

Occupational Compensation Survey: Pay and Benefits

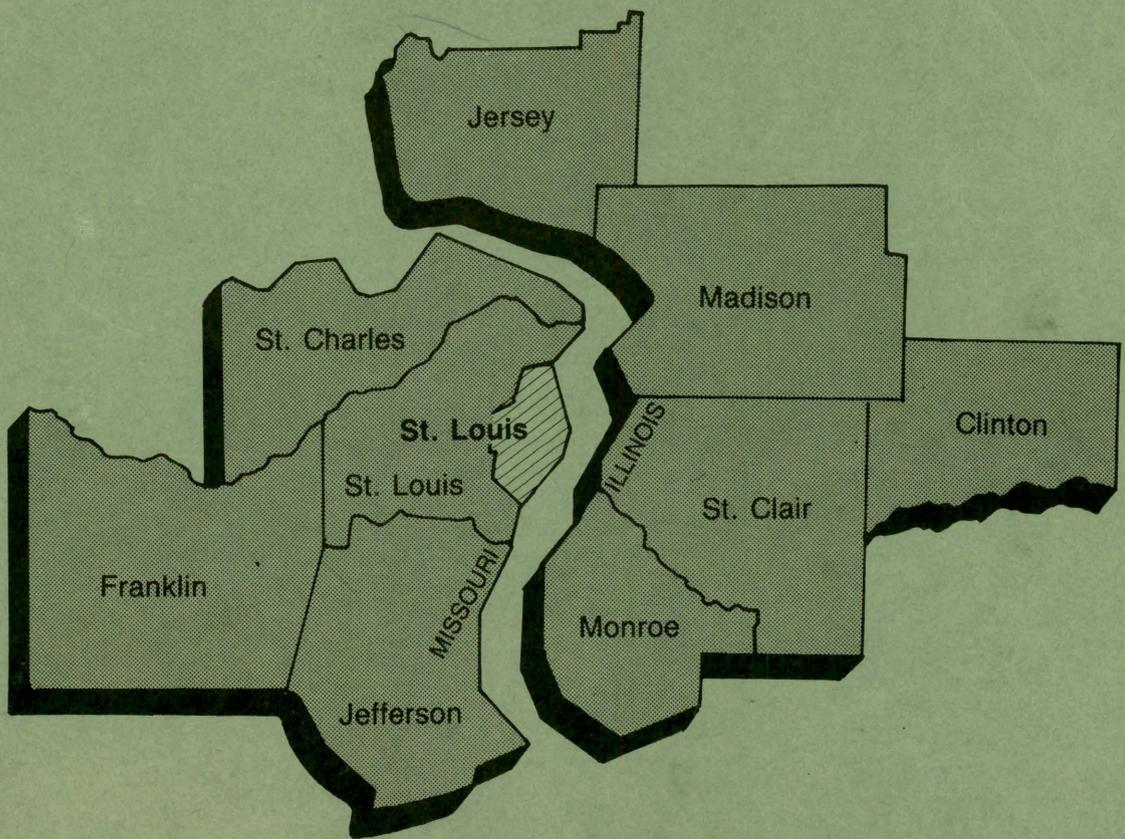
St. Louis, Missouri-Illinois, Metropolitan Area, March 1992

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Preface

This bulletin provides results of a March 1992 survey of occupational pay and employee benefits in the St. Louis, MO-IL Metropolitan Statistical Area. The survey is part of the U.S. Bureau of Labor Statistics Occupational Compensation Survey Program. The survey was conducted by the Bureau's regional office in Kansas City, under direction of Stanley W. Suchman, Assistant Regional Commissioner for Operations.

The survey could not have been conducted without the cooperation of the many private firms and government jurisdictions that provided pay and employee benefit data included in this bulletin. The Bureau thanks these respondents for their cooperation.

The March 1992 pay and benefits survey reflects important changes

from previous Area Wage Surveys in St. Louis, MO-IL. The changes, made to provide data for use in implementing the Federal Employees Pay Comparability Act of 1990, involve expanding the industrial and occupational coverage of the surveys. The survey bulletin is now titled, *Occupational Compensation Survey: Pay and Benefits* to distinguish it from previous *Area Wage Surveys*.

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Occupational Compensation Survey: Pay and Benefits

St. Louis, Missouri-Illinois, Metropolitan Area, March 1992



U.S. Department of Labor
Lynn Martin, Secretary

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Introduction

This survey of occupational pay and employee benefits in the St. Louis, MO-IL Metropolitan Statistical Area (St. Louis City; Franklin, Jefferson, St. Charles, and St. Louis Counties, MO; and Clinton, Jersey, Madison, Monroe, and St. Clair Counties, IL) was conducted as part of the U.S. Bureau of Labor Statistics Occupational Compensation Survey Program—previously called the Area Wage Survey Program. The survey is one of a number of metropolitan areas surveyed annually throughout the United States. (See listing of reports for other surveys at the end of this bulletin.)

A major objective of the Occupational Compensation Survey Program is to describe the level and distribution of occupational pay in a variety of the Nation's local labor markets, using a consistent survey approach. Another Program objective is providing information on the incidence of employee benefits among and within local labor markets.

The Program develops information that is used for a variety of purposes including wage and salary administration, collective bargaining, and assistance in determining business or plant location. Survey results also are used by the U.S. Department of Labor in making wage determination under the Service Contract Act, and by the President's Pay Agent (the Secretary of Labor and Directors of the U.S. Office of Personnel Management and the U.S. Office of Management and Budget) in determining local pay adjustments under the Federal Employee Pay Comparability Act of 1990. This latter use resulted in: (1) Expanding the survey's industrial coverage to include State and local governments and (2) increasing the survey's occupational coverage to include more professional, administrative, technical, and protective service occupations in the tables specific to State and local governments.

Earnings

The A-series tables provide estimates of straight-time weekly or hourly earnings

by occupation. Tables A-1 through A-5 provide data for selected white- and blue-collar occupations common to a variety of industries. Tables A-6 through A-10 include similar information, but limited to establishments employing 500 workers or more. Tables A-11 and A-12 present separate occupational earnings information for State and local governments in the metropolitan area.

Occupational earnings information is presented for all industries covered by the survey and, where possible, for private industry and for State and local governments. Within private industry, more detailed information is presented (e.g., for manufacturing and service-producing industries) to the extent that the survey establishment sample can support such detail.

Establishment practices and benefit tables

The B-series tables provide information on late shift provisions and practices for blue-collar workers in manufacturing industries; as well as data on work schedules; paid holidays and paid vacations; health insurance, retirement and other benefit plan provisions for full-time, white- and blue-collar employees.

Appendixes

Appendix A describes the concepts, methods, and coverage used in the Occupational Compensation Survey Program. It also includes information on the area's industrial composition, the extent of labor-management agreement coverage, and on the reliability of occupational earnings estimates.

Appendix B includes the descriptions used by Bureau field economists to classify workers in the survey occupations.

Table A-1. All establishments: Weekly hours and earnings of professional and administrative occupations, St. Louis, MO-IL, March 1992

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ²			Percent of workers receiving straight-time weekly earnings (in dollars) of—																						
			Mean	Median	Middle range	Under 400	400 and under 425	425 - 450	450 - 475	475 - 500	500 - 550	550 - 600	600 - 650	650 - 700	700 - 750	750 - 800	800 - 850	850 - 900	900 - 950	950 - 1000	1000 - 1050	1050 - 1100	1100 - 1150	1150 - 1200	1200 - 1250	1250 and over		
Administrative Occupations																												
Computer Programmers																												
Level I	189	39.9	\$480	\$486	\$413 - \$536	13	13	13	7	11	25	13	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Private industry	169	40.0	485	491	429 - 537	11	13	14	6	11	26	14	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	71	40.0	507	-	- - -	7	4	7	3	10	55	11	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Service producing	98	39.9	470	442	405 - 536	3	13	19	19	8	12	5	15	3	4	-	-	-	-	-	-	-	-	-	-	-	-	
Transportation and utilities	33	40.0	551	-	- - -	-	-	9	9	12	9	39	9	12	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level II	787	39.9	586	572	531 - 629	(*)	1	3	4	5	23	28	15	8	8	6	(*)	-	-	-	-	-	-	-	-	-	-	
Private industry	760	40.0	587	572	531 - 631	(*)	1	2	4	5	24	27	15	9	8	6	(*)	-	-	-	-	-	-	-	-	-	-	
Manufacturing	280	39.9	572	571	535 - 611	-	-	5	6	5	24	25	19	13	2	(*)	(*)	-	-	-	-	-	-	-	-	-	-	
Service producing	480	40.0	596	574	530 - 672	1	1	(*)	2	6	24	29	12	6	11	9	-	-	-	-	-	-	-	-	-	-	-	
Transportation and utilities	48	40.0	575	583	559 - 596	-	4	-	4	8	4	56	15	-	8	-	-	-	-	-	-	-	-	-	-	-	-	
State and local government	27	39.4	564	-	- - -	-	-	15	-	-	15	48	15	-	4	4	-	-	-	-	-	-	-	-	-	-	-	
Level III	866	40.0	680	673	634 - 729	-	-	-	-	1	2	8	27	28	18	8	7	1	1	(*)	-	-	-	-	-	-	-	
Private industry	820	40.0	681	674	634 - 728	-	-	-	-	1	2	8	27	28	18	9	7	(*)	1	(*)	-	-	-	-	-	-	-	
Service producing	488	40.0	672	663	618 - 710	-	-	-	-	1	2	12	29	26	15	4	10	(*)	1	-	-	-	-	-	-	-	-	
Transportation and utilities	221	40.0	670	661	638 - 684	-	-	-	-	(*)	4	37	40	10	2	7	-	-	-	-	-	-	-	-	-	-	-	
State and local government	46	39.9	662	664	648 - 731	-	-	-	-	2	13	4	20	33	22	-	-	7	-	-	-	-	-	-	-	-	-	
Level IV	112	40.0	771	760	695 - 834	-	-	-	-	-	-	-	1	25	20	20	22	5	6	1	-	-	-	-	-	-	-	
Private industry	110	40.0	772	760	695 - 835	-	-	-	-	-	-	-	-	25	20	19	23	5	6	1	-	-	-	-	-	-	-	
Computer Systems Analysts																												
Level I	521	39.7	661	658	595 - 716	(*)	(*)	-	-	2	8	15	18	25	14	10	5	1	1	-	-	-	-	-	-	-	-	
Private industry	499	39.7	664	660	596 - 724	(*)	(*)	-	-	2	7	15	18	25	14	11	5	1	1	-	-	-	-	-	-	-	-	
Manufacturing	203	39.9	701	691	643 - 762	-	-	-	-	-	1	11	16	28	14	17	11	2	1	-	-	-	-	-	-	-	-	
Service producing	296	39.6	638	640	572 - 699	(*)	(*)	-	-	4	11	18	19	23	15	7	2	-	1	-	-	-	-	-	-	-	-	
Level II	1,905	39.7	806	795	743 - 874	-	-	-	-	(*)	(*)	1	3	7	18	23	16	13	11	6	2	(*)	(*)	-	-	-	-	
Private industry	1,850	39.7	806	795	744 - 873	-	-	-	-	(*)	(*)	1	3	7	18	23	16	13	10	6	2	(*)	(*)	-	-	-	-	
Manufacturing	513	39.9	850	849	776 - 924	-	-	-	-	-	(*)	1	5	8	18	19	17	14	14	4	(*)	(*)	-	-	-	-		
Service producing	1,337	39.6	790	781	734 - 848	-	-	-	-	(*)	(*)	1	4	7	22	25	15	12	8	3	1	(*)	(*)	-	-	-		
State and local government	55	39.7	797	780	703 - 900	-	-	-	-	-	5	5	7	18	20	4	5	33	2	-	-	-	-	-	-	-		
Level III	965	39.8	950	947	865 - 1,031	-	-	-	-	-	-	(*)	(*)	2	5	12	15	16	15	13	11	6	3	1	-	-		
Private industry	951	39.8	952	948	866 - 1,031	-	-	-	-	-	-	(*)	(*)	2	5	12	15	16	15	14	11	6	3	1	-	-		
Manufacturing	332	39.8	979	979	902 - 1,053	-	-	-	-	-	-	(*)	(*)	-	1	2	8	13	14	20	15	14	8	3	2	-		
Service producing	619	39.8	937	939	858 - 1,018	-	-	-	-	-	-	(*)	(*)	3	7	14	17	17	12	13	10	5	2	(*)	-	-		
Level IV	105	40.0	1,102	1,100	1,018 - 1,190	-	-	-	-	-	-	-	-	-	3	-	6	4	6	15	16	12	16	9	13	-		
Private industry	104	40.0	1,103	1,102	1,016 - 1,190	-	-	-	-	-	-	-	-	-	3	-	6	4	6	14	16	13	16	9	13	-		
Manufacturing	61	40.0	1,096	-	- - -	-	-	-	-	-	-	-	-	-	5	-	7	5	7	13	15	10	11	13	5	15		

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 Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Appendix A for definitions and methods used to compute means, medians, and middle ranges.

³ Workers were distributed as follows: 1 percent at \$300 and under \$325; 2 percent at \$325 and under \$350; 1

percent at \$350 and under \$375; and 9 percent at \$375 and under \$400.

⁴ Less than 0.5 percent.

⁵ Workers were distributed as follows: 7 percent at \$1,250 and under \$1,300; and 8 percent at \$1,300 and under \$1,350.

NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria. Overall occupation or occupational levels may include data for categories not shown separately.

Table A-2. All establishments: Weekly hours and earnings of technical occupations, St. Louis, MO-IL, March 1992

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ²			Percent of workers receiving straight-time weekly earnings (in dollars) of—																					
			Mean	Median	Middle range	Under 250	250 and under 275	275 - 300	300 - 325	325 - 350	350 - 375	375 - 400	400 - 425	425 - 450	450 - 475	475 - 500	500 - 550	550 - 600	600 - 650	650 - 700	700 - 750	750 - 800	800 - 850	850 - 900	900 - 950	950 and over	
Computer Operators																											
Level I	71	39.8	\$327	-	-	-	6	10	13	30	14	10	10	3	3	-	1	-	1	-	-	-	-	-	-	-	-
Private industry	65	39.8	329	-	-	-	6	8	12	31	12	11	11	3	3	-	2	-	2	-	-	-	-	-	-	-	-
Level II	546	39.9	417	\$408	\$352	\$489	(³)	(³)	2	6	16	9	12	15	6	5	10	15	2	1	(³)	(³)	-	-	-	-	-
Private industry	504	40.0	418	407	352	489	(³)	(³)	3	5	16	9	12	13	6	4	11	16	2	1	(³)	(³)	-	-	-	-	-
Manufacturing	260	39.9	426	423	371	506	-	-	2	3	15	5	14	18	6	4	5	26	1	1	(³)	-	-	-	-	-	-
Service producing	244	40.0	410	392	345	489	1	(³)	3	8	18	14	10	9	5	3	17	7	3	2	(³)	(³)	-	-	-	-	-
State and local government	42	39.1	404	409	363	438	-	-	-	12	12	7	7	33	7	14	2	2	-	2	-	-	-	-	-	-	-
Level III	478	39.9	505	505	446	553	-	-	(³)	(³)	2	4	8	5	7	7	6	36	11	6	3	3	1	(³)	(³)	-	-
Private industry	464	39.9	506	505	446	555	-	-	(³)	(³)	2	4	8	5	7	7	6	36	11	6	3	3	1	(³)	(³)	-	-
Manufacturing	137	39.8	507	486	442	548	-	-	1	-	1	2	9	8	9	13	11	20	9	1	6	9	-	-	-	-	-
Service producing	327	39.9	505	505	454	555	-	-	(³)	2	5	7	4	6	4	3	42	13	9	2	1	2	(³)	1	-	-	-
Level IV	87	39.9	562	557	517	615	-	-	-	-	-	-	1	-	8	3	5	28	26	18	5	5	1	-	-	-	-
Private industry	68	39.9	572	-	-	-	-	-	-	-	-	1	-	3	4	4	26	26	22	4	6	1	-	-	-	-	-
Drafters																											
Level I	200	40.0	418	431	379	476	-	5	5	4	7	3	20	5	12	9	25	8	1	1	-	-	-	-	-	-	-
Private industry	182	40.0	419	434	380	476	-	5	5	4	7	1	20	5	9	8	27	8	1	1	-	-	-	-	-	-	-
Service producing	110	40.0	435	476	391	476	-	8	2	4	5	2	5	4	11	4	45	9	1	1	-	-	-	-	-	-	-
Level II	337	40.0	457	461	403	502	-	-	-	-	5	5	12	12	13	11	22	2	4	-	-	-	-	-	-	-	-
Private industry	312	40.0	456	447	403	500	-	-	-	-	6	5	12	13	14	14	9	21	2	4	-	-	-	-	-	-	-
Manufacturing	141	40.0	453	462	403	500	-	-	-	4	-	-	15	11	18	16	9	26	1	-	-	-	-	-	-	-	-
Service producing	171	40.0	459	444	400	509	-	-	-	7	9	10	14	12	12	9	16	4	8	-	-	-	-	-	-	-	-
Transportation and utilities	25	40.0	556	-	-	-	-	-	-	-	-	-	4	-	4	24	28	4	36	-	-	-	-	-	-	-	-
State and local government	25	39.6	477	-	-	-	-	-	-	-	8	8	4	-	8	32	40	-	-	-	-	-	-	-	-	-	-
Level III	276	39.9	591	582	532	634	-	-	-	-	(³)	(³)	(³)	2	2	9	18	29	17	8	12	2	(³)	-	-	-	-
Private industry	264	39.9	594	586	534	634	-	-	-	-	(³)	(³)	(³)	2	2	8	18	29	17	8	13	2	(³)	-	-	-	-
Manufacturing	159	39.9	564	578	533	601	-	-	-	-	-	(³)	1	1	3	1	10	14	43	24	3	-	1	-	-	-	-
Service producing	105	40.0	638	682	535	740	-	-	-	-	1	-	-	-	2	5	23	9	7	16	32	5	1	-	-	-	-
Level IV	85	39.8	711	684	633	762	-	-	-	-	-	-	-	-	-	2	4	16	16	19	11	11	4	1	19	-	-
Private industry	85	39.8	711	684	633	762	-	-	-	-	-	-	-	-	-	-	4	16	16	19	11	11	4	1	19	-	-
Manufacturing	55	39.7	657	-	-	-	-	-	-	-	-	-	-	-	-	-	5	24	16	16	29	9	15	2	-	-	-
Engineering Technicians																											
Level II	258	40.0	468	460	431	504	-	-	-	-	3	5	11	22	20	12	20	6	1	-	-	-	-	-	-	-	-
Private industry	258	40.0	468	460	431	504	-	-	-	-	3	5	11	22	20	12	20	6	1	-	-	-	-	-	-	-	-
Manufacturing	258	40.0	468	460	431	504	-	-	-	-	3	5	11	22	20	12	20	6	1	-	-	-	-	-	-	-	-
Level III	387	40.0	546	547	488	608	-	-	-	-	-	1	6	6	9	6	22	21	16	12	(³)	-	-	-	-	-	-
Private industry	387	40.0	546	547	488	608	-	-	-	-	-	1	6	6	9	6	22	21	16	12	(³)	-	-	-	-	-	-
Manufacturing	268	40.0	552	552	495	612	-	-	-	-	-	(³)	6	5	10	7	21	22	13	16	(³)	-	-	-	-	-	-
Level IV	303	40.0	717	711	659	773	-	-	-	-	-	-	-	-	-	-	1	4	14	24	24	19	8	4	1	(³)	
Private industry	302	40.0	718	711	659	773	-	-	-	-	-	-	-	-	-	-	1	4	14	24	25	20	8	4	1	(³)	
Service producing	76	40.0	773	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25	20	20	13	16	5	1	
Level V	70	40.0	805	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23	33	27	4	6	7	
Private industry	70	40.0	805	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23	33	27	4	6	7	

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 Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Appendix A for definitions and methods used to compute means, medians, and middle ranges.

³ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria. Overall occupation or occupational levels may include data for categories not shown separately.

Table A-3. All establishments: Weekly hours and earnings of clerical occupations, St. Louis, MO-IL, March 1992—Continued

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ²			Percent of workers receiving straight-time weekly earnings (in dollars) of—																						
			Mean	Median	Middle range	175 and under 200	200 - 225	225 - 250	250 - 275	275 - 300	300 - 325	325 - 350	350 - 375	375 - 400	400 - 425	425 - 450	450 - 475	475 - 500	500 - 550	550 - 600	600 - 650	650 - 700	700 - 750	750 - 800	800 - 850	850 and over		
Key Entry Operators																												
Level I	779	39.9	\$293	\$278	\$246 - \$318	1	3	23	20	22	10	4	8	3	1	1	1	(³)	2	1	-	-	-	-	-	-	-	-
Private industry	715	39.9	291	275	246 - 308	2	3	25	21	22	8	4	8	3	1	1	1	(³)	2	1	-	-	-	-	-	-	-	-
Manufacturing	174	40.0	293	286	246 - 336	-	-	37	1	31	5	5	15	3	3	1	-	1	-	-	-	-	-	-	-	-	-	
Service producing	541	39.9	291	272	247 - 303	2	4	21	27	19	9	3	5	3	1	1	1	(³)	2	2	-	-	-	-	-	-	-	
Transportation and utilities	61	40.0	388	390	263 - 526	-	3	13	10	3	13	3	3	5	7	2	7	2	13	16	-	-	-	-	-	-	-	
State and local government	64	39.8	310	314	282 - 323	-	-	3	13	28	33	6	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level II	537	39.9	369	347	320 - 394	-	-	-	3	5	20	22	15	12	4	5	1	(³)	10	1	(³)	(³)	-	-	-	-	-	
Private industry	483	39.9	374	351	320 - 397	-	-	-	2	5	20	20	15	13	5	5	2	(³)	12	1	(³)	(³)	-	-	-	-	-	
Manufacturing	123	40.0	433	463	358 - 505	-	-	-	3	6	7	7	2	10	4	10	5	-	46	-	1	-	-	-	-	-	-	
Service producing	360	39.9	353	343	320 - 377	-	-	-	1	5	25	25	19	14	5	3	1	1	-	1	-	1	-	-	-	-	-	
Transportation and utilities	36	40.0	405	-	-	-	-	-	-	-	-	61	-	-	17	-	-	6	-	11	-	6	-	-	-	-	-	
Secretaries																												
Level I	1,020	40.0	369	359	322 - 408	-	-	2	2	10	11	19	11	16	7	9	5	3	2	1	(³)	(³)	-	-	-	-	-	
Private industry	692	40.0	358	343	310 - 387	-	-	3	3	14	14	21	10	15	4	6	3	2	3	1	(³)	(³)	1	-	-	-	-	
Manufacturing	284	40.0	378	360	326 - 423	-	-	-	-	13	11	21	8	15	6	8	7	4	4	2	(³)	(³)	1	-	-	-	-	
Service producing	408	40.1	343	336	301 - 383	-	-	5	4	15	16	21	11	14	4	4	1	1	2	1	-	(³)	-	-	-	-	-	
State and local government	328	39.9	392	391	352 - 430	-	-	-	1	2	5	16	14	20	13	15	10	3	1	-	-	-	-	-	-	-	-	
Level II	2,161	39.6	430	424	376 - 473	-	-	1	2	2	7	12	12	14	13	12	6	10	7	1	-	(³)	(³)	-	-	-	-	
Private industry	1,694	39.7	435	426	376 - 493	-	-	-	1	3	3	6	12	11	15	12	9	6	13	9	1	-	(³)	(³)	-	-	-	
Manufacturing	690	39.9	441	432	399 - 481	-	-	-	1	1	3	8	13	18	18	12	8	11	6	1	-	(³)	(³)	-	-	-	-	
Service producing	1,004	39.6	430	417	364 - 507	-	-	-	1	4	5	9	14	9	12	7	7	4	15	11	1	-	-	-	-	-	-	
State and local government	467	39.2	413	420	377 - 455	-	-	-	1	(³)	10	13	16	13	18	22	7	-	-	-	-	-	-	-	-	-	-	
Level III	2,107	39.7	482	474	422 - 531	-	-	-	-	(³)	1	2	5	6	11	12	13	14	17	9	5	3	1	(³)	-	-	-	
Private industry	1,837	39.7	483	473	421 - 538	-	-	-	-	(³)	2	2	5	6	12	12	12	14	15	11	5	3	1	1	-	-	-	
Manufacturing	968	39.9	490	485	436 - 544	-	-	-	-	(³)	2	2	2	4	10	9	14	16	19	12	5	2	2	(³)	-	-	-	
Service producing	869	39.5	475	452	410 - 532	-	-	-	-	(³)	1	2	8	8	14	15	10	11	10	9	6	5	(³)	1	-	-	-	
Transportation and utilities	183	40.0	534	549	478 - 619	-	-	-	-	-	1	2	13	3	1	2	4	16	14	13	21	11	1	-	-	-	-	
State and local government	270	39.5	476	477	430 - 515	-	-	-	-	(³)	(³)	5	9	4	12	19	14	29	1	7	-	-	-	-	-	-	-	
Level IV	886	39.8	567	548	504 - 627	-	-	-	-	(³)	(³)	1	3	3	4	4	8	28	17	13	6	5	6	5	6	1	(³)	
Private industry	815	39.9	567	548	503 - 627	-	-	-	-	(³)	(³)	1	3	3	4	5	8	29	17	12	5	5	7	1	(³)	-	-	
Manufacturing	509	39.8	574	548	515 - 626	-	-	-	-	(³)	(³)	1	2	1	3	4	6	35	17	14	5	4	7	1	(³)	-	-	
Service producing	306	39.9	555	533	480 - 627	-	-	-	-	(³)	1	3	7	6	6	11	19	17	9	5	8	7	2	-	-	-	-	
Transportation and utilities	64	40.0	706	730	664 - 762	-	-	-	-	-	-	-	-	-	-	-	2	3	2	6	6	16	30	31	5	-	-	
State and local government	71	39.6	564	585	506 - 630	-	-	-	-	-	-	3	4	3	1	1	7	15	21	25	18	-	-	-	-	-	-	
Level V	152	39.9	680	645	597 - 748	-	-	-	-	-	-	-	-	-	1	1	1	1	6	17	24	11	14	8	4	12	-	
Private industry	149	39.9	682	649	599 - 749	-	-	-	-	-	-	-	-	-	1	1	1	1	6	16	24	11	14	8	4	12	-	
Manufacturing	109	39.8	664	639	587 - 722	-	-	-	-	-	-	-	-	-	2	1	2	2	6	20	21	11	15	6	4	10	-	

See footnotes at end of table.

Table A-3. All establishments: Weekly hours and earnings of clerical occupations, St. Louis, MO-IL, March 1992—Continued

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ²				Percent of workers receiving straight-time weekly earnings (in dollars) of—																			
			Mean	Median	Middle range		175 and under 200	200 - 225	225 - 250	250 - 275	275 - 300	300 - 325	325 - 350	350 - 375	375 - 400	400 - 425	425 - 450	450 - 475	475 - 500	500 - 550	550 - 600	600 - 650	650 - 700	700 - 750	750 - 800	800 - 850
Switchboard Operator-Receptionists	852	39.7	\$324	\$302	\$265 - \$366	4	2	10	20	13	9	9	8	8	2	3	3	3	2 ^o	(^o)	1	(^o)	-	-	-	-
Private industry	791	39.7	320	290	265 - 361	5	2	11	22	12	8	10	8	9	3	2	3	3	3	(^o)	1	(^o)	-	-	-	-
Manufacturing	241	39.8	310	280	260 - 346	-	1	17	30	12	10	6	9	5	5	-	-	-	(^o)	-	5	-	-	-	-	-
Service producing	550	39.6	325	302	270 - 384	7	2	9	18	12	7	12	7	11	1	2	4	5	4	1	-	(^o)	-	-	-	-
Transportation and utilities	70	40.0	286	265	231 - 326	-	3	29	31	3	9	20	-	3	1	-	-	-	-	-	1	-	-	-	-	
State and local government	61	39.3	366	356	312 - 433	-	-	-	-	20	26	2	13	-	-	25	15	-	-	-	-	-	-	-	-	
Word Processors																										
Level I	381	39.4	375	362	315 - 457	-	(^o)	2	8	8	12	15	12	7	4	2	14	4	10	-	-	-	-	-	-	
Private industry	366	39.4	374	355	315 - 457	-	(^o)	2	8	8	13	16	12	7	4	1	13	4	11	-	-	-	-	-	-	
Service producing	341	39.3	378	363	315 - 459	-	(^o)	2	9	9	8	17	13	7	4	1	14	5	12	-	-	-	-	-	-	
Level II	284	39.6	376	371	336 - 391	-	-	-	(^o)	7	6	18	22	24	5	10	3	1	1	(^o)	2	-	-	-	-	
Private industry	210	39.4	376	361	326 - 415	-	-	-	-	9	7	23	22	10	6	13	4	2	1	(^o)	2	-	-	-	-	
Service producing	162	39.3	369	356	326 - 386	-	-	-	-	7	9	27	26	9	5	13	-	-	1	-	3	-	-	-	-	
State and local government	74	40.0	378	391	373 - 391	-	-	-	1	-	4	4	23	65	1	1	-	-	-	-	-	-	-	-	-	
Level III	90	39.9	475	488	432 - 515	-	-	-	-	-	2	-	6	7	8	8	13	24	29	2	-	-	1	-	-	
Private industry	69	39.8	469	-	-	-	-	-	-	-	3	-	7	9	6	10	16	20	25	3	-	-	1	-	-	

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

² Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Appendix A for definitions and methods used to compute means, medians, and middle ranges.

³ Less than 0.5 percent.

⁴ Workers were distributed as follows: 6 percent at \$850 and under \$900; 1 percent at \$900 and under \$950; and 4 percent at \$950 and under \$1,000.

NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria. Overall occupation or occupational levels may include data for categories not shown separately.

Table A-4. All establishments: Hourly earnings of maintenance and toolroom occupations, St. Louis, MO-IL, March 1992

Occupation and level	Number of workers	Hourly earnings (in dollars) ¹			Percent of workers receiving straight-time hourly earnings (in dollars) of—																							
		Mean	Median	Middle range	Under 6.50	6.50 and under 7.00	7.00 - 7.50	7.50 - 8.00	8.00 - 8.50	8.50 - 9.00	9.00 - 9.50	9.50 - 10.00	10.00 - 10.50	10.50 - 11.00	11.00 - 11.50	11.50 - 12.00	12.00 - 12.50	12.50 - 13.00	13.00 - 14.00	14.00 - 15.00	15.00 - 16.00	16.00 - 17.00	17.00 - 18.00	18.00 - 19.00	19.00 - 20.00	20.00 - 21.00	21.00 and over	
General Maintenance Workers	1,259	\$9.72	\$9.79	\$8.00 - \$11.25	4	8	11	2	8	5	8	6	10	7	9	10	2	1	4	2	-	3	-	-	-	-	-	-
Private industry	1,003	9.60	9.59	7.25 - 11.44	5	10	13	2	8	5	5	9	6	8	10	2	2	3	3*	-	3	-	-	-	-	-	-	
Manufacturing	379	11.12	11.00	9.63 - 11.72	-	-	9	-	1	3	7	5	14	9	11	23	-	6	4	-	9	-	-	-	-	-		
Service producing	624	8.67	8.20	7.00 - 10.09	9	15	16	3	12	6	4	5	6	5	7	2	4	3	(²)	3	-	-	-	-	-	-		
State and local government	256	10.18	9.98	9.08 - 11.00	-	-	2	2	10	7	20	10	11	11	10	8	-	7	-	-	2	-	-	-	-	-		
Maintenance Electricians	1,935	17.84	19.24	16.35 - 19.63	-	-	-	-	-	-	-	(²)	-	(²)	(²)	2	1	(²)	8	7	5	6	10	7	46	8	(²)	
Private industry	1,815	18.09	19.33	16.92 - 19.73	-	-	-	-	-	-	-	-	-	-	1	1	(²)	6	6	6	6	6	10	8	48	8	(²)	
Manufacturing	1,541	17.98	19.33	16.92 - 19.74	-	-	-	-	-	-	-	-	-	-	1	1	(²)	7	7	6	5	12	7	45	9	-		
State and local government	120	14.20	13.96	12.15 - 14.65	-	-	-	-	-	-	1	-	2	7	12	6	3	37	18	-	-	-	-	-	12	-	3	
Maintenance Electronics Technicians																												
Level II	908	16.41	17.08	15.53 - 17.83	-	-	-	-	(²)	(²)	-	(²)	1	2	1	5	2	2	4	4	5	18	47	-	3	1	5	
Private industry	862	16.48	17.08	16.08 - 17.83	-	-	-	-	(²)	(²)	-	(²)	1	2	1	4	2	2	3	4	3	18	49	-	3	1	5	
Manufacturing	228	15.47	16.54	13.77 - 16.54	-	-	-	-	-	-	-	4	1	(²)	11	4	2	4	7	6	1	60	-	1	-	5		
Service producing	634	16.84	17.08	17.08 - 17.83	-	-	-	-	1	(²)	-	(²)	(²)	2	2	2	3	1	2	3	3	3	67	-	3	2	5	
Transportation and utilities	562	17.47	17.08	17.08 - 17.83	-	-	-	-	-	-	-	-	-	(²)	1	1	(²)	(²)	2	4	4	4	76	-	4	2	6	
State and local government	46	14.99	15.10	13.77 - 15.18	-	-	-	-	-	-	-	2	-	2	7	2	2	17	9	43	-	2	-	-	13	-	1	
Level III	213	16.74	17.20	14.50 - 18.85	-	-	-	-	-	-	-	-	-	-	-	7	3	12	8	3	11	21	12	22	1	-		
Private industry	206	16.73	17.32	14.50 - 18.85	-	-	-	-	-	-	-	-	-	-	-	7	3	11	8	2	11	21	12	23	-	1		
Manufacturing	96	17.05	17.91	14.77 - 19.26	-	-	-	-	-	-	-	-	-	-	-	3	6	7	9	3	1	35	-	32	-	2		
Maintenance Machinists	891	17.30	18.62	15.64 - 20.01	-	-	-	-	-	-	-	1	(²)	3	(²)	(²)	2	5	7	17	7	4	21	5	26	(²)		
Private industry	876	17.34	18.62	15.64 - 20.01	-	-	-	-	-	-	-	1	-	3	(²)	(²)	2	4	7	17	8	5	21	6	26	-		
Manufacturing	841	17.27	18.62	15.64 - 20.01	-	-	-	-	-	-	-	1	-	3	(²)	(²)	2	5	7	18	8	5	20	3	27	-		
Maintenance Mechanics, Machinery	2,330	14.97	14.72	14.37 - 16.00	-	-	-	-	-	-	(²)	1	5	(²)	2	(²)	7	1	8	46	5	4	11	6	2	3	-	
Private industry	2,290	15.01	14.72	14.37 - 16.00	-	-	-	-	-	-	(²)	1	5	-	1	(²)	6	1	8	46	5	4	11	7	2	3	-	
Manufacturing	2,012	14.68	14.72	13.97 - 14.72	-	-	-	-	-	-	(²)	1	6	-	1	(²)	7	1	9	50	4	1	12	7	-	-		
Service producing	278	17.38	16.38	15.45 - 19.63	-	-	-	-	-	-	-	-	-	(²)	-	(²)	-	2	15	12	24	3	-	19	23	-		
State and local government	40	12.82	12.66	11.61 - 14.12	-	-	-	-	-	-	-	-	3	13	23	10	8	10	35	-	-	-	-	-	-	-		
Maintenance Mechanics, Motor Vehicle	1,460	14.46	14.13	12.00 - 16.54	-	-	-	-	-	(²)	(²)	1	2	7	3	9	8	2	18	6	10	20	7	-	6	-	1	
Private industry	1,075	14.78	15.13	11.80 - 16.56	-	-	-	-	-	-	(²)	-	3	8	3	11	8	(²)	3	5	13	28	10	-	8	-		
Manufacturing	128	16.51	17.08	15.64 - 17.75	-	-	-	-	-	-	-	-	-	13	-	3	-	-	4	12	15	31	-	23	-	-		
Service producing	947	14.54	15.13	11.80 - 16.56	-	-	-	-	-	-	(²)	-	3	9	2	13	9	(²)	3	5	13	29	7	-	6	-		
Transportation and utilities	886	14.51	15.13	11.80 - 16.56	-	-	-	-	-	-	(²)	-	3	10	2	14	10	(²)	1	5	10	31	7	-	6	-		
State and local government	385	13.56	13.40	13.20 - 13.41	-	-	-	-	-	(²)	(²)	4	-	2	4	2	6	6	62	7	3	-	-	-	1	-	4	
Maintenance Pipefitters	737	17.67	17.99	15.78 - 19.63	-	-	-	-	-	-	-	(²)	-	-	1	(²)	(²)	1	2	4	19	8	22	4	26	12	(²)	
Private industry	708	17.67	17.99	15.78 - 19.63	-	-	-	-	-	-	-	-	-	-	(²)	(²)	1	2	4	19	9	23	4	25	12	-		
Manufacturing	619	17.46	17.08	15.78 - 19.75	-	-	-	-	-	-	-	-	-	-	(²)	(²)	1	3	4	22	10	27	-	19	14	-		
State and local government	29	17.58	-	-	-	-	-	-	-	-	-	3	-	-	17	7	-	-	-	-	-	-	-	-	52	14	7	
Tool and Die Makers	628	18.43	19.24	18.05 - 19.24	-	-	-	-	-	-	-	-	-	-	-	-	1	5	-	2	14	2	15	57	4	-		
Private industry	628	18.43	19.24	18.05 - 19.24	-	-	-	-	-	-	-	-	-	-	-	-	1	5	-	2	14	2	15	57	4	-		
Manufacturing	628	18.43	19.24	18.05 - 19.24	-	-	-	-	-	-	-	-	-	-	-	-	1	5	-	2	14	2	15	57	4	-		

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Appendix A for definitions and methods used to compute means, medians, and middle ranges.

