AREA WAGE SURVEY
Durham, North Carolina, Metropolitan Area,
April 1973
Bulletin 1775-61
Preface

This bulletin provides results of an April 1973 survey of occupational earnings in the Durham, North Carolina, Standard Metropolitan Statistical Area (Durham and Orange Counties). The survey was made as part of the Bureau of Labor Statistics' annual area wage survey program. The program is designed to yield data for individual metropolitan areas, as well as national and regional estimates for all Standard Metropolitan Areas in the United States, excluding Alaska and Hawaii, (as defined by the U.S. Office of Management and Budget through November 1971).

A major consideration in the area wage survey program is the need to describe the level and movement of wages in a variety of labor markets, through the analysis of (1) the level and distribution of wages by occupation, and (2) the movement of wages by occupational category and skill level. The program develops information that may be used for many purposes, including wage and salary administration, collective bargaining, and assistance in determining plant location. Survey results also are used by the U.S. Department of Labor to make wage determinations under the Service Contract Act of 1965.

Currently, 96 areas are included in the program. (See list of areas on inside back cover.) In each area, occupational earnings data are collected annually. Information on establishment practices and supplementary wage benefits, collected every second year in the past, is now obtained every third year.

Each year after all individual area wage surveys have been completed, two summary bulletins are issued. The first brings together data for each metropolitan area surveyed. The second summary bulletin presents national and regional estimates, projected from individual metropolitan area data.

The Durham survey was conducted by the Bureau's regional office in Atlanta, Ga., under the general direction of Donald M. Cruse, Assistant Regional Director for Operations. The survey could not have been accomplished without the cooperation of the many firms whose wage and salary data provided the basis for the statistical information in this bulletin. The Bureau wishes to express sincere appreciation for the cooperation received.
Durham, North Carolina, Metropolitan Area, April 1973

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Introduction

This area is 1 of 96 in which the U.S. Department of Labor's Bureau of Labor Statistics conducts surveys of occupational earnings on an areawide basis annually. Field representatives, in personal visits to establishments in the area, collect employment, earnings, establishment practices, and related benefits information every third year. In each of the intervening years, information on employment and earnings is collected by mail questionnaires from establishments participating in the previous survey. This bulletin presents the results of the latter type survey.

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

These surveys are conducted on a sample basis. The sampling procedures involve detailed stratification of all establishments within the scope of an individual area survey by industry and number of employees. From this employees receive a probability sample is selected, with each establishment having a predetermined chance of selection. To obtain optimum accuracy at minimum cost, a greater proportion of large than small establishments is selected. When data are combined, each establishment is weighted according to its probability of selection, so that unbiased estimates are generated. For example, if one out of four establishments is selected, it is given a weight of four to represent itself plus three others. An alternate of the same original probability is chosen in the same industry-size classification if data are not available for the original sample member. If no suitable substitute is available, additional weight is assigned to a sample member that is similar to the missing unit.

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. Unless otherwise indicated, 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.

Occupational employment and earnings data are shown for full-time workers, i.e., those hired to work a regular weekly schedule. 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 are 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.

Average earnings reflect composite, areawide estimates. Industries and establishments differ in pay level and job staffing, and thus contribute differently to the estimates for each job. Pay averages may fail to reflect accurately the wage differential among jobs in individual establishments.
Average pay levels for men and women in selected occupations should not be assumed to reflect differences in pay of the sexes within individual establishments. Factors which may contribute to differences include progression within established rate ranges, since only the rates paid incumbents are collected, and performance of specific duties within the general survey job descriptions. Job descriptions used to classify employees in these surveys usually are more generalized than those used in individual establishments and allow for minor differences among establishments in 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 occupational structures among establishments differ, estimates of occupational employment obtained from the sample of establishments studied serve only to indicate the relative importance of the jobs studied. These differences in occupational structure do not affect materially the accuracy of the earnings data.

