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FACT BOOK  
by  
Research & Statistics Bureau  
Assistant Director ASD

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
 Research and Statistics Bureau  
 P.O. Box 6123  
 Phoenix, Arizona 85005

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RENTAL COSTS - 1972

<u>Type of Unit</u>	<u>% of Renters</u>	<u>Median Rent</u>
House (Single Family)	30%	\$116
Townhouse	2	219
Duplex	9	122
3-4 Unit Apt.	11	128
5+ Unit Apt.	44	152
Mobile Home	4	124
<u>Rental Rates - Newer, Larger Apartments</u>		
January, 1970		\$150.25
January, 1971		158.86
January, 1972		167.17
January, 1973		177.76

HOME OWNERSHIP

<u>1972 New Home Sales</u>	<u>Number of Units</u>	<u>Median Cost</u>
Single Family	14,833	\$24,681
Townhouse	2,563	19,930

Value of Phoenix Area Homes - 1972

Under \$18,000	33%
\$18,000 - \$27,000	33%
Over \$27,000	33%

SUGGESTIONS ON HOW TO LOCATE A JOB IN THE PHOENIX AREA:

Before moving to Phoenix, try to locate a job by using the following suggestions:

1. Read the Want Ads.
2. Locate employers through the Yellow Pages.

After arriving in Phoenix, the following ideas should help you in obtaining employment:

1. Visit a State Employment Office.
2. Read the Want Ads.
3. Locate employers through the Yellow Pages.

Government Jobs:

State and local governments commonly restrict applications to residents, with the exception of hard-to-fill positions. In order to properly determine your qualifications for the few positions open to nonresidents, please contact the following:

Arizona State Personnel Commission  
1831 West Jefferson  
Phoenix, Arizona 85007

Maricopa County Personnel Dept.  
111 South 3rd Avenue  
Phoenix, Arizona 85003

City of Phoenix Personnel Dept.  
251 West Washington  
Phoenix, Arizona 85003

For job opportunities with the federal government, write:

U.S. Civil Service Commission  
522 N. Central Avenue  
Phoenix, Arizona 85004

Professional Jobs:

If you are searching for a professional job, locate a copy of the College Placement Annual.

This annual provides a geographic listing of employers and occupations they recruit for. This publication is available at your local library or college placement office.

Further Suggestions:

Before moving, visit the area, if possible, to secure a job and to familiarize yourself with the area. However, if you plan to move here first, we recommend you have enough funds to last for several months, since it usually takes time for newcomers to find the jobs they want.

Upon arrival in the Phoenix area, besides following up on any of the job leads you may have received through your preliminary inquiries, a visit to an Arizona State Employment Service office should prove beneficial:

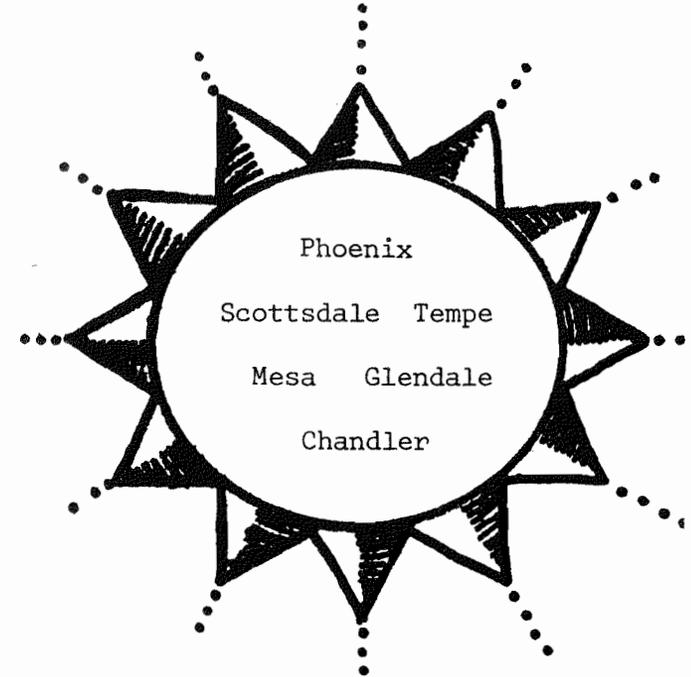
- Avondale 327 E. Main St.
- Buckeye 420-1/2 Monroe
- Chandler 91 W. Boston
- El Mirage 11727 Grand Ave.
- Glendale 5235 W. Glendale Ave.
- Mesa 15 S. Morris St.
  
- Phoenix 606 S. First St.
- 438 W. Adams
- 207 E. McDowell
- 1924 E. University Dr.
- 4732 S. Central
- 9801 N. Seventh St.
- 1250 S. Seventh Ave.
- 3406 N. 51st Ave.
  
- Scottsdale 7216 Shoeman Lane
- Tempe 601 S. Mill Ave.

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Prepared by:

Research and Statistics Bureau  
Arizona Department of Economic Security

THE PHOENIX AREA  
JOB MARKET



This brochure is intended to provide a realistic picture of the job market and suggestions for finding suitable employment, rather than to encourage or discourage anyone from seeking employment in the Phoenix area.

### Local Labor Market Conditions:

During the 1960's, Metropolitan Phoenix recorded tremendous growth patterns, and there was mass in-migration of newcomers to the area. About one third of these newcomers came for reasons of employment, and it was estimated that most of them were successful in obtaining a job prior to moving here.

However, in the latter part of 1969, a downturn in the national economy helped create a more competitive local labor market, and people migrating to the Phoenix area had difficulty finding jobs.

Generally, these conditions still exist, and have been intensified by over 100,000 persons moving to the Phoenix area in the past year.

Maricopa County (the Phoenix area) is now the 24th most populous county in the United States, and Phoenix is the 20th largest city.

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### HIGH DEMAND OCCUPATIONS:

Monthly surveys, along with other employment indicators, help determine high demand occupations--that is, occupations in which the demand for workers exceeds the supply.

The following are occupations which have been in high demand recently,

and which show employment promise for the prospective newcomer:

### Occupation

Accountant  
Accounting Clerk  
Auto/Truck Mechanic  
Bartender  
Bookkeeper  
Cashier  
Clerk, General Office  
Clerk-Typist  
Cook  
Cosmetologist  
Key Punch Operator  
Machinist  
Manager, Apartment-Motel  
Nurse Aid/Orderly  
Nurse, L.P.  
Nurse, Registered  
Production Machine Operator  
Respiratory Technician  
Sales Clerk  
Salesman and Salesperson  
Secretary  
Stock Clerk/Parts Clerk  
Ward Clerk

In addition, there are numerous opportunities in many low-skilled low-pay occupations.

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### SURPLUS OCCUPATIONS:

In most cases there is a surplus of teachers--with the possible exception of special education, industrial arts, reading (with certification), physics, chemistry, and music.

### SUGGESTIONS ON HOW TO LOCATE A JOB IN THE PHOENIX AREA:

Before moving, try to find a job, using the suggestions that follow.

### Read the Want Ads:

Due to the shortage of newsprint, the Phoenix Newspapers are not accepting new mail subscriptions. However, since checking the help wanted ads is one of the best ways to learn of job opportunities here, you might locate a copy of the Arizona Republic or Phoenix Gazette at your local library or newsstand. Or, for a copy of the most recent issue of the Sunday paper, you can mail 75¢ (check or postage stamps) to: Arizona Republic, Back Copies Department, P.O. Box 1950, Phoenix, Arizona 85001.

### Check the Yellow Pages:

Look for the Phoenix telephone directory at your local library or telephone office, then check the yellow pages for names of companies in your field so that you may apply directly to some of them.

If your job search evolves around a skilled craft or trade, contact your local union or the corresponding union in Phoenix for information. Unions are listed in the yellow pages under Labor Organizations.

The yellow pages also list all private employment agencies which you may wish to contact.

GUIDELINES FOR TEACHERS SEEKING EMPLOYMENT IN MARICOPA COUNTY

The metropolitan areas of Arizona are deluged with applications from teachers hoping to find positions.

Many of these people want to escape the cold winters in areas where they now reside. While others, even more desperate and more willing to work at "anything", are those who have been advised (for health reasons) to move to a warm, dry climate such as ours.

Therefore, the wise applicant is the one who allows plenty of time for job-seeking; the one who comes to Arizona first to look over the situation, not the impatient person who just pulls up stakes and heads to Arizona. There may well be a teacher shortage in some sections of the country but that shortage does not exist here in Maricopa County.

However, if you wish to compete for the occasional openings that do occur, the following information should be helpful to you.

CERTIFICATION

Since Arizona has no reciprocal certification agreement with any other state or group of states, you, the interested teacher, should first contact:

Department of Education  
Certification Office  
1535 W. Jefferson  
Phoenix, Arizona 85007

Phone: 271-4367

Upon examination of your completed application form plus your official transcripts, this office will determine your eligibility for the type of certificate for which you are applying.

HEALTH REQUIREMENTS

Before entering the classroom each teacher must have a chest x-ray or skin test for tuberculosis, either from a county health office or a private physician. In Maricopa County you may contact:

Maricopa County Health Office  
1825 E. Roosevelt St.  
Phoenix, Arizona 85006

Phone: 258-6381

RECORDING PROCEDURE

Both your teaching certificate and x-ray or skin test report must be presented for recording at the office of the County School Superintendent of the county in which you plan to teach. In Maricopa County:

Maricopa County School Superintendent  
111 S. 3rd Ave., Room 402  
Phoenix, Arizona 85003

Phone: 262-3956

PLACEMENT SERVICE

Because there are no public teacher placement services in this area, applications should be made directly to the individual school district offices, bearing in mind that the City of Phoenix, alone, has over a dozen separate elementary school districts.

For a list of school districts and individual schools in Maricopa County, contact:

Maricopa County School Superintendent  
111 S. 3rd Ave., Room 402  
Phoenix, Arizona 85003

Phone: 262-3956

# Labor Organizations

**AFL-CIO Region 22 Sub Regional Office**  
 112N5Av ----- 258-4949  
**Amalgamated Clothing Workers of America Retail Division A F L C I O**  
 112N5Av-----253-7515  
**AMALGAMATED MEAT CUTTERS & BUTCHERS UNION WHOLESALE & RETAIL LOCAL NO 448**  
 Austin Allen Secretary-Business Manager  
 514WAdams ----- 254-7095

**Amalgamated Transit Union Division 1223**  
 Greyhound Lines West Employees  
 Al Ramsay President-Business Agent  
 808A N4 St -----253-2658  
 808A N4 St -----253-1431

**American Federation of Government Employees-AFL-CIO**  
 Richard H Webster-National Representative  
 5724WFairmontAv ----- 247-2638  
**Arizona Federation of Teacher Unions**  
 AFL-CIO 44 E Indian School Rd ---949-8261  
**Arizona Public Employees Union Local** #1297  
 112N5Av ----- 252-6726