² Less than 0.5 percent.

NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria. Overall occupation or occupational levels may include data for categories not shown separately.

Table A-5. All establishments: Hourly earnings of material movement and custodial occupations, St. Louis, MO-IL, March 1992

Occupation and level	Number of workers	Hourly earnings (in dollars) ¹			Percent of workers receiving straight-time hourly earnings (in dollars) of—																						
		Mean	Median	Middle range	4.25 and under 4.50	4.50 - 5.00	5.00 - 5.50	5.50 - 6.00	6.00 - 6.50	6.50 - 7.00	7.00 - 7.50	7.50 - 8.00	8.00 - 8.50	8.50 - 9.00	9.00 - 9.50	9.50 - 10.00	10.00 - 11.00	11.00 - 12.00	12.00 - 13.00	13.00 - 14.00	14.00 - 15.00	15.00 - 16.00	16.00 - 17.00	17.00 - 18.00	18.00 - 19.00	19.00 - 20.00	20.00 - 21.00
Forklift Operators	2,512	\$12.39	\$11.44	\$9.30 - \$15.09	-	-	-	-	1	1	6	3	5	13	6	9	4	7	6	5	13	6	-	-	12	(?)	-
Private industry	2,507	12.39	11.44	9.30 - 15.09	-	-	-	-	1	1	6	3	5	13	6	9	4	7	7	5	13	6	-	-	12	(?)	-
Manufacturing	1,708	12.58	11.44	9.66 - 14.93	-	-	-	-	-	-	8	1	(?)	13	8	14	6	10	10	7	5	-	-	-	18	(?)	-
Service producing	799	12.00	12.30	8.50 - 15.09	-	-	-	-	2	2	4	2	9	14	14	2	(?)	(?)	1	-	-	31	18	-	-	-	-
Guards																											
Level I	3,736	6.00	5.25	4.65 - 6.25	13	22	20	9	13	6	4	2	2	1	1	1	1	1	1	(?)	(?)	2	-	-	-	-	-
Private industry	3,525	5.82	5.02	4.65 - 6.10	14	23	21	10	14	6	4	1	1	(?)	(?)	1	(?)	(?)	1	1	(?)	(?)	2	-	-	-	-
Manufacturing	178	13.77	13.69	12.72 - 16.13	-	-	-	-	2	-	-	2	7	1	1	2	-	1	13	23	5	-	42	-	-	-	-
Service producing	3,347	5.39	5.00	4.65 - 6.08	15	24	22	10	15	6	4	1	1	(?)	(?)	1	(?)	(?)	-	-	(?)	(?)	-	-	-	-	-
State and local government	211	9.06	8.89	7.89 - 10.38	-	-	-	5	1	-	5	14	18	12	12	1	10	21	-	-	-	-	-	-	-	-	-
Level II	714	11.28	11.63	9.05 - 13.80	-	-	2	2	3	2	2	1	(?)	13	1	29	2	3	4	16	9	23	1	-	-	-	-
Private industry	644	11.52	12.17	9.05 - 14.97	-	-	2	2	2	(?)	1	1	(?)	1	32	1	1	4	18	9	26	1	-	-	-	-	-
State and local government	70	9.06	9.94	7.00 - 10.81	-	-	-	3	11	13	17	-	-	1	-	11	24	13	1	4	-	-	-	-	-	-	-
Janitors																											
Private industry	9,953	6.33	5.00	4.30 - 7.83	35	12	12	4	5	2	3	4	3	2	2	6	6	1	1	(?)	(?)	2	1	-	-	-	-
Manufacturing	7,392	5.64	4.50	4.30 - 5.49	47	15	16	3	3	2	1	2	1	2	1	1	2	2	1	1	(?)	2	1	-	-	-	-
Service producing	1,105	10.23	9.90	7.50 - 12.29	-	-	6	4	7	4	1	6	6	9	6	5	10	9	3	2	2	15	4	-	-	-	-
Transportation and utilities	6,287	4.84	4.35	4.25 - 5.00	55	18	17	3	2	1	1	1	1	(?)	(?)	(?)	(?)	1	(?)	-	-	(?)	-	-	-	-	-
State and local government	105	9.10	9.37	6.00 - 12.07	-	-	15	2	10	13	6	-	4	-	3	3	8	9	15	13	-	-	-	-	-	-	-
Material Handling Laborers																											
Private industry	2,561	8.30	8.41	6.98 - 9.65	(?)	3	3	6	10	4	8	10	7	4	6	19	19	1	(?)	(?)	(?)	-	-	-	-	-	-
Manufacturing	1,576	12.72	12.15	10.62 - 15.88	-	-	1	1	1	2	10	1	5	(?)	-	2	19	7	6	3	9	11	13	-	5	3	-
Service producing	1,543	12.73	12.15	10.62 - 15.88	-	-	1	1	1	2	11	1	4	(?)	-	2	19	7	6	2	9	12	14	-	5	3	-
Transportation and utilities	1,184	12.29	11.24	9.59 - 15.88	-	-	1	-	1	2	14	1	4	-	-	3	23	9	7	2	1	13	7	-	7	5	-
State and local government	359	14.17	14.99	14.16 - 16.66	-	-	1	5	-	(?)	1	(?)	5	1	-	-	8	1	2	1	33	7	35	-	(?)	-	-
Order Fillers																											
Private industry	160	15.00	16.66	14.16 - 16.66	-	-	-	-	-	1	-	1	-	1	-	16	-	4	-	8	15	54	-	1	-	-	-
State and local government	33	12.28	13.40	13.40 - 13.40	-	-	-	-	-	9	-	3	6	-	-	-	-	6	76	-	-	-	-	-	-	-	-
Shipping/Receiving Clerks																											
Private industry	1,226	9.04	8.55	7.25 - 10.00	-	8	5	6	(?)	4	6	7	2	14	13	7	3	1	5	10	8	-	-	-	-	-	-
Manufacturing	1,226	9.04	8.55	7.25 - 10.00	-	8	5	6	(?)	4	6	7	2	14	13	7	3	1	5	10	8	-	-	-	-	-	-
Service producing	368	7.58	5.83	4.90 - 9.49	-	26	17	8	2	2	1	5	1	1	12	12	-	-	-	-	12	-	-	-	-	-	-
Shipping/Receiving Clerks																											
Private industry	858	9.67	9.12	7.75 - 12.45	-	-	-	5	-	5	7	8	3	20	13	5	5	1	7	14	6	-	-	-	-	-	-
Shipping/Receiving Clerks																											
Private industry	1,472	10.47	10.08	8.27 - 11.95	-	(?)	1	1	9	2	3	5	7	4	2	15	13	13	7	3	1	7	4	3	(?)	(?)	(?)
Manufacturing	1,461	10.47	10.08	8.27 - 12.00	-	(?)	1	1	9	2	3	5	7	4	2	15	13	12	7	3	2	7	4	3	(?)	(?)	(?)
Service producing	778	11.35	10.12	9.82 - 12.43	-	-	-	1	-	3	1	4	3	4	2	22	22	10	7	2	2	6	7	5	(?)	(?)	(?)
Shipping/Receiving Clerks																											
State and local government	683	9.47	8.90	7.05 - 11.95	-	1	2	1	19	1	6	6	11	4	2	8	2	15	7	3	1	9	(?)	-	(?)	-	-

See footnotes at end of table.

(2)

Table A-5. All establishments: Hourly earnings of material movement and custodial occupations, St. Louis, MO-IL, March 1992—Continued

Occupation and level	Number of workers	Hourly earnings (in dollars) ¹			Percent of workers receiving straight-time hourly earnings (in dollars) of—																								
		Mean	Median	Middle range	4.25 and under 4.50	4.50	5.00	5.50	6.00	6.50	7.00	7.50	8.00	8.50	9.00	9.50	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	
						5.00	5.50	6.00	6.50	7.00	7.50	8.00	8.50	9.00	9.50	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00		
Truckdrivers																													
Light Truck	379	\$7.90	\$7.32	\$5.87 - \$9.00	-	-	20	6	4	11	9	6	6	7	11	5	1	8	-	5	1	-	-	-	-	(?)	-	-	
Private industry	340	7.69	7.25	5.60 - 9.00	-	-	22	7	5	12	7	6	6	7	8	6	1	5	-	6	1	-	-	-	-	(?)	-	-	
Service producing	301	7.18	6.83	5.60 - 8.68	-	-	25	8	6	14	8	7	6	8	8	4	-	4	-	-	1	-	-	-	(?)	-	-		
State and local government	39	9.78	-	-	-	-	-	-	-	-	21	3	3	5	31	-	-	38	-	-	-	-	-	-	-	-	-	-	
Medium Truck	1,121	13.18	11.34	10.80 - 17.11	-	-	-	-	-	(?)	(?)	1	2	4	6	2	33	9	1	1	2	1	-	36	3	-	-		
Private industry	1,121	13.18	11.34	10.80 - 17.11	-	-	-	-	-	(?)	(?)	1	2	4	6	2	33	9	1	1	2	1	-	36	3	-	-		
Manufacturing	85	11.99	8.99	8.50 - 14.72	-	-	-	-	-	-	-	-	5	47	1	1	1	-	4	-	20	-	-	-	21	-	-		
Service producing	1,036	13.28	11.34	10.80 - 17.11	-	-	-	-	-	(?)	(?)	1	2	(?)	6	3	35	9	1	2	1	1	-	39	1	-	-		
Heavy Truck	2,562	11.06	10.45	10.00 - 11.48	-	-	-	-	-	1	3	3	2	2	6	8	35	22	3	2	4	1	8	-	(?)	(?)	(?)	-	
Private industry	2,347	11.04	10.45	10.07 - 11.20	-	-	-	-	-	1	3	3	2	2	6	6	36	21	2	3	4	1	9	-	(?)	(?)	(?)	-	
Manufacturing	238	14.42	16.26	11.21 - 16.26	-	-	-	-	-	-	-	-	3	-	9	11	3	-	-	18	-	-	56	-	-	-	-		
Service producing	2,109	10.66	10.45	9.90 - 11.20	-	-	-	-	-	1	4	4	2	2	6	6	39	23	3	3	2	1	4	-	(?)	(?)	(?)	-	
Transportation and utilities	1,479	10.62	10.45	10.30 - 10.60	-	-	-	-	-	1	5	5	1	3	3	2	56	9	1	2	3	1	5	(?)	(?)	(?)	-		
State and local government	215	11.21	11.04	9.86 - 11.99	-	-	-	-	-	-	-	-	-	-	5	25	18	28	15	-	10	-	-	-	-	-	-		
Tractor Trailer	2,004	14.80	15.31	12.54 - 16.26	-	-	-	-	-	-	-	-	1	-	-	(?)	2	17	6	9	2	16	28	14	4	-	-		
Private industry	2,004	14.80	15.31	12.54 - 16.26	-	-	-	-	-	-	-	-	1	-	-	(?)	2	17	6	9	2	16	28	14	4	-	-		
Manufacturing	149	15.15	18.23	12.00 - 18.23	-	-	-	-	-	-	-	-	13	-	-	-	11	8	10	3	1	-	-	54	-	-			
Service producing	1,855	14.77	15.31	12.65 - 16.26	-	-	-	-	-	-	-	-	(?)	-	-	(?)	2	17	6	9	2	17	30	15	-	-			
Transportation and utilities	1,363	14.87	16.26	11.80 - 16.32	-	-	-	-	-	-	-	-	(?)	-	-	1	3	23	6	2	(?)	2	41	21	-	-			
Warehouse Specialists																													
Private industry	2,499	11.20	11.80	8.25 - 14.99	-	2	3	6	5	1	1	6	4	2	3	4	12	3	17	3	15	4	8	1	1	-	-		
Manufacturing	2,434	11.23	11.87	8.25 - 14.99	-	2	3	6	5	1	1	6	4	1	3	4	12	3	17	3	15	4	8	1	1	-	-		
Service producing	636	10.49	10.48	9.21 - 12.12	-	-	-	(?)	(?)	2	13	5	4	3	4	41	2	16	9	(?)	1	(?)	-	-	-	-			
Transportation and utilities	1,798	11.49	12.20	7.50 - 14.99	-	2	4	8	6	1	1	3	3	(?)	4	3	2	4	18	1	20	6	11	1	1	-	-		
State and local government	439	13.11	16.16	8.75 - 16.16	-	-	-	-	-	-	12	12	1	12	-	(?)	-	5	3	-	2	44	5	3	-	-			
State and local government	65	10.23	9.51	8.82 - 11.61	-	-	-	-	5	2	2	2	5	15	11	14	18	8	3	14	-	3	-	-	-	-			

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Appendix A for definitions and methods used to compute means, medians, and middle ranges.

² Less than 0.5 percent.

NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria. Overall occupation or occupational levels may include data for categories not shown separately.

Table A-6. Establishments employing 500 workers or more: Weekly hours and earnings of professional and administrative occupations, St. Louis, MO-IL, March 1992

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ²			Percent of workers receiving straight-time weekly earnings (in dollars) of—																						
			Mean	Median	Middle range	Under 400	400 and under 425	425 - 450	450 - 475	475 - 500	500 - 525	525 - 550	550 - 600	600 - 650	650 - 700	700 - 750	750 - 800	800 - 850	850 - 900	900 - 950	950 - 1000	1000 - 1050	1050 - 1100	1100 - 1150	1150 - 1200	1200 and over		
Administrative Occupations																												
Computer Programmers																												
Level I	156	39.9	\$491	\$500	\$431 - \$538	8	13	11	7	10	12	18	15	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Private industry	136	39.9	499	514	442 - 546	4	13	13	5	10	13	20	17	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	64	40.0	514	-	- - -	2	5	8	3	8	25	36	13	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Service producing	72	39.9	485	-	- - -	7	21	17	7	11	1	6	21	4	6	-	-	-	-	-	-	-	-	-	-	-	-	
Level II	611	40.0	599	583	544 - 645	(³)	(³)	1	2	3	8	14	30	18	7	10	7	-	-	-	-	-	-	-	-	-	-	
Private industry	584	40.0	600	584	544 - 647	1	1	2	3	8	14	29	18	7	10	7	-	-	-	-	-	-	-	-	-	-	-	
Service producing	395	40.0	609	585	546 - 685	1	1	(³)	2	4	9	10	27	14	7	13	11	-	-	-	-	-	-	-	-	-	-	
Transportation and utilities	38	40.0	592	-	- - -	-	-	-	5	-	-	5	61	18	-	11	-	-	-	-	-	-	-	-	-	-	-	
State and local government	27	39.4	564	-	- - -	-	-	15	-	-	4	11	48	15	-	4	4	-	-	-	-	-	-	-	-	-	-	
Level III	621	40.0	680	673	635 - 724	-	-	-	-	1	1	1	6	27	29	20	8	6	1	(³)	(³)	-	-	-	-	-	-	
Private industry	582	40.0	681	674	635 - 723	-	-	-	-	1	(³)	1	6	29	28	20	8	6	1	(³)	(³)	-	-	-	-	-	-	
Service producing	337	40.0	668	660	625 - 702	-	-	-	-	1	(³)	1	8	35	28	15	3	8	(³)	-	-	-	-	-	-	-	-	
Transportation and utilities	194	40.0	667	653	632 - 687	-	-	-	-	-	-	1	5	42	34	9	2	8	-	-	-	-	-	-	-	-	-	
State and local government	39	39.9	665	-	- - -	-	-	-	-	3	10	5	5	5	38	26	-	-	8	-	-	-	-	-	-	-	-	
Computer Systems Analysts																												
Level I	451	39.7	660	658	600 - 716	(³)	(³)	-	-	3	1	6	14	19	27	13	12	3	1	1	-	-	-	-	-	-	-	
Private industry	429	39.7	663	659	608 - 721	(³)	(³)	-	-	3	1	6	14	19	27	13	13	3	1	1	-	-	-	-	-	-	-	
Manufacturing	163	39.9	699	685	643 - 760	-	-	-	-	-	-	1	9	18	29	12	21	6	2	1	-	-	-	-	-	-	-	
Service producing	266	39.6	641	643	576 - 699	(³)	(³)	-	-	4	1	8	18	19	25	14	8	2	-	1	-	-	-	-	-	-	-	
Level II	1,524	39.7	806	796	743 - 876	-	-	-	-	(³)	(³)	-	1	3	7	19	22	16	14	11	5	2	(³)	(³)	-	-	-	
Private industry	1,476	39.7	807	797	744 - 875	-	-	-	-	(³)	(³)	-	1	3	7	18	22	16	14	11	6	2	(³)	(³)	-	-	-	
Manufacturing	398	39.9	843	843	772 - 920	-	-	-	-	-	-	(³)	1	5	10	18	19	18	14	11	4	1	(³)	(³)	-	-	-	
Service producing	1,078	39.6	794	784	735 - 860	-	-	-	-	(³)	(³)	-	1	4	7	22	23	15	13	9	4	1	-	(³)	-	-	-	
State and local government	48	39.7	782	773	703 - 905	-	-	-	-	-	-	6	6	8	21	23	4	6	23	2	-	-	-	-	-	-	-	
Level III	759	39.8	958	956	868 - 1,040	-	-	-	-	-	-	-	1	(³)	2	5	12	15	13	15	15	15	11	7	3	1		
Private industry	745	39.8	960	960	871 - 1,041	-	-	-	-	-	-	-	(³)	(³)	2	5	12	15	13	15	15	11	7	3	1			
Manufacturing	278	39.8	979	979	887 - 1,056	-	-	-	-	-	-	-	-	-	1	3	10	13	12	21	13	12	10	4	2			
Service producing	467	39.8	949	947	864 - 1,031	-	-	-	-	-	-	-	-	1	(³)	2	6	13	16	14	12	16	10	6	3			
Level IV	91	40.0	1,098	1,096	1,004 - 1,198	-	-	-	-	-	-	-	-	-	-	3	-	7	4	7	14	15	11	15	23			
Private industry	90	40.0	1,098	1,098	1,004 - 1,198	-	-	-	-	-	-	-	-	-	-	3	-	7	4	7	13	16	11	16	23			
Manufacturing	61	40.0	1,096	-	- - -	-	-	-	-	-	-	-	-	-	-	5	-	7	5	7	13	15	10	11	⁴ 28			

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 Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Appendix A for definitions and methods used to compute means, medians, and middle ranges.

³ Less than 0.5 percent.

⁴ Workers were distributed as follows: 13 percent at \$1,200 and under \$1,250; 7 percent at \$1,250 and under \$1,300; and 8 percent at \$1,300 and under \$1,350.

NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria. Overall occupation or occupational levels may include data for categories not shown separately.

Table A-7. Establishments employing 500 workers or more: Weekly hours and earnings of technical occupations, St. Louis, MO-IL, March 1992

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ²			Percent of workers receiving straight-time weekly earnings (in dollars) of—																									
			Mean	Median	Middle range	Under 275	275 and under 300	300 - 325	325 - 350	350 - 375	375 - 400	400 - 425	425 - 450	450 - 475	475 - 500	500 - 525	525 - 550	550 - 575	575 - 600	600 - 625	625 - 650	650 - 700	700 - 750	750 - 800	800 - 850	850 and over					
Computer Operators																															
Level I	55	40.0	\$333	-	-	-	5	16	38	18	5	5	4	4	-	2	-	-	-	2 ^o	-	-	-	-	-	-	-	-	-	-	
Private industry	51	40.0	334	-	-	-	6	16	39	16	6	6	4	4	-	2	-	-	-	2	-	-	-	-	-	-	-	-	-	-	
Level II	405	39.8	431	\$421	\$369	\$495	1	3	3	11	9	8	16	7	5	12	19	1	2	1	1	1	(³)	(³)	-	-	-	-	-		
Private industry	363	39.9	434	426	370	-	506	1	4	2	11	10	8	14	7	4	13	21	1	2	1	1	1	1	1	(³)	-	-	-		
Manufacturing	171	39.9	445	449	390	-	506	-	4	1	9	8	5	18	6	4	3	39	1	1	1	-	1	1	1	1	-	-	-		
Service producing	192	40.0	424	410	355	-	489	2	4	4	13	11	10	11	7	4	21	5	2	3	1	2	1	1	1	1	-	-	-		
State and local government	42	39.1	404	409	363	-	438	-	-	12	12	7	7	33	7	14	2	-	2	-	-	2	-	-	-	-	-	-	-		
Level III	425	39.9	509	505	454	-	555	-	-	(³)	1	2	8	4	8	7	4	34	5	10	2	6	1	3	2	1	3	2	1	(³)	(³)
Private industry	411	39.9	511	505	454	-	555	-	-	(³)	1	2	9	4	8	7	4	34	5	10	2	7	1	3	2	1	3	2	1	(³)	(³)
Manufacturing	110	39.7	503	486	444	-	547	-	-	-	3	11	6	11	16	8	12	10	5	5	-	1	7	5	-	-	-	-	-	-	
Service producing	301	39.9	513	505	488	-	555	-	-	(³)	2	2	8	3	7	3	2	42	3	12	1	9	1	2	1	2	1	2	(³)	1	
Level IV	87	39.9	562	557	517	-	615	-	-	-	-	-	1	-	8	3	5	14	14	17	9	13	6	5	5	1	-	-	-	-	
Private industry	68	39.9	572	-	-	-	-	-	-	-	-	-	1	-	3	4	4	13	13	15	12	15	7	4	6	1	-	-	-	-	
Drafters																															
Level I	125	40.0	427	468	376	-	476	7	8	-	5	5	7	3	10	6	39	2	6	1	-	1	-	-	-	-	-	-	-	-	
Private industry	107	40.0	431	476	376	-	476	8	9	-	4	2	6	4	7	4	46	2	7	1	-	1	-	-	-	-	-	-	-	-	
Level II	154	39.9	454	443	384	-	507	-	-	-	9	10	11	6	17	8	12	11	8	1	1	-	6	-	-	-	-	-	-	-	
Transportation and utilities	25	40.0	556	-	-	-	-	-	-	-	-	-	4	-	4	24	8	20	4	-	-	36	-	-	-	-	-	-	-	-	
State and local government	25	39.6	477	-	-	-	-	-	-	-	8	8	4	-	8	32	28	12	4	-	-	-	-	-	-	-	-	-	-	-	
Level III	130	39.8	599	577	504	-	721	-	-	-	1	1	1	4	4	15	8	10	5	5	7	3	9	26	1	1	1	1	-	-	
Private industry	118	39.9	607	611	511	-	721	-	-	-	1	1	1	4	3	14	7	10	3	6	8	3	10	29	1	1	1	-	-		
Manufacturing	61	39.7	529	-	-	-	-	-	-	-	-	2	2	8	3	26	8	18	5	11	11	3	-	-	-	2	-	-	-		
Level IV	64	39.8	719	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	9	13	3	11	6	14	8	5	5	5	27		
Private industry	64	39.8	719	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	9	13	3	11	6	14	8	5	5	27	4 27		
Engineering Technicians																															
Level II	227	40.0	466	457	427	-	503	-	-	-	4	5	13	22	17	13	11	7	5	2	1	(³)	-	-	-	-	-	-	-	-	
Private industry	227	40.0	466	457	427	-	503	-	-	-	4	5	13	22	17	13	11	7	5	2	1	(³)	-	-	-	-	-	-	-	-	
Manufacturing	227	40.0	466	457	427	-	503	-	-	-	4	5	13	22	17	13	11	7	5	2	1	(³)	-	-	-	-	-	-	-	-	
Level III	337	40.0	544	547	472	-	608	-	-	-	-	1	7	7	11	5	9	11	14	9	6	8	12	(³)	-	-	-	-	-		
Private industry	337	40.0	544	547	472	-	608	-	-	-	-	1	7	7	11	5	9	11	14	9	6	8	12	(³)	-	-	-	-	-		
Manufacturing	252	40.0	554	556	490	-	619	-	-	-	(³)	6	6	11	6	7	10	13	10	6	8	17	(³)	-	-	-	-	-	-		
Level IV	275	40.0	723	714	673	-	774	-	-	-	-	-	-	-	-	-	1	-	3	5	8	22	27	20	9	6	6	6	6		
Private industry	274	40.0	724	714	674	-	774	-	-	-	-	-	-	-	-	-	1	-	3	5	8	22	27	20	9	6	6	6	6		

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 Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Appendix A for definitions and methods used to compute means, medians, and middle ranges.

³ Less than 0.5 percent.

⁴ Workers were distributed as follows: 2 percent at \$850 and under \$900; and 25 percent at \$900 and under \$950.

NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria. Overall occupation or occupational levels may include data for categories not shown separately.

Table A-8. Establishments employing 500 workers or more: Weekly hours and earnings of clerical occupations, St. Louis, MO-IL, March 1992

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ²			Percent of workers receiving straight-time weekly earnings (in dollars) of—																					
			Mean	Median	Middle range	175 and under 200	200	225	250	275	300	325	350	375	400	425	450	475	500	550	600	650	700	750	800	850	850 and over
							- 225	- 250	- 275	- 300	- 325	- 350	- 375	- 400	- 425	- 450	- 475	- 500	- 550	- 600	- 650	- 700	- 750	- 800	- 850	- 850	- 850
Clerks, Accounting																											
Level I	187	40.0	\$381	\$476	\$270 - \$476	-	5	7	14	8	5	5	1	1	1	-	1	52	-	-	-	-	-	-	-	-	-
Private industry	186	40.0	382	476	270 - 476	-	5	8	14	8	5	5	1	1	1	-	1	53	-	-	-	-	-	-	-	-	-
Service producing	1,460	39.9	427	489	334 - 506	(³)	1	3	8	6	6	5	8	4	4	1	2	21	15	14	1	-	-	-	-	-	-
Manufacturing	1,356	39.9	433	489	338 - 506	(³)	1	3	7	6	5	5	8	4	3	1	2	23	16	15	2	-	-	-	-	-	-
Service producing	385	39.9	455	506	399 - 506	-	-	1	2	3	3	3	8	7	9	2	3	4	54	1	1	-	-	-	-	-	-
Transportation and utilities	971	39.9	425	489	309 - 489	(³)	1	4	9	7	6	6	8	2	1	(³)	1	30	1	21	2	-	-	-	-	-	-
State and local government	567	40.0	508	489	489 - 564	-	1	1	1	(³)	(³)	1	1	(³)	1	1	2	51	1	36	3	-	-	-	-	-	-
State and local government	104	39.3	348	336	296 - 404	-	-	-	16	9	11	8	10	17	6	6	-	-	-	-	-	-	-	-	-	-	-
Level III	760	39.7	404	384	334 - 465	-	1	2	3	6	11	10	12	9	9	7	3	11	1	6	(³)	-	-	-	-	-	-
Private industry	513	39.8	408	384	323 - 505	-	1	3	5	7	10	10	10	9	7	6	3	14	2	9	(³)	-	-	-	-	-	-
Manufacturing	132	39.9	450	445	377 - 512	-	-	-	1	1	2	5	11	11	7	15	7	12	20	6	2	1	-	-	-	-	-
Service producing	381	39.7	394	363	308 - 469	-	2	4	7	9	13	12	9	8	8	3	2	(³)	12	1	11	-	-	-	-	-	-
Transportation and utilities	69	40.0	584	620	519 - 637	-	-	-	-	-	-	-	-	-	-	-	6	1	29	3	61	-	-	-	-	-	-
State and local government	247	39.4	395	386	346 - 445	-	-	-	-	4	12	10	18	9	12	14	16	3	4	-	-	-	-	-	-	-	-
State and local government	254	39.8	479	467	422 - 536	-	-	-	(³)	(³)	1	7	5	6	7	12	13	9	24	6	1	6	2	-	-	-	-
Private industry	221	39.9	484	473	425 - 536	-	-	-	(³)	(³)	(³)	7	5	5	7	12	13	9	25	6	1	6	3	-	-	-	-
Manufacturing	82	40.0	496	479	447 - 536	-	-	-	-	-	4	2	-	4	17	21	10	21	13	4	1	4	-	-	-	-	-
Service producing	139	39.8	477	461	393 - 540	-	-	-	1	1	9	6	9	9	9	9	8	27	1	-	9	2	-	-	-	-	-
Transportation and utilities	43	40.0	591	536	536 - 675	-	-	-	-	-	-	-	-	-	-	-	-	60	2	-	30	7	-	-	-	-	-
State and local government	33	39.2	447	-	-	-	-	-	-	6	9	3	12	9	12	9	12	21	6	-	-	-	-	-	-	-	-
Clerks, General																											
Level I	158	39.6	298	292	242 - 323	1	4	23	9	20	16	8	7	3	-	1	5	1	-	-	-	-	-	-	-	-	-
Private industry	107	39.5	290	262	240 - 322	2	7	34	14	8	11	9	-	5	-	2	7	1	-	-	-	-	-	-	-	-	-
Service producing	78	39.3	280	-	-	3	8	44	15	9	6	-	-	1	-	3	10	1	-	-	-	-	-	-	-	-	-
Service producing	1,473	39.7	342	317	277 - 401	(³)	1	6	16	15	16	9	6	4	5	1	(³)	19	(³)	(³)	-	-	-	-	-	-	-
Private industry	935	39.8	351	314	266 - 477	(³)	2	9	20	13	10	4	4	1	4	1	1	30	1	(³)	-	-	-	-	-	-	-
Manufacturing	460	40.0	407	477	306 - 477	-	(³)	3	10	11	7	3	4	2	(³)	(³)	(³)	60	(³)	-	-	-	-	-	-	-	-
Service producing	475	39.6	297	277	260 - 320	(³)	3	15	29	16	14	5	4	1	8	1	1	(³)	1	-	-	-	-	-	-	-	-
Transportation and utilities	70	40.0	373	401	303 - 414	-	3	4	11	4	10	-	3	1	46	7	-	9	1	-	-	-	-	-	-	-	-
State and local government	538	39.6	326	317	299 - 353	(³)	(³)	1	9	17	27	19	9	9	7	(³)	-	-	-	-	-	-	-	-	-	-	-
State and local government	2,069	39.8	371	344	298 - 433	-	(³)	1	6	18	15	11	8	5	8	5	(³)	5	15	(³)	-	-	-				
Private industry	1,083	39.8	404	409	308 - 506	-	(³)	1	4	15	10	7	6	4	8	1	1	10	29	1	1	(³)	(³)	-	-	-	-
Manufacturing	456	40.0	440	506	354 - 506	-	-	-	2	7	9	10	7	5	6	2	1	1	52	-	(³)	1	1	-	-	-	-
Service producing	627	39.7	377	360	288 - 477	-	(³)	2	7	23	11	5	6	3	9	1	1	17	13	1	1	-	-	-	-	-	-
Transportation and utilities	248	40.0	479	477	477 - 507	-	(³)	-	-	-	-	-	-	-	17	(³)	2	44	32	2	2	-	-	-	-	-	-
State and local government	986	39.8	335	321	290 - 375	-	-	1	9	22	20	15	9	7	9	9	-	-	-	-	-	-	-	-	-	-	-
State and local government	1,053	39.9	438	450	384 - 490	-	-	(³)	(³)	2	6	7	7	10	9	9	7	26	16	(³)	1	1	-	-	-	-	-
Private industry	779	40.0	459	477	412 - 499	-	-	(³)	(³)	2	1	4	5	7	8	8	8	33	21	(³)	1	1	-	-	-	-	-
Service producing	425	40.0	473	490	477 - 511	-	-	(³)	1	4	2	4	4	4	2	2	1	45	28	(³)	1	1	-	-	-	-	-
Transportation and utilities	319	40.0	502	490	490 - 539	-	-	(³)	(³)	-	(³)	-	1	1	-	1	-	60	36	-	1	-	-	-	-	-	-
State and local government	274	39.7	378	374	328 - 418	-	-	-	-	1	19	17	13	17	10	12	5	4	1	-	-	-	-	-	-	-	-
Clerks, Order																											
Level I	64	39.8	336	-	-	-	2	13	8	13	20	13	9	5	5	5	-	9	-	-	-	-	-	-	-	-	-
Private industry	64	39.8	336	-	-	-	2	13	8	13	20	13	9	5	5	5	-	9	-	-	-	-	-	-	-	-	-
Level II	91	40.0	408	424	390 - 464	-	-	3	7	2	4	2	1	13	29	5	27	-	5	-	-	-	-	-	-	-	-
Private industry	91	40.0	408	424	390 - 464	-	-	3	7	2	4	2	1	13	29	5	27	-	5	-	-	-	-	-	-	-	-

See footnotes at end of table.