Establishment Practices and Supplementary Wage Provisions

Tabulations on selected establishment practices and supplementary wage provisions (B-series tables) are not presented in this bulletin. Information for these tabulations, collected every 2 years in the past, is now collected every 3 years. These tabulations on minimum entrance salaries for inexperienced women officeworkers; shift differentials; scheduled workweek; paid holidays; paid vacations; and health, insurance, and pension plans are presented (in the B-series tables) in previous bulletins for this area.
### Table 1. Establishments and workers within scope of survey and number studied in Durham, N.C., by major industry division, April 1973

<table>
<thead>
<tr>
<th>Industry division</th>
<th>Minimum employment in establishments within scope of study</th>
<th>Number of establishments</th>
<th>Workers in establishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>All divisions</td>
<td>-</td>
<td>115</td>
<td>25,164</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>50</td>
<td>48</td>
<td>14,303</td>
</tr>
<tr>
<td>Nonmanufacturing</td>
<td>-</td>
<td>38</td>
<td>10,861</td>
</tr>
<tr>
<td>Transportation, communication, and other public utilities</td>
<td>50</td>
<td>27</td>
<td>2.74</td>
</tr>
<tr>
<td>Wholesale trade</td>
<td>50</td>
<td>6</td>
<td>1.009</td>
</tr>
<tr>
<td>Retail trade</td>
<td>50</td>
<td>15</td>
<td>2.863</td>
</tr>
<tr>
<td>Finance, insurance, and real estate</td>
<td>50</td>
<td>13</td>
<td>1.128</td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. The Durham Standard Metropolitan Statistical Area, as defined by the Office of Management and Budget through November 1971, consists of Durham 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 all workers in all establishments with total employment at or above the minimum limitation.

5. Abbreviated to "public utilities" in the A-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. Separate presentation of data for this division is not made for one or more of the following reasons: (1) Employment in the division is too small to provide enough data to merit separate study, (2) the sample was not designed initially to permit separate presentation, (3) response was insufficient or inadequate to permit separate presentation, and (4) there is possibility of disclosure of individual establishment data.

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

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### Industrial composition in manufacturing

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

<table>
<thead>
<tr>
<th>Industry groups</th>
<th>Specific industries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machinery, except electrical</td>
<td>Cigarettes</td>
</tr>
<tr>
<td>Tobacco manufactures</td>
<td>Office and computing</td>
</tr>
<tr>
<td>Textile mill products</td>
<td>Machinies</td>
</tr>
<tr>
<td>Chemicals and allied products</td>
<td>Weaving mills, cotton</td>
</tr>
<tr>
<td>Food and kindred products</td>
<td>Plastics materials and synthetics</td>
</tr>
<tr>
<td>Printing and publishing</td>
<td></td>
</tr>
</tbody>
</table>

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

## Table A-1. Office occupations: Weekly earnings

(Average straight-time weekly hours and earnings of workers in selected occupations by industry division, Durham, N.C., April 1973)

| Occupation and industry division | Number of workers | Average weekly hours (standard) | Weekly earnings \(^1\) (standard) | Number of workers receiving straight-time weekly earnings of— | $75 | $80 | $85 | $90 | $95 | $100 | $105 | $110 | $115 | $120 | $130 | $140 | $150 | $160 | $170 | $180 | $190 | $200 | $210 | $220 | $230 |
|---------------------------------|------------------|-------------------------------|----------------------------------|---------------------------------------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|

### MEN AND WOMEN COMBINED

**CLERKS, ACCOUNTING, CLASS A**
- 144 workers
- Average weekly hours: 38.0
- Weekly earnings: 147.50 - 140.50
- Middle range: 121.50 - 177.50
  - Weekly earnings: 26.14 - 16.10
  - $56.14 - 16.10

**MANUFACTURING**
- 75 workers
- Average weekly hours: 36.5
- Weekly earnings: 167.00 - 176.50
- Middle range: 129.50 - 190.50
  - Weekly earnings: 26.14 - 5.16
  - $56.14 - 5.16

**CLERKS, ACCOUNTING, CLASS B**
- 168 workers
- Average weekly hours: 38.0
- Weekly earnings: 116.00 - 112.50
- Middle range: 94.00 - 140.00
  - Weekly earnings: 14.8 - 10.5
  - $14.8 - 10.5

