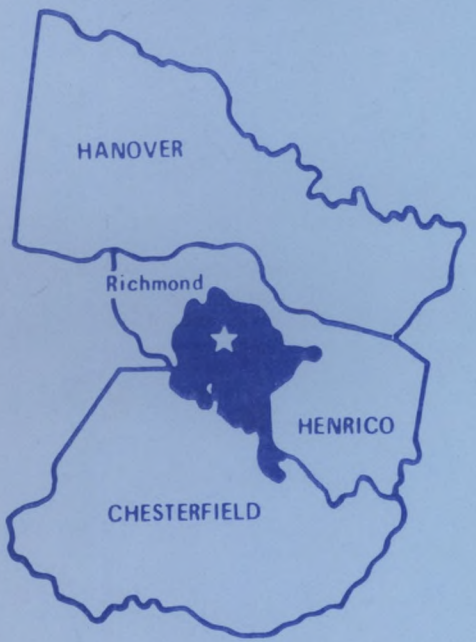
AREA WAGE SURVEY

Richmond, Virginia, Metropolitan Area, March 1974

Bulletin 1795-25



U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

ANNOUNCEMENT

Area Wage Surveys bulletins will be issued once every 3 years. These bulletins will contain information on establishment practices and supplementary benefits as well as earnings. In the interim years, supplements containing data on earnings only will be issued at no additional costs to holders of the Area Wage bulletin. If you wish to receive these supplements, please complete the coupons listed on page 32 of this bulletin and mail it to any of the BLS regional addresses listed on the back cover. No further action on your part is necessary. Each year, you will receive the supplement when it is published.

Preface

This bulletin provides results of a March 1974 survey of occupational earnings a supplementary wage benefits in the Richmond, Virginia, Standard Metropolitan Statistic Area (the city of Richmond and the counties of Chesterfield, Hanover, and Henrico). Th survey was made as part of the Bureau of Labor Statistics' annual area wage survey pr gram. The program is designed to yield data for individual metropolitan areas, as we as national and regional estimates for all Standard Metropolitan Statistical Areas in t United States, excluding Alaska and Hawaii.

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

Currently, 94 areas are included in the program. (See list of areas on inside ba cover.) In each area, occupational earnings data are collected annually. Information establishment practices and supplementary wage benefits, collected every second year in t past, is now obtained every third year. Results of the next two annual surveys, providi earnings data only, will be issued as free supplements to this bulletin. The supplemen may be obtained from the Bureau's regional offices. (See back cover for addresses.)

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

The Richmond survey was conducted by the Bureau's regional office in Philadelphi Pa., under the general direction of Irwin L. Feigenbaum, Associate Assistant Region Director for Operations. The survey could not have been accomplished without the coo eration of the many firms whose wage and salary data provided the basis for the statistic information in this bulletin. The Bureau wishes to express sincere appreciation for t cooperation received.

Note:

A current report on occupational earnings and supplementary wage provisions in t Richmond area is available for the moving and storage industry. Also available are listin of union wage rates for building trades, printing trades, local-transit operating employee local truckdrivers and helpers, and grocery store employees. Free copies of these a available from the Bureau's regional offices. (See back cover for addresses.)

AREA WAGE SURVEY

Bulletin 1795-25
September 1974

U.S. DEPARTMENT OF LABOR, Peter J. Brennan, Secretary
BUREAU OF LABOR STATISTICS, Julius Shiskin, Commissioner

Richmond, Virginia, Metropolitan Area, March 1974

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Introduction

This area is 1 of 94 in which the U.S. Department of Labor's Bureau of Labor Statistics conducts surveys of occupational earnings and related benefits on an areawide basis. In this area, data were obtained by personal visits of Bureau field economists to representative establishments within six broad industry divisions: Manufacturing; transportation, communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies are government operations and the construction and extractive industries. Establishments having fewer than a prescribed number of workers are omitted because of insufficient employment in the occupations studied. Separate tabulations are provided for each of the broad industry divisions which meet publication criteria.

A-series tables

Tables A-1 through A-6 provide estimates of straight-time hourly or weekly earnings for workers in occupations common to a variety of manufacturing and nonmanufacturing industries. Occupations were selected from the following categories: (a) Office clerical, (b) professional and technical, (c) maintenance and powerplant, and (d) custodial and material movement. In the 22 largest survey areas, tables A-1a through A-6a provide similar data for establishments employing 500 workers or more.

Following the occupational wage tables are two tables providing indexes and percents of change in average earnings of office clerical workers, industrial nurses, skilled maintenance workers, and unskilled plant workers. The first of these, table A-7, measures changes in average earnings of the four occupational groups over time. Where possible, data are presented for all industries and manufacturing. Table A-8 presents another measure of wage movements. The percents of change reported for the occupational groups are computed to eliminate changes in average earnings caused by employment shifts among establishments as well as turnover of establishments included in survey samples. Where possible, data also are presented for nonmanufacturing. Appendix A discusses more fully differences between these tables.

B-series tables

The B-series tables present information on minimum entrance salaries for office workers; late-shift pay provisions and practices for plant workers in manufacturing; and data separately for plant and office workers on scheduled weekly hours and days of first-shift workers; paid holidays; paid vacations; and health, insurance, and pension plans.

Appendixes

This bulletin has two appendixes. Appendix A describes the methods and concepts used in the area wage survey program and provides information on the scope of the area survey. It also provides information on labor-management agreement coverage. Appendix B provides job descriptions used by Bureau field economists to classify workers in occupations for which straight-time earnings information is presented.

A. Earnings

Table A-1. Weekly earnings of office workers in Richmond, Va., March 1974

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]	$ 65 and under 70	$ 70 – 75	$ 75 – 80	$ 80 – 85	$ 85 – 90	$ 90 – 95	$ 95 – 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 AND WOMEN COMBINED																									
BOOKKEEPING-MACHINE OPERATORS, CLASS A	74	38.0	$125.50	$127.00	$120.00-129.50	-	-	-	-	-	2	2	2	13	39	8	3	5	-	-	-	-	-	-	-	-
NONMANUFACTURING	58	38.0	122.50	126.00	119.50-128.50	-	-	-	-	-	2	2	2	10	39	2	1	-	-	-	-	-	-	-	-	-
BOOKKEEPING-MACHINE OPERATORS, CLASS B	100	38.5	108.00	107.50	102.50-113.00	-	-	1	1	2	8	3	50	19	13	3	-	-	-	-	-	-	-	-	-	-
MANUFACTURING	28	38.0	117.50	122.50	110.00-128.00	-	-	-	-	-	2	1	4	6	12	3	-	-	-	-	-	-	-	-	-	-
NONMANUFACTURING	72	38.5	104.50	105.50	101.50-109.50	-	-	1	1	2	6	2	46	13	1	-	-	-	-	-	-	-	-	-	-	-
CLERKS, ACCOUNTING, CLASS A	478	38.0	152.00	149.50	130.50-164.00	-	1	-	-	-	-	1	20	49	47	65	61	80	57	31	15	12	8	6	9	16
MANUFACTURING	138	38.5	174.00	169.00	156.00-187.00	-	-	-	-	-	-	-	-	4	8	4	5	27	24	23	11	10	4	4	2	12
NONMANUFACTURING	340	38.0	143.00	140.50	123.50-157.50	-	1	-	-	-	-	1	20	45	39	61	56	53	33	8	4	2	4	2	7	4
PUBLIC UTILITIES	100	39.0	164.00	157.00	147.00-164.50	-	-	-	-	-	-	-	-	1	2	13	11	46	6	4	-	1	3	2	7	4
CLERKS, ACCOUNTING, CLASS B	780	38.5	118.50	114.00	102.00-127.00	-	-	-	16	27	57	58	187	144	124	53	53	13	7	1	3	3	2	11	8	13
MANUFACTURING	166	38.5	124.50	121.00	110.00-134.50	-	-	-	-	3	2	-	37	37	33	19	17	5	6	1	3	1	1	1	-	-
NONMANUFACTURING	614	38.5	117.00	110.50	100.00-124.50	-	-	-	16	24	55	58	150	107	91	34	36	8	1	-	-	2	1	10	8	13
PUBLIC UTILITIES	144	39.5	138.50	119.00	99.00-154.00	-	-	-	-	3	24	11	25	11	11	11	6	8	-	-	-	2	1	10	8	13
CLERKS, FILE, CLASS A	43	37.0	139.00	130.00	99.00-193.00	-	1	-	-	1	-	11	-	7	2	7	1	-	-	-	-	5	5	3	-	-
NONMANUFACTURING	41	37.0	139.00	125.00	99.00-193.50	-	1	-	-	1	-	11	-	7	2	6	-	-	-	-	-	5	5	3	-	-
CLERKS, FILE, CLASS B	180	37.5	100.50	99.50	89.00-113.00	-	1	5	24	18	31	13	28	44	12	4	-	-	-	-	-	-	-	-	-	-
NONMANUFACTURING	170	37.5	100.00	97.50	88.50-113.00	-	1	5	24	18	31	12	23	42	10	4	-	-	-	-	-	-	-	-	-	-
CLERKS, FILE, CLASS C	131	37.0	94.00	93.00	85.00-101.00	10	5	-	18	26	12	24	21	2	10	2	-	-	-	-	-	-	1	-	-	-
MANUFACTURING	32	37.5	100.50	99.00	95.00-105.00	-	-	-	1	1	6	10	10	1	1	2	-	-	-	-	-	-	-	-	-	-
NONMANUFACTURING	99	37.0	92.00	88.50	83.00- 99.50	10	5	-	17	25	6	14	11	1	9	-	-	-	-	-	-	-	1	-	-	-
CLERKS, ORDER	319	38.5	136.00	125.50	118.50-137.50	-	-	-	3	4	8	7	19	45	110	59	4	11	9	8	-	-	-	12	4	16
MANUFACTURING	159	38.0	145.00	123.50	120.00-170.50	-	-	-	-	-	5	4	11	17	64	14	3	1	-	8	-	-	-	12	4	16
NONMANUFACTURING	160	39.5	127.00	128.00	117.00-136.50	-	-	-	3	4	3	3	8	28	46	45	1	10	9	-	-	-	-	-	-	-
CLERKS, PAYROLL	86	37.5	138.00	128.00	115.50-149.50	-	-	-	-	1	4	5	7	16	15	5	13	8	-	-	-	-	2	1	8	1
NONMANUFACTURING	64	37.5	136.50	129.00	109.00-150.00	-	-	-	-	1	4	5	7	7	10	4	11	7	-	-	-	-	2	1	4	1
KEYPUNCH OPERATORS, CLASS A	287	38.5	126.50	125.00	119.50-133.00	-	-	-	-	-	1	1	18	56	115	59	13	7	8	6	2	1	-	-	-	-
MANUFACTURING	73	39.0	138.00	134.50	122.00-159.00	-	-	-	-	-	-	1	7	7	16	13	6	6	8	6	2	1	-	-	-	-
NONMANUFACTURING	214	38.5	123.00	124.00	118.50-130.00	-	-	-	-	-	1	-	11	49	99	46	7	1	-	-	-	-	-	-	-	-
KEYPUNCH OPERATORS, CLASS B	435	38.0	118.50	117.00	102.00-129.50	-	2	2	11	7	33	33	88	79	75	44	35	6	-	1	-	7	11	-	1	-
MANUFACTURING	110	39.0	121.50	120.50	113.00-129.00	-	-	-	-	-	-	4	19	31	31	15	3	6	-	1	-	-	-	-	-	-
NONMANUFACTURING	325	38.0	117.50	114.00	99.50-130.00	-	2	2	11	7	33	29	69	48	44	29	32	-	-	-	-	7	11	-	1	-
PUBLIC UTILITIES	97	38.5	143.00	141.00	112.50-149.00	-	-	-	-	-	-	3	20	5	5	13	32	-	-	-	-	7	11	-	1	-
MESSENGERS (OFFICE BOYS AND GIRLS)	109	37.0	100.00	96.00	85.50-115.00	10	2	1	13	12	15	11	17	16	1	5	-	-	-	6	-	-	-	-	-	-
NONMANUFACTURING	97	37.0	100.00	94.00	84.50-112.50	10	2	1	13	12	13	8	14	12	1	5	-	-	-	6	-	-	-	-	-	-
PUBLIC UTILITIES	29	39.0	121.00	116.50	93.00-134.50	-	-	-	-	3	7	-	4	3	1	5	-	-	-	6	-	-	-	-	-	-
SECRETARIES	1,523	38.0	147.50	145.00	129.00-162.50	-	-	-	-	2	6	16	88	116	172	267	210	221	161	91	49	63	22	16	6	17
MANUFACTURING	617	38.5	153.00	150.50	137.50-164.50	-	-	-	-	-	-	1	5	20	54	109	114	118	81	41	26	28	9	4	2	5
NONMANUFACTURING	906	37.5	143.50	138.50	122.00-160.50	-	-	-	-	2	6	15	83	96	118	158	96	103	80	50	23	35	13	12	4	12
PUBLIC UTILITIES	121	39.0	168.50	166.50	130.00-199.00	-	-	-	-	-	-	1	3	14	12	16	6	6	5	6	2	26	2	9	4	9
SECRETARIES, CLASS A	72	38.0	168.00	163.50	147.00-187.00	-	-	-	-	-	-	-	-	2	-	11	9	8	13	7	6	8	3	2	1	2
NONMANUFACTURING	49	38.0	169.00	164.50	146.00-189.00	-	-	-	-	-	-	-	-	2	-	8	5	4	9	5	5	5	2	1	1	2

See footnotes at end of tables.