Table A-8. Establishments employing 500 workers or more: Weekly hours and earnings of clerical occupations, St. Louis, MO-IL, March 1992—Continued

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ²			Percent of workers receiving straight-time weekly earnings (in dollars) of—																					
			Mean	Median	Middle range	175 and under 200	200 - 225	225 - 250	250 - 275	275 - 300	300 - 325	325 - 350	350 - 375	375 - 400	400 - 425	425 - 450	450 - 475	475 - 500	500 - 550	550 - 600	600 - 650	650 - 700	700 - 750	750 - 800	800 - 850	850 and over	
Key Entry Operators																											
Level I	357	39.8	\$325	\$303	\$273 - \$362	1	1	11	15	21	11	8	16	5	3	1	1	(³)	3	3	-	-	-	-	-	-	-
Private industry	309	39.8	329	307	272 - 373	1	2	12	14	18	8	8	17	6	3	2	1	(³)	4	3	-	-	-	-	-	-	-
Manufacturing	59	40.0	355	-	- - -	-	-	-	2	10	10	14	42	10	8	2	-	-	2	-	-	-	-	-	-	-	
Service producing	250	39.8	323	294	259 - 372	1	2	15	17	20	8	7	12	5	2	2	2	(³)	4	4	-	-	-	-	-	-	
Transportation and utilities	53	40.0	402	408	255 - 526	-	4	15	11	4	-	4	4	6	8	2	8	2	15	19	-	-	-	-	-	-	
Level II	199	39.7	364	348	317 - 403	-	-	-	7	9	15	20	10	13	10	12	2	1	1	2	1	-	-	-	-	-	
Private industry	145	39.7	377	379	323 - 415	-	-	-	3	9	13	14	8	16	13	14	3	1	1	3	1	-	-	-	-	-	
Manufacturing	52	40.0	389	-	- - -	-	-	-	-	6	8	17	6	23	10	23	4	-	2	-	2	-	-	-	-	-	
Service producing	93	39.6	371	366	317 - 414	-	-	-	5	11	16	13	10	12	15	10	2	2	-	4	-	-	-	-	-	-	
Secretaries																											
Level I	797	39.8	374	364	325 - 415	-	-	1	3	8	13	17	15	14	7	9	7	3	3	1	-	(³)	-	-	-	-	-
Private industry	488	39.8	363	347	313 - 392	-	-	1	4	11	18	17	14	11	5	5	5	3	3	2	-	(³)	-	-	-	-	-
Manufacturing	221	40.0	391	386	339 - 434	-	-	-	-	3	14	15	11	20	7	10	9	5	5	2	-	-	-	-	-	-	-
Service producing	267	39.6	340	326	298 - 359	-	-	2	7	18	22	19	17	4	3	(³)	1	2	3	1	-	1	-	-	-	-	-
State and local government	309	39.9	392	391	348 - 430	-	-	-	1	2	6	17	15	19	10	16	10	4	1	-	-	-	-	-	-	-	-
Level II	1,586	39.6	426	418	374 - 460	-	-	-	1	2	2	9	13	14	15	12	12	7	6	8	1	-	(³)	-	-	-	-
Private industry	1,224	39.8	430	417	373 - 473	-	-	-	1	2	3	9	13	13	15	12	9	6	7	10	1	-	(³)	-	-	-	-
Manufacturing	556	39.9	444	433	399 - 483	-	-	-	-	1	1	3	7	13	20	15	10	10	7	1	-	1	-	-	-	-	-
Service producing	668	39.7	418	395	355 - 459	-	-	-	2	2	4	13	18	13	11	9	7	3	5	12	1	-	-	-	-	-	
State and local government	362	39.0	414	420	382 - 455	-	-	-	-	(³)	(³)	11	12	18	14	14	22	9	-	-	-	-	-	-	-	-	
Level III	1,598	39.8	486	479	430 - 531	-	-	-	-	(³)	1	2	4	6	9	12	14	15	18	10	6	3	1	1	-	-	-
Private industry	1,405	39.9	489	480	431 - 544	-	-	-	-	(³)	2	2	3	5	10	12	14	14	16	11	6	3	1	1	-	-	-
Manufacturing	783	39.9	498	492	449 - 546	-	-	-	-	-	2	2	2	2	8	10	15	16	20	14	6	2	1	(³)	-	-	-
Service producing	622	39.8	478	461	410 - 529	-	-	-	-	(³)	1	3	5	10	11	14	12	13	11	7	7	5	(³)	1	-	-	
Transportation and utilities	155	40.0	564	576	497 - 634	-	-	-	-	-	1	1	1	1	1	3	5	19	16	15	25	14	1	-	-	-	
State and local government	193	39.3	464	474	430 - 504	-	-	-	-	-	1	1	7	8	6	13	17	19	27	2	-	-	-	-	-	-	
Level IV	700	39.8	568	548	501 - 631	-	-	-	-	-	(³)	1	1	3	3	4	5	6	28	15	11	8	5	6	2	(³)	
Private industry	645	39.9	569	548	502 - 631	-	-	-	-	-	(³)	1	1	3	3	4	6	6	29	14	12	7	6	7	2	(³)	
Manufacturing	410	39.9	572	548	519 - 625	-	-	-	-	-	(³)	1	3	(³)	2	5	6	36	17	12	7	4	6	1	(³)		
Service producing	235	39.9	565	538	466 - 669	-	-	-	-	-	(³)	1	4	6	8	7	7	17	10	10	7	10	9	2	-		
State and local government	55	39.5	549	564	490 - 615	-	-	-	-	-	-	4	5	4	2	2	9	20	27	4	24	-	-	-	-		
Level V	135	39.8	680	655	593 - 749	-	-	-	-	-	-	-	-	-	1	1	1	5	19	19	12	16	9	4	10		
Private industry	132	39.8	682	657	596 - 749	-	-	-	-	-	-	-	-	-	2	1	2	2	5	18	19	12	16	9	5	4	
Manufacturing	105	39.8	655	634	584 - 718	-	-	-	-	-	-	-	-	-	2	1	2	2	7	21	22	11	15	7	4	11	
Switchboard Operator-Receptionists																											
Level I	133	39.6	304	294	258 - 355	11	9	5	14	18	8	8	7	9	2	2	7	-	1	-	-	-	-	-	-	-	-
Private industry	111	39.9	287	288	229 - 346	13	11	5	16	18	7	9	6	11	3	-	-	-	1	-	-	-	-	-	-	-	-
Service producing	87	39.9	267	269	210 - 295	16	14	7	21	23	3	3	6	5	2	-	-	-	-	-	-	-	-	-	-	-	
Word Processors																											
Level I	184	40.0	335	330	285 - 377	-	1	4	14	16	12	22	7	7	4	4	10	-	-	-	-	-	-	-	-	-	-
Level II	199	39.9	375	373	335 - 391	-	-	-	1	10	9	16	17	32	6	4	2	2	2	1	3	-	-	-	-	-	-
Private industry	125	39.8	373	353	323 - 407	-	-	-	-	15	11	22	13	12	8	5	3	3	2	1	4	-	-	-	-	-	
Service producing	82	39.7	363	340	323 - 375	-	-	-	-	15	16	28	15	12	6	-	-	2	-	6	-	-	-	-	-	-	
State and local government	74	40.0	378	391	373 - 391	-	-	-	1	-	4	4	23	65	1	1	-	-	-	-	-	-	-	-	-	-	
Level III	79	39.8	470	-	- - -	-	-	-	-	-	3	-	6	8	9	9	15	23	24	3	-	-	1	-	-	-	

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

² Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Appendix A for definitions and methods used to compute means, medians, and middle ranges.

³ Less than 0.5 percent.

⁴ Workers were distributed as follows: 3 percent at \$850 and under \$900; 2 percent at \$900 and under \$950; 4 percent at \$950 and under \$1,000; 1 percent at \$1,000 and under \$1,050; and 1 percent at \$1,150 and under \$1,200.

NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria. Overall occupation or occupational levels may include data for categories not shown separately.

Table A-9. Establishments employing 500 workers or more: Hourly earnings of maintenance and toolroom occupations, St. Louis, MO-IL, March 1992

Occupation and level	Number of workers	Hourly earnings (in dollars) ¹			Percent of workers receiving straight-time hourly earnings (in dollars) of—																							
		Mean	Median	Middle range	Under 6.50	6.50 and under 7.00	7.00 - 7.50	7.50 - 8.00	8.00 - 8.50	8.50 - 9.00	9.00 - 9.50	9.50 - 10.00	10.00 - 10.50	10.50 - 11.00	11.00 - 11.50	11.50 - 12.00	12.00 - 13.00	13.00 - 14.00	14.00 - 15.00	15.00 - 16.00	16.00 - 17.00	17.00 - 18.00	18.00 - 19.00	19.00 - 20.00	20.00 - 21.00	21.00 - 22.00	22.00 and over	
General Maintenance Workers	348	\$9.97	\$9.67	\$8.43 - \$10.86	1	6	1	3	15	6	17	11	7	9	5	7	1	6	4	-	1	-	-	-	-	-	-	-
Private industry	148	9.35	8.60	8.00 - 9.81	2	14	2	4	25	7	12	9	3	5	-	1	3	2	9	-	-	-	-	-	-	-	-	
Service producing	102	8.44	8.05	7.30 - 8.60	3	21	2	6	36	10	2	10	1	2	-	-	5	3	-	-	-	-	-	-	-	-	-	
State and local government	200	10.44	10.10	9.26 - 11.23	-	-	-	2	7	5	21	13	11	12	9	11	-	10	-	-	2	-	-	-	-	-	-	
Maintenance Electricians	1,620	18.36	19.33	17.83 - 19.74	-	-	-	-	-	-	-	(²)	-	(²)	(²)	2	1	4	5	1	4	9	8	55	9	(²)	(²)	
Private industry	1,500	18.70	19.33	18.20 - 19.74	-	-	-	-	-	-	-	-	-	-	-	1	1	1	4	1	4	10	9	58	10	-	(²)	
Manufacturing	1,250	18.67	19.33	18.20 - 19.74	-	-	-	-	-	-	-	-	-	-	-	1	1	1	4	1	4	12	9	56	11	-	-	
State and local government	120	14.20	13.96	12.15 - 14.65	-	-	-	-	-	-	1	-	2	7	12	9	37	18	-	-	-	-	12	-	3	-	-	
Maintenance Electronics Technicians																												
Level II	802	16.82	17.08	16.54 - 17.83	-	-	-	-	-	(²)	-	(²)	1	1	(²)	3	2	4	3	5	17	53	-	4	1	5	(²)	
Private industry	756	16.94	17.08	16.54 - 17.83	-	-	-	-	-	(²)	-	(²)	1	1	(²)	3	2	3	3	3	18	56	-	3	2	6	(²)	
Manufacturing	204	15.32	16.08	13.21 - 16.54	-	-	-	-	-	-	-	-	4	1	(²)	12	4	7	7	1	55	-	1	-	5	1	-	
Service producing	552	17.53	17.08	17.08 - 17.83	-	-	-	-	-	(²)	-	(²)	(²)	(²)	-	-	1	1	1	4	4	77	-	4	2	6	-	
Transportation and utilities	532	17.71	17.08	17.08 - 17.83	-	-	-	-	-	-	-	-	-	-	-	-	-	(²)	4	4	80	-	4	2	6	-	-	
State and local government	46	14.99	15.10	13.77 - 15.18	-	-	-	-	-	-	-	2	-	2	7	4	17	9	43	-	2	-	13	-	-	-	-	
Level III	111	17.11	17.91	15.10 - 19.26	-	-	-	-	-	-	-	-	-	-	-	8	8	8	4	3	32	5	28	3	-	2	-	
Private industry	104	17.11	17.91	15.10 - 19.26	-	-	-	-	-	-	-	-	-	-	-	9	7	9	3	2	35	5	30	-	-	2	-	
Manufacturing	96	17.05	17.91	14.77 - 19.26	-	-	-	-	-	-	-	-	-	-	-	9	7	9	3	1	35	-	32	-	-	2	-	
Maintenance Machinists	692	17.84	18.62	15.64 - 20.01	-	-	-	-	-	-	-	2	(²)	4	-	-	2	2	22	1	-	27	7	33	(²)	-	-	
Private industry	677	17.91	18.62	15.64 - 20.01	-	-	-	-	-	-	-	2	-	4	-	-	1	2	22	1	-	27	7	34	-	-	-	
Manufacturing	642	17.85	18.62	15.64 - 20.01	-	-	-	-	-	-	-	2	-	4	-	-	1	2	23	1	-	27	4	36	-	-	-	
Maintenance Mechanics, Machinery	781	16.38	17.14	14.45 - 18.20	-	-	-	-	-	-	1	-	(²)	5	1	6	2	15	6	11	19	19	7	8	-	-	-	
Private industry	741	16.57	17.14	14.71 - 18.20	-	-	-	-	-	-	1	-	-	4	(²)	5	2	14	7	11	20	20	7	9	-	-	-	
Manufacturing	463	16.09	17.14	14.45 - 18.20	-	-	-	-	-	-	2	-	-	6	(²)	8	2	13	4	3	30	32	-	-	-	-	-	
Service producing	278	17.38	16.38	15.45 - 19.63	-	-	-	-	-	-	-	-	-	(²)	-	(²)	2	15	12	24	3	-	19	23	-	-	-	
State and local government	40	12.82	12.66	11.61 - 14.12	-	-	-	-	-	-	-	-	3	13	23	18	10	35	-	-	-	-	-	-	-	-	-	
Maintenance Mechanics, Motor Vehicle	752	15.28	14.84	13.40 - 17.08	-	-	-	-	-	(²)	(²)	(²)	2	2	3	1	5	32	5	8	15	13	-	11	-	-	2	
Private industry	405	16.59	16.56	15.86 - 17.75	-	-	-	-	-	-	(²)	-	3	2	5	(²)	1	-	3	12	28	23	-	21	-	-	-	
Manufacturing	94	16.59	17.08	15.64 - 19.41	-	-	-	-	-	-	-	-	-	17	-	4	-	-	12	-	36	-	31	-	-	-	-	
Service producing	311	16.60	16.56	15.86 - 17.65	-	-	-	-	-	(²)	-	4	3	1	1	(²)	-	5	13	37	20	-	18	-	-	-	-	
Transportation and utilities	271	16.70	16.99	16.56 - 17.65	-	-	-	-	-	(²)	-	4	3	1	1	(²)	-	2	3	42	23	-	20	-	-	-	-	
State and local government	347	13.75	13.40	13.30 - 13.43	-	-	-	-	-	(²)	(²)	1	-	2	2	3	9	69	7	3	-	-	-	-	-	-	4	
Maintenance Pipefitters	659	17.94	17.99	16.61 - 19.75	-	-	-	-	-	-	(²)	-	-	1	(²)	1	-	4	12	9	25	4	29	14	-	(²)	-	
Private industry	630	17.95	17.99	16.61 - 19.75	-	-	-	-	-	-	-	-	-	-	(²)	1	-	4	12	10	26	5	28	14	-	-	-	
Manufacturing	541	17.76	17.81	16.23 - 19.75	-	-	-	-	-	-	-	-	-	-	(²)	1	-	5	14	11	30	-	21	16	-	-	-	
State and local government	29	17.58	-	-	-	-	-	-	-	-	3	-	-	17	7	-	-	-	-	-	-	-	52	14	-	7	-	
Tool and Die Makers	520	18.68	19.24	18.35 - 19.24	-	-	-	-	-	-	-	-	-	-	-	1	-	-	2	17	2	10	68	-	-	-	-	
Private industry	520	18.68	19.24	18.35 - 19.24	-	-	-	-	-	-	-	-	-	-	-	1	-	-	2	17	2	10	68	-	-	-	-	
Manufacturing	520	18.68	19.24	18.35 - 19.24	-	-	-	-	-	-	-	-	-	-	-	1	-	-	2	17	2	10	68	-	-	-	-	

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Appendix A for definitions and methods used to compute means, medians, and middle ranges.

² Less than 0.5 percent.

NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria. Overall occupation or occupational levels may include data for categories not shown separately.

Table A-10. Establishments employing 500 workers or more: Hourly earnings of material movement and custodial occupations, St. Louis, MO-IL, March 1992

Occupation and level	Number of workers	Hourly earnings (in dollars) ¹				Percent of workers receiving straight-time hourly earnings (in dollars) of—																								
		Mean	Median	Middle range		4.25	4.50	5.00	5.50	6.00	6.50	7.00	7.50	8.00	8.50	9.00	9.50	10.00	10.50	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	19.00 and over	
						and under 4.50	5.00	5.50	6.00	6.50	7.00	7.50	8.00	8.50	9.00	9.50	10.00	10.50	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00			
Forklift Operators	1,158	\$14.76	\$15.09	\$12.38	\$18.91	-	-	-	-	-	-	-	3	1	-	1	7	-	5	5	14	1	1	28	8	-	26	(²)		
Private industry	1,153	14.77	15.09	12.38	18.91	-	-	-	-	-	-	-	3	1	-	1	7	-	5	5	14	1	1	29	8	-	26	(²)		
Manufacturing	807	14.46	13.35	11.05	18.91	-	-	-	-	-	-	-	4	2	-	1	10	-	7	7	19	2	1	10	-	-	37	(²)		
Service producing	346	15.50	15.09	15.09	16.98	-	-	-	-	-	-	-	-	-	-	-	-	-	(²)	3	-	-	71	26	-	-	-	-		
Guards																														
Level I	1,557	6.87	5.65	4.75	7.61	12	17	18	5	12	6	5	3	3	2	2	(²)	1	(²)	3	2	3	1	(²)	5	-	-	-	-	
Private industry	1,360	6.53	5.25	4.59	6.59	13	20	21	5	13	7	5	1	1	(²)	1	(²)	-	(²)	2	3	1	(²)	6	-	-	-	-	-	
Manufacturing	162	14.34	14.41	13.69	16.13	-	-	-	-	-	-	-	2	2	1	1	1	-	-	1	15	25	6	-	46	-	-	-	-	
Service producing	1,198	5.47	5.02	4.50	6.15	15	23	24	6	15	8	5	1	1	(²)	1	(²)	-	(²)	-	-	(²)	(²)	-	-	-	-	-	-	
State and local government	197	9.27	8.89	8.20	10.70	-	-	-	-	-	-	5	15	19	13	13	2	8	3	23	-	-	-	-	-	-	-	-	-	
Level II	440	13.10	13.18	12.17	14.97	-	-	-	-	-	-	1	2	1	1	(²)	4	1	4	7	26	14	38	1	-	-	-	-	-	
Janitors																														
Private industry	5,843	6.70	5.00	4.30	8.94	38	9	7	3	3	2	3	4	2	3	3	8	5	2	2	(²)	1	1	3	1	-	-	-	-	
Manufacturing	4,034	5.82	4.35	4.30	5.05	55	14	10	2	1	1	1	1	1	2	2	(²)	1	(²)	2	(²)	1	1	4	1	-	-	-	-	
Service producing	561	12.13	11.38	9.43	15.25	-	-	-	1	2	1	1	2	6	7	10	1	3	3	17	(²)	5	5	28	7	-	-	-	-	
Transportation and utilities	3,473	4.80	4.35	4.25	4.75	63	16	11	2	1	1	1	(²)	1	1	(²)	-	-	1	-	-	-	-							
State and local government	72	9.66	10.37	6.00	12.12	-	-	19	3	6	3	6	-	3	-	4	4	7	-	4	22	19	-	-	-	-	-	-	-	
Material Handling Laborers																														
Private industry	1,081	13.52	13.68	10.80	15.88	-	-	(²)	-	-	(²)	8	(²)	3	(²)	-	3	1	17	9	4	5	11	17	9	-	7	5		
Manufacturing	1,052	13.54	14.39	10.80	15.88	-	-	(²)	-	-	(²)	9	(²)	3	(²)	-	3	1	17	10	4	3	12	17	9	-	8	5		
Service producing	821	13.30	12.11	10.80	15.88	-	-	-	-	-	-	11	-	4	-	-	4	1	19	12	4	3	2	19	7	-	10	7		
Transportation and utilities	231	14.38	14.99	14.99	15.78	-	-	1	-	-	(²)	1	(²)	-	1	-	-	1	12	2	3	2	47	10	19	-	(²)	-		
Order Fillers																														
Private industry	161	11.15	9.60	9.59	14.99	-	-	-	6	4	1	2	5	2	2	-	28	1	1	6	6	5	31	-	-	-	-	-	-	
Shipping/Receiving Clerks																														
Private industry	161	11.15	9.60	9.59	14.99	-	-	-	6	4	1	2	5	2	2	-	28	1	1	6	6	5	31	-	-	-	-	-	-	
Tractor Trailer	685	12.18	12.00	9.60	15.17	-	1	2	1	2	3	2	3	3	4	3	7	2	2	13	14	6	3	16	8	6	(²)	1		
Service producing	676	12.19	12.00	9.60	15.33	-	1	2	1	2	3	2	3	3	4	3	6	2	2	12	14	6	3	16	8	6	(²)	1		
Tractor Trailer	330	13.33	13.55	9.94	16.54	-	-	-	-	-	4	1	2	2	6	2	10	2	1	2	15	5	4	14	16	12	(²)	2		
Service producing	346	11.12	11.95	8.75	13.21	-	1	4	3	5	2	2	4	4	2	4	3	2	2	23	13	6	2	17	(²)	-	(²)	-		
Truckdrivers																														
Light Truck	125	9.06	8.27	7.18	11.79	-	-	3	6	1	8	14	6	17	11	6	1	-	-	12	-	15	-	-	-	-	-	1	-	
Private industry	95	8.80	8.21	7.00	9.44	-	-	4	8	1	11	9	6	21	13	4	1	-	-	-	-	20	-	-	-	-	1	-		
State and local government	30	9.89	-	-	-	-	-	-	-	-	-	27	3	3	7	10	-	-	-	50	-	-	-	-	-	-	-	-		
Tractor Trailer	284	12.73	11.69	10.04	16.26	-	-	-	-	-	-	-	-	2	-	4	19	6	7	16	1	4	11	3	26	-	-	-		
Private industry	1,056	16.13	16.26	15.31	17.21	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	1	4	(²)	27	31	27	8	-		
Service producing	1,056	16.13	16.26	15.31	17.21	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	1	4	(²)	27	31	27	8	-		
Transportation and utilities	935	16.17	16.26	15.31	17.10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(²)	3	1	31	35	30	-	-	-		
Warehouse Specialists																														
Private industry	1,089	13.90	14.99	12.43	15.17	-	-	(²)	-	1	1	(²)	2	1	1	2	3	3	(²)	2	15	3	34	10	18	2	1	-		
Manufacturing	1,025	14.13	14.99	12.69	15.17	-	-	(²)	-	1	1	(²)	2	1	(²)	2	2	3	(²)	1	15	2	36	10	19	2	1	-		
Service producing	162	11.02	12.12	9.66	12.43	-	-	-	-	1	2	-	11	2	1	4	15	10	2	1	46	1	1	3	1	-	-	-		
State and local government	863	14.71	14.99	14.99	16.16	-	-	(²)	-	1	(²)	(²)	(²)	1	(²)	1	-	1	(²)	1	9	2	43	12	23	2	2	-		
State and local government	64	10.26	9.51	8.82	11.73	-	-	-	-	5	2	2	2	3	16	11	14	17	2	8	3	14	-	3	-	-	-	-		

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Appendix A for definitions and methods used to compute means, medians, and middle ranges.

² Less than 0.5 percent.

NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria. Overall occupation or occupational levels may include data for categories not shown separately.

Table A-11. State and local governments: Weekly hours and earnings of professional, administrative, technical, protective service, and clerical occupations, St. Louis, MO-IL, March 1992

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ²			Percent of workers receiving straight-time weekly earnings (in dollars) of—																							
			Mean	Median	Middle range	Under 275	275 and under 300	300 - 325	325 - 350	350 - 375	375 - 400	400 - 425	425 - 450	450 - 500	500 - 550	550 - 600	600 - 650	650 - 700	700 - 750	750 - 800	800 - 850	850 - 900	900 - 950	950 - 1000	1000 - 1050	1050 and over			
Professional Occupations																													
Accountants																													
Level I	36	39.6	\$491	-	-	-	-	-	-	-	3	-	-	67	17	8	6	-	-	-	-	-	-	-	-	-	-	-	-
Level II	55	39.9	556	\$562	\$501	-	\$598	-	-	-	-	-	2	11	31	44	7	5	-	-	-	-	-	-	-	-	-	-	-
Level III	56	39.9	733	716	675	-	792	-	-	-	-	-	2	2	-	4	7	21	29	13	4	20	-	-	-	-	-	-	-
Level IV	25	39.7	842	-	-	-	-	-	-	-	-	-	-	-	-	-	4	-	-	12	44	20	16	4	-	-	-	-	
Attorneys																													
Level I	33	39.8	631	607	579	-	703	-	-	-	-	-	-	-	12	27	30	3	15	12	-	-	-	-	-	-	-	-	-
Level II	40	39.9	779	757	739	-	832	-	-	-	-	-	-	5	5	-	3	13	45	8	10	-	-	10	-	-	10	-	3
Level III	32	40.0	994	980	887	-	1,077	-	-	-	-	-	-	-	-	-	-	-	-	9	16	13	16	13	13	3	34	-	
Engineers																													
Level I	51	39.1	556	553	548	-	574	-	-	-	-	-	-	-	43	53	4	-	-	-	-	-	-	-	-	-	-	-	-
Level II	125	38.5	691	684	621	-	738	-	-	-	-	-	-	-	14	26	17	20	6	12	2	1	1	-	-	-	-	-	-
Level III	126	39.5	772	758	683	-	855	-	-	-	-	-	-	-	2	5	21	21	12	10	18	3	7	1	-	-	-	-	-
Level IV	151	39.3	928	938	840	-	989	-	-	-	-	-	-	-	-	-	-	6	5	16	19	9	24	10	4	11	64	-	
Level V	25	39.6	1,067	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	4	20	4	4	4	5	64	-	
Administrative Occupations																													
Buyers/Contracting Specialists																													
Level II	27	40.0	569	-	-	-	-	-	-	-	-	-	-	-	22	74	4	-	-	-	-	-	-	-	-	-	-	-	-
Computer Programmers																													
Level II	27	39.4	564	-	-	-	-	-	-	-	-	-	15	-	15	48	15	-	4	4	-	-	-	-	-	-	-	-	-
Level III	46	39.9	662	664	648	-	731	-	-	-	-	-	2	13	4	20	33	22	-	-	7	-	-	-	-	-	-	-	-
Computer Systems Analysts																													
Level II	55	39.7	797	780	703	-	900	-	-	-	-	-	-	-	5	5	7	18	20	4	5	33	2	-	-	-	-	-	-
Personnel Specialists																													
Level II	60	39.9	557	556	504	-	595	-	-	-	-	-	-	15	35	30	15	5	-	-	-	-	-	-	-	-	-	-	-
Level III	29	39.7	711	-	-	-	-	-	-	-	-	-	-	-	3	17	7	10	17	34	7	-	-	3	-	-	-	-	-
Technical Occupations																													
Computer Operators																													
Level II	42	39.1	404	409	363	-	438	-	-	12	12	7	7	33	7	17	2	-	2	-	-	-	-	-	-	-	-	-	-
Drafters																													
Level II	25	39.6	477	-	-	-	-	-	-	-	8	8	4	-	40	40	-	-	-	-	-	-	-	-	-	-	-	-	-
Engineering Technicians, Civil or Survey Technicians/Construction Inspectors																													
Level II	83	39.3	408	404	374	-	434	-	-	1	6	18	18	22	23	8	4	-	-	-	-	-	-	-	-	-	-	-	-
Level III	247	38.9	514	499	457	-	555	-	-	-	-	-	6	17	28	23	13	6	6	2	-	-	-	-	-	-	-	-	-
Level IV	129	38.5	639	593	538	-	729	-	-	-	-	-	-	-	12	18	23	6	9	13	8	5	3	4	-	-	-	-	-

See footnotes at end of table.

Table A-11. State and local governments: Weekly hours and earnings of professional, administrative, technical, protective service, and clerical occupations, St. Louis, MO-IL, March 1992—Continued

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ²			Percent of workers receiving straight-time weekly earnings (in dollars) of—																							
			Mean	Median	Middle range	Under 275	275 and under 300	300 - 325	325 - 350	350 - 375	375 - 400	400 - 425	425 - 450	450 - 500	500 - 550	550 - 600	600 - 650	650 - 700	700 - 750	750 - 800	800 - 850	850 - 900	900 - 950	950 - 1000	1000 - 1050	1050 and over			
Protective Service Occupations																													
Corrections Officers	855	39.2	\$426	\$408	\$343 - \$524	-	-	(⁶)	35	5	5	8	5	10	30	1	-	(⁶)	-	-	-	-	-	-	-	-	-	-	-
Firefighters	1,031	46.4	645	630	563 - 683	-	-	-	-	-	-	-	-	7	14	9	27	19	4	8	7	3	2	-	-	-	-	-	
Police Officers, Uniformed Level I	3,616	39.9	586	594	519 - 647	-	-	-	1	(⁶)	(⁶)	1	3	8	21	17	24	19	5	(⁶)	(⁶)	(⁶)	-	-	-	-	-		
Clerical Occupations																													
Clerks, Accounting Level II	187	39.6	352	336	305 - 396	10	10	19	13	4	19	13	7	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level III	270	39.5	402	401	354 - 450	-	3	11	9	16	8	11	15	23	3	-	-	-	-	-	-	-	-	-	-	-	-		
Level IV	61	39.6	456	447	432 - 525	-	-	3	5	2	7	7	28	23	23	3	-	-	-	-	-	-	-	-	-	-	-		
Clerks, General Level II	683	39.6	326	325	299 - 353	⁷ 11	16	24	18	17	7	6	(⁶)	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Level III	995	39.8	335	322	290 - 374	9	22	20	15	10	7	9	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Level IV	274	39.7	378	374	328 - 418	-	1	19	17	13	17	10	12	10	1	-	-	-	-	-	-	-	-	-	-	-	-		
Key Entry Operators Level I	64	39.8	310	314	282 - 323	⁸ 16	28	33	6	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Personnel Assistants (Employment) Level II	29	40.0	417	-	- - -	-	-	-	14	-	24	24	10	28	-	-	-	-	-	-	-	-	-	-	-	-	-		
Secretaries Level I	328	39.9	392	391	352 - 430	1	2	5	16	14	20	13	15	13	1	-	-	-	-	-	-	-	-	-	-	-	-		
Level II	467	39.2	413	420	377 - 455	-	1	(⁶)	10	13	16	13	18	29	-	-	-	-	-	-	-	-	-	-	-	-	-		
Level III	270	39.5	476	477	430 - 515	-	-	(⁶)	(⁶)	5	9	4	12	33	29	1	7	-	-	-	-	-	-	-	-	-	-		
Level IV	71	39.6	564	585	506 - 630	-	-	-	-	3	4	3	1	8	15	21	25	18	-	-	-	-	-	-	-	-	-		
Switchboard Operator-Receptionists	61	39.3	366	356	312 - 433	-	20	26	2	13	-	-	25	15	-	-	-	-	-	-	-	-	-	-	-	-	-		
Word Processors Level II	74	40.0	378	391	373 - 391	1	-	4	4	23	65	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

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

² Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Appendix A for definitions and methods used to compute means, medians, and middle ranges.

³ Workers were distributed as follows: 13 percent at \$1,050 and under \$1,100; 16 percent at \$1,100 and under \$1,150; 3 percent at \$1,150 and under \$1,200; and 3 percent at \$1,250 and under \$1,300.

⁴ Workers were distributed as follows: 2 percent at \$1,050 and under \$1,100; 4 percent at \$1,100 and under \$1,150; 3 percent at \$1,150 and under \$1,200; and 1 percent at \$1,200 and under \$1,250.

⁵ Workers were distributed as follows: 20 percent at \$1,050 and under \$1,100; 32 percent at \$1,100 and under \$1,150; 4 percent at \$1,200 and under \$1,250; 4 percent at \$1,250 and under \$1,300; and 4 percent at \$1,300 and under \$1,350.

⁶ Less than 0.5 percent.
⁷ Workers were distributed as follows: 1 percent at \$175 and under \$200; 1 percent at \$200 and under \$225; 4 percent at \$225 and under \$250; and 7 percent at \$250 and under \$275.

⁸ Workers were distributed as follows: 3 percent at \$225 and under \$250; and 13 percent at \$250 and under \$275.

NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria.

Table A-12. State and local governments: Hourly earnings of maintenance, toolroom, material movement, and custodial occupations, St. Louis, MO-IL, March 1992

Occupation and level	Number of workers	Hourly earnings (in dollars) ¹			Percent of workers receiving straight-time hourly earnings (in dollars) of—																							
		Mean	Median	Middle range	Under 5.00	5.00 and under 5.25	5.25 - 5.50	5.50 - 5.75	5.75 - 6.00	6.00 - 6.50	6.50 - 7.00	7.00 - 7.50	7.50 - 8.00	8.00 - 8.50	8.50 - 9.00	9.00 - 9.50	9.50 - 10.00	10.00 - 11.00	11.00 - 12.00	12.00 - 13.00	13.00 - 14.00	14.00 - 15.00	15.00 - 16.00	16.00 - 17.00	17.00 - 18.00	18.00 - 19.00	19.00 and over	
Maintenance and Toolroom Occupations																												
General Maintenance Workers	256	\$10.18	\$9.98	\$9.08 - \$11.00	-	-	-	-	-	-	-	2	2	10	7	20	10	23	18	-	7	-	-	2	-	-	-	-
Maintenance Electricians	120	14.20	13.96	12.15 - 14.65	-	-	-	-	-	-	-	-	-	-	-	1	2	18	9	37	18	-	-	-	-	-	2	15
Maintenance Electronics Technicians Level II	46	14.99	15.10	13.77 - 15.18	-	-	-	-	-	-	-	-	-	-	-	-	2	9	4	17	9	43	-	2	-	-	3	13
Maintenance Mechanics, Machinery	40	12.82	12.66	11.61 - 14.12	-	-	-	-	-	-	-	-	-	-	-	-	3	35	18	10	35	-	-	-	-	-	-	-
Maintenance Mechanics, Motor Vehicle	385	13.56	13.40	13.20 - 13.41	-	-	-	-	-	-	-	-	-	-	(⁴)	(⁴)	4	2	6	12	62	7	3	-	-	-	4	
Maintenance Pipefitters	29	17.58	-	- -	-	-	-	-	-	-	-	-	-	-	-	3	-	24	-	-	-	-	-	-	-	-	5	72
Material Movement and Custodial Occupations																												
Guards Level I	211	9.06	8.89	7.89 - 10.38	-	-	-	-	5	1	-	5	14	18	12	12	1	10	21	-	-	-	-	-	-	-	-	-
Guards Level II	70	9.06	9.94	7.00 - 10.81	-	-	-	-	3	11	13	17	-	-	1	-	11	24	13	1	4	-	-	-	-	-	-	-
Janitors	2,561	8.30	8.41	6.98 - 9.65	3	2	1	3	3	10	4	8	10	7	4	6	19	19	1	(⁴)	(⁴)	(⁴)	-	-	-	-	-	
Material Handling Laborers	33	12.28	13.40	13.40 - 13.40	-	-	-	-	-	-	9	-	3	6	-	-	-	-	6	76	-	-	-	-	-	-	-	
Truckdrivers Light Truck	39	9.78	-	- -	-	-	-	-	-	-	-	21	3	3	5	31	-	38	-	-	-	-	-	-	-	-	-	
Truckdrivers Heavy Truck	215	11.21	11.04	9.86 - 11.99	-	-	-	-	-	-	-	-	-	-	5	25	18	28	15	-	10	-	-	-	-	-	-	
Warehouse Specialists	65	10.23	9.51	8.82 - 11.61	-	-	-	-	-	5	2	2	2	5	15	11	14	18	8	3	14	-	3	-	-	-	-	

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Appendix A for definitions and methods used to compute means, medians, and middle ranges.
² Workers were distributed as follows: 12 percent at \$19 and under \$20; and 3 percent at \$21 and under \$22.
³ All workers were at \$19 and under \$20.

