122.00				
				PUBLIC UTILITIES 2	51	40.0	127.00	NURSES, INDUSTRIAL (REGISTERED)	86	39.5	1155

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.

Transportation, communication, and other public utilities.
Finance, insurance, and real estate.

May include workers other than those presented separately.

Table A-4. Maintenance and Powerplant Occupations

			Hourly ea	rnings 1											ng stra	-											
Occupation and industry division	Number of workers	Mean ²	Median ²	Middle range ²	Under \$ 1.90	1.90 and under	2.00	2.10	2.20	2.30	2.40	2.50	-	•70 -	\$ 2.80 - 3.00	-	-	3.40	3.60	3.80	4.00	-	4.40	4.60	-	-	ar
CARPENTERS, MAINTENANCE	65 100 59 - 449 348 101 51 - 144 71 73	3.97 4.43 4.57 4.43 4.43 4.55 4.18 4.16 4.20	4.15 4.59 4.58 4.62 4.81 4.38 4.38 4.44 4.42 4.61	\$ 3.71- 4.85 3.45- 4.37 3.93- 514 4.27- 4.89 3.98- 4.88 3.91- 4.88 4.08- 4.89 4.32- 5.11 4.00- 4.66 4.02- 4.49 3.55- 4.68								2 - 2	2 2 2	1064	13 8 5 3 4 4 4 -	19 6 13 1 2 2 - 4 3 1	3 2 1 - 10 9 1 - 10 1 9	14 9 5 - 3 1 2	10 8 2 2 48 47 1 1	1 1 1 36 32 4 4	19 16 3 3 53 37 16 - 20 14 6	27 13	12 3 9 8 14 3 11 3	11 5 6 5 12 8 4 3 35 6 29	12 2 10 9 138 133 5 - 7 5 2	18 2 16 3 63 43 20 13	3
TREMEN, STATIONARY BUILER MANUFACTURING BELPERS, MAINTENANCE TRADES MANUFACTURING	- 51 - 326	2.63	2.18	2.14- 3.10 2.13- 2.65 2.57- 3.08 2.49- 3.08	6 -	-	1 1 5 4	24 24 6 6	2 2	3 7 6	22 22	58 -	61	2 1 8 -	5 4	85 85	9 9	5 - 57 7	=	3	=	1 1	=	1	5 5	-	
MACHINISTS, MAINTENANCE				3.62- 4.40 3.60- 4.33		-	-	2	-	-	-	-	4	6	7	9	22	17 14	72 72	10 10	33 33	46 46	6	17 17	8	42	
ECHANICS, AUTOMOTIVE (MAINTENANCE) MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES* RETAIL TRADE	- 162 - 1,059 - 889	4.01 4.11	3.23	3.54- 4.29 2.88- 4.05 3.72- 4.29 3.91- 4.41 3.31- 3.76	=			11111	6	6 6 -	6 2 4 4 -	15 12 3 3	12 2 10	20 8 12 1	14 6 8 3	60 34 26 23 3	65 27 38 13 25	149 8 141 77 1	60 4 56 32 17	143		11	186 186 186	19 17 2 1	9 8 1 1	38	
MECHANICS, MAINTENANCE	473	3.52	3.54 3.41 4.15	3.16- 4.22 3.08- 4.04 3.57- 4.36	-	-	=	=	12 12	=	=	25 24 1	48 48 -	2 - 2	23 18 5	58 39 19	97 93 4	69 59 10	29 21 8	40 17 23	66 60 6	64 6 58	18 12 6	70 64 6	1 - 1	2 - 2	
MANUFACTURING				2.26- 3.77 2.26- 3.77		12 12	-	-	15 14	1 -	2	Ξ	Ξ	-	Ξ.	11 11	5	-	28 28	7	2 2	-	Ξ	1	-	Ξ	
AINTERS, MAINTENANCE				3.08- 4.69 4.15- 4.66		-	-	-	4	-	2	-	1	-	8 7	14	1	1 -	3	2	3	20 20	-	20 20	6	13	
MANUFACTURING				4.44- 4.92 4.44- 4.92		-	-	1	-	-	-	Ξ	-	-	2 2	2 2	2 2	1	13 13	-	1	1	29 29	38 38	40 40	= =	
OOL AND DIE MAKERS				4.15- 4.96 4.15- 4.96		-	-	-	-	-	-	-	-	-	-	-	6	6	16 16	12	26 26	13 13	6	18 18	89 89		

Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.
 For definition of terms, see footnote 2, table A-1.
 All workers were at \$5.60 to \$5.80.
 Transportation, communication, and other public utilities.

Table A-4a. Maintenance and Powerplant Occupations—Large Establishments

(Average straight-time hourly earnings for men in selected occupations studied in establishments employing 500 workers or more by industry division, Atlanta, Ga., May 1970)

			Hourly ear	mings 1						N	umbe	r of w	orkers	rece	iving s	traigh	nt-time	e hourl	y ear	nings	of—						
Occupation and industry division	Number of workers	Mean ²	Median ²	Middle range ²	Under \$ 2.50 u	and nder	2.60	2.70	2.80	2.90	-	3.10	3.20	3.30	3.40 3	3.50	3.60	-	-	3.90	4.00	4.20	4.40	4.60	-	-	and
CARPENTERS, MAINTENANCE	78 56 349 276	4.64 4.66 4.62 4.62 4.61	4.77 4.59 4.83 4.84 4.43	\$ \$ 4.18- 4.93 4.31- 5.14 4.30- 4.90 4.15- 4.89 4.07- 4.89 4.33- 5.12	-		2 2		2	2 2 -	1 1 1	2 2 -	2 - - 2 1 1	2 2 -		3 3 -	5 4 1	7 2 2 6 6	1 1 1 15 15	- - 15 11 4	6 3 3 38 37 1	27 14 14 29 1 28 27	9 9 8 11 3 8	11 6 5 8 7 1	12 10 9 138 133	18 16 3 63 43 20	1 1 310
ENGINEERS, STATIUNARY		4.30	4.43	4.06- 4.59 4.07- 4.49	-	Ξ	-	4	1 -	-	1 -	3	2	-	=	2	=	Ξ	-	-	19 14	3 -	34 29	8	7 5	3 -	
HELPERS, MAINTENANCE TRADES MACHINISTS, MAINTENANCE MANUFACTURING	181	4.33	4.35	2.60- 3.05 4.00- 4.96 3.78- 4.39	-	58 - -	61 2 2	8 -	2 1 1	3 - -	73 7 7	2 2	8 2 2	2 2	10	1 5 2	2 2	17 17	-	- 4 4	33 33	1 31 31	6 6	17 17	- 8 8	42	
MECHANICS, AUTOMOTIVE (MAINTENANCE)	65	4.19	4.31	3.57- 4.26 3.75- 4.76 3.56- 4.14 3.57- 4.18	- 4	3 3 3	=	1 - 1 1	3 - 3 3	:	2 2 -	1 - 1 1	16 6 10 9	19 - 19 4	=	73 6 67 66	8 1 7 -	42 3 39 26	5 - 5 2	43 4 39 39	78 7 71 68	32 11 21 20	6 6	19 17 2 1	9 8 1 1	38 - 38 38	
MECHANICS, MAINTENANCE	237		4.04	3.57- 4.40 3.48- 4.60 3.84- 4.37	-	Ξ	Ξ	2 2	2 - 2	5 4 1	1 1 -	14 12 2	10 8 2	29 27 2	11 9 2	26 23 3	1 1	7 7	31 11 20	7 4 3	66 60 6	64 6 58	18 12 6	66 60 6	1 1	2 - 2	
MANUFACTURING				3.04- 3.78 3.04- 3.78		-	Ξ	-	-	-	7	Ξ	2 2	Ξ	-	-	-	28 28	7	-	2 2	-	Ξ	_	Ξ	-	
MANUFACTURING	78 55			4.22- 4.91 4.23- 4.67	-	=	1	-	-	2	2	-	1	-	-	1 -	3	Ξ	Ξ	2	3	20 20	-	20 20	6	13	
MANUFACTURING				4.44- 4.92 4.44- 4.92		=	-	-	1	1	1	1	-	2	ċ	1	-	13 13	-	-	1	1	29 29	38 38	40 40		
MANUFACTURING	149			4.80- 4.98 4.80- 4.98		-	Ξ	-	-	-	-	-	-	-	-	-	-	-	Ξ	6	14	-		18	89 89	22	

Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.
For definition of terms, see footnote 2, table A-1.
All workers were at \$5.60 to \$5.80.
Transportation, communication, and other public utilities.
All workers were at \$1.90 to \$2.