**ARIZ STATE AFL-CIO**  
**DARWIN AYCOCK - SEC. TREAS.**  
 520 W Adams-----258-3407

**BAKERS UNION LOCAL NO 232**  
 David J Gregory Secretary-Business Mgr  
 5818N7 St ----- 274-1261

**Barber's Union Local 628**  
 3420EMcDowellRd -275-9154

**Boiler Makers Lodge No 627**  
 Cotton Murray, Int'l Representative  
 33EThomasRd ----- 254-5705

**BRICKLAYERS & STONEMASONS UNION LOCAL NO 3 OF ARIZONA**  
 2662E Washington ----- 273-7571

**BROTHERHOOD RAILWAY CARMEN U S & CANADA**  
 Peter S Brooker-Office  
 4141N19Av ----- 274-7762

**CARPENTER'S AFL HALL LOCAL UNION NO 1089**  
 Ralph Ellison Business Agent  
 1415WWashington ----- 258-6685

**CARPENTER'S DISTRICT COUNCIL**  
 Melton "Mel" Stewart, Secretary  
 Suite 202  
 5201N7 St ----- 277-7469

**CARPENTER'S UNION LOCAL 906**  
 John Hackett-Business Representative  
 David L Whitlock-Assistant Business Representative  
 6826N54DrGIndl ----- 937-9245  
 If no answer call -----937-2114  
 If no answer call -----944-8298

**CARPENTERS UNION LOCAL 1216**  
 Joe Ferkan, Representative  
 262W2AvMesa ----- 964-6332

**Central Labor Council AFL-CIO**  
 2017N7 St ----- 253-7606

**COMMUNICATIONS WORKERS OF AMERICA-DISTRICT 8 LOCAL NO 3** St-252-9749

**COMMUNICATIONS WORKERS OF AMERICA LOCAL 8519**  
 Henry Dyer-Local President  
 635 W Indian School Rd-----266-8413

**Communications Workers of America**  
 Local 8360 2735WMcDowellRd ----278-5539

**CONSTRUCTION PRODUCTION & MAINTENANCE LABORERS UNION LOCAL NO 383**  
 Benjamin F Booth, Business Manager  
 Open 7 AM-5 PM Mon-Fri  
 Open 8-12 AM Sat  
 Phoenix Ofc 110N5Av -----258-6521  
 Mesa Ofc  
 Mesa Sub Office  
 Open 7-11 AM Monday thru Friday  
 435EBroadwayMesa ----- 962-4255

**District Council of Carpenters**  
 Suite 202  
 5201N7 St ----- 277-7469

**Glazier Local No 1610** 4114N38Dr ---272-9381

**Hotel & Restaurant Employees & Bartenders' Union Local 631**  
 1121N1 St ----- 254-7208

**INTERNATIONAL ASSOCIATION OF MACHINISTS DISTRICT 49**  
 Dewey Mattox Business Representative  
 112N5Av ----- 258-3171  
 112N5Av ----- 253-1023

**Internatl Assn of Machinists Organizing Ofc** 112N5Av -----258-2945

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL 640**  
 Office  
 Glenn Ross Business Manager  
 5808N7 St ----- 279-6201  
 Building Maintenance 5808N7 St ---274-2113

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL 709**  
 Ed Nicksic-business Manager  
 4700N12 St -----264-1876

**International Brotherhood of Electrical Workers Local 769 Health & Welfare**  
 Fund 301 W Indian School Rd ----264-0603

**International Brotherhood of Electrical Workers Utility Local 266**  
 5818N7 St ----- 279-9307

**International Brotherhood of Electrical Workers Utility Local 387**  
 5818N7 St-264-1846

**International Union of Elevator Constructors Local No 140**  
 112N5Av ----- 253-8658

**IRON WORKERS LOCAL NO 75**  
 Jim Weeks-Business Mgr  
 Nat'l Iron Workers Trainee Prog  
 112N5Av ----- 252-4097

**Kelleman District 65**  
 6500WGlendaleAvGIndl ----- 934-3726

**LATHERS LOCAL UNION NO 374**  
 Reutt R W Sec-Business Manager  
 5035ELafayetteBlvd ----- 959-1222  
 4244EMadison ----- 275-7281

**Millmens & Cabinet Makers Local No 2093**  
 4114N38Dr ----- 278-8566

**MILLWRIGHT & MACHINERY ERECTORS LOCAL UNION NO 1914**  
 H Stan Sibert-Business Representative  
 1001EPierce ----- 252-1560

**Office & Professional Employees**  
 4556N50Av ----- 934-8627

**OPERATING ENGINEERS' UNION LOCAL NO 423**  
 Lee Renick, Business Manager  
 Open 7 AM-12 1-5 PM Mon-Fri  
 1426N1 St ----- 254-5266

**PAINTERS LOCAL UNION NO 88**  
 John P Kleiner Business Manager  
 Open 7AM-5PM Mon-Fri  
 1001EPierce ----- 253-7923

**PHOENIX BUILDING & CONSTRUCTION TRADES COUNCIL**  
 Edward Gallagher President & Business Manager  
 1221WPierce ----- 258-6838

**PHOENIX FEDERATION OF MUSICIAN'S LOCAL 586**  
 HAL SUNDAY, Pres.  
 B. C "DOC" GARRISON, Sec.-Treas.  
 1027 N Central Av-----254-8838

**Phoenix Federation of Teachers Local 1010**  
 215ERoseLn ----- 264-4029

**Phoenix Painters & Decorators Joint Apprenticeship Committee**  
 1001EPierce ----- 258-6000

**Phoenix Typographical Union**  
 1017N3 St-254-2573

**PLASTERERS & GEMENT MASONS LOCAL NO 884 O P & G H I A**  
 D W Parker Business Representative  
 1125EMcDowellRd ----- 258-8148

**PLUMBERS STEAM FITTERS & REFRIGERATION LOCAL NUMBER 469**  
 Dudley Brown-Business Manager  
 3109N24 St ----- 956-9350

**Retail Clerks Union Local 99**  
 1319N CentralAv ----- 254-0437

**ROCKERS LOCAL NO 135**  
 Danny Mckeeler Business Representative  
 112N5Av ----- 252-1116

**Sales Drivers & Helpers Local Union 274**  
 1450 S 27Av-272-9308  
 1450 S 27Av -----947-2714

**Screen Actor's Guild Sctsd/Sheet Metal Joint Apprenticeship Committee 2604EA 4ams** ----- 275-6511

**SHEET METAL WORKERS LOCAL 359**  
 Leon Razeo-business Manager  
 2404EAdams ----- 273-1388

**SHEET METAL WORKERS PRODUCTION LOCAL NO 485**  
 Charles Russell Jr-Business Representative  
 2604EAdams ----- 273-1388

**TEAMSTERS JOINT COUNCIL NO 71**  
 1450 S 27Av ----- 272-9331

**TEAMSTERS LOCAL NO 83**  
 1450 S 27Av ----- 272-5563

**TEAMSTERS LOCAL NO 104**  
 1450 S 27Av ----- 272-5561

**TEAMSTERS UNION LOCAL NO 274**  
 1450 S 27Av ----- 272-9308

**Tile Layers Marble Masons & Terrazzo Workers**  
 Local No 4  
 Howard Reidy, Bus Mgr  
 3800N3 St ----- 266-3103

**Helpers Local No 104** 3800N3 St ---266-3103

**Union Labor Services of America**  
 2803N7Av ----- 264-9073

**United Farm Workers Organizing Committee A F of L-C I O**  
 9162WPolkTolsn ----- 936-1312

**UNITED STEEL WORKERS OF AMERICA AFL-CIO-CLC**  
**SUB DISTRICT EIGHT**  
 "The Largest Union in Mining, Milling, Smelting, Refining & Fabricating"  
 D. W. Killinsworth, Sub. Director

600 Goodrich Bldg  
 14 N Central Av-----253-6795  
 14 N Central Av-----253-5644

**United Steelworkers of America AFL-CIO**  
 Call after 4 PM Monday-Friday  
 23N35Av ----- 272-9229

**United Steelworkers of America AFL-CIO-CLC**  
 14N CentralAv ----- 253-5644

**UNITED TRANSPORTATION UNION LEGISLATIVE BOARD**  
 Elmo G Smith-State Director  
 Suite D  
 1221WPierce ----- 271-9794

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Research and Statistics Bureau

PHOENIX WANT AD SURVEY, DECEMBER 1973

NOTE: This survey is published monthly to give an indication of the demand for workers in the Phoenix area. Data for this survey is obtained by counting the number of full-time, permanent job openings advertised in the want ads in Wednesday's PHOENIX GAZETTE and Sunday's ARIZONA REPUBLIC. A total of eight days are sampled every month. Want ads for domestic help and those advertised by private employment agencies are not counted.

Plural want ads (example: "Waitresses Wanted") are counted as only two job openings, although more than two jobs may have been available. This is indicated by a plus sign after the number listed.

Only those occupations counted eight or more times in want ads published during the current month are included in this survey--that is, a daily average of one or more job openings.

<u>DOT CODE</u>	<u>OCCUPATIONAL TITLE</u>	<u>November</u>	<u>December</u>
<u>0-1</u>	<u>Professional, Technical, Managerial</u>		
160.188	Accountant	42+	31
169.168	Administrative or Executive Secretary	8	19
162.158	Buyer/Purchasing Agent	8	15
182.168	Construction Superintendent	2	11
045.108	Counselor	8+	8+
003.281	Draftsman, Electrical-Electronic	14+	8+
017.281	Draftsman, (Not Specified)	15+	9+
003.181	Electronic Technician	59+	51+
005.081	Engineer, Civil	12+	19+
003.081	Engineer, Electrical-Electronic	46+	27+
160.288	Estimator	10	9
079.368	Inhalation (Respiratory) Technician	29+	42+
153.228	Instructor, Physical	4+	14+
097.228	Instructor, Vocational Training	6	14+
186.228	Loan Officer	6	9
187.118	Manager, Couple--Hotel, Motel, Apartments	80+	28+
187.118	Manager, Hotel, Motel, Apartment	16+	21+
169.168	Manager, Office	11	15+
187.168	Manager, Restaurant	19+	13+
163.118	Manager, Sales	22+	43+
185.168	Manager, Service	2	8
185.168	Manager, Store	36+	19+
189.168	Manager Trainee	102+	64+
074.368	Medical Assistant	19+	8+
078.281	Medical Technologist	37+	10+
079.378	Nurse, Licensed Practical	199+	73+
075.378	Nurse, Registered	269+	119+
075.128	Nurse, Supervisor	46+	16+
079.378	Physical Therapist	4	10
020.188	Programmer	38+	26+
079.378	Surgical Technician	43+	13+