⁴ Less than 0.5 percent.
⁵ Workers were distributed as follows: 52 percent at \$19 and under \$20; 14 percent at \$20 and under \$21; and 7 percent at \$23 and under \$24.
 NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria.

Table B-1. Late-shift pay provisions for full-time blue-collar workers in manufacturing, St. Louis, MO-IL, March 1992

(All full-time manufacturing blue-collar workers = 100 percent)

Shift differential	Second shift	Third shift	Shift differential	Second shift	Third shift
Total workers (in percent)	100.0	100.0	Total workers (in percent)	100.0	100.0
Workers in establishments with late-shift provisions ¹	86.0	74.6	Workers employed on late shifts	24.5	8.9
With no pay differential	1.2	2.7	Receiving differential	24.2	8.9
With pay differential	84.8	71.9	Not receiving differential2	.1
By type and amount of pay differential:			By type and amount of pay differential:		
Uniform cents per hour	64.2	51.8	Uniform cents per hour	16.6	7.0
Under 5 cents	-	.2	Under 5 cents	-	(²)
5 cents	1.1	-	5 cents2	-
10 cents	1.9	-	10 cents4	-
15 cents	5.6	.8	15 cents	1.0	-
Over 15 and under 20 cents	1.9	-	Over 15 and under 20 cents7	-
20 cents	6.4	7.4	20 cents	1.4	.6
Over 20 and under 25 cents	3.2	-	Over 20 and under 25 cents	1.1	-
25 cents	15.8	7.5	25 cents	4.6	.9
30 cents	13.2	7.5	30 cents	3.5	1.4
Over 30 and under 35 cents	-	1.9	Over 30 and under 35 cents	-	.4
35 cents	1.5	10.3	35 cents5	1.2
Over 35 and under 40 cents	4.0	1.7	Over 35 and under 40 cents7	.2
40 cents	1.1	-	40 cents3	-
45 cents	-	5.7	45 cents	-	1.2
50 cents	1.5	3.3	50 cents3	.3
55 cents	3.1	-	55 cents7	-
60 cents9	.9	60 cents1	-
80 cents	1.5	-	80 cents4	-
Over 100 cents	1.4	4.5	Over 100 cents6	.7
Uniform percentage	19.0	15.6	Uniform percentage	6.8	1.1
5 percent	15.3	-	5 percent	6.0	-
8 percent6	-	8 percent1	-
10 percent	3.1	15.6	10 percent7	1.1
Other formal paid differential	1.5	4.5	Other formal paid differential8	.8
Full days pay or reduced hours plus cents per hour	-	2.4	Full days pay or reduced hours plus cents per hour	-	.6
Full days pay or reduced hours plus percent	-	.6	Full days pay or reduced hours plus percent	-	(²)
Other formal paid differential	1.5	1.5	Other formal paid differential8	.2
Average pay differential (in cents or percent):			Average pay differential (in cents or percent):		
Uniform cents-per-hour differential	30.6	42.0	Uniform cents-per-hour differential	31.6	44.9
Uniform percentage differential	5.9	10.0	Uniform percentage differential	5.6	10.0

¹ Includes all blue-collar workers in establishments currently operating late shifts, and in establishments with formal provisions covering late shifts, even though the establishments were

not currently operating late shifts.
² Less than 0.05 percent.

Table B-2. Scheduled weekly hours and days of full-time first-shift workers, St. Louis, MO-IL, March 1992

Item	White-collar workers					Blue-collar workers				
	All industries	Private industry			State and local government	All industries	Private industry			State and local government
		Total	Manufacturing	Service-producing industries			Total	Manufacturing	Service-producing industries	
All full-time day-shift workers (in percent)	100	100	100	100	100	100	100	100	100	100
Scheduled to work:										
Under 35 hours—5 days	-	-	-	-	-	3	3	-	7	-
35 hours—5 days	1	1	-	2	-	1	2	(¹)	3	-
37.5 hours—5 days	9	8	3	11	16	3	2	1	3	6
Over 37.5 and under 40 hours—5 days	6	6	2	9	-	1	1	2	(¹)	-
40 hours	83	83	95	76	83	90	90	95	84	90
4 days	(¹)	(¹)	(¹)	-	-	2	2	3	-	1
4.5 days	(¹)	(¹)	-	(¹)	-	-	-	-	-	-
5 days	82	82	94	74	83	88	88	92	83	89
6 days	1	1	-	2	-	(¹)	(¹)	-	1	-
Over 40 hours	2	2	-	2	1	2	2	-	3	1
4 days	-	-	-	-	-	(¹)	(¹)	-	(¹)	-
5 days	1	1	-	2	-	1	1	-	2	-
5.5 days	(¹)	(¹)	-	(¹)	-	(¹)	(¹)	-	1	-
6 days	-	-	-	-	-	(¹)	(¹)	-	(¹)	-
Average weekly schedule (in hours)	39.8	39.8	39.9	39.8	39.8	39.5	39.5	39.9	39.0	40.0

¹ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dashes indicate that no data were reported.

Table B-3. Annual paid holidays for full-time workers, St. Louis, MO-IL, March 1992

Item	White-collar workers					Blue-collar workers				
	All industries	Private industry			State and local government	All industries	Private industry			State and local government
		Total	Manufacturing	Service-producing industries			Total	Manufacturing	Service-producing industries	
All full-time workers (in percent)	100	100	100	100	100	100	100	100	100	100
In establishments not providing paid holidays	(¹)	(¹)	-	(¹)	(¹)	4	5	-	10	1
In establishments providing paid holidays	100	100	100	100	100	95	95	99	90	99
Number of holidays:										
Under 6 days	1	1	-	2	2	4	4	-	7	3
6 holidays	6	6	2	9	1	8	9	1	18	1
7 holidays	7	8	2	12	(¹)	9	10	7	13	1
Plus 1 half day	(¹)	(¹)	-	(¹)	-	(¹)	(¹)	-	1	-
Plus 2 half days	(¹)	(¹)	1	-	-	-	-	-	-	-
8 holidays	7	9	(¹)	13	-	5	6	(¹)	12	-
Plus 1 half day	(¹)	(¹)	-	(¹)	-	-	-	-	-	-
9 holidays	13	14	11	16	2	10	11	3	19	6
Plus 1 half day	(¹)	(¹)	1	-	-	-	-	-	-	-
Plus 2 half days	(¹)	(¹)	-	(¹)	-	(¹)	(¹)	-	(¹)	-
10 holidays	30	30	18	38	28	23	20	24	15	50
Plus 1 half day	-	-	-	-	-	(¹)	-	-	-	3
Plus 2 half days	1	1	-	2	-	1	1	-	1	-
Plus more than 9 half days	(¹)	-	-	-	1	-	-	-	-	-
11 holidays	10	10	18	6	7	12	13	22	3	10
12 holidays	8	4	10	1	37	7	6	11	(¹)	16
Plus 1 half day	(¹)	(¹)	(¹)	-	-	1	1	1	-	-
13 holidays	10	11	29	(¹)	4	6	7	13	-	1
14 holidays	3	3	8	1	-	(¹)	(¹)	1	(¹)	-
Plus 1 half day	(¹)	-	-	-	3	(¹)	-	-	-	4
15 holidays	1	(¹)	1	(¹)	4	6	7	12	(¹)	2
Over 15 days	1	(¹)	(¹)	-	8	1	1	2	-	(¹)
Total paid holiday time ²										
2 days or more	99	100	100	100	96	94	94	99	89	97
3 days or more	99	99	100	99	96	94	93	99	87	97
4 days or more	99	99	100	99	95	93	93	99	86	97
5 days or more	98	99	100	98	94	92	92	99	84	94
6 days or more	98	99	100	98	94	91	91	99	83	94
7 days or more	92	92	98	89	93	83	82	98	65	93
8 days or more	85	84	96	77	93	74	72	91	52	92
9 days or more	77	75	95	64	93	69	66	90	40	92
10 days or more	65	61	84	48	91	59	55	87	21	86
11 days or more	35	31	66	10	63	35	35	63	6	33
12 days or more	24	19	48	2	55	22	22	41	1	23
13 days or more	15	15	38	1	18	14	15	29	1	7
14 days or more	5	4	9	1	15	8	8	16	1	6
15 days or more	2	1	2	(¹)	12	7	8	15	(¹)	2
Average number of paid holidays where provided (in days)	10.1	9.8	11.4	8.9	12.1	9.8	9.7	11.4	7.8	10.4

¹ Less than 0.5 percent.

² Full and half days are combined. For example, the proportion of workers receiving 10 or more days includes those receiving at least 10 full days, or 9 full days plus 2 half days, or 8 full days and 4 half days, and so on.

NOTE: Because of rounding, sums of individual items may not equal totals. Dashes indicate that no data were reported.

Table B-4. Paid vacation provisions for full-time workers, St. Louis, MO-IL, March 1992

Item	White-collar workers					Blue-collar workers				
	All industries	Private industry			State and local government	All industries	Private industry			State and local government
		Total	Manufacturing	Service-producing industries			Total	Manufacturing	Service-producing industries	
All full-time workers (in percent)	100	100	100	100	100	100	100	100	100	100
In establishments not providing paid vacations	(1)	(1)	(1)	(1)	-	3	3	1	6	-
In establishments providing paid vacations	100	100	100	100	100	97	97	99	94	100
Length-of-time payment	100	100	100	100	99	93	92	94	90	99
Percentage payment	(1)	-	-	-	1	4	5	5	4	1
By vacation pay provisions for ² :										
6 months of service:										
Under 1 week	2	2	1	3	-	4	5	6	3	-
1 week	47	49	59	44	26	19	18	19	18	23
Over 1 and under 2 weeks	7	3	4	2	40	4	-	-	-	32
2 weeks	1	2	1	2	(1)	(1)	(1)	-	(1)	1
Over 2 and under 3 weeks	(1)	(1)	-	(1)	-	-	-	-	-	-
4 weeks	(1)	-	-	-	(1)	-	-	-	-	-
1 year of service:										
1 week	19	21	11	28	4	54	60	59	61	16
Over 1 and under 2 weeks	(1)	(1)	(1)	(1)	-	1	1	-	2	1
2 weeks	71	74	85	67	52	37	36	40	31	45
Over 2 and under 3 weeks	4	3	3	3	8	1	(1)	-	(1)	6
3 weeks	4	(1)	-	1	26	1	-	-	-	12
Over 3 and under 4 weeks	1	-	-	-	9	2	-	-	-	19
4 weeks	(1)	(1)	-	(1)	1	(1)	-	-	-	1
Over 4 and under 5 weeks	(1)	(1)	-	(1)	-	-	-	-	-	-
2 years of service:										
1 week	7	8	4	10	(1)	29	33	35	31	2
Over 1 and under 2 weeks	(1)	(1)	(1)	-	-	(1)	1	1	-	-
2 weeks	83	87	90	85	54	59	60	59	60	55
Over 2 and under 3 weeks	4	3	3	4	8	2	1	-	3	7
3 weeks	4	1	2	1	26	3	2	4	(1)	12
Over 3 and under 4 weeks	1	-	-	-	9	2	-	-	-	19
4 weeks	(1)	(1)	-	(1)	2	1	-	-	-	5
Over 4 and under 5 weeks	(1)	(1)	-	(1)	-	-	-	-	-	-
3 years of service:										
1 week	2	2	1	3	-	6	7	4	10	-
2 weeks	84	88	86	90	54	76	78	77	79	57
Over 2 and under 3 weeks	5	4	5	4	8	8	8	12	3	7
3 weeks	7	5	9	2	26	3	2	3	1	12
Over 3 and under 4 weeks	1	-	-	-	9	2	-	-	-	19
4 weeks	(1)	(1)	-	(1)	2	2	1	3	-	5
Over 4 and under 5 weeks	(1)	(1)	-	(1)	-	-	-	-	-	-

See footnotes at end of table.

Table B-4. Paid vacation provisions for full-time workers, St. Louis, MO-IL, March 1992—Continued

Item	White-collar workers					Blue-collar workers				
	All industries	Private industry			State and local government	All industries	Private industry			State and local government
		Total	Manufacturing	Service-producing industries			Total	Manufacturing	Service-producing industries	
By vacation pay provisions for ² :—Continued										
4 years of service:										
1 week	1	1	1	2	-	5	5	3	7	-
2 weeks	84	88	84	91	52	75	78	75	80	54
Over 2 and under 3 weeks	4	4	5	4	5	8	8	12	3	7
3 weeks	9	5	10	3	31	6	4	6	3	15
Over 3 and under 4 weeks	1	-	-	-	9	2	-	-	-	19
4 weeks	(¹)	(¹)	-	(¹)	2	2	1	3	-	5
Over 4 and under 5 weeks	(¹)	(¹)	-	(¹)	-	-	-	-	-	-
5 years of service:										
1 week	(¹)	(¹)	-	(¹)	-	1	1	-	3	-
Over 1 and under 2 weeks	(¹)	(¹)	-	(¹)	-	(¹)	(¹)	-	(¹)	-
2 weeks	48	52	53	52	22	60	65	62	68	25
Over 2 and under 3 weeks	3	3	(¹)	5	3	2	2	2	3	4
3 weeks	43	40	39	41	63	28	26	31	20	47
Over 3 and under 4 weeks	1	1	-	1	1	-	-	-	-	-
4 weeks	4	3	8	-	10	3	1	1	-	19
Over 4 and under 5 weeks	(¹)	(¹)	-	(¹)	(¹)	(¹)	-	-	-	1
5 weeks	(¹)	(¹)	-	(¹)	2	2	1	3	-	4
8 years of service:										
1 week	(¹)	(¹)	-	(¹)	-	1	1	-	3	-
Over 1 and under 2 weeks	(¹)	(¹)	-	(¹)	-	(¹)	(¹)	-	(¹)	-
2 weeks	19	20	36	12	7	34	37	44	30	12
Over 2 and under 3 weeks	2	3	-	4	(¹)	2	2	4	4	1
3 weeks	71	71	55	80	74	52	51	48	55	59
Over 3 and under 4 weeks	2	1	-	1	7	1	1	-	2	3
4 weeks	3	2	4	1	10	5	2	4	1	19
Over 4 and under 5 weeks	(¹)	(¹)	-	(¹)	(¹)	(¹)	-	-	-	1
5 weeks	2	2	6	(¹)	2	(¹)	-	-	-	4
6 weeks	-	-	-	-	-	1	1	3	-	-
10 years of service:										
1 week	(¹)	(¹)	-	(¹)	-	1	1	-	3	-
2 weeks	3	2	1	3	4	6	6	(¹)	13	3
Over 2 and under 3 weeks	(¹)	-	-	-	(¹)	(¹)	-	-	-	(¹)
3 weeks	76	82	80	84	27	67	72	74	69	32
Over 3 and under 4 weeks	6	1	1	1	40	9	8	12	4	18
4 weeks	13	11	13	10	25	12	8	10	5	42
Over 4 and under 5 weeks	(¹)	(¹)	-	(¹)	2	(¹)	-	-	-	1
5 weeks	(¹)	(¹)	-	(¹)	-	-	-	-	-	-
6 weeks	2	2	6	-	2	(¹)	-	-	-	4
7 weeks	-	-	-	-	-	1	1	3	-	-
12 years of service:										
1 week	(¹)	(¹)	-	(¹)	-	1	1	-	3	-
2 weeks	2	2	1	3	-	3	4	(¹)	8	-
3 weeks	71	78	74	80	22	65	70	69	71	24
Over 3 and under 4 weeks	6	1	1	1	37	9	8	12	4	18
4 weeks	17	15	18	13	32	16	11	14	9	48
Over 4 and under 5 weeks	1	(¹)	-	(¹)	7	1	-	-	-	6
5 weeks	1	1	1	1	-	1	1	1	-	-
Over 5 and under 6 weeks	(¹)	-	-	-	(¹)	-	-	-	-	-
6 weeks	2	2	6	-	2	(¹)	-	-	-	4
7 weeks	-	-	-	-	-	1	1	3	-	-

See footnotes at end of table.

Table B-4. Paid vacation provisions for full-time workers, St. Louis, MO-IL, March 1992—Continued

Item	White-collar workers					Blue-collar workers				
	All industries	Private industry			State and local government	All industries	Private industry			State and local government
		Total	Manufacturing	Service-producing industries			Total	Manufacturing	Service-producing industries	
By vacation pay provisions for ² :—Continued										
15 years of service:										
1 week	(¹)	(¹)	-	(¹)	-	1	1	-	3	-
2 weeks	2	2	1	3	-	3	3	(¹)	7	-
3 weeks	31	34	44	28	14	37	41	43	39	10
Over 3 and under 4 weeks	(¹)	(¹)	-	1	-	(¹)	1	-	1	-
4 weeks	57	59	49	65	40	47	47	51	42	47
Over 4 and under 5 weeks	5	1	-	1	33	3	1	-	2	18
5 weeks	1	1	1	1	-	1	1	1	-	1
Over 5 and under 6 weeks	1	-	-	-	11	2	-	-	-	20
6 weeks	(¹)	(¹)	-	(¹)	2	(¹)	-	-	-	4
7 weeks	2	2	6	-	-	-	-	-	-	-
Over 7 weeks	-	-	-	-	-	1	1	3	-	-
20 years of service:										
1 week	(¹)	(¹)	-	(¹)	-	1	1	-	3	-
2 weeks	2	2	1	3	-	3	3	(¹)	7	-
3 weeks	10	11	4	15	3	16	17	7	28	8
Over 3 and under 4 weeks	(¹)	(¹)	-	(¹)	-	(¹)	(¹)	-	1	-
4 weeks	64	69	73	66	36	47	49	60	37	31
Over 4 and under 5 weeks	7	2	-	4	41	3	2	-	3	17
5 weeks	12	13	16	11	7	21	21	29	12	19
Over 5 and under 6 weeks	2	(¹)	-	(¹)	11	3	1	-	2	20
6 weeks	1	(¹)	(¹)	(¹)	2	(¹)	-	-	-	4
Over 6 and under 7 weeks	-	-	-	-	-	(¹)	-	-	-	1
Over 7 weeks	2	2	6	-	-	1	1	3	-	-
25 years of service:										
1 week	(¹)	(¹)	-	(¹)	-	1	1	-	3	-
2 weeks	2	2	1	3	-	3	3	(¹)	7	-
3 weeks	8	9	4	12	3	16	17	7	27	8
Over 3 and under 4 weeks	(¹)	(¹)	-	(¹)	-	(¹)	(¹)	-	1	-
4 weeks	40	41	41	42	26	27	28	31	24	22
Over 4 and under 5 weeks	5	1	-	2	30	2	-	-	-	13
5 weeks	40	42	47	39	28	39	41	58	23	27
Over 5 and under 6 weeks	1	(¹)	-	(¹)	11	3	1	-	1	20
6 weeks	2	2	1	2	2	4	3	(¹)	6	10
Over 6 and under 7 weeks	(¹)	(¹)	-	(¹)	-	1	1	-	1	1
Over 7 weeks	2	2	6	-	-	1	1	3	-	-

See footnotes at end of table.

Table B-4. Paid vacation provisions for full-time workers, St. Louis, MO-IL, March 1992—Continued

Item	White-collar workers					Blue-collar workers				
	All industries	Private industry			State and local government	All industries	Private industry			State and local government
		Total	Manufacturing	Service-producing industries			Total	Manufacturing	Service-producing industries	
By vacation pay provisions for ² :—Continued										
30 years of service:										
1 week	(¹)	(¹)	-	(¹)	-	1	1	-	3	-
2 weeks	2	2	1	3	-	3	3	(¹)	7	-
3 weeks	8	9	4	12	3	16	17	7	27	8
Over 3 and under 4 weeks	(¹)	(¹)	-	(¹)	-	(¹)	(¹)	-	1	-
4 weeks	39	41	39	42	26	27	28	31	24	22
Over 4 and under 5 weeks	5	1	-	2	30	2	-	-	-	13
5 weeks	35	36	40	34	28	34	35	50	19	27
Over 5 and under 6 weeks	1	(¹)	-	(¹)	10	3	1	-	1	20
6 weeks	8	8	11	7	3	9	9	9	9	10
Over 6 and under 7 weeks	(¹)	(¹)	-	(¹)	-	1	1	-	1	1
7 weeks	-	-	-	-	-	1	1	-	2	-
Over 7 weeks	2	2	6	-	-	1	1	3	-	-
Maximum vacation available:										
1 week	(¹)	(¹)	-	(¹)	-	1	1	-	3	-
2 weeks	2	2	1	3	-	3	3	(¹)	7	-
3 weeks	8	9	4	12	3	16	17	7	27	8
Over 3 and under 4 weeks	(¹)	(¹)	-	(¹)	-	(¹)	(¹)	-	1	-
4 weeks	39	41	39	42	26	27	28	31	24	22
Over 4 and under 5 weeks	5	1	-	2	30	2	-	-	-	13
5 weeks	34	36	39	34	20	32	34	48	19	21
Over 5 and under 6 weeks	1	(¹)	-	(¹)	10	3	1	-	1	20
6 weeks	8	8	11	6	11	10	9	10	7	16
Over 6 and under 7 weeks	(¹)	(¹)	-	(¹)	-	1	1	-	1	1
7 weeks	(¹)	(¹)	-	1	(¹)	2	2	-	4	-
Over 7 weeks	2	2	6	-	-	1	1	3	-	-

¹ Less than 0.5 percent.

² Payments other than "length of time" are 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 20 years include changes between 15 and 20 years. Estimates are cumulative. Thus,

the proportion eligible for at least 3 weeks' pay for 20 years include those eligible for at least 3 weeks' pay after fewer years of service.

NOTE: Because of rounding, sums of individual items may not equal totals. Dashes indicate that no data were reported.

Table B-5. Insurance, health, and retirement plans offered to full-time workers, St. Louis, MO-IL, March 1992

Type of plan	White-collar workers					Blue-collar workers				
	All industries	Private industry			State and local government	All industries	Private industry			State and local government
		Total	Manufacturing	Service-producing industries			Total	Manufacturing	Service-producing industries	
All full-time workers (in percent)	100	100	100	100	100	100	100	100	100	100
In establishments offering at least one of the benefits shown below ¹	100	100	100	100	100	96	96	100	92	100
Life insurance	99	98	100	98	100	93	92	99	86	99
Entirely employer financed	86	85	87	83	96	85	83	92	74	96
Accidental death and dismemberment insurance	79	84	92	80	41	74	78	91	64	47
Entirely employer financed	68	72	79	68	38	67	70	85	54	45
Sickness and accident insurance or sick leave or both	93	92	88	95	100	83	81	90	71	100
Sickness and accident insurance	33	37	29	41	9	55	61	80	42	11
Entirely employer financed	30	33	28	36	7	50	56	74	36	9
Sick leave (full pay, no waiting period)	82	80	76	82	100	43	36	34	37	96
Sick leave (partial pay or waiting period)	5	6	3	7	-	6	7	3	11	-
Long-term disability insurance	64	65	59	68	57	31	30	33	26	38
Entirely employer financed	46	45	34	52	54	26	25	28	21	36
Hospitalization, surgical, and medical insurance	98	98	98	98	97	88	88	92	83	90
Entirely employer financed	40	34	36	34	77	55	52	56	47	76
Health maintenance organizations	70	66	75	62	95	53	48	57	39	87
Entirely employer financed	23	15	25	9	81	30	22	29	15	83
Dental care	79	81	92	74	69	70	69	78	60	78
Entirely employer financed	36	34	35	33	54	48	45	48	42	70
Vision care	32	30	24	34	49	41	37	39	35	66
Entirely employer financed	22	20	19	21	35	33	30	31	28	60
Hearing care	12	9	7	10	38	19	17	22	12	37
Entirely employer financed	7	4	4	4	27	16	14	19	8	33
Alcohol and drug abuse treatment	95	94	97	93	97	86	84	90	78	99
Entirely employer financed	41	35	37	34	80	56	52	57	46	89
Retirement plans ²	93	92	97	89	100	85	83	93	72	98
Entirely employer financed	83	85	91	81	69	72	73	83	62	65
Pensions	82	79	90	73	100	74	71	83	58	98
Entirely employer financed	77	78	89	72	69	68	69	79	58	65
Lump sum	62	70	86	61	3	36	40	46	35	(³)
Entirely employer financed	8	9	5	12	1	5	6	6	6	(³)

¹ Estimates listed after type of benefit are for all plans for which the employer pays at least part of the cost. Excluded are plans required by the Federal Government such as Social Security and Railroad Retirement.

² Establishments providing more than one type of retirement plan (e.g., an annuity and a lump-sum payment) may cause the sum of the separate plans to be greater than the total for all retirement

plans.

³ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dashes indicate that no data were reported.

Table B-6. Health plan participation by full-time workers, St. Louis, MO-IL, March 1992

Item	White-collar workers					Blue-collar workers				
	All industries	Private industry			State and local government	All industries	Private industry			State and local government
		Total	Manufacturing	Service-producing industries			Total	Manufacturing	Service-producing industries	
All full-time workers (in percent)	100	100	100	100	100	100	100	100	100	100
Participating in:										
Hospitalization, surgical, and medical insurance	60	62	-	68	45	62	62	66	58	58
Entirely employer financed	28	26	-	26	42	44	43	48	39	53
Health maintenance organizations	19	17	-	19	35	20	17	17	17	41
Entirely employer financed	9	5	-	4	34	15	11	13	9	41
Dental care	61	63	-	66	43	59	58	63	51	70
Entirely employer financed	33	32	-	32	40	45	43	46	39	66
Vision care	27	27	18	32	28	35	33	35	30	55
Entirely employer financed	20	19	15	21	26	30	27	30	25	54
Hearing care	9	8	5	9	14	16	16	20	12	16
Entirely employer financed	5	4	4	4	14	14	13	18	8	16
Alcohol and drug abuse treatment plans	76	75	-	83	79	76	72	77	67	99
Entirely employer financed	39	33	-	33	75	56	51	57	45	94
Participation data not available:										
Hospitalization, surgical, and medical insurance	13	13	31	2	11	6	7	12	1	4
Entirely employer financed	2	3	3	2	-	(¹)	(¹)	(¹)	1	-
Health maintenance organizations	13	13	31	2	11	6	7	12	1	4
Entirely employer financed	1	1	3	-	-	(¹)	(¹)	(¹)	-	-
Dental care	11	11	31	-	11	6	6	12	-	4
Entirely employer financed	1	1	3	-	-	(¹)	(¹)	(¹)	-	-
Vision care	2	1	3	-	11	1	(¹)	(¹)	-	4
Entirely employer financed	1	1	3	-	-	(¹)	(¹)	(¹)	-	-
Hearing care	1	-	-	-	11	(¹)	-	-	-	4
Entirely employer financed	-	-	-	-	-	-	-	-	-	-
Alcohol and drug abuse treatment plans	11	11	31	-	11	6	6	12	-	4
Entirely employer financed	1	1	3	-	-	(¹)	(¹)	(¹)	-	-

¹ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dashes indicate that no data were reported or that data did not meet publication criteria.

Table B-7. Other selected benefits for full-time workers, St. Louis, MO-IL, March 1992

Item	White-collar workers					Blue-collar workers				
	All industries	Private industry			State and local government	All industries	Private industry			State and local government
		Total	Manufacturing	Service-producing industries			Total	Manufacturing	Service-producing industries	
All full-time workers (in percent)	100	100	100	100	100	100	100	100	100	100
In establishments providing:										
Severance pay	43	49	39	54	2	24	26	20	34	3
Supplemental unemployment benefits	1	1	2	(¹)	-	10	11	18	3	-
Cost-of-living adjustments	2	2	1	3	-	15	17	28	5	-
Paid leave:										
Jury-duty leave	98	97	98	97	100	88	86	93	79	100
Funeral leave	95	97	98	97	82	85	86	93	79	79
Military leave	70	68	79	62	85	52	48	59	37	77
Personal leave ²	25	24	17	28	32	12	10	5	15	29
1 day	3	2	-	3	10	2	1	(¹)	2	10
2 days	9	9	8	9	9	4	3	1	5	8
3 days	3	2	1	3	14	2	1	1	(¹)	11
3.5 days	(¹)	(¹)	-	(¹)	-	-	-	-	-	-
4 days	6	7	5	9	-	3	3	-	6	-
5 days	2	2	1	3	-	1	1	(¹)	1	-
6 days	(¹)	(¹)	1	-	-	-	-	-	-	-
Variable or unspecified ³	1	1	1	1	-	1	1	2	(¹)	-
Average amount of paid personal leave in establishments providing uniform and specified benefits (in days)	2.9	3.0	3.1	3.0	2.1	2.6	2.8	2.5	2.9	2.1

¹ Less than 0.5 percent.

² Plans intended for use as paid holidays, vacations, or sick leave are not reported as paid personal leave, but are reported as holidays, vacations, or sick leave in accordance with the intent of the plan.

³ Variable plans include those that provide differing amounts of leave based on length of service;

unspecified plans are formal plans with no specified limit.

NOTE: Because of rounding, sums of individual items may not equal totals. Dashes indicate that no data were reported.

Appendix A. Scope and Method of Survey

Scope

This survey of the St. Louis, MO-IL Metropolitan Statistical Area covered establishments employing 50 workers or more in manufacturing; service producing industries (transportation, communications, electric, gas, and sanitary services; wholesale trade; retail trade; finance, insurance, and real estate; and services industries); and State and local governments.¹ Private households, agriculture, the Federal government, and the self-employed were excluded from the survey. Table 1 in this appendix shows the estimated number of establishments and workers within scope of the survey and the number actually included in the survey sample.

Sampling frame

The list of establishments from which the survey sample was selected (the sampling frame) was developed from the State unemployment insurance reports for the St. Louis, MO-IL Metropolitan Statistical Area (March 1990). Establishments with 50 workers or more during the sampling frame's reference period were included in the survey sample even if they employed fewer than 50 workers at the time of the survey.

The sampling frame was reviewed for completeness and accuracy prior to the survey and, when necessary, corrections were made: Missing establishments were added; out-of-business and out-of-scope establishments were removed; and addresses, employment levels, industry classification, and other information were updated.

Survey design

The survey design includes classifying individual establishments into groups (strata) based on industry and employment size, determining the size of the sample for each group (stratum), and selecting an establishment sample from each stratum. The establishment sample size in a stratum was determined by expected number of employees to be found (based on previous occupational pay surveys) in professional, administrative, technical, protective service, and clerical occupations. In other words, the larger the number of employees expected to be found in designated

occupations, the larger the establishment sample in that stratum. An upward adjustment to the establishment sample size also was made in strata expected to have relatively high sampling error for certain occupations, based on previous survey experiences. (See section on "Reliability of estimates" below for discussion of sampling error.)

Data collection and payroll reference

Data for the survey were obtained primarily by personal visits of the Bureau's field economists to a sample of establishments within the St. Louis, MO-IL Metropolitan Statistical Area. Collection for the survey was from January 1992 through May 1992 and reflects an average payroll reference month of March 1992. Data obtained for a payroll period prior to the end of March 1992 were updated to include general wage changes, if granted, scheduled to be effective through that date.

Occupational earnings

Occupations surveyed are common to a variety of public and private industries, and were selected from the following employment groups: (1) Professional and administrative; (2) technical and protective service; (3) clerical; (4) maintenance and toolroom; and (5) material movement and custodial. Occupational classification was 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, along with corresponding occupational codes and titles from the 1980 edition of the *Standard Occupational Classification Manual*.

Unless otherwise indicated, the earnings data following the job titles are for all industries combined. Earnings data for some of the occupations for all industries combined (or for some industry divisions within the scope of the survey) are not presented in the A-series tables because either (1) data did not provide statistically reliable results, or (2) there was the possibility of disclosure of individual establishment data. Earnings data not shown separately for industry divisions are included in data for all industries combined.

Occupational 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. Also excluded are bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases--but not bonuses--under cost-of-living allowance clauses and incentive payments, however, are included in the earnings data. Weekly hours for professional, administrative, technical, protective service, and clerical occupations refer to the standard workweek (rounded to the nearest tenth of an 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 dollar. A-series tables provide distributions of workers by earnings intervals; changes in the size of earnings intervals are indicated by heavy vertical lines.

Average earnings reflect areawide estimates. Industries and establishments differ in pay levels and job staffing, and thus contribute differently to the estimates for each job. Therefore, average earnings may not reflect the earnings differential among jobs within individual establishments. Job descriptions used to classify employees in this survey usually are more generalized than those used in individual establishments to allow for minor differences among establishments in specific duties performed.

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--one-half of the workers receive the same as or more and one-half receive the same as or less than the rate shown. The *middle range* is defined by two rates of pay; one-fourth of the workers earn the same as or less than the lower of these rates and one-fourth earn the same as or more than the higher rate. Medians and middle ranges are not provided when they do not meet reliability criteria.

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.

Survey nonresponse

Data were not available from 8.9 percent of the sample establishments (representing 30,031 employees covered by the survey). An additional 5.1 percent of the sample establishments (representing 22,593 employees) were either out of business or outside the scope of the survey.

If data were not provided by a sample member, the weights (based on the probability of selection in the sample) of responding sample establishments were adjusted to account for the missing data. The weights for establishments which were

out of business or outside the scope of the survey were changed to zero.

Some sampled establishments had a policy of not disclosing salary data for certain employees. No adjustments were made to salary estimates for the survey as a result of these missing data. The proportion of employees for whom salary data were not available was less than 5 percent.

Reliability of estimates

The data in this bulletin are estimates from a scientifically selected probability sample. There are two types of errors possible in an estimate based on a sample survey--sampling and nonsampling.

Sampling errors occur because observations come only from a sample, not the entire population. The particular sample used in this survey is one of a number of all possible samples of the same size that could have been selected using the sample design. Estimates derived from the different samples would differ from each other.

