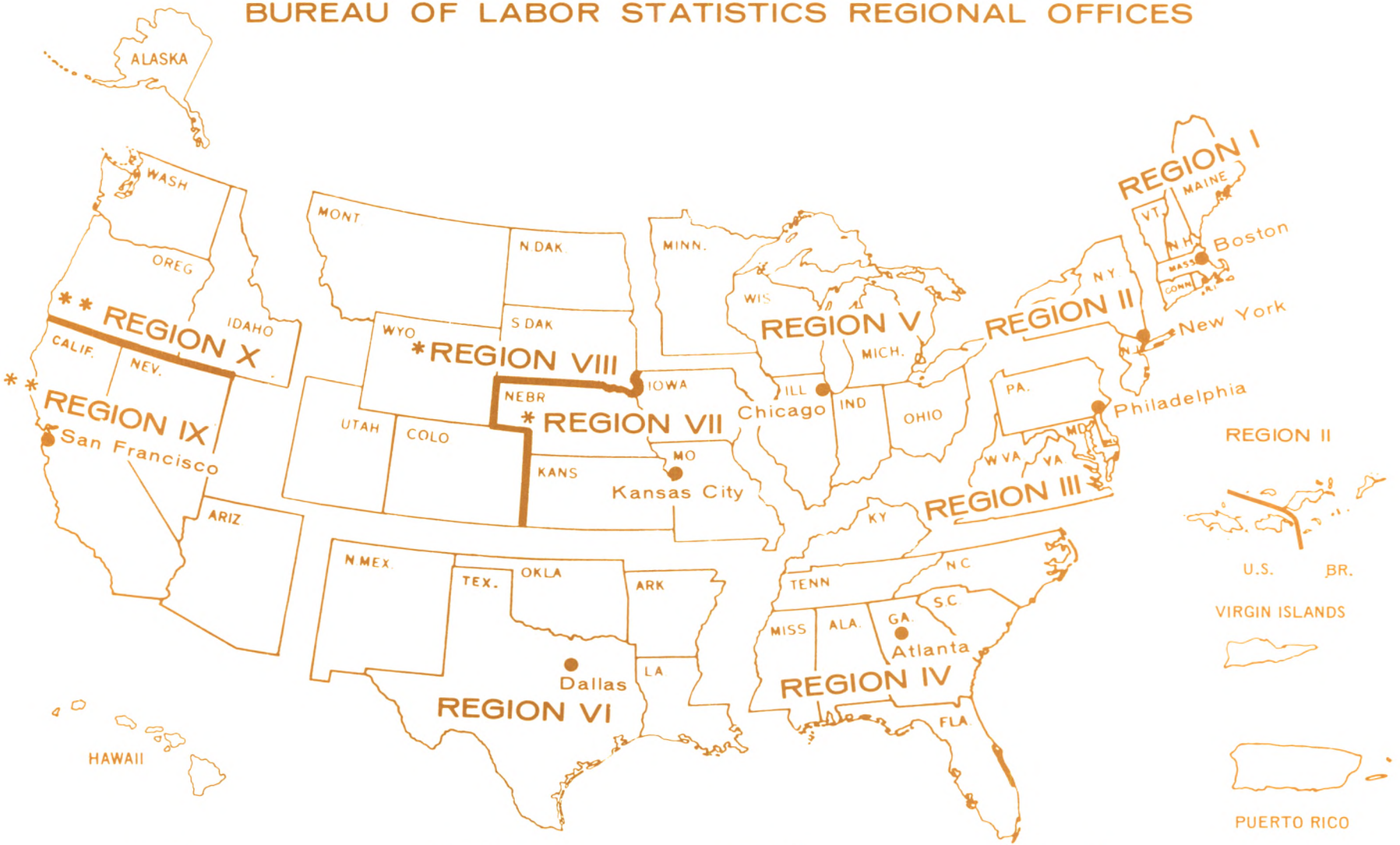
AREA WAGE SURVEY

The Beaumont—Port Arthur—Orange, Texas, Metropolitan Area, May 1971

Bulletin 1685-68

U.S. DEPARTMENT OF LABOR / Bureau of Labor Statistics

BUREAU OF LABOR STATISTICS REGIONAL OFFICES



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Preface

The Bureau of Labor Statistics program of annual occupational wage surveys in metropolitan areas is designed to provide data on occupational earnings, and establishment practices and supplementary wage provisions. It yields detailed data by selected industry 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 the survey results. 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 Beaumont–Port Arthur–Orange, Tex., in May 1971. The Standard Metropolitan Statistical Area, as defined by the Bureau of the Budget through January 1968, consists of Jefferson and Orange Counties. This study was conducted by the Bureau's regional office in Dallas, Tex., under the general direction of Boyd B. O'Neal, Assistant Regional Director for Operations.

Contents

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

Introduction

This area is 1 of 90 in which the U.S. Department of Labor's Bureau of Labor Statistics conducts surveys of occupational earnings and related benefits on an areawide basis.[1] 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. Earnings data not shown separately for industry divisions are included in all industries combined data, where shown. Likewise, data are included in the overall classification when a subclassification of secretaries or truckdrivers is not shown or information to subclassify is not available.

[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 77 areas at the request of the Wage and Hour Division of the U.S. Department of Labor.

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

These surveys measure the level of occupational earnings in an area at a particular time. Comparisons of individual occupational averages over time may not reflect expected wage changes. The averages for individual jobs are affected by changes in wages and employment patterns. For example, proportions of workers employed by high- or low-wage firms may change or high-wage workers may advance to better jobs and be replaced by new workers at lower rates. Such shifts in employment could decrease an occupational average even though most establishments in an area increase wages during the year. Trends in earnings of occupational groups, shown in table 2, are better indicators of wage trends than individual jobs within the groups.

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. Data for industry divisions not presented separately are included in the estimates for "all industries." Administrative, executive, and professional employees, and construction workers who are utilized as a separate work force are excluded. "Plant workers" include 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,[2] 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 a majority of full-time employees were expected to work, whether they were paid for at straight-time or overtime rates.

Paid holidays; paid vacations; and health, insurance, and pension plans (tables B-4 through B-6) 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-6 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 nonworkday 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. Only basic plans are included. Estimates exclude vacation bonus and vacation-savings plans and those which offer "extended" or "sabbatical" benefits beyond basic plans with qualifying lengths of service. Such exclusions are typical 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

[2] 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.

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.

[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. Dental insurance usually covers fillings, extractions, and X-rays. Excluded are plans which cover only oral surgery or accident damage. 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.

Table 1. Establishments and workers within scope of survey and number studied in Beaumont—Port Arthur—Orange, Tex.,[1] by major industry division,[2] May 1971

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments				
				Within scope of study				Studied
		Within scope of study[3]	Studied	Total[4]		Plant	Office	Total[4]
				Number	Percent			
All divisions	-	195	79	50,451	100	35,767	4,644	36,494
Manufacturing	50	75	37	34,262	68	26,606	2,286	27,630
Nonmanufacturing	-	120	42	16,189	32	9,161	2,358	8,864
Transportation, communication, and other public utilities[5]	50	26	12	6,265	12	2,311	891	4,156
Wholesale trade	50	17	6	1,544	3	([6])	([6])	675
Retail trade	50	47	12	5,503	11	([6])	([6])	2,774
Finance, insurance, and real estate	50	9	4	905	2	([7])	([6])	433
Services[8]	50	21	8	1,972	4	([6])	([6])	826

[1] The Beaumont–Port Arthur–Orange Standard Metropolitan Statistical Area, as defined by the Bureau of the Budget through January 1968, consists of Jefferson and Orange 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.

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

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

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

[5] Abbreviated to "public utilities" in the A- and B-series tables. Taxicabs and services incidental to water transportation were excluded.

[6] This industry division is represented in estimates for "all industries" and "nonmanufacturing" in the Series A tables, 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.

[7] Workers from this entire industry division are represented in estimates for "all industries" and "nonmanufacturing" in the Series A tables, but from the real estate portion only in estimates for "all industries" in the Series B tables. Separate presentation of data for this division is not made for one or more of the reasons given in footnote 6 above.

[8] 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.

Almost seven-tenths of the workers within scope of the survey in the Beaumont–Port Arthur–Orange 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	
Petroleum and coal products	42	Petroleum refining	42
Chemicals and allied products	26	Industrial chemicals	14
Transportation equipment	13	Ship and boatbuilding and repairing	13
Fabricated metal products	7	Plastics materials and synthetics	10

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. Annual rates of increase, where shown, reflect the amount of increase for 12 months when the time period between surveys was other than 12 months. These computations were based on the assumption that wages increased at a constant rate between surveys. 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 following key occupations within an occupational group was assigned a constant weight based on its proportionate employment in the occupational group:

Office clerical (men and women):
- 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
- Messengers (office boys or girls)

Office clerical (men and women)—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)

Skilled maintenance (men):
- Carpenters
- Electricians
- Machinists
- Mechanics
- Mechanics (automotive)
- Painters
- Pipefitters
- Tool and die makers

Unskilled plant (men):
- Janitors, porters, and cleaners
- Laborers, material handling

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.