<u>DOT CODE</u>	<u>OCCUPATIONAL TITLE</u>	<u>November</u>	<u>December</u>
012.168	Systems Analyst	10	27+
099.228	Teacher, Driving (Auto)	6+	8+
078.368	X-Ray Technologist	21+	29+
<u>2</u>	<u>Clerical and Sales</u>		
219.488	Accounting Clerk	51+	34+
210.388	Bookkeeper	92+	73+
215.388	Bookkeeping Machine Operator	3	14
299.387	Carpet Layer	17+	16+
211.368	Cashier	94+	52+
249.268	Claims Processor	5+	13
209.588	Clerk, General	46+	18+
219.388	Clerk, General Office	73+	75+
215.488	Clerk, Payroll	11	8
209.388	Clerk-Typist	65+	42+
240.368	Collector	66+	58+
213.382	Computer Operator	16+	12+
249.368	Credit Clerk	13+	9
213.588	Data Typist	14+	10+
242.368	Desk Clerk/Hotel Clerk	27+	24+
299.368	District Circulator	4+	26+
290.877	Grocery Clerk	28+	16+
230.887	Handbill Passer	5+	12+
219.388	Insurance Clerk	16+	9
213.582	Key punch Operator	76+	87+
249.388	Medical Records Clerk	29+	11+
2X.000	Miscellaneous Clerical Help	16+	8+
237.368	Receptionist	60+	53+
290.478	Sales Clerk	128+	36+
258.358	Salesman, Advertising	33+	34+
297.458	Sales, Demonstrator	54+	86+
278.358	Salesman--Appliances, Furniture & TV	48+	39+
280.358	Salesman, Auto, Mobile Home	50+	20+
280.358	Salesman, Auto Parts	27+	10+
289.358	Salesman, General	494+	175+
250.258	Salesman, Insurance	66+	75+
289.158	Salesman, Manufacturer's Representative	14+	87+
252.358	Salesman, Pest Control	10+	8+
250.358	Salesman, Real Estate	314+	245+
292.358	Salesman, Routeman	49+	45+
263.458	Salesperson, Clothing	67+	29+
201.368	Secretary	134+	104+
201.368	Secretary, Legal	51+	36+
222.387	Shipping/Receiving Clerk	13+	8+
202.388	Stenographer	22+	27+
223.387	Stock Clerk, Parts Clerk	34+	10+
235.862	Telephone Operator	46+	36+
293.358	Telephone Solicitor	296+	130+
212.368	Teller	16+	12+
208.588	Transcribing Machine Operator	23+	27+
203.588	Typist	48+	34+
219.388	Unit Ward Clerk	87+	26+

<u>DOT CODE</u>	<u>OCCUPATIONAL TITLE</u>	<u>November</u>	<u>December</u>
<u>3</u>	<u>Service Occupations</u>		
356.874	Animal Keeper, Groomer, or Stableman	15+	17+
330.371	Barber	31+	20
312.878	Bartender	40+	23+
311.878	Busboy	137+	89+
313.131	Chef	5	8
359.878	Child Care Attendant	36+	31+
359.878	Child Care (House Parents)	0	8+
317.887	Cook Helper	28+	13+
313.381	Cook, Hotel and Restaurant	104+	89+
314.381	Cook, Short Order	142+	69+
314.781	Cook, Specialty	12+	21+
332.271	Cosmetologist	158+	140+
311.878	Counterman/Countergirl	90+	37+
329.999	Couple, Lodging Facility	30+	43+
379.368	Dispatcher, Radio	14+	9+
319.138	Food Service Supervisor	8	8
372.868	Guard/Watchman	177+	131+
304.887	Handyman	22	13
310.868	Hostess/Host	61+	53+
376.868	Investigator (Detective)	7+	10
382.884	Janitor	88+	37+
381.887	Janitor, Female	6+	9+
318.887	Kitchen Helper, Dishwasher	192+	68+
369.877	Launderette Attendant	8	8
369.884	Laundry Worker	29+	33+
323.887	Maid, Hotel Building	156+	101+
331.878	Manicurist	8	17+
355.878	Nurse Aid	334+	154+
355.878	Orderly	67+	35+
317.884	Pantry Help	20+	26+
389.884	Pest Control Serviceman	10+	9+
381.887	Porter and Custodian	40+	39+
363.782	Presser, Shirt and Machine	38+	30+
341.368	Recreational Facility Attendant	4+	11+
311.878	Waiter, Waitress, Barmaid	501+	336+
389.887	Waxer, Floor	37+	19+
389.887	Window Washer	17+	11+

<u>4</u>	<u>Farming, Fishery and Forestry</u>		
407.884	Gardener, Groundskeeper	27+	10+
411.885	Milker	15	11+

<u>5</u>	<u>Processing Occupations</u>		
526.884	Doughnut Maker	3	9+

<u>DOT CODE</u>	<u>OCCUPATIONAL TITLE</u>	<u>November</u>	<u>December</u>
<u>6</u>	<u>Machine Trade Occupations</u>		
620.381	Automobile Service Mechanic	34+	17
620.281	Automobile/Truck Mechanic	73+	58+
643.885	Bindery Worker	0	8+
625.281	Diesel Mechanic	19+	12+
609.380	Engine Lathe Operator	12+	8+
603.885	Grinder Operator	29+	52+
609.381	Inspector, Floor	3	8
604.885	Lathe Operator	37+	21+
600.280	Machinist	90+	80+
638.281	Maintenance Mechanic	25+	11+
605.885	Milling Machine Operator	41+	27+
651.782	Offset Press Operator	31+	17
637.281	Refrigeration Serviceman	8	8
683.782	Weaver	0	10+
<u>7</u>	<u>Bench Work</u>		
	Drapery Worker (Various)	16+	40+
726.781	Electronics Assembler	9+	13+
705.887	Laborer, Grinding and Polishing	4+	16+
785.381	Seamstress	13	12+
786.782	Sewing Machine Operator, Garment	37+	17+
787.782	Sewing Machine Operator, Nongarment	11+	11+
785.261	Tailor	2	8+
720.281	TV Service-Repairman	24+	24+
780.381	Upholsterer	11	16
<u>8</u>	<u>Structural Work</u>		
823.281	Alarm Installer	3+	8+
807.381	Autobody Repairman	10	14+
860.381	Carpenter	16+	11+
869.887	Construction Laborer	5+	10+
827.281	Electrical Appliance Serviceman (Large)	11	15
824.281	Electrician	3+	14+
809.381	Lay Out (Sheet-metal)	6	10
899.381	Maintenance Man, Building	19+	27+
842.781	Plasterer	2+	12+
804.281	Sheetmetal Worker	26+	22+
807.281	Truck Body Builder	9+	14+
810.884	Welder, Certified	0	10+
<u>9</u>	<u>Miscellaneous Occupations (Transportation, Packaging and Warehouses)</u>		
915.867	Auto Service Station Attendant	39+	10+
913.463	Bus Driver, Taxi Driver	21+	16+
919.887	Car Wash Helper	26+	30+

<u>DOT CODE</u>	<u>OCCUPATIONAL TITLE</u>	<u>November</u>	<u>December</u>
913.883	Chauffeur	24+	19+
919.883	Deliveryman	79+	24+
976.381	Developer (Photo)	4+	13+
904.883	Tractor-Trailer Driver	11+	13+
922.887	Warehouseman	14+	15+

STATE OF ARIZONA

DEPARTMENT OF ECONOMIC SECURITY  
Research & Statistics Bureau  
P.O. Box 6123  
Phoenix, Arizona 85005

PHOENIX AREA  
WAGE DATA

THIS PUBLICATION REPLACES R&SB 4/73

Wage data contained in the following pages applies only to employment in the Phoenix Metropolitan Area, and covers occupations not included in the annual Bureau of Labor Statistics Wage Survey for the Phoenix Area.

It was compiled from Department of Economic Security studies and a number of private surveys. The 'effective date' column denotes survey or compilation date.

This information will be revised periodically, through distribution of replacement pages, when updated wage rates become available.

Copies of the orange pamphlet, same title, labeled 4/73 should be destroyed.

If you have any questions, or wish to request further information on these or other occupations, please call Grace Fowler, Prevailing Wage Analyst, at 271-4739.

PHOENIX AREA WAGE DATA

OCCUPATION	EFFECTIVE DATE	MEDIAN OR AVERAGE WAGE	MIDDLE 50% RANGE HOUR OR MONTH	STARTING RATE OR RANGE HOUR OR MONTH
Accountant	10/73	\$ 920		\$ 825 - 941
Accountant, Entry	10/73	850		680 - 850
Admitting Interviewer, Hospital	2/73	419	\$ 393 - 422	
A & E Mechanic	6/72			2.50 - 4.00
Animal Keeper	4/72			1.65 - 2.00
Architect, Registered	1/72			928 - 1050
Artist, Commercial	1/72			464 - 577
Assembler (Distributor) Laundry-Dry Cleaning	10/73	1.65	1.60 - 1.75	1.60 - 1.70
Assembler, Electronics	10/73			2.15 - 2.50
Assembler, Production	10/73			1.80 - 2.25
Automobile Mechanic	10/73			2.50 - 4.75
Automobile Mechanic Helper	4/72			1.70 - 2.75
Automobile Mechanic, Service Sta.	10/73			1.75 - 3.00
Baker	10/73			2.50 - 3.50
Bartender	10/73			2.00 - 3.00
Bartender - Union	11/73	25.00 shift		
Bellman	10/73			1.35 - 1.65
Bookkeeper - Experienced	10/73			450 - 575
Bricklayer, Journeyman - Union	7/73	9.07		
Burrer	9/72	4.05	3.78 - 4.61	3.50 - 3.78
Bus Boy	10/73			1.50 - 1.75
Buyer, Industrial	10/73	1008		839 - 941

PHOENIX AREA WAGE DATA

OCCUPATION	EFFECTIVE DATE	MEDIAN OR AVERAGE WAGE	MIDDLE 50% RANGE HOUR OR MONTH	STARTING RATE OR RANGE HOUR OR MONTH
Cabinetmaker	10/73			\$ 3.50 - 5.00
Carpenter, Journeyman - Union	7/73	\$ 8.25		
Carpenter, General - Non-union	10/73			3.25 - 6.00
Carpenter, Helper	10/73			2.00 - 2.50
Carry Out Boy, Grocery - Union	8/73	1.60		1.60
Cashier-Checker, Grocery Journeyman - Union Apprentice - Union	8/73	4.08		3.26
Cashier, General	4/73			1.60 - 2.50
Cashier, Restaurant	10/73			1.80 - 2.25
Cashier, Retail	4/73			1.75 - 2.00
Cashier, Self-serv Service Sta.	10/73			1.85 - 2.00
Chainman	10/73			2.50 - 3.00
Chambermaid, Hotel	10/73			1.60 - 1.75
Clerk General - A	4/73	508	\$ 465 - 570	
Clerk General - B	4/73	443	400 - 508	
Clerk Typist	4/73	488	442 - 508	
Cook, All Around	10/73			2.00 - 2.75
Cook, Fry	10/73			1.85 - 2.50
Cook, Short Order	10/73			1.70 - 2.25
Cook, Specialty Foods	10/73			2.00 - 3.60
Counter, Attendant - Restaurant- Drive-In	10/73			1.50 - 2.00
Counterman (Dish up)	10/73			1.60 - 2.00
Credit Reporter	4/72			1.60 - 2.47
Customer Information Desk	10/73	562		473 - 586

PHOENIX AREA WAGE DATA

OCCUPATION	EFFECTIVE DATE	MEDIAN OR AVERAGE WAGE	MIDDLE 50% RANGE HOUR OR MONTH	STARTING RATE OR RANGE HOUR OR MONTH
Delivery Boy	4/72			\$ 1.50 - 1.75
Delivery Truck Driver	10/73			2.00 - 2.50
Diesel Mechanic	10/73			3.75 - 4.55
Dietary Worker, Heavy - Hospital	2/73	\$ 2.02	\$ 1.99 - 2.09	
Dietary Worker, Light - Hospital	2/73	2.00	1.92 - 2.03	
Dietitian, Hospital	2/73	742	728 - 787	
Dishwasher, Machine	10/73			1.60 - 1.75
Draftsman, Electronic	10/73			3.00 - 5.50
Drapery Machine Operator (Exp.)	10/73			1.75 - 2.00
Drill Press Operator	9/72	3.30	3.00 - 3.65	
Dry Cleaner	10/73			2.50 - 3.25
EEG Technician	2/73	485	441 - 524	
EKG Technician	2/73	400	392 - 441	
Electrician, Journeyman Non-union	10/73			3.50 - 6.00
Electrician, Journeyman Union	7/73	9.45		
Electronics Technician	10/73			3.15 - 4.36
Encoder, Computer	2/73	469	462 - 486	
Engineer, Civil - Entry	10/73	1023	928 - 1040	800 - 850
Engineer, Civil - Reg.	10/73	1261	1112 - 1233	901 - 1081
Engineer, Electrical	10/73		1110 - 1230	
Engineer, Electronic Experienced	10/73			1000 - 1700