Nonsampling errors can stem from many sources, such as inability to obtain information from some establishments; difficulties with survey definitions; inability of respondents to provide correct information; mistakes in recording or coding the data obtained; and other errors of collection, response, coverage, and estimation of missing data. Although not specifically measured, the survey's nonsampling errors are expected to be minimal due to the high response rate, the extensive and continuous training of field economists who gather survey data by personal visit, careful screening of data at several levels of review, annual evaluation of the suitability of job definitions, and thorough field testing of new or revised job definitions.

Establishment practices and employee benefits

The incidence of selected establishment practices and employee benefits was studied for full-time white-collar and blue-collar workers. White-collar workers include professional, technical, and related occupations; executive, administrative, and managerial occupations; sales occupations; and administrative support jobs, including clerical. Blue-collar workers include precision production, craft, and repair occupations; machine operators, assemblers, and inspectors; transportation and material moving occupations; handlers, equipment cleaners, helpers, and laborers; and service jobs, except private households. Part-time, seasonal, and temporary employees are excluded from both the white-collar and blue-collar categories.

Employee benefit provisions which apply to a majority of the white-collar or blue-collar workers in an establishment are considered to apply to all white- or blue-collar workers in the establishment; a practice or provision is considered nonexistent when it applies to less than a majority. Benefits are considered applicable to employees currently eligible for the benefits. Retirement plans apply to employees currently eligible for participation and also to those who will eventually become eligible.

Shift differentials-manufacturing (table B-1). Data were collected on pay differential policies for blue-collar manufacturing workers on late shifts. Establishments considered as having policies are those which (1) have provisions in writing covering the operations of late shifts, or (2) have operated late shifts at any time during the 12 months preceding a survey. When establishments have several differentials which vary by job, the differential applying to the majority of the workers was recorded. When establishments had differentials which apply only to certain hours of work, the differential applying to the most common schedule was recorded.

For purposes of this study, a late shift is either a second (evening) shift which ends at or near midnight or a third (night) shift which starts at or near midnight.

Differentials for second and third shifts are summarized separately for (1) establishment policies (representing all blue-collar workers in the establishment at the time of the survey) and (2) effective practices (relating to workers employed on the specified shift at the time of the survey).

Scheduled weekly hours and days (table B-2). Scheduled weekly hours and days refer to the number of hours and days per week which full-time first (day) shift workers are expected to work, whether paid for at straight-time or overtime rates.

Paid holidays (table B-3). Holidays are included if workers who are not required to work are paid for the time off and those required to work receive premium pay or compensatory time off. They are included only if they are granted annually on a formal basis (provided for in written form or established by custom). Holidays are included even though in a particular year they fall on a nonworkday and employees are not granted another day off.

Data are tabulated to show the percent of workers who (1) are granted specific numbers of whole and half holidays and (2) are granted specified amounts of total holiday time (whole and half holidays are aggregated) during the year.

Paid vacations (table B-4). Establishments reported their method of calculating vacation pay (time basis, percent of annual earnings, flat-sum payment, etc.) and the amount of vacation pay provided. Vacation bonuses, vacation-savings plans, and "extended" or "sabbatical" benefits beyond basic vacation plans were excluded.

Paid vacation provisions are expressed on a time basis. Vacation pay calculated on other than a time basis is converted to its equivalent time period. Two percent of annual earnings, for example, is tabulated as 1 week's vacation pay. Paid vacation provisions by length-of-service relate to all white-collar or blue-collar workers in the establishment. Counts of these workers by actual length-of-service were not obtained in the survey.

Insurance, health, and retirement plans (table B-5). Insurance, health, and retirement plans include plans for which the employer pays either all or part of the

cost. The benefits may be underwritten by an insurance company, paid directly by an employer or union, or provided by a health maintenance organization (HMO). Workers provided the option of an insurance plan or an HMO are reported under both types of plans. Federally required plans such as Social Security and Railroad Retirement are excluded. Benefit plans legally required by State governments, however, are included.

Life insurance includes formal plans providing indemnity (usually through an insurance policy) in case of death of the covered worker.

Accidental death and dismemberment insurance is limited to plans which provide benefit payments in case of death or loss of limb or sight as a direct result of an accident.

Sickness and accident insurance includes only those plans which provide that predetermined cash payments be made directly to employees who lose time from work because of illness or injury, e.g., \$200 week for up to 26 weeks of disability.

Sick leave plans are limited to formal plans² which provide for continuing an employee's pay during absence from work because of illness. Data collected distinguish between (1) plans which provide full pay with no waiting period, and (2) plans which either provide partial pay or require a waiting period.

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, workers' disability compensation, and private pension benefits payable to the disabled employee.

Hospitalization, surgical, and medical insurance provide at least partial payment for: (1) Hospital room charges; (2) inpatient surgery; and (3) doctors' fees for hospital, office, or home visits. Such benefits may be provided through either independent health care providers or Preferred Provider Organizations (PPOs). Under PPOs, participants are free to choose any provider, but receive care at lower costs if treatment is provided by designated hospitals, physicians, or dentists. These plans typically cover other expenses such as outpatient surgery and prescription drugs.

An HMO provides comprehensive medical care in return for pre-established fees. Unlike insurance, HMOs cover routine preventive care as well as care required because of an illness and do not have deductibles or coinsurance (although there may be fixed copayments for selected services). HMOs may provide services through their own facilities; through contracts with hospitals, physicians, and other providers, such as individual practice associations (IPAs); or through a combination of methods.

Dental care plans provide at least partial payment for routine dental care, such as checkups and cleanings, fillings, and X-rays. Plans which provide benefits only for oral surgery or other dental care required as the result of an accident are not reported.

Vision care plans provide at least partial payment for routine eye examinations, eyeglasses, or both.

Hearing care plans provide at least partial payment for hearing examinations, hearing aids, or both.

Alcohol and drug abuse treatment plans provide at least partial payment for institutional treatment (in a hospital or specialized facility) for addiction to alcohol or drugs.

Retirement pension plans provide for regular payments to the retiree for life. Included are deferred profit-sharing plans which provide the option of purchasing a lifetime annuity. Lump-sum plans are defined as those providing for a single payment at retirement; "other" plans include those providing for a fixed number of payments (more than one) after which payments are discontinued.

Health plan participation (table B-6). Participation estimates are presented on the percent of white- and blue-collar workers participating in hospitalization, surgical, and medical insurance, HMOs, dental, vision, hearing, and alcohol and drug abuse treatment plans, with the percent based on the number of workers participating divided by the total number of workers for whom data are available.

Other selected benefits (table B-7). Information on the incidence of severance pay, supplemental unemployment benefits, cost-of-living adjustments, jury-duty leave, funeral leave, military leave, and personal leave is presented in table B-7. These include plans for which the employer pays either all or part of the cost. Federally required plans such as Social Security and Railroad Retirement are excluded. Benefit plans legally required by State governments, however, are included.

Severance pay plans provide one or a limited number of payments to employees permanently separated through no fault of their own for such reasons as

technological change or closing or scaling down of a plant or department. Excluded are retirement, profit-sharing, or savings plans, or plans limited to workers separated without prior notice.

Supplemental unemployment benefits (SUB) relate to formal plans designed to supplement benefits paid under State unemployment insurance systems.

Cost-of-living adjustments relate to formal plans by which wage rates are adjusted periodically in keeping with changes in the BLS Consumer Price Index or some other measure.

Paid funeral and jury-duty leave data relate to formal plans that provide at least partial payment for time lost as a result of attending funerals of specified family members, or serving as a juror.

Military leave relates to formal plans providing excused absence from work with full or partial pay while on annual training duty. Plans that provide paid leave only for *temporary emergency* duty are excluded.

Paid personal leave plans are designed to allow workers to be absent from work for a variety of personal reasons. Provisions intended for use as (or extension of) paid holidays, vacations, or sick leave are not reported as paid personal leave, but are reported as holidays, vacations, or sick leave in accordance with the intent of the provisions.

¹ For this survey, an establishment is an economic unit which produces goods or services, a central administrative office, or an auxiliary unit providing support services to a company. In manufacturing industries, the establishment is usually at a single physical location. In nonmanufacturing industries, all locations of an individual company in a Metropolitan Statistical Area are usually considered an establishment. In government, an establishment is defined as all locations of a government entity.

² An establishment is considered as having a formal plan if it specifies at least the minimum number of days of sick leave available to each employee. Such a plan need not be written, but informal sick leave allowances determined on an individual basis are excluded.

Appendix table 1. Establishments and workers within scope of survey and number studied, St. Louis, MO-IL, March 1992¹

Industry division ²	Number of establishments		Workers in establishments				Studied ⁴
	Within scope of survey ³	Studied	Within scope of survey				
			Total ⁴		Full-time white-collar workers	Full-time blue-collar workers	
			Number	Percent			
All establishments							
All establishments	2,108	293	556,263	100	219,272	191,463	285,861
Private industry	1,929	259	461,679	83	192,043	168,436	232,370
Manufacturing	526	73	159,369	29	70,513	86,219	86,683
Service-producing industries	1,403	186	302,310	54	121,530	82,217	145,687
Transportation, communication, electric, gas, and sanitary services ⁵	146	36	54,166	10	22,022	22,327	42,195
Wholesale trade ⁶	252	18	23,113	4	11,014	10,007	3,828
Retail trade ⁶	437	37	117,619	21	27,488	28,515	57,244
Finance, insurance, and real estate ⁶	192	28	42,724	8	37,563	710	19,671
Services ⁹	376	67	64,688	12	23,443	20,658	22,749
State and local government	179	35	94,584	17	27,229	23,027	53,491
Large establishments							
All establishments	184	99	331,266	100	141,032	100,716	254,158
Private industry	144	84	260,277	79	118,273	84,993	204,198
Manufacturing	45	26	93,934	28	47,613	45,321	76,975
Service-producing industries	99	58	166,343	50	70,660	39,672	127,223
Transportation, communication, electric, gas, and sanitary services ⁵	17	14	39,789	12	17,962	13,661	38,579
Wholesale trade ⁶	6	3	6,147	2	2,920	2,747	2,633
Retail trade ⁶	36	20	74,834	23	17,510	15,729	54,428
Finance, insurance, and real estate ⁶	15	8	22,990	7	20,935	207	17,051
Services ⁹	24	13	22,583	7	11,333	7,328	14,532
State and local government	40	15	70,989	21	22,759	15,723	49,960

¹ The St. Louis Metropolitan Statistical Area, as defined by the Office of Management and Budget through October 1988, consists of St. Louis City; Franklin, Jefferson, St. Charles, and St. Louis Counties, MO; and Clinton, Jersey, Madison, Monroe, and St. Clair Counties, IL. The "workers within scope of survey" estimates 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 statistical series 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) establishments employing fewer than 50 workers are excluded from the scope of the survey.

² The *Standard Industrial Classification Manual* was used in classifying establishments by industry.

³ Includes all establishments with at least 50 total employees. In manufacturing, an establishment is defined as a single physical location where industrial operations are performed. In service-producing industries, an establishment is defined as all locations of a company in the area within the same industry division. In government, an establishment is defined as all locations of a government entity.

⁴ Includes part-time, seasonal, temporary, and other workers excluded from separate white- and blue-collar categories.

⁵ Abbreviated to "Transportation and utilities" in the A-series tables. Separate data for this division are not presented in the B-series tables, but the division is represented in the "all industries" and "service-producing" estimates.

⁶ Separate data for this division are not shown in the A- and B-series tables, but the division is represented in the "all industries" and "service-producing" estimates.

Appendix table 2. Percent of workers covered by labor-management agreements, St. Louis, MO-IL, March 1992

<i>Industry division</i>	<i>White-collar workers</i>	<i>Blue-collar workers</i>
All industries	7	58
Private industry	8	60
Manufacturing	7	71
Service producing	9	48
Transportation and utilities	26	77
State and local government	1	41

NOTE: An establishment is considered to have an agreement covering all white-collar or blue-collar workers if a majority of such workers is covered by a labor-management agreement determining wages and salaries. Therefore, all other white- or blue-collar workers are employed in establishments that either do not have labor-management agreements in effect, or have agreements that apply to fewer than half of their white- or blue-collar workers. Because establishments with fewer than 50 workers are excluded from the survey, 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.

Appendix table 3. Percent of total workers in specified manufacturing industries, St. Louis, MO-IL, March 1992

(All manufacturing workers equal 100)

Transportation equipment	30
Aircraft and parts	20
Motor vehicles and equipment	6
Food and kindred products	10
Chemicals and allied products	9
Primary metal industries	8
Industrial machinery and equipment	8
Printing and publishing	6
Fabricated metal products	6
Instruments and related products	5

Appendix B.

Occupational Descriptions

The primary purpose of preparing job descriptions for the Bureau's occupational pay surveys is to assist its field economists 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 grouping of occupational wage rates representing comparable job content. Because of this emphasis on 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, and trainees; and part-time, temporary, and probationary workers, unless specifically included in the job description. Handicapped workers whose earnings are reduced because of their handicap are also excluded.

The titles and numeric codes below the job titles in this appendix are taken from the 1980 edition of the *Standard Occupational Classification Manual (SOC)*, issued by the U.S. Department of Commerce, Office of Federal Statistical Policy and Standards.

In general, the occupational descriptions of the Bureau of Labor Statistics are much more specific than those found in the SOC manual. The BLS occupation, "Attorney," for example, excludes workers engaged in patent work; the SOC occupation (code 211) includes patent lawyers.

Thus, in comparing the results of this survey with other sources, factors such as differences in occupational definitions and survey scope should be taken into consideration.

Professional

ACCOUNTANT

(1412: Accountant and auditor)

Performs professional operating or cost accounting work requiring knowledge of the theory and practice of recording, classifying, examining, and analyzing the data and records of financial transactions. The work generally requires a bachelor's degree in accounting or, in rare instances, equivalent experience and education combined. Positions

covered by this definition are characterized by the inclusion of work that is analytical, creative, evaluative, and advisory in nature. The work *draws* upon and *requires* a thorough knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy, and often entails some understanding of such related fields as business law, statistics, and general management. (See also chief accountant.)

Professional responsibilities in accountant positions above levels I and II include several such duties as:

Analyzing the effects of transactions upon account relationships;

Evaluating alternative means of treating transactions;

Planning the manner in which account structures should be developed or modified;

Assuring the adequacy of the accounting system as the basis for reporting to management;

Considering the need for new or changed controls;

Projecting accounting data to show the effects of proposed plans on capital investments, income, cash position, and overall financial condition;

Interpreting the meaning of accounting records, reports, and statements;

Advising operating officials on accounting matters; and

Recommending improvements, adaptations, or revisions in the accounting system and procedures.

Accountant I and II positions provide opportunity to develop ability to perform professional duties such as those enumerated above.

In addition to such professional work, most accountants are also responsible for assuring the proper recording and documentation of transactions in the accounts. They, therefore, frequently direct nonprofessional personnel in the actual day-to-day maintenance of books of accounts, the accumulation of cost or other comparable data, the preparation of standard reports and statements, and similar work. (Positions involving such supervisory work but not including professional duties as described above are not included in this description.)

Some accountants use electronic data processing equipment to process, record, and report accounting data. In some such cases the machine unit is a subordinate segment of the accounting system; in others it is a separate entity or is attached to some other organization. In either instance, provided that the primary responsibility of the position is professional accounting work of the type otherwise included, the use of data processing equipment of any type does not of itself exclude a position from the accountant description nor does it change its level.

Excluded are:

- a. Top technical experts in accounting, for an organization, who are *responsible* for the overall direction of an entire accounting program which includes general accounting and at least one other major accounting activity such as cost, property, sales, or tax accounting;
- b. Accountants above level VI who are more concerned with administrative, budgetary, and policy matters than the day-to-day supervision of an operating accounting program; and
- c. Accountants primarily responsible for 1) designing and improving accounting systems or 2) performing nonoperating staff work such as budget or financial analysis, financial analysis, or tax advising.

Accountant I

General characteristics. At this beginning professional level, the accountant learns to apply the principles, theories, and concepts of accounting to a specific system. The position is distinguishable from nonprofessional positions by the variety of assignments; rate and scope of development expected; and the existence, implicit or explicit, of a planned training program designed to give the entering accountant practical experience. (Terminal positions are excluded.)

Direction received. Works under close supervision of an experienced accountant whose guidance is directed primarily to the development of the trainee's professional ability and to the evaluation of advancement potential. Limits of assignments are clearly defined, methods of procedure are specified, and kinds of items to be noted and referred to supervisor are identified.

Typical duties and responsibilities. Performs a variety of accounting tasks such as: examining a variety of financial statements for completeness, internal accuracy, and conformance with uniform accounting classifications or other specific accounting requirements; reconciling reports and financial data with financial statements already on file, and pointing out apparent inconsistencies or errors; carrying out assigned steps in an accounting analysis, such as computing standard ratios; assembling and summarizing accounting literature on a given subject; preparing relatively simple financial statements not involving problems of analysis or presentation; and preparing charts, tables, and other exhibits to be used in reports. In addition, may also perform some nonprofessional tasks for training purposes.

Responsibility for the direction of others. Usually none.

Accountant II

General characteristics. At this level, the accountant makes practical application of technical accounting practices and concepts beyond the mere application of detailed rules and instructions. Initial assignments are designed to expand practical experience and to develop professional judgment in the application of basic accounting techniques to simple problems. Is expected to be competent in the application of standard procedures and requirements to routine transactions, to raise questions about unusual or questionable items, and to suggest solutions.

Direction received. Work is reviewed to verify general accuracy and coverage of unusual problems, and to insure conformance with required procedures and special instructions.

Typical duties and responsibilities. Performs a variety of accounting tasks, e.g., prepares routine working papers, schedules, exhibits, and summaries indicating the extent of the examination and presenting and supporting findings and recommendations. Examines a variety of accounting documents to verify accuracy of computations and to ascertain that all transactions are properly supported, are in accordance with pertinent policies and procedures, and are classified and recorded according to acceptable accounting standards.

Responsibility for the direction of others. Usually none, although sometimes responsible for supervision of a few clerks.

Accountant III

General characteristics. The accountant at this level applies well established accounting principles, theories, concepts, and practices to moderately difficult problems. Receives detailed instructions concerning the overall accounting system and its objectives, the policies and procedures under which it is operated, and the nature of changes in the system or its operation. Characteristically, the accounting system or assigned segment is stable and well established (i.e., the basic chart of accounts, classifications, the nature of the cost

accounting system, the report requirements, and the procedures are changed infrequently).

Depending upon the work load involved, the accountant may have such assignments as supervision of the *day-to-day* operation of: (a) the entire system of a relatively small organization; (b) a major segment (e.g., general accounting, cost accounting, financial statements and reports) of a somewhat larger system; or (c) in a complex system, may be assigned to a relatively narrow and specialized segment dealing with some problem, function, or portion of work which is appropriate for this level.

Direction received. A higher level professional accountant normally is available to furnish advice and assistance as needed. Work is reviewed for technical accuracy, adequacy of professional judgment, and compliance with instructions through spot checks, appraisal of results, subsequent processing, analysis of reports and statements, and other appropriate means.

Typical duties and responsibilities. The primary responsibility of most positions at this level is to assure that the assigned day-to-day operations are carried out in accordance with established accounting principles, policies, and objectives. The accountant performs such professional work as: developing nonstandard reports and statements (e.g., those containing cash forecasts reflecting the interrelations of accounting, cost budgeting, or comparable information); interpreting and pointing out trends or deviations from standards; projecting data into the future; predicting the effects of changes in operating programs; or identifying management informational needs, and refining account structures or reports accordingly.

Within the limits of delegated responsibility, makes day-to-day decisions concerning the accounting treatment of financial transactions. In expected to recommend solutions to moderately difficult problems and propose changes in the accounting system for approval at higher levels. Such recommendations are derived from personal knowledge of the application of well-established principles and practices.

Responsibility for the direction of others. In most instances is responsible for supervision of a subordinate nonprofessional staff; may coordinate the work of lower level professional accountants.

Accountant IV

General characteristics. At this level the accountant applies well-established accounting principles, theories, concepts, and practices to a wide variety of difficult problems. Receives instructions concerning the objectives and operation of the overall accounting system. Compared with level III, the accounting system or assigned segment is more complex, i.e., (a) is relatively unstable, (b) must adjust to new or changing operational environments, (c) is substantially larger or (d) is complicated by the need to provide and coordinate separate or specialized accounting treatment and reporting (e.g., cost accounting using standard cost, process cost, and job order techniques) for different internal operations or divisions.

Depending upon the work load and degree of coordination involved, the accountant IV may have such assignments as the supervision of the day-to-day operation of: (a) an entire accounting system which has a few relatively stable accounting segments; (b) a major segment (e.g., general accounting, cost accounting, or financial statements and reports) of an accounting system serving a larger and more complex organization; or (c) in a complex system, may be assigned to a relatively narrow and specialized segment dealing with some problem, function, or portion of work which is of the level of difficulty characteristic of this level.

Direction received. A higher level accountant normally is available to furnish advice and assistance as needed. Work is reviewed by spot checks and appraisal of results for adequacy of professional judgment, compliance with instructions, and overall accuracy and quality.

Typical duties and responsibilities. As at level III, a primary characteristic of most positions at this level is the responsibility of operating an accounting system or major segment of a system in the intended manner.

The accountant IV exercises professional judgment in making frequent, appropriate recommendations for: new accounts; revisions in the account structure; new types of ledgers; revisions in the reporting system or subsidiary records; changes in instructions regarding the use of accounts, new or refined account classifications or definitions; etc. Also makes day-to-day decisions concerning the accounting treatment of financial transactions and is expected to recommend solutions to complex problems beyond incumbent's scope of responsibility.

Responsibility for the direction of others. Accounting staff supervised, if any, may include professional accountants.

Accountant V

General characteristics. The accountant V applies accounting principles, theories, concepts, and practices to the solution of problems for which no clear precedent exists or performs work which is of greater than average responsibility due to the nature or magnitude of the assigned work. Responsibilities at this level, in contrast to accountants at level IV, extend beyond accounting system maintenance to the solution of more complex technical and managerial problems. Work of accountants V is more directly concerned with what the accounting system (or segment) should be, what operating policies and procedures should be established or revised, and what is the managerial as well as the accounting meaning of the data included in the reports and statements for which they are responsible.

Examples of assignments characteristic of this level are supervision of the *day-to-day operation* of: (a) an entire accounting system which has a few relatively complex accounting segments; (b) a major segment of a larger and more complex accounting system; (c) an entire accounting system (or major segment) that is relatively stable and

conventional when the work includes significant responsibility for accounting system design and development; or (d) in a complex system, may be assigned to a relatively narrow and specialized segment dealing with some problem, function, or portion of work which is itself of the level of difficulty characteristic of this level.

Direction received. An accountant of higher level normally is available to furnish advice and assistance as needed. Work is reviewed for adequacy of professional judgment, compliance with instructions, and overall quality.

Typical duties and responsibilities. The accountant V performs such professional work as: participating in the development and coordinating the implementation of new or revised accounting systems, and initiating necessary instructions and procedures; assuring that accounting reporting systems and procedures are in compliance with established administrative policies, regulations, and acceptable accounting practices; providing technical advice and services to operating managers, interpreting accounting reports and statements, and identifying problem areas; and evaluating complete assignments for conformance with applicable policies, regulations, and tax laws.

Responsibility for the direction of others. Accounting staff supervised generally includes professional accountants.

Accountant VI

General characteristics. At this level, the accountant applies accounting principles, theories, concepts, and practices to specialized, unique, or nonrecurring complex problems (e.g., implementation of specialized automated accounting systems). The work is substantially more difficult and of greater responsibility than level V because of the unusual nature, magnitude, importance, or overall impact of the work on the accounting program.

At this level the accounting system or segment is usually complex, i.e., (a) is generally unstable, (b) must adjust to the frequent changing needs of the organization, or (c) is complicated by the need to provide specialized or individualized reports.

Examples of assignments at this level are the supervision of the day-to-day operation of: (a) a large and complex accounting system; or (b) a major segment (e.g., general accounting, property accounting, etc.) of an unusually complex accounting system requiring technical expertise in a particular accounting field (e.g., cost accounting, tax accounting, etc.).

Direction received. A higher level professional accountant is normally available to furnish advice as needed. Work is reviewed for adequacy of professional judgment, compliance with instructions and policies, and overall quality.

Typical duties and responsibilities. Accountants at this level are delegated complete responsibility from higher authority to establish and implement new or revised accounting

policies and procedures. Typically, accountants VI participate in decision-making sessions with operating managers who have policy-making authority for their subordinate organizations or establishments; recommend management actions or alternatives which can be taken when accounting data disclose unfavorable trends, situations, or deviations; and assist management officials in applying financial data and information to the solution of administrative and operating problems.

Responsibility for the direction of others. Accounting staff supervised generally includes professional accountants.

ACCOUNTANT, PUBLIC

(1412: Accountant and auditor)

Performs professional auditing work in a public accounting firm. Work requires at least a bachelor's degree in accounting. Participates in or conducts audits to ascertain the fairness of financial representations made by client companies. May also assist the client in improving accounting procedures and operations.

Examines financial reports, accounting records, and related documents and practices of clients. Determines whether all important matters have been disclosed and whether procedures are consistent and conform to acceptable practices. Samples and tests transactions, internal controls, and other elements of the accounting system(s) as needed to render the accounting firm's final written opinion.

Excluded are positions which do not require full professional accounting training. Also excluded are specialist positions in tax or management advisory services.

Accountant, Public I

General characteristics. As an entry level public accountant, serves as a junior member of an audit team. Receives classroom and on-the-job training to provide practical experience in applying the principles, theories, and concepts of accounting and auditing to specific situations. (Positions held by trainee public accountants with advanced degrees, such as MBA's are excluded at this level.)

Direction received. Complete instructions are furnished and work is reviewed to verify its accuracy, conformance with required procedures and instructions, and usefulness in facilitating the accountant's professional growth. Any technical problems not covered by instructions are brought to the attention of a superior.

Typical duties and responsibilities. Carries out basic audit tests and procedures, such as: verifying reports against source accounts and records; reconciling bank and other accounts; and examining cash receipts and disbursements, payroll records, requisitions, receiving reports, and other accounting documents in detail to ascertain that transactions are properly supported and recorded. Prepares selected portions of audit working papers.

Accountant, Public II

General characteristics. At this level, the public accountant carries out routine audit functions and detail work with relative independence. Serves as a member of an audit team on assignments planned to provide exposure to a variety of client organizations and audit situations. Specific assignments depend upon the difficulty and complexity of the audit and whether the client has been previously audited by the firm. On moderately complex audits where there is previous audit experience by the firm, accomplishes complete segments of the audit (i.e., functional work areas such as cash, receivables, etc.). When assigned to more complicated audits, carries out activities similar to public accountant I.

Direction received. Works under the supervision of a higher level public accountant who provides instructions and continuing direction as necessary. Work is spot checked in progress and reviewed upon completion to determine the adequacy of procedures, soundness of judgment, compliance with professional standards, and adherence to clearly established methods and techniques. All interpretations are subject to close professional review.

Typical duties and responsibilities. Carries out a variety of sampling and testing procedures in accordance with the prescribed audit program, including the examination of transactions and verification of accounts, the analysis and evaluation of accounting practices and internal controls, and other detail work. Prepares a share of the audit working papers and participates in drafting reports. In moderately complex audits, may assist in selecting appropriate tests, samples, and methods commonly applied by the firm and may serve as primary assistant to the accountant in charge. In more complicated audits concentrates on detail work. Occasionally may be in charge of small, uncomplicated audits which require only one or two other subordinate accountants. Personal contacts usually involve only the exchange of factual technical information and are usually limited to the client's operating accounting staff and department heads.

Accountant, Public III

General characteristics. At this level the public accountant is in charge of a complete audit and may lead a team of several subordinates. Audits are usually accomplished one at a time and are typically carried out at a single location. The firms audited are typically moderately complex, and there is usually previous audit experience by the firm. The audit conforms to standard procedural guidelines, but is often tailored to fit the client's business activities. Routine procedures and techniques are sometimes inadequate and require adaptation. Necessary data are not always readily available. When assigned to more difficult and complex audits (see level IV), the accountant may run the audit of a major component or serve as the primary assistant to the accountant in charge.

Direction received. Works under the general supervision of a higher level public accountant who oversees the operation of the audit. Work is performed independently, applying generally accepted accounting principles and auditing standards, but assistance

on difficult technical matters is available. Work may be checked occasionally during progress for appropriateness and adherence to time requirements, but routine analyses, methods, techniques, and procedures applied at the work site are expected to be correct.

Typical duties and responsibilities. Is responsible for carrying out the technical features of the audit, leading team members and personally performing the most difficult work. Carries out field work in accordance with the general format prescribed in the audit program, but selects specific methods and types and sizes of samples and tests. Assigns work to team members, furnishes guidance, and adjusts work loads to accommodate daily priorities. Thoroughly reviews work performed for technical accuracy and adequacy. Resolves anticipated problems with established guidelines and priorities but refers problems of unusual difficulty to superiors for discussion and advice. Drafts financial statements, final reports, management letters, and other closing memoranda. Discusses significant recommendations with superiors and may serve as technical resource at "closing" meetings with clients. Personal contacts are usually with accounting directors and assistant controllers of medium size companies and divisions of large corporations to explain and interpret policies and procedures governing the audit process.

Accountant, Public IV

General characteristics. At this level, the public accountant directs field work including difficult audits--e.g., those involving initial audits of new clients, acquisitions, or stock registration--and may oversee a large audit team split between several locations. The audit team usually includes one or more level III public accountants who handle major components of the audit. The audits are complex and clients typically include those engaged in projects which span accounting periods; highly regulated industries which have various external reporting requirements; publicly held corporations; or businesses with very high dollar or transaction volume. Clients are frequently large with a variety of operations which may have different accounting systems. Guidelines may be general or lacking and audit programs are intricate, often requiring extensive tailoring to meet atypical or novel situations.

Direction received. Works under general supervision. The supervisor sets overall objectives and resource limits but relies on the accountant to fully plan and direct all technical phases of the audit. Issues not covered by guidelines or known precedents are discussed with the supervisor, but the accountant's recommended approaches and courses of action are normally approved. Work is reviewed for soundness of approach, completeness, and conformance with established policies of the firm.

Typical duties and responsibilities. Is responsible for carrying out the operational and technical features of the audit, directing the work of team members, and personally performing the most difficult work. Often participates in the development of the audit scope, and drafts complicated audit programs with a large number of concurrently executed phases. Independently develops audit steps and detailed procedures, deviating from traditional methods to the extent required. Makes program adjustments as necessary once an audit has begun; selects specific methods, types and sizes of samples, the extent to

which discrepancies need to be investigated, and the depth of required analyses. Resolves most operational difficulties and unanticipated problems.

Assigns work to team members; reviews work for appropriateness, conformance to time requirements, and adherence to generally accepted accounting principles and auditing standards. Consolidates working papers, draft reports, and findings; and prepares financial statements, management letters, and other closing memoranda for management approval. Participates in "closing" meetings as a technical resource and may be called upon to sell or defend controversial and critical observations and recommendations. Personal contacts are extensive and typically include top executives of smaller clients and mid- to upper-level financial and management officers of large corporations, e.g., assistant controllers and controllers. Such contacts involve coordinating and advising on work efforts and resolving operating problems.

Note: Excluded from this level are public accountants who direct field work associated with the complete range of audits undertaken by the firm, lead the largest and most difficult audits, and who frequently oversee teams performing concurrent audits. This type of work requires extensive knowledge of one or more industries to make subjective determinations on questions of tax, law, accounting, and business practices. Audits may be complicated by such factors as: the size and diversity of the client organizations (e.g., multinational corporations and conglomerates with a large number of separate and distinct subsidiaries); accounting issues where precedents are lacking or in conflict; and, in some cases, clients who are encountering substantial financial difficulties. They perform most work without technical supervision and completed audits are reviewed mainly for propriety of recommendations and conformance with general policies of the firm. Also excluded are public accountants whose principal function is to manage, rather than perform accounting work, and the equity owners of the firm who have final approval authority.

ATTORNEY (211: Lawyer)

Performs consultation and advisory work and carries out the legal processes necessary to effect the rights, privileges, and obligations of the organization. The work performed requires completion of law school with an L.L.B. degree (or the equivalent) and admission to the bar. *Responsibilities or functions include one or more of the following or comparable duties:*

Preparing and reviewing various legal instruments and documents, such as contracts, leases, licenses, purchases, sales, real estate, etc.;

Acting as agent of the organization in its transactions;

Examining material (e.g., advertisements, publications, etc.) for legal implications; advising officials of proposed legislation which might affect the organization;

Applying for patents, copyrights, or registration of the organization's products, processes, devices, and trademarks; advising whether to initiate or defend law suits;

Conducting pretrial preparations; defending the organization in lawsuits; and

Advising officials on tax matters, government regulations, and/or legal rights.

Excluded from this definition are:

Patent work which requires professional training in addition to legal training (typically, a degree in engineering or in a science);

Claims examining, claims investigating, or similar work for which professional legal training and bar membership is not essential;

Attorneys, frequently titled "general counsel" or "attorney general" (and their immediate full associates or deputies), who are responsible for participating in the management and formulation of policy for the overall organization in addition to directing its legal work. (The duties and responsibilities of such positions exceed level VI as described below);

Attorneys in legal firms; and,

Attorneys primarily responsible for: prosecuting defendants; drafting legislation; defending the general public (e.g., public defenders, student's attorneys); and planning and producing legal publications.

Attorney jobs which meet the above definitions are to be classified and coded in accordance with the chart below.

Criteria for matching attorneys by level

Level	Difficulty level of legal work	Responsibility level of job	Experience required
I	This is the entry level. The duties and responsibilities after initial orientation and training are those described in D-1 and R-1.		Completion of law school with an L.L.B. or J.D. degree plus admission to the bar.
II	D-1	R-2	Sufficient professional experience (at least 1 year, usually more) at the "D-1" level to assure competence as an attorney.
	D-2	R-1	
III	D-2	R-2	At least 1 year, usually more, of professional experience at the "D-2" level.
IV	D-2	R-3	Extensive professional experience at the "D-2" or a higher level.
	D-3	R-2	
V	D-2	R-4	Extensive professional experience at the "D-3" or "R-3" levels.
	D-3	R-3	
VI	D-3	R-4	Extensive professional experience at the "D-3" and "R-3" levels.

D-1, -2, and -3, and R-1, -2, -3, and -4 are explained on the following pages.

Difficulty

D-1

Legal questions are characterized by: facts that are well-established; clearly applicable legal precedents; *and* matters not of substantial importance to the organization. (Usually relatively limited sums of money, e.g., a few thousand dollars, are involved.)