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 Beaumont—Port Arthur—Orange, Tex., May 1970 and May 1971, and percents of increase for selected periods

Period	All industries				Manufacturing			
	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 (May 1967=100)							
May 1970	115.3	121.6	118.4	124.2	115.8	121.6	118.5	126.1
May 1971	123.4	128.5	127.6	130.7	123.9	128.5	127.6	132.3
	Indexes (May 1961=100)							
May 1967	122.7	117.2	116.7	119.0	119.8	117.2	115.8	118.0
May 1971	151.4	150.6	148.9	155.4	148.5	150.6	147.7	156.0
	Percents of increase							
May 1960 to May 1961	5.8	4.5	4.3	4.1	7.6	4.5	4.6	5.7
May 1961 to May 1962	4.5	1.7	.7	5.9	3.1	1.7	.1	1.9
May 1962 to May 1963	4.6	1.3	4.8	3.2	5.0	1.3	4.9	3.2
May 1963 to May 1964	1.2	.8	.4	1.8	.4	.8	.2	.2
May 1964 to May 1965	3.2	3.3	2.3	3.0	2.6	3.3	2.3	1.6
May 1965 to May 1966	2.8	5.6	3.9	.7	3.5	5.6	3.8	3.1
May 1966 to May 1967	4.5	3.4	3.7	3.1	3.9	3.4	3.7	7.0
May 1967 to May 1968	4.9	5.9	4.7	9.0	4.2	5.9	4.6	8.5
May 1968 to May 1969	4.1	6.9	6.6	6.7	4.8	6.9	6.6	7.5
May 1969 to May 1970	5.5	7.4	6.1	6.9	6.0	7.4	6.2	8.1
May 1970 to May 1971	7.0	5.7	7.8	5.2	7.0	5.7	7.7	4.9

NOTE: Most previously published indexes for the Beaumont—Port Arthur—Orange 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, Beaumont–Port Arthur–Orange, Tex., May 1971)

Sex, occupation, and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings[1] (standard)			Number of workers receiving straight-time weekly earnings of—																			
			Mean[2]	Median[2]	Middle range[2]	$ 60 and under 65	$ 65 – 70	$ 70 – 75	$ 75 – 80	$ 80 – 85	$ 85 – 90	$ 90 – 100	$ 100 – 110	$ 110 – 120	$ 120 – 130	$ 130 – 140	$ 140 – 150	$ 150 – 160	$ 160 – 170	$ 170 – 180	$ 180 – 190	$ 190 – 200	$ 200 – 210	$ 210 – 220	$ 220 – 230	$ 230 and over
MEN																									
CLERKS, ACCOUNTING, CLASS A	126	40.0	$201.00	$214.00	$181.00–227.50	–	–	–	–	–	–	–	2	–	–	1	8	4	–	13	25	3	5	11	47	7
MANUFACTURING	112	40.0	206.00	219.00	184.00–228.00	–	–	–	–	–	–	–	2	–	–	–	4	4	–	4	25	3	5	11	47	7
CLERKS, ACCOUNTING, CLASS B	33	40.0	166.50	166.50	161.00–182.50	–	–	–	–	–	–	–	–	1	1	2	3	–	16	1	4	3	1	1	–	–
MANUFACTURING	33	40.0	166.50	166.50	161.00–182.50	–	–	–	–	–	–	–	–	1	1	2	3	–	16	1	4	3	1	1	–	–
CLERKS, PAYROLL	16	40.0	179.00	219.00	122.00–228.00	–	–	–	–	–	–	–	–	2	5	–	–	–	–	–	–	–	–	2	6	1
MANUFACTURING	16	40.0	179.00	219.00	122.00–228.00	–	–	–	–	–	–	–	–	2	5	–	–	–	–	–	–	–	–	2	6	1
WOMEN																									
BOOKKEEPING-MACHINE OPERATORS, CLASS B	16	39.5	87.00	82.50	73.00–108.00	1	2	2	3	1	–	2	3	2	–	–	–	–	–	–	–	–	–	–	–	–
CLERKS, ACCOUNTING, CLASS A	71	40.0	157.00	156.00	126.00–209.00	–	–	8	–	2	–	1	–	3	14	–	6	10	2	1	–	2	6	3	12	1
MANUFACTURING	48	40.0	170.00	185.00	128.00–225.50	–	–	6	–	2	–	–	–	1	5	–	3	4	2	1	–	2	6	3	12	1
NONMANUFACTURING	23	40.0	129.50	129.00	125.50–156.00	–	–	2	–	–	–	1	–	2	9	–	3	6	–	–	–	–	–	–	–	–
CLERKS, ACCOUNTING, CLASS B	153	40.0	103.00	94.50	86.50–114.00	2	8	8	4	9	29	36	11	13	18	2	2	–	–	–	8	–	3	–	–	–
MANUFACTURING	63	40.0	113.50	104.00	85.00–130.00	–	6	7	–	3	4	9	8	4	7	2	2	–	–	–	8	–	3	–	–	–
CLERKS, PAYROLL	51	40.0	133.00	127.50	91.50–157.50	–	2	2	–	5	3	3	4	3	7	4	5	2	1	–	1	2	1	1	3	2
MANUFACTURING	39	40.0	147.00	135.00	117.50–190.00	–	–	–	–	4	–	2	2	3	7	3	5	2	1	–	1	2	1	1	3	2
COMPTOMETER OPERATORS	15	40.0	117.50	113.50	102.50–120.00	–	–	–	–	1	1	1	3	6	–	–	–	1	–	2	–	–	–	–	–	–
KEYPUNCH OPERATORS, CLASS A	40	40.0	127.50	119.50	104.00–159.50	–	–	–	–	–	–	7	4	10	2	3	3	2	6	3	–	–	–	–	–	–
MANUFACTURING	28	40.0	135.50	139.00	115.50–164.50	–	–	–	–	–	–	4	2	5	1	3	2	2	6	3	–	–	–	–	–	–
KEYPUNCH OPERATORS, CLASS B	55	40.0	108.50	90.00	77.00–147.50	–	2	10	5	5	6	2	2	1	2	2	6	10	2	–	–	–	–	–	–	–
MANUFACTURING	29	40.0	133.50	145.00	120.00–157.50	–	–	3	–	3	–	–	–	1	2	2	6	10	2	–	–	–	–	–	–	–
NONMANUFACTURING	26	40.0	80.50	79.50	73.50– 88.50	–	2	7	5	2	6	2	2	–	–	–	–	–	–	–	–	–	–	–	–	–
SECRETARIES	238	40.0	148.00	145.00	117.50–180.00	–	–	–	–	–	6	17	25	16	28	18	23	11	14	21	25	14	9	7	3	1
MANUFACTURING	159	40.0	155.50	161.50	125.50–186.00	–	–	–	–	–	2	9	15	9	15	9	12	7	11	19	21	11	9	6	3	1
NONMANUFACTURING	79	40.0	132.00	129.00	106.50–149.00	–	–	–	–	–	4	8	10	7	13	9	11	4	3	2	4	3	–	1	–	–
PUBLIC UTILITIES	34	40.0	157.50	152.50	142.00–181.00	–	–	–	–	–	–	–	1	2	–	5	9	4	3	2	4	3	–	1	–	–
SECRETARIES, CLASS A	20	40.0	144.00	139.00	106.50–179.50	–	–	–	–	–	4	–	4	–	–	3	–	3	–	2	–	–	3	–	–	1
SECRETARIES, CLASS B	41	40.0	145.50	131.50	122.50–186.00	–	–	–	–	–	–	2	2	4	11	6	–	2	1	2	7	1	2	1	–	–
MANUFACTURING	24	40.0	152.00	154.00	121.00–188.00	–	–	–	–	–	–	2	2	2	2	3	–	2	1	1	6	1	2	–	–	–
NONMANUFACTURING	17	40.0	136.00	127.50	122.50–134.00	–	–	–	–	–	–	–	–	2	9	3	–	–	–	1	1	–	–	1	–	–
SECRETARIES, CLASS C	76	40.0	154.00	152.50	123.00–188.00	–	–	–	–	–	–	–	13	5	12	2	6	4	2	10	6	10	2	1	3	–
MANUFACTURING	49	40.0	159.50	172.00	125.50–195.50	–	–	–	–	–	–	–	8	2	8	1	2	–	2	9	4	7	2	1	3	–
NONMANUFACTURING	27	40.5	143.50	146.00	117.50–160.00	–	–	–	–	–	–	–	5	3	4	1	4	4	–	1	2	3	–	–	–	–
SECRETARIES, CLASS D	98	40.0	145.50	146.50	113.00–175.50	–	–	–	–	–	2	15	6	7	4	6	16	2	11	7	12	3	2	5	–	–
MANUFACTURING	72	40.0	152.50	160.50	125.50–182.00	–	–	–	–	–	2	7	3	5	4	4	9	2	8	7	11	3	2	5	–	–
NONMANUFACTURING	26	40.0	126.00	127.50	99.00–148.00	–	–	–	–	–	–	8	3	2	–	2	7	–	3	–	1	–	–	–	–	–
PUBLIC UTILITIES	16	40.0	144.50	146.50	138.00–157.50	–	–	–	–	–	–	–	1	2	–	2	7	–	3	–	1	–	–	–	–	–

See footnotes at end of tables.