Table A-5. Custodial and Material Movement Occupations

			Hourly e	arnings 2											-				•	rnings	of—						
Occupation and industry division	Number of workers	Mean ³	Median ³	Middle range ³	Under \$ 1.60	and under	1.70	1.80	1.90	-	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90 -	\$ 3.00 - 3.20	3.20	3.40	3.60	-	4.00	-	an
GUARDS AND WATCHMEN	270	3.09	3.73	\$ \$ 1.66- 2.02 2.06- 3.91 1.65- 1.78	-		511 18 493	39 12 27	21 13 8	74 29 45	26 10 16	16 2 14	11 5 6	12 1 11	17	28 7 21	9 3 6	13 1 12	9 - 9	5	10	3 - 3	88 84 4	64 62 2	12	:	
GUARDS: MANUFACTURING	178	3.66	3.78	3.73- 3.95	-	-	-	8	_	-	3	-		-	-	5	-	1	-	3	-	-	84	62	12	-	
WATCHMEN: MANUFACTURING	92	2.00	2.02	1.80- 2.10	-	6	18	4	13	29	7	2	5	1	-	2	3	-	-	2	-	-	-	-	-	-	
JANITURS, PURTERS, AND CLEANERS MANUFACTURING	1,070 3,545 330 89	2.61 1.84 2.78	2.40 1.69 2.84 2.21	1.66- 2.24 2.05- 3.42 1.65- 1.96 2.72- 2.94 2.00- 2.54 1.93- 2.38	17	_	59	190 77 113 1 - 20	196 69 127 1 11 97	291 89 202 13 - 56	184 72 112 29 21 35	129 46 83 - 16 35	135 110 25 13 - 5	37 33 4	133 68 65 10 17 38	37 33 4 1 - 3	12 60 50	133 14 119 98 2 14	69 1 68 64 2 2	12 7	73 44 29 23 4 2	338 318 20 16 4		1 1 - -			
IANITORS, PORTERS, AND CLEANERS (WOMEN)	1,440	2.00 1.73	1.67	1.64- 1.76 1.74- 2.04 1.64- 1.74 1.87- 2.25	9	15	342 49 293 8	49 29 20 17	13 8 5 4		14 2 12 11	14 - 14 8	2 - 2 -	9 2 7 4	12	8 4 4 2	9 - 9 3	25 25 2	41 41 4	-	15 15 -	:	=	-	-	= = =	
ABDRERS, MATERIAL HANDLING MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES4 HOLESALE TRADE	1,423 2,455 576 961	2.41 2.52 3.50 2.07	2.30 2.31 3.59	1.98- 2.94 2.03- 2.69 1.94- 3.03 3.52- 3.82 1.86- 2.21 1.96- 2.79	-	12	258 38 220 - 176 26	108		299 202 5	210 96 114 - 46 68		188 115 73 - 18 55	145 99 46 - 28 18	188 71 117 - 53 64	127 81 46 - 4 4?	150 41 109 10 -	136 9 127 1 1 1	109 52 57 - 8 49	40 150 74 60	71	284 67 217 194 6	149 69 80 80	190 190 190	-	-	
ORDER FILLERS MANUFACTURING NONMANUFACTURING HHOLESALE TRADE RETAIL TRADE	653 1,085 470	2.81	2.59 2.57 2.47	2.33- 3.14 2.29- 3.67 2.37- 3.11 2.41- 2.71 2.28- 3.17	=	-	23 18 5 - 5	26 14 12 -	40 12 28 - 28	83 28 55 36 19	87 62 25 12 13	126 32 94 - 94	71	220 23 197 174 23	143 75 68 50 18	52 27 25 15 10	90 3 87 77 10	16 16 4 12	129 54 75 - 75	42 162 6	124 6 118 - 118	4 - 4	84 50 34 34	139 136 3 2 1	=======================================	11111	
PACKERS, SHIPPING ————————————————————————————————————	715 285 222	2.50 2.74 2.82	2.45	2.20- 2.66 2.26- 2.57 2.09- 3.77 2.07- 3.74 2.23- 2.66	=	-	31 30 1 -	12 12 - -	19 18 1 -	81	48 37 11 -	69 37 32 22 10	28 17 11 5 6		162 149 13 5	23 18 5 - 5	15 15 10 5	7 4 3 - 3	12		90 88 2 - 2	3 2 1 - 1	89 3 86 86		-	1 1 - -	
PACKERS, SHIPPING (WOMEN) MANUFACTURING NONMANUFACTURING RETAIL TRADE	334 136	2.06	2.00 1.98 2.45 2.49	1.93- 2.27 1.92- 2.20 1.99- 2.75 1.99- 2.75			45 42 3 3		178 149 29 29	41 32 9 7	18 15 3 3	78 69 9	8 - 8 3	7 - 7 7	8 - 8 8	4 4	39 39 39	4 4	1 1	9 5 4 4	4 4	10 10 -	:	-	=	:	
RECEIVING CLERKS	148 268 87	3.19 2.85 2.46	2.99 2.65 2.55	2.52- 3.50 2.69- 3.83 2.45- 3.43 2.14- 2.65 2.52- 3.50		-	-	5 5 5	1 - 1 -	13 - 13 12 1	16 2 14 12 2	23 2 21 - 21	14 3 11 -	20 15 5 - 5	62 9 53 31 22	32 7 25 12 13	12 12 - 12	20 15 5 4	32 25 7 7	8 13	13 3 10 4 6	32 - 32 - 31	21 6 15 -	58 53 5 -	10 - 10 - 10	8 - 8 - 8	
SHIPPING CLERKS MANUFACTURING NONMANUFACTURING WHOLESALE TRADE	93 86		2.96	2.59- 3.09 2.63- 3.16 2.58- 3.07 2.58- 3.10	-	-	-	-	-	-	2 -	18 18 -	6 - 6 -	1 1 -	19 - 19 19	21 9 12 12	20 8 12	1 -	17 14 3	18	23 11 12 12	1 - -	=	4 2 2 2	:	2 -	

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

			Hourly e	arnings 2											_	-	ht-tim			-							
Occupation and industry division	Number of workers	Mean ³	Median ³	Middle range ³	1.60	1.60 and under 1.70	-	-	1.90	2.00	2.10	2.20	2.30	-	2.50	-	2.70	2.80	2•90 -	3 . 00	3.20	3.40	3.60	3.80	4. 00	4•20 -	ar
SHIPPING AND RECEIVING CLERKS MANUFACTURING NOMANUFACTURING WHOLESALE TRADE	156 131	3.42	3.68	\$ 3.02- 3.72 3.03- 3.77 2.98- 3.38 2.75- 3.19	-	:	-	: : :	:	12 - 12 12		:	1	10 - 10 10	2 - 2 2	13 13 -	9 4 5 5		18 13 5 5	74 27 47 47	29 9 20 19	32 6 26	59 59 -	19 19 -	2 2 -	4 - 4	
TRUCK DRIVERS 5 MANUF ACTUR ING NONMANUF ACTUR ING PUBLIC UTILITIES 4 HHOLESALE TRADE RETAIL TRADE	811 4,736 2,950 895	2.68 3.39 3.84 2.46	2.59 3.63 4.21 2.42	2.50- 4.22 2.45- 2.71 2.51- 4.23 3.51- 4.25 2.02- 2.70 2.13- 3.66	12	23	24 12 12 - 12	36	274 62 212 - 180	-	156 17 139 - 106 25	188 8 180 - 54 120	343 78 265 231 24	121	369 202 167 - 135 26	190	149 19 130 29 68 33	72 22 50 20 30	14 12 2 2 -	16 77 63 13	430	246 29 217 165 47 4	432 69 363 210 15 98	7	25 39	1677 1621	
TRUCKDRIVERS, LIGHT (UNDER 1-1/2 TONS) MANUFACTURING NONMANUFACTURING HOLESALE TRADE RETAIL TRADE	184 859 377	2.56 2.32 2.26	2.55 2.20 2.20	2.07- 2.56 2.46- 2.60 2.04- 2.54 2.06- 2.52 2.03- 2.56	12	23	:	-	104 - 104 72	6	121 6 115 82 25	68 3 65 29 30	46 22 24 24		206 87 119 99 20	24 13 11 11	62 62 - 33	42 22 20 -	3	2 1 1 -	12 - 12 - 12		6 6	23 - 23 - 23		12	
TRUCKDRIVERS, MEDIUM (1-1/2 TO AND INCLUDING 4 TONS) MANUFACTURING PUBLIC UTILITIES 4 WHOLESALE TRADE RETAIL TRADE	242 2,212 1,629 299	2.85 3.51 3.79 2.25	2.67 3.73 3.95 2.22	2.68- 4.22 2.40- 3.47 3.13- 4.23 3.37- 4.25 1.94- 2.59 2.26- 4.09	=		12 - 12 - 12	24	110 2 108 - 108	2 2	5 5	120 5 115 - 25 90	48	51 12 39 - 25 14	38 1 37 - 31	105 67 38 - 38	30 10 20 - 20		11 9 2 2 -	12 68	313	121 8 113 103 6 3	284 57 227 170	132 - 132 128 - 4	35 - 35 - - 35	809 757	
TRUCKDRIVERS, HEAVY (OVER 4 TONS, TRAILER TYPE) NONMANUFACTURING PUBLIC UTILITIES ⁴ HHOLESALE TRADE RETAIL TRADE	1,622 1,259 180	3.81 3.94 3.25	4.20 4.23 3.34	3.48- 4.25 3.49- 4.25 3.93- 4.26 2.79- 3.59 3.24- 3.66	=	4 - - -	-		:	6 6		-	129 121 121 -	:	6	44 44 44 -	48 48 - 48	30 30 - 30	11111	8 8 - 8 -	95 95 - 11 84	125 104 62 41 1	136 136 40 15 81	168 168 140 27	4	852 852 852	
TRUCKDRIVERS, HEAVY (OVER 4 TONS, OTHER THAN TRAILER TYPE)	255	2.66	2.61	2.55- 2.67	-	_	_	_	_	_	_	_	_	_	119	110	9	_	-	3	10	_	_	_	_	4	
RUCKERS, POWER (FORKLIFT) MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES 4 HHOLESALE TRADE RETAIL TRADE	1,068 606 182 249	2.99 3.20 4.14 2.64	2.78 3.14 4.24 2.59	2.55- 3.72 2.54- 3.71 2.58- 3.86 4.21- 4.27 2.16- 3.12 2.89- 3.26	-		:	10 10 -	27 27 - -	70 40 30 - 30	79 32 47 - 35 12	28 13 15 - 15	21 21 - -		283 230 53 - 50 3		58 32 26 - 24 2	19 14 5 - - 5	28 24 4 3 -	202 80 122 4 68 50	67 67 - 67	99 84 15 8 - 7	257 235 22 10 8 4	91 78 13 12 -	12	146 146 145	