Table A-1. Weekly earnings of office workers in Richmond, Va., March 1974—Continued

Occupation and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings[1] (standard) Mean[2]	Median[2]	Middle range[2]	Number of workers receiving straight-time weekly earnings of— $65 and under $70	$70–$75	$75–$80	$80–$85	$85–$90	$90–$95	$95–$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 AND WOMEN COMBINED—CONTINUED																										
SECRETARIES - CONTINUED																										
SECRETARIES, CLASS B	330	38.0	$162.50	$161.00	$145.50-180.00	-	-	-	-	-	-	-	8	8	20	27	29	66	56	35	32	19	18	10	-	2
MANUFACTURING	149	39.0	168.00	168.00	159.00-184.50	-	-	-	-	-	-	-	2	5	4	7	4	19	40	21	19	18	8	2	-	-
NONMANUFACTURING	181	37.5	157.50	156.50	140.00-172.50	-	-	-	-	-	-	-	6	3	16	20	25	47	16	14	13	1	10	8	-	2
SECRETARIES, CLASS C	702	38.5	144.50	142.50	131.00-156.00	-	-	-	-	1	1	8	46	32	72	165	130	97	75	25	9	33	-	2	-	6
NONMANUFACTURING	386	38.0	140.00	135.00	122.50-154.00	-	-	-	-	1	1	8	46	31	50	98	45	21	40	7	5	29	-	2	-	2
PUBLIC UTILITIES	60	38.5	168.00	166.00	133.50-197.50	-	-	-	-	-	-	-	-	5	4	12	4	4	3	1	1	24	-	-	-	2
SECRETARIES, CLASS D	416	38.0	136.50	131.00	118.00-151.00	-	-	-	-	1	5	8	34	74	80	64	42	47	17	24	2	3	1	2	5	7
MANUFACTURING	129	39.0	139.50	136.00	126.00-149.00	-	-	-	-	-	-	1	3	14	28	32	21	19	2	-	2	3	-	1	2	1
NONMANUFACTURING	287	37.5	135.50	126.50	116.00-152.50	-	-	-	-	1	5	7	31	60	52	32	21	28	15	24	-	-	1	1	3	6
STENOGRAPHERS, GENERAL	462	38.0	131.00	124.50	111.00-135.50	-	-	-	-	-	3	23	83	80	117	71	7	19	2	2	7	6	30	6	6	-
MANUFACTURING	82	38.5	128.50	125.50	120.00-132.00	-	-	-	-	-	-	1	9	11	38	15	-	1	1	2	-	1	3	-	-	-
NONMANUFACTURING	380	38.0	131.50	124.00	109.50-137.00	-	-	-	-	-	3	22	74	69	79	56	7	18	1	-	7	5	27	6	6	-
PUBLIC UTILITIES	120	39.0	158.00	151.50	115.50-202.50	-	-	-	-	-	1	-	26	6	6	12	4	16	1	-	4	5	27	6	6	-
STENOGRAPHERS, SENIOR	244	38.0	138.50	135.50	122.50-148.00	-	-	-	-	-	-	-	15	31	50	63	33	15	8	12	9	1	3	3	-	1
MANUFACTURING	65	39.0	147.50	142.50	130.50-159.50	-	-	-	-	-	-	-	1	10	5	13	13	8	4	2	2	1	2	3	-	1
NONMANUFACTURING	179	38.0	135.00	133.50	122.00-145.00	-	-	-	-	-	-	-	14	21	45	50	20	7	4	10	7	-	1	-	-	-
SWITCHBOARD OPERATORS, CLASS A	58	39.0	136.50	129.00	117.00-145.50	-	-	-	-	1	-	1	10	4	15	8	9	1	-	3	-	1	5	-	-	-
NONMANUFACTURING	39	39.0	135.50	126.50	110.00-147.50	-	-	-	-	1	-	1	8	4	13	-	5	-	-	1	-	1	5	-	-	-
SWITCHBOARD OPERATORS, CLASS B	129	37.0	98.50	100.00	80.00-113.50	16	5	12	17	5	7	3	24	18	6	5	11	-	-	-	-	-	-	-	-	-
NONMANUFACTURING	116	37.0	96.50	92.50	78.50-112.00	16	5	12	17	5	7	2	20	15	5	2	10	-	-	-	-	-	-	-	-	-
SWITCHBOARD OPERATOR-RECEPTIONISTS	228	39.0	113.00	110.00	97.50-123.00	-	-	-	-	-	44	28	43	38	41	17	5	7	-	-	-	4	1	-	-	-
MANUFACTURING	70	39.0	123.50	119.00	108.00-134.00	-	-	-	-	-	1	5	16	15	7	17	4	1	-	-	-	4	-	-	-	-
NONMANUFACTURING	158	39.0	108.00	106.50	94.50-120.50	-	-	-	-	-	43	23	27	23	34	-	1	6	-	-	-	-	1	-	-	-
TRANSCRIBING-MACHINE OPERATORS, GENERAL	100	38.5	126.00	123.00	106.00-136.00	-	-	-	1	1	-	14	16	7	32	10	-	7	-	4	4	4	-	-	-	-
MANUFACTURING	47	39.5	135.50	123.50	107.00-176.00	-	-	-	-	-	-	8	9	-	10	1	-	7	-	4	4	4	-	-	-	-
NONMANUFACTURING	53	38.0	117.50	122.50	104.50-128.50	-	-	-	1	1	-	6	7	7	22	9	-	-	-	-	-	-	-	-	-	-
TYPISTS, CLASS A	176	38.0	119.00	114.00	107.00-129.00	-	-	-	1	-	11	10	40	45	29	17	16	1	-	-	4	1	-	-	1	-
MANUFACTURING	31	39.0	122.50	126.50	108.50-133.00	-	-	-	-	-	-	1	8	3	9	6	3	1	-	-	-	-	-	-	-	-
NONMANUFACTURING	145	38.0	118.00	113.50	107.00-126.50	-	-	-	1	-	11	9	32	42	20	11	13	-	-	-	4	1	-	-	1	-
TYPISTS, CLASS B	459	38.0	99.00	96.50	90.50-105.00	-	-	3	8	89	104	78	103	41	15	11	4	1	-	-	1	1	-	-	-	-
MANUFACTURING	75	37.5	111.00	108.00	98.50-122.00	-	-	-	-	1	6	17	18	12	9	8	3	1	-	-	-	-	-	-	-	-
NONMANUFACTURING	384	38.0	96.50	95.00	90.00-102.50	-	-	3	8	88	98	61	85	29	6	3	1	-	-	-	1	1	-	-	-	-

See footnotes at end of tables.

Table A-2. Weekly earnings of professional and technical workers in Richmond, Va., March 1974

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]	Under $110	$110 and under $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 – $270	$270 – $280	$280 – $290	$290 – $300	$300 and over
MEN AND WOMEN COMBINED																										
COMPUTER OPERATORS, CLASS A	69	38.5	$176.50	$172.00	$155.50-194.50	–	1	1	5	2	12	9	14	5	7	3	3	3	2	1	–	–	1	–	–	–
MANUFACTURING	27	38.0	198.00	195.00	173.00-221.50	–	–	–	–	–	–	4	6	1	6	–	3	3	2	1	–	–	1	–	–	–
NONMANUFACTURING	42	38.5	162.50	161.00	151.00-174.00	–	1	1	5	2	12	5	8	4	1	3	–	–	–	–	–	–	–	–	–	–
COMPUTER OPERATORS, CLASS B	205	38.0	152.50	151.50	137.00-163.50	6	11	15	32	30	51	22	14	8	6	2	3	4	–	1	–	–	–	–	–	–
MANUFACTURING	52	39.0	168.00	158.00	150.00-191.00	–	–	2	5	6	18	3	2	3	6	2	–	4	–	1	–	–	–	–	–	–
NONMANUFACTURING	153	37.5	147.00	149.00	134.00-160.50	6	11	13	27	24	33	19	12	5	–	–	3	–	–	–	–	–	–	–	–	–
COMPUTER OPERATORS, CLASS C	78	38.5	135.00	138.00	119.00-156.00	*9	12	11	10	11	18	6	1	–	–	–	–	–	–	–	–	–	–	–	–	–
MANUFACTURING	32	38.5	147.00	147.50	140.00-158.50	–	2	2	4	9	10	4	1	–	–	–	–	–	–	–	–	–	–	–	–	–
NONMANUFACTURING	46	38.5	127.00	124.00	113.50-143.00	9	10	9	6	2	8	2	–	–	–	–	–	–	–	–	–	–	–	–	–	–
COMPUTER PROGRAMMERS, BUSINESS, CLASS A	69	38.5	252.00	249.00	232.50-272.50	–	–	–	–	–	–	–	1	1	–	–	3	6	16	9	8	7	4	7	4	3
MANUFACTURING	25	38.5	270.00	265.00	251.00-292.50	–	–	–	–	–	–	–	–	–	–	–	–	–	2	4	4	4	3	1	4	3
NONMANUFACTURING	44	38.5	242.00	236.00	230.00-259.50	–	–	–	–	–	–	–	1	1	–	–	3	6	14	5	4	3	1	6	–	–
COMPUTER PROGRAMMERS, BUSINESS, CLASS B	159	38.5	206.00	202.50	185.00-225.00	–	–	–	1	2	4	4	19	29	9	35	11	8	8	11	11	3	3	1	–	–
MANUFACTURING	45	38.5	226.50	231.50	202.50-249.00	–	–	–	–	–	–	–	2	3	3	9	3	2	6	7	3	3	3	1	–	–
NONMANUFACTURING	114	38.0	197.50	194.50	180.50-210.00	–	–	–	1	2	4	4	17	26	6	26	8	6	2	4	8	–	–	–	–	–
COMPUTER PROGRAMMERS, BUSINESS, CLASS C	63	38.0	175.50	171.50	153.50-184.50	–	–	–	2	7	16	6	5	15	–	2	4	1	3	1	–	1	–	–	–	–
NONMANUFACTURING	41	37.5	166.50	160.00	152.00-182.00	–	–	–	–	7	14	4	3	10	–	–	3	–	–	–	–	–	–	–	–	–
COMPUTER SYSTEMS ANALYSTS, BUSINESS, CLASS A	68	38.5	298.00	294.00	269.00-327.00	–	–	–	–	–	–	–	–	–	–	–	1	–	2	5	4	6	4	10	6	**30
NONMANUFACTURING	50	38.5	286.50	285.50	261.00-314.00	–	–	–	–	–	–	–	–	–	–	–	1	–	2	5	4	6	4	9	5	14
COMPUTER SYSTEMS ANALYSTS, BUSINESS, CLASS B	87	38.5	263.00	260.00	232.50-298.00	–	–	–	–	–	1	–	–	–	3	2	8	3	12	7	8	9	8	1	6	***19
NONMANUFACTURING	66	38.5	250.00	248.50	230.50-273.00	–	–	–	–	–	–	–	–	–	3	2	8	3	12	7	8	5	7	1	5	5
DRAFTSMEN, CLASS A	78	39.5	251.00	246.50	239.00-261.00	–	–	–	–	–	–	–	–	1	6	1	–	2	13	26	10	3	1	4	5	6
MANUFACTURING	74	39.5	252.50	247.00	239.50-267.00	–	–	–	–	–	–	–	–	–	5	1	–	1	13	26	9	3	1	4	5	6
DRAFTSMEN, CLASS B	82	39.5	195.00	195.50	181.00-207.50	–	–	–	3	2	–	4	10	12	19	16	4	5	2	4	1	–	–	–	–	–
MANUFACTURING	74	39.5	197.50	196.50	184.00-207.50	–	–	–	–	1	–	3	10	11	19	16	4	5	2	2	1	–	–	–	–	–
DRAFTSMEN, CLASS C	46	39.5	171.00	172.00	156.00-186.00	–	–	–	4	–	11	6	6	13	–	6	–	–	–	–	–	–	–	–	–	–
MANUFACTURING	45	39.5	171.00	172.50	157.00-186.00	–	–	–	4	–	10	6	6	13	–	6	–	–	–	–	–	–	–	–	–	–
NURSES, INDUSTRIAL (REGISTERED)	59	39.0	184.50	178.50	163.00-207.50	–	–	–	2	3	6	8	13	5	5	4	7	2	–	2	2	–	–	–	–	–
MANUFACTURING	48	39.0	187.00	179.50	164.00-207.00	–	–	–	–	3	5	6	11	4	5	4	4	2	–	2	2	–	–	–	–	–