Table A-1. Office occupations—men and women—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Beaumont–Port Arthur–Orange, Tex., May 1971)

Sex, occupation, and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings[1] (standard)			Number of workers receiving straight-time weekly earnings of—																				
			Mean[2]	Median[2]	Middle range[2]	$ 60 and under 65	$ 65 – 70	$ 70 – 75	$ 75 – 80	$ 80 – 85	$ 85 – 90	$ 90 – 100	$ 100 – 110	$ 110 – 120	$ 120 – 130	$ 130 – 140	$ 140 – 150	$ 150 – 160	$ 160 – 170	$ 170 – 180	$ 180 – 190	$ 190 – 200	$ 200 – 210	$ 210 – 220	$ 220 – 230	$ 230 and over
WOMEN - CONTINUED																										
STENOGRAPHERS, GENERAL	213	40.0	$127.00	$132.50	$102.00-145.50	-	-	6	10	10	4	19	14	8	30	37	29	15	22	9	-	-	-	-	-	-
MANUFACTURING	154	40.0	136.00	138.00	126.50-150.50	-	-	6	2	4	-	6	3	1	28	37	29	10	19	9	-	-	-	-	-	-
NONMANUFACTURING	59	40.0	104.00	99.50	86.00-114.00	-	-	-	8	6	4	13	11	7	2	-	-	5	3	-	-	-	-	-	-	-
PUBLIC UTILITIES	24	40.0	118.50	102.50	97.00-158.00	-	-	-	-	-	1	9	5	1	-	-	-	5	3	-	-	-	-	-	-	-
STENOGRAPHERS, SENIOR	145	40.0	151.50	158.50	126.00-170.00	-	-	-	-	2	-	11	5	13	7	5	11	25	31	10	8	17	-	-	-	-
MANUFACTURING	104	40.0	166.00	164.50	157.00-180.00	-	-	-	-	-	-	-	4	-	2	4	3	25	31	10	8	17	-	-	-	-
NONMANUFACTURING	41	40.0	114.00	114.50	98.50-124.50	-	-	-	-	2	-	11	1	13	5	1	8	-	-	-	-	-	-	-	-	-
PUBLIC UTILITIES	28	40.0	120.00	116.50	111.50-141.00	-	-	-	-	-	-	5	-	13	1	1	8	-	-	-	-	-	-	-	-	-
SWITCHBOARD OPERATORS, CLASS B	43	40.0	114.00	109.00	92.50-140.00	3	-	2	2	-	1	9	6	-	6	4	1	6	3	-	-	-	-	-	-	-
MANUFACTURING	16	40.0	146.00	151.00	137.00-155.00	-	-	-	-	-	-	-	-	-	2	4	1	6	3	-	-	-	-	-	-	-
NONMANUFACTURING	27	40.0	95.00	95.00	80.00-107.50	3	-	2	2	-	1	9	6	-	4	-	-	-	-	-	-	-	-	-	-	-
SWITCHBOARD OPERATOR-RECEPTIONISTS	57	40.0	101.50	98.00	87.50-107.50	-	-	-	1	10	7	16	9	4	1	5	2	1	1	-	-	-	-	-	-	-
MANUFACTURING	33	40.0	109.50	103.00	89.00-134.00	-	-	-	-	3	7	4	5	4	1	5	2	1	1	-	-	-	-	-	-	-
NONMANUFACTURING	24	40.0	91.00	95.50	84.00- 99.00	-	-	-	1	7	-	12	4	-	-	-	-	-	-	-	-	-	-	-	-	-
TYPISTS, CLASS A	31	40.0	126.50	128.00	122.00-134.00	-	-	-	-	-	-	-	4	2	13	10	2	-	-	-	-	-	-	-	-	-
MANUFACTURING	31	40.0	126.50	128.00	122.00-134.00	-	-	-	-	-	-	-	4	2	13	10	2	-	-	-	-	-	-	-	-	-
TYPISTS, CLASS B	51	40.0	95.00	97.00	82.50-109.50	-	-	6	4	6	5	11	8	9	1	1	-	-	-	-	-	-	-	-	-	-
MANUFACTURING	45	40.0	96.00	98.00	83.00-110.50	-	-	6	2	6	4	8	8	9	1	1	-	-	-	-	-	-	-	-	-	-

See footnotes at end of tables.

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, Beaumont–Port Arthur–Orange, Tex., May 1971)

Sex, occupation, and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings[1] (standard)			Number of workers receiving straight-time weekly earnings of—																			
			Mean[2]	Median[2]	Middle range[2]	$ 90 and under 95	$ 95 – 100	$ 100 – 105	$ 105 – 110	$ 110 – 115	$ 115 – 120	$ 120 – 130	$ 130 – 140	$ 140 – 150	$ 150 – 160	$ 160 – 170	$ 170 – 180	$ 180 – 190	$ 190 – 200	$ 200 – 210	$ 210 – 220	$ 220 – 230	$ 230 – 240	$ 240 – 250	$ 250 – 260	$ 260 and over
MEN																									
COMPUTER OPERATORS, CLASS B	19	40.0	$ 168.00	$ 190.00	$ 131.50–210.00	–	–	–	–	2	2	–	4	–	1	–	–	1	4	1	2	2	–	–	–	–
DRAFTSMEN, CLASS A	59	40.0	207.00	204.00	175.00–221.50	–	–	–	–	–	–	–	–	–	–	3	12	2	8	6	13	3	–	–	5	7
MANUFACTURING	59	40.0	207.00	204.00	175.00–221.50	–	–	–	–	–	–	–	–	–	–	3	12	2	8	6	13	3	–	–	5	7
DRAFTSMEN, CLASS B	115	40.0	191.00	191.00	153.00–225.00	–	–	–	–	–	–	–	6	18	13	1	11	7	11	10	8	9	9	5	4	3
MANUFACTURING	111	40.0	190.50	190.00	152.50–225.50	–	–	–	–	–	–	–	6	18	13	1	11	7	7	10	8	9	9	5	4	3
DRAFTSMEN, CLASS C	68	40.0	146.50	154.00	111.50–170.00	3	2	9	1	8	–	2	–	7	8	12	4	4	4	2	1	1	–	–	–	–
MANUFACTURING	58	40.0	145.00	154.00	109.00–177.00	3	2	9	1	8	–	2	–	2	7	8	4	4	4	2	1	1	–	–	–	–
WOMEN																									
NURSES, INDUSTRIAL (REGISTERED)	29	40.0	177.50	175.00	160.50–194.50	–	–	–	–	–	–	–	–	4	3	4	5	3	5	–	5	–	–	–	–	–
MANUFACTURING	29	40.0	177.50	175.00	160.50–194.50	–	–	–	–	–	–	–	–	4	3	4	5	3	5	–	5	–	–	–	–	–

See footnotes at end of tables.

Table A-3. Office, professional, and technical occupations—men and women combined

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Beaumont–Port Arthur–Orange, Tex., May 1971)

Occupation and industry division	Number of workers	Average weekly hours [1] (standard)	Average weekly earnings [1] (standard)
OFFICE OCCUPATIONS			
BOOKKEEPING-MACHINE OPERATORS, CLASS B	16	39.5	$87.00
CLERKS, ACCOUNTING, CLASS A	197	40.0	185.50
MANUFACTURING	160	40.0	195.00
NONMANUFACTURING	37	40.0	142.50
PUBLIC UTILITIES	18	40.0	163.50
CLERKS, ACCOUNTING, CLASS B	186	40.0	114.50
MANUFACTURING	96	40.0	131.50
CLERKS, ORDER	57	40.0	153.50
CLERKS, PAYROLL	67	40.0	144.00
MANUFACTURING	55	40.0	156.50
COMPTOMETER OPERATORS	15	40.0	117.50
KEYPUNCH OPERATORS, CLASS A	40	40.0	127.50
MANUFACTURING	28	40.0	135.50
KEYPUNCH OPERATORS, CLASS B	55	40.0	108.50
MANUFACTURING	29	40.0	133.50
NONMANUFACTURING	26	40.0	80.50
MESSENGERS (OFFICE BOYS AND GIRLS)	26	40.0	97.50
MANUFACTURING	20	40.0	105.00
SECRETARIES	238	40.0	148.00
MANUFACTURING	159	40.0	155.50
NONMANUFACTURING	79	40.0	132.00
PUBLIC UTILITIES	34	40.0	157.50
OFFICE OCCUPATIONS - CONTINUED			
SECRETARIES - CONTINUED			
SECRETARIES, CLASS A	20	40.0	$144.00
SECRETARIES, CLASS B	41	40.0	145.50
MANUFACTURING	24	40.0	152.00
NONMANUFACTURING	17	40.0	136.00
SECRETARIES, CLASS C	76	40.0	154.00
MANUFACTURING	49	40.0	159.50
NONMANUFACTURING	27	40.5	143.50
SECRETARIES, CLASS D	98	40.0	145.50
MANUFACTURING	72	40.0	152.50
NONMANUFACTURING	26	40.0	126.00
PUBLIC UTILITIES	16	40.0	144.50
STENOGRAPHERS, GENERAL	213	40.0	127.00
MANUFACTURING	154	40.0	136.00
NONMANUFACTURING	59	40.0	104.00
PUBLIC UTILITIES	24	40.0	118.50
STENOGRAPHERS, SENIOR	150	40.0	151.50
MANUFACTURING	104	40.0	166.00
NONMANUFACTURING	46	40.0	118.50
PUBLIC UTILITIES	33	40.0	125.00
SWITCHBOARD OPERATORS, CLASS B	43	40.0	114.00
MANUFACTURING	16	40.0	146.00
NONMANUFACTURING	27	40.0	95.00
OFFICE OCCUPATIONS - CONTINUED			
SWITCHBOARD OPERATOR-RECEPTIONISTS	57	40.0	$101.50
MANUFACTURING	33	40.0	109.50
NONMANUFACTURING	24	40.0	91.00
TYPISTS, CLASS A	31	40.0	126.50
MANUFACTURING	31	40.0	126.50
TYPISTS, CLASS B	51	40.0	95.00
MANUFACTURING	45	40.0	96.00
PROFESSIONAL AND TECHNICAL OCCUPATIONS			
COMPUTER OPERATORS, CLASS B	23	40.0	155.00
DRAFTSMEN, CLASS A	59	40.0	207.00
MANUFACTURING	59	40.0	207.00
DRAFTSMEN, CLASS B	119	40.0	191.00
MANUFACTURING	115	40.0	191.00
DRAFTSMEN, CLASS C	71	40.0	144.00
MANUFACTURING	61	40.0	142.00
NURSES, INDUSTRIAL (REGISTERED)	32	40.0	175.50
MANUFACTURING	32	40.0	175.50