PHOENIX AREA WAGE DATA

OCCUPATION	EFFECTIVE DATE	MEDIAN OR AVERAGE WAGE	MIDDLE 50% RANGE HOUR OR MONTH	STARTING RATE OR RANGE HOUR OR MONTH
Engineer Mechanical	10/73		\$1111 - 1231	
Engineering Technician - Entry	10/73	\$ 788	725 - 804	\$ 638 - 680
Engineering Technician - Senior	10/73	939	922 - 1069	805 - 891
Engine Lathe Operator - A	9/72	4.50	4.25 - 4.75	3.60 - 4.20
Engine Lathe Operator - B	9/72	3.95	3.80 - 4.35	3.40 - 3.50
Farm Equipment Mechanic	4/73			3.00 - 4.00
Fence Erector	10/73			2.00 - 3.25
Flatwork Finisher	10/73			1.60 - 1.70
Folder, Laundry	10/73			1.60 - 1.70
Grinder Operator	10/73			3.50 - 5.50
Groundskeeper, General	10/73			2.00 - 2.25
Guard, Security	11/72			1.85 - 2.50
Heavy Equipment Operator	10/73			3.50 - 4.50
Host/Hostess, Restaurant	10/73			1.65 - 2.00
Housekeeper, Executive Hospital	2/73	769	673 - 794	
Housekeeper, Home (Live in)	4/73	40.00 week	35.00 - 50.00	
Housekeeper, Hotel	10/73			1.70 - 2.00
Houseman, Hotel	10/73			1.75 - 2.25

PHOENIX AREA WAGE DATA

OCCUPATION	EFFECTIVE DATE	MEDIAN OR AVERAGE WAGE	MIDDLE 50% RANGE HOUR OR MONTH	STARTING RATE OR RANGE HOUR OR MONTH
Inhalation Therapist, Hospital	2/73	\$ 588	\$ 588 - 628	
Inhalation Therapy Technician	2/73	451	436 - 473	
Kitchen Helper	10/73			\$ 1.50 - 2.00
Laboratory Technician, Hospital	2/73	383	383 - 406	
Laborer, Construction, Union	7/73	5.86		
Laborer, General	10/73			2.50 - 3.00
Laborer, Landscape	10/73			2.00 - 2.91
Laundry Worker, Light - Hospital	2/73	371	327 - 371	
Laundry Worker, Heavy - Hospital	2/73	379	377 - 380	
Machinist - A	9/72	4.75	4.45 - 5.27	4.00 - 4.56
Machinist - B	9/72	4.05	3.78 - 4.61	3.50 - 3.78
Maid, General - Day	2/73			2.00
Maid, Hospital	2/73	375	360 - 418	
Maid, Hotel	10/73			1.60 - 1.75
Mail Clerk/File Clerk	4/73	355	355 - 400	
Maintenance Man, Bldg.	2/73	598	510 - 689	516
Maintenance Man, Hotel	10/73			2.00 - 2.50
Manager, Trainee	10/73			1.80 - 2.50
Marker, Laundry	10/73			1.60 - 1.70

PHOENIX AREA WAGE DATA

OCCUPATION	EFFECTIVE DATE	MEDIAN OR AVERAGE WAGE	MIDDLE 50% RANGE HOUR OR MONTH	STARTING RATE OR RANGE HOUR OR MONTH
Meat Cutter, Journeyman Union	10/73		\$ 3.00 - 4.26	
Meat Wrapper, Grocery	10/73			\$ 1.65 - 3.00
Mechanic, Farm Equipment & Tractor	10/73			3.00 - 4.00
Medical Records Tech., Hospital	2/73	\$ 474	445 - 508	
Medical Technologist	2/73	\$ 733	707 - 745	
Medical Transcriber	2/73	478	460 - 499	
Milling Machine Operator A	9/72	4.42	4.20 - 4.70	3.84 - 4.00
Milling Machine Operator B	9/72	4.00	3.80 - 4.50	3.15 - 3.75
Nurse, Practical I (LPN) - Hospital	2/73	491	464 - 529	
Nurse, Practical II (LPN) - Hospital	2/73	512	491 - 515	
Nurse, Practical - Nursing Home	6/72	20.00 Day		
Nurse, Reg. - Hospital	12/72	712	692 - 733	
Nurse, Reg. - Nursing Home	6/72	30.00 Day		
Nursing Ass't. (Aide/Orderly)	2/73	382	363 - 387	
Nursing Ass't. (Aide), Nursing Home	7/72			1.60 - 1.75
Nursery Attendant	10/73			1.60 - 1.75

PHOENIX AREA WAGE DATA

OCCUPATION	EFFECTIVE DATE	MEDIAN OR AVERAGE WAGE	MIDDLE 50% RANGE HOUR OR MONTH	STARTING RATE OR RANGE HOUR OR MONTH
Occupational Therapist	2/73	\$ 818	\$ 777 - 818	
Offset Press Operator	4/73	574	527 - 636	
Offset Press Opr. (to 14x20") Union	7/72	4.44		
Painter, Journeyman - Union Brush	10/73	7.54		
Spray	10/73	7.79		
Pantryman, Restaurant	10/73			\$ 2.00 - 2.50
PBX Operator, Hotel	10/73			1.75 - 2.00
Personnel Clerk	4/73	490	418 - 553	
Personnel Technician	4/73	706	675 - 834	
Pharmacist, Hospital	2/73	969	949 - 1052	
Physical Therapist, Hospital	2/73	774	739 - 815	
Plumber, Journeyman - Union	7/73	8.10		
Plumber, Journeyman - Non-Union	10/73			4.75 - 5.50
Porter, Restaurant/Bar	10/73			1.50 - 1.85
Porter, General	4/73			1.80 - 2.50
Presser, Dry Cleaning	10/73			1.80 - 2.25
Presser, Laundry	10/73			1.60 - 1.85
Presser, Wool & Synthetics	10/73			2.00 - 2.50
Purchasing Agent (Supervisor)	10/73	1526		1231 - 1285

PHOENIX AREA WAGE DATA

OCCUPATION	EFFECTIVE DATE	MEDIAN OR AVERAGE WAGE	MIDDLE 50% RANGE HOUR OR MONTH	STARTING RATE OR RANGE HOUR OR MONTH
Rater, Insurance	10/72			\$ 400 - 530
Receptionist/Clerk	4/73	\$ 400	\$ 383 - 402	
Refrigeration Mechanic	10/73			3.75 - 6.00
Roofer - Union	6/72	6.10		
Room Clerk, Hotel	10/73			1.92 - 2.35
Routeman (Straight Salary) Laundry & Dry Cleaning	9/71	2.65	2.40 - 2.84	2.25 - 3.12
Sales Audit Clerk	12/72			1.90 - 2.20
Sales Clerk, General	10/73			1.70 - 2.00
Salesman, Insurance	10/73			100 - 138+ Comm.
Salesperson, General (Soft Goods)	10/73			1.80 - 2.25
Seamstress, Alterations	10/73			2.00 - 2.50
Seamstress, Lndry. & Dry Cl.	10/73			1.70 - 2.00
Secretary - Entry Level	4/73	444	420 - 524	
Secretary - Legal	6/71	3.30	3.08 - 3.63	
Service Station Attendant	10/73			1.65 - 2.25
Service Station Cashier - Self Service	10/73			1.85 - 2.00
Service Station Mechanic				1.75 - 3.00
Sewing Machine Operator, Garment	10/73			1.70 - 2.00
Sheet Metal Worker	9/72	4.00	3.00 - 4.48	

PHOENIX AREA WAGE DATA

OCCUPATION	EFFECTIVE DATE	MEDIAN OR AVERAGE WAGE	MIDDLE 50% RANGE HOUR OR MONTH	STARTING RATE OR RANGE HOUR OR MONTH
Sheet Metal Worker, Journeyman - Union	6/72	\$ 8.67		
Silk Finisher, Dry Cleaning	10/73			\$2.00 - 2.50
Stock Clerk, General	10/73			1.90 - 2.50
Stockroom Clerk	4/73	506	\$ 500 - 600	
Storekeeper	10/73	854		639 - 891
Surveyor	10/73			3.00 - 5.00
Tailor	10/73			2.00 - 4.00
Telephone Solicitor	10/73			1.75 - 2.00
Teller	10/73			380 - 425
Truck Driver - Local Delivery	10/73			2.00 - 2.50
Turret Lathe Operator A	9/72	4.38	4.10 - 4.50	3.50 - 4.35
TV/Radio Repairman	10/73			2.00 - 3.25
Upholsterer	10/73			2.50 - 4.50
Waiter/Waitress, Cocktail	10/73			1.00 - 1.50
Waiter/Waitress, Counter	10/73	1.10	.90 - 1.25	.90 - 1.25
Waiter/Waitress, Informal	10/73	1.25	1.00 - 1.50	.90 - 1.25
Welder, Arc	10/73			3.50 - 4.00
Welder, Combination	9/72	4.15	3.80 - 4.71	
Welder, Combination - Union	12/71	4.82 - 5.25		
Writer, Technical	10/73			3.50 - 4.50
X-Ray Technologist, Hospital	2/73	609	587 - 631	

AREA WAGE SURVEY  
Phoenix Metropolitan Area

The following nine pages contain information from the annual wage survey in the Phoenix area conducted by the U.S. Department of Labor's Bureau of Labor Statistics.

The complete title is Area Wage Survey, Phoenix, Arizona, Metropolitan Area, June 1973, Bulletin 1775-96, U.S. Department of Labor/Bureau of Labor Statistics.