**MANUFACTURING**
- 83 workers
- Average weekly hours: 37.5
- Weekly earnings: 131.00 - 140.00
- Middle range: 110.00 - 145.00
  - Weekly earnings: 8.1 - 5.5
  - $8.1 - 5.5

**NONMANUFACTURING**
- 85 workers
- Average weekly hours: 39.0
- Weekly earnings: 101.00 - 97.00
- Middle range: 86.50 - 114.00
  - Weekly earnings: 6.7
  - $6.7

**CLERKS, PAYROLL**
- 36 workers
- Average weekly hours: 38.5
- Weekly earnings: 111.00 - 107.50
- Middle range: 92.00 - 124.00
  - Weekly earnings: 1.2 - 1.1
  - $1.2 - 1.1

**KEYPUNCH OPERATORS, CLASS A**
- 45 workers
- Average weekly hours: 39.0
- Weekly earnings: 122.00 - 116.50
- Middle range: 102.50 - 149.00
  - Weekly earnings: 2.3 - 2.1
  - $2.3 - 2.1

**KEYPUNCH OPERATORS, CLASS B**
- 67 workers
- Average weekly hours: 38.5
- Weekly earnings: 97.00 - 94.00
- Middle range: 88.00 - 105.00
  - Weekly earnings: 2.1
  - $2.1

**SECRETARIES**
- 345 workers
- Average weekly hours: 39.0
- Weekly earnings: 136.50 - 130.00
- Middle range: 114.50 - 137.00
  - Weekly earnings: 111.00 - 115.00
  - $111.00 - 115.00

**MANUFACTURING**
- 175 workers
- Average weekly hours: 39.0
- Weekly earnings: 144.00 - 145.00
- Middle range: 114.50 - 172.50
  - Weekly earnings: 131.00 - 140.00
  - $131.00 - 140.00

**NONMANUFACTURING**
- 170 workers
- Average weekly hours: 38.5
- Weekly earnings: 126.00 - 125.50
- Middle range: 115.00 - 135.00
  - Weekly earnings: 107.50 - 108.70
  - $107.50 - 108.70

**SECRETARIES, CLASS B**
- 56 workers
- Average weekly hours: 38.5
- Weekly earnings: 157.50 - 146.00
- Middle range: 128.50 - 187.00
  - Weekly earnings: 103.50 - 110.00
  - $103.50 - 110.00

**SECRETARIES, CLASS C**
- 165 workers
- Average weekly hours: 38.5
- Weekly earnings: 137.50 - 137.00
- Middle range: 117.50 - 160.50
  - Weekly earnings: 14.5 - 10.5
  - $14.5 - 10.5

**MANUFACTURING**
- 101 workers
- Average weekly hours: 39.0
- Weekly earnings: 142.00 - 146.50
- Middle range: 104.00 - 149.00
  - Weekly earnings: 2.4 - 2.1
  - $2.4 - 2.1

**NONMANUFACTURING**
- 67 workers
- Average weekly hours: 38.5
- Weekly earnings: 131.00 - 130.50
- Middle range: 121.50 - 142.00
  - Weekly earnings: 111.00 - 110.00
  - $111.00 - 110.00

**SECRETARIES, CLASS D**
- 106 workers
- Average weekly hours: 39.0
- Weekly earnings: 119.50 - 116.00
- Middle range: 105.50 - 128.00
  - Weekly earnings: 8.5 - 8.1
  - $8.5 - 8.1

**MANUFACTURING**
- 71 workers
- Average weekly hours: 39.5
- Weekly earnings: 114.00 - 115.00
- Middle range: 101.00 - 123.50
  - Weekly earnings: 104.00 - 117.00
  - $104.00 - 117.00

**NONMANUFACTURING**
- 45 workers
- Average weekly hours: 36.5
- Weekly earnings: 116.50 - 118.50
- Middle range: 103.50 - 132.50
  - Weekly earnings: 14.00 - 11.00
  - $14.00 - 11.00

**STENOGRAPHERS, GENERAL**
- 72 workers
- Average weekly hours: 38.0
- Weekly earnings: 128.50 - 134.00
- Middle range: 110.00 - 147.00
  - Weekly earnings: 8.3 - 8.1
  - $8.3 - 8.1