Data limited to men workers except where otherwise indicated.

Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.

For definition of terms, see footnote 2, table A-1.

Transportation, communication, and other public utilities.

Includes all drivers, as defined regardless of size and type of truck operated.

Table A-5a. Custodial and Material Movement Occupations—Large Establishments

(Average straight-time hourly earnings for selected occupations studied in establishments employing 500 workers or more by industry division, Atlanta, Ga., May 1970)

			Hourly e	earnings 2											eiving												
Occupation and industry division	Number of workers	Mean ³	Median ³	Middle range ³	and under	1.60	1.70	\$ 1.80 - 1.90	1•90 -	2.00	2.10	2.20	2.30	2 .4 0 -	2.50 2	-	2.70 -	2.80	2•90 -	3.00	3.20 -	3.40	3.60	3.80	4•00 -	-	
GUARDS AND WATCHMENMANUFACTURING NONMANUFACTURING	219		3.76	\$ 2.44- 3.78 2.79- 3.93 2.28- 3.14	-	Ξ	4-4	23 12 11	17 13 4	12 5 7	13 7 6	10 2 8	11 5 6	7 1 6	11	14 7 7	9 3 6	13 1 12	9 - 9	39 5 34	10 - 10	3 - 3	88 84 4	64 62 2	12 12 -	=	
GUARDS: MANUFACTURING	175	3.68	3.78	3.73- 3.95	-	-	-	8	-	-	-	-	-	-	-	5	-	1	-	3	_	-	84	62	12	-	
JANITORS, PORTERS, AND CLEANERS MANUFACTURING RETAIL TRADE	526	3.02	3.42	1.66- 2.78 2.28- 3.48 2.00- 2.48	-	909	203 9 12	111 41 8	96 39 51	119 26 44	62 9 35	57 10 35	31 9 5	27 6 21	44 5 29	10 6 3	42 - 10	114 2 14	67 1 2	12	49 44 2	318	Ξ	1 1 -	= =	Ξ	
JANITORS, PORTERS, AND CLEANERS (WOMEN)	70 311		1.86	1.75- 2.63 1.77- 2.66 1.74- 2.49 1.99- 2.48	9	-	185 25 160 8	23 17 6 3	5 2 3 2	35 3 32 15	11 2 9 8	6 -	-	9 2 7 4	-	6 4 2 2	9 - 9 3	25 - 25 2	41 - 41 4	-	15 15 -	:	-	=	:	=	
ABORERS, MATERIAL HANDLING MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES RETAIL TRADE	550 1,158 565	2.65 3.07 3.53	3.01	2.44- 3.56 2.14- 3.24 2.71- 3.59 3.52- 3.83 2.38- 2.86	=	2 2	12 10 2 -	46 38 8 - 8	66 39 27 3 24	80 43 37 5	48 16 32 - 32	56 31 25 -	76 45 31 -	105 87 18 -	61 61 61	42 42 - 42	109 - 109 10 99	127 127 1 125	89 40 49 - 49	127 37 90 74 16	90 71 19 8 10	22 211 194	149 69 80 80	190 190 190	= = = = = = = = = = = = = = = = = = = =	:	
DRDER FILLERS NONMANUFACTURING RETAIL TRADE	531	2.84	3.14 3.04 3.04	2.74- 3.37 2.47- 3.19 2.47- 3.19	-	=	5 5 5	14 12 12	28 28 28	29 19 19	15 13 13	24 22 22	21 17 17	24 23 23	6 6	10 10 10	10 10 10	12 12 12	75 75 75	156 156 156	118 118 118	4 4	32 - -	137 1 1	Ē	Ξ	
PACKERS, SHIPPING				2.22- 2.73 2.18- 2.60		- :	1	=	1	8	21 16	8	8 2	10 2	35 30	5 -	5	7 4	-	2	12 10	3 2	3	Ξ	Ξ	1	
PACKERS, SHIPPING (WOMEN) NONMANUFACTURING RETAIL TRADE	126	2.41	2.52	2.21- 2.74 1.99- 2.75 1.99- 2.75	-	=	3 3 3	4 4 4	31 29 29	4 4	3 3 3	74 9 9	3 3 3	7 7 7	8 8 8	4 4 4	39 39 39	4 4	1 1 1	9 4 4	4 4	10 - -	Ξ	=	=	Ξ	
RECEIVING CLERKS	148		3.35	2.72- 3.85 2.56- 3.63 2.56- 3.64	-	=	=	=	1 1 1	1 1 1	2 2	11 9 9	11 11 11	6 5 5	15 13 13	2 1 1	12 12 12	2 1 1	-	13 13 13	7 6 6	32	18 15 15	58 5 5	10 10 10	8 8 8	
TRUCKDRIVERS 5 MANUFACTURING NONMANUFACTURING PUBLIC UTILITIES 4 RETAIL TRADE	203 1,106 668	3.30 3.54 3.68	3.90	3.23- 3.95 2.85- 3.68 3.25- 3.96 3.30- 3.97 3.20- 3.88	=		-		2 2	86 2 84 - 84	1 1 - 1	5 5 - -	13 13 - -	14 - 14 - 14	3 1 2 - 2	10 10 - -	36 7 29 29	42 22 20 20	8 6 2 2 -	53 10 43 43	181	166 29 137 129 4	63	306 7 299 268 28	25	142 - 142 86 56	
TRUCKDRIVERS, LIGHT (UNDER 1-1/2 TONS)	186 160			2.06- 2.85 2.05- 2.82		-	-	-	=	84 84	1	3	-	=	2 2	:	29 29	42 20	-	2	:	Ξ	Ξ	23 23	=	-	
TRUCKDRIVERS, MEDIUM (1-1/2 TO AND INCLUDING 4 TUNS) NONMANUFACTURING PUBLIC UTILITIES RETAIL TRADE	507 375	3.65	3.59	3.26- 3.95 3.29- 3.98 3.27- 3.93 3.76- 4.24	-	=		=	2 -	2 - - -	: :	2	13	14 14 - 14	1 - -	10	7	=	8 2 2 -	51 42 42	98 97 91 6	105	17	132 132 128 4	35 35 - 35	63 63 11 52	