If you wish to have the complete survey, including introductory remarks and methodology, you can order a copy by sending your request and payment of 50¢ to:

Bureau of Labor Statistics  
450 Golden Gate Avenue  
Box 36017  
San Francisco, Calif. 94102

OR

Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402

AREA WAGE SURVEY  
PHOENIX, ARIZONA, METROPOLITAN AREA, JUNE 1973

Occupational earnings

Office occupations: Weekly earnings

(Average straight-time weekly hours and earnings of workers in selected occupations by industry division, Phoenix, Ariz., June 1973)

Occupation and industry division	Number of workers	Average weekly hours <sup>1</sup> (standard)	Weekly earnings <sup>1</sup> (standard)		
			Mean <sup>2</sup>	Median <sup>2</sup>	Middle range <sup>2</sup>
MEN AND WOMEN COMBINED					
BOOKKEEPING-MACHINE OPERATORS, CLASS A -----	59	40.0	\$ 120.50	\$ 119.00	\$ 108.00-131.50
NONMANUFACTURING -----	42	40.0	112.50	117.00	103.00-122.00
RETAIL TRADE -----	25	40.0	123.00	119.00	117.00-128.00
BOOKKEEPING-MACHINE OPERATORS, CLASS B -----	53	40.0	108.00	111.00	101.00-113.50
NONMANUFACTURING -----	32	40.0	104.50	104.00	97.50-112.50
CLERKS, ACCOUNTING, CLASS A -----	508	39.5	135.00	134.00	119.00-149.00
MANUFACTURING -----	161	40.0	144.50	144.00	128.00-162.50
NONMANUFACTURING -----	347	39.5	130.50	128.50	116.50-142.50
RETAIL TRADE -----	88	40.0	128.50	127.50	123.00-136.50
CLERKS, ACCOUNTING, CLASS B -----	940	40.0	107.00	105.50	89.00-121.50
MANUFACTURING -----	189	40.0	125.50	126.00	114.50-135.00
NONMANUFACTURING -----	751	40.0	102.50	99.50	84.50-115.00
PUBLIC UTILITIES -----	33	40.0	186.50	231.00	122.50-233.00
RETAIL TRADE -----	315	40.0	102.00	100.50	91.50-112.00
CLERKS, FILE, CLASS B -----	113	40.0	102.00	89.00	82.50-116.00
NONMANUFACTURING -----	93	40.0	99.50	84.50	82.00-110.50
CLERKS, FILE, CLASS C -----	123	39.5	88.00	88.50	82.50- 96.00
NONMANUFACTURING -----	115	39.5	86.00	88.00	82.00- 95.00
CLERKS, ORDER -----	152	40.0	117.00	109.50	98.00-125.00
MANUFACTURING -----	41	40.0	134.50	121.00	116.00-169.00
NONMANUFACTURING -----	111	40.0	110.50	102.50	92.00-113.50
CLERKS, PAYROLL -----	148	40.0	116.00	112.00	101.00-124.00
MANUFACTURING -----	70	40.0	117.50	113.00	100.50-131.50
NONMANUFACTURING -----	78	40.0	115.00	111.00	101.50-122.50
RETAIL TRADE -----	37	40.0	112.00	115.00	104.00-122.00
KEYPUNCH OPERATORS, CLASS A -----	275	40.0	124.00	121.50	112.00-134.00
MANUFACTURING -----	109	40.0	131.00	127.00	119.50-142.50
NONMANUFACTURING -----	166	40.0	119.50	115.00	109.00-127.00
RETAIL TRADE -----	26	40.0	118.50	119.00	110.00-126.00
KEYPUNCH OPERATORS, CLASS B -----	434	40.0	111.50	108.50	98.00-124.00
MANUFACTURING -----	130	40.0	121.00	121.00	115.50-130.50
NONMANUFACTURING -----	304	40.0	107.50	104.00	96.50-115.00
PUBLIC UTILITIES -----	54	39.5	127.50	126.50	108.50-146.00
RETAIL TRADE -----	52	40.0	104.50	107.00	90.50-112.50
MESSENGERS (OFFICE BOYS AND GIRLS)- NONMANUFACTURING -----	67 54	39.5 39.5	90.50 87.00	88.00 85.50	82.50-101.50 82.00- 95.50
SECRETARIES -----	2,170	40.0	138.50	135.50	119.50-155.50
MANUFACTURING -----	822	40.0	151.50	149.50	135.50-165.50
NONMANUFACTURING -----	1,348	40.0	131.00	126.00	112.00-144.50
PUBLIC UTILITIES -----	197	40.0	153.50	156.00	126.00-171.00
RETAIL TRADE -----	88	40.0	137.00	135.50	124.00-151.00

Occupation and industry division	Number of workers	Average weekly hours <sup>1</sup> (standard)	Weekly earnings <sup>1</sup> (standard)		
			Mean <sup>2</sup>	Median <sup>2</sup>	Middle range <sup>2</sup>
MEN AND WOMEN COMBINED-- CONTINUED					
SECRETARIES - CONTINUED					
SECRETARIES, CLASS A -----	76	39.5	\$ 169.50	\$ 168.00	\$ 151.00-187.00
MANUFACTURING -----	33	40.0	180.00	184.00	166.00-191.00
NONMANUFACTURING -----	43	39.0	161.50	157.00	144.00-175.00
SECRETARIES, CLASS B -----	303	40.0	148.00	141.00	125.50-165.00
MANUFACTURING -----	56	40.0	155.50	146.00	138.00-179.50
NONMANUFACTURING -----	247	40.0	146.00	137.50	124.00-164.50
PUBLIC UTILITIES -----	30	40.0	186.00	197.50	169.00-211.50
RETAIL TRADE -----	26	40.0	141.50	149.00	120.00-163.00
SECRETARIES, CLASS C -----	900	40.0	139.00	138.00	116.50-157.50
MANUFACTURING -----	277	40.0	160.00	155.50	144.50-171.00
NONMANUFACTURING -----	623	40.0	129.50	125.00	108.50-146.50
RETAIL TRADE -----	26	40.0	139.50	132.50	127.00-156.00
SECRETARIES, CLASS D -----	891	40.0	133.00	131.00	117.00-147.00
MANUFACTURING -----	456	40.0	144.00	143.00	130.00-156.50
NONMANUFACTURING -----	435	39.5	121.00	120.00	108.00-131.00
RETAIL TRADE -----	25	40.0	128.00	131.00	122.50-137.00
STENOGRAPHERS, GENERAL -----	358	40.0	116.00	115.00	102.00-127.50
MANUFACTURING -----	115	40.0	119.00	118.00	111.00-127.00
NONMANUFACTURING -----	243	40.0	114.50	111.00	98.50-128.00
RETAIL TRADE -----	58	40.0	107.50	104.50	97.50-116.00
STENOGRAPHERS, SENIOR -----	468	39.0	126.50	128.00	110.00-139.00
MANUFACTURING -----	233	40.0	138.50	135.50	128.50-150.00
NONMANUFACTURING -----	235	38.5	115.00	111.00	99.00-127.00
SWITCHBOARD OPERATORS, CLASS A -----	88	40.0	124.00	125.50	109.00-141.00
MANUFACTURING -----	44	40.0	137.00	141.00	125.50-144.50
NONMANUFACTURING -----	44	40.0	111.50	109.00	102.50-126.00
SWITCHBOARD OPERATORS, CLASS B -----	130	39.5	95.50	92.50	82.00-103.50
NONMANUFACTURING -----	124	39.5	94.50	91.50	81.50-101.50
RETAIL TRADE -----	45	39.5	96.00	95.00	89.00-103.00
SWITCHBOARD OPERATOR-RECEPTIONISTS- MANUFACTURING -----	156 47	39.0 39.5	106.50 103.00	101.00 102.50	92.00-113.00 96.50-109.00
NONMANUFACTURING -----	109	39.0	107.50	100.00	90.50-115.00
RETAIL TRADE -----	42	40.0	99.50	96.00	91.00-106.00
TYPISTS, CLASS A -----	194	40.0	109.50	107.00	97.50-119.50
MANUFACTURING -----	70	40.0	119.50	119.50	109.00-129.50
NONMANUFACTURING -----	124	40.0	104.00	100.50	95.50-111.50
TYPISTS, CLASS B -----	373	39.0	99.50	97.00	90.00-107.00
MANUFACTURING -----	101	40.0	109.50	109.50	100.00-120.00
NONMANUFACTURING -----	272	39.0	96.00	94.00	88.00- 99.50

See Footnotes on Page 3.

Professional and technical occupations: Weekly earnings

Occupation and industry division	Number of workers	Average weekly hours <sup>1</sup> (standard)	Weekly earnings <sup>1</sup> (standard)		
			Mean <sup>2</sup>	Median <sup>2</sup>	Middle range <sup>2</sup>
MEN AND WOMEN COMBINED					
COMPUTER OPERATORS, CLASS A -----	162	40.0	\$ 185.50	\$ 185.00	\$ 172.00-200.50
MANUFACTURING -----	109	40.0	189.50	191.50	175.00-202.50
NONMANUFACTURING -----	53	39.5	177.00	173.50	159.00-185.00
COMPUTER OPERATORS, CLASS B -----	173	40.0	151.50	151.00	135.50-165.00
MANUFACTURING -----	105	40.0	158.50	154.00	143.50-168.50
NONMANUFACTURING -----	68	40.0	140.50	140.50	128.00-155.00
COMPUTER OPERATORS, CLASS C -----	41	40.0	138.50	135.00	126.00-154.00
NONMANUFACTURING -----	41	40.0	138.50	135.00	126.00-154.00
COMPUTER PROGRAMERS, BUSINESS, CLASS A -----	95	40.0	267.00	275.00	232.00-296.50
MANUFACTURING -----	59	40.0	286.00	285.00	274.00-310.00
NONMANUFACTURING -----	36	39.5	235.50	233.00	215.50-247.00
COMPUTER PROGRAMERS, BUSINESS, CLASS B -----	130	40.0	221.50	219.00	196.50-245.50
MANUFACTURING -----	68	40.0	236.50	242.00	221.50-257.50
NONMANUFACTURING -----	62	39.5	204.50	202.50	185.00-214.00
COMPUTER PROGRAMERS, BUSINESS, CLASS C -----	26	40.0	147.50	148.00	137.50-162.00
COMPUTER SYSTEMS ANALYSTS, BUSINESS, CLASS A -----	78	40.0	303.00	310.50	265.00-330.00
MANUFACTURING -----	47	40.0	309.50	316.50	264.50-335.00
NONMANUFACTURING -----	31	39.5	293.50	290.00	271.50-322.50
COMPUTER SYSTEMS ANALYSTS, BUSINESS, CLASS B -----	48	40.0	249.50	237.50	219.00-285.00
NONMANUFACTURING -----	35	40.0	236.00	232.00	217.00-255.00
DRAFTSMEN, CLASS A -----	198	40.0	212.50	214.00	195.00-230.50
MANUFACTURING -----	167	40.0	216.00	217.50	202.50-231.00
DRAFTSMEN, CLASS B -----	199	40.0	161.50	161.50	144.00-181.50
MANUFACTURING -----	101	40.0	175.50	174.00	161.50-188.00
NONMANUFACTURING -----	98	40.0	147.00	144.50	119.50-161.50
DRAFTSMEN, CLASS C -----	91	40.0	137.50	139.00	132.00-151.50
MANUFACTURING -----	47	40.0	141.50	139.50	136.00-149.00
ELECTRONICS TECHNICIANS -----	586	40.0	195.00	196.00	172.50-219.00
MANUFACTURING -----	586	40.0	195.00	196.00	172.50-219.00
NURSES, INDUSTRIAL (REGISTERED) -----	58	40.0	177.00	176.00	166.00-189.50
MANUFACTURING -----	48	40.0	176.50	176.00	167.00-189.50

Maintenance and powerplant occupations: Hourly earnings

Sex, occupation, and industry division	Number of workers	Hourly earnings <sup>3</sup>		
		Mean <sup>2</sup>	Median <sup>2</sup>	Middle range <sup>2</sup>
MEN				
CARPENTERS, MAINTENANCE -----	51	\$ 5.08	\$ 5.04	\$ 4.64- 5.28
MANUFACTURING -----	34	4.94	5.03	4.66- 5.08
ELECTRICIANS, MAINTENANCE -----	227	5.37	5.28	4.92- 6.21
MANUFACTURING -----	179	5.16	5.23	4.69- 5.44
ENGINEERS, STATIONARY -----	61	4.74	4.63	4.16- 5.43
MANUFACTURING -----	57	4.75	4.65	4.16- 5.43
HELPERS, MAINTENANCE TRADES -----	110	3.78	3.94	2.97- 4.12
MANUFACTURING -----	67	3.62	3.19	2.75- 4.45
NONMANUFACTURING -----	40	3.98	4.04	3.95- 4.09
MACHINISTS, MAINTENANCE -----	87	5.16	5.25	4.48- 5.44
MANUFACTURING -----	71	5.20	5.26	4.49- 5.41
MECHANICS, AUTOMOTIVE (MAINTENANCE) -----	306	5.69	6.01	4.58- 7.02
MANUFACTURING -----	145	5.88	7.01	4.13- 7.06
NONMANUFACTURING -----	161	5.53	5.32	5.10- 6.09
PUBLIC UTILITIES -----	114	5.73	6.04	4.57- 6.53
MECHANICS, MAINTENANCE -----	304	5.04	5.08	4.48- 5.42
MANUFACTURING -----	290	5.01	5.07	4.47- 5.41
PAINTERS, MAINTENANCE -----	40	4.79	4.98	4.48- 5.14
PIPEFITTERS, MAINTENANCE -----	82	5.22	5.26	5.20- 5.43
MANUFACTURING -----	79	5.22	5.26	5.21- 5.43
TCC AND DIE MAKERS -----	152	5.22	5.51	5.22- 5.56
MANUFACTURING -----	152	5.22	5.51	5.22- 5.56

See Footnotes on Page 3.