**STENOGRAPHERS, SENIOR**
- 35 workers
- Average weekly hours: 39.0
- Weekly earnings: 100.50 - 100.00
- Middle range: 87.50 - 131.50
  - Weekly earnings: 4.0 - 3.8
  - $4.0 - 3.8

**SWITCHBOARD OPERATOR-RECEPTIONISTS**
- 26 workers
- Average weekly hours: 39.0
- Weekly earnings: 97.50 - 99.00
- Middle range: 87.50 - 104.50
  - Weekly earnings: 4.0
  - $4.0

**TYPISTS, CLASS B**
- 57 workers
- Average weekly hours: 37.0
- Weekly earnings: 99.00 - 92.00
- Middle range: 86.00 - 107.50
  - Weekly earnings: 8.2 - 1.2
  - $8.2 - 1.2

See footnotes at end of tables.
Table A-2. Professional and technical occupations: Weekly earnings

(Average straight-time weekly hours and earnings of workers in selected occupations by industry division, Durham, N.C., April 1973)

<table>
<thead>
<tr>
<th>Occupation and industry division</th>
<th>Number of workers</th>
<th>Average</th>
<th>Weekly earnings¹ (standard)</th>
<th>Median²</th>
<th>Middle range³</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mean</td>
<td>$100</td>
<td>$105</td>
<td>$110</td>
</tr>
<tr>
<td>MEN AND WOMEN COMBINED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPUTER OPERATORS, CLASS B</td>
<td>27</td>
<td>38.5</td>
<td>138.50</td>
<td>144.00</td>
<td>107.50-160.00</td>
</tr>
</tbody>
</table>

See footnotes at end of tables.

Table A-3. Office, professional, and technical occupations: Average weekly earnings, by sex

(Average straight-time weekly hours and earnings of workers in selected occupations by industry division, Durham, N.C., April 1973)

<table>
<thead>
<tr>
<th>Sex, occupation, and industry division</th>
<th>Number of workers</th>
<th>Average</th>
<th>Weekly earnings¹ (standard)</th>
<th>Sex, occupation, and industry division</th>
<th>Number of workers</th>
<th>Average</th>
<th>Weekly earnings¹ (standard)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE OCCUPATIONS - WOMEN</td>
<td></td>
<td></td>
<td></td>
<td>OFFICE OCCUPATIONS - WOMEN-CONTINUED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLERKS, ACCOUNTING, CLASS A</td>
<td>96</td>
<td>38.5</td>
<td>179.00</td>
<td>SECRETARIES ---------------------------</td>
<td>345</td>
<td>39.0</td>
<td>136.50</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>68</td>
<td>37.5</td>
<td>125.00</td>
<td>NONMANUFACTURING</td>
<td>117</td>
<td>39.0</td>
<td>146.00</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>85</td>
<td>39.0</td>
<td>101.00</td>
<td>SECRETARIES, CLASS B</td>
<td>56</td>
<td>38.5</td>
<td>157.50</td>
</tr>
<tr>
<td>CLERKS, PAYROLL</td>
<td>36</td>
<td>38.5</td>
<td>111.00</td>
<td>SECRETARIES, CLASS C</td>
<td>168</td>
<td>38.5</td>
<td>137.50</td>
</tr>
<tr>
<td>KEYPUNCH OPERATORS, CLASS A</td>
<td>45</td>
<td>39.0</td>
<td>122.00</td>
<td>MANUFACTURING</td>
<td>101</td>
<td>39.0</td>
<td>142.00</td>
</tr>
<tr>
<td>KEYPUNCH OPERATORS, CLASS B</td>
<td>67</td>
<td>38.9</td>
<td>97.00</td>
<td>NONMANUFACTURING</td>
<td>67</td>
<td>38.0</td>
<td>131.00</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>52</td>
<td>38.0</td>
<td>92.50</td>
<td>SWITCHBOARD OPERATOR-RECEPTIONISTS</td>
<td>35</td>
<td>39.0</td>
<td>100.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TYPISTS, CLASS B</td>
<td>57</td>
<td>37.0</td>
<td>99.00</td>
</tr>
</tbody>
</table>