* Workers were distributed as follows: 3 at $90 to $100; and 6 at $100 to $110.
** Workers were distributed as follows: 11 at $300 to $320; 9 at $320 to $340; 6 at $340 to $360; and 4 at $360 to $380.
*** Workers were distributed as follows: 9 at $300 to $320; 6 at $320 to $340; 3 at $340 to $360; and 1 at $360 to $380.

See footnotes at end of tables.

Table A-3. Average weekly earnings of office, professional, and technical workers, by sex, in Richmond, Va., March 1974

Sex, occupation, and industry division	Number of workers	Average weekly hours[1] (standard)	Average weekly earnings[1] (standard)
OFFICE OCCUPATIONS - MEN			
CLERKS, ACCOUNTING, CLASS A	91	38.5	$179.50
MANUFACTURING	43	38.5	196.00
NONMANUFACTURING	48	38.5	164.50
CLERKS, ACCOUNTING, CLASS B	50	39.0	149.50
NONMANUFACTURING	40	39.5	149.50
PUBLIC UTILITIES	26	40.0	174.00
CLERKS, ORDER	102	39.5	162.00
NONMANUFACTURING	65	39.0	132.00
MESSENGERS (OFFICE BOYS)	55	36.5	105.50
NONMANUFACTURING	46	36.5	105.00
OFFICE OCCUPATIONS - WOMEN			
BOOKKEEPING-MACHINE OPERATORS, CLASS A	74	38.0	125.50
NONMANUFACTURING	58	38.0	122.50
BOOKKEEPING-MACHINE OPERATORS, CLASS B	100	38.5	108.00
MANUFACTURING	28	38.0	117.50
NONMANUFACTURING	72	38.5	104.50
CLERKS, ACCOUNTING, CLASS A	387	38.0	145.50
MANUFACTURING	95	38.0	163.50
NONMANUFACTURING	292	37.5	139.50
PUBLIC UTILITIES	69	38.5	158.00
CLERKS, ACCOUNTING, CLASS B	730	38.5	116.50
MANUFACTURING	156	39.0	123.00
NONMANUFACTURING	574	38.0	115.00
CLERKS, FILE, CLASS A	40	37.0	134.00
NONMANUFACTURING	38	37.0	134.00
CLERKS, FILE, CLASS B	179	37.5	100.00
NONMANUFACTURING	169	37.5	99.50
CLERKS, FILE, CLASS C	131	37.0	94.00
MANUFACTURING	32	37.5	100.50
NONMANUFACTURING	99	37.0	92.00
CLERKS, ORDER	217	38.5	123.50
MANUFACTURING	122	37.0	123.50
NONMANUFACTURING	95	39.5	123.50
CLERKS, PAYROLL	77	37.5	128.50
NONMANUFACTURING	59	37.5	129.50
KEYPUNCH OPERATORS, CLASS A	285	38.5	127.00
MANUFACTURING	73	39.0	138.00
NONMANUFACTURING	212	38.5	123.00
OFFICE OCCUPATIONS - WOMEN--CONTINUED			
KEYPUNCH OPERATORS, CLASS B	424	38.0	$118.50
MANUFACTURING	105	39.0	120.50
NONMANUFACTURING	319	38.0	118.00
PUBLIC UTILITIES	97	38.5	143.00
MESSENGERS (OFFICE GIRLS)	54	37.0	95.00
NONMANUFACTURING	51	37.0	95.00
SECRETARIES	1,518	38.0	147.00
MANUFACTURING	617	38.5	153.00
NONMANUFACTURING	901	37.5	143.00
PUBLIC UTILITIES	116	39.0	165.00
SECRETARIES, CLASS A	72	38.0	168.00
NONMANUFACTURING	49	38.0	169.00
SECRETARIES, CLASS B	330	38.0	162.50
MANUFACTURING	149	39.0	168.00
NONMANUFACTURING	181	37.5	157.50
SECRETARIES, CLASS C	700	38.0	144.00
NONMANUFACTURING	384	38.0	139.00
PUBLIC UTILITIES	58	38.5	164.00
SECRETARIES, CLASS D	413	38.0	136.00
MANUFACTURING	129	39.0	139.50
NONMANUFACTURING	284	37.5	134.50
STENOGRAPHERS, GENERAL	459	38.0	130.50
MANUFACTURING	82	38.5	128.50
NONMANUFACTURING	377	38.0	130.50
PUBLIC UTILITIES	117	39.0	157.00
STENOGRAPHERS, SENIOR	244	38.0	138.50
MANUFACTURING	65	39.0	147.50
NONMANUFACTURING	179	38.0	135.00
SWITCHBOARD OPERATORS, CLASS A	58	39.0	136.50
NONMANUFACTURING	39	39.0	135.50
SWITCHBOARD OPERATORS, CLASS B	117	37.0	100.50
NONMANUFACTURING	104	37.0	98.50
SWITCHBOARD OPERATOR-RECEPTIONISTS	228	39.0	113.00
MANUFACTURING	70	39.0	123.50
NONMANUFACTURING	158	39.0	108.00
TRANSCRIBING-MACHINE OPERATORS, GENERAL	100	38.5	126.00
MANUFACTURING	47	39.5	135.50
NONMANUFACTURING	53	38.0	117.50
TYPISTS, CLASS A	176	38.0	119.00
MANUFACTURING	31	39.0	122.50
NONMANUFACTURING	145	38.0	118.00
TYPISTS, CLASS B	459	38.0	99.00
MANUFACTURING	75	37.5	111.00
NONMANUFACTURING	384	38.0	96.50
PROFESSIONAL AND TECHNICAL OCCUPATIONS - MEN			
COMPUTER OPERATORS, CLASS A	65	38.5	$177.00
MANUFACTURING	26	38.0	199.00
NONMANUFACTURING	39	38.5	162.50
COMPUTER OPERATORS, CLASS B	138	38.0	150.00
MANUFACTURING	39	39.0	161.00
NONMANUFACTURING	99	38.0	145.50
COMPUTER OPERATORS, CLASS C	65	38.5	134.00
MANUFACTURING	31	38.5	147.00
NONMANUFACTURING	34	38.5	121.50
COMPUTER PROGRAMMERS, BUSINESS, CLASS A	52	38.5	253.00
NONMANUFACTURING	30	38.0	240.00
COMPUTER PROGRAMMERS, BUSINESS, CLASS B	121	38.5	207.00
MANUFACTURING	41	38.5	228.50
NONMANUFACTURING	80	38.0	196.00
COMPUTER PROGRAMMERS, BUSINESS, CLASS C	49	38.0	178.50
NONMANUFACTURING	27	37.5	166.50
COMPUTER SYSTEMS ANALYSTS, BUSINESS, CLASS A	63	38.5	298.50
NONMANUFACTURING	46	38.5	287.00
COMPUTER SYSTEMS ANALYSTS, BUSINESS, CLASS B	67	38.5	263.00
NONMANUFACTURING	49	38.5	247.50
DRAFTSMEN, CLASS A	76	39.5	252.50
MANUFACTURING	74	39.5	252.50
DRAFTSMEN, CLASS B	82	39.5	195.00
MANUFACTURING	74	39.5	197.50
DRAFTSMEN, CLASS C	40	40.0	172.00
PROFESSIONAL AND TECHNICAL OCCUPATIONS - WOMEN			
COMPUTER OPERATORS, CLASS B	67	38.0	157.50
COMPUTER PROGRAMMERS, BUSINESS, CLASS B	38	38.0	202.00
NONMANUFACTURING	34	38.0	202.00
NURSES, INDUSTRIAL (REGISTERED)	59	39.0	184.50
MANUFACTURING	48	39.0	187.00

See footnote at end of tables.

Table A-4. Hourly earnings of maintenance and powerplant workers in Richmond, Va., March 1974

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 $3.20	$3.20 and under $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 - $4.40	$4.40 - $4.60	$4.60 - $4.80	$4.80 - $5.00	$5.00 - $5.20	$5.20 - $5.40	$5.40 - $5.60	$5.60 - $5.80	$5.80 - $6.00	$6.00 - $6.20	$6.20 - $6.40	$6.40 and over
MEN AND WOMEN COMBINED																												
CARPENTERS, MAINTENANCE	48	$5.39	$5.47	$4.93- 5.79	-	-	-	-	-	-	1	1	-	-	-	1	6	2	1	1	8	6	11	-	1	8	1
MANUFACTURING	27	5.33	5.46	5.32- 5.75	-	-	-	-	-	-	1	-	-	-	-	1	1	2	-	1	5	5	11	-	-	-	-
ELECTRICIANS, MAINTENANCE	270	5.60	5.72	5.54- 5.76	-	-	-	-	-	-	-	-	-	-	-	-	3	-	13	7	13	69	155	6	1	3	-
MANUFACTURING	227	5.61	5.72	5.54- 5.76	-	-	-	-	-	-	-	-	-	-	-	-	3	-	1	7	12	66	132	5	1	-	-
ENGINEERS, STATIONARY	78	4.92	4.76	4.60- 5.72	-	-	-	-	1	-	-	-	8	2	-	-	8	23	11	1	1	1	20	1	-	-	1
MANUFACTURING	66	4.92	4.73	4.60- 5.72	-	-	-	-	-	-	-	-	8	1	-	-	8	21	6	-	1	1	19	1	-	-	-
FIREMEN, STATIONARY BOILER	39	4.08	4.33	4.04- 4.39	5	2	-	-	-	-	-	-	-	8	-	16	1	-	2	5	-	-	-	-	-	-	-
MANUFACTURING	34	4.33	4.35	4.08- 4.43	-	2	-	-	-	-	-	-	-	8	-	16	1	-	2	5	-	-	-	-	-	-	-
HELPERS, MAINTENANCE TRADES	134	4.58	3.88	3.49- 6.05	*15	-	5	16	26	1	-	6	-	-	-	5	-	-	-	-	-	-	-	-	60	-	-
NONMANUFACTURING	130	4.62	3.89	3.49- 6.05	13	-	5	16	26	-	-	6	-	-	-	4	-	-	-	-	-	-	-	-	60	-	-
PUBLIC UTILITIES	106	4.94	6.01	3.56- 6.06	6	-	5	-	25	-	-	6	-	-	-	4	-	-	-	-	-	-	-	-	60	-	-
MACHINISTS, MAINTENANCE	275	5.52	5.71	5.52- 5.75	-	-	-	-	-	-	1	-	-	-	-	6	17	4	1	1	14	84	146	-	-	1	-
MANUFACTURING	272	5.53	5.71	5.52- 5.75	-	-	-	-	-	-	1	-	-	-	-	6	17	3	-	1	14	84	145	-	-	1	-
MECHANICS, AUTOMOTIVE (MAINTENANCE)	469	5.49	5.59	4.70- 6.35	-	1	-	15	2	2	3	3	1	7	13	37	28	38	5	45	9	28	7	2	1	222	-
MANUFACTURING	65	4.63	5.01	4.04- 5.07	-	-	-	3	2	2	3	3	1	6	1	6	1	1	-	31	-	1	4	-	-	-	-
NONMANUFACTURING	404	5.62	6.31	4.74- 6.35	-	1	-	12	-	-	-	-	-	1	12	31	27	37	5	14	9	27	3	2	1	222	-
PUBLIC UTILITIES	338	5.80	6.32	5.14- 6.36	-	-	-	12	-	-	-	-	-	-	-	21	25	23	-	6	9	18	2	-	-	222	-
MECHANICS, MAINTENANCE	444	5.38	5.72	5.11- 5.76	-	-	-	-	-	-	-	-	4	6	2	28	15	11	20	56	23	16	263	-	-	-	-
MANUFACTURING	426	5.39	5.72	5.13- 5.76	-	-	-	-	-	-	-	-	4	5	2	28	14	6	19	55	23	13	257	-	-	-	-
PAINTERS, MAINTENANCE	88	4.62	4.50	4.06- 5.42	2	-	1	-	-	1	10	-	-	13	-	8	11	4	9	-	3	26	-	-	-	-	-
MANUFACTURING	48	5.09	5.40	4.76- 5.45	-	-	-	-	-	-	-	-	-	1	-	3	7	2	8	-	3	24	-	-	-	-	-
PIPEFITTERS, MAINTENANCE	132	5.65	5.74	5.71- 5.77	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	4	12	1	114	-	-	-	-
MANUFACTURING	131	5.66	5.74	5.71- 5.77	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	12	1	114	-	-	-	-
SHEET-METAL WORKERS, MAINTENANCE	54	5.65	5.74	5.71- 5.78	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	-	35	7	-	-	-
MANUFACTURING	54	5.65	5.74	5.71- 5.78	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	-	35	7	-	-	-