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

(Average straight-time hourly earnings for selected occupations studied in establishments employing 500 workers or more by industry division, Atlanta, Ga., May 1970)

			Hourly o	earnings 2							Numb	er of	worke	rs rec	eiving	strai	ght-tin	ne ho	urly e	earning	s of-						
Occupation 1 and industry division	Number of workers	Mean ³	Median ¹	Middle range ³	and under	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	-	-	-	-	-	-	-
					1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50 /	2.60	2.10	2.80	2.90	3.00	3.20	3.40	3.60	3.80	4.00	4.20	4.46	4.0
RUCKDRIVERS - CONTINUED TRUCKDRIVERS, HEAVY (OVER 4 TONS, TRAILER TYPE)	458			\$ 3.55- 3.98 3.58- 3.98		-	-	-	:	:	-		-	:	-	-	Ţ	ī	-	-	84 84	53 32		144 144	6	75 75	
RUCKERS, POWER (FURKLIFT) MANUFACTURING NOMMANUFACTURING PUBLIC UTILITIES ¹ RETAIL TRADE	557 172	3.28 3.22 3.50	3.59 3.22 3.59	2.87- 3.76 2.60- 3.77 3.05- 3.29 3.09- 3.85 3.05- 3.27	=	= = = = = = = = = = = = = = = = = = = =	:	:	:	16 16 - -	17 17 - -	=	3 3 - -	21 14 7 - 7	89 89 - -	18 18 - -	6 4 2 - 2	19 14 5 - 5	4 3 1	80 26 54 4 50	67 67 67	93 78 15 8 7	199	91 78 13 12	1 1 - -	1 1 - 1	

Data limited to men workers except where otherwise indicated.

Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.

For definition of terms, see footnote 2, table A-1.

Transportation, communication, and other public utilities.

Includes all drivers, as defined, regardless of size and type of truck operated.

B. Establishment Practices and Supplementary Wage Provisions

Table B-1. Minimum Entrance Salaries for Women Office Workers

(Distribution of establishments studied in all industries and in industry divisions by minimum entrance salary for selected categories of inexperienced women office workers, Atlanta, Ga., May 1970)

			Inexperie	nced typists				Other in	experience	ed clerical wo	rkers ²	
		Manufac	turing	Non	manufactur	ing		Manufac	turing	Non	manufactur	ing
Minimum weekly straight-time salary 1	All industries	Ва	ased on sta	indard weekly	hours 3 of-		All industries	В	ased on sta	indard weekly	hours 3 of-	-
	industries	All schedules	40	All schedules	371/2	40	industries	All schedules	40	All schedules	371/2	40
Establishments studied	257	76	xxx	181	xxx	xxx	257	76	xxx	181	xxx	xxx
Establishments having a specified minimum	90	21	21	69	12	44	113	27	26	86	13	58
\$60,00 and under \$62,50 \$62,50 and under \$65,00 \$65,00 and under \$70,00 \$70,00 and under \$70,00 \$72,50 and under \$75,00 \$72,50 and under \$75,00 \$75,00 and under \$75,00 \$75,00 and under \$75,00 \$75,00 and under \$80,00 \$80,00 and under \$82,50 \$80,00 and under \$82,50 \$85,00 and under \$87,50 \$87,50 and under \$87,50 \$97,50 and under \$90,00 \$90,00 and under \$90,00 \$92,50 and under \$95,00 \$92,50 and under \$97,50 \$97,50 and under \$97,50 \$97,50 and under \$97,50 \$97,50 and under \$100,00 \$100,00 and under \$100,00 \$100,00 and under \$105,00	6 4 4 5 6 6 4 4 11 1 1 1 1 1 2 2 2 1 1 1 1 1 1 1 1	2 1 1 1 1 2 5 1 1 2 1 1 2 1	2 1 1 1 2 5 1 2 2 1 1 1 2 1	1 4 3 5 5 5 3 11 2 16 - 9 2 1 1 1 1 2 1	1 2 2 1 1 3 3 - 4 4	3 1 4 3 1 1 4 1 1 1 1 6 2 1 1 1 1 2 1 1 2 1	2 5 4 8 14 13 10 5 24 7 2 5 1 2 3 2 6	1 1 1 2 2 2 - 3 7 - 1 1 4 - - 1	1 1 1 2 2 - 3 7 - 1 1 3 -	2 4 3 7 12 11 10 2 17 6 1 1 2 2 2 3 3	1 1 2 2 2 3 3 2 2 2 2 2 2 2 2 2 2 2 2 2	1
Sstablishments having no specified minimum		13	xxx	19	xxx	xxx	45	20	xxx	25	xxx	xx
stablishments which did not employ workers in this category	135	42	xxx	93	xxx	xxx	99	29	xxx	70	xxx	xx

These salaries relate to formally established minimum starting (hiring) regular straight-time salaries that are paid for standard workweeks.
 Excludes workers in subclerical jobs such as messenger or office girl.
 Data are presented for all standard workweeks combined, and for the most common standard workweeks reported.

Table B-2. Shift Differentials

(Late-shift pay provisions for manufacturing plant workers by type and amount of pay differential, Atlanta, Ga., May 1970)

(All plant workers in manufacturing = 100 percent)

	Percent of manufacturing plant workers—								
Late-shift pay provision		having provisions 1 te shifts	Actually working on late shifts						
	Second shift	Third or other shift	Second shift	Third or other shift					
224									
Total	80.3	70.4	20.5	5.7					
No pay differential for work on late shift	7.9	1.5	2.1	0.5					
				1 22					
Pay differential for work on late shift	72.4	68.8	18.4	5.2					
Uniform cents (per hour)	58.5	33.7	13.2	3.8					
3 cents	1.7	.9	.1	.1					
4 cents	1.9	1	.2	1 2					
5 cents	5.55	6.0	1.8	.7					
6 cents	2.5	.8	.1	(²)					
7 cents		1.6	<u>'</u>						
8 cents		2.0	1.1	2					
10 cents		1 2.0	2.4	1					
11 cents		.8	.5	(2)					
12 cents		4.0	1.4	1 2					
13½ cents		1.0	.4	1 2					
14 cents		3.7		.2 (²) .2 .9					
15 cents		3.1	.5	.3					
16 cents		2.9	-	.4					
18 cents		.9	4.8	.1					
20 cents		2.0	-	.3					
24 cents	-	4.9	-	.5					
Uniform percentage	13.9	13.9	5.1	.1					
5 percent	13.9	_	5.1	_					
10 percent		13.9	<u> </u>	.1					
Full day's pay for reduced hours		2.0	J-	.1					
Full day's pay for reduced hours				1000					
plus cents differential		19.2		1.2					

¹ Includes all plant workers in establishments currently operating, or having formal provisions covering late shifts, even though the establishments were not currently operating late shifts.
² Less than 0.05 percent.

Table B-3. Scheduled Weekly Hours

(Percent distribution of plant and office workers in all industries and in industry divisions by scheduled weekly hours 1 of first-shift workers, Atlanta, Ga., May 1970)

		F	Plant worke	rs	Office workers						
Weekly hours	All industries ²	Manu- facturing	Public utilities ³	Wholesale trade	Retail trade	All industries4	Manu- facturing	Public utilities ³	Wholesale trade	Retail trade	Finance ⁵
All workers	100	100	100	100	100	100	100	100	100	100	100
15 hours	1 83 2	(6) - - - - 92 - - 1	94	- - - 8 84 4 4	4 - 5 - 71 5 5 5 5 5 5 5	2 (6) 16 1 2 71 (6) (6)	(6) - - 9 - - 91 - (6)	8 - 27 - 61 (6) (6) (6) 4	12 81 2 (6)	1 	3 20 23 3 1 49

¹ Scheduled hours are the weekly hours which a majority of the full-time workers were expected to work, whether they were paid for at straight-time or overtime rates.