Table A-4. Maintenance and powerplant occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Beaumont–Port Arthur–Orange, Tex., May 1971)

Sex, occupation, and industry division	Number of workers	Hourly earnings[3]			Number of workers receiving straight-time hourly earnings of—																							
		Mean[2]	Median[2]	Middle range[2]	Under $3.00	$3.00 and under 3.10	$3.10 – 3.20	$3.20 – 3.30	$3.30 – 3.40	$3.40 – 3.50	$3.50 – 3.60	$3.60 – 3.70	$3.70 – 3.80	$3.80 – 3.90	$3.90 – 4.00	$4.00 – 4.10	$4.10 – 4.20	$4.20 – 4.30	$4.30 – 4.40	$4.40 – 4.50	$4.50 – 4.60	$4.60 – 4.70	$4.70 – 4.80	$4.80 – 5.00	$5.00 – 5.20	$5.20 – 5.40	$5.40 and over
MEN																												
CARPENTERS, MAINTENANCE	204	$4.83	$4.86	$4.82–4.89	–	–	–	–	–	–	2	–	–	–	–	1	9	–	–	–	–	2	–	185	5	–	–
MANUFACTURING	203	4.83	4.86	4.83–4.89	–	–	–	–	–	–	2	–	–	–	–	1	8	–	–	–	–	2	–	185	5	–	–
ELECTRICIANS, MAINTENANCE	332	4.79	4.95	4.91–4.99	–	–	–	–	2	–	27	–	–	–	–	14	6	1	4	1	–	–	–	227	40	5	5
MANUFACTURING	317	4.77	4.95	4.91–4.98	–	–	–	–	2	–	27	–	–	–	–	14	5	–	4	–	–	–	–	220	40	5	–
NONMANUFACTURING																												
PUBLIC UTILITIES	15	5.13	4.87	4.81–6.04	–	–	–	–	–	–	–	–	–	–	–	–	1	1	–	1	–	–	–	7	–	–	*5
ENGINEERS, STATIONARY	48	4.77	5.12	5.00–5.21	4	2	–	–	–	–	–	–	–	–	–	2	–	–	–	–	–	–	–	4	23	13	–
MANUFACTURING	48	4.77	5.12	5.00–5.21	4	2	–	–	–	–	–	–	–	–	–	2	–	–	–	–	–	–	–	4	23	13	–
FIREMEN, STATIONARY BOILER	72	4.49	4.57	4.44–4.85	4	–	–	–	4	–	–	–	–	–	–	–	–	–	–	23	8	–	–	33	–	–	–
MANUFACTURING	68	4.58	4.59	4.46–4.85	–	–	–	–	4	–	–	–	–	–	–	–	–	–	–	23	8	–	–	33	–	–	–
HELPERS, MAINTENANCE TRADES	176	3.76	4.03	3.24–4.08	13	–	30	3	2	1	3	–	3	–	–	96	25	–	–	–	–	–	–	–	–	–	–
MANUFACTURING	159	3.85	4.04	4.00–4.09	8	–	27	–	–	–	–	–	3	–	–	96	25	–	–	–	–	–	–	–	–	–	–
MACHINE-TOOL OPERATORS, TOOLROOM	33	4.05	4.13	3.57–4.19	–	–	–	–	–	–	13	–	–	–	–	–	14	–	–	–	–	–	–	6	–	–	–
MANUFACTURING	33	4.05	4.13	3.57–4.19	–	–	–	–	–	–	13	–	–	–	–	–	14	–	–	–	–	–	–	6	–	–	–
MACHINISTS, MAINTENANCE	619	4.85	4.88	4.83–4.95	–	–	–	–	7	–	–	–	3	3	–	12	13	2	–	–	–	–	–	509	70	–	–
MANUFACTURING	615	4.85	4.88	4.83–4.95	–	–	–	–	7	–	–	–	3	3	–	12	11	–	–	–	–	–	–	509	70	–	–
MECHANICS, AUTOMOTIVE																												
(MAINTENANCE)	69	4.36	4.58	4.12–4.85	4	–	–	2	–	–	5	–	2	–	–	3	7	4	–	–	10	2	–	30	–	–	–
MANUFACTURING	46	4.56	4.82	4.43–4.87	2	–	–	–	–	–	2	–	–	–	–	–	7	–	–	–	5	2	–	28	–	–	–
NONMANUFACTURING	23	3.96	4.09	3.57–4.54	2	–	–	2	–	–	3	–	2	–	–	3	–	4	–	–	5	–	–	2	–	–	–
MECHANICS, MAINTENANCE	278	4.61	4.88	4.22–5.04	–	8	–	–	9	–	28	–	15	3	–	–	6	5	2	3	–	–	8	98	86	–	7
MANUFACTURING	241	4.64	4.90	4.74–5.04	–	–	–	–	9	–	28	–	13	3	–	–	–	2	2	–	–	–	8	91	83	–	2
NONMANUFACTURING	37	4.38	4.29	3.78–4.89	–	8	–	–	–	–	–	–	2	–	–	–	6	3	–	3	–	–	–	7	3	–	5
PAINTERS, MAINTENANCE	137	4.88	4.87	4.83–4.90	–	–	–	–	–	–	–	–	–	–	–	1	–	–	–	–	–	–	–	128	8	–	–
MANUFACTURING	137	4.88	4.87	4.83–4.90	–	–	–	–	–	–	–	–	–	–	–	1	–	–	–	–	–	–	–	128	8	–	–
PIPEFITTERS, MAINTENANCE	652	4.88	4.87	4.84–4.93	–	–	–	–	–	–	5	–	–	–	–	3	–	–	–	–	–	–	–	588	56	–	–
MANUFACTURING	652	4.88	4.87	4.84–4.93	–	–	–	–	–	–	5	–	–	–	–	3	–	–	–	–	–	–	–	588	56	–	–

* All workers were at $6 to $6.20.

See footnotes at end of tables.

Table A-5. Custodial and material movement occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Beaumont–Port Arthur–Orange, Tex., May 1971)