Examples of D-1 work are:

- a. legal investigation, negotiation, and research preparatory to defending the organization in potential or actual lawsuits involving alleged negligence where the facts can be firmly established and there are precedent cases directly applicable to the situation;
- b. searching case reports, legal documents, periodicals, textbooks, and other legal references, and preparing draft opinions on employee compensation or benefit

questions where there is a substantial amount of clearly applicable statutory, regulatory, and case material; and

- c. drawing up contracts and other legal documents in connection with real property transactions requiring the development of detailed information but *not* involving serious questions regarding titles to property or other major factual or legal issues.

D-2

Legal work is regularly difficult by reason of one or more of the following: the absence of clear and directly applicable legal precedents; the different possible interpretations that can be placed on the facts, the laws, or the precedents involved; the substantial importance of the legal matters to the organization (e.g., sums as large as \$100,000 are generally directly or indirectly involved); or the matter is being strongly pressed or contested in formal proceedings or in negotiations by the individuals, corporations, or government agencies involved.

Examples of D-2 work are:

- a. advising on the legal implications of advertising representations when the facts supporting the representations and the applicable precedent cases are subject to different interpretations;
- b. reviewing and advising on the implications of new or revised laws affecting the organization;
- c. presenting the organization's defense in court in a negligence lawsuit which is strongly pressed by counsel for an organized group; and
- d. providing legal counsel on tax questions complicated by the absence of precedent decisions that are directly applicable to the organization's situation.

D-3

Legal work is typically complex and difficult because of one or more of the following: the questions are unique and require a high order of original and creative legal endeavor for their solution; the questions require extensive research and analysis and the obtaining and evaluation of expert testimony regarding controversial issues in a scientific, financial, corporate organization, engineering, or other highly technical area; the legal matter is of critical importance to the organization and is being vigorously pressed or contested (e.g., sums such as \$1 million or more are generally directly or indirectly involved.)

Examples of D-3 work are:

- a. advising on the legal aspects and implications of Federal antitrust laws to projected greatly expanded marketing operations involving joint ventures with several other organizations;
- b. planning legal strategy and representing a utility company in rate or government franchise cases involving a geographic area including parts or all of several States;
- c. preparing and presenting a case before an appellate court where the case is highly important to the future operation of the organization and is vigorously contested by very distinguished (e.g., having a broad regional or national reputation) legal talent;
- d. serving as the principal counsel to the officers and staff of an insurance company on the legal problems in the sale, underwriting, and administration of group contracts involving nationwide or multi-state coverages and laws; and
- e. performing the principal legal work in nonroutine, major revision of a company's charter or in effectuating new major financing steps.

Responsibility

R-1

Responsibility for final action is usually limited to matters covered by legal precedents and in which little deviation from standard practice is involved. Any decisions or actions having a significant bearing on the organization's business are reviewed. Is given guidance in the initial states of assignment, e.g., in planning and organizing level research and studies. Assignments are then carried out with moderate independence, although guidance is generally available and is sought from time to time on problem points.

R-2

Usually works independently in investigating the facts, searching legal precedents, defining the legal and factual issues, drafting the necessary legal documents, and developing conclusions and recommendations. Decisions having an important bearing on the organization's business are reviewed. Receives information from supervisor regarding unusual circumstances or important policy considerations pertaining to a legal problem. If trials are involved, may receive guidance from a supervisor regarding presentation, line of approach, possible line of opposition to be encountered, etc. In the case of nonroutine written presentations, the final product is reviewed carefully, but primarily for overall soundness of legal reasoning and consistency with organization policy. Some, but not all, attorneys make assignments to one or more lower level attorneys, aides, or clerks.

R-3

Carries out assignments independently and makes final legal determination in matters of substantial importance to the organization. Such determinations are subject to review only for consistency with organization policy, possible precedent effect, and overall effectiveness. To carry out assignments, deals regularly with officers of the organization and top level management officials and confers or negotiates regularly with senior attorneys and officials in other organizations on various aspects of assigned work. Receives little or no preliminary instruction on legal problems and a minimum of technical legal supervision. May assign and review work of a few attorneys, but this is not a primary responsibility.

R-4

Carries out assignments which entail independently planning investigations and negotiations on legal problems of the highest importance to the organization and developing completed brief, opinions, contracts, or other legal products. To carry out assignments, represents the organization at conferences, hearings, or trials, and personally confers and negotiates with top attorneys and top-ranking officials in other organizations. On various aspects of assigned work, may give advice directly and personally to organization officials and top level managers, or (in extremely large and complex

organizations) may work through a higher level attorney in advising officials. Generally receives no preliminary instructions on legal problems. On matters requiring the concentrated efforts of several attorneys or other specialists, is responsible for directing, coordinating, and reviewing the work of the attorneys involved.

OR

As a primary responsibility, directs the work of a staff of attorneys, one, but usually more, of who regularly perform either D-3 or R-3 legal work. With respect to the work directed, gives advice directly to organization officials and top managers, or (in extremely large and complex organizations) may give such advice through counsel. Receives guidance as to organization policy but not technical supervision or assistance except when requesting advice from or briefing by a higher level attorney on the overall approach to the most difficult, novel, or important legal questions.

ENGINEER

(162-3: Engineer)

Performs professional work in research, development, design, testing, analysis, production, construction, maintenance, operation, planning, survey, estimating, application, or standardization of engineering facilities, systems, structures, processes, equipment, devices, or materials, requiring knowledge of the science and art by which materials, natural resources, and power are made useful. Work typically requires a B.S. degree in engineering or, in rare instances, equivalent education and experience combined. (Excluded are: safety engineers, industrial engineers, quality control engineers, sales engineers, and engineers whose primary responsibility is to be in charge of nonprofessional maintenance work.)

Engineer I

General characteristics. At this beginning professional level, performs assignments designed to develop professional work knowledge and abilities. May also receive formal classroom or seminar-type training. (Terminal positions are excluded.)

Direction received. Works under close supervision. Receives specific and detailed instructions as to required tasks and results expected. Work is checked during progress and is reviewed for accuracy upon completion.

Typical duties and responsibilities. Performs a variety of routine tasks that are planned to provide experience and familiarization with the engineering staff, methods, practices, and programs of the employer.

Responsibility for the direction of others. Usually none.

Engineer II

General characteristics. Performs routine engineering work requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks. Limited exercise of judgment is required on details of work and in making preliminary selections and adaptations of engineering alternatives. Requires work experience acquired in an entry level position, or appropriate graduate level study. For training and developmental purposes, assignments may include some work that is typical of a higher level.

Direction received. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments.

Typical duties and responsibilities. Using prescribed methods, performs specific and limited portions of a broader assignment of an experienced engineer. Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results, and follows operations through a series of related detailed steps or processes.

Responsibility for the direction of others. May be assisted by a few aids or technicians.

Engineer III

General characteristics. Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires developmental experience in a professional position, or equivalent graduate level education.

Direction received. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment.

Typical duties and responsibilities. Performs work which involves conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features for which there are precedents. Assignments usually include one or more of the following: equipment design and development, test of materials, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope requiring knowledge of principles and techniques commonly employed in the specific narrow area of assignments.

Responsibility for the direction of others. May supervise or coordinate the work of drafters, technicians, and others who assist in specific assignments.

Engineer IV

General characteristics. As a fully competent engineer in all conventional aspects of the subject matter or the functional area of the assignments, plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Requires sufficient professional experience to assure competence as a fully trained worker; or, for positions primarily of a research nature, completion of all requirements for a doctoral degree may be substituted for experience.

Direction received. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects.

Typical duties and responsibilities. Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Performs work which involves conventional engineering practice but may include a variety of complex features such as conflicting design requirements, unsuitability of standard materials, and difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties.

Responsibility for the direction of others. May supervise a few engineers or technicians on assigned work.

Engineer V

General characteristics. Applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields. Makes decisions independently on engineering problems and methods and represents the organization in conferences to resolve important questions and to plan and coordinate work. Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of the field and related sciences and disciplines. The knowledge and expertise required for this level of work usually result from progressive experience, including work comparable to engineer IV.

Direction received. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments.

Typical duties and responsibilities include one or more of the following:

1. In a supervisory capacity, plans, develops, coordinates, and directs a large and important engineering project or a number of small projects with many complex features. A substantial portion of the work supervised is comparable to that described for engineer IV.
2. As individual researcher or worker, carries out complex or novel assignments requiring the development of new or improved techniques and procedures. Work is expected to result in the development of new or refined equipment, materials, processes, products, and/or scientific methods.
3. As staff specialist, develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others. Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment when necessary data are insufficient or confirmation by testing is advisable. Usually performs as a staff advisor and consultant in a technical specialty, a type of facility or equipment, or a program function.

Responsibility for the direction of others. Supervises, coordinates, and reviews the work of a small staff of engineers and technicians; estimates personnel needs and schedules and assigns work to meet completion date. Or, as individual researcher or staff specialist, may be assisted on projects by other engineers or technicians.

Engineer VI

General characteristics. Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Plans and develops engineering projects concerned with unique or controversial problems which have an important effect on major programs. This involves exploration of subject area, definition of scope and selection of problems for investigation, and development of novel concepts and approaches. Maintains liaison with individuals and units within or outside the organization with responsibility for acting independently on technical matters pertaining to the field. Work at this level usually requires extensive progressive experience including work comparable to engineer V.

Direction received. Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits.

Typical duties and responsibilities include one or more of the following:

1. In a supervisory capacity, a) plans, develops, coordinates, and directs a number of large and important projects or a project of major scope and importance, or b) is responsible for the entire engineering program of a company or government agency when the program is of limited complexity and scope. Extent of responsibilities generally requires a few (3 to 5) subordinate supervisors or team leaders with at least one in a position comparable to level V.

2. As individual researcher or worker, conceives, plans, and conducts research in problem areas of considerable scope and complexity. The problems must be approached through a series of complete and conceptually related studies, are difficult to define, require unconventional or novel approaches, and require sophisticated research techniques. Available guides and precedents contain critical gaps, are only partially related to the problem, or may be largely lacking due to the novel character of the project. At this level, the individual researcher generally will have contributed inventions, new designs, or techniques which are of material significance in the solution of important problems.
3. As a staff specialist, serves as the technical specialist for the organization in the application of advanced theories, concepts, principles, and processes for an assigned area of responsibility (i.e., subject matter, function, type of facility or equipment, or product). Keeps abreast of new scientific methods and developments affecting the organization for the purpose of recommending changes in emphasis of programs or new programs warranted by such developments.

Responsibility for the direction of others. Plans, organizes, and supervises the work of a staff of engineers and technicians. Evaluates progress of the staff and results obtained, and recommends major changes to achieve overall objectives. Or, as individual researcher or staff specialist, may be assisted on individual projects by other engineers or technicians.

Engineer VII

General characteristics. Makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive engineering activities. Initiates and maintains extensive contacts with key engineers and officials of other organizations, requiring skill in persuasion and negotiation of critical issues. At this level, individuals will have demonstrated creativity, foresight, and mature engineering judgment in anticipating and solving unprecedented engineering problems, determining program objectives and requirements, organizing programs and projects, and developing standards and guides for diverse engineering activities.

Direction received. Receives general administrative direction.

Typical duties and responsibilities include one or both of the following:

1. In a supervisory capacity, is responsible for a) an important segment of the engineering program of a company or government agency with extensive and diversified engineering requirements, or b) the entire engineering program of a company or agency when it is more limited in scope. The overall engineering program contains critical problems the solution of which requires major technological advances and opens the way for extensive related development. Extent of responsibilities generally requires several subordinate organizational

segments or teams. Recommends facilities, personnel, and funds required to carry out programs which are directly related to and directed toward fulfillment of overall objectives.

2. As individual researcher and consultant, is a recognized leader and authority in the company or government agency in a broad area of specialization or in a narrow but intensely specialized field. Selects research problems to further program objectives. Conceives and plans investigations of broad areas of considerable novelty and importance, for which engineering precedents are lacking in areas critical to the overall engineering program. Is consulted extensively by associates and others, with a high degree of reliance placed on incumbent's scientific interpretations and advice. Typically, will have contributed inventions, new designs, or techniques which are regarded as major advances in the field.

Responsibility for the direction of others. Directs several subordinate supervisors or team leaders, some of who are in positions comparable to engineer VI; or as individual researcher and consultant, may be assisted on individual projects by other engineers and technicians.

Engineer VIII

General characteristics. Makes decisions and recommendations that are recognized as authoritative and have a far-reaching impact on extensive engineering and related activities of the company or government agency. Negotiates critical and controversial issues with top level engineers and officers of other organizations. Individuals at this level demonstrate a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive engineering programs and activities of outstanding novelty and importance.

Direction received. Receives general administrative direction.

Typical duties and responsibilities include one or both of the following:

1. In supervisory capacity, is responsible for a) an important segment of a very extensive and highly diversified engineering program of a company or government agency, or b) the entire engineering program of a company or agency when the program is of moderate scope. The programs are of such complexity and scope that they are of critical importance to overall objectives, include problems of extraordinary difficulty that often have resisted solution, and consist of several segments requiring subordinate supervisors. Decides the kind and extent of engineering and related programs needed to accomplish the objectives of the company or agency, chooses scientific approaches, plans and organizes facilities and programs, and interprets results.

2. As individual researcher and consultant, formulates and guides the attack on problems of exceptional difficulty and marked importance to the company, industry, or government. Problems are characterized by their lack of scientific precedents and source material, or lack of success of prior research and analysis so that their solution would represent an advance of great significance and importance. Performs advisory and consulting work as a recognized authority for broad program areas or in an intensely specialized area of considerable novelty and importance.

Responsibility for the direction of others. Supervises several subordinate supervisors or team leaders, some of whose positions are comparable to engineer VII, or individual researchers some of whose positions are comparable to engineer VII and sometimes engineer VIII. As an individual researcher and consultant may be assisted on individual projects by other engineers or technicians.

Note: Individuals in charge of an engineering program may match any of several of the survey job levels, depending on the program's size and complexity. Excluded from the definition are: 1) engineers in charge of programs so extensive and complex (e.g., consisting of research and development on a variety of complex products or systems with numerous novel components) that one or more subordinate supervisory engineers are performing at level VIII; 2) individuals whose decisions have direct and substantial effect on setting policy for the organization (included, however, are supervisors deciding the "kind and extent of engineering and related programs" within broad guidelines set at higher levels); and 3) individual researchers and consultants who are recognized as national and/or international authorities and scientific leaders in very broad areas of scientific interest and investigation.

REGISTERED NURSE (RN)

(29: Registered nurse)

Provides professional nursing care to patients in hospitals, nursing homes, clinics, health units, private residences, and community health organizations. (Visiting nurses are included.) Assists physicians with treatment; assesses patient health problems and needs; develops and implements nursing care plans; maintains medical records; and assists patients in complying with prescribed medical regimen. May specialize, e.g., operating room nurse, psychiatric nurse, nurse anesthetist, industrial nurse, nurse practitioner, and clinical nurse specialist. May supervise LPN's and nursing assistants.

Excluded are:

- a. Nurse midwives;
- b. Nursing instructors, researchers, and consultants *who do not provide nursing care to patients;*

- c. Nursing supervisors and managers, e.g., head nurses, nursing coordinators, directors of nursing; and
- d. RN trainees primarily performing such entry level nursing care as: recording case histories; measuring temperature, pulse, respiration, height, weight, and blood pressure; and testing vision and hearing.

Registered Nurse II

Plans and provides comprehensive nursing care in accordance with professional nursing standards. Uses judgment in assessing patient conditions, interprets guidelines, and modifies patient care as necessary. Recognizes and determines proper action for medical emergencies, e.g., calls physician or takes preplanned emergency measures. Typical assignments include:

Staff. In addition to the duties described at level I, usually performs more complex procedures, such as: administering blood transfusions; managing nasal-pharyngeal, gastric suction, and other drainage tubes; using special equipment such as ventilator devices, resuscitators, and hypothermic units; or closely monitoring postoperative and seriously ill patients.

Operating Room. Provides nursing service for surgical operations, including those involving complex and extensive surgical procedures. Confers with surgeons concerning instruments, sutures, prosthesis, and special equipment; cares for physical and psychological needs of patients; assists in the care and handling of supplies and equipment; assures accurate care and handling of specimens; and assumes responsibility for aseptic technique maintenance and adequacy of supplies during surgery.

Psychiatric. Provides comprehensive nursing care for psychiatric patients. In addition to observing patients, evaluates and records significant behavior and reaction patterns and participates in group therapy sessions.

Health Unit/Clinical. Provides a range of nursing services, including preventive health care counselling. Coordinates health care needs and makes referrals to medical specialists; assesses and treats minor health problems; advises whether employees should return to work, or be referred to physician; administers emergency treatment; performs limited portions of physical examinations; manages the stable phases of common chronic illnesses; and provides individual and family counselling.

Community Health. Provides a broad range of nursing services including adult and child health care, chronic and communicable disease control, health teaching, counselling, referrals, and follow-up.

Administrative

BUDGET ANALYST

(141: Accountant, auditor, and other financial specialist)

Formulates and analyzes and/or administers and monitors an organization's budget. Typical duties include: Preparing budget estimates to support programs; presenting and justifying budget estimates; administering approved budgets and determining funding requirements within authorized limits; evaluating and administering requests for funds and monitoring and controlling obligations and expenditures; and developing and interpreting budget policies.

In addition to the technical responsibilities described in levels I through IV, budget analysts may also supervise subordinate staff members. At levels I and II, the subordinate staff typically consists of clerical and paraprofessional employees; level III may also coordinate the work of lower level analysts; and level IV may supervise one or two analysts. Positions responsible for supervising three or more budget analysts and support staff should typically be matched to the budget analyst supervisor definition.

Excluded are:

- a. Budget clerks and assistants performing clerical work in support of budget analysts;
- b. Program analysts evaluating the success of an organization's operating programs;
- c. Financial analysts evaluating the financial operations, transactions, practices and structure of an organization; and
- d. Budget analysts (above level IV) responsible for analyzing and administering highly complex budgets requiring frequent reprogramming and evaluating the impact of complicated legislation or policy decisions on the organization's budget.

Budget Analyst I

As a trainee, performs a variety of clearly-defined tasks assigned to increase the employee's knowledge and understanding of budget concepts, principles, practices, and procedures. Assists in the development of budgets by comparing projected costs to prior year expenditures, verifying totals and subtotals, preparing budget forms and schedules; or assists in budget administration by examining and highlighting obvious deviations in reports listing the status of financial obligations and expenditures. (Terminal positions are excluded.)

Work is performed under close supervision. Assignments are clearly defined, methods are specified, and items to be noted and referred to supervisor are identified.

Budget Analyst II

Performs routine and recurring budget analysis duties which typically facilitate more complex review and analysis performed by supervisors or higher-level budget analysts. Initial assignments are designed to expand practical experience and to develop judgment in applying basic budget analysis techniques. Follows specific guidelines and previous budget reports in analyzing budgets for operating programs which are uniform and repetitive. Typical duties include:

Budget development: Assisting operating officials in preparing budget requests and justifications by gathering, extracting, reviewing, verifying, and consolidating a variety of narrative and statistical data; examining budget requests for accuracy and conformance with procedures and regulations; and comparing budget requests with prior year estimates and current operating reports; and/or

Budget administration: Screening requests for allocations of approved budgets and recommending approval, disapproval, or modification based on availability of funds and conformance with regulations; analyzing operating reports to monitor program expenditures and obligations; and summarizing narrative and statistical data in budget forms and reports.

Applies previously learned skills to perform routine work independently. Supervisor provides information regarding budgetary actions to be performed, organizational functions to be covered, and specific instructions for unfamiliar work or complex problems.

Budget Analyst III

Uses a knowledge of commonly used budgetary procedures and practices, regulations, and organizational policies to analyze budgets for relatively stable operations (e.g., minor budget reprogramming is required two or three times a year). Forecasts funding needs for operating programs with varying annual requirements for goods, services, equipment, and personnel. Typical duties include:

Budget development: Reviews and verifies budget data for consistency with financial and program objectives; formulates and revises budget estimates; validates justifications through comparisons with operating reports; and explores funding alternatives based on precedents and guidelines; and/or

Budget administration: Certifies obligations and expenditures, monitors trends in spending, and anticipates funding and reprogramming needs; within established limits, recommends transfer of funds within accounts to cover

increased expenditures; assembles data for use in preparing budget and program evaluations; and recommends the approval of or revises requests for allotments.

Carries out assignments independently in accordance with standard procedures and practices. Supervisor provides assistance on unfamiliar or unusual problems. May perform more complex assignments to assist supervisor or higher level analyst.

Budget Analyst IV

Provides analytical support for budgets which require annual modifications due to changing work processes, resource needs, funding requirements, or fluctuating revenue. Interprets guidelines and precedents and advises operating managers concerning budgeting policies. May recommend new budgeting techniques. Typical duties include:

Budget development: Performs in-depth analysis of budget requests using techniques such as cost-benefit analysis and program trade-offs, and by exploring alternative methods of funding; writes and edits justifications for higher level approval; coordinates the compilation and evaluation of information required for executive level budget meetings; confers on modifications to budget requests; and interprets, revises, and develops procedures and instructions for preparing and presenting budget requests; and/or

Budget administration: Prepares a variety of reports detailing the status of funds, expenses, and obligations; identifies trends and recommends adjustments in program spending; advises management on budgeting deadlines and alternative means of accomplishing budgetary objectives; and serves as budgeting liaison between managers and staff of various organizational programs.

Participates with supervisor in determining deadlines for assigned projects, which are linked to the budget cycle and typically require more than a year for completion. Works independently for several months at a time, with little review, while work progresses.

BUDGET ANALYST SUPERVISOR

(141: Accountant, auditor, and other financial specialist)

As a *first-line* supervisor, supervises 3-14 budget analysts and support staff. Work requires substantial knowledge of budget formulation, analysis, and execution. Duties include planning and delegating work; monitoring performance; providing technical counsel; and evaluating work products. Recommends hirings and promotions, resolves complaints, effects minor disciplinary action, and arranges training. May direct staff through subordinate team leaders.

Excluded are second-line budget analyst supervisory positions.

Budget Analyst Supervisor I

Budget analyst III represents the full performance level of subordinate staff supervised. In addition, at least two staff members, as well as 25% of the total subordinate staff performs at the Budget Analyst III (or equivalent) level.

Budget Analyst Supervisor II

Budget analyst IV represents the full performance level of subordinate staff supervised. In addition, at least two staff members, as well as 25% of the total subordinate staff performs at the Budget Analyst IV (or equivalent) level.

BUYER/CONTRACTING SPECIALIST

(1449: Purchasing agent and buyer not elsewhere classified)

Purchases materials, supplies, equipment, and services (e.g., utilities, maintenance, and repair) and/or administers purchase contracts (assuring compliance after contract is awarded). In some instances items purchased are of types that must be specially designed, produced, or modified by the vendor in accordance with drawings or engineering specifications.

Solicits bids, analyzes quotations received, and selects or recommends suppliers. At levels III and higher, formal contract negotiation methods are typically used where knowledge of market trends and conditions is required. May interview prospective vendors.

Purchases items and services or negotiates contracts at the most favorable price consistent with quality, quantity, specification requirements, and other factors. Prepares or supervises preparation of purchase orders from requisitions. May expedite delivery and visit vendors' offices and plants.

Normally, purchases are unreviewed when they are consistent with past experience and are in conformance with established rules and policies. Proposed purchase transactions that deviate from the usual or from past experience in terms of prices, quality of items, quantities, etc., or that may set precedents for future purchases, are reviewed by higher authority prior to final action.

Contract administration includes determining allowable costs, monitoring contractor compliance with contract terms, resolving problems concerning obligations of the parties, explaining and renegotiating contract terms, and ensuring satisfactory contract completion.

In addition to work described above, some (but not all) buyers or contracting specialists direct the work of one or a few clerks who perform routine aspects of the work. As a

secondary and subsidiary duty, some buyers may also sell or dispose of surplus, salvage, or used materials, equipment, or supplies.

Note: Some buyers or contracting specialists are responsible for the purchasing or contract administration of a variety of items and materials. When the variety includes items and work described at more than one of the following levels, the position should be considered to equal the highest level that characterizes at least a substantial portion of the buyer's time.

Excluded are:

- a. buyers of items for direct sale, either wholesale or retail;
- b. brokers and dealers buying for clients or for investment purposes;
- c. positions that specifically require professional education and qualifications in a physical science or in engineering (e.g., chemist, mechanical engineer);
- d. buyers who specialize in purchasing a single or a few related items of highly variable quality such as raw cotton or wool, tobacco, cattle, or leather for shoe uppers, etc. Expert personal knowledge of the item is required to judge the relative value of the goods offered, and to decide the quantity, quality, and price of each purchase in terms of its probable effect on the organization's profit and competitive status;
- e. buyers or contracting specialists whose principal responsibility is the supervision of a purchasing or contracting program;
- f. persons whose major duties consist of ordering, reordering, or requisitioning items under existing contracts;
- g. positions restricted to clerical functions or to purchase expediting work;
- h. positions not requiring: 1) three years of administrative, technical, or substantive clerical experience; 2) a bachelor's degree in any field; or 3) any equivalent combination of experience and education yielding basic skills in problem analysis and communication; and
- i. contracting specialists above level V having broad responsibilities for resolving critical problems on major long-term purchases, developing new approaches or innovative acquisition plans, and/or developing procurement policies and procedures. These specialists use extensive judgment and originality to plan procurement strategies for large scale acquisition programs or systems.

Buyer/Contracting Specialist I

Purchases "off-the-shelf" types of readily available, commonly used materials, supplies,

tools, furniture, services, etc.

Transactions usually involve local retailers, wholesalers, jobbers, and manufacturers' sales representatives.

Quantities purchased are generally small amounts, e.g., those available from local sources.

Examples of items purchased include: common stationery and office supplies; standard types of office furniture and fixtures; standard nuts, bolts, screws; janitorial and common building maintenance supplies; or common utility services or office machine repair services.

OR

As a trainee, performs various clearly defined procurement tasks designed to increase the employee's knowledge and understanding of procurement and contracting concepts, principles, practices, and procedures. Examples of duties include: assisting in the preparation of solicitation documents; analyzing prices, discounts, and delivery dates; making procurement recommendations; and drafting simple contract provisions and supporting documentation. Work is performed under close supervision.

Buyer/Contracting Specialist II

Purchases "off-the-shelf" types of standard, generally available technical items, materials, and services. Transactions may involve occasional modification of standard and common usage items, materials, and services, and include a few stipulations about unusual packing, marking, shipping, etc.

Transactions usually involve dealing directly with manufacturers, distributors, jobbers, etc. Limited contract negotiation techniques may be used, primarily for developmental purposes to increase employee's skill and knowledge.

Quantities of items and materials purchased may be relatively large, particularly in the case of contracts for continuing supply over a period of time.

May be responsible for locating or promoting possible new sources of supply. Usually is expected to keep abreast of market trends, changes in business practices in the assigned markets, new or altered types of materials entering the market, etc.

Examples of items purchased or under contract include: standard industrial types of hand tools, gloves, and safety equipment; standard electronic parts, components, and component test instruments; electric motors; gasoline service station equipment; PBX or other specialized telephone services; special purpose printing services; custodial services for a large building; and routine purchases of common raw materials such as standard grades and sizes of steel bars, rods, and angles.

Also included at this level are buyers of materials of the types described for Buyer I when the quantities purchased are large, so that local sources of supply are generally inadequate and the buyer must deal directly with manufacturers on a broader than local scale.

OR

In a developmental position, assists higher level buyers or contracting specialists in purchasing, and/or negotiating contracts for items, materials, or services of a technical and specialized nature. Assigned work is designed to provide diversified experience, as a background for future higher level work. Examples of duties include: reviewing requisitions and drafting solicitations; evaluating bids and the dependability of suppliers; meeting with commercial representatives; and monitoring the progress of contractors. Supervisor provides general instructions, monitors work, and reviews recommendations. Standard or routine aspects of work are performed with greater independence.

Buyer/Contracting Specialist III

Purchases items, materials, or services of a technical and specialized nature, usually by negotiating a standard contract based on reimbursement of costs and expenses or a fixed price ceiling. May be responsible for overseeing the postaward (contract administration) functions (e.g., monitoring contract compliance, recommending action on problem situations, and negotiating extensions of delivery schedules) of such contracts. The items, while of a common general type, are usually made, altered, or customized to meet the user's specific needs and specifications.

The number of potential vendors is likely to be small and price differentials often reflect important factors (quality, delivery dates and places, etc.) that are difficult to evaluate.

The quantities purchased of any item or service may be large.

Many of the purchases involve one or more such complications as: specifications that detail, in technical terms, the required physical, chemical, electrical, or other comparable properties; special testing prior to acceptance; grouping of items for lot bidding and awards; specialized processing, packing, or packaging requirements; export packs; overseas port differentials; etc.

Is expected to keep abreast of market and product developments. May be required to locate new sources of supply.

Some positions may involve *assisting* in the training or supervision of lower level buyers or clerks.

Examples of items purchased include: castings; special extruded shapes of normal size and material; special formula paints; electric motors of special shape or speeds; production equipment; special packaging of items; raw materials in substantial quantities or with

special characteristics; and protective services where security presents an especially significant problem.

Buyer/Contracting Specialist IV

Negotiates and/or administers purchase contracts for complex and highly technical items, materials, or services, frequently specially designed and manufactured exclusively for the purchaser.

Transactions require dealing with manufacturers and often involve persuading potential vendors to undertake the manufacture of custom designed items according to complex and rigid specifications. Negotiation techniques are also frequently involved with convincing the vendor to reduce costs.

Quantities of items and materials purchased are often large in order to satisfy the requirements for an entire large organization for an extended period of time. Complex schedules of delivery are often involved. Contracting specialists determine appropriate quantities to be contracted for at any given period of time and negotiate with vendors to establish or adjust delivery schedules.

Negotiations and contract administration are often complicated by the following: requirements for spare parts, preproduction samples and testing, or technical literature; patent and royalty provisions; or renegotiation of contract terms. In reviewing contract proposals, extensive cost analysis is required to evaluate the cost of such factors as 1) numerous technical specifications, and 2) potential changes in manufacturing processes that might affect projected cost figures. These complications result in the incorporation of numerous special provisions and incentives in renegotiated contracts.

In addition to the work described above, a few positions may also require supervision of a few lower level buyers, contracting specialists or clerks. (No position is included in this level solely because supervisory duties are performed.)

Examples of items purchased include: special purpose high-cost machine tools and production facilities; specialized condensers, boilers, and turbines; raw materials of critically important characteristics or quality; and parts, subassemblies, components, etc., specially designed and made to order (e.g., communications equipment for installation in aircraft being manufactured; component assemblies for missiles and rockets; and motor vehicle frames).

Buyer/Contracting Specialist V

Performs one of the following:

1. Serves as lead negotiator or contract administrator for: new or unique equipment; extensive technical or professional services; or complex construction projects where there is a lack of previous experience or competition, extensive subcontracting, or

similar complications. Examples of contracts include prototype development of sophisticated research and testing equipment, software systems development, scientific studies involving waste and transportation systems, facilities for production of weapons systems, and research laboratories requiring special equipment.

2. Performs large-scale centralized purchasing or contract administration for a multi-unit organization or large establishment that requires either items with unique requirements as to construction, testing, durability, or quality characteristics, or organization-wide services. Examples of contracts include organization-wide software or communication systems, and industry-specific testing equipment with unique specifications.

May persuade suppliers to expand their plants or convert facilities to the production of new items or services.

Transactions are often complicated by technological changes, urgent needs to override normal production, great volume of production, commodity shortages, and lack of competition among vendors. Frequent technological changes require delays or modifications to contract proposals or to existing contracts. In-depth cost analysis is required, often with little pricing precedent due to the unique aspects of the products.

Contracts are usually long-term (exceeding 2 years) and involve numerous subcontracts and special provisions that must be changed and renegotiated throughout the duration of the contract.

COMPUTER PROGRAMMER

(397: Programmer)

Performs programming services for establishments or for outside organizations who may contract for services. Converts specifications (precise descriptions) about business or scientific problems into a sequence of detailed instructions to solve problems by electronic data processing (EDP) equipment, i.e., digital computers. Draws program flow charts to describe the processing of data and develops the precise steps and processing logic which, when entered into the computer in coded language (COBOL, FORTRAN, or other programming language), cause the manipulation of data to achieve desired results. Tests and corrects programs and prepares instructions for operators who control the computer during runs. Modifies programs to increase operating efficiency or to respond to changes in work processes; maintains records to document program development and revisions.

At levels I, II, and III, computer programmers *may also perform* programming analysis such as: gathering facts from users to define their business or scientific problems and to investigate the feasibility of solving problems through new or modified computer programs; developing specifications for data inputs, flow, actions, decisions, and outputs; and participating on a continuing basis in the overall program planning along with other EDP personnel and users.

In contrast, at levels IV and V, some programming analysis must be performed as part of the programming assignment. The analysis duties are identified in a separate paragraph at levels I, II, III, and IV, and are part of each alternative described at level V. However, the systems requirements are defined by systems analysts or scientists.

Excluded are:

- a. Positions which require a bachelor's degree in a specific scientific field (other than computer science), such as an engineering, mathematics, physics, or chemistry degree; however, positions are potential matches where the required degree may be from any of several possible scientific fields;
- b. Positions responsible for developing and modifying computer systems;
- c. Computer programmers who perform level IV or V duties but who perform no programming analysis;
- d. Workers who primarily analyze and evaluate problems concerning computer equipment or its selection or utilization;
- e. Computer systems programmers or analysts who primarily write programs or analyze problems concerning the system software, e.g., operating systems, compilers, assemblers, system utility routines, etc., which provide basic services for the use of all programs and provide for the scheduling of the execution of programs; however, positions matching this definition may develop a "total package which includes not only writing programs to process data but also selecting the computer equipment and system software required;
- f. Employees who have significant responsibility for the management or supervision of workers (e.g., systems analysts) whose positions are *not* covered in this definition; or employees with significant responsibility for *other functions* such as computer operations, data entry, system software, etc.; and
- g. Positions *not* requiring: 1) three years of administrative, technical, or *substantive* clerical experience; 2) a bachelor's degree in any field; or 3) any equivalent combination of experience and education yielding basic skills in problem analysis and communication.

Positions are classified into levels based on the following definitions.

Computer Programmer I

At this trainee level, assignments are usually planned to develop basic programming skills because incumbents are typically inexperienced in applying such skills on the job. Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work

done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments (as described in level II) under close supervision.

In addition, as training and to assist higher level staff, *may perform* elementary fact finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.); reports findings to higher level staff.

Receives classroom and/or on-the-job training in computer programming concepts, methods, and techniques and in the basic requirements of the subject matter area. May receive training in elementary fact-finding. Detailed, step-by-step instructions are given for each task and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

Computer Programmer II

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear-cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs.

Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc.

In addition, and as continued training, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats.

Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards.

Computer Programmer III

As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a recordkeeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input.)

Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs in consultation with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) Tests and documents work and writes and maintains operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data.

In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes.

Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards,

timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments.

OR

Works on complex programs (as described in level IV) under close direction of higher level staff or supervisor. May assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.

Computer Programmer IV

Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.

Performs such duties as: develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematic descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems, and coordinate work efforts.

In addition, performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project.