2 Includes data for real estate and services in addition to those industry divisions shown separately.

3 Transportation, communication, and other public utilities.

4 Includes data for services in addition to those industry divisions shown separately.

5 Finance, insurance, and real estate.

6 Less than 0.5 percent.

Table B-4. Paid Holidays

(Percent distribution of plant and office workers in all industries and in industry divisions by number of paid holidays provided annually, Atlanta, Ga., May 1970)

		F	Plant worke	rs		Office workers						
Item	All industries 1	Manu- facturing	Public utilities 2	Wholesale trade	Retail trade	All industries ³	Manu- facturing	Public utilities 2	Wholesale trade	Retail trade	Finance	
All workers	100	100	100	100	100	100	100	100	100	100	100	
Workers in establishments providing paid holidays	93	98	100	99	90	99	99	100	100	99	100	
Vorkers in establishments providing no paid holidays	7	2	-	1	10	(5.)	(5)	-	-	(⁵)	-	
Number of days												
ess than 4 holidays		1	-	-	3	1	(⁵)	(5)	12	(5)	-	
holidays	_ 2	2	1	-	3	1	1	-	-	4	(5)	
holidays	14	7	5	24	29	11	6	5	13	17	12	
holidays plus 1 or 2 half days			-	3		1	-		3	-	-	
holidays		15	8	19	27	21	8	12	5	21	40	
holidays plus 1 or 2 half days		1	7	5		1	2	-	(5)	(5)	-	
holidays	12	12	6	12	17	11	12	3	11	17	9	
holidays plus 1 half day		(5)	-	(5)	2	5	5	-	5	1	11	
holidays plus 3 half days		16	40	26	9	(⁵)	17	-	-		-	
holidaysholidays plus 1 or 2 half days		16	49	26	7	22 2	16	59	29	34 5	3	
holidays		10	30	7		10	10	21	31	5	3	
holidays plus 1 half day		10	30		-	2	10	21	31	-	8	
0 holidays		23	1 2	3		10	34	-	3		8	
0 holidays plus 3 half days		23	1 2] -	-	1	-		, ,	-	4	
l holidays		10	12	1 []		i	6			- 5	4	
l holidays plus l half day		-	-	-		i	-	-		-	3	
Total holiday time 6												
1 ¹ / ₂ days			-	_	12	2	_	_			8	
l days or more		10	_	- 1	-	3	6	_	_	-	8	
0 days or more		33	1	3	121	13	40	-	3	-	15	
1/2 days or more	. 15	33	-	3	-	16	40		3	-	23	
days or more	25	44	30	10	7 <u>-</u> 2	26	50	21	33	7-1	26	
1/2 days or more		44	30	10	-	27	50	21	33	5	26	
days or more		60	79	36	9	49	66	80	63	39	29	
1/2 days or more	45	60	79	36	11	54	71	80	68	40	39	
days or more		72	85	49	28	65	83	83	79	58	48	
1/2 days or more		73	85	54	28	65	85	83	79	58	48	
days or more		88	94	75	55	87	93	95	87	78	88	
$^{1}/_{2}$ days or more		88	94	75	55	87	93	95	87	78	88	
days or more		95	99	99	84	98	98	99	100	96	99	
days or more		97	100	99	87	98	98	99	100	98	100	
days or more		98	100	99	88	98	99	99	100	99	100	
days or more		98	100	99	88	99	99	100	100	99	100	
day or more	- 93	98	100	99	90	99	99	100	100	99	100	

Includes data for real estate and services in addition to those industry divisions shown separately.
 Transportation, communication, and other public utilities.

Includes data for services in addition to those industry divisions shown separately.

⁴ Finance, insurance, and real estate.

Less than 0.5 percent.

6 All combinations of full and half days that add to the same amount are combined; for example, the proportion of workers receiving a total of 9 days includes

All combinations of full and half days that add to the same amount are combined; for example, the proportion then were cumulated. those with 9 full days and no half days, 8 full days and 2 half days, 7 full days and 4 half days, and so on. Proportions then were cumulated.

Table B-5. Paid Vacations 1

(Percent distribution of plant and office workers in all industries and in industry divisions by vacation pay provisions, Atlanta, Ga., May 1970)

		F	Plant worker	rs				Office	workers	kers		
Vacation policy	All industries ²	Manu- facturing	Public utilities ³	Wholesale trade	Retail trade	All industries ⁴	Manu- facturing	Public utilities 3	Wholesale trade	Retail trade	Finance!	
All workers	100	100	100	100	100	100	100	100	100	100	100	
Method of payment												
Workers in establishments providing paid vacationsLength-of-time paymentPercentage payment	91	100 86 14	100 98 2	99 99 -	97 95	99 99 (6)	100 99 (6)	100 100	100 100	99 99	100 100	
Other		-	-	1	3	(6)	-	-	-	- (⁶)		
Amount of vacation pay 7												
After 6 months of service												
Under l week	21	8 14 1 1	53	12 32 8	11 17 -	3 47 5 3	2 38 7 (⁶)	55	36 3 10	23 1	67 11 5	
After 1 year of service												
Under 1 week	64 4 28	1 63 2 31	46 17 37	43	81 - 16	25 1 73 (6) (6)	14 (6) 85	56 5 37 2	- 7 - 93	72 1 28	(⁶)	
After 2 years of service		-										
Under 1 week	36 6 52 2	1 46 7 42 2 2	19 16 64 1	17 5 77	31 1 60 4	4 1 93 2 (⁶)	4 3 93 (6) (6)	12 3 81 4	- (⁶) 99 -	6 1 90 3	(⁶)	
After 3 years of service												
Under 1 week	. 15 . 10 . 66 . 5	1 16 21 56 3 2	1 82 17	8 5 84 2	13 1 77 4 2	1 1 93 5	2 2 88 6 2	93	(⁶) 96 4	3 1 92 3 1	(⁶) 96 3	
After 4 years of service												
Under 1 week	14 10 64 5	1 16 21 51 3 8	1 - 82 17	- 8 5 84 2	13 1 77 4 2	1 1 91 6 2	- 2 2 84 6 7	93 7	- (⁶) 96 4	3 1 92 3 1	(⁶) 92 8	

Table B-5. Paid Vacations¹—Continued

(Percent distribution of plant and office workers in all industries and in industry divisions by vacation pay provisions, Atlanta, Ga., May 1970)

		1	Plant worke	rs		Office workers						
Vacation policy	Ali industries ²	Manu- facturing	Public utilities ³	Wholesale trade	Retail trade	All industries4	Manu- facturing	Public utilities ³	Wholesale trade	Retail trade	Finance ⁵	
Amount of vacation pay 7—Continued												
After 5 years of service												
l week		5	-	5	7	(6) (6)	(⁶)	-	-	(⁶)	-	
Over 1 and under 2 weeks2 weeks		2 76	82	82	70	77	2 82	89	60	79	75	
Over 2 and under 3 weeks	4	4	17	- 02	70	5	(6)	7	60	19	10	
3 weeks		14	i	11	19	18	16	4	40	21	15	
After 10 years of service												
1 week	7	5	-	5	7	(6)	(6)	-	-	(6)	-	
2 weeks		22	10	44	22	18	24	17	23	15	9	
Over 2 and under 3 weeks		15 53	3 72	5 39	9 58	71	1 66	74	47	8 76	2 86	
3 weeks Over 3 and under 4 weeks		3	15	2	-	3	6	7	4	76	00	
4 weeks		i	(6)	4	-	6	3	2	26	(⁶)	3	
After 12 years of service												
1 week	7	5	-	5	7	(6)	(6)		-	(6)	-	
2 weeks Over 2 and under 3 weeks		19 14	7 2	39	22	16	22 1	12	20	15	9	
3 weeks		55	76	44	58	73	67	78	47	76	88	
Over 3 and under 4 weeks	5	5	15	2	-	3	7	7	4	-	-	
4 weeks	1	1	(6)	4	•	6	3	2	26	(6)	3	
After 15 years of service												
1 week2 weeks		5 15	- 2	5 28	7 20	(⁶)	(⁶) 13	- 3	13	(⁶)	9	
Over 2 and under 3 weeks		15	2	-	-	1 -	-		13	-	7	
3 weeks		67	47	53	66	70	69	66	25	80	87	
Over 3 and under 4 weeks		5	1	-	-	(6)	(6)	-	- 1	-	-	
4 weeks		8	33	13	3	19	18	24	62	6	4	
Over 4 and under 5 weeks		(6)	15	1-1	•	(6)	(6)	7	-	-	-	
5 weeks	(*)	(*)	-	-	-	(*)	(°)	-	-	-	-	
After 20 years of service												
l week		5	-	5	7	(6)	(6)	-		(⁶)	-	
2 weeks		13	2	28	19	9	8	3	13	13	9	
Over 2 and under 3 weeks		39	13	32	23	25	- 27	15	16	16	26	
3 weeks Over 3 and under 4 weeks	30	39	13	32	23	25 (⁶) 57	27 (⁶)	15	16	16	26	
4 weeks		39	40	31	47	57	64	53	45	70	65	
Over 4 and under 5 weeks		-	15	1 1	-	i	-	7	-	-	-	
5 weeks		1	28	4	-	7	1	22	26	(⁶)	-	
After 25 years of service												
l week	7	5	_	5	7	(6)	(6)	-	-	(6)	-	
2 weeks	15	13	2	25	19	8	8	3	9	ì3	9	
Over 2 and under 3 weeks		-	2		-		-	4 -	-	-	-	
3 weeks		33	10	24	18	18	23 (⁶) 65	10	14	8	13	
Over 3 and under 4 weeks		2 42	26	35	53	(⁶)	(*)	32	28	78	7.4	
4 weeks Over 4 and under 5 weeks		2	15	35	53	1 55	05	7	28	78	74	
		3	44	11		18	4	47	49	(6)	4	
5 weeks							(⁶)					