Sex, occupation, and industry division	Number of workers	Hourly earnings[3]			Number of workers receiving straight-time hourly earnings of—																							
		Mean[2]	Median[2]	Middle range[2]	$1.60 and under 1.70	$1.70 – 1.80	$1.80 – 1.90	$1.90 – 2.00	$2.00 – 2.10	$2.10 – 2.20	$2.20 – 2.30	$2.30 – 2.40	$2.40 – 2.50	$2.50 – 2.60	$2.60 – 2.80	$2.80 – 3.00	$3.00 – 3.20	$3.20 – 3.40	$3.40 – 3.60	$3.60 – 3.80	$3.80 – 4.00	$4.00 – 4.20	$4.20 – 4.40	$4.40 – 4.60	$4.60 – 4.80	$4.80 – 5.00	$5.00 and over
MEN																												
GUARDS AND WATCHMEN	316	$3.35	$4.08	$2.06– 4.26	6	–	4	39	50	8	4	1	4	–	–	11	10	3	2	4	6	34	98	8	5	19	–
MANUFACTURING	211	4.02	4.23	4.08– 4.29	6	–	–	–	–	–	2	–	4	–	–	10	10	3	2	4	6	34	98	8	5	19	–
GUARDS																												
MANUFACTURING	196	4.15	4.24	4.14– 4.30	–	–	–	–	–	–	–	–	4	–	–	7	6	3	2	4	6	34	98	8	5	19	–
JANITORS, PORTERS, AND CLEANERS	456	2.60	2.47	1.78– 3.62	67	63	44	10	20	2	–	13	13	9	19	29	7	27	8	112	5	–	8	–	–	–	–
MANUFACTURING	217	3.33	3.63	3.06– 3.71	–	6	2	2	2	–	–	4	7	8	17	2	7	27	8	112	5	–	8	–	–	–	–
NONMANUFACTURING	239	1.94	1.79	1.69– 2.03	67	57	42	8	18	2	–	9	6	1	2	27	–	–	–	–	–	–	–	–	–	–	–
LABORERS, MATERIAL HANDLING	292	3.20	3.33	2.81– 3.75	8	–	–	12	1	2	–	3	18	1	26	46	14	27	1	93	13	5	22	–	–	–	–
MANUFACTURING	189	3.36	3.69	2.69– 3.78	8	–	–	–	–	–	–	–	17	–	25	–	–	23	–	81	13	–	22	–	–	–	–
NONMANUFACTURING	103	2.90	2.88	2.81– 3.09	–	–	–	12	1	2	–	3	1	1	1	46	14	4	1	12	–	5	–	–	–	–	–
PUBLIC UTILITIES	44	3.31	3.18	3.01– 3.68	–	–	–	–	–	–	–	1	–	–	–	9	13	3	1	12	–	5	–	–	–	–	–
RECEIVING CLERKS	64	3.45	3.04	2.56– 4.56	–	1	–	1	3	5	4	–	–	4	2	11	7	2	2	–	–	1	2	6	1	3	*9
MANUFACTURING	28	4.55	4.59	4.15– 5.36	–	–	–	–	–	–	–	–	–	–	–	3	2	1	–	–	–	1	2	6	1	3	9
NONMANUFACTURING	36	2.59	2.65	2.19– 2.99	–	1	–	1	3	5	4	–	–	4	2	8	5	1	2	–	–	–	–	–	–	–	–
SHIPPING CLERKS	23	3.69	3.67	3.17– 4.19	–	–	–	–	–	–	–	–	–	4	–	–	3	–	1	9	–	1	1	–	–	4	–
MANUFACTURING	19	3.93	3.69	3.62– 4.39	–	–	–	–	–	–	–	–	–	–	–	–	3	–	1	9	–	1	1	–	–	4	–
TRUCKDRIVERS	583	3.63	4.05	3.01– 4.26	17	2	7	14	3	28	7	5	8	20	16	18	17	10	17	58	19	83	184	–	–	50	–
MANUFACTURING	340	3.86	4.21	4.02– 4.27	16	–	2	2	–	–	–	–	–	–	16	2	16	8	14	1	–	79	184	–	–	–	–
NONMANUFACTURING	243	3.30	3.62	2.36– 3.97	1	2	5	12	3	28	7	5	8	20	–	16	1	2	3	57	19	4	–	–	–	50	–
PUBLIC UTILITIES	74	4.51	4.83	3.98– 4.86	–	–	–	–	–	–	–	–	–	–	–	–	–	–	2	2	18	2	–	–	–	50	–
TRUCKDRIVERS, LIGHT (UNDER 1-1/2 TONS)	118	3.31	4.01	2.18– 4.21	1	–	4	–	2	28	2	–	2	–	–	10	–	6	1	2	–	28	32	–	–	–	–
MANUFACTURING	69	4.03	4.15	4.04– 4.25	–	–	–	–	–	–	–	–	–	–	–	2	–	6	–	1	–	28	32	–	–	–	–
NONMANUFACTURING	49	2.30	2.16	2.12– 2.35	1	–	4	–	2	28	2	–	2	–	–	8	–	–	1	1	–	–	–	–	–	–	–
TRUCKDRIVERS, MEDIUM (1-1/2 TO AND INCLUDING 4 TONS)	346	3.75	4.05	3.61– 4.26	12	2	3	14	–	–	5	1	4	6	2	4	11	4	16	56	19	35	107	–	–	45	–
MANUFACTURING	184	3.82	4.21	4.01– 4.26	12	–	2	2	–	–	–	–	–	–	2	–	10	2	14	–	–	33	107	–	–	–	–
NONMANUFACTURING	162	3.67	3.68	3.60– 4.81	–	2	1	12	–	–	5	1	4	6	–	4	1	2	2	56	19	2	–	–	–	45	–
TRUCKDRIVERS, HEAVY (OVER 4 TONS, TRAILER TYPE)	56	2.92	2.73	2.52– 2.99	4	–	–	–	1	–	–	4	2	14	14	4	1	–	–	–	–	2	5	–	–	5	–
MANUFACTURING	24	2.85	2.76	2.72– 2.95	4	–	–	–	–	–	–	–	–	–	14	–	1	–	–	–	–	–	5	–	–	–	–
NONMANUFACTURING	32	2.97	2.57	2.51– 2.99	–	–	–	–	1	–	–	4	2	14	–	4	–	–	–	–	–	2	–	–	–	5	–
TRUCKERS, POWER (FORKLIFT)	191	3.85	4.16	3.46– 4.30	–	–	–	2	–	–	4	4	6	3	12	–	–	2	24	6	–	45	37	46	–	–	–
MANUFACTURING	181	3.93	4.18	3.49– 4.40	–	–	–	2	–	–	–	–	4	3	12	–	–	2	24	6	–	45	37	46	–	–	–
TRUCKERS, POWER (OTHER THAN FORKLIFT)	35	3.26	3.05	2.98– 3.62	–	–	–	–	–	–	–	–	–	–	–	10	16	–	–	5	–	–	–	4	–	–	–

* Workers were distributed as follows: 5 at $5.20 to $5.40; 1 at $5.40 to $5.60; and 3 at $5.60 to $5.80.

See footnotes at end of tables.

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, Beaumont–Port Arthur–Orange, Tex., May 1971)

Minimum weekly straight-time salary[4]	Inexperienced typists					Other inexperienced clerical workers[5]				
	All industries	Manufacturing		Nonmanufacturing		All industries	Manufacturing		Nonmanufacturing	
		Based on standard weekly hours[6] of—					Based on standard weekly hours[6] of—			
		All schedules	40	All schedules	40		All schedules	40	All schedules	40
Establishments studied	79	37	xxx	42	xxx	79	37	xxx	42	xxx
Establishments having a specified minimum	13	8	7	5	3	31	16	15	15	13
Under $60.00	1	-	-	1	-	1	-	-	1	-
$60.00 and under $62.50	2	1	-	1	-	2	1	-	1	-
$62.50 and under $65.00	2	-	-	2	2	8	2	2	6	6
$65.00 and under $67.50	-	-	-	-	-	1	-	-	1	1
$67.50 and under $70.00	-	-	-	-	-	1	-	-	1	1
$70.00 and under $72.50	1	1	1	-	-	3	1	1	2	2
$72.50 and under $75.00	-	-	-	-	-	1	-	-	1	1
$75.00 and under $77.50	-	-	-	-	-	-	-	-	-	-
$77.50 and under $80.00	-	-	-	-	-	1	1	1	-	-
$80.00 and under $82.50	1	-	-	1	1	2	1	1	1	1
$82.50 and under $85.00	-	-	-	-	-	-	-	-	-	-
$85.00 and under $87.50	-	-	-	-	-	1	-	-	1	1
$87.50 and under $90.00	-	-	-	-	-	-	-	-	-	-
$90.00 and under $92.50	-	-	-	-	-	-	-	-	-	-
$92.50 and under $95.00	1	1	1	-	-	1	1	1	-	-
$95.00 and under $97.50	2	2	2	-	-	2	2	2	-	-
$97.50 and under $100.00	1	1	1	-	-	1	1	1	-	-
$100.00 and under $102.50	-	-	-	-	-	-	-	-	-	-
$102.50 and under $105.00	-	-	-	-	-	-	-	-	-	-
$105.00 and under $107.50	1	1	1	-	-	1	1	1	-	-
$107.50 and over	1	1	1	-	-	5	5	5	-	-
Establishments having no specified minimum	2	1	xxx	1	xxx	9	6	xxx	3	xxx
Establishments which did not employ workers in this category	64	28	xxx	36	xxx	39	15	xxx	24	xxx

See footnotes at end of tables.

Table B-2. Shift differentials

(Late-shift pay provisions for manufacturing plant workers by type and amount of pay differential, Beaumont–Port Arthur–Orange, Tex., May 1971)

(All plant workers in manufacturing = 100 percent)

Late-shift pay provision	Percent of manufacturing plant workers—			
	In establishments having provisions[7] for late shifts		Actually working on late shifts	
	Second shift	Third or other shift	Second shift	Third or other shift
Total	97.1	89.6	18.2	10.0
No pay differential for work on late shift	-	-	-	-
Pay differential for work on late shift	97.1	89.6	18.2	10.0
Type and amount of differential:				
Uniform cents (per hour)	97.1	85.0	18.2	10.0
5 cents	4.2	.4	1.0	-
6 cents	1.1	-	.3	-
7 cents	3.1	-	.2	-
8 cents	7.1	-	2.0	-
10 cents	12.8	1.1	3.6	.1
11 cents	.9	-	-	-
12 cents	1.7	2.7	.6	.2
13⅓ cents	1.5	-	.5	-
14 cents	-	6.2	-	([8])
15 cents	64.7	4.2	10.0	.3
20 cents	-	8.2	-	-
23 cents	-	1.2	-	.2
30 cents	-	60.9	-	9.2
Other formal pay differential	-	4.7	-	([8])

See footnotes at end of tables.