* Workers were distributed as follows: 2 at $2.50 to $2.60; 2 at $2.70 to $2.80; 3 at $2.80 to $2.90; 1 at $2.90 to $3; and 7 at $3 to $3.10.

See footnotes at end of tables.

Table A-5. Hourly earnings of custodial and material movement workers in Richmond, Va., March 1974

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 2.40	$2.40 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 5.20	$5.20 5.40	$5.40 and over
MEN AND WOMEN COMBINED																													
GUARDS AND WATCHMEN	476	$2.76	$2.27	$2.04- 3.42	2	2	61	8	122	14	59	28	11	7	22	21	5	4	40	15	5	10	5	8	11	15	1
MANUFACTURING	116	3.76	3.86	3.11- 4.28	-	-	-	-	5	-	9	4	3	6	4	1	2	3	40	10	1	8	1	2	1	15	1
NONMANUFACTURING	360	2.43	2.09	2.01- 2.52	2	2	61	8	117	14	50	24	8	1	18	20	3	1	-	5	4	2	4	6	10	-	-
GUARDS																													
MANUFACTURING	47	4.30	4.46	3.79- 5.23	-	-	-	-	-	-	1	4	2	-	1	1	1	2	5	1	1	8	1	2	1	15	1
WATCHMEN																													
MANUFACTURING	69	3.39	3.83	2.95- 3.88	-	-	-	-	5	-	8	-	1	6	3	-	1	1	35	9	-	-	-	-	-	-	-
JANITORS, PORTERS, AND CLEANERS	2,381	2.45	2.19	1.82- 2.94	77	480	194	67	313	66	218	211	82	103	51	99	33	189	109	67	14	6	-	2	-	-	-
MANUFACTURING	665	3.23	3.62	2.61- 3.82	-	35	18	5	15	8	28	54	36	54	28	32	14	163	109	66	-	-	-	-	-	-	-
NONMANUFACTURING	1,716	2.15	2.03	1.78- 2.32	77	445	176	62	298	58	190	157	46	49	23	67	19	26	-	1	14	6	-	2	-	-	-
PUBLIC UTILITIES	60	3.37	3.35	2.59- 3.69	-	-	-	-	-	-	2	14	1	1	2	11	1	15	-	1	4	6	-	2	-	-	-
LABORERS, MATERIAL HANDLING	1,040	3.04	3.05	2.61- 3.46	-	-	6	10	46	91	37	57	148	70	152	122	73	62	67	56	41	2	-	-	-	-	-
MANUFACTURING	548	3.12	3.06	2.56- 3.79	-	-	6	7	9	57	29	32	38	27	136	8	2	61	63	56	15	2	-	-	-	-	-
NONMANUFACTURING	492	2.95	2.92	2.62- 3.38	-	-	-	3	37	34	8	25	110	43	16	114	71	1	4	-	26	-	-	-	-	-	-
ORDER FILLERS	410	3.39	3.41	3.04- 3.49	-	-	-	-	-	3	8	1	14	52	101	19	136	13	-	1	50	-	12	-	-	-	-
MANUFACTURING	101	3.25	3.09	3.01- 3.38	-	-	-	-	-	-	4	1	9	7	43	14	10	-	-	1	-	-	12	-	-	-	-
NONMANUFACTURING	309	3.43	3.43	3.06- 3.49	-	-	-	-	-	3	4	-	5	45	58	5	126	13	-	-	50	-	-	-	-	-	-
PACKERS, SHIPPING	271	3.47	3.84	2.63- 4.27	-	-	2	-	1	11	7	42	23	7	26	4	2	2	24	12	89	19	-	-	-	-	-
MANUFACTURING	235	3.61	4.03	2.79- 4.28	-	-	1	-	-	3	5	42	8	7	17	4	2	2	24	12	89	19	-	-	-	-	-
RECEIVING CLERKS	145	3.75	3.89	3.19- 4.08	-	-	-	-	-	-	2	6	2	4	25	3	19	2	10	45	4	5	18	-	-	-	-
MANUFACTURING	93	4.04	4.06	3.95- 4.35	-	-	-	-	-	-	-	1	-	2	5	1	12	1	1	44	3	5	18	-	-	-	-
NONMANUFACTURING	52	3.24	3.17	3.06- 3.60	-	-	-	-	-	-	2	5	2	2	20	2	7	1	9	1	1	-	-	-	-	-	-
SHIPPING CLERKS	37	3.75	3.63	3.41- 3.98	-	-	-	-	-	-	-	1	-	-	5	3	9	4	7	2	1	-	1	-	4	-	-
MANUFACTURING	27	3.84	3.83	3.29- 4.09	-	-	-	-	-	-	-	1	-	-	5	3	-	4	6	2	1	-	1	-	4	-	-
SHIPPING AND RECEIVING CLERKS	87	4.03	4.05	3.57- 4.58	-	-	-	-	-	-	-	-	2	5	-	7	11	8	-	23	-	12	17	-	-	-	2
MANUFACTURING	38	3.72	3.66	3.36- 4.05	-	-	-	-	-	-	-	-	2	3	-	7	3	8	-	13	-	-	-	-	-	-	2
NONMANUFACTURING	49	4.27	4.53	4.03- 4.73	-	-	-	-	-	-	-	-	-	2	-	-	8	-	-	10	-	12	17	-	-	-	-
TRUCKDRIVERS	2,113	3.99	3.57	3.07- 4.57	-	-	-	-	4	-	59	92	133	154	234	98	398	65	36	10	92	261	30	20	27	57	*343
MANUFACTURING	430	3.50	3.56	3.15- 4.13	-	-	-	-	-	-	54	11	3	31	18	39	95	33	35	5	84	2	-	20	-	-	-
NONMANUFACTURING	1,683	4.12	3.57	3.06- 5.03	-	-	-	-	4	-	5	81	130	123	216	59	303	32	1	5	8	259	30	-	27	57	343
PUBLIC UTILITIES	938	4.46	3.59	3.12- 6.23	-	-	-	-	-	-	-	-	68	72	144	24	177	-	-	-	-	110	-	-	-	-	343
TRUCKDRIVERS, LIGHT (UNDER 1-1/2 TONS)	117	2.87	2.84	2.71- 3.06	-	-	-	-	4	-	4	12	25	41	17	2	2	7	-	1	-	2	-	-	-	-	-
NONMANUFACTURING	109	2.82	2.83	2.69- 3.04	-	-	-	-	4	-	4	12	25	36	17	2	2	7	-	-	-	-	-	-	-	-	-
TRUCKDRIVERS, MEDIUM (1-1/2 TO AND INCLUDING 4 TONS)	317	3.25	2.95	2.60- 3.74	-	-	-	-	-	-	55	25	72	13	30	15	15	27	16	6	4	-	22	-	-	-	17
MANUFACTURING	141	2.98	2.96	2.27- 3.73	-	-	-	-	-	-	54	7	3	11	1	12	9	26	15	2	1	-	-	-	-	-	-
NONMANUFACTURING	176	3.46	2.85	2.74- 4.07	-	-	-	-	-	-	1	18	69	2	29	3	6	1	1	4	3	-	22	-	-	-	17
TRUCKDRIVERS, HEAVY (OVER 4 TONS, TRAILER TYPE)	1,185	4.33	4.29	3.28- 5.07	-	-	-	-	-	-	-	-	2	87	167	65	204	7	13	3	56	239	8	20	27	45	*242
MANUFACTURING	156	3.83	3.87	3.34- 4.26	-	-	-	-	-	-	-	-	-	15	9	23	16	7	13	2	51	-	-	20	-	-	-
NONMANUFACTURING	1,029	4.40	4.44	3.26- 5.37	-	-	-	-	-	-	-	-	2	72	158	42	188	-	-	1	5	239	8	-	27	45	242
PUBLIC UTILITIES	747	4.37	3.58	3.15- 6.22	-	-	-	-	-	-	-	-	-	72	144	24	175	-	-	-	-	90	-	-	-	-	242

* All workers were at $6.20 to $6.40.

See footnotes at end of tables.

Table A-5. Hourly earnings of custodial and material movement workers in Richmond, Va., March 1974—Continued

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 2.40	$2.40 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 5.20	$5.20 5.40	$5.40 and over
MEN AND WOMEN COMBINED--CONTINUED																												
TRUCKDRIVERS - CONTINUED																												
TRUCKDRIVERS, HEAVY (OVER 4 TONS, OTHER THAN TRAILER TYPE)	414	$3.97	$3.55	$3.41- 4.54	-	-	-	-	-	-	-	53	-	13	20	16	177	24	-	-	1	20	-	-	-	12	*78
NONMANUFACTURING	327	4.12	3.57	3.37- 5.35	-	-	-	-	-	-	-	49	-	13	12	12	107	24	-	-	-	20	-	-	-	12	78
PUBLIC UTILITIES	98	5.92	6.24	6.21- 6.27	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20	-	-	-	-	78
TRUCKERS, POWER (FORKLIFT)	660	3.57	3.55	3.08- 4.00	-	-	-	-	-	-	7	11	30	95	53	72	119	31	80	46	57	58	-	-	1	-	-
MANUFACTURING	443	3.52	3.39	2.97- 4.00	-	-	-	-	-	-	3	11	29	89	44	50	10	20	80	45	22	40	-	-	-	-	-
NONMANUFACTURING	217	3.67	3.56	3.51- 4.20	-	-	-	-	-	-	4	-	1	6	9	22	109	11	-	1	35	18	-	-	1	-	-
WAREHOUSEMEN	178	3.45	3.25	2.60- 4.25	-	-	-	-	-	-	6	39	9	1	29	12	3	1	4	2	61	1	2	2	-	6	-
NONMANUFACTURING	171	3.42	3.22	2.59- 4.25	-	-	-	-	-	-	6	39	9	1	29	12	3	1	-	1	61	1	2	-	-	6	-

* All workers were at $6.20 to $6.40.

See footnotes at end of tables.