Works independently under overall objectives and direction, apprising the supervisor

about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower level programmers or technicians on assigned work.

Computer Programmer V

At level V, workers are typically either supervisors, team leaders, staff specialists, or consultants. Some programming analysis is included as a part of the programming assignment. Supervision and review are similar to level IV.

Typical duties and responsibilities include one or more of the following:

1. *In a supervisory capacity*, plans, develops, coordinates, and directs a large and important programming project (finance, manufacturing, sales/marketing, human resources, or other broad area) or a number of small programming projects with complex features. A substantial portion of the work supervised (usually 2 to 3 workers) is comparable to that described for level IV. Supervises, coordinates, and reviews the work of a small staff, normally not more than 15 programmers and technicians; estimates personnel needs and schedules, assigns and reviews work to meet completion date. These day-to-day supervisors evaluate performance, resolve complaints, and make recommendations on hiring and firing. They do not make final decisions on curtailing projects, reorganizing, or reallocating resources.
2. *As team leader, staff specialist, or consultant*, defines complex scientific problems (e.g., computational) or other highly complex programming problems (e.g., generating overall forecasts, projections, or other new data fields widely different from the source data or untried at the scale proposed) and directs the development of computer programs for their solution; or designs improvements in complex programs where existing precedents provide little guidance, such as an interrelated group of mathematical/statistical programs which support health insurance, natural resources, marketing trends, or other research activities. In conjunction with users (scientists or specialists), defines major problems in the subject-matter area. Contacts co-workers and user personnel at various locations to plan and coordinate project and gather data; devises ways to obtain data not previously available; arbitrates differences between various program users when conflicting requirements arise. May perform simulation studies to determine effects of changes in computer equipment or system software or may assess the feasibility and soundness of proposed programming projects which are novel and complex. Typically develops programming techniques and procedures where few precedents exist. May be assisted on projects by other programmers or technicians.

COMPUTER SYSTEMS ANALYST

(1712: Computer systems analyst)

Analyzes business or scientific problems for resolution through electronic data processing. Gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs; analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. May also write the computer programs.

Excluded are:

- a. Trainees who receive detailed directives and work plans, select authorized procedures for use in specific situations, and seek assistance for deviations and problems;
- b. Positions which require a bachelor's degree in a specific scientific field (other than computer science), such as an engineering, mathematics, physics, or chemistry degree; however, positions are potential matches where the required degree may be from any of several possible scientific fields;
- c. Computer programmers who write computer programs and solve user problems not requiring systems modification;
- d. Workers who primarily analyze and evaluate problems concerning *computer equipment* or its selection or utilization; and
- e. Computer systems programmers or analysts who primarily write programs or analyze problems concerning the system software, e.g., operating systems, compilers, assemblers, system utility routines, etc., which provide basic services for the use of all programs and provide for the scheduling or the execution of programs; however, positions matching this definition may develop a "total package" which includes not only analyzing work problems to be processed but also selecting the computer equipment and system software required.

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

Computer Systems Analyst I

At this level, *initial assignments* are designed to expand practical experience in applying systems analysis techniques and procedures. Provides *several phases* of the required systems analysis where the nature of the system is predetermined. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and

familiarity with related computer programming practices, system software, and computer equipment.

Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment, and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst; may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive close review.

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments.

Computer Systems Analyst II

Applies systems analysis and design skills in an area such as a recordkeeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.

Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and

effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.

OR

Works on a segment of a complex data processing scheme or broad system, as described for computer systems analyst level III. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.

Computer Systems Analyst III

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since *input data usually come from diverse sources*, is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.

Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements, and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs.

Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

Computer Systems Analyst IV

Applies expert systems analysis and design techniques to complex *system development* in a specialized design area and/or resolves unique or unyielding problems in existing complex systems by *applying new technology*. Work requires a broad knowledge of data sources and flow, interactions of existing complex systems in the organization, and the capabilities and limitations of the systems software and computer equipment. Objectives

and overall requirements are defined in the organization's EDP policies and standards; the primary constraints typically are those imposed by the need for compatibility with existing systems or processes. Supervision and nature of review are similar to levels II and III.

Typical duties and responsibilities include one or more of the following:

1. As team or project leader, provides systems design *in a specialized and highly complex design area*, e.g., interrelated business statistics and/or projections, scientific systems, mathematical models, or similar unprecedented computer systems. *Establishes the framework of new computer systems* from feasibility studies to post-implementation evaluation. Devises new sources of data and develops new approaches and techniques for use by others. May serve as technical authority for a design area. At least one or two team members perform work at level III; one or two team members may also perform work as a level IV staff specialist or consultant as described below.
2. As staff specialist or consultant, with expertise in a specialty area (e.g., data security, telecommunications, systems analysis techniques, EDP standards development, etc.), plans and conducts analyses of unique or unyielding problems in a broad system. Identifies problems and specific issues in assigned area and prepares overall project recommendations from an EDP standpoint including feasible advancements in EDP technology; upon acceptance, determines a design strategy that anticipates directions of change; designs and monitors necessary testing and implementation plans. Performs work such as: studies broad areas of projected work processes which cut across the organization's established EDP systems; conducts continuing review of computer technological developments applicable to system design and prepares long range forecasts; develops EDP standards where new and improved approaches are needed; or develops recommendations for a management information system where new concepts are required.

Computer Systems Analyst V

As a top technical expert, develops broad unprecedented computer systems and/or conducts critical studies central to the success of large organizations having extensive technical or highly diversified computer requirements. Considers such requirements as broad organization policy, and the diverse user needs of several organizational levels and locations. Works under general administrative direction.

Typical duties and responsibilities include one or more of the following:

1. As team or project leader, guides the development of broad unprecedented computer systems. The information requirements are complex and voluminous. Devises completely new ways to locate and develop data sources; establishes new factors and criteria for making subject-matter decisions. Coordinates fact finding, analysis, and design of the system and applies the most recent developments in data

processing technology and computer equipment. Guidelines consist of state-of-the-art technology and general organizational policy. *At least one team member performs work at level IV.*

2. As staff specialist or consultant, is a recognized leader and authority in a large organization (as defined above). Performs at least two of the following: a) has overall responsibility for evaluating the significance of technological advancement and developing EDP standards where new and improved approaches are needed, e.g., programming techniques; b) conceives and plans exploratory investigations critical to the overall organization where useful precedents do not exist and new concepts are required, e.g., develops recommendations regarding a comprehensive management information system; or c) evaluates existing EDP organizational policy for effectiveness, devising and formulating changes in the organization's position on broad policy issues. May be assisted on individual projects by other analysts.

COMPUTER SYSTEMS ANALYST SUPERVISOR/MANAGER

(1712: Computer systems analyst)

Supervises three or more employees, two of whom perform systems analysis. Work requires substantial and recurring use of systems analysis skills in directing staff. May also supervise programmers and related clerical and technical support personnel.

Excluded are:

- a. Positions also having significant responsibility for the management or supervision of functional areas (e.g., system software development, data entry, or computer operations) *not* related to the Computer Systems Analyst and Computer Programmer definitions;
- b. Supervisory positions having base levels below Computer Systems Analyst II or Computer Programmer IV; and
- c. Managers who supervise two or more subordinates performing at Computer Systems Analyst Supervisor/Manager level IV.

Classification by level

Supervisory jobs are matched at one of four levels according to two factors: a) base level of work supervised; and b) level of supervision. The table following the explanations of these factors indicates the level of the supervisor for each combination of factors.

Base level of work

The base level of work is the highest level of *nonsupervisory* work under the direct or indirect supervision of the supervisor/manager which (when added to the nonsupervisory levels above it) represents at least 25 percent of the total nonsupervisory, nonclerical staff and at least two of the full-time positions supervised.

To determine the base level of nonsupervisory, nonclerical work: 1) array the positions by level of difficulty; 2) determine the number of workers in each position; and 3) count down from the highest level (if necessary) until at least 25 percent of the total nonsupervisory, nonclerical staff are represented.

Level of supervision

Supervisors and managers should be matched at one of the three LS levels below which best describes their supervisory responsibility.

LS-1 Plans, coordinates, and evaluates the work of a small staff, normally not more than 15 programmers, systems analysts, and technicians; estimates personnel needs and schedules, assigns, and reviews work to meet completion date; interviews candidates for own unit and recommends hires, promotions, or reassignments; resolves complaints and refers group grievances and more serious unresolved complaints to higher level supervisors; may reprimand employees.

LS-2 Directs a sizable staff (normally 15-30 employees), typically divided into sub-units controlled by subordinate supervisors; advises higher level management on work problems of own unit and the impact on broader programs; collaborates with heads of other units to negotiate and/or coordinate work changes; makes decisions on work or training problems presented by subordinate supervisors; evaluates subordinate supervisors and reviews their evaluations of other employees; selects nonsupervisors (higher level approval is virtually assured) and recommends supervisory selections; hears group grievances and serious or unresolved complaints. May shift resources among projects and perform long range budget planning.

Note: In rare instances, supervisory positions responsible for directing a sizable staff (e.g., 20-30 employees) may not have subordinate supervisors, but *have all other LS-2 responsibilities*. Such positions should be matched to LS-2.

LS-3 Directs two subordinate supervisory levels and the work force managed typically includes substantially more than 30 employees. Makes major decisions and recommendations (listed below) which have a direct, important, and substantial effect on own organization and work. Performs *at least three* of

the following:

- decides what programs and projects should be initiated, dropped, expanded, or curtailed;
- determines long range plans in response to program changes, evaluates program goals, and redefines objectives;
- determines changes to be made in organizational structure, delegation of authority, coordination of units, etc.;
- decides what compromises to make in operations in view of public relations implications and need for support from various groups;
- decides on the means to substantially reduce operating costs without impairing overall operations; justifies major equipment expenditures; and
- resolves differences between key subordinate officials; decides, or significantly affects final decisions, on personnel actions for supervisors and other key officials.

CRITERIA FOR MATCHING COMPUTER SYSTEMS ANALYST SUPERVISORS/MANAGERS

Base level of nonsupervisory job(s)		Level of supervisor		
Matched in the Computer Programmer Definition	Matched in the Computer Systems Analyst Definition	LS-1	LS-2	LS-3
IV	II	I	II	III
V	III	II	III	IV
-	IV	III	IV	Exclude
-	V	IV	Exclude	Exclude

PERSONNEL SPECIALIST

(143: Personnel, training, and labor relations specialist)

Plans, administers, advises on, or performs professional work in *one or more* personnel specialties, such as:

Job Analysis/Evaluation: Analyzing, evaluating, and defining occupations or positions based on duties, responsibilities, and qualification requirements in order to establish or maintain a framework for equitable compensation.

Salary and Benefit Administration: Analyzing and evaluating compensation practices, participating in compensation surveys, and recommending pay and benefit adjustments.

Recruitment and Placement: Recruiting applicants through various sources (e.g., schools, colleges, employment agencies, newspapers, professional societies); evaluating applicants using qualification ratings, test scores, interviews, and reference checks; and recommending applicant placement.

Employee Development: Planning, evaluating, and administering employee training and development programs to achieve both organizational goals and personnel management objectives.

Employee Relations and Services: Providing guidance, advice, and assistance on such matters as employee services and benefits; management-employee communications; performance appraisals, grievances and appeals; equal employment opportunity; and employee conduct and discipline.

Equal Employment Opportunity: Planning, evaluating, and administering equal opportunity provisions.

Labor Relations: Advising and assisting management on a variety of labor relations matters, and negotiating and administering labor agreements on behalf of management.

In addition to the technical responsibilities described in levels I through VI, personnel specialists may also manage personnel functions and supervise subordinate staff. At levels I and II, the subordinate staff typically consists of clerks and paraprofessionals;

level III may coordinate the work of lower level specialists; and levels IV and above may supervise subordinate specialists. Positions which are *primarily supervisory*, rather than technical, in nature (i.e., they are not readily matchable to the level-to-level distinctions in this definition) should be matched to the personnel supervisor/manager definition.

This broad, generic occupation includes specialists: (1) working in personnel operations; (2) reviewing and evaluating the quality of personnel programs; and (3) developing and revising personnel programs and procedures.

Excluded are:

- a. Positions matched to the personnel supervisor/manager definition;
- b. Directors of personnel, who service more than 250 employees and have significant responsibility for administering all three of the following functions: Job evaluation, employment and placement, and employee relations and services. In addition, workers in these excluded positions serve top management of their organization as *the source of advice on personnel matters and problems*;
- c. Clerical and paraprofessional positions;
- d. Labor relations specialists who negotiate with labor unions as the *principal representative of their overall organization*;
- e. Specialists with matchable titles (e.g., labor relations specialist, equal opportunity specialist) which are *not* part of the establishment's personnel program;
- f. Specialists in other occupations (e.g., nursing, organizational development, payroll, safety and health, security, and training), *even if* these positions are part of the establishment's personnel program;
- g. Positions not requiring: (1) three years of administrative, technical, or substantive clerical experience; (2) a bachelor's degree in any field; or (3) any equivalent combination of experience and education yielding basic skills in problem analysis and communication; and
- h. Positions employed by personnel supply service establishments (S.I.C. 736).

Classification by level

Establishment positions which meet the above criteria are matched at one of six levels. *Primary leveling concepts* are presented for each of the three options: (1) operations, (2) program evaluation, and (3) program development. These leveling concepts take precedent over typical duties and responsibilities in determining the level of a match. Job duties that are "moderately complex" in one establishment may be "procedural" in another establishment.

Personnel Specialist I (operations only)

As a trainee, receives classroom and/or on-the-job training in the principles, procedures, and regulations of the personnel program and in the programs, policies, and objectives of the employing organization. Assignments provide experience in applying personnel management principles, procedures and techniques, while performing a variety of uncomplicated tasks under close supervision.

Personnel Specialist II

Operations. Performs *standard procedural duties* which require the use of personnel management principles and techniques to identify and analyze personnel problems. Provides limited advice to management, such as informing departmental supervisors of typical duty patterns which comprise an occupational level or of types of candidates available for a particular type of job. Receives specific instructions with each new assignment.

Program evaluation and development. Assists higher level specialists in preliminary phases of evaluation or development. Receives increasingly difficult assignments under close supervisory guidance and review.

Typical duties include: analyzing and evaluating nonexempt jobs using standard procedures; participating in recruitment or compensation surveys for nonexempt jobs; rating applicants using established guides; explaining established policies, procedures, or regulations to employees or management; and performing limited tasks to assist higher level specialists in employee development, employee relations, and labor relations programs.

Personnel Specialist III

Operations. Performs moderately complex assignments following established policies and guidelines. Work requires experience both in a personnel specialty and in the organization serviced. Advises management on the solution to personnel problems of limited scope for which there are precedents. Renders advice concerning own specialty, but discusses impact on other personnel areas. Works independently under specified objectives; closer supervision is provided for complex assignments, precedent-setting actions, and actions that impact either other functional areas or key working relationships.

Program evaluation and development. Assists higher level specialists or managers by studying less complex aspects of personnel programs (e.g., merit promotions, incentive awards), resolving problems of average difficulty, and reporting findings to be included in evaluation reports.

Typical duties include: analyzing, evaluating, and defining both exempt and nonexempt jobs in various occupational groups using established procedures; participating in surveys of broad compensation areas; recruiting and screening applicants for both exempt and

nonexempt jobs, checking references and recommending placement; assisting in identifying training needs and arranging training, initiating personnel actions or awards, and interpreting established personnel policy, regulations, and precedents; or participating in preparing for and conducting labor negotiations.

Personnel Specialist IV

Operations. Applies to three different work situations. In situation (1), specialists use technical knowledge, skills, and judgment to solve complex technical problems. Advisory services to management are similar to those described at level III. Situation (2) combines typical level III operating skills with comprehensive management advisory services. Advisory services require high technical skills, along with broad personnel knowledge, to solve problems from a total personnel management perspective. In situations (1) and (2), specialists plan and complete work following established program goals and objectives. Their judgments and recommendations are relied on for management decisions.

Situation (3) applies to specialists who are *solely* responsible for performing moderately complex assignments (as described in level III) and for rendering *final decisions* on assigned personnel matters under general administrative supervision. Responsibilities include planning and scheduling work and coordinating and integrating program(s) with other personnel, management, and operational activities.

Program evaluation. Conducts on-site review of personnel actions in several organizational units; determines factual basis for personnel actions, evaluates actions for consistency with established guidelines, and reports significant findings.

Program development. Independently develops supplemental guidelines for existing procedures.

Typical duties include: analyzing, evaluating, and defining difficult exempt jobs, i.e., those in research and development, administration, law, and computer science; planning and conducting broad compensation surveys and recommending pay and benefit adjustments; developing training plans and procedures for an organizational segment; participating in complex employee-management relations issues such as controversies, poor morale, and high turnover; or developing plans and procedures for labor negotiations in a moderately complex organization.

Personnel Specialist V

Operations. Applies to two different work situations. In situation (1), specialists solve unusually complex and unprecedented problems which require creative solutions. In situation (2), specialists are assigned complex technical problems (as described in level IV - situation (1) combined with responsibility for providing comprehensive advice to management. Management advisory services are complicated by jobs and organizations that are complex, new, or dynamic, and by the abstract nature of the work processes.

Supervision and guidance relate largely to program goals and time schedules. Specialists are authorized to make decisions for their organizations and consult with their supervisors concerning unusual problems and developments.

Program evaluation. Independently evaluates personnel programs to determine the degree to which they are achieving goals and objectives, ascertaining weaknesses in programs and guidelines, and making recommendations for improvements. Conclusions are reported to top management.

Program development. Applies expertise in modifying procedures and guidelines. Projects are usually narrow in scope, i.e., limited to an occupational field or to a specific program area. May have full technical responsibility for personnel projects, studies, policies, or programs that are less complex than described at level VI.

Typical duties include: Participating in the development of personnel policies and procedures; analyzing, evaluating, and defining unusually difficult jobs, e.g., those in emerging occupations which lack applicable guidelines, or in organizations so complex and dynamic that it is difficult to determine the extent of a position's responsibility; recruiting candidates for one-of-a-kind jobs; participating in employee-management relations where the underlying issues are difficult to identify; planning and administering a comprehensive employee development program; or performing labor relations assignments for a large conglomerate.

Personnel Specialist VI

Program evaluation. Applies to three different work situations. In situation (1), specialists evaluate the personnel management program of large, complex organizations. Such evaluations require broad understanding and sensitivity both to the interrelationships between different personnel programs and to complex organizational and management relationships. In situation (2), specialists provide advice to management in improving personnel programs in unusually complex organizations. Such expertise extends beyond knowledge of guidelines, precedents, and technical principles into areas of program management and administration. In situation (3), specialists serve as evaluation experts assigned to uniquely difficult and sensitive personnel problems, e.g., solutions are unusually controversial; specialists are required to persuade and motivate key officials to change major personnel policies or procedures; or problems include serious complaints where facts are vague.

Program development. Specialists have full technical responsibility for unusually complex personnel projects, studies, policies, or programs. The scope and impact of these assignments are broad and are of considerable importance to organizational management.

Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits.

PERSONNEL SUPERVISOR/MANAGER

(143: Personnel, training, and labor relations specialist)

Supervises three or more personnel specialists and/or clerks and paraprofessionals. Although the work is supervisory in nature, it requires substantial knowledge of personnel policies, procedures, and practices.

Excluded are:

- a. Positions matched to the personnel specialist definition:
- b. Directors of personnel, who service more than 250 employees and have significant responsibility for administering all three of the following functions: Job evaluation, employment and placement, and employee relations and services. In addition, workers in these excluded positions serve top management of their organization as *the* source of advice on personnel matters and problems;
- c. Labor relations positions which are primarily responsible for negotiating with labor unions as the principal representative of their *overall* organization;
- d. Supervisory positions having both a base level below personnel specialist III *and* requiring technical expertise *below* personnel specialist IV; and
- e. Positions also having significant responsibility for functional areas beyond personnel (e.g., payroll, purchasing, or administration).

Classification by Level

Supervisory jobs are matched at one of five levels according to two factors: a) base level of work supervised, and b) level of supervision. The table following the explanations of these factors indicates the level of the supervisor for each combination of factors.

Base Level of Work

Conceptually, the base level of work is the highest level of *nonsupervisory* work under the direct or indirect supervision of the supervisor/manager which (when added to the nonsupervisory levels above it) represents at least 25 percent of the total nonsupervisory, nonclerical staff and at least *two* of the full-time positions supervised.

To determine the base level of nonsupervisory, nonclerical work: 1) array the positions by level of difficulty; 2) determine the number of workers in each position; and 3) count down from the highest level (if necessary) until at least 25 percent of the total nonsupervisory, nonclerical staff are represented.

Establishment supervisory positions matched in the personnel specialist series should be counted as "non-supervisory" in computing the base level for personnel supervisor/manager matches.

Due to the unique nature of this particular occupation series, the mechanics of the base level concept are often not applicable in determining the appropriate job level of a personnel supervisor/manager. See *Alternative Criteria For Matching Personnel Supervisors/Managers* at the end of this definition for assistance in assuring correct job matches.

Level of Supervision

Supervisors and managers should be matched at one of the three LS levels below which best describes their supervisory responsibility.

LS-1 Plans, coordinates, and evaluates the work of a small staff, normally not more than 10 personnel specialists, paraprofessionals, and clerks; estimates staffing needs for personnel unit and schedules, assigns, and reviews work to meet completion date; interviews candidates for own unit and recommends hires, promotions, or reassignments; and resolves complaints, referring group grievances and more serious unresolved complaints to higher level supervisors; may reprimand employees.

LS-2 Directs a sizable staff (normally 10-20 employees), typically divided into sub-units controlled by subordinate supervisors; advises higher level management on work problems of own unit and the impact on broader programs; collaborates with heads of other units to negotiate and/or coordinate work changes; makes decisions on work or training problems presented by subordinate supervisors; evaluates subordinate supervisors and reviews their evaluations of their employees; selects nonsupervisors (higher level approval is virtually assured) and recommends supervisory selections; and hears group grievances and serious or unresolved complaints. May shift resources among projects and perform long range budget planning.

Note: In *rare instances*, supervisory positions responsible for directing a sizable staff (e.g., 10-20 professional employees) may not have subordinate supervisors, but *have all other LS-2 responsibilities*. Such positions should be matched to LS-2.

LS-3 Directs 2 subordinate supervisory levels and the work force managed typically includes substantially more than 20 employees. Makes major decisions and recommendations (listed below) which have a direct, important, and substantial effect on own organization and work. Performs *at least three* of the following:

- decides what programs and projects should be initiated, dropped, expanded, or curtailed;
- determines long range plans in response to program changes, evaluates program goals, and redefines objectives;
- determines changes to be made in organizational structure, delegation of authority, coordination of units, etc.;
- decides what compromises to make in program operations in view of public relations implications and need for support from various groups;
- decides on the means to substantially reduce program operating costs without impairing overall operations; justifies major equipment expenditures; and
- resolves differences between key subordinate officials; decides, or significantly affects final decisions, on personnel actions for subordinate supervisors and other key subordinates.

Alternative criteria for matching Personnel Supervisor/Managers

- Base level artificially low.* The leanness of subordinate staff often combines with the appropriate LS level to produce a level of supervisor/manager which is below the supervisor/manager's level of technical expertise, as measured by the personnel specialist definition. In these instances, raise the level of the supervisor/manager match to correlate to the equivalent level of personnel specialist (see chart above).

TAX COLLECTOR

(141: Accountant, auditor, and other financial specialist)

Collects *delinquent* taxes, canvasses for unreported taxes due, secures delinquent tax returns, and counsels taxpayers on filing and paying obligations. Tax collection typically begins after office examination of tax returns and financial records and subsequent notices of tax liability fail to collect full payment. Obtains and analyzes financial information, selects appropriate administrative or judicial remedy, and liquidates tax liability through such measures as compromise, installment agreements, and seizure and sale of property or other assets. Establishes liability for and imposes various penalties under State or County revenue codes. Serves summonses, takes testimony under oath, and testifies in court.

Work typically requires at least three years experience in general business or financial practices or the equivalent in education and experience combined. Level I is primarily for training and development. Level II is the full working level for tax collectors who follow standard procedures and level III includes specialists, team leaders, and quasi-supervisors solving moderately complex tax collection problems.

Tax collection involves two overlapping functions - *returns investigation* and *collection of delinquent taxes*. Returns investigations involve analyzing financial records, examining taxpayer's situation or business operations, and counseling taxpayers on statutory requirements and preparation of delinquent returns. Tax collectors primarily performing returns investigation work are not typically found above level II.

Collection of delinquent taxes involves analyzing a taxpayer's financial worth and ability to pay. In resolving delinquency, tax collectors evaluate (or use appraisers to evaluate): market value of assets; equity shares of other creditors; liens and ownership rights; taxpayer earning capacity; and the potential of taxpayer businesses. If bankruptcy is imminent, tax collectors file notices of lien to give their agency priority over subsequent creditors. If necessary, collectors take action for seizure and make arrangements for selling property. However, before resorting to enforced collection procedures, they may recommend alternatives such as installment payments, appointing escrow agents, or accepting collateral or mortgage arrangements to protect their agency's equity.

Excluded are:

- Tax collection supervisors. Incumbents in these full supervisory positions typically assign, coordinate, and review work; estimate personnel needs and schedules;

Table B-2. Criteria for matching personnel supervisors/managers

Base level of nonsupervisory job(s) matched in the personnel specialist definition	Level of supervisor		
	LS-1	LS-2	LS-3
III	I	II	III
IV	II	III	IV
V	III	IV	V
VI	IV	V	Exclude

Table B-3. Level equivalents of personnel professional occupations

Personnel Specialist	Personnel Supervisor/Manager	Director of Personnel
I		
II		
III		
IV	I	I
V	II	II
VI	III	III
	IV	IV
	V	V

evaluate performance; resolve complaints; and make recommendations for hiring and firing; and

- b. Tax auditors responsible for determining taxpayer liability.

Tax Collector I

Receives formal training in: internal revenue laws, regulations, and procedures; collection enforcement techniques and laws of evidence and procedures; and business fundamentals. On-the-job training is provided and progressively broader assignments are given for development purposes. Most assignments are simple, although more difficult work such as that encountered at level II may be performed under close supervision and guidance. Individuals hired typically have 1-2 years experience in accounting, loan, collection, or related area or equivalent education in accounting, business law, or related field of study.

Tax Collector II

Follows standard procedures to collect delinquent tax accounts and secure delinquent returns. Receives specific assignments from supervisor and works out details independently. Explains to tax debtors sanctions which may be used in the event of nonpayment and procedures for appealing tax bills or assessments. Compiles prescribed records and reports. Refers problems to supervisor which cannot be resolved by applying standard procedures.

Tax Collector III

As a tax collection specialist, team leader, or quasi-supervisor, conducts moderately complex investigations to detect or verify suspected tax violations according to established rules, regulations, and tax ordinances. Selects methods of approach, resolves problems referred by lower level tax collectors, and applies all remedies available to collect delinquent taxes. Prepares comprehensive records and reports. Trains lower level tax collectors and assists them in uniformly enforcing tax laws. May also assign, review, and coordinate work of lower level tax collectors.

Technical

COMPUTER OPERATOR

(4612: Computer operator)

Monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data. Work is characterized by the following:

- Studies operating instructions to determine equipment setup needed;

- Loads equipment with required items (tapes, cards, paper, etc.);
- Switches necessary auxiliary equipment into system;
- Starts and operates control console;
- Diagnoses and corrects equipment malfunctions;
- Reviews error messages and makes corrections during operation or refers problems;
- Maintains operating record.

May test run new or modified programs and *assist* in modifying systems or programs. Included within the scope of this definition are fully qualified computer operators, trainees working to become fully qualified operators, and lead operators providing *technical* assistance to lower level positions.

Excluded are:

- Workers operating small computer systems where there is little or no opportunity for operator intervention in program processing and few requirements to correct equipment malfunctions;
- Peripheral equipment operators and remote terminal or computer operators who do not run the *control console* of either a mainframe digital computer or a group of minicomputers;
- Workers using the computer for scientific, technical, or mathematical work when a knowledge of the subject matter is required; and
- Positions above level V; in addition to level V responsibilities, workers in these excluded positions use a knowledge of program language, computer features, and software systems to assist in (1) maintaining, modifying, and developing operating systems or programs; (2) developing operating instructions and techniques to cover problem situations; and (3) switching to emergency backup procedures.

Computer Operator I

Receives on-the-job training in operating the control console (sometimes augmented by classroom training). Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

Computer Operator II

Processes scheduled routines which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.

Computer Operator III

Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.

Computer Operator IV

Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.

Computer Operator V

Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with on-going job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.

DRAFTER

(372: Drafting occupation)

Performs drafting work, manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques. Prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duct systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, designs, and information. Uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings.

Excluded are:

- a. Designers using technical knowledge and judgment to conceive, plan, or modify designs;
- b. Illustrators or graphic artists using artistic ability to prepare illustrations;
- c. Office drafters preparing charts, diagrams, and room arrangements to depict statistical and administrative data;
- d. Cartographers preparing maps and charts primarily using a technical knowledge of cartography;
- e. Positions below level I; workers in these trainee positions either (1) trace or copy finished drawings under close supervision or (2) receive instruction in the elementary methods and techniques of drafting; and
- f. Supervisors.

Positions are classified into levels based on the following definitions.

Drafter I

Prepares drawings of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints. Selects appropriate templates or uses a compass and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include:

From marked-up prints, revises the original drawings of a plumbing system by increasing pipe diameters.

From sketches, draws building floor plans, determining size, spacing, and arrangement of freehand lettering according to scale.

Draws simple land profiles from predetermined structural dimensions and reduced survey notes. Traces river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.

Drafter II

Prepares various drawings of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the occupation. Makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches or specifications which clearly depict the desired product. Typical assignments include:

From a layout and manual references, prepares several views of a simple gear system. Obtains dimensions and tolerances from manuals and by measuring the layout.

Draws base and elevation views, sections, and details of new bridges or other structures; revises complete sets of roadway drawings for highway construction projects; or prepares block maps, indicating water and sewage line locations.

Prepares and revises detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.

Drafter III

Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. Works from sketches, models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and

technical guides. Independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:

From layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.

From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawings of printed circuit boards.

From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes, and berms; prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.

Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; notifies supervisor of conflicting details in design.

Note: Excludes drafters performing work of similar difficulty to that described at this level but who provide support for a variety of organizations which have widely differing functions or requirements.

Drafter IV

Works closely with design originators, preparing drawings of *unusual, complex, or original designs which require a high degree of precision*. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawings produced. Exercises independent judgment in selecting and interpreting data based on a knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

ENGINEERING TECHNICIAN

(371: Engineering technologist and technicians)

To be covered by these definitions, employees must meet *all* of the following criteria:

1. Provides semiprofessional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement.
2. Work pertains to electrical, electronic, or mechanical components or equipment.
3. Required to have some practical knowledge of science or engineering; some positions may also require a practical knowledge of mathematics or computer science.

Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment.

Excluded are:

- a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technician);
- b. Model makers and other craft workers;
- c. Quality control technicians and testers;
- d. Chemical and other nonengineering laboratory technicians;
- e. Civil engineering technicians and drafters;
- f. Positions (below level I) which are limited to simple tasks such as: Measuring items or regular shapes with a caliper and computing cross-sectional areas; identifying, weighing, and marking easy-to identify items; or recording simple instrument readings at specified intervals; and
- g. Engineers required to apply a professional knowledge of engineering theory and principles.

Engineering Technician I

Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as:

Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting.

Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data.

Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

Engineering Technician II

Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. May become familiar with the operation and design of equipment and with maintenance procedures and standards. Technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as:

Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment;

Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors.

Extracts engineering data from various prescribed but nonstandardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

Engineering Technician III

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using precedents that are not fully applicable. Receives initial instruction, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as:

Constructs components, subunits, or simple models and adapts standard equipment. May troubleshoot and correct malfunctions requiring simple solutions.

Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.

Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data.

Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.

Assists in design modification by compiling data related to designs, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

Engineering Technician IV

Performs nonroutine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as:

Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings, and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.

Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.

Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

Engineering Technician V

Performs nonroutine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer

outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as:

Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.

From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.

Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments, analyzes and evaluates test results, and prepares reports on findings and recommendations.

Engineering Technician VI

Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as:

Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment). Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.

Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.

Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

ENGINEERING TECHNICIAN, CIVIL OR SURVEY TECHNICIAN/CONSTRUCTION INSPECTOR

(1472: Construction inspector)

(3733: Surveying technician)

Provides semiprofessional support to engineers or related professionals engaged in the planning, design, management, or supervision of the construction (or alteration) of such structures as buildings, streets and highways, airports, sanitary systems, or flood control systems. Applies knowledge of the methods, equipment, and techniques of several of the following support functions:

Data compilation and analysis/design and specification - gathering, tabulating and/or analyzing hydrologic and meteorologic information, quantities of materials required, traffic patterns, or other engineering data; preparing detailed site layouts and specifications; and reviewing and analyzing design drawings for feasibility, performance, safety, durability, and design content.

Testing - measuring the physical characteristics of soil, rock, concrete or other construction materials to determine methods and quantities required or to comply with safety and quality standards;

Surveying - measuring or determining distances, elevations, areas, angles, land boundaries or other features of the earth's surface; or

Construction inspection and monitoring - performing on-site inspection of construction projects to determine conformance with contract specifications and building codes. Levels V and VI include positions responsible for monitoring and controlling construction projects.

Excluded are building, electrical, and mechanical inspectors; construction, maintenance, and craft workers; chemical or other physical science technicians; engineers required to apply professional rather than technical knowledge of engineering to their work; and technicians not primarily concerned with civil or construction engineering.

Also *excluded* are technicians below level I whose work is limited to very simple and routine tasks, such as identifying, weighing and marking easy-to-identify items or recording simple instrument readings at specified intervals.

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

Engineering Technician, Civil or Survey Technician/Construction Inspector I

Performs simple, routine tasks under close supervision or from detailed procedures. Work is checked in progress and on completion. Performs a variety of such typical duties as:

Data compilation - compiles engineering data from tests, drawings, specifications or field notes; performs arithmetic computations by substituting values in specified formulas; plots data and draws simple curves and graphs.

Testing - conducts simple or repetitive tests on soils, concrete and aggregates; e.g. sieve analysis, slump tests and moisture content determination.

Surveying - performs routine and established functions such as holding range poles or rods where special procedures are required or directing the placement of surveyor's chain or tape and selecting measurement points.

Construction inspection - makes simple measurements and observations; may make preliminary recommendations concerning the acceptance of materials or workmanship in clear-cut situations.

Engineering Technician, Civil or Survey Technician/Construction Inspector II

Performs standard or prescribed assignments involving a sequence of related operations. Follows standard work methods and receives detailed instructions on unfamiliar assignments. Technical adequacy of routine work is assessed upon completion; nonroutine work is reviewed in progress. Performs a variety of such typical duties as:

Data compilation and analysis - compiles and examines a variety of data required by engineers for project planning (e.g., hydrologic and sedimentation data; earthwork quantities), applying simple algebraic or geometric formulas.