Table B-3. Scheduled weekly hours

(Percent distribution of plant and office workers in all industries and in industry divisions by scheduled weekly hours of first-shift workers, Beaumont–Port Arthur–Orange, Tex., May 1971)

Weekly hours	Plant workers			Office workers		
	All industries	Manufacturing	Public utilities	All industries	Manufacturing	Public utilities
All workers	100	100	100	100	100	100
Under 37½ hours	1	-	-	1	-	-
37½ hours	3	3	-	2	1	-
38¾ hours	1	-	-	1	1	-
40 hours	89	93	98	96	98	100
44 hours	-	-	-	(9)	(9)	-
45 hours	4	4	-	-	-	
Over 45 hours	1	-	2	(9)	-	-

See footnote at end of tables.

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, Beaumont–Port Arthur–Orange, Tex., May 1971)

Item	Plant workers			Office workers		
	All industries	Manufacturing	Public utilities	All industries	Manufacturing	Public utilities
All workers	100	100	100	100	100	100
Workers in establishments providing paid holidays	97	100	98	99	100	100
Workers in establishments providing no paid holidays	3	-	2	([9])	-	-
Number of days						
5 half days	2	2	-	-	-	-
1 holiday	3	-	-	([9])	-	-
3 holidays	1	1	-	([9])	([9])	-
4 holidays	1	-	-	([9])	-	-
5 holidays	11	4	-	12	8	2
6 holidays	4	1	-	20	([9])	-
7 holidays	5	6	10	6	9	6
8 holidays	33	36	76	38	38	85
9 holidays	37	49	12	23	44	7
10 holidays	1	1	-	1	1	-
Total holiday time [10]						
10 days	1	1	-	1	1	-
9 days or more	38	50	12	24	45	7
8 days or more	72	86	88	61	83	92
7 days or more	77	92	98	67	92	98
6 days or more	80	92	98	88	92	98
5 days or more	91	97	98	98	99	100
4 days or more	92	97	98	98	99	100
3 days or more	93	98	98	98	100	100
2½ days or more	94	100	98	98	100	100
1 day or more	97	100	98	99	100	100

See footnotes at end of tables.

Table B-5. Paid vacations

(Percent distribution of plant and office workers in all industries and in industry divisions by vacation pay provisions, Beaumont–Port Arthur–Orange, Tex., May 1971)

Vacation policy	Plant workers			Office workers		
	All industries	Manufacturing	Public utilities	All industries	Manufacturing	Public utilities
All workers	100	100	100	100	100	100
Method of payment						
Workers in establishments providing paid vacations	96	98	100	99	100	100
Length-of-time payment	90	88	100	99	100	100
Percentage payment	7	9	-	-	-	-
Other	-	-	-	-	-	-
Workers in establishments providing no paid vacations	4	2	-	(9)	-	-
Amount of vacation pay [11]						
After 6 months of service						
Under 1 week	1	-	-	1	-	-
1 week	8	9	30	21	32	20
After 1 year of service						
1 week	37	29	51	30	18	51
Over 1 and under 2 weeks	2	3	2	-	-	-
2 weeks	57	66	47	70	82	49
After 2 years of service						
1 week	24	24	10	10	13	7
Over 1 and under 2 weeks	2	3	2	-	-	-
2 weeks	70	70	87	88	87	93
3 weeks	-	-	-	2	-	-
After 3 years of service						
1 week	8	8	-	7	9	6
Over 1 and under 2 weeks	5	6	2	-	-	-
2 weeks	80	80	98	91	90	94
Over 2 and under 3 weeks	2	3	-	-	-	-
3 weeks	1	1	-	2	1	-
After 4 years of service						
1 week	2	1	-	3	-	6
Over 1 and under 2 weeks	5	6	2	-	-	-
2 weeks	86	86	98	92	99	94
Over 2 and under 3 weeks	2	3	-	-	-	-
3 weeks	1	1	-	5	1	-

See footnotes at end of tables.

Table B-5. Paid vacations—Continued

(Percent distribution of plant and office workers in all industries and in industry divisions by vacation pay provisions, Beaumont–Port Arthur–Orange, Tex., May 1971)

Vacation policy	Plant workers			Office workers		
	All industries	Manufacturing	Public utilities	All industries	Manufacturing	Public utilities
Amount of vacation pay[11]—Continued						
After 5 years of service						
1 week	1	1	-	1	-	6
Over 1 and under 2 weeks	(9)	-	2	-	-	-
2 weeks	46	31	86	64	41	87
Over 2 and under 3 weeks	2	3	-	-	-	-
3 weeks	48	63	12	35	59	7
After 10 years of service						
1 week	1	1	-	(9)	-	(9)
Over 1 and under 2 weeks	(9)	-	2	-	-	-
2 weeks	24	16	1	21	20	1
Over 2 and under 3 weeks	7	9	-	1	2	-
3 weeks	17	9	86	47	19	91
4 weeks	47	62	12	30	59	7
After 12 years of service						
1 week	1	1	-	(9)	-	(9)
Over 1 and under 2 weeks	(9)	-	2	-	-	-
2 weeks	21	12	1	20	19	1
Over 2 and under 3 weeks	8	11	-	(9)	1	-
3 weeks	20	12	86	49	22	91
4 weeks	47	62	12	30	59	7
After 15 years of service						
1 week	1	1	-	(9)	-	(9)
Over 1 and under 2 weeks	(9)	-	2	-	-	-
2 weeks	12	2	-	11	5	-
3 weeks	34	29	82	56	36	92
Over 3 and under 4 weeks	2	3	-	-	-	-
4 weeks	48	63	15	32	59	8
After 20 years of service						
1 week	1	1	-	(9)	-	(9)
Over 1 and under 2 weeks	(9)	-	2	-	-	-
2 weeks	12	2	-	11	5	-
3 weeks	14	17	-	16	21	-
Over 3 and under 4 weeks	7	9	-	1	2	-
4 weeks	17	10	86	41	13	93
5 weeks	45	60	12	30	59	7
After 25 years of service						
1 week	1	1	-	(9)	-	(9)
Over 1 and under 2 weeks	(9)	-	2	-	-	-
2 weeks	12	2	-	11	5	-
3 weeks	9	9	-	13	14	-
Over 3 and under 4 weeks	2	3	-	-	-	-
4 weeks	25	23	55	39	20	64
5 weeks	48	60	43	37	61	35

See footnotes at end of tables.

Table B-5. Paid vacations—Continued

(Percent distribution of plant and office workers in all industries and in industry divisions by vacation pay provisions, Beaumont–Port Arthur–Orange, Tex., May 1971)

Vacation policy	Plant workers			Office workers		
	All industries	Manufacturing	Public utilities	All industries	Manufacturing	Public utilities
Amount of vacation pay[11]—Continued						
After 30 years of service						
1 week	1	1	-	(9)	-	(9)
Over 1 and under 2 weeks	(9)	-	2	-	-	-
2 weeks	12	2	-	11	5	-
3 weeks	9	9	-	13	14	-
Over 3 and under 4 weeks	2	3	-	-	-	-
4 weeks	25	23	55	39	20	64
5 weeks	48	60	43	37	61	35
Maximum vacation available						
1 week	1	1	-	(9)	-	(9)
Over 1 and under 2 weeks	(9)	-	2	-	-	-
2 weeks	12	2	-	11	5	-
3 weeks	9	9	-	13	14	-
Over 3 and under 4 weeks	2	3	-	-	-	-
4 weeks	25	23	55	39	20	64
5 weeks	43	55	43	34	55	35
6 weeks	4	6	-	3	6	-

See footnotes at end of tables.

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, Beaumont–Port Arthur–Orange, Tex., May 1971)

Type of benefit and financing [12]	Plant workers			Office workers		
	All industries	Manufacturing	Public utilities	All industries	Manufacturing	Public utilities
All workers	100	100	100	100	100	100
Workers in establishments providing at least 1 of the benefits shown below	97	100	100	99	100	100
Life insurance	94	99	100	85	99	100
Noncontributory plans	59	65	71	45	55	55
Accidental death and dismemberment insurance	44	38	59	52	45	54
Noncontributory plans	16	12	35	23	13	31
Sickness and accident insurance or sick leave or both [13]	81	91	35	74	90	55
Sickness and accident insurance	47	55	4	27	46	4
Noncontributory plans	25	29	4	10	18	1
Sick leave (full pay and no waiting period)	19	20	6	57	78	33
Sick leave (partial pay or waiting period)	36	41	25	11	1	21
Hospitalization insurance	97	100	100	99	100	100
Noncontributory plans	33	33	58	43	27	52
Surgical insurance	97	100	100	99	100	100
Noncontributory plans	33	33	58	43	27	52
Medical insurance	92	95	100	98	100	100
Noncontributory plans	30	29	58	43	27	52
Major medical insurance	78	80	100	91	88	100
Noncontributory plans	21	18	58	38	16	52
Dental insurance	3	1	-	3	3	-
Noncontributory plans	2	1	-	2	3	-
Retirement pension	77	88	77	82	87	75
Noncontributory plans	64	79	42	57	66	32

See footnotes at end of tables.

Footnotes

All of these standard footnotes may not apply to this bulletin.

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

[2] The mean is computed for each job by totaling the earnings of all workers and dividing by the number of workers. The median designates position—half of the employees surveyed receive more than the rate shown; half receive less than the rate shown. The middle range is defined by 2 rates of pay; a fourth of the workers earn less than the lower of these rates and a fourth earn more than the higher rate.