See footnote at end of tables.
Table A-4. Maintenance and powerplant occupations: Hourly earnings

(Average straight-time hourly earnings of workers in selected occupations by industry division, Durham, N.C., April 1973)

<table>
<thead>
<tr>
<th>Sex, occupation, and industry division</th>
<th>Number of workers</th>
<th>Hourly earnings</th>
<th>Number of workers receiving straight-time hourly earnings of—</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mean</td>
<td>Median</td>
<td>Middle range</td>
</tr>
<tr>
<td><strong>MEN</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARPENTERS, MAINTENANCE</td>
<td>26</td>
<td>$4.47</td>
<td>$4.15</td>
</tr>
<tr>
<td>ELECTRICIANS, MAINTENANCE</td>
<td>50</td>
<td>$5.12</td>
<td>$5.44</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>50</td>
<td>$5.12</td>
<td>$5.44</td>
</tr>
<tr>
<td>MECHANICS, AUTOMOTIVE MAINTENANCE</td>
<td>33</td>
<td>$5.11</td>
<td>$5.06</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>30</td>
<td>$5.14</td>
<td>$5.06</td>
</tr>
</tbody>
</table>

See footnotes at end of tables.
Table A-5. Custodial and material movement occupations: Hourly earnings
(Average straight-time hourly earnings of workers in selected occupations by industry division, Durham, N.C., April 1973)

<table>
<thead>
<tr>
<th>Sex, occupation, and industry division</th>
<th>Number of workers</th>
<th>Hourly earnings</th>
<th>Number of workers receiving straight-time hourly earnings of—</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mean$</td>
<td>Median$</td>
</tr>
<tr>
<td>MEN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GUARDS AND WATCHMEN</td>
<td>87</td>
<td>3.28</td>
<td>3.73</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>79</td>
<td>3.40</td>
<td>3.74</td>
</tr>
<tr>
<td>WATCHMEN</td>
<td>59</td>
<td>3.29</td>
<td>3.73</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>422</td>
<td>2.64</td>
<td>2.20</td>
</tr>
<tr>
<td>JANITORS, PORTERS, AND CLEANERS</td>
<td>224</td>
<td>3.24</td>
<td>3.72</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>208</td>
<td>1.67</td>
<td>1.78</td>
</tr>
<tr>
<td>LABORERS, MATERIAL HANDLING</td>
<td>104</td>
<td>2.91</td>
<td>3.50</td>
</tr>
<tr>
<td>TRUCKDRIVERS, MEDIUM (1-1/2 TO AND INCLUDING 4 TONS)</td>
<td>243</td>
<td>4.53</td>
<td>5.90</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>46</td>
<td>3.73</td>
<td>4.15</td>
</tr>
<tr>
<td>NONMANUFACTURING</td>
<td>197</td>
<td>4.72</td>
<td>5.92</td>
</tr>
<tr>
<td>PUBLIC UTILITIES</td>
<td>131</td>
<td>5.79</td>
<td>5.95</td>
</tr>
<tr>
<td>TRUCKDRIVERS, MEDIUM (1-1/2 TO AND INCLUDING 4 TONS)</td>
<td>73</td>
<td>2.94</td>
<td>2.39</td>
</tr>
<tr>
<td>TRUCKDRIVERS, HEAVY (OVER 4 TONS, OTHER THAN TRAILER TYPE)</td>
<td>42</td>
<td>4.95</td>
<td>5.91</td>
</tr>
<tr>
<td>TRUCKERS, POWER (FORKLIFT)</td>
<td>91</td>
<td>3.44</td>
<td>3.76</td>
</tr>
<tr>
<td>MANUFACTURING</td>
<td>91</td>
<td>3.44</td>
<td>3.76</td>
</tr>
<tr>
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<td>JANITORS, PORTERS, AND CLEANERS</td>
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<td>2.23</td>
<td>1.81</td>
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<td>NONMANUFACTURING</td>
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<td>1.77</td>
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See footnotes at end of tables.
Footnotes

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.
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 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.