Table B-5. Paid Vacations -- Continued

(Percent distribution of plant and office workers in all industries and in industry divisions by vacation pay provisions, Atlanta, Ga., May 1970)

Vacation policy		F	Plant worker	s	Office workers						
	All industries ²	Manu- facturing	Public utilities 3	Wholesale trade	Retail trade	All industries4	Manu- facturing	Public utilities 3	Wholesale trade	Retail trade	Finance
Amount of vacation pay 7—Continued											
After 30 years of service											
l week2 weeks	15	5 13	2	5 25	7 19	(⁶) 8	(⁶) 8	3	9	(⁶) 13	9
Over 2 and under 3 weeks3 weeks		33	2 10	24	18	18	23	10	14	- 8	13
Over 3 and under 4 weeks	1	2	1	-	-	(6)	(6)	-	-	-	-
4 weeks		42	25	31	53	52	65	32	20	78	69
Over 4 and under 5 weeks5 weeks		2	15 46	13	-	1 19	3	7	52	(6)	10
6 weeks	-	2	40	1 1		19	2	40	6	(-)	10
Over 6 weeks		1	-	-	-	(6)	(6)	-	-	-	-
Maximum vacation available											
1 week2 weeks		5 13	- 2	5 25	7 19	(⁶)	(⁶)	- 3	- 9	(⁶)	-
Over 2 and under 3 weeks		-	2	-		-	-			-	1 -
3 weeks	_ 25	33	10	24	18	18	23	10	14	8	13
Over 3 and under 4 weeks		2	1	-	-	(6)	(6)	-	-	-	-
4 weeks		42	22	31	53	52	65	31	20	78	69
Over 4 and under 5 weeks		2	15	12	-	1 19	-	7		(6)	1.0
5 weeks6 weeks		2	49	13	2	19	3 2	48	52	(*)	10
Over 6 weeks		1		- 1		(6)	(6)	1	_	-	
	. ,			1		1	(/				1

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

² Includes data for real estate and services in addition to those industry divisions shown separately.

³ Transportation, communication, and other public utilities.

⁴ Includes data for services in addition to those industry divisions shown separately.

⁵ Finance, insurance, and real estate.

⁶ Less than 0.5 percent.

⁷ Includes payments other than "length of time," such as percentage of annual earnings or flat-sum payments, converted to an equivalent time basis; for example, a payment of 2 percent of annual earnings was considered as 1 week's pay. Periods of service were chosen arbitrarily and do not necessarily reflect the individual provisions for progression. For example, the changes in proportions indicated at 10 years' service include changes in provisions occurring between 5 and 10 years. Estimates are cumulative. Thus, the proportion eligible for 3 weeks' pay or more after 10 years includes those eligible for 3 weeks' pay or more after fewer years of service.

Table B-6. Health, Insurance, and Pension Plans

(Percent of plant and office workers in all industries and in industry divisions employed in establishments providing health, insurance, or pension benefits, Atlanta, Ga., May 1970)

Type of benefit and financing ¹		F	Plant worker	rs	Office workers						
	All industries ²	Manu- facturing	Public utilities ³	Wholesale trade	Retail trade	All industries4	Manu- facturing	Public utilities 3	Wholesale trade	Retail trade	Finance
All workers	100	100	100	100	100	100	100	100	100	100	100
All workers	- 100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing at											
least 1 of the benefits shown below	96	100	98	96	96	99	100	99	100	98	99
Life insurance	96	100	98	96	93	99	99	99	100	95	99
Noncontributory plansAccidental death and dismemberment		70	78	53	45	57	73	72	57	35	47
insurance	73	83	77	83	53	80	86	84	87	42	86
Noncontributory plans		60	51	32	21	39	62	46	51	13	21
Sickness and accident insurance or											
sick leave or both 6	 75	82	86	67	74	84	89	96	82	88	77
Sickness and accident insurance	54	76	59	40	29	46	69	41	36	24	43
Noncontributory plans	39	56	48	25	15	26	55	30	18	14	11
Sick leave (full pay and no	25	28	18	27	23	55	71	55	/2	24	50
waiting period) Sick leave (partial pay or	25	28	18	27	23	55	71	55	62	24	59
waiting period)	18	5	51	11	31	18	7	37	14	56	1
								1 932			
Hospitalization insurance	92	99	98	91	87	97	98	99	96	88	99
Noncontributory plans		63	71	32	24	38	61	56	29	14	25
Surgical insurance		99	98	91	87	97	98	99	96	88	99
Noncontributory plans		63	71	32	24	38	61	56	29	14	25
Medical insurance		86	86	86	80	92	96	95	95	67	99
Noncontributory plans		55	59	32	23	37	60	54	29	14	25
Major medical insurance		70	84	86	85	95	96	94	94	87	99
Noncontributory plans		36	70	32	24	40	53	75	25	14	25
Retirement pension		68	84	72	60	81	74	77	89	76	92
Noncontributory plans	57	65	76	58	47	61	71	72	52	34	69

¹ Estimates listed after type of benefit are for all plans for which at least a part of the cost is borne by the employer. "Noncontributory plans" include only those plans financed entirely by the employer. Excluded are legally required plans, such as workmen's compensation, social security, and railroad retirement.

Includes data for real estate and services in addition to those industry divisions shown separately.

Transportation, communication, and other public utilities.

Includes data for services in addition to those industry divisions shown separately.

⁵ Finance, insurance, and real estate.

⁶ Unduplicated total of workers receiving sick leave or sickness and accident insurance shown separately below. Sick leave plans are limited to those which definitely establish at least the minimum number of days' pay that can be expected by each employee. Informal sick leave allowances determined on an individual basis are excluded.

Table B-7. Method of Wage Determination and Frequency of Payment

 $(Percent \ distribution \ of \ plant \ and \ office \ workers \ in \ all \ industries \ and \ in \ industry \ divisions \ by \ method \ of \ wage \ determination^1$ and frequency of wage payment, Atlanta, Ga., May 1970)

		F	Plant worker	rs	Office workers						
Item	All industries ²	Manu- facturing	Public utilities ³	Wholesale trade	Retail trade	All industries4	Manu- facturing	Public utilities ³	Wholesale trade	Retail trade	Finance
All workers	100	100	100	100	100	100	100	100	100	100	100
Method of wage determination 1											
Paid time rates	91	89	99	99	84	99	100	100	100	99	100
Formal rate policy	63	74	77	55	49	57	61	61	49	60	60
Single rate		42	36	21	21	5	1	26	1/	5	00
	30	31	41	34	27	53	60	35	49	55	60
Range of rates	30	31	41	34	21	55	60	35	47	55	00
Progression based on automatic advancement according to											
length of service	18	24	27	5	11	11	32	20	-	10	-
Progression based on merit											
review	3	3	4	11	_	18	18	4	31	3	26
Progression based on a combination of length of											
service and merit review	9	4	9	19	17	23	10	11	19	43	34
No formal rate policy	28	16	22	45	36	42	39	39	51	39	40
Paid by incentive methods		11	(6)	1	16	(6)	<u>-</u>	_	-	(6)	-
Piece rate	4	9	-	22	-	'/				, ,	
Individual		6	_	_	_						
Group		3	_	-	_	1					
Production bonus		2	_		2				ning incentiv		
Individual		2	_		2		of	fice worker	s not presen	ted	
Group	_	_			-	l .			A. C.		
Commission	3	2	(6)	1	13	1 .					
Frequency of wage payment											
Weekly	82	96	56	58	82	41	70	44	25	53	16
Biweekly	10	2	14	27	17	25	11	14	36	45	26
Semimonthly	6	2	27	7	1	26	13	36	22	2	48
Monthly	1	-	3	9	-	9	6	5	16	-	11
Other frequency	-	-	-	-	-	-	-	-	-	-	-
	1			1				1	1		1

For a description of the methods of wage determination, see Introduction.

Includes data for real estate and services in addition to those industry divisions shown separately.

Transportation, communication, and other public utilities.

Includes data for services in addition to those industry divisions shown separately.

Finance, insurance, and real estate.