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

[4] These salaries relate to formally established minimum starting (hiring) regular straight-time salaries that are paid for standard workweeks.

[5] Excludes workers in subclerical jobs such as messenger or office girl.

[6] Data are presented for all standard workweeks combined, and for the most common standard workweeks reported.

[7] Includes all plant workers in establishments currently operating late shifts, and establishments whose formal provisions cover late shifts, even though the establishments were not currently operating late shifts.

[8] Less than 0.05 percent.

[9] Less than 0.5 percent.

[10] 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 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.

[11] 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.

[12] 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.

[13] 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.

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

Performs one or more accounting clerical tasks such as posting to registers and ledgers; reconciling bank accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents; assigning prescribed accounting distribution codes; examining and verifying for clerical accuracy various types of reports, lists, calculations, posting, etc.; or preparing simple or assisting in preparing more complicated journal vouchers. May work in either a manual or automated accounting system.

The work requires a knowledge of clerical methods and office practices and procedures which relates to the clerical processing and recording of transactions and accounting information. With experience, the worker typically becomes familiar with the bookkeeping and accounting terms and procedures used in the assigned work, but is not required to have a knowledge of the formal principles of bookkeeping and accounting.

CLERK, ACCOUNTING—Continued

Positions are classified into levels on the basis of the following definitions.

Class A. Under general supervision, performs accounting clerical operations which require the application of experience and judgment, for example, clerically processing complicated or nonrepetitive accounting transactions, selecting among a substantial variety of prescribed accounting codes and classifications, or tracing transactions through previous accounting actions to determine source of discrepancies. May be assisted by one or more class B accounting clerks.

Class B. Under close supervision, following detailed instructions and standardized procedures, performs one or more routine accounting clerical operations, such as posting to ledgers, cards, or worksheets where identification of items and locations of postings are clearly indicated; checking accuracy and completeness of standardized and repetitive records or accounting documents; and coding documents using a few prescribed accounting codes.

CLERK, FILE

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

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

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

CLERK, ORDER

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

CLERK, PAYROLL

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

NOTE: Since the last survey in this area, the Bureau has discontinued collecting data for oilers and plumbers.

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

Operates a keypunch machine to record or verify alphabetic and/or numeric data on tabulating cards or on tape.

Positions are classified into levels on the basis of the following definitions.

Class A. Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be keypunched from a variety of source documents. On occasion may also perform some routine keypunch work. May train inexperienced keypunch operators.

Class B. Work is routine and repetitive. Under close supervision or following specific procedures or instructions, works from various standardized source documents which have been coded, and follows specified procedures which have been prescribed in detail and require little or no selecting, coding, or interpreting of data to be recorded. Refers to supervisor problems arising from erroneous items or codes or missing information.

MESSENGER (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. Exclude positions that require operation of a motor vehicle as a significant duty.

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, memorandums, and reports prepared by others for the supervisor's signature to assure procedural and typographic accuracy; and (f) performs stenographic and typing work.

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

Exclusions

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

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

Class A

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

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

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

SECRETARY—Continued

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

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

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

Class C

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

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

Class D

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

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

STENOGRAPHER, GENERAL

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

STENOGRAPHER, SENIOR

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

OR

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

SWITCHBOARD OPERATOR

Class A. Operates a single- or multiple-position telephone switchboard handling incoming, outgoing, intraplant or office calls. Performs full telephone information service or handles complex calls, such as conference, collect, overseas, or similar calls, either in addition to doing routine work as described for switchboard operator, class B, or as a full-time

SWITCHBOARD OPERATOR—Continued

assignment. ("Full" telephone information service occurs when the establishment has varied functions that are not readily understandable for telephone information purposes, e.g., because of overlapping or interrelated functions, and consequently present frequent problems as to which extensions are appropriate for calls.)

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

SWITCHBOARD OPERATOR-RECEPTIONIST

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

TABULATING-MACHINE OPERATOR (Electric Accounting Machine Operator)

Operates one or a variety of machines such as the tabulator, calculator, collator, interpreter, sorter, reproducing punch, etc. Excluded from this definition are working supervisors. Also excluded are operators of electronic digital computers, even though they may also operate EAM equipment.

Positions are classified into levels on the basis of the following definitions.

Class A. Performs complete reporting and tabulating assignments including devising difficult control panel wiring under general supervision. Assignments typically involve a variety of long and complex reports which often are irregular or nonrecurring, requiring some planning of the nature and sequencing of operations, and the use of a variety of machines. Is typically involved in training new operators in machine operations or training lower level operators in wiring from diagrams and in the operating sequences of long and complex reports. Does not include positions in which wiring responsibility is limited to selection and insertion of prewired boards.

TABULATING-MACHINE OPERATOR (Electric Accounting Machine Operator)—Continued

Class B. Performs work according to established procedures and under specific instructions. Assignments typically involve complete but routine and recurring reports or parts of larger and more complex reports. Operates more difficult tabulating or electrical accounting machines such as the tabulator and calculator, in addition to the simpler machines used by class C operators. May be required to do some wiring from diagrams. May train new employees in basic machine operations.

Class C. Under specific instructions, operates simple tabulating or electrical accounting machines such as the sorter, interpreter, reproducing punch, collator, etc. Assignments typically involve portions of a work unit, for example, individual sorting or collating runs, or repetitive operations. May perform simple wiring from diagrams, and do some filing work.

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.

OR

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.

COMPUTER OPERATOR—Continued

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.

COMPUTER PROGRAMER, BUSINESS—Continued

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.

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.

Class C. 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 assist.

Class B. 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, 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 dimensions in accurate scale) and sectional views to clarify positioning of components and convey needed information. Consolidates details from a number of sources and adjusts or transposes scale as required. 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.

ELECTRONIC TECHNICIAN

Works on various types of electronic equipment or systems by performing one or more of the following operations: Modifying, installing, repairing, and overhauling. These operations require the performance of most or all of the following tasks: Assembling, testing, adjusting, calibrating, tuning, and alining.

Work is nonrepetitive and requires a knowledge of the theory and practice of electronics pertaining to the use of general and specialized electronic test equipment; trouble analysis; and the operation, relationship, and alinement of electronic systems, subsystems, and circuits having a variety of component parts.

Electronic equipment or systems worked on typically include one or more of the following: Ground, vehicle, or airborne radio communications systems, relay systems, navigation aids; airborne or ground radar systems; radio and television transmitting or recording systems; electronic computers; missile and spacecraft guidance and control systems; industrial and medical measuring, indicating, and controlling devices; etc.

(Exclude production assemblers and testers, craftsmen, draftsmen, designers, engineers, and repairmen of such standard electronic equipment as office machines, radio and television receiving sets.)

NURSE, INDUSTRIAL (Registered)

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

MAINTENANCE AND POWERPLANT

CARPENTER, MAINTENANCE

Performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions using a variety of carpenter's handtools, portable power tools, 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 cross-industry wage study purposes, machine-tool operators, toolroom, in tool and die jobbing shops are excluded from this classification.

MACHINIST, MAINTENANCE

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

MECHANIC, AUTOMOTIVE (Maintenance)

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

MECHANIC, MAINTENANCE

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

MILLWRIGHT

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

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

PIPEFITTER, MAINTENANCE—Continued

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.

SHEET-METAL WORKER, MAINTENANCE

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

TOOL AND DIE MAKER

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

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

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

CUSTODIAL AND MATERIAL MOVEMENT

GUARD AND WATCHMAN

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

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

JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. Workers who specialize in window washing are excluded.

LABORER, MATERIAL HANDLING

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

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

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

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

PACKER, SHIPPING

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

SHIPPING AND RECEIVING CLERK

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

For wage study purposes, workers are classified as follows:

Receiving clerk
Shipping clerk
Shipping and receiving clerk

TRUCKDRIVER

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

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

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

TRUCKER, POWER

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

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

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

Available On Request—

The following areas are surveyed periodically for use in administering the Service Contract Act of 1965. Copies of public releases are available at no cost while supplies last from any of the BLS regional offices shown on the inside front cover.