BILLER, MACHINE

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

type 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 (combination typing

and adding machine) to prepare bills and invoices from customers' purchase orders, intern­

ally prepared orders, shipping memorandums, etc. Usually involves application of pre­
determined 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 (with or without

a typewriter keyboard) to prepare customers' bills as part of the accounts receivable opera­

tion. 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 knowl­
dge of bookkeeping. Works from uniform and standard types of sales and credit slips.

BOOKKEEPING-MACHINE OPERATOR

Operates a bookkeeping machine (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—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 com­
plicated 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 pro­
cedures, 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 of standardized and repetitive records or accounting

documents; and coding documents using a few prescribed accounting codes.

CLERK, FILE

Files, classifies, and retrieves material in an established filing system. May perform

clerical operations incidental to filing and may file in a filing system which relates to the

clerical processing and recording of transactions and accounting information.

Class A. Classifies and indexes file material such as correspondence, reports, tech­
nical documents, etc., in an established filing system containing a number of varied subject

matter files. 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) head­
ings or partly classified material by finer subheadings. Prepares simple related index and

cross-reference aids. As requested, locates clearly identified material in files and for­

wards 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 ma­

terial; and may fill out withdrawal charge. May perform 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 phoning orders 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: The Bureau has discontinued collecting data for comptometer operators.
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.

SECRETARY

Assigned as personal secretary, normally to one individual. Maintains a close and highly responsive relationship to the day-to-day work 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 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;
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;
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.

SECRETARY—Continued

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

1. 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
2. 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
3. Secretary to the head, immediately below the corporate officer level, of a major segment or subsidiary of a company that employs, in all, over 25,000 persons.

Class B

1. Secretary to the chairman of the board or president of a company that employs, in all, fewer than 100 persons; or
2. 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
3. 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
4. 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
5. 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) or a company that employs, in all, over 25,000 persons.

Class C

1. 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 organizational unit 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
2. 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

1. Secretary to the supervisor or head of a small organizational unit (e.g., fewer than about 25 or 30 persons); or
2. 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.)

STENOGRAFTER

Primary duty is to take dictation using shorthand, and to transcribe the dictation. May also type from written copy. May operate from a stenographic pool. May occasionally transcribe from voice recordings (if primary duty is transcribing from recordings, see Transcribing-Machine Operator, General).

NOTE: This job is distinguished from that of a secretary in that a secretary normally works in a confidential relationship with only one manager or executive and performs more responsible and discretionary tasks as described in the secretary job definition.

Stenographer, General

Dictation involves a normal routine vocabulary. May maintain files, keep simple records, or perform other relatively routine clerical tasks.
STENOGRAPHER—Continued

Stenographer, Senior

Duties. This typing or clerical work may take the major part of this worker's time while at

SWITCHBOARD OPERATOR

Class A. Operates a single- or multiple-position telephone switchboard handling incoming,

Class B. Operates a single- or multiple-position telephone switchboard handling incoming,

TABULATING-MACHINE OPERATOR (Electric Accounting Machine Operator)

Operates one or a variety of machines such as the tabulator, calculator, collator, interpreter,

COMPUTER OPERATOR

Monitors and operates the control console of a digital computer to process data according
to operating instructions, usually prepared by a programmer. Work includes most of the following:

PROFESSIONAL AND TECHNICAL

COMPUTER OPERATOR—Continued

of new programs required; alternate programs are provided in case original program needs

OR

of programs with most of the following characteristics: New programs are frequently received
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
work week made up of the same 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聘

STENOGRAPHER—Continued

STENOGRAPHER—Continued

Duties. This typing or clerical work may take the major part of this worker's time while at

SWITCHBOARD OPERATOR

Class A. Operates a single- or multiple-position telephone switchboard handling incoming,

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COMPUTER OPERATOR—Continued

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OR

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to operating instructions, usually prepared by a programmer. Work includes most of the following:

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COMPUTER OPERATOR—Continued

of new programs required; alternate programs are provided in case original program needs

OR

of programs with most of the following characteristics: New programs are frequently received
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
work week made up of the same 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
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COMPUTER PROGRAMER, BUSINESS—Continued

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; develops a concise and clear statement of the problem to be programmed; develops sequence of program steps; writes detailed flow charts to show in which data will be processed; converts these charts to coded instructions for machine to follow; tests and corrects programs; prepares new programs and personnel during production runs and assists personnel in preparing 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 services as systems analysts if this is the skill standardize their program activities.)