Custodial and material movement occupations: Hourly earnings

Sex, occupation, and industry division	Number of workers	Hourly earnings <sup>1</sup>		
		Mean <sup>2</sup>	Median <sup>2</sup>	Middle range <sup>2</sup>
<b>MEN</b>				
		\$	\$	\$
GUARDS AND WATCHMEN -----	1,646	2.09	2.01	1.76- 2.09
MANUFACTURING -----	221	3.39	3.58	2.68- 4.07
GUARDS -----				
MANUFACTURING -----	177	3.56	3.71	3.29- 4.08
JANITORS, PORTERS, AND CLEANERS -----	1,375	2.31	2.08	1.87- 2.74
MANUFACTURING -----	331	2.91	3.09	2.39- 3.17
NONMANUFACTURING -----	1,044	2.11	2.02	1.84- 2.32
PUBLIC UTILITIES -----	32	3.04	2.93	2.50- 3.56
RETAIL TRADE -----	225	2.35	2.38	2.02- 2.69
LABORERS, MATERIAL HANDLING -----	1,239	3.37	3.24	2.69- 4.43
MANUFACTURING -----	460	2.90	2.71	2.46- 3.42
NONMANUFACTURING -----	779	3.65	3.28	3.21- 4.80
RETAIL TRADE -----	202	3.25	3.23	2.27- 3.95
ORDER FILLERS -----	639	3.62	3.23	2.93- 4.79
NONMANUFACTURING -----	508	3.51	3.05	2.89- 4.82
PACKERS, SHIPPING -----	143	3.23	3.23	2.48- 4.12
MANUFACTURING -----	90	3.62	3.74	3.33- 4.23
RECEIVING CLERKS -----	114	3.98	3.98	3.66- 4.83
MANUFACTURING -----	28	3.38	3.28	2.57- 4.19
NONMANUFACTURING -----	86	4.18	4.06	3.83- 4.84
RETAIL TRADE -----	47	3.78	3.84	3.64- 3.89
SHIPPING CLERKS -----	46	3.36	3.73	2.65- 4.08
MANUFACTURING -----	38	3.22	2.79	2.62- 4.01
SHIPPING AND RECEIVING CLERKS -----	73	3.55	3.75	3.09- 3.85
MANUFACTURING -----	64	3.53	3.81	3.08- 3.86
TRUCKDRIVERS -----	2,624	4.79	4.96	4.10- 5.93
MANUFACTURING -----	840	4.98	5.75	3.61- 6.30
NONMANUFACTURING -----	1,784	4.70	4.88	4.21- 5.93
PUBLIC UTILITIES -----	973	5.41	5.92	4.30- 5.96
RETAIL TRADE -----	237	3.65	3.49	2.75- 4.81
TRUCKDRIVERS, LIGHT (UNDER 1-1/2 TONS) -----	317	2.91	3.01	2.39- 3.27
MANUFACTURING -----	58	3.43	3.64	2.98- 3.99
NONMANUFACTURING -----	259	2.79	2.97	2.39- 3.23
RETAIL TRADE -----	73	2.70	2.78	2.32- 3.28
TRUCKDRIVERS, MEDIUM (1-1/2 TO AND INCLUDING 4 TONS) -----	451	4.22	4.18	3.21- 5.91
MANUFACTURING -----	197	3.30	3.28	2.58- 3.58
NONMANUFACTURING -----	254	4.94	4.80	4.26- 5.95
PUBLIC UTILITIES -----	191	5.44	5.92	4.74- 5.96
TRUCKDRIVERS, HEAVY (OVER 4 TONS, TRAILER TYPE) -----	1,086	4.98	4.89	4.28- 5.92
MANUFACTURING -----	124	5.07	5.54	4.52- 5.75
NONMANUFACTURING -----	962	4.96	4.89	4.28- 5.92
PUBLIC UTILITIES -----	527	5.25	5.91	4.26- 5.96
RETAIL TRADE -----	82	4.54	4.81	4.40- 4.86
TRUCKDRIVERS, HEAVY (OVER 4 TONS, OTHER THAN TRAILER TYPE) -----	706	5.83	5.91	5.82- 6.01
MANUFACTURING -----	450	5.90	5.88	5.83- 6.04
NONMANUFACTURING -----				
PUBLIC UTILITIES -----	254	5.72	5.93	5.09- 5.97
TRUCKERS, POWER (FORKLIFT) -----	302	3.36	3.41	2.86- 3.62
MANUFACTURING -----	255	3.31	3.41	2.89- 3.50
<b>WOMEN</b>				
JANITORS, PORTERS, AND CLEANERS -----	616	1.89	1.82	1.76- 1.90
MANUFACTURING -----	43	2.81	2.88	2.59- 3.09

Footnotes

- Standard hours reflect the workweek for which employees receive their regular straight-time salaries (exclusive of pay for overtime at regular and/or premium rates), and the earnings correspond to these weekly hours.
- The mean is computed for each job by totaling the earnings of all workers and dividing by the number of workers. The median designates position--half of the employees surveyed receive more than the rate shown; half receive less than the rate shown. The middle range is defined by 2 rates of pay; a fourth of the workers earn less than the lower of these rates and a fourth earn more than the higher rate.
- Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.

Source: Annual survey conducted by the U.S. Department of Labor/Bureau of Labor Statistics.

## Appendix. Occupational Descriptions

The primary purpose of preparing job descriptions for the Bureau's wage surveys is to assist its field staff in classifying into appropriate occupations workers who are employed under a variety of payroll titles and different work arrangements from establishment to establishment and from area to area. This permits the grouping of occupational wage rates representing comparable job content. Because of this emphasis on interestablishment and interarea comparability of occupational content, the Bureau's job descriptions may differ significantly from those in use in individual establishments or those prepared for other purposes. In applying these job descriptions, the Bureau's field economists are instructed to exclude working supervisors; apprentices; learners; beginners; trainees; and handicapped, part-time, temporary, and probationary workers.

### OFFICE

#### BILLER, MACHINE

Prepares statements, bills, and invoices on a machine other than an ordinary or electro-matic typewriter. May also keep records as to billings or shipping charges or perform other clerical work incidental to billing operations. For wage study purposes, billers, machine, are classified by type of machine, as follows:

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

Biller, machine (bookkeeping machine). Uses a bookkeeping machine (with or without a typewriter keyboard) to prepare customers' bills as part of the accounts receivable operation. Generally involves the simultaneous entry of figures on customers' ledger record. The machine automatically accumulates figures on a number of vertical columns and computes and usually prints automatically the debit or credit balances. Does not involve a knowledge of bookkeeping. Works from uniform and standard types of sales and credit slips.

#### BOOKKEEPING-MACHINE OPERATOR

Operates a bookkeeping machine (with or without a typewriter keyboard) to keep a record of business transactions.

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

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

#### CLERK, ACCOUNTING

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

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

#### CLERK, ACCOUNTING—Continued

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

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

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

#### CLERK, FILE

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

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

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

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

#### CLERK, ORDER

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

#### CLERK, PAYROLL

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

NOTE: The Bureau has discontinued collecting data for comptometer operators.

## KEYPUNCH OPERATOR

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

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

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

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

## MESENTER (Office Boy or Girl)

Performs various routine duties such as running errands, operating minor office machines such as sealers or mailers, opening and distributing mail, and other minor clerical work. Exclude positions that require operation of a motor vehicle as a significant duty.

## SECRETARY

Assigned as personal secretary, normally to one individual. Maintains a close and highly responsive relationship to the day-to-day work of the supervisor. Works fairly independently receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties, usually including most of the following:

- a. Receives telephone calls, personal callers, and incoming mail, answers routine inquiries, and routes technical inquiries to the proper persons;
- b. Establishes, maintains, and revises the supervisor's files;
- c. Maintains the supervisor's calendar and makes appointments as instructed;
- d. Relays messages from supervisor to subordinates;
- e. Reviews correspondence, memorandums, and reports prepared by others for the supervisor's signature to assure procedural and typographic accuracy;
- f. Performs stenographic and typing work.

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

### Exclusions

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

- a. Positions which do not meet the "personal" secretary concept described above;
- b. Stenographers not fully trained in secretarial type duties;
- c. Stenographers serving as office assistants to a group of professional, technical, or managerial persons;
- d. Secretary positions in which the duties are either substantially more routine or substantially more complex and responsible than those characterized in the definition;
- e. Assistant type positions which involve more difficult or more responsible technical, administrative, supervisory, or specialized clerical duties which are not typical of secretarial work.

## SECRETARY—Continued

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

### Class A

1. Secretary to the chairman of the board or president of a company that employs, in all, over 100 but fewer than 5,000 persons; or
2. Secretary to a corporate officer (other than the chairman of the board or president) of a company that employs, in all, over 5,000 but fewer than 25,000 persons; or
3. Secretary to the head, immediately below the corporate officer level, of a major segment or subsidiary of a company that employs, in all, over 25,000 persons.

### Class B

1. Secretary to the chairman of the board or president of a company that employs, in all, fewer than 100 persons; or
2. Secretary to a corporate officer (other than the chairman of the board or president) of a company that employs, in all, over 100 but fewer than 5,000 persons; or
3. Secretary to the head, immediately below the officer level, over either a major corporate-wide functional activity (e.g., marketing, research, operations, industrial relations, etc.) or a major geographic or organizational segment (e.g., a regional headquarters; a major division) of a company that employs, in all, over 5,000 but fewer than 25,000 employees; or
4. Secretary to the head of an individual plant, factory, etc. (or other equivalent level of official) that employs, in all, over 5,000 persons; or
5. Secretary to the head of a large and important organizational segment (e.g., a middle management supervisor of an organizational segment often involving as many as several hundred persons) or a company that employs, in all, over 25,000 persons.

### Class C

1. Secretary to an executive or managerial person whose responsibility is not equivalent to one of the specific level situations in the definition for class B, but whose organizational unit normally numbers at least several dozen employees and is usually divided into organizational segments which are often, in turn, further subdivided. In some companies, this level includes a wide range of organizational echelons; in others, only one or two; or
2. Secretary to the head of an individual plant, factory, etc. (or other equivalent level of official) that employs, in all, fewer than 5,000 persons.