Abilene, Tex.
Alaska
Albany, Ga.
Alexandria, La.
Alpena, Standish, and Tawas City, Mich.
Amarillo, Tex.
Ann Arbor, Mich.
Asheville, N.C.
Atlantic City, N.J.
Augusta, Ga.–S.C.
Austin, Tex.
Bakersfield, Calif.
Baton Rouge, La.
Billings, Mont.
Biloxi, Gulfport, and Pascagoula, Miss.
Bridgeport, Norwalk, and Stamford, Conn.
Charleston, S.C.
Cheyenne, Wyo.
Clarksville, Tenn., and Hopkinsville, Ky.
Colorado Springs, Colo.
Columbia, S.C.
Columbus, Ga.–Ala.
Crane, Ind.
Decatur, Ill.
Dothan, Ala.
Duluth–Superior, Minn.–Wis.
Durham, N.C.
El Paso, Tex.
Eugene, Oreg.
Fargo–Moorhead, N. Dak.–Minn.
Fayetteville, N.C.
Fitchburg–Leominster, Mass.
Fort Smith, Ark.–Okla.
Frederick–Hagerstown, Md.–Pa.–W. Va.
Great Falls, Mont.
Greensboro–Winston Salem–High Point, N.C.
Harrisburg, Pa.
Hartford, Conn.
Huntsville, Ala.
Knoxville, Tenn.
Laredo, Tex.
Las Vegas, Nev.
Lexington, Ky.
Lower Eastern Shore, Md.–Va.
Lynchburg, Va.
Macon, Ga.
Madison, Wis.
Marquette, Escanaba, Sault Ste. Marie, Mich.
Meridian, Miss.
Middlesex, Monmouth, Ocean and Somerset Cos., N.J.
Mobile, Ala., and Pensacola, Fla.
Montgomery, Ala.
Nashville, Tenn.
New London–Groton–Norwich, Conn.
Northeastern Maine
Ogden, Utah
Orlando, Fla.
Oxnard–Ventura, Calif.
Panama City, Fla.
Pine Bluff, Ark.
Portsmouth, N.H.–Maine–Mass.
Pueblo, Colo.
Reno, Nev.
Sacramento, Calif.
Salina, Kans.
Salinas–Monterey, Calif.
Santa Barbara, Calif.
Shreveport, La.
Springfield–Chicopee–Holyoke, Mass.–Conn.
Stockton, Calif.
Tacoma, Wash.
Topeka, Kans.
Tucson, Ariz.
Valdosta, Ga.
Vallejo–Napa, Calif.
Wichita Falls, Tex.
Wilmington, Del.–N.J.–Md.

The eleventh annual report on salaries for accountants, auditors, chief accountants, attorneys, job analysts, directors of personnel, buyers, chemists, engineers, engineering technicians, draftsmen, and clerical employees. Order as BLS Bulletin 1693, National Survey of Professional, Administrative, Technical, and Clerical Pay, June 1970, $1.00 a copy, from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402, or any of its regional sales offices.

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 Division 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
Akron, Ohio, July 1970	1660-88, 30 cents
Albany–Schenectady–Troy, N.Y., Mar. 1971 [1]	1685-54, 35 cents
Albuquerque, N. Mex., Mar. 1971	1685-58, 30 cents
Allentown–Bethlehem–Easton, Pa.–N.J., May 1970 [1]	1660-83, 35 cents
Atlanta, Ga., May 1970 [1]	1660-76, 50 cents
Baltimore, Md., Aug. 1970 [1]	1685-18, 50 cents
Beaumont–Port Arthur–Orange, Tex., May 1971 [1]	1685-68, 35 cents
Binghamton, N.Y., July 1970	1685-6, 30 cents
Birmingham, Ala., Mar. 1971 [1]	1685-63, 40 cents
Boise City, Idaho, Nov. 1970 [1]	1685-21, 35 cents
Boston, Mass., Aug. 1970 [1]	1685-11, 50 cents
Buffalo, N.Y., Oct. 1970 [1]	1685-43, 50 cents
Burlington, Vt., Mar. 1971 [1]	1685-59, 35 cents
Canton, Ohio, May 1970 [1]	1660-81, 35 cents
Charleston, W. Va., Mar. 1971	1685-57, 30 cents
Charlotte, N.C., Jan. 1971	1685-48, 30 cents
Chattanooga, Tenn.–Ga., Sept. 1970 [1]	1685-10, 35 cents
Chicago, Ill., June 1970	1660-90, 60 cents
Cincinnati, Ohio–Ky.–Ind., Feb. 1971 [1]	1685-53, 45 cents
Cleveland, Ohio, Sept. 1970 [1]	1685-28, 50 cents
Columbus, Ohio, Oct. 1970 [1]	1685-33, 40 cents
Dallas, Tex., Oct. 1970 [1]	1685-22, 50 cents
Davenport–Rock Island–Moline, Iowa–Ill., Feb. 1971	1685-51, 30 cents
Dayton, Ohio, Dec. 1970 [1]	1685-45, 40 cents
Denver, Colo., Dec. 1970	1685-41, 35 cents
Des Moines, Iowa, May 1970 [1]	1660-73, 35 cents
Detroit, Mich., Feb. 1970	1660-58, 35 cents
Fort Worth, Tex., Oct. 1970 [1]	1685-25, 35 cents
Green Bay, Wis., July 1970 [1]	1685-4, 35 cents
Greenville, S.C., May 1970	1660-79, 30 cents
Houston, Tex., Apr. 1971 [1]	1685-67, 50 cents
Indianapolis, Ind., Oct. 1970 [1]	1685-31, 40 cents
Jackson, Miss., Jan. 1971 [1]	1685-39, 35 cents
Jacksonville, Fla., Dec. 1970 [1]	1685-37, 35 cents
Kansas City, Mo.–Kans., Sept. 1970 [1]	1685-16, 45 cents
Lawrence–Haverhill, Mass.–N.H., June 1970 [1]	1660-82, 35 cents
Little Rock–North Little Rock, Ark., July 1970 [1]	1685-1, 35 cents
Los Angeles–Long Beach and Anaheim–Santa Ana–Garden Grove, Calif., Mar. 1971 [1]	1685-66, 50 cents
Louisville, Ky.–Ind., Nov. 1970	1685-27, 30 cents
Lubbock, Tex., Mar. 1971	1685-60, 30 cents
Manchester, N.H., July 1970 [1]	1685-2, 35 cents
Memphis, Tenn.–Ark., Nov. 1970	1685-30, 30 cents
Miami, Fla., Nov. 1970 [1]	1685-29, 40 cents
Midland and Odessa, Tex., Jan. 1971	1685-40, 30 cents
Milwaukee, Wis., May 1970 [1]	1660-74, 50 cents
Minneapolis–St. Paul, Minn., Jan. 1971	1685-44, 40 cents
Muskegon–Muskegon Heights, Mich., June 1970 [1]	1660-85, 35 cents
Newark and Jersey City, N.J., Jan. 1971	1685-47, 40 cents
New Haven, Conn., Jan. 1971	1685-35, 30 cents
New Orleans, La., Jan. 1971 [1]	1685-36, 40 cents
New York, N.Y., Apr. 1970 [1]	1660-89, 75 cents
Norfolk–Portsmouth and Newport News–Hampton, Va., Jan. 1971 [1]	1685-46, 35 cents
Oklahoma City, Okla., July 1970	1685-5, 30 cents
Omaha, Nebr.–Iowa, Sept. 1970 [1]	1685-14, 35 cents
Paterson–Clifton–Passaic, N.J., June 1970 [1]	1660-87, 45 cents
Philadelphia, Pa.–N.J., Nov. 1970	1685-34, 50 cents
Phoenix, Ariz., Mar. 1970 [1]	1660-70, 35 cents
Pittsburgh, Pa., Jan. 1971 [1]	1685-49, 50 cents
Portland, Maine, Nov. 1970	1685-19, 30 cents
Portland, Oreg.–Wash., May 1970 [1]	1660-77, 40 cents
Providence–Pawtucket–Warwick, R.I.–Mass., May 1970	1660-72, 30 cents
Raleigh, N.C., Aug. 1970 [1]	1685-12, 35 cents
Richmond, Va., Mar. 1971	1685-62, 30 cents
Rochester, N.Y. (office occupations only), Aug. 1970	1685-7, 30 cents
Rockford, Ill., May 1970 [1]	1660-75, 35 cents
St. Louis, Mo.–Ill., Mar. 1971 [1]	1685-65, 50 cents
Salt Lake City, Utah, Nov. 1970 [1]	1685-26, 35 cents
San Antonio, Tex., May 1970	1660-71, 30 cents
San Bernardino–Riverside–Ontario, Calif., Dec. 1970 [1]	1685-42, 40 cents
San Diego, Calif., Nov. 1970	1685-20, 30 cents
San Francisco–Oakland, Calif., Oct. 1970	1685-23, 40 cents
San Jose, Calif., Aug. 1970	1685-13, 30 cents
Savannah, Ga., May 1970 [1]	1660-80, 35 cents
Scranton, Pa., July 1970 [1]	1685-3, 35 cents
Seattle–Everett, Wash., Jan. 1971 [1]	1685-52, 35 cents
Sioux Falls, S. Dak., Dec. 1970 [1]	1685-38, 35 cents
South Bend, Ind., Mar. 1971	1685-61, 30 cents
Spokane, Wash., June 1970 [1]	1660-86, 35 cents
Syracuse, N.Y., July 1970	1685-8, 30 cents
Tampa–St. Petersburg, Fla., Nov. 1970	1685-17, 30 cents
Toledo, Ohio–Mich., Feb. 1970	1660-56, 30 cents
Trenton, N.J., Sept. 1970 [1]	1685-15, 35 cents
Utica–Rome, N.Y., July 1970	1685-9, 30 cents
Washington, D.C.–Md.–Va., Apr. 1971	1685-56, 40 cents
Waterbury, Conn., Mar. 1971	1685-55, 30 cents
Waterloo, Iowa, Nov. 1970 [1]	1685-32, 35 cents
Wichita, Kans., Apr. 1971	1685-64, 30 cents
Worcester, Mass., May 1970 [1]	1660-78, 35 cents
York, Pa., Feb. 1971	1685-50, 30 cents
Youngstown–Warren, Ohio, Nov. 1970	1685-24, 30 cents

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

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