Table A-6. Average hourly earnings of maintenance, powerplant, custodial, and material movement workers, by sex, in Richmond, Va., March 1974

Sex, occupation, and industry division	Number of workers	Average (mean[2]) hourly earnings[3]
MAINTENANCE AND POWERPLANT OCCUPATIONS - MEN		
		$
CARPENTERS, MAINTENANCE	48	5.39
MANUFACTURING	27	5.33
ELECTRICIANS, MAINTENANCE	270	5.60
MANUFACTURING	227	5.61
ENGINEERS, STATIONARY	78	4.92
MANUFACTURING	66	4.92
FIREMEN, STATIONARY BOILER	39	4.08
MANUFACTURING	34	4.33
HELPERS, MAINTENANCE TRADES	134	4.58
NONMANUFACTURING	130	4.62
PUBLIC UTILITIES	106	4.94
MACHINISTS, MAINTENANCE	275	5.52
MANUFACTURING	272	5.53
MECHANICS, AUTOMOTIVE (MAINTENANCE)	469	5.49
MANUFACTURING	65	4.63
NONMANUFACTURING	404	5.62
PUBLIC UTILITIES	338	5.80
MECHANICS, MAINTENANCE	444	5.38
MANUFACTURING	426	5.39
PAINTERS, MAINTENANCE	88	4.62
MANUFACTURING	48	5.09
PIPEFITTERS, MAINTENANCE	132	5.65
MANUFACTURING	131	5.66
SHEET-METAL WORKERS, MAINTENANCE	54	5.65
MANUFACTURING	54	5.65
CUSTODIAL AND MATERIAL MOVEMENT OCCUPATIONS-MEN		
GUARDS AND WATCHMEN	476	2.76
MANUFACTURING	116	3.76
NONMANUFACTURING	360	2.43
GUARDS		
MANUFACTURING	47	4.30
WATCHMEN		
MANUFACTURING	69	3.39
JANITORS, PORTERS, AND CLEANERS	1,736	2.59
MANUFACTURING	576	3.29
NONMANUFACTURING	1,160	2.24
PUBLIC UTILITIES	43	3.56
LABORERS, MATERIAL HANDLING	1,014	3.06
MANUFACTURING	527	3.17
NONMANUFACTURING	487	2.95
CUSTODIAL AND MATERIAL MOVEMENT OCCUPATIONS-MEN--CONTINUED		
ORDER FILLERS	352	3.47
MANUFACTURING	93	3.30
NONMANUFACTURING	259	3.53
PACKERS, SHIPPING	155	3.71
MANUFACTURING	142	3.80
RECEIVING CLERKS	138	3.79
MANUFACTURING	88	4.09
NONMANUFACTURING	50	3.27
SHIPPING CLERKS	37	3.75
MANUFACTURING	27	3.84
SHIPPING AND RECEIVING CLERKS	85	4.05
MANUFACTURING	36	3.74
NONMANUFACTURING	49	4.27
TRUCKDRIVERS	2,107	3.99
MANUFACTURING	430	3.50
NONMANUFACTURING	1,677	4.12
PUBLIC UTILITIES	938	4.46
TRUCKDRIVERS, LIGHT (UNDER 1-1/2 TONS)	111	2.87
NONMANUFACTURING	103	2.82
TRUCKDRIVERS, MEDIUM (1-1/2 TO AND INCLUDING 4 TONS)	317	3.25
MANUFACTURING	141	2.98
NONMANUFACTURING	176	3.46
TRUCKDRIVERS, HEAVY (OVER 4 TONS, TRAILER TYPE)	1,185	4.33
MANUFACTURING	156	3.83
NONMANUFACTURING	1,029	4.40
PUBLIC UTILITIES	747	4.37
TRUCKDRIVERS, HEAVY (OVER 4 TONS, OTHER THAN TRAILER TYPE)	414	3.97
NONMANUFACTURING	327	4.12
PUBLIC UTILITIES	98	5.92
TRUCKERS, POWER (FORKLIFT)	659	3.57
MANUFACTURING	442	3.53
NONMANUFACTURING	217	3.67
WAREHOUSEMEN	178	3.45
NONMANUFACTURING	171	3.42
CUSTODIAL AND MATERIAL MOVEMENT OCCUPATIONS-WOMEN		
JANITORS, PORTERS, AND CLEANERS	645	2.08
MANUFACTURING	89	2.84
NONMANUFACTURING	556	1.96
PACKERS, SHIPPING	116	3.15
MANUFACTURING	93	3.33

See footnotes at end of tables.

Table A-7. Indexes of earnings for selected occupational groups in Richmond, Va., March 1973 and March 1974, and percents of increase for selected periods

Period	All industries				Manufacturing			
	Weekly earnings		Hourly earnings		Weekly earnings		Hourly earnings	
	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 (November 1967=100)							
March 1973	132.8	142.2	147.5	138.4	130.2	140.0	144.9	143.8
March 1974	142.8	153.9	162.3	148.2	142.2	152.6	157.5	154.6
	Percents of increase							
February 1960 to December 1960:								
10-month increase	2.6	3.7	3.4	5.3	2.9	3.6	3.2	2.5
Annual rate of increase	3.1	4.5	4.1	6.4	3.5	4.3	3.9	3.0
December 1960 to November 1961:								
11-month increase	3.9	1.5	3.5	8.3	2.8	.5	3.2	8.4
Annual rate of increase	4.3	1.6	3.8	9.1	3.1	.5	3.5	9.2
November 1961 to November 1962	2.5	1.0	2.6	3.2	2.0	1.5	2.7	3.2
November 1962 to November 1963	2.6	3.5	2.3	3.1	2.8	3.4	1.9	3.7
November 1963 to November 1964	2.6	.5	2.6	2.7	2.1	0	2.3	3.3
November 1964 to November 1965	5.4	3.8	5.5	4.0	3.5	4.2	5.1	5.1
November 1965 to November 1966	3.8	4.1	3.3	*8.5	2.9	5.0	3.3	4.0
November 1966 to November 1967	1.6	5.7	4.3	3.1	3.2	5.2	4.5	4.7
November 1967 to March 1969:								
16-month increase	6.1	7.5	7.8	8.7	6.5	7.8	7.8	5.5
Annual rate of increase	4.5	5.6	5.8	6.5	4.8	5.8	5.8	4.1
March 1969 to March 1970	6.6	8.1	7.7	5.2	5.8	7.2	7.3	9.4
March 1970 to March 1971	6.2	7.9	10.7	6.9	5.1	8.8	9.4	8.2
March 1971 to March 1972	4.9	7.3	6.4	4.7	6.4	5.2	5.1	7.5
March 1972 to March 1973	5.4	5.6	7.9	8.1	3.3	5.9	8.9	7.1
March 1973 to March 1974	7.5	8.2	10.0	7.1	9.2	9.0	8.7	7.5

* This increase reflects changes in employment among establishments with different pay levels in addition to general wage changes.

NOTE: This measure of wage changes will be discontinued beginning July 1974. It will be replaced by the measure presented in table A-8.

Table A-8. Percents of increase in average hourly earnings for selected occupational groups, adjusted for employment shifts, in Richmond, Va., for selected periods

Industry and occupational group	March 1972 to March 1973	March 1973 to March 1974
All industries:		
Office clerical (men and women)	5.8	7.8
Industrial nurses (men and women)	5.0	8.7
Skilled maintenance trades (men)	7.8	9.5
Unskilled plant workers (men)	6.2	8.6
Manufacturing:		
Office clerical (men and women)	4.5	8.9
Industrial nurses (men and women)	5.3	9.4
Skilled maintenance trades (men)	8.3	9.3
Unskilled plant workers (men)	6.4	8.2
Nonmanufacturing:		
Office clerical (men and women)	6.1	7.5
Industrial nurses (men and women)	*	*
Skilled maintenance trades (men)	*	*
Unskilled plant workers (men)	6.6	8.5

* Data do not meet publication criteria.

NOTE: Table A-8 provides percents of change in average hourly earnings for selected occupational groups, adjusted to exclude the effect of employment shifts. The new method for computing wage trends is based on changes in average hourly earnings for establishments reporting the index jobs in both the current and previous year (matched establishments), holding establishment employment in the jobs constant.

The new wage trends are not linked to the current indexes because the new wage trends measure changes in matched establishment averages whereas the current indexes measure changes in area averages. Other characteristics of the new wage trends which differ from the current ones include (1) earnings data of office clerical workers and industrial nurses are converted to an hourly basis, and (2) trend estimates are provided for nonmanufacturing establishments.

For a more detailed description of the new method used to compute area wage survey indexes, see "Improving Area Wage Survey Indexes," Monthly Labor Review, January 1973, pp. 52-57.

B. Establishment practices and supplementary wage provisions

Table B-1. Minimum entrance salaries for inexperienced typists and clerks in Richmond, Va., March 1974

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	37 1/2	40		All schedules	40	All schedules	37 1/2	40
Establishments studied	162	59	xxx	103	xxx	xxx	162	59	xxx	103	xxx	xxx
Establishments having a specified minimum	41	17	9	24	8	10	55	23	12	32	9	16
$70.00 and under $72.50	-	-	-	-	-	-	2	-	-	2	1	1
$72.50 and under $75.00	1	-	-	1	-	1	1	-	-	1	-	1
$75.00 and under $77.50	1	-	-	1	1	-	1	-	-	1	1	-
$77.50 and under $80.00	1	-	-	1	1	-	1	-	-	1	1	-
$80.00 and under $82.50	2	-	-	2	-	1	7	2	1	5	1	2
$82.50 and under $85.00	2	-	-	2	1	-	4	-	-	4	1	1
$85.00 and under $87.50	2	-	-	2	2	-	5	2	-	3	1	2
$87.50 and under $90.00	4	1	-	3	1	1	5	1	-	4	1	2
$90.00 and under $92.50	12	6	5	6	1	3	7	5	5	2	-	2
$92.50 and under $95.00	2	1	-	1	-	-	2	-	-	2	1	-
$95.00 and under $97.50	-	-	-	-	-	-	-	-	-	-	-	-
$97.50 and under $100.00	3	3	-	-	-	-	3	3	-	-	-	-
$100.00 and under $102.50	5	3	2	2	-	2	5	3	1	2	-	2
$102.50 and under $105.00	4	3	2	1	-	1	5	3	2	2	1	1
$105.00 and under $107.50	1	-	-	1	1	-	1	1	-	-	-	-
$107.50 and under $110.00	-	-	-	-	-	-	1	-	-	1	-	-
$110.00 and under $112.50	-	-	-	-	-	-	1	1	1	-	-	-
$112.50 and under $115.00	-	-	-	-	-	-	-	-	-	-	-	-
$115.00 and under $117.50	-	-	-	-	-	-	1	-	-	1	-	1
$117.50 and under $120.00	-	-	-	-	-	-	1	1	1	-	-	-
$120.00 and over	1	-	-	1	-	1	2	1	1	1	-	1
Establishments having no specified minimum	28	7	xxx	21	xxx	xxx	38	11	xxx	27	xxx	xxx
Establishments which did not employ workers in this category	93	35	xxx	58	xxx	xxx	69	25	xxx	44	xxx	xxx

See footnotes at end of tables.

Table B-2. Late-shift pay provisions for manufacturing plant workers in Richmond, Va., March 1974

(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	74.8	69.7	16.5	10.6
No pay differential for work on late shift	-	-	-	-
Pay differential for work on late shift	74.8	69.7	16.5	10.6
Type and amount of differential:				
Uniform cents (per hour)	37.2	36.1	8.9	7.2
5 cents	2.4	2.4	.3	.6
7 cents	1.8	-	.5	-
8 cents	6.0	-	1.6	-
9 cents	1.5	-	.3	-
10 cents	18.2	3.4	4.8	.7
12 cents	-	1.8	-	.3
14 cents	-	3.2	-	1.0
15 cents	.8	9.6	.2	2.3
16 cents	-	1.8	-	.1
17 cents	-	1.5	-	.2
20 cents	3.3	8.4	.6	1.8
25 cents	-	1.9	-	-
32 cents	1.1	-	.2	-
40 cents	2.1	-	.4	-
55 cents	-	2.1	-	.1
Uniform percentage	37.6	33.5	7.7	3.4
3 percent	.7	.7	.2	.2
5 percent	1.4	-	-	-
8 percent	22.6	-	5.0	-
10 percent	13.0	31.3	2.4	3.3
15 percent	-	1.6	-	-

See footnotes at end of tables.