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

For wage study purposes, programers are classified as follows:

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

At this level, programing is difficult because computer equipment must be organized to produce several integrated 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 programmed are limited to one or two or three varied data processing operations. Diagrams 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 prepared each may be programmed 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.

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 programs. Receives close supervision on new programs; and work is reviewed to verify its accuracy and conformance with required procedures.

COMPUTER SYSTEMS ANALYST, BUSINESS

Analyses 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 by the computer is to be performed by personnel and personnel in sufficient detail for presentation to management and for programing (typically this involves preparation of work and data flow charts) to depict 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 with a minimum of supervisory assistance. If this is the skill used to determine wage class.

Does not include employees primarily responsible for the management or supervision of other electronic data processing 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 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 depositors 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 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 alignment 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 periphery relations between components; prepares architectural drawings for fabrications of forms andFNef less difficult tasks assigned, and performing more difficult tasks under fairly close direction.

May guide or instruct lower level programers.

Class C. Pre polys detail drawings of single units or parts for engineering, construction, manufacturing, or repair purposes. Types of drawings prepared include isometric projections (depleting three dimensions in accurate scale) and sectional views to clarify positioning of components and their relationship. Consolodates details and prepare a narrative report of results, 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

Prepares 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.

ELECTRONICS TECHNICIAN

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

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; troubleshooting; and the operation, relationship, and alignment of electronic systems, subsystems, and circuits having a variety of component parts.
ELECTRONICS TECHNICIAN—Continued

Electronic equipment or systems worked on typically include one or more of the following: Ground or civil defense, and the satellite systems the operator who become ill or injured; attending to subsequent dressing of employees' injuries; keeping records of patients treated; preparing accident reports for management 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. Nursing supervisors or head nurses in establishments employing more than one nurse are excluded.

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, casing, and trim made of wood. 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 wood; 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, or oral instructions; locating and diagnosing trouble in electrical systems; 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. Fires fuels to fire by hand or operates a mechanical stoker, 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 jigs, boreers, cylindrical or surface grinders, engine lathes, or milling machines, in the construction of machine-shop tools, gages, jigs, fixtures, or dies. Work involves most of the following: Planning and laying out of work; interpreting blueprints or specifications; processing parts to the required tolerances; 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 lubricating oils. For cross-industry wage study purposes, machine-tool operators, toolroom, in tool and die jobbing shops are excluded from this classification.

NURSE, INDUSTRIAL (Registered)

A registered nurse who gives nursing service under general medical direction to ill or injured employees of the or other persons who become ill or injured on the premises; of a factory or other establishment. Duties include 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 management 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. Nursing supervisors or head nurses in establishments employing more than one nurse are excluded.

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 machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of handtools as wrenches, gages, drills, or specialized equipment in disassembling or fitting parts; replacing broken or defective parts; preparing Written specifications for major repair parts or for the production of parts ordered from machine shop; reassembling and installing various assemblies in the vehicle and making necessary adjustments; and aligning 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.

This classification does not include mechanics who repair customers' vehicles in automobile repair shops.

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 as wrenches, gages, drills, or specialized equipment in disassembling or fitting parts; replacing broken or defective parts; preparing Written specifications for major repair parts or for the production of parts ordered from machine shop; reassembling and installing various assemblies in the vehicle and making necessary adjustments; and aligning wheels, adjusting brakes and lights, or tightening body bolts. 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.