### Class D

1. Secretary to the supervisor or head of a small organizational unit (e.g., fewer than about 25 or 30 persons); or
2. Secretary to a nonsupervisory staff specialist, professional employee, administrative officer, or assistant, skilled technician or expert. (NOTE: Many companies assign stenographers, rather than secretaries as described above, to this level of supervisory or nonsupervisory worker.)

## STENOGRAPHER

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

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

### Stenographer, General

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

## STENOGRAPHER—Continued

### Stenographer, Senior

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

OR

Performs stenographic duties requiring significantly greater independence and responsibility than stenographer, general, as evidenced by the following: Work requires a high degree of stenographic speed and accuracy; a thorough working knowledge of general business and office procedure; and of the specific business operations, organization, policies, procedures, files, workflow, etc. Uses this knowledge in performing stenographic duties and responsible clerical tasks such as maintaining followup files; assembling material for reports, memorandums, and letters; composing simple letters from general instructions; reading and routing incoming mail; and answering routine questions, etc.

## SWITCHBOARD OPERATOR

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

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

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

## SWITCHBOARD OPERATOR-RECEPTIONIST

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

## TABULATING-MACHINE OPERATOR (Electric Accounting Machine Operator)

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

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

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

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

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

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

## TRANSCRIBING-MACHINE OPERATOR, GENERAL

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

## TYPIST

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

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

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

## PROFESSIONAL AND TECHNICAL

### COMPUTER OPERATOR

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

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

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

Class B. Operates independently, or under only general direction, a computer running programs with most of the following characteristics: Most of the programs are established production runs, typically run on a regularly recurring basis; there is little or no testing

### COMPUTER OPERATOR—Continued

of new programs required; alternate programs are provided in case original program needs major change or cannot be corrected within a reasonable time. In common error situations, diagnoses cause and takes corrective action. This usually involves applying previously programmed corrective steps, or using standard correction techniques.

OR

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

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

### COMPUTER PROGRAMMER, BUSINESS

Converts statements of business problems, typically prepared by a systems analyst into a sequence of detailed instructions which are required to solve the problems by automatic data processing equipment. Working from charts or diagrams, the programmer develops the precise instructions which, when entered into the computer system in coded language, cause the manipulation

## COMPUTER PROGRAMER, BUSINESS—Continued

of data to achieve desired results. Work involves most of the following: Applies knowledge of computer capabilities, mathematics, logic employed by computers, and particular subject matter involved to analyze charts and diagrams of the problem to be programmed; develops sequence of program steps; writes detailed flow charts to show order in which data will be processed; converts these charts to coded instructions for machine to follow; tests and corrects programs; prepares instructions for operating personnel during production run; analyzes, reviews, and alters programs to increase operating efficiency or adapt to new requirements; maintains records of program development and revisions. (NOTE: Workers performing both systems analysis and programming should be classified as systems analysts if this is the skill used to determine their pay.)

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

For wage study purposes, programmers are classified as follows:

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

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

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

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

OR

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

May guide or instruct lower level programmers.

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

## COMPUTER SYSTEMS ANALYST, BUSINESS

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

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

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

**Class A.** Works independently or under only general direction on complex problems involving all phases of systems analysis. Problems are complex because of diverse sources of input data and multiple-use requirements of output data. (For example, develops an integrated production scheduling, inventory control, cost analysis, and sales analysis record in which

## COMPUTER SYSTEMS ANALYST, BUSINESS—Continued

every item of each type is automatically processed through the full system of records and appropriate followup actions are initiated by the computer.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of new or revised systems of data processing operations. Makes recommendations, if needed, for approval of major systems installations or changes and for obtaining equipment.

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

**Class B.** Works independently or under only general direction on problems that are relatively uncomplicated to analyze, plan, program, and operate. Problems are of limited complexity because sources of input data are homogeneous and the output data are closely related. (For example, develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, or maintaining inventory accounts in a manufacturing or wholesale establishment.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of the data processing systems to be applied.

OR

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

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

## DRAFTSMAN

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

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

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

## DRAFTSMAN-TRACER

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

AND/OR

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

## ELECTRONICS TECHNICIAN

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

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

## ELECTRONICS TECHNICIAN—Continued

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

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

## MAINTENANCE AND POWERPLANT

### CARPENTER, MAINTENANCE

Performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions; using a variety of carpenter's handtools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

### ELECTRICIAN, MAINTENANCE

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy in an establishment. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's handtools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

### ENGINEER, STATIONARY

Operates and maintains and may also supervise the operation of stationary engines and equipment (mechanical or electrical) to supply the establishment in which employed with power, heat, refrigeration, or air-conditioning. Work involves: Operating and maintaining equipment such as steam engines, air compressors, generators, motors, turbines, ventilating and refrigerating equipment, steam boilers and boiler-fed water pumps; making equipment repairs; and keeping a record of operation of machinery, temperature, and fuel consumption. May also supervise these operations. Head or chief engineers in establishments employing more than one engineer are excluded.

### FIREMAN, STATIONARY BOILER

Fires stationary boilers to furnish the establishment in which employed with heat, power, or steam. Feeds fuels to fire by hand or operates a mechanical stoker, gas, or oil burner; and checks water and safety valves. May clean, oil, or assist in repairing boilerroom equipment.

### HELPER, MAINTENANCE TRADES

Assists one or more workers in the skilled maintenance trades, by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade: In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

### MACHINE-TOOL OPERATOR, TOOLROOM

Specializes in the operation of one or more types of machine tools, such as jig borers, cylindrical or surface grinders, engine lathes, or milling machines, in the construction of machine-shop tools, gages, jigs, fixtures, or dies. Work involves most of the following: Planning and performing difficult machining operations; processing items requiring complicated setups or a high degree of accuracy; using a variety of precision measuring instruments; selecting feeds, speeds, tooling, and operation sequence; and making necessary adjustments during operation to achieve requisite tolerances or dimensions. May be required to recognize when tools need dressing, to dress tools, and to select proper coolants and cutting and lubricating oils. For cross-industry wage study purposes, machine-tool operators, toolroom, in tool and die jobbing shops are excluded from this classification.

### NURSE, INDUSTRIAL (Registered)

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

### MACHINIST, MAINTENANCE

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

### MECHANIC, AUTOMOTIVE (Maintenance)

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

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

### MECHANIC, MAINTENANCE

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

### MILLWRIGHT

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

### PAINTER, MAINTENANCE

Paints and redecorates walls, woodwork, and fixtures of an establishment. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail

#### PAINTER, MAINTENANCE—Continued

holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

#### PIPEFITTER, MAINTENANCE

Installs or repairs water, steam, gas, or other types of pipe and pipefittings in an establishment. Work involves most of the following: Laying out of work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer or oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies; bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

#### SHEET-METAL WORKER, MAINTENANCE

Fabricates, installs, and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: Planning and laying out all

#### SHEET-METAL WORKER, MAINTENANCE—Continued

types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal working machines; using a variety of handtools in cutting, bending, forming, shaping, fitting, and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

#### TOOL AND DIE MAKER

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

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

### CUSTODIAL AND MATERIAL MOVEMENT

#### GUARD AND WATCHMAN

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

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

#### JANITOR, PORTER, OR CLEANER

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

#### LABORER, MATERIAL HANDLING

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

#### ORDER FILLER

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

#### PACKER, SHIPPING

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

#### SHIPPING AND RECEIVING CLERK

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

For wage study purposes, workers are classified as follows:

Receiving clerk  
Shipping clerk  
Shipping and receiving clerk

#### TRUCKDRIVER

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

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

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

#### TRUCKER, POWER

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

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

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

POPULATION ESTIMATES FOR ARIZONA AND COUNTIES  
July 1, 1973

NO1 LV70d0d

AREA	ALL RACES	WHITE		NONWHITE								SPANISH HERITAGE	
			%	Total	%	Indian	%	Negro	%	Other	%		%
State Total	2,020,000	1,840,000	91.1	180,000	8.9	109,700	5.4	60,300	3.0	10,000	.5	382,000	18.9
County:													
Apache	37,500	9,100	24.3	28,400	75.7	28,000	74.7	400	1.1	*	-	2,800	7.5
Cochise	70,200	67,800	96.6	2,400	3.4	200	.3	1,900	2.7	300	.4	23,300	33.2
Coconino	55,600	40,100	72.1	15,500	27.9	13,800	24.8	1,500	2.7	200	.4	7,400	13.3
Gila	32,300	27,200	84.2	5,100	15.8	5,000	15.5	100	.3	*	-	8,700	26.9
Graham	18,000	15,800	87.8	2,200	12.2	1,700	9.4	400	2.2	100	.6	6,000	33.3
Greenlee	11,400	11,200	98.2	200	1.8	200	1.8	*	-	*	-	5,700	50.0
Maricopa	1,105,000	1,048,800	94.9	56,200	5.1	13,000	1.2	37,300	3.4	5,900	.5	161,000	14.6
Mohave	31,500	30,400	96.5	1,100	3.5	1,000	3.2	*	-	100	.3	2,100	6.7
Navajo	54,100	26,700	49.4	27,400	50.6	26,100	48.2	1,200	2.2	100	.2	6,100	11.3
Pima	402,000	377,700	94.0	24,300	6.0	10,200	2.5	11,700	2.9	2,400	.6	95,400	23.7
Pinal	77,800	66,800	85.9	11,000	14.1	7,300	9.4	3,500	4.5	200	.3	28,400	36.5
Santa Cruz	15,700	15,500	98.7	200	1.3	*	-	100	.6	100	.6	12,100	77.1
Yavapai	42,500	41,500	97.6	1,000	2.4	800	1.9	100	.2	100	.2	5,200	12.2
Yuma	66,400	61,400	92.5	5,000	7.5	2,400	3.6	2,100	3.2	500	.8	17,800	26.8

\* Less than 25

Source: Department of Economic Security, Research and Statistics Bureau, based on 1970 Census of Population.

POPULATION ESTIMATES FOR ARIZONA AND COUNTIES

July 1, 1974

(Preliminary)

AREA	ALL RACES	WHITE		NONWHITE								SPANISH HERITAGE	
			%	Total	%	Indian	%	Negro	%	Other	%		%
State Total	2,150,000	1,959,700	91.1	190,300	8.9	116,000	5.4	63,600	3.0	10,700	.5	403,500	18.8
County:													
Apache	40,600	9,800	24.1	30,800	75.9	30,300	74.6	500	1.2	*	-	3,000	7.4
Cochise	75,400	72,900	96.7	2,500	3.3	300	.4	1,800	2.4	400	.5	25,100	33.3
Coconino	62,700	45,500	72.6	17,200	27.4	15,600	24.9	1,400	2.2	200	.3	8,300	13.2
Gila	32,000	27,000	84.4	5,000	15.6	4,900	15.3	100	.3	*	-	8,600	26.9
Graham	18,000	15,800	87.8	2,200	12.2	1,700	9.4	400	2.2	100	.6	6,000	33.3
Greenlee	11,600	11,400	98.3	200	1.7	200	1.7	*	-	*	-	5,800	50.0
Maricopa	1,173,000	1,112,700	94.9	60,300	5.1	14,000	1.2	40,000	3.4	6,300	.5	169,400	14.4
Mohave	34,300	33,200	96.8	1,100	3.2	1,000	2.9	*	-	100	.3	2,300	6.7
Navajo	53,800	26,700	49.6	27,100	50.4	26,100	48.5	900	1.7	100	.2	6,100	11.3
Pima	435,000	408,400	93.9	26,600	6.1	11,100	2.6	12,900	3.0	2,600	.6	102,200	23.5
Pinal	80,500	69,400	86.2	11,100	13.8	7,500	9.3	3,400	4.2	200	.2	29,300	36.4
Santa Cruz	17,400	17,200	98.9	200	1.1	*	-	100	.6	100	.6	13,400	77.0
Yavapai	47,400	46,400	97.9	1,000	2.1	800	1.7	100	.2	100	.2	5,800	12.2
Yuma	68,300	63,300	92.7	5,000	7.3	2,500	3.7	2,000	2.9	500	.7	18,200	26.6

\* Less than 25

Source: Department of Economic Security, Research and Statistics Bureau.