Table B-3. Scheduled weekly hours and days of first-shift workers in Richmond, Va., March 1974

Weekly hours and days	Percent of plant workers			Percent of office workers		
	All industries	Manufacturing	Public utilities	All industries	Manufacturing	Public utilities
All workers	100	100	100	100	100	100
32½ hours—5 days	-	-	-	2	1	-
35 hours—5 days	3	(*)	-	9	7	-
36 hours—5 days	-	-	-	(*)	1	-
36¼ hours—5 days	-	-	-	10	-	-
37 hours—5 days	-	-	-	(*)	-	-
37½ hours—5 days	17	27	-	38	27	52
38¾ hours—5 days	(*)	-	-	8	27	-
40 hours	71	68	85	32	37	48
4 days	(*)	-	-	-	-	-
5 days	68	68	85	32	37	48
6 days	4	-	-	-	-	-
42½ hours—5 days	2	-	-	(*)	-	-
44 hours—5 days	1	2	-	-	-	-
45 hours	3	(*)	12	-	-	-
5 days	2	(*)	12	-	-	-
6 days	1	-	-	-	-	-
48 hours—6 days	2	2	-	-	-	-
50 hours—5 days	1	1	3	-	-	-

See footnote at end of tables.

Table B-4. Annual paid holidays in Richmond, Va., March 1974

Item	Percent of plant workers			Percent of 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	97	99	100	100
Workers in establishments providing no paid holidays	3	-	3	(9)	-	-
Number of days [10]						
1 holiday	3	-	-	(9)	-	-
2 holidays	4	-	-	-	-	-
3 holidays	1	1	-	(9)	(9)	-
4 holidays	1	1	-	(9)	(9)	-
5 holidays	5	1	-	2	(9)	-
6 holidays	10	7	12	11	8	3
6 holidays plus 1 half day	(9)	-	-	1	-	-
7 holidays	18	16	6	14	12	6
7 holidays plus 1 half day	2	2	-	(9)	1	-
8 holidays	15	11	30	13	36	2
8 holidays plus 1 half day	-	-	-	(9)	2	-
9 holidays	28	38	47	11	18	90
9 holidays plus 1 half day	-	-	-	3	-	-
10 holidays	10	20	-	5	18	-
10 holidays plus 1 half day	-	-	-	1	-	-
11 holidays	1	2	-	(9)	2	-
12 holidays	-	-	-	2	-	-
13 holidays	(9)	(9)	-	2	3	-
Total holiday time [11]						
13 days	(9)	(9)	-	2	3	-
12 days or more	(9)	(9)	-	4	3	-
11 days or more	1	2	-	5	4	-
10½ days or more	1	2	-	6	4	-
10 days or more	11	22	-	11	22	-
9½ days or more	11	22	-	14	22	-
9 days or more	40	60	47	58	40	90
8½ days or more	40	60	47	59	43	90
8 days or more	55	71	78	72	79	91
7½ days or more	56	73	78	72	80	91
7 days or more	74	90	84	86	92	97
6½ days or more	75	90	84	87	92	97
6 days or more	85	97	97	98	99	100
5 days or more	89	98	97	99	99	100
4 days or more	90	99	97	99	99	100
3 days or more	90	100	97	99	100	100
2 days or more	94	100	97	99	100	100
1 day or more	97	100	97	99	100	100

See footnotes at end of tables.

Table B-4a. Identification of major paid holidays in Richmond, Va., March 1974

Holiday[10]	Percent of plant workers			Percent of office workers		
	All industries	Manufacturing	Public utilities	All industries	Manufacturing	Public utilities
All workers	100	100	100	100	100	100
New Year's Day	89	98	97	99	99	100
Washington's Birthday	16	21	40	50	19	90
Good Friday	12	14	39	26	17	90
Easter Monday	24	45	2	6	22	2
Memorial Day	84	98	97	97	99	100
Fourth of July	90	99	97	99	99	100
Labor Day	90	99	97	99	99	100
Columbus Day	4	7	-	28	6	-
Veterans Day	5	1	40	41	-	90
Thanksgiving Day	89	99	97	99	99	100
Day after Thanksgiving	35	65	-	29	74	-
Christmas Eve	42	65	38	14	47	4
Christmas Eve, half day	2	2	-	6	3	-
Christmas Day	94	98	97	99	99	100
New Year's Eve	4	8	-	2	7	-
Floating holiday, 1 day[13]	10	14	7	16	35	-
Floating holiday, 2 days[13]	3	-	-	1	-	-
Floating holiday, 4 days[13]	3	-	-	2	-	-
Employee's birthday	18	6	42	9	12	3

See footnotes at end of tables.

Table B-5. Paid vacation provisions in Richmond, Va., March 1974

Vacation policy	Percent of plant workers			Percent of 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	99	100	100	99	99	100
Length-of-time payment	98	99	100	99	99	100
Percentage payment	(9)	(9)	-	(9)	(9)	-
Other	1	-	-	-	-	-
Workers in establishments providing no paid vacations	(9)	-	-	(9)	-	-
Amount of vacation pay[14]						
After 6 months of service						
Under 1 week	8	8	21	9	2	51
1 week	30	36	11	64	80	23
Over 1 and under 2 weeks	(9)	-	-	8	2	1
2 weeks	(9)	(9)	-	1	(9)	-
After 1 year of service						
1 week	55	44	88	20	13	76
Over 1 and under 2 weeks	1	3	-	(9)	1	-
2 weeks	43	54	12	73	86	24
Over 2 and under 3 weeks	(9)	-	-	7	-	-
3 weeks	-	-	-	(9)	(9)	-
After 2 years of service						
1 week	26	27	23	3	3	3
Over 1 and under 2 weeks	4	8	-	(9)	1	-
2 weeks	68	62	77	84	70	97
Over 2 and under 3 weeks	(9)	-	-	7	-	-
3 weeks	2	4	-	6	25	-
After 3 years of service						
1 week	7	9	7	(9)	1	1
Over 1 and under 2 weeks	(9)	1	-	(9)	(9)	-
2 weeks	88	85	93	86	72	99
Over 2 and under 3 weeks	(9)	-	-	7	-	-
3 weeks	3	5	-	6	27	-
After 4 years of service						
1 week	6	5	7	(9)	1	1
Over 1 and under 2 weeks	(9)	1	-	(9)	(9)	-
2 weeks	88	85	93	85	66	99
Over 2 and under 3 weeks	1	2	-	7	1	-
3 weeks	4	7	-	7	32	-

See footnotes at end of tables.

Table B-5. Paid vacation provisions in Richmond, Va., March 1974—Continued

Vacation policy	Percent of plant workers			Percent of office workers		
	All industries	Manufacturing	Public utilities	All industries	Manufacturing	Public utilities
Amount of vacation pay [14]—Continued						
After 5 years of service						
1 week	2	2	-	(9)	(9)	-
Over 1 and under 2 weeks	(9)	1	-	(9)	(9)	-
2 weeks	80	71	100	70	51	100
Over 2 and under 3 weeks	1	2	-	12	1	-
3 weeks	16	25	-	13	23	-
4 weeks	-	-	-	5	25	-
After 10 years of service						
1 week	2	2	-	(9)	(9)	-
Over 1 and under 2 weeks	(9)	1	-	(9)	(9)	-
2 weeks	19	14	11	12	10	2
Over 2 and under 3 weeks	-	-	-	1	-	-
3 weeks	70	65	89	72	49	98
Over 3 and under 4 weeks	(9)	(9)	-	4	-	-
4 weeks	8	16	-	11	41	-
Over 4 and under 5 weeks	1	2	-	-	-	-
After 12 years of service						
1 week	2	2	-	(9)	(9)	-
Over 1 and under 2 weeks	(9)	1	-	(9)	(9)	-
2 weeks	18	13	11	11	8	2
Over 2 and under 3 weeks	-	-	-	1	-	-
3 weeks	70	67	89	72	51	98
Over 3 and under 4 weeks	(9)	(9)	-	4	-	-
4 weeks	8	16	-	11	41	-
Over 4 and under 5 weeks	1	2	-	-	-	-
After 15 years of service						
1 week	2	2	-	(9)	(9)	-
Over 1 and under 2 weeks	(9)	1	-	(9)	(9)	-
2 weeks	15	11	3	7	7	1
3 weeks	45	31	53	65	25	92
Over 3 and under 4 weeks	1	2	-	6	1	-
4 weeks	36	52	44	22	67	7
Over 4 and under 5 weeks	1	2	-	-	-	-
After 20 years of service						
1 week	2	2	-	(9)	(9)	-
Over 1 and under 2 weeks	(9)	1	-	(9)	(9)	-
2 weeks	13	9	3	6	7	1
3 weeks	24	19	7	23	9	1
Over 3 and under 4 weeks	-	-	-	1	-	-
4 weeks	47	51	54	54	44	95
Over 4 and under 5 weeks	(9)	(9)	-	4	-	-
5 weeks	12	16	35	10	39	3
6 weeks	1	2	-	-	-	-

See footnotes at end of tables.

Table B-5. Paid vacation provisions in Richmond, Va., March 1974—Continued

Vacation policy	Percent of plant workers			Percent of office workers		
	All industries	Manufacturing	Public utilities	All industries	Manufacturing	Public utilities
Amount of vacation pay[14]—Continued						
After 25 years of service						
1 week	2	2	-	(9)	(9)	-
Over 1 and under 2 weeks	(9)	1	-	(9)	(9)	-
2 weeks	13	9	3	6	7	1
3 weeks	21	13	7	23	9	1
4 weeks	29	25	15	38	23	5
Over 4 and under 5 weeks	(9)	(9)	-	4	-	-
5 weeks	24	28	75	26	52	93
6 weeks	11	22	-	2	8	-
After 30 years of service						
1 week	2	2	-	(9)	(9)	-
Over 1 and under 2 weeks	(9)	1	-	(9)	(9)	-
2 weeks	13	9	3	6	7	1
3 weeks	21	13	7	23	9	1
4 weeks	25	24	9	36	19	4
Over 4 and under 5 weeks	(9)	(9)	-	4	-	-
5 weeks	27	26	80	27	54	94
6 weeks	12	25	-	2	10	-
Over 6 weeks	(9)	-	-	(9)	-	-
Maximum vacation available						
1 week	2	2	-	(9)	(9)	-
Over 1 and under 2 weeks	(9)	1	-	(9)	(9)	-
2 weeks	13	9	3	6	7	1
3 weeks	21	13	7	23	9	1
4 weeks	25	24	9	36	19	4
Over 4 and under 5 weeks	(9)	(9)	-	4	-	-
5 weeks	22	18	80	26	47	94
6 weeks	17	33	-	4	17	-
Over 6 weeks	(9)	-	-	(9)	-	-

See footnotes at end of tables.

Table B-6. Health, insurance, and pension plan provisions in Richmond, Va., March 1974

Type of benefit and financing [15]	Percent of plant workers			Percent of 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	94	100	100	99	100	100
Life insurance	89	94	100	99	99	100
Noncontributory plans	68	87	77	76	88	79
Accidental death and dismemberment insurance	63	58	81	71	74	80
Noncontributory plans	46	52	77	49	40	79
Sickness and accident insurance or sick leave or both [16]	78	86	94	87	93	81
Sickness and accident insurance	68	83	78	52	74	59
Noncontributory plans	51	65	69	41	58	56
Sick leave (full pay and no waiting period)	20	12	33	66	61	78
Sick leave (partial pay or waiting period)	5	3	1	7	2	(9)
Long-term disability insurance	29	38	20	55	47	54
Noncontributory plans	24	35	20	49	42	54
Hospitalization insurance	91	100	100	98	100	100
Noncontributory plans	67	89	74	62	91	66
Surgical insurance	91	100	100	98	100	100
Noncontributory plans	67	89	74	61	88	66
Medical insurance	89	98	100	97	99	100
Noncontributory plans	65	88	74	60	88	66
Major medical insurance	78	79	100	96	88	100
Noncontributory plans	51	61	79	56	76	67
Dental insurance	6	-	30	5	1	(9)
Noncontributory plans	5	-	30	(9)	1	(9)
Retirement pension	80	88	86	94	97	84
Noncontributory plans	71	82	67	82	91	64

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 and 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.