Testing - conducts a variety of standard tests on soils, concrete and aggregates, e.g., determines the liquid and plastic limits of soils or the flexural and compressive strength, air content and elasticity of concrete. Examines test results and explains unusual findings.

Surveying - applies specialized knowledge, skills or judgment to a varied and complex sequence of standard operations, e.g., surveys small land areas using rod, tape and hand level to estimate volume to be excavated; or records data requiring numerous calculations.

Construction inspection - Applies a variety of techniques in inspecting less complex projects, e.g., the quality, quantity, and placement of gravel for road construction; excavations; and concrete footings for structures. Determines compliance with plans and specifications. May assist in inspecting more complex projects.

Engineering Technician, Civil or Survey Technician/Construction Inspector III

Performs assignments which include nonstandard applications, analyses or tests; or the use of complex instruments. Selects or adapts standard procedures using fully applicable precedents. Receives initial instructions, requirements and advice as needed; performs recurring work independently. Work is reviewed for technical adequacy and conformance with instructions. Performs a variety of such typical duties as:

Data compilation and analysis - applies knowledge and judgment in selecting sources, evaluating data and adapting methods, e.g., computes, from file notes, quantities of materials required for roads which include retaining walls and culverts; plots profiles, cross sections and drainage areas for a small earthwork dam.

Design and specification - assists in preparing plans and layouts for modifying specific structures, systems, or components by compiling pertinent design, specifications, and survey data. From detailed notes and instructions, prepares simple sketches or drawings for excavation, embankment, or structures to assist survey team in staking out work and in computing quantities.

Testing - conducts tests for which established procedures and equipment require either adaptation or the construction of auxiliary devices. Uses judgment to interpret precise test results.

Surveying - uses a variety of complex instruments to measure angles and elevations, applying judgment and skill in selecting and describing field information. Assignments include: recording complete and detailed descriptive data and providing sketches of relief, drainage and culture; or running short traverse lines from specified points along unobstructed routes.

Construction inspection - independently inspects standard procedures, items or operations of limited difficulty, e.g., slope, embankment, grading, moisture content, earthwork compaction, concrete forms, reinforcing rods or simple batching and placement of concrete on road construction.

Engineering Technician, Civil or Survey Technician/Construction Inspector IV

Plans and performs nonroutine assignments of substantial variety and complexity. Selects appropriate guidelines to resolve problems which are not fully covered by precedents. Performs recurring work independently, receiving technical advice as needed. Performs a variety of such typical duties as:

Design and specification - prepares site layouts for projects from such information as design criteria, soil conditions, existing buildings, topography and survey data; sketches plans for grading sites; and makes preliminary cost estimates from established unit prices. OR Reviews and develops plans, specifications, and cost estimates for standard modifications to the interior system (e.g. electrical) of a small, conventional building.

Testing - conducts tests which require the selection and substantial modification of equipment and procedures. Recognizes and interprets subtle, i.e., fluctuating, test reactions.

Surveying - makes exacting measurements under difficult conditions e.g., leads detached observing unit on surveys involving unusually heavy urban, rail or highway traffic; serves as party chief on conventional construction, property, topographical, hydrographic or geodetic surveys. Excluded are party chiefs responsible for unusually difficult or complex surveys.

Construction inspection - performs inspections for a variety of complete projects of limited size and complexity or a phase of a larger project, e.g., conventional one or two story concrete and steel buildings; park and forest road construction limited to clearing, grading and drainage. Interprets plans and specifications, resolves differences between plans and specifications, and approves minor deviations in methods which conform to established precedents.

Engineering Technician, Civil or Survey Technician/Construction Inspector V

Performs nonroutine and complex assignments involving responsibility for planning and conducting a complete project of limited scope or a portion of a larger, more complex project. Selects and adapts techniques, designs, or layouts. Reviews, analyzes and interprets the technical work of others. Completed work is reviewed for technical adequacy. Recommendations for major changes or costly alterations to basic designs are approved by supervisor. Performs a variety of such typical duties as:

Design and specification - prepares plans and specifications for major projects such as roads and airport runways, bridge spans, highway structures, or electrical distribution systems. Applies established engineering practice; calculates dimensions, elevations, and quantities; and selects and adapts precedents to meet specific requirements. Applies applicable standards and guidelines in resolving design problems; refers difficult or novel requirements to supervisor.

Construction inspection - Inspects projects of unusual difficulty and complexity, e.g., large multi-story hospitals or laboratories which include sophisticated electrical and mechanical equipment; airport runways for jet aircraft with exacting requirements. Independently interprets plans and specifications to resolve complex construction problems.

Construction monitoring - Monitors progress of specialized phases of construction projects. For example, develops or revises specifications for clearing land for excavation; and building access roads, utilities, construction offices, testing facilities, and maintenance and storage facilities. OR Investigates prospective contractor's capabilities, operating methods, and equipment; or reviews contractor's cost estimates and operating reports for use in computing periodic payments.

Engineering Technician, Civil or Survey Technician/Construction Inspector VI

Independently plans and accomplishes complete conventional projects or serves as an expert in a narrow aspect of a civil engineering field. Applies creativity and judgment to plan projects, resolve design problems, and adapt equipment, procedures, or techniques. Recommendations, plans, designs, and reports are reviewed for general adequacy and soundness of engineering judgment. Supervisor provides advice on unusual or controversial problems or policy matters. May direct or train lower level technicians.

Design and specification - Develops cost estimates for competitive bidding for a variety of multiple-use construction projects. Determines the construction processes involved, along with coordination and scheduling requirements. Compares types and capacities of construction equipment and calculates detailed cost estimates. OR Prepares designs and specifications for various utility systems of complex facilities; resolves design problems by adapting precedents or developing new design features.

Construction inspection and monitoring - Inspects and monitors progress of multi-use construction projects typically requiring more than a year for completion. Uses a knowledge of construction systems, practices, and processes to determine if projects are progressing according to contract requirements and organizational policies.

Protective Service

CORRECTIONS OFFICER

(5133: Correctional institution officer)

Maintains order among inmates in a State prison or local jail. Performs routine duties in accordance with established policies, regulations, and procedures to guard and supervise inmates in cells, at meals, during recreation, and on work assignments. May, if necessary, employ weapons or force to maintain discipline and order. Typical duties include: Taking periodic inmate counts; searching inmates and cells for contraband articles; inspecting locks, window bars, grills, doors, and grates for tampering; aiding in prevention of escapes and taking part in searches for escaped inmates; and escorting inmates to and from different areas for questioning, medical treatment, work, and meals. May act as outside or wall guard, usually on rotation.

Excluded are:

- a. Workers receiving on-the-job training in basic correctional officer activities; and
- b. Positions responsible for providing counselling or rehabilitation services to inmates.

FIREFIGHTER

(5123: Firefighting occupation)

As a full-time paid member of the fire department, combats, extinguishes, and prevents fires and performs rescue operations in structural and airfield environments. Performs maintenance on own equipment and quarters. Wears protective clothing and breathing devices; drives fire and crash equipment; and operates a variety of firefighting equipment such as hoses, extinguishers, ladders and axes. May hold national certification as an Emergency Medical Technician.

Excluded are:

- a. Fire academy cadets;
- b. Positions receiving *additional compensation* for driving and operating structural pumps and crash vehicles; and
- c. Work leaders and supervisors.

POLICE OFFICER, UNIFORMED

(5132: Police and detective, public service)

Enforces laws established for the protection of persons and property, by detaining, arresting, interrogating, and incarcerating suspected violators, and appearing as a witness

at trials. Work is performed in uniform or civilian clothes and officers are typically armed.

Excluded are:

- a. Supervisory positions;
- b. Criminal investigators;
- c. Police detectives and specialists performing duties above those described for Police Officer II;
- d. Positions requiring the operation of an aircraft; and
- e. Police academy cadets and positions receiving on-the-job training and experience in basic police activities.

Police Officer, Uniformed I

Carries out general and specific assignments from superior officers in accordance with established rules and procedures. Maintains order, enforces laws and ordinances, and protects life and property in an assigned patrol district or beat by performing a combination of such duties as: patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending and arresting suspects; processing prisoners; and protecting scenes of major crimes. May participate with detectives or investigators in conducting surveillance operations.

Police Officer, Uniformed II

In addition to the basic police duties described at level I, receives additional compensation to specialize in one or more activities, such as: canine patrol; special reaction teams (e.g., special weapons assault team, special operations reaction team); juvenile cases; hostage negotiations; and participating in investigations (e.g., stakeout, surveillance) or other enforcement activities requiring specialized training and skills.

Clerical

CLERK, ACCOUNTING

(4712: Bookkeeper and accounting and auditing clerk)

Performs one or more accounting tasks, such as posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of

reports, lists, calculations, postings, etc.; preparing journal vouchers; or making entries or adjustments to accounts.

Levels I and II require a basic knowledge of routine clerical methods and office practices and procedures as they relate to the clerical processing and recording of transactions and accounting information. Levels III and IV require a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system, where there are few variations in the types of transactions handled. In addition, some jobs at each level may require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

Clerk, Accounting I

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

Clerk, Accounting II

Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to ensure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

Clerk, Accounting III

Uses a knowledge of double entry bookkeeping in performing one or more of the following: posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

Clerk, Accounting IV

Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: reviews invoices and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system); and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting system.

Note: Excluded from level IV are positions responsible for maintaining either a general ledger or a general ledger in combination with subsidiary accounts.

CLERK, GENERAL

(463: General office occupation)

Performs a *combination of clerical tasks* to support office, business, or administrative operations, such as: maintaining records; receiving, preparing, or verifying documents; searching for and compiling information and data; responding to routine requests with standard answers (by phone, in person, or by correspondence). The work requires a basic knowledge of proper office procedures. Workers at levels I, II, and III follow prescribed procedures or steps to process paperwork; they may perform other routine office support work, (e.g., typing, filing, or operating a keyboard controlled data entry device to transcribe data into a form suitable for data processing). Workers at level IV are also required to make decisions about the adequacy and content of transactions handled in addition to following proper procedures.

Clerical work is controlled (e.g., through spot checks, complete review, or subsequent processing) for both quantity and quality. Supervisors (or other employees) are available to assist and advise clerks on difficult problems and to approve their suggestions for significant deviations from existing instructions.

Excluded from this definition are: workers whose pay is *primarily* based on the performance of a *single* clerical duty such as typing, stenography, office machine operation, or filing; and other workers, such as secretaries, messengers, receptionists or public information specialists who perform general clerical tasks incidental to their primary duties.

Clerk, General I

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing precoded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Clerk, General II

Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, opening mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Clerk, General III

Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Typical duties include a combination of the following: maintaining time and material records, taking inventory of equipment and supplies, answering questions on departmental services and functions, operating a variety of office machines, posting to various books, balancing a restricted group of accounts to controlling accounts, and assisting in preparation of budgetary requests. May oversee work of lower level clerks.

Clerk, General IV

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures.

Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks.

Positions above level IV are *excluded*. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an

office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

CLERK, ORDER

(4664: Order clerk)

Receives written or verbal customers' purchase orders for material or merchandise from customers or sales people. Work typically involves some combination of the following duties: quoting prices; determining availability of ordered items and suggesting substitutes when necessary; advising expected delivery date and method of delivery; recording order and customer information on order sheets; checking order sheets for accuracy and adequacy of information recorded; ascertaining credit rating of customer; furnishing customer with acknowledgment of receipt of order; following up to see that order is delivered by the specified date or to let customer know of a delay in delivery; maintaining order file; checking shipping invoice against original order. *Exclude workers paid on a commission basis or whose duties include any of the following:* receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job.

Positions are classified into levels according to the following definitions:

Clerk, Order I

Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual, or similar document to insure that proper item is supplied or to verify price of ordered item.

Clerk, Order II

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

KEY ENTRY OPERATOR

(4793: Data entry keyer)

Operates keyboard-controlled data entry device such as keypunch machine or key-operated magnetic tape or disc encoder to transcribe data into a form suitable for computer processing. Work requires skill in operating an alphanumeric keyboard and an understanding of transcribing procedures and relevant data entry equipment.

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

Key Entry Operator I

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

Key Entry Operator II

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 entered from a variety of source documents. On occasion may also perform routine work as described for level I.

Note: *Excluded* are operators above level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.

PERSONNEL ASSISTANT (Employment)

(4692: Personnel clerk, except payroll and timekeeper)

Personnel assistants (employment) provide clerical and technical support to personnel professionals or managers in internal matters relating to recruiting, hiring, transfer, change in pay status, and termination of employees. At the lower levels, assistants primarily provide basic information to current and prospective employees, maintain personnel records and information listings, and prepare and process papers on personnel actions (hires, transfers, changes in pay, etc.). At the higher levels, assistants may perform limited aspects of a personnel professional's work, e.g., interviewing candidates, recommending placements, and preparing personnel reports. Final decisions on personnel actions are made by personnel professionals or managers. Some assistants may perform a limited amount of work in other specialties, such as benefits, compensation, or employee relations. Typing may be required at any level.

Excluded are:

- a. Workers who primarily compute and process payrolls or compute and/or respond to questions on benefits or retirement claims;
- b. Workers who receive additional pay primarily for maintaining and safeguarding personnel record files;
- c. Workers whose duties do not require a knowledge of personnel rules and procedures, such as receptionists, messengers, typists, or stenographers;
- d. Workers in positions requiring a bachelor's degree;

- e. Workers who are primarily compensated for duties outside the employment specialty, such as benefits, compensation, or employee relations; and
- f. Positions above level IV. Workers in these excluded positions perform duties which are similar to level IV, but which are more complicated because they include limited aspects of professional personnel work for a variety of conventional and stable occupations.

Positions are classified into levels on the basis of the following definitions. The work described is essentially at a responsible clerical level at the low levels and progresses to a staff assistant or technician level. At level III, which is transitional, both types of work are described. Jobs which match either type of work described at level III, or which are combinations of the two, can be matched.

Personnel Assistant (Employment) I

Performs routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. (If this information is computerized, skill in coding or entering information may be needed as a minor duty.) May answer outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks on employees. Some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher level position.

Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.

Personnel Assistant (Employment) II

Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places

supplied on job applications; may maintain personnel records; and may administer typing and stenography tests.

Completes routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher level clerks/assistants or supervisor to such situations. Work may be spot checked periodically.

Personnel Assistant (Employment) III

Type A

Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number of sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II.

AND/OR

Type B

Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher level personnel office employees; other work may be checked occasionally.

Personnel Assistant (Employment) IV

Performs work in support of personnel professionals which requires a good working knowledge of personnel procedures, guides, and precedents. In representative assignments: interviews applicants, obtains references, and recommends placement of applicants in a few well-defined occupations (trades or clerical) within a stable organization or unit; conducts post-placement or exit interviews to identify job adjustment problems or reasons for leaving the organization; performs routine statistical analyses related to manpower, EEO, hiring, or other employment concerns, e.g., compares one set of data to another set as instructed; and requisitions applicants through employment

agencies for clerical or blue-collar jobs. At this level, assistants typically have a range of personal contacts within and outside the organization and with applicants, and must be tactful and articulate. May perform some clerical work in addition to the above duties. Supervisor reviews completed work against stated objectives.

SECRETARY

(4622: Secretary)

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

Exclusions. Not all positions titled "secretary" possess the above characteristics. Examples of positions which are excluded from the definition are as follows:

- a. Clerks or secretaries working under the direction of secretaries or administrative assistants as described in e;
- b. Stenographers not fully performing secretarial duties;
- c. Stenographers or secretaries assigned to two or more professional, technical, or managerial persons of equivalent rank;
- d. Assistants or secretaries performing any kind of technical work, e.g., personnel, accounting, or legal work;
- e. Administrative assistants or supervisors performing duties which are more difficult or more responsible than the secretarial work described in LR-1 through LR-4;
- f. Secretaries receiving additional pay primarily for maintaining confidentiality of payroll records or other sensitive information;
- g. Secretaries performing routine receptionist, typing, and filing duties following detailed instructions and guidelines; these duties are less responsible than those described in LR-1 below; and
- h. Trainees.

Classification by level

Secretary jobs which meet the required characteristics are matched at one of five levels according to two factors: (a) level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

Level of secretary's supervisor (LS)

Secretaries should be matched at one of the three LS levels below best describing the organization of the secretary's supervisor.

LS-1 Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

LS-2 Organizational structure is complex and is divided into *subordinate groups that usually differ from each other as to subject-matter, function, etc.*; supervisor usually directs staff through intermediate supervisors; and internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups which meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself mean LS-2 applies, e.g., a clerical processing organization divided into several units, each performing very similar work is placed in LS-1.

In smaller organizations or industries such as retail trade, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts, as described in LS-3.

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually inter-locked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision making authority for assigned program(s); considerable impact on the entire organization's financial position

or public image; and responsibility for, or has staff specialists in, such areas as personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

Level of secretary's responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When the position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

LR-1 Carries out *recurring* office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

- a. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters.
- b. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms.
- c. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format.
- d. Maintains recurring internal reports, such as: time and leave records, office equipment listings, correspondence controls, training plans, etc.
- e. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

LR-2 Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

- a. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate

staff member, or other offices. May prepare and sign routine, non-technical correspondence in own or supervisor's name.

- b. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings.
- c. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed.
- d. Collects information from the files or staff for routine inquires on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff.
- e. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

LR-3 Uses greater judgment and initiative to determine the approach or action to take in nonroutine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- a. Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval.
- b. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered.
- c. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff.
- d. Prepares special or one-time reports, summaries, or replies to inquires, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general direction.
- e. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquires, etc. Shifts clerical staff to accommodate work load needs.

LR-4 Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following:

- a. Composes correspondence requiring some understanding of technical matters; may sign for executive when technical or policy content has been authorized.
- b. Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations.
- c. Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems.
- d. Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts.
- e. In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters.

Exclude secretaries performing any of the following duties:

- a. Acts as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revises or clarifies procedures to eliminate conflict or duplication; identifies and resolves various problems that affect the orderly flow of work in transactions with parties outside the organization.
- b. Prepares agenda for conferences; explains discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.
- c. Advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contacts from high-ranking outside officials (e.g., city or State officials,

Member of Congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

Criteria for matching secretaries by level

Level of secretary's supervisor	Level of secretary's responsibility			
	LR-1	LR-2	LR-3	LR-4
LS-1	I*	II	III	IV
LS-2	I*	III	IV	V
LS-3	I*	IV	V	V

*Regardless of LS level.

SWITCHBOARD OPERATOR-RECEPTIONIST

(4645: Receptionist)

Operates a single-position telephone switchboard or console, used with a private branch exchange (PBX) system to relay incoming, outgoing, and intrasystem calls *and* acts as a receptionist greeting visitors, determining nature of visits and directing visitors to appropriate persons. Work may also involve other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. May also type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker's time.

WORD PROCESSOR

(4624: Typist)

Uses automated systems, such as word processing equipment, or personal computers or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs. Uses one or more word processing software packages. May also perform routine clerical tasks, such as operating copiers, filing, answering telephones, and sorting and distributing mail.

Excluded are:

- a. Typists using automatic or manual typewriters with limited or no text-editing capabilities; workers in these positions are not typically required to use word processing software packages;

- b. Key entry operators, accounting clerks, inventory control clerks, sales clerks, supply clerks, and other clerks who may use automated word processing equipment for purposes other than typing composition; and
- c. Positions requiring subject-matter knowledge to prepare and edit text using automated word processing equipment.

Word Processor I

Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation, and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.

Word Processor II

Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform such typical duties as:

- Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations.
- Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.

Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.

Word Processor III

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

Maintenance and Toolroom

GENERAL MAINTENANCE WORKER

(6179: Mechanic and repairer, not elsewhere classified)

Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, switches, fixtures, wires, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged panelling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

Excluded are:

- a. Craft workers included in a formal apprenticeship or progression program based on training and experience;
- b. Skilled craft workers required to demonstrate proficiency in one or more trades; and
- c. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

MAINTENANCE ELECTRICIAN

(615: Electrical and electronic equipment repairer)

(6432: Electrician)

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. 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.

MAINTENANCE ELECTRONICS TECHNICIAN

Maintains, repairs, and installs various types of electronic equipment and related devices

such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and mainframe computers and terminals; industrial, medical, measuring, and controlling equipment; satellite equipment; and industrial robotic devices. Applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operations.

Excluded are:

- a. Repairers of such standard electronic equipment as household radio and television sets, and common office machines and telecommunication equipment such as typewriters, calculators, facsimile machines, telephones, and telephone answering machines;
- b. Production assemblers and testers;
- c. Workers primarily responsible for servicing electronic test instruments; and
- d. Workers providing technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement (see Engineering Technician).

Maintenance Electronics Technician I

Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes.

Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.

Maintenance Electronics Technician II

Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments.

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

Maintenance Electronics Technician III

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes.

Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment.

Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

MAINTENANCE MACHINIST

(613: Industrial machinery repairer)

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves *most of the following*: interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this 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.

MAINTENANCE MECHANIC, MACHINERY

(613: Industrial machinery repairer)

Repairs machinery or mechanical equipment. 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 the machine to a machine shop for major repairs; preparing written specifications

for major repairs or for the production of parts ordered from machine shops; reassembling machines; and making all necessary adjustments for operation. In general, the work of a machinery 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.

MAINTENANCE MECHANIC, MOTOR VEHICLE

Repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks, or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the motor vehicle 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 or who only perform minor repair and tuneup of motor vehicles. It does, however, include fully qualified journeymen mechanics even though most of their time may be spent on minor repairs and tuneups.

MAINTENANCE PIPEFITTER

(645: Plumber, pipefitter, and steamfitter)

Installs or repairs water, steam, gas, or other types of pipe and pipefittings. Work involves *most of the following*: laying out 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.*

TOOL AND DIE MAKER

(6811: Tool and die maker)

Constructs and repairs jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). *Work typically involves*: planning and laying out work according to models, blueprints, drawings, or other written or oral specifications; understanding the working properties of common metals and alloys; selecting appropriate materials, tools, and processes required

to complete task; making necessary shop computations; setting up and operating various machine tools and related equipment; using various tool and die maker's handtools and precision measuring instruments; working to very close tolerances; heat-treating metal parts and finished tools and dies to achieve required qualities; fitting and assembling parts to prescribed tolerances and allowances. In general, the tool and die maker's work requires rounded training in machine-shop and toolroom practice usually acquired through formal apprenticeship or equivalent training and experience.

For cross-industry wage study purposes, this classification does not include tool and die makers who (1) are employed in tool and die jobbing shops or (2) produce forging dies (die sinkers).

Material Movement and Custodial

FORKLIFT OPERATOR

(8318: Industrial truck and tractor equipment operator)

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

GUARD

(5144: Guard and police, except public service)

Protects property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, making rounds on foot or by motorized vehicle, or escorting persons or property. May be deputized to make arrests. May also help visitors and customers by answering questions and giving directions. May be required to demonstrate 1) proficiency in the use of firearms and other special weapons and 2) continuing physical fitness.

Guard I

Carries out instructions primarily oriented toward insuring that emergencies and security violations are readily discovered and reported to appropriate authority. Intervenes directly only in situations that require minimal action to safeguard property or persons. Duties require minimal training.

Guard II

Enforces regulations designed to prevent breaches of security. Exercises judgment and uses discretion in dealing with emergencies and security violations encountered. Determines whether first response should be to intervene directly (asking for assistance when deemed necessary and time allows), to keep situation under surveillance, or to report situation so that it can be handled by appropriate authority. Duties require specialized training in methods and techniques of protecting security areas.

JANITOR

(5244: Janitor and 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.

Excluded are:

- a. Workers who specialize in window washing;
- b. Housekeeping staff who make beds and change linens as a primary responsibility;
- c. Workers required to disassemble and assemble equipment in order to clean machinery; and
- d. Workers who receive additional compensation to maintain sterile facilities or equipment.

MATERIAL HANDLING LABORER

(8726: Freight, stock, and material mover, not elsewhere classified)

Performs physical tasks to transport or store materials or merchandise. Duties involve *one or more of the following*: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by handtruck, cart, or wheelbarrow.

Excluded from this definition are workers whose primary function involves:

- a. participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
- b. stocking merchandise for sale;
- c. counting or routing merchandise;

- d. operating a crane or heavy-duty motorized vehicle such as forklift or truck;
- e. loading and unloading ships (longshore workers); or
- f. traveling on trucks beyond the establishment's physical location to load or unload merchandise.

ORDER FILLER

(4754: Stock and inventory clerk)

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.

SHIPPING/RECEIVING CLERK

(4753: Traffic, shipping and receiving clerk)

Performs *clerical and physical* tasks in connection with shipping goods of the establishment in which employed *and/or* receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; and preparing and keeping records of goods received.

TRUCKDRIVER

(821: Motor vehicle operator)

Drives a truck within a city or industrial area to transport materials, merchandise, equipment, or workers 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. *Routesales and over-the-road drivers are excluded.*

For wage study purposes, truckdrivers are classified by type and rated capacity of truck, as follows:

Truckdriver, light truck

(straight truck, under 1 1/2 tons, usually 4 wheels)

Truckdriver, medium truck

(straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels)

Truckdriver, heavy truck

(straight truck, over 4 tons, usually 10 wheels)

Truckdriver, tractor-trailer

WAREHOUSE SPECIALIST

(4754: Stock and inventory clerk)

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/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

Occupational Compensation Survey Summaries

The following areas are surveyed periodically under contract to the Employment Standards Administration of the U.S. Department of Labor for its use in administering the Service Contract Act of 1965. Reports on the surveys shown below are available from any of the Bureau's regional offices while supplies last.

Alaska (statewide)
Alaska-Air Transportation
Albany, GA
Albuquerque, NM
Arkansas-Forestry
Atlantic City, NJ
Austin, TX
Baton Rouge, LA
Biloxi-Gulfport and Pascagoula, MS
Binghamton, NY
Birmingham, AL
Bloomington-Vincennes, IN
Brunswick, GA
Charleston, SC
Cheyenne, WY
Clarksville-Hopkinsville,
TN-KY
Colorado Springs, CO
Columbia-Sumter, SC
Columbus, GA-AL

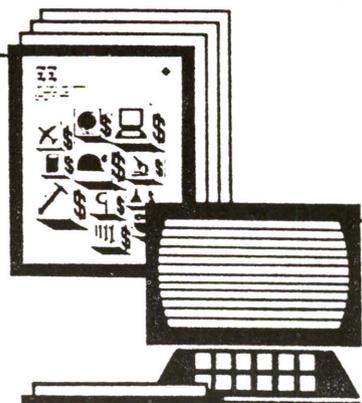
Columbus, MS
Connecticut (statewide)
Corpus Christi, TX
Deep Sea Freighters
Deep Sea Tankers
Dothan, AL
Duluth, MN-WI
Florence, SC
Fort Wayne, IN
Fresno, CA
Gadsden and Anniston, AL
Goldsboro, NC
Green Bay, WI
Greensboro-Winston-Salem-High
Point, NC
Greenville-Spartanburg, SC
Harrisburg-Lebanon-Carlisle,
PA
Idaho-Forestry & Logging
Joliet, IL
Knoxville, TN
Lorain-Elyria, OH
Lower Eastern Shore, MD-VA-DE
Madison, WI
Mansfield, OH
Mississippi Forestry
Mobile, AL
Montana (statewide)
Montana-Forestry & Logging
Montgomery, AL
Northwest Texas

Northwestern Florida
Omaha, NE-IA
Orlando, FL
Oregon-Forestry & Logging
Oxnard-Ventura, CA
Pine Bluff, AR
Poughkeepsie-Orange County-
Kingston, NY
Providence, RI
Pueblo, CO
Reno, NV
Rio Grande Valley
Salinas-Seaside-Monterey, CA
Savannah, GA
Selma, AL
Shreveport, LA
Southern Missouri
Springfield, IL
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Toledo, OH
Topeka, KS
Tucson-Douglas, AZ
Upper Peninsula, MI
Vallejo-Fairfield-Napa, CA
Vermont (statewide)
Washington-Forestry & Logging
West Virginia (statewide)
Western Massachusetts
Wichita, KS

Where to Find Information on Employment and Unemployment

Employment and Earnings:

Monthly periodical containing labor force and establishment data. National, State, and area figures on employment, unemployment, hours, and earnings. Order *Employment and Earnings* from Superintendent of Documents, U.S. Government Printing Office, Washington, DC. 20402. Includes text, statistical tables, and technical notes.



Electronic News Release:

Quickest. Accessible electronically immediately at release time through BLS news release service. Write the Office of Publications, Bureau of Labor Statistics, Washington, DC. 20212, or call (202) 606-5902.

Employment Situation News Release:

Copies of this national monthly release reach the public about a week after the release date. Write: Inquiries and Correspondence, Bureau of Labor Statistics, Washington, DC 20212.



Telephone:

Quick summary on 24-hour recorded message. Key numbers, plus other BLS indicators and upcoming release dates. Call (202) 606-STAT.

Machine-Readable Form:

Labor force data from the household survey and employment, hours, and earnings data from the establishment survey are available on both computer tape and diskette. For information, write the Office of Publications, Bureau of Labor Statistics, Washington, DC. 20212 or call (202) 606-STAT.

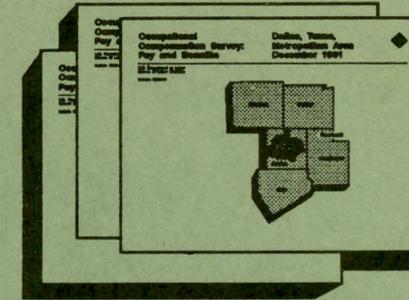


Monthly Labor Review:

Employment and unemployment statistics included in monthly 53-page summary of BLS data and in analytical articles. Available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

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Area	Bulletin No.	Area	Bulletin No.	Area	Bulletin No.
Anaheim—Santa Ana, CA, Oct. 1991	3055-52	Hartford, CT, July 1990	3055-27	Pittsburgh, PA, Jan. 1992	3065-6
Appleton—Oshkosh—Neenah, WI, Nov. 1989	3050-43	Houston, TX, Apr. 1991	3060-11	Portland, ME, Dec. 1990	3055-52
Atlanta, GA—May 1991	3060-14	Huntsville, AL, Jan. 1992	3065-2	Portland, OR, Aug. 1991	3060-33
Agusta, GA—SC, July 1991	3060-17	Indianapolis, IN, Sept. 1991	3060-34	Poughkeepsie, NY, Nov. 1991	3060-56
Austin, TX, Aug. 1990	3055-26	Jackson, MS, Jan. 1992	3065-3	Richmond—Petersburgh, VA, Aug. 1991	3060-21
Baltimore, MD, Sept. 1991	3060-39	Joliet, IL, Nov. 1990	3055-41	Riverside—San Bernardino, CA, Aug. 1991	3060-23
Bergen-Passaic, NJ, Sept. 1990	3055-37	Kansas City, MO—KS, Sept. 1991	3060-30	Rochester, NY, Nov. 1991	3060-57
Billings, MT, Oct. 1991	3060-47	Kokomo, IN, Jan. 1990	3055-2	Sacramento, CA, July 1991	3060-18
Boise City, ID, Sept. 1990	3055-33	Lawrence—Haverhill, MA—NH, Nov. 1991	3060-48	St. Cloud, MN, Oct. 1989	3050-31
Boston, MA, Apr. 1991	3060-42	Little Rock—North Little Rock, AR, Aug. 1991	3060-28	St. Louis, MO—IL, Mar. 1992	3065-10
Bradenton, FL, June 1989	3050-15	Longview—Marshall, TX, Aug. 1989	3050-20	Salt Lake City—Ogden, UT, Oct. 1991	3060-37
Buffalo, NY, Aug. 1991	3060-22	Los Angeles—Long Beach, CA, Dec. 1990	3055-55	San Angelo, TX, Mar. 1990	3055-8
Champaign—Urbana—Rantoul, IL, Sept. 1991	3060-35	Louisville, KY—IN, Nov. 1991	3060-44	San Antonio, TX, Sept. 1991	3060-31
Charleston, SC, Nov. 1990	3055-43	Memphis, TN—AR—MS, Nov. 1991	3060-45	San Diego, CA, Oct. 1991	3060-49
Charlotte—Gastonia—Rock Hill, NC—SC, Sept. 1991	3060-27	Miami—Hialeah, FL, Oct. 1991	3060-51	San Francisco, CA, Mar. 1991	3060-5
Chicago, IL, May 1991	3060-43	Middlesex—Somerset—Hunterdon, NJ, Oct. 1991	3060-41	San Jose, CA, Mar. 1991	3060-10
Cincinnati, OH—KY—IN, July 1991	3060-19	Milwaukee, WI, May 1991	3060-15	Scranton—Wilkes-Barre, PA, Aug. 1991	3060-24
Cleveland, OH, Sept. 1991	3060-29	Minneapolis—St. Paul, MN—WI, Feb. 1991	3060-7	Seattle, WA, Nov. 1990	3055-53
Columbus, OH, Nov. 1991	3060-50	Mobile, AL, July 1990	3055-23	Shreveport, LA, Nov. 1990	3055-47
Corpus Christi, TX, July 1990	3055-22	Monmouth—Ocean, NJ, Apr. 1991	3060-12	South Bend, IN, Aug. 1987	3040-27
Dallas, TX, Dec. 1991	3060-61	Nashville, TN, Sept. 1989	3050-30	Tampa—St. Petersburg—Clearwater, FL, Aug. 1991	3060-53
Danbury, CT, Feb. 1992	3055-1	Nassau—Sulfolk, NY, Aug. 1991	3060-58	Toledo, OH, Dec. 1990	3055-59
Davenport—Rock Island—Moline, IA—IL, Jan. 1992	3065-4	Newark, NJ, Feb. 1992	3065-7	Trenton, NJ, Sept. 1991	3060-40
Decatur, IL, Sept. 1991	3060-36	New Britain, CT, Feb. 1992	3065-9	Visalia—Tulare—Porterville, CA, Sept. 1991	3060-32
Denver, CO, Dec. 1991	3060-59	New Orleans, LA, Oct. 1991	3060-44	Washington, DC—MD—VA, Mar. 1991	3060-9
Detroit, MI, Dec. 1991	3060-60	New York, NY, June 1991	3060-26	Wilmington, DE—NJ—MD, Oct. 1991	3060-55
Elkhart—Goshen, IN, Oct. 1991	3060-62	Oakland, CA, Feb. 1991	3060-3	Worcester, MA, Nov. 1989	3060-46
Evansville, IN—KY, Feb. 1992	3065-8	Omaha, NE—IA, Oct. 1990	3055-42	York, PA, Sept. 1991	3060-38
Florence, SC, Jan. 1990	3055-1	Orlando, FL, Sept. 1990	3055-44		
Fresno, CA, Sept. 1990	3055-34	Pawtucket—Woonsocket—Attleboro, RI—MA, Sept. 1991	3060-25		
Gainesville, FL, July 1991	3060-20	Philadelphia, PA—NJ, Oct. 1991	3060-63		
Gary—Hammond, IN, Feb. 1992	3065-5	Phoenix, AZ, June 1991	3060-16		

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