Less than 0.5 percent.

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 electromatic typewriter. May also keep records as to billings or shipping charges or perform other clerical work incidental to billing operations. For wage study purposes, billers, machine, are classified by type of machine, as follows:

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

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

BOOKKEEPING-MACHINE OPERATOR

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

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

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

CLERK, ACCOUNTING

Class A. Under general direction of a bookkeeper or accountant, has responsibility for keeping one or more sections of a complete set of books or records relating to one phase of an establishment's business transactions. Work involves posting and balancing subsidiary ledger or ledgers such as accounts receivable or accounts payable; examining and coding invoices or vouchers with proper accounting distribution; and requires judgment and experience in making proper assignations and allocations. May assist in preparing, adjusting, and closing journal entries; and may direct class B accounting clerks.

Class B. Under supervision, performs one or more routine accounting operations such as posting simple journal vouchers or accounts payable vouchers, entering vouchers invoucher 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 many 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 (c) 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 the 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 <u>small</u> organizational unit (e.g., fewer than about 25 or 30 persons); <u>or</u>
- 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 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.

OF

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

SWITCHBOARD OPERATOR

- Class A. Operates a single- or multiple-position telephone switchboard handling incoming, outgoing, intraplant or office calls. Performs full telephone information service or handles complex calls, such as conference, collect, overseas, or similar calls, either in addition to doing routine work as described for switchboard operator, class B, or as a full-time assignment. ("Full" telephone information service occurs when the establishment has varied functions that are not readily understandable for telephone information purposes, e.g., because of overlapping or interrelated functions, and consequently present frequent problems as to which extensions are appropriate for calls.)
- Class B. Operates a single- or multiple-position telephone switchboard handling incoming, outgoing, intraplant or office calls. May handle routine long distance calls and record tolls. May perform limited telephone information service. ("Limited" telephone information service occurs if the functions of the establishment serviced are readily understandable for telephone information purposes, or if the requests are routine, e.g., giving extension numbers when specific names are furnished, or if complex calls are referred to another operator.)

SWITCHBOARD OPERATOR-RECEPTIONIST

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

TABULATING-MACHINE OPERATOR

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

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

TABULATING-MACHINE OPERATOR-Continued

<u>Class C.</u> Operates simple tabulating or electrical accounting machines such as the sorter, reproducing punch, collator, etc., with specific instructions. May include simple wiring from diagrams and some filing work. The work typically involves portions of a work unit, for example, individual sorting or collating runs or repetitive operations.

TRANSCRIBING-MACHINE OPERATOR, GENERAL

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

TYPIST

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

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

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

PROFESSIONAL AND TECHNICAL

COMPUTER OPERATOR

Monitors and operates the control console of a digital computer to process data according to operating instructions, usually prepared by a programer. Work includes most of the following: Studies instructions to determine equipment setup and operations; loads equipment with required items (tape reels, cards, etc.); switches necessary auxiliary equipment into circuit, and starts and operates computer; makes adjustments to computer to correct operating problems and meet special conditions; reviews errors made during operation and determines cause or refers problem to supervisor or programer; and maintains operating records. May test and assist in correcting program.

For wage study purposes, computer operators are classified as follows:

Class A. Operates independently, or under only general direction, a computer running programs with most of the following characteristics: New programs are frequently tested and introduced; scheduling requirements are of critical importance to minimize downtime; the programs are of complex design so that identification of error source often requires a working knowledge of the total program, and alternate programs may not be available. May give direction and guidance to lower level operators.

Class B. Operates independently, or under only general direction, a computer running programs with most of the following characteristics: Most of the programs are established production runs, typically run on a regularly recurring basis; there is little or no testing of new programs required; alternate programs are provided in case original program needs major change or cannot be corrected within a reasonable time. In common error situations, diagnoses cause and takes corrective action. This usually involves applying previously programed corrective steps, or using standard correction techniques.

OF

Operates under direct supervision a computer running programs or segments of programs with the characteristics described for class A. May assist a higher level operator by independently performing less difficult tasks assigned, and performing difficult tasks following detailed instructions and with frequent review of operations performed.

Class C. Works on routine programs under close supervision. Is expected to develop working knowledge of the computer equipment used and ability to detect problems involved in running routine programs. Usually has received some formal training in computer operation. May assist higher level operator on complex programs.

COMPUTER PROGRAMER, BUSINESS

Converts statements of business problems, typically prepared by a systems analyst, into a sequence of detailed instructions which are required to solve the problems by automatic data processing equipment. Working from charts or diagrams, the programer develops the precise instructions which, when entered into the computer system in coded language, cause the manipulation of data to achieve desired results. Work involves most of the following: Applies knowledge of computer capabilities, mathematics, logic employed by computers, and particular subject matter involved to analyze charts and diagrams of the problem to be programed. Develops sequence of program steps, writes detailed flow charts to show order in which data will be processed; converts these charts to coded instructions for machine to follow; tests and corrects programs; prepares instructions for operating personnel during production run analyzes, reviews, and alters programs to increase operating efficiency or adapt to new requirements; maintains records of program development and revisions. (NOTE: Workers performing both systems analysis and programing should be classified as systems analysts if this is the skill used to determine their pay.)

Does not include employees primarily responsible for the management or supervision of other electronic data processing (EDP) employees, or programers primarily concerned with scientific and/or engineering problems.

For wage study purposes, programers are classified as follows:

Class A. Works independently or under only general direction on complex problems which require competence in all phases of programing concepts and practices. Working from diagrams and charts which identify the nature of desired results, major processing steps to be accomplished, and the relationships between various steps of the problem solving routine; plans the full range of programing actions needed to efficiently utilize the computer system in achieving desired end products.

At this level, programing is difficult because computer equipment must be organized to produce several interrelated but diverse products from numerous and diverse data elements. A wide variety and extensive number of internal processing actions must occur. This requires such actions as development of common operations which can be reused, establishment of linkage points between operations, adjustments to data when program requirements exceed computer storage capacity, and substantial manipulation and resequencing of data elements to form a highly integrated program.

May provide functional direction to lower level programers who are assigned to assist.

COMPUTER PROGRAMER, BUSINESS-Continued

Class B. Works independently or under only general direction on relatively simple programs, or on simple segments of complex programs. Programs (or segments) usually process information to produce data in two or three varied sequences or formats. Reports and listings are produced by refining, adapting, arraying, or making minor additions to or deletions from input data which are readily available. While numerous records may be processed, the data have been refined in prior actions so that the accuracy and sequencing of data can be tested by using a few routine checks. Typically, the program deals with routine record-keeping type operations.

OR

Works on complex programs (as described for class A) under close direction of a higher level programer or supervisor. May assist higher level programer by independently performing less difficult tasks assigned, and performing more difficult tasks under fairly close direction.

May guide or instruct lower level programers.

<u>Class C.</u> Makes practical applications of programing practices and concepts usually learned in formal training courses. Assignments are designed to develop competence in the application of standard procedures to routine problems. Receives close supervision on new aspects of assignments; and work is reviewed to verify its accuracy and conformance with required procedures.

COMPUTER SYSTEMS ANALYST, BUSINESS

Analyzes business problems to formulate procedures for solving them by use of electronic data processing equipment. Develops a complete description of all specifications needed to enable programers to prepare required digital computer programs. Work involves most of the following: Analyzes subject-matter operations to be automated and identifies conditions and criteria required to achieve satisfactory results; specifies number and types of records, files, and documents to be used; outlines actions to be performed by personnel and computers in sufficient detail for presentation to management and for programing (typically this involves preparation of work and data flow charts); coordinates the development of test problems and participates in trial runs of new and revised systems; and recommends equipment changes to obtain more effective overall operations. (NOTE: Workers performing both systems analysis and programing should be classified as systems analysts if this is the skill used to determine their pay.)

Does not include employees primarily responsible for the management or supervision of other electronic data processing (EDP) employees, or systems analysts primarily concerned with scientific or engineering problems.

For wage study purposes, systems analysts are classified as follows:

Class A. Works independently or under only general direction on complex problems involving all phases of systems analysis. Problems are complex because of diverse sources of input data and multiple-use requirements of output data. (For example, develops an integrated production scheduling, inventory control, cost analysis, and sales analysis record in which every item of each type is automatically processed through the full system of records and appropriate followup actions are initiated by the computer.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of new or revised systems of data processing operations. Makes recommendations, if needed, for approval of major systems installations or changes and for obtaining equipment.