[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] For purposes of this study, pay for a Sunday in December, negotiated in the automobile industry, is not treated as a paid holiday.

[11] 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.

[12] These days are provided as part of a Christmas–New Year holiday period which typically begins with Christmas Eve and ends with New Year's Day. Such a holiday period is common in the automobile, aerospace, and farm implement industries.

[13] "Floating" holidays vary from year to year according to employer or employee choice.

[14] 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, 2 percent of annual earnings was considered as 1 week's pay. Periods of service are chosen arbitrarily and do not necessarily reflect individual provisions for progression; for example, changes in proportions at 10 years include changes between 5 and 10 years. Estimates are cumulative. Thus, the proportion eligible for at least 3 weeks' pay after 10 years includes those eligible for at least 3 weeks' pay after fewer years of service.

[15] 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 financed entirely by the employer. Excluded are legally required plans, such as workmen's compensation, social security, and railroad retirement.

[16] 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 each employee can expect. Informal sick leave allowances determined on an individual basis are excluded.

Appendix A

Area wage and related benefits data are obtained by personal visits of Bureau field representatives at 3-year intervals.[1] In each of the intervening years, information on employment and occupational earnings is collected by a combination of personal visit and mail questionnaire from establishments participating in the previous survey.

In each of the 94[2] areas currently surveyed, 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 of insufficient employment in the occupations studied. 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 stratified universe 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

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. Occupations selected for study are listed and described in appendix B. 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 electronics technicians, 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 bonuses are included. Weekly hours for office clerical and professional and technical occupations refer to the standard workweek (rounded to the nearest half hour) for which employees receive 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 tables A-7 and A-8, 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.

[1] Personal visits were on a 2-year cycle before July 1972.

[2] Included in the 94 areas are 8 studies conducted by the Bureau under contract. These areas are Austin, Tex.; Binghamton, N.Y.—Pa.; Durham, N.C.; Fort Lauderdale—Hollywood and West Palm Beach, Fla.; Huntsville, Ala.; Lexington, Ky.; Melbourne—Titusville—Cocoa, Fla.; and Poughkeepsie—Kingston—Newburgh, N.Y. In addition, the Bureau conducts more limited area studies in approximately 70 areas at the request of the Employment Standards Administration of the U.S. Department of Labor.

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.

Wage trends for selected occupational groups

Indexes in table A-7 measure wages at a given time, expressed as a percent of wages during the base period. Subtracting 100 from the index yields the percent change in wages from the base period to the date of the index. The percents of change or increase in tables A-7 and A-8 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 span between surveys was other than 12 months. These computations are based on the assumption that wages increased at a constant rate between surveys.

Percents of change reported in tables A-7 and A-8 reflect two different measures of wage movement. Table A-7 provides percents of change in average weekly earnings of office clerical workers and industrial nurses and average hourly earnings of skilled maintenance and unskilled plant workers in the area. Table A-8 provides percents of change in average hourly earnings for the same occupational groups, adjusted to exclude the effect of employment shifts. The method used to compute wage trends in table A-8 is based on changes in average hourly earnings for establishments reporting index jobs in both the current and previous year (matched establishments); establishment employment in the jobs was held constant. Data for the matched establishments are weighted to represent all establishments reporting the job in the previous year.

Method of computing wage trends. Occupations used to compute wage trends are:

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
Keypunch operators, classes A and B
Messengers (office boys and girls)
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

Indexes for individual areas in the program are computed as follows:

1. Each occupation is assigned a weight based on its proportionate employment in the selected group of occupations in the base year.
2. These weights are used to compute group averages. Each occupation's average (mean) earnings is multiplied by its weight. The products are totaled to obtain a group average.
3. The ratio of group averages for 2 consecutive years is computed by dividing the average for the current year by the average for the earlier year. The results—expressed as a percent—less 100 is the percent change.
4. The current year's index is obtained by multiplying the previous year's index by the ratio of the current year's group average to the previous year's group average.

Limitations of data. Indexes and percents of change in area averages, as presented in table A-7, are influenced by (1) general salary and wage changes, (2) merit or other pay increases received in the same job, (3) changes in average wages due to labor turnover, force expansions or reductions, and (4) changes resulting when establishments enter and leave the area. Occupational averages can increase or decrease without any actual change in wages. For example, even though all establishments give wage increases, average wages may decline because lower-paying establishments enter the area or expand their work forces. Similarly, wages may remain relatively constant, yet averages rise because higher-paying establishments enter the area or expand their work force. As mentioned, data in table A-8 are adjusted to remove some of the limitations to the information in table A-7, particularly changes resulting from force expansions or reductions and from the addition or deletion of establishments in the survey sample.

Establishment practices and supplementary wage provisions

The B-series tables provide information on establishment practices and supplementary wage provisions for plant and office workers. "Plant workers" include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. Cafeteria workers and routemen are excluded from manufacturing, but included in nonmanufacturing industries. "Office workers" include working supervisors and nonsupervisory workers performing clerical or related functions. Administrative, executive, and professional employees are excluded.

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

Shift differential data are limited to plant workers in manufacturing industries. (See table B-2.) This information is presented in terms of (1) establishment policy[3] for total plant worker employment, and (2) effective practice for workers employed on the specified shift at the time of the survey. In establishments having varied differentials, the amount applying to a majority is used; if no amount applies to a majority, the classification "other" is used. In establishments having some late-shift hours paid at normal rates, a difference is recorded only if it applies to a majority of the shift hours. A second (evening) shift ends work at or near midnight. A third (night) shift starts work at or near midnight.

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

Paid holidays; paid vacations; and health, insurance, and pension plans are treated statistically as applying to all plant or office workers if a majority of such workers are eligible or may eventually qualify for the practices listed. (See tables B-4 through B-6.) Sums of individual items in tables B-2 through B-5 may not equal totals because of rounding.

Data on paid holidays are limited to holidays granted annually on a formal basis, which (1) are provided for in written form, or (2) are established by custom. (See table B-4.) 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. Table B-4a reports the incidence of the most common paid holidays.

[3] 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 before the survey, or (2) had provisions in written form to operate late shifts.

The summary of vacation plans is a statistical measure of vacation provisions rather than a measure of the proportion of workers actually receiving specific benefits. (See table B-5.) Provisions apply to all plant or office workers in an establishment regardless of length of service. Payments on other than a time basis are converted to a time period; for example, 2 percent of annual earnings are considered equivalent to 1 week's pay. Only basic plans are included. Estimates exclude vacation bonuses, vacation-savings plans, and "extended" or "sabbatical" benefits beyond basic plans. Such provisions are typical in the steel, aluminum, and can industries.

Health, insurance, and pension plans for which the employer pays at least a part of the cost include those (1) underwritten by a commercial insurance company or nonprofit organization, (2) provided through a union fund, or (3) paid directly by the employer out of current operating funds or from a fund set aside for this purpose. (See table B-6.) An establishment is considered to have such a plan if the majority of employees are covered even though less than a majority participate under the plan because employees are required to contribute toward the cost. Excluded are legally required plans, such as workmen's compensation, social security, and railroad retirement.

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured during temporary 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 requiring employer contributions,[4] plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceed the requirements of the law. Tabulations of paid sick leave plans are limited to formal plans[5] 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 proportions of workers provided sickness and accident insurance or paid sick leave, an unduplicated total is shown of workers who receive either or both types of benefits.

Long term disability insurance plans provide payments to totally disabled employees upon the expiration of their paid sick leave and/or sickness and accident insurance, or after a predetermined period of disability (typically 6 months). Payments are made until the end of the disability, a maximum age, or eligibility for retirement benefits. Full or partial payments are almost always reduced by social security, workmen's compensation, and private pensions benefits payable to the disabled employee.

Major medical insurance plans protect employees from sickness and injury expenses beyond the coverage of basic hospitalization, medical, and surgical plans. Typical features of major medical plans are (1) a "deductible" (e.g., $50) paid by the insured before benefits begin; (2) a coinsurance feature requiring the insured to pay a portion (e.g. 20 percent) of certain expenses; and (3) stated dollar maximum benefits (e.g., $10,000 a year). Medical insurance provides 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. Retirement pension plans provide payments for the remainder of the worker's life.

[4] The temporary disability laws in California and Rhode Island do not require employer contributions.

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

Establishments and workers within scope of survey and number studied in Richmond, Va.,[1] by major industry division,[2] March 1974

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments				
		Within scope of study[3]	Studied	Within scope of study				Studied
				Total[4]		Plant	Office	
				Number	Percent			Total[4]
All divisions	-	524	162	113,117	100	66,185	22,235	74,269
Manufacturing	50	148	59	46,899	41	33,291	4,797	36,057
Nonmanufacturing	-	376	103	66,218	59	32,894	17,438	38,212
Transportation, communication, and other public utilities[5]	50	46	16	14,040	12	7,326	2,966	10,452
Wholesale trade	50	75	16	7,412	7	(6)	(6)	2,934
Retail trade	50	126	24	23,457	21	(6)	(6)	11,834
Finance, insurance, and real estate	50	69	21	13,111	12	(7)	(6)	8,682
Services[8]	50	60	26	8,198	7	(6)	(6)	4,310

[1] The Richmond Standard Metropolitan Statistical Area, as defined by the Office of Management and Budget through November 1972, consists of the city of Richmond; and the counties of Chesterfield, Hanover, and Henrico. 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. Estimates are not intended, however, for comparison with other employment indexes to measure employment trends or levels since (1) planning of wage surveys requires 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 to classify 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 industries such 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. Richmond's gas utility is municipally operated and is excluded by definition from the scope of the study.

[6] This division is represented in estimates for "all industries" and "nonmanufacturing" in the A-series tables, and for "all industries" in the B-series tables. Separate presentation of data is not made for one or more of the following reasons: (1) Employment 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 division are represented in estimates for "all industries" and "nonmanufacturing" in the A-series tables, but from the real estate portion only in estimates for "all industries" in the B-series tables. Separate presentation of data is not made for one or more of the reasons given in footnote 6.

[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.

Industrial composition in manufacturing

Over two-fifths of the workers within scope of the survey in the Richmond 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	
Tobacco manufactures	22	Cigarettes	18
Chemicals and allied products	20	Plastics materials and synthetics	17
Primary metal industries	10	Nonferrous rolling and drawing	9
Paper and allied products	9		
Apparel and other textile products	8		
Food and kindred products	7		
Printing and publishing	7		

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

Labor-management agreement coverage

The following tabulation shows the percent of plant and office workers employed in establishments in which a contract or contracts covered a majority of the workers in the respective categories, Richmond, Va., March 1974:

	Plant workers	Office workers
All industries	50	14
Manufacturing	76	7
Public utilities	87	90

An establishment is considered to have a contract covering all plant or office workers if a majority of such workers are covered by a labor-management agreement. Therefore, all other plant or office workers are employed in establishments that either do not have labor-management contracts in effect, or have contracts that apply to fewer than half of their plant or office workers. Estimates are not necessarily representative of the extent to which all workers in the area may be covered by the provisions of labor-management agreements, because small establishments are excluded and the industrial scope of the survey is limited.

Appendix B. 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 (combination typing and adding machine) 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 (with or without a 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 (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

Files, classifies, and retrieves material in an established filing system. May perform clerical and manual tasks required to maintain files. Positions are classified into levels on the basis of the following definitions.

Class A. Classifies and indexes file material such as correspondence, reports, technical 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) 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. 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 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.

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 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 inquires, 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.)

STENOGRAPHER

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

Dictation involves a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research. May also set up and maintain files, keep records, etc.

OR

Performs stenographic duties requiring significantly greater independence and responsibility than stenographer, general, as evidenced by the following: Work requires a high degree of stenographic speed and accuracy; a thorough working knowledge of general business and office procedure; 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, and letters; composing simple letters from general instructions; reading and routing incoming mail; and answering routine questions, etc.

SWITCHBOARD OPERATOR

Class A. Operates a single- or multiple-position telephone switchboard handling incoming, outgoing, intraplant or office calls. Performs full telephone information service or handles complex calls, such as conference, collect, overseas, or similar calls, either in addition to doing routine work as described for switchboard operator, class B, or as a full-time assignment. ("Full" telephone information service occurs when the establishment has varied functions that are not readily understandable for telephone information purposes, e.g., because of overlapping or interrelated functions, and consequently present frequent problems as to which extensions are appropriate for calls.)