MILLRIGHT

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; aligning 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
PAINTER, MAINTENANCE—Continued

bores 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 piping fittings 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 machines; threading pipe with threader; securing pipe by hand-driven or power-driven methods; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation systems 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 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

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, or other oral and written specifications; using a variety of tool and die maker's handtools and precision measuring instruments; understanding the working properties of common metals and alloys; setting up and operating 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; 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.
Available On Request—

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

Alamogordo—Las Cruces, N. Mex.
Alaska
Albany, Ga.
Amarillo, Tex.
Atlantic City, N. J.
Augusta, Ga.—S. C.
Bakersfield, Calif.
Baton Rouge, La.
Biloxi, Gulfport, and Pascagoula, Miss.
Bridgeport, Norwalk, and Stamford, Conn.
Cedar Rapids, Iowa
Champaign—Urbana, Ill.
Charleston, S. C.
Clarksville, Tenn., and Hopkinsville, Ky.
Colorado Springs, Colo.
Columbia, S. C.
Columbus, Ga.—Ala.
Corpus Christi, Tex.
Crane, Ind.
Dothan, Ala.
Duluth—Superior, Minn.—Wis.
El Paso, Tex.
Eugene—Springfield, Oreg.
Fargo—Moorhead, N. Dak.—Minn.
Fayetteville, N. C.
Fitchburg—Leominster, Mass.
Frederick—Hagerstown, Md.—Pa.—W. Va.
Fresno, Calif.
Grand Forks, N. Dak.
Grand Island—Hastings, Nebr.
Greenboro—Winston Salem—High Point, N. C.
Harrisburg, Pa.
Knoxville, Tenn.
Laredo, Tex.
Las Vegas, Nev.
Lower Eastern Shore, Md.—Va.
Macon, Ga.
Marquette, Escanaba, Sault Ste.
Marie, Mich.
Melbourne—Titusville—Cocoa, Fla.
(Brevard Co.)
Meridian, Miss.
Middlesex, Monmouth, Ocean, and Somerset Cos., N. J.
Mobile, Ala., and Pensacola, Fla.
Montgomery, Ala.
Nashville, Tenn.
Northeastern Maine
Norwich—Groton—New London, Conn.
Ogden, Utah
Orlando, Fla.
Oxnard—Simi Valley—Ventura, Calif.
Panama City, Fla.
Pueblo, Colo.
Reno, Nev.
Sacramento, Calif.
Santa Barbara—Santa Maria—Lompoc, Calif.
Sherman—Denison, Tex.
Shreveport, La.
Springfield—Chicopee—Holyoke, Mass.—Conn.
Topeka, Kans.
Tucson, Ariz.
Vallejo—Fairfield—Napa, Calif.
Wilmington, Del.—N. J.—Md.
Yuma, Ariz.

Reports for the following surveys conducted in the prior year but since discontinued are also available:

Alpena, Standish, and Tawas City, Mich.
Asheville, N. C.
Austin, Tex.*
Fort Smith, Ark.—Okla.
Great Falls, Mont.
Lexington, Ky.*
Pine Bluff, Ark.
Stockton, Calif.
Tacoma, Wash.
Wichita Falls, Tex.

* Expanded to an area wage survey in fiscal year 1973. See inside back cover.

# 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 Employment Standards Administration of the Department of Labor is available on request. Bulletins may be purchased from any of the BLS regional sales offices shown on the back cover, or from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402.

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<th>Area</th>
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<td>Akron, Ohio, Dec. 1972</td>
<td>1775-36</td>
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<td>Albany-Schenectady-Troy, N.Y., Mar. 1972</td>
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<td>Atlanta, Ga., May 1972</td>
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<td>Boise City, Idaho, Nov. 1972</td>
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<td>Boston, Mass., Aug. 1972</td>
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<td>Chicago, Ill., June 1972</td>
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<td>Cincinnati, Ohio-Ky.-Ind., Feb. 1973</td>
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<td>Cleveland, Ohio, Sept. 1972</td>
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<td>Detroit, Mich., Feb. 1972</td>
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<td>Durham, N.C., Apr. 1973</td>
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<td>Los Angeles-Long Beach and Anaheim-Santa Ana, Calif., Oct. 1972</td>
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<td>Midland and Odessa, Tex., Jan. 1973</td>
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Additional information on establishment practices and supplementary wage provisions are also presented.