May provide functional direction to lower level systems analysts who are assigned to

<u>Class B.</u> Works independently or under only general direction on problems that are relatively uncomplicated to analyze, plan, program, and operate. Problems are of limited complexity because sources of input data are homogeneous and the output data are closely related. (For example, develops systems for maintaining depositor accounts in a bank,

COMPUTER SYSTEMS ANALYST, BUSINESS-Continued

maintaining accounts receivable in a retail establishment, or maintaining inventory accounts in a manufacturing or wholesale establishment.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of the data processing systems to be applied.

OR

Works on a segment of a complex data processing scheme or system, as described for class A. Works independently on routine assignments and receives instruction and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alinement with the overall system.

Class C. Works under immediate supervision, carrying out analyses as assigned, usually of a single activity. Assignments are designed to develop and expand practical experience in the application of procedures and skills required for systems analysis work. For example, may assist a higher level systems analyst by preparing the detailed specifications required by programers from information developed by the higher level analyst.

DRAFTSMAN

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

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

Class C. Prepares detail drawings of single units or parts for engineering, construction, manufacturing, or repair purposes. Types of drawings prepared include isometric projections (depicting three diminsions in accurate scale) and sectional views to clarify positioning of components and convey needed information. Consolidates details from a number of sources and adjusts or transposes scale as required. Suggested methods of approach, applicable precedents, and advice on source materials are given with initial assignments. Instructions are less complete when assignments recur. Work may be spot-checked during progress.

DRAFTSMAN-TRACER

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

and/or

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

NURSE, INDUSTRIAL (REGISTERED)

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

MAINTENANCE AND POWERPLANT

CARPENTER, MAINTENANCE

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

CARPENTER, MAINTENANCE-Continued

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

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 crossindustry 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.

OILE

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. <u>Includes gatemen who are stationed at gate</u> 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 $1^{1}/_{2}$ tons) Truckdriver, medium ($1^{1}/_{2}$ 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)

Available On Request-

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

Order as BLS Bulletin 1654, National Survey of Professional, Administrative, Technical, and Clerical Pay, June 1969. Seventy-five cents a copy.

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 and p	number
Akron, Ohio, July 1969 1	1625-89	35 cents	Muskegon-Muskegon Heights, Mich., May 1969	1625-80	30 cents
Albany-Schenectady-Troy, N.Y., Feb. 1970			Newark and Jersey City, N.J., Jan. 1970 ¹		
Albuquerque, N. Mex., Mar. 1970	1660-55.	35 cents	New Haven, Conn., Jan. 1970		
Allentown-Bethlehem-Easton, PaN.J., May 1969	1625-86.	30 cents	New Orleans, La., Jan. 1970		
Atlanta, Ga., May 1970 1	1660-76	50 cents	New York, N.Y., Apr. 1969		
Baltimore, Md., Aug. 1969	1660-11.	35 cents	Norfolk-Portsmouth and Newport News-	1023-00,	oo como
Beaumont-Port Arthur-Orange, Tex., May 1969 1	1625-75.	35 cents	Hampton, Va., Jan. 19701	1660-59.	35 cents
Binghamton, N.Y., July 1969	1660-5.	30 cents	Oklahoma City, Okla., July 1969 1	1660-17	35 cents
Birmingham, Ala., Mar. 1970	1660-57.	30 cents	Omaha, NebrIowa, Sept. 1969		
Boise City, Idaho, Nov. 1969	1660-34.	25 cents	Paterson-Clifton-Passaic, N.J., May 1969		
Boston, Mass., Aug. 1969	1660-16.	45 cents	Philadelphia, PaN.J., Nov. 1969 1		
Buffalo, N.Y., Oct. 1969	1660-29.	45 cents	Phoenix, Ariz., Mar. 1970 1		
Burlington, Vt., Mar. 1970	1660-53.	25 cents	Pittsburgh, Pa., Jan. 1970	1660-60.	50 cents
Canton, Ohio, May 1969	1625-73.	30 cents	Portland, Maine, Nov. 19691	1660-26.	35 cents
Charleston, W. Va., Apr. 1970 1	1660-68.	35 cents	Portland, OregWash., May 1969		
Charlotte, N.C., Mar. 1970 1	1660-61.	40 cents	Providence-Pawtucket-Warwick, R.IMass.,	-020 .0,	J C CCIII
Chattanooga, Tenn.—Ga., Sept. 1969	1660-9.	30 cents	May 1970	1660-72.	30 cents
Chicago, Ill., Apr. 1969 1	1625-82.	65 cents	Raleigh, N.C., Aug. 1969	1660-6.	30 cents
Cincinnati, Ohio-KyInd., Feb. 1970	1660-49.	35 cents	Richmond, Va., Mar. 1970 1	1660-65.	40 cents
Cleveland, Ohio, Sept. 1969			Rochester, N.Y. (office occupations only),		
Columbus, Ohio, Oct. 1969			July 1969	1660-4	30 cents
Dallas, Tex., Oct. 1969			Rockford, Ill., May 1969	1625-72.	
Davenport-Rock Island-Moline, Iowa-Ill.,	1000		St. Louis, MoIll., Mar. 1970		
Oct. 1969 1	1660-20.	35 cents	Salt Lake City, Utah, Nov. 1969 1	1660-30.	35 cents
Dayton, Ohio, Dec. 1969	1660-37.	30 cents	San Antonio, Tex., May 1970		
Denver, Colo., Dec. 19691	1660-41.	40 cents	San Bernardino-Riverside-Ontario, Calif.,		
Des Moines, Iowa, Mar. 1969	1625-62,	30 cents	Dec. 1969	1660-43.	30 cents
Detroit, Mich., Feb. 1970	1660-58,	35 cents	San Diego, Calif., Nov. 1969	1660-36.	35 cents
Fort Worth, Tex., Oct. 1969	1660-18,	30 cents	San Francisco-Oakland, Calif., Oct. 19691	1660-33,	50 cents
Green Bay, Wis., July 1969	1660-8,	30 cents	San Jose, Calif., Sept. 1969 1	1660-24,	35 cents
Greenville, S.C., May 1969	1625-70,	35 cents	Savannah, Ga., May 1969	1625-68,	30 cents
Houston, Tex., Apr. 1970	1660-67,	35 cents	Scranton, Pa., July 1969		
Indianapolis, Ind., Oct. 1969	1660-25,	30 cents	Seattle-Everett, Wash., Jan. 1970		
Jackson, Miss., Jan. 1970	1660-39,	30 cents	Sioux Falls, S. Dak., Sept. 1969		
Jacksonville, Fla., Dec. 1969	1660-35,	30 cents	South Bend, Ind., Mar. 1970		
Kansas City, MoKans., Sept. 1969	1660-10,	35 cents	Spokane, Wash., June 1969		
Lawrence-Haverhill, MassN.H., June 1969	1625-79,	30 cents	Syracuse, N.Y., July 1969	1660-13,	30 cents
Little Rock-North Little Rock, Ark., July 1969	1660-2,	30 cents	Tampa-St. Petersburg, Fla., Aug. 1969 1		35 cents
Los Angeles-Long Beach and Anaheim-Santa Ana-			Toledo, Ohio-Mich., Feb. 1970		
Garden Grove, Calif., Mar. 1970	1660-64,	45 cents	Trenton, N.J., Sept. 1969		30 cents
Louisville, KyInd., Nov. 1969 1			Utica-Rome, N.Y., July 1969	1660-1,	30 cents
Lubbock, Tex., Mar. 1970	1660-50,	35 cents	Washington, D.CMdVa., Sept. 1969 1	1660-19,	50 cents
Manchester, N.H., July 1969	1660-3,	30 cents	Waterbury, Conn., Mar. 1970 1	1660-54,	35 cents
Memphis, TennArk., Nov. 1969 1	1660-31,	40 cents	Waterloo, Iowa, Jan. 1970	1660-45,	30 cents
Miami, Fla., Nov. 1969	1660-32,	30 cents	Wichita, Kans., Apr. 1970 1	1660-69,	35 cents
Midland and Odessa, Tex., Jan. 1970	1660-44,	35 cents	Worcester, Mass., May 19701	1660-78,	35 cents
Milwaukee, Wis., Apr. 1969	1625-66,	35 cents	York, Pa., Feb. 1970 ¹ Youngstown—Warren, Ohio, Nov. 1969 ¹	1660-63,	35 cents
Minneapolis-St. Paul, Minn., Jan. 19701	1660-46,	50 cents	Youngstown-Warren, Ohio, Nov. 1969	1660-38,	35 cents

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

U.S. DEPARTMENT OF LABOR BUREAU OF LABOR STATISTICS WASHINGTON, D.C. 20212

OFFICIAL BUSINESS



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