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

These classifications do not include switchboard operators in telephone companies who assist customers in placing calls.

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.

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

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.

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.

TYPIST

Uses a typewriter to make copies of various materials 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; or 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; or routine typing of forms, insurance policies, etc.; or setting up simple standard tabulations; or copying more complex tables already set up 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 programmer. 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 programmer; 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

COMPUTER OPERATOR—Continued

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 programmed 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.

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 PROGRAMMER, 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 programmer develops the precise instructions which, when entered into the computer system in coded language, cause the manipulation

COMPUTER PROGRAMMER, 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 to analyze charts and diagrams of the problem to be programmed; 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 programming 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 employees, or programmers primarily concerned with scientific and/or engineering problems.

For wage study purposes, programmers are classified as follows:

Class A. Works independently or under only general direction on complex problems which require competence in all phases of programming 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 programming actions needed to efficiently utilize the computer system in achieving desired end products.

At this level, programming 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 programmers 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 programmer or supervisor. May assist higher level programmer by independently performing less difficult tasks assigned, and performing more difficult tasks under fairly close direction.

May guide or instruct lower level programmers.

Class C. Makes practical applications of programming 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 programmers 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 programming (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 programming 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 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 system 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

COMPUTER SYSTEMS ANALYST, BUSINESS—Continued

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 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 programmers 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.

ELECTRONICS TECHNICIAN

Works on various types of electronic equipment and related devices by performing one or a combination of the following: Installing, maintaining, repairing, overhauling, troubleshooting, modifying, constructing, and testing. Work requires practical application of technical knowledge of electronics principles, ability to determine malfunctions, and skill to put equipment in required operating condition.

ELECTRONICS TECHNICIAN—Continued

The equipment—consisting of either many different kinds of circuits or multiple repetition of the same kind of circuit—includes, but is not limited to, the following: (a) Electronic transmitting and receiving equipment (e.g., radar, radio, television, telephone, sonar, navigational aids), (b) digital and analog computers, and (c) industrial and medical measuring and controlling equipment.

This classification excludes repairmen of such standard electronic equipment as common office machines and household radio and television sets; production assemblers and testers; workers whose primary duty is servicing electronic test instruments; technicians who have administrative or supervisory responsibility; and draftsmen, designers, and professional engineers.

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

Class A. Applies advanced technical knowledge to solve unusually complex problems (i.e., those that typically cannot be solved solely by reference to manufacturers' manuals or similar documents) in working on electronic equipment. Examples of such problems include location and density of circuitry, electro-magnetic radiation, isolating malfunctions, and frequent engineering changes. Work involves: A detailed understanding of the interrelationships of circuits; exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, tracing relationships in signal flow; and regularly using complex test instruments (e.g., dual trace oscilloscopes, Q-meters, deviation meters, pulse generators).

Work may be reviewed by supervisor (frequently an engineer or designer) for general compliance with accepted practices. May provide technical guidance to lower level technicians.

Class B. Applies comprehensive technical knowledge to solve complex problems (i.e., those that typically can be solved solely by properly interpreting manufacturers' manuals or similar documents) in working on electronic equipment. Work involves: A familiarity with the interrelationships of circuits; and judgment in determining work sequence and in selecting tools and testing instruments, usually less complex than those used by the class A technician.

ELECTRONICS TECHNICIAN—Continued

Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for specific compliance with accepted practices and work assignments. May provide technical guidance to lower level technicians.

Class C. Applies working technical knowledge to perform simple or routine tasks in working on electronic equipment, following detailed instructions which cover virtually all procedures. Work typically involves such tasks as: Assisting higher level technicians by performing such activities as replacing components, wiring circuits, and taking test readings; repairing simple electronic equipment; and using tools and common test instruments (e.g., multimeters, audio signal generators, tube testers, oscilloscopes). Is not required to be familiar with the interrelationships of circuits. This knowledge, however, may be acquired through assignments designed to increase competence (including classroom training) so that worker can advance to higher level technician.

Receives technical guidance, as required, from supervisor or higher level technician. Work is typically spot checked, but is given detailed review when new or advanced assignments are involved.

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. 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, 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, 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, gauges, 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

MACHINIST, MAINTENANCE—Continued

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

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

Constructs and repairs machine-shop tools, gauges, 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 WATCHMEN

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

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

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

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 rates; and preparing records of the goods shipped, making up bills of lading, posting weight and shipping charges, and keeping a file of shipping records. May direct or assist in preparing the merchandise for shipment. Receiving work involves: Verifying or directing others in verifying the correctness of shipments against bills of lading, invoices, or other records; checking for shortages and rejecting damaged goods; routing merchandise or materials to proper departments; and maintaining necessary records and files.

For wage study purposes, workers are classified as follows:

Receiving clerk
Shipping clerk
Shipping and receiving clerk

TRUCKDRIVER

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

TRUCKDRIVER—Continued

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

Truckdriver (combination of sizes listed separately)
Truckdriver, light (under $1\frac{1}{2}$ tons)
Truckdriver, medium ($1\frac{1}{2}$ to and including 4 tons)
Truckdriver, heavy (over 4 tons, trailer type)
Truckdriver, heavy (over 4 tons, other than trailer type)

TRUCKER, POWER

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

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

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

WAREHOUSEMAN

As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.

Exclude workers whose primary duties involve shipping and receiving work (see shipping and receiving clerk and packer, shipping), order filling (see order filler), or operating power trucks (see trucker, power).

Area Wage Surveys

A list of the latest available bulletins or bulletin supplements is presented below. A directory of area wage studies including more limited studies onducted at the request of the Employment Standards Administration of the Department of Labor is available on request. Bulletins may be purchased from any f the BLS regional offices shown on the back cover, or from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. ulletin supplements may be obtained, without cost, only from BLS regional offices.

Area	Bulletin number and price
kron, Ohio, Dec. 1973[1]	1795-10, 65 cents
lbany–Schenectady–Troy, N.Y., Mar. 1974	Suppl. Free
lbuquerque, N. Mex., Mar. 1974	Suppl. Free
llentown–Bethlehem–Easton, Pa.–N.J., May 1974	Suppl. Free
tlanta, Ga., May 1974	Suppl. Free
ustin, Tex., Dec. 1973	Suppl. Free
altimore, Md., Aug. 1973	Suppl. Free
eaumont–Port Arthur–Orange, Tex., May 1974	Suppl. Free
inghamton, N.Y.–Pa., July 1973[1]	1795-1, 55 cents
irmingham, Ala., Mar. 1974	Suppl. Free
oise City, Idaho, Nov. 1973	Suppl. Free
oston, Mass., Aug. 1973	Suppl. Free
uffalo, N.Y., Oct. 1973	Suppl. Free
urlington, Vt., Dec. 1973	Suppl. Free
anton, Ohio, May 1974[1]	1795-23, 80 cents
harleston, W. Va., Mar. 1974	Suppl. Free
harlotte, N.C., Jan. 1974	Suppl. Free
hattanooga, Tenn.–Ga., Sept. 1973	Suppl. Free
hicago, Ill., May 1973	1775-88, 50 cents
incinnati, Ohio–Ky.–Ind., Feb. 1974[1]	1795-16, 75 cents
leveland, Ohio, Sept. 1973	Suppl. Free
olumbus, Ohio, Oct. 1973	Suppl. Free
allas, Tex., Oct. 1973	Suppl. Free
avenport–Rock Island–Moline, Iowa–Ill., Feb. 1974[1]	1795-14, 65 cents
ayton, Ohio, Dec. 1973	Suppl. Free
enver, Colo., Dec. 1973	Suppl. Free
es Moines, Iowa, May 1974	Suppl. Free
etroit, Mich., Mar. 1974	Suppl. Free
urham, N.C., Dec. 1973[1]	1795-9, 65 cents
ort Lauderdale–Hollywood and West Palm Beach, Fla., Apr. 1974	Suppl. Free
ort Worth, Tex., Oct. 1973	Suppl. Free
reen Bay, Wis., July 1973	Suppl. Free
reenville, S.C., May 1974	Suppl. Free
ouston, Tex., Apr. 1974[1]	1795-22, 85 cents
untsville, Ala., Feb. 1974[1]	1795-13, 65 cents
dianapolis, Ind., Oct. 1973	Suppl. Free
ackson, Miss., Jan. 1974[1]	1795-12, 65 cents
acksonville, Fla., Dec. 1973[1]	1795-8, 65 cents
ansas City, Mo.–Kans., Sept. 1973[1]	1795-4, 80 cents
awrence–Haverhill, Mass.–N.H., June 1974	Suppl. Free
exington, Ky., Nov. 1973	Suppl. Free
ittle Rock–North Little Rock, Ark., July 1973	Suppl. Free
os Angeles–Long Beach and Anaheim–Santa Ana–Garden Grove, Calif., Oct. 1973	Suppl. Free
ouisville, Ky.–Ind., Nov. 1973	Suppl. Free
ubbock, Tex., Mar. 1974	Suppl. Free
anchester, N.H., July 1973	Suppl. Free
elbourne–Titusville–Cocoa, Fla., Aug. 1973[1]	1795-2, 55 cents
Memphis, Tenn.–Ark., Nov. 1973[1]	1795-11, 65 cents
Miami, Fla., Nov. 1973	Suppl. Free
Midland and Odessa, Tex., Jan. 1974	Suppl. Free
Milwaukee, Wis., May 1974	Suppl. Free
Minneapolis–St. Paul, Minn., Jan. 1974	Suppl. Free
Muskegon–Muskegon Heights, Mich., June 1974	Suppl. Free
Newark and Jersey City, N.J., Jan. 1974	Suppl. Free
New Haven, Conn., Jan. 1974	Suppl. Free
New Orleans, La., Jan. 1974[1]	1795-15, 70 cents
New York, N.Y., Apr. 1974	Suppl. Free
Norfolk–Virginia Beach–Portsmouth and Newport News–Hampton, Va., Jan. 1974	Suppl. Free
Oklahoma City, Okla., July 1973	Suppl. Free
Omaha, Nebr.–Iowa, Sept. 1973	Suppl. Free
Paterson–Clifton–Passaic, N.J., June 1974	Suppl. Free
Philadelphia, Pa.–N.J., Nov. 1973[1]	1795-19, 85 cents
Phoenix, Ariz., June 1973	1775-96, 50 cents
Pittsburgh, Pa., Jan. 1974	Suppl. Free
Portland, Maine, Nov. 1973[1]	1795-6, 65 cents
Portland, Oreg.–Wash., May 1973	1775-87, 35 cents
Poughkeepsie–Kingston–Newburgh, N.Y., June 1974	Suppl. Free
Providence–Warwick–Pawtucket, R.I.–Mass., May 1974[1]	1795-24, 80 cents
Raleigh, N.C., Dec. 1973[1]	1795-7, 65 cents
Richmond, Va., Mar. 1974[1]	1795-25, 80 cents
Riverside–San Bernardino–Ontario, Calif., Dec. 1973	Suppl. Free
Rockford, Ill., June 1974	Suppl. Free
St. Louis, Mo.–Ill., Mar. 1974	Suppl. Free
Salt Lake City, Utah, Nov. 1973	Suppl. Free
San Antonio, Tex., May 1974[1]	1795-21, 65 cents
San Diego, Calif., Nov. 1973	Suppl. Free
San Francisco–Oakland, Calif., Mar. 1974	Suppl. Free
San Jose, Calif., Mar. 1974	Suppl. Free
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Seattle–Everett, Wash., Jan. 1974[1]	1795-17, 65 cents
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South Bend, Ind., Mar. 1974[1]	1795-18, 65 cents
Spokane, Wash., June 1973	1775-95, 50 cents
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Waterloo, Iowa, Nov. 1973[1]	1795-5, 60 cents
Wichita, Kans., Apr. 1974[1]	1795-20, 65 cents
Worcester, Mass., May 1974	Suppl. Free
York, Pa., Feb. 1974	Suppl. Free
Youngstown–Warren, Ohio, Nov. 1973	Suppl. Free

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

*U. S. GOVERNMENT PRINTING OFFICE: 1974–640-116/32

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