Table 10

## U.S. CONSUMER PRICE INDEX

ALL ITEMS

1967=100

Year	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Ann. Avg.
1957	82.8	83.1	83.3	83.6	83.8	84.3	84.7	84.8	84.9	84.9	85.2	85.2	84.3
1958	85.7	85.8	86.4	86.6	86.6	86.7	86.8	86.7	86.7	86.7	86.8	86.7	86.6
1959	86.8	86.7	86.7	86.8	86.9	87.3	87.5	87.4	87.7	88.0	88.0	88.0	87.3
1960	87.9	88.0	88.0	88.5	88.5	88.7	88.7	88.7	88.8	89.2	89.3	89.3	88.7
1961	89.3	89.3	89.3	89.3	89.3	89.4	89.8	89.7	89.9	89.9	89.9	89.9	89.6
1962	89.9	90.0	90.3	90.5	90.5	90.5	90.7	90.7	91.2	91.1	91.1	91.0	90.6
1963	91.1	91.2	91.3	91.3	91.3	91.7	92.1	92.1	92.1	92.2	92.3	92.5	91.7
1964	92.6	92.5	92.6	92.7	92.7	92.9	93.1	93.0	93.2	93.3	93.5	93.6	92.9
1965	93.6	93.6	93.7	94.0	94.2	94.7	94.8	94.6	94.8	94.9	95.1	95.4	94.5
1966	95.4	96.0	96.3	96.7	96.8	97.1	97.4	97.9	98.1	98.5	98.5	98.6	97.2
1967	98.6	98.7	98.9	99.1	99.4	99.7	100.2	100.5	100.7	101.0	101.3	101.6	100.0
1968	102.0	102.3	102.8	103.1	103.4	104.0	104.5	104.8	105.1	105.7	106.1	106.4	104.2
1969	106.7	107.1	108.0	108.7	109.0	109.7	110.2	110.7	111.2	111.6	112.2	112.9	109.8
1970	113.3	113.9	114.5	115.2	115.7	116.3	116.7	116.9	117.5	118.1	118.5	119.1	116.3
1971	119.2	119.4	119.8	120.2	120.8	121.5	121.8	122.1	122.2	122.4	122.6	123.1	121.3
1972	123.2	123.8	124.0	124.3	124.7	125.0	125.5	125.7	126.2	126.6	126.9	127.3	125.3
1973	127.7	128.6	129.8	130.7	131.5	132.4	132.7	135.1	135.5	136.6	137.6		

# ARIZONA MANPOWER NEWSLETTER

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

An Employment Security Publication

December 1973

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### NEW DEVELOPMENTS

Plans have been revealed for a \$350 million oil refinery southwest of Yuma near San Luis. Thor International Energy Corporation announced that 2,000-5,000 jobs would be provided during the construction stage. The timetable calls for production to begin in 3-1/2 years. Oil would be supplied by a pipeline from a \$100 million deep-water port in the Gulf of California.

A \$950 million nuclear power plant will be built near Vidal Junction, California, less than ten miles from Parker, Arizona. In spite of being across the border from the site, Parker will undoubtedly benefit since it is the largest town within 40 miles. Thousands of jobs will be provided before construction ends in the 1980's.

A third new coal-fired generating unit will be added to the Cholla Power Plant near Joseph City. The September issue of this publication carried an article detailing plans for the first two units.

The Prescott Downtown Development Committee is drawing up plans to redevelop the downtown area. Included in the project will be the realignment of U.S. 89, the moving of a number of businesses and creating a shopping plaza on Montezuma Street.

### LABOR SUPPLY AND DEMAND

In the 12 nonmetropolitan counties, there is generally a moderate to ample supply of qualified applicants for most job openings. However, there has been recent demand for the following:

Casa Grande--Heavy Equipment Mechanic, Mobile Home Assembler, Sewing Machine Operator.  
Douglas--Clerk Typist, Credit Clerk, Manager Trainee, Sales Persons.  
Globe--Boilermaker, Cook, Diesel Mechanic, Electrician, Nurse (L.P.N. and R.N.), Pipefitter, Waitress, Welder.  
Lake Havasu City--Tool and Die Maker.  
Prescott--Circular Head Saw Operator, Medical Technician, Wood Grader.  
Safford--Cook, Live-in Maid, Waiter/Waitress.  
Yuma--Lineman, Medical Technologist, X-ray Technician.

### U.S. CONSUMER PRICE INDEX

	Nov. 1973	Oct. 1973	Nov. 1972
Current Base (1967)	137.6	136.6	126.9
1957-59 Base	160.0	158.8	147.7

### NOVEMBER 1973 SEASONALLY ADJUSTED UNEMPLOYMENT RATE

Arizona 3.7%  
United States 4.7%

Maricopa County 3.7%  
Pima County 3.3%

ARIZONA WORK FORCE AND EMPLOYMENT

	Nov. 173 (Prelim.)	Oct. 173 (Revised)	Nov. 1972	Change From Previous Month	Year Ago
TOTAL CIVILIAN WORK FORCE . . . . .	840,300	832,600	790,500	+ 7,700	+ 49,800
Unemployed . . . . .	30,900	31,600	27,500	- 700	+ 3,400
Percent of Work Force	Actual . . . . . 3.7	3.8	3.5	xxx	xxx
	Seasonally Adjusted <u>1/</u> . . . . . 3.7	3.6	3.6	xxx	xxx
Total Employed . . . . .	808,900	801,000	763,000	+ 7,900	+ 45,900
Agricultural . . . . .	38,200	34,600	38,600	+ 3,600	- 400
Nonagricultural . . . . .	770,700	766,400	724,400	+ 4,300	+ 46,300
Other <u>2/</u> . . . . .	50,900	50,800	51,600	+ 100	- 700
Wage & Salary . . . . .	719,800	715,600	672,800	+ 4,200	+ 47,000
Manufacturing . . . . .	109,400	109,200	101,000	+ 200	+ 8,400
Durable Goods . . . . .	83,000	82,900	75,800	+ 100	+ 7,200
Ordnance & Aircraft . . . . .	13,800	13,800	12,100	0	+ 1,700
Lumber & Wood Products (except Furniture) . . . . .	4,800	4,700	4,700	+ 100	+ 100
Stone, Clay & Glass . . . . .	4,400	4,800	4,700	- 400	- 300
Primary Metal Industries . . . . .	7,200	7,200	6,700	0	+ 500
Fabricated Metals . . . . .	5,100	5,100	5,000	0	+ 100
Machinery . . . . .	38,800	38,400	34,400	+ 400	+ 4,400
All Other Durable Goods . . . . .	8,900	8,900	8,200	0	+ 700
Nondurable Goods . . . . .	26,400	26,300	25,200	+ 100	+ 1,200
Food & Kindred Products . . . . .	8,800	8,800	8,500	0	+ 300
Apparel . . . . .	5,900	5,800	5,700	+ 100	+ 200
Printing & Publishing . . . . .	7,000	7,000	6,600	0	+ 400
All Other Nondurable Goods . . . . .	4,700	4,700	4,400	0	+ 300
Mining & Quarrying . . . . .	25,100	24,800	22,600	+ 300	+ 2,500
Copper Mining . . . . .	23,100	22,800	20,800	+ 300	+ 2,300
Other Mining & Quarrying . . . . .	2,000	2,000	1,800	0	+ 200
Contract Construction . . . . .	62,800	64,300	58,200	- 1,500	+ 4,600
Transportation & Public Utilities . . . . .	36,000	35,800	33,100	+ 200	+ 2,900
Transportation . . . . .	16,100	15,900	15,100	+ 200	+ 1,000
Communication & Public Utilities . . . . .	19,900	19,900	18,000	0	+ 1,900
Trade . . . . .	171,200	168,400	158,500	+ 2,800	+ 12,700
Wholesale Trade . . . . .	32,900	32,800	29,700	+ 100	+ 3,200
Retail Trade . . . . .	138,300	135,600	128,800	+ 2,700	+ 9,500
General Merchandise & Apparel . . . . .	35,300	33,600	31,100	+ 1,700	+ 4,200
Food Stores . . . . .	20,300	19,700	19,200	+ 600	+ 1,100
Automotive & Service Stations . . . . .	22,300	22,300	21,400	0	+ 900
Eating & Drinking Places . . . . .	34,300	34,100	32,400	+ 200	+ 1,900
Other Retail Trade . . . . .	26,100	25,900	24,700	+ 200	+ 1,400
Finance, Insurance & Real Estate . . . . .	39,700	39,600	37,300	+ 100	+ 2,400
Services & Miscellaneous . . . . .	119,900	118,900	115,900	+ 1,000	+ 4,000
Hotels & Other Lodging Places . . . . .	15,500	15,100	14,800	+ 400	+ 700
Business Services . . . . .	17,700	17,500	16,800	+ 200	+ 900
Medical & Other Health Services . . . . .	32,100	32,000	30,500	+ 100	+ 1,600
Other Services . . . . .	54,600	54,300	53,800	+ 300	+ 800
Government . . . . .	155,700	154,600	146,200	+ 1,100	+ 9,500
Federal . . . . .	32,400	32,600	31,900	- 200	+ 500
State & Local . . . . .	123,300	122,000	114,300	+ 1,300	+ 9,000
School . . . . .	73,600	73,100	68,200	+ 500	+ 5,400
Persons Involved in Labor-Management Disputes . . . . .	500	0	0	+ 500	+ 500

1/ Normal seasonal variations have been eliminated to reflect underlying economic trends.

2/ Self-employed, Unpaid Family Workers, and Domestic workers.

THE WORK FORCE IN NOVEMBER 1973

Total employment was up 7,900 from October to 808,900 in mid-November with advances in both nonagricultural and agricultural sectors. The increase was somewhat below that seasonally expected, and over-the-year increases of 45,900 fell short of November-to-November advances in three of the past five years.

Nonagricultural wage and salary employment advanced only 4,200 to a mid-November level of 719,800. Though trade and services made fairly normal October-to-November gains, a sharp decline of 1,500 in construction dampened the usual seasonal buoyancy. A labor dispute in cement block manufacturing plants not only held down advances in manufacturing but was largely responsible for layoffs in construction due to material shortages. Over-the-year nonagricultural payroll growth of 47,000 was somewhat below the past two years due largely to slower growth in construction and services.

Total agricultural employment was up 3,600 seasonally to 38,200. Primary growth was in Yuma County for citrus and lettuce harvest and Maricopa County for citrus, lettuce and green onion work. The cotton harvest was also in full swing in most cotton growing areas. Total employment was 400 below last November's level.

Total unemployment was down 700 from October to 30,900 in November but was 3,400 above the November 1972 level. Insured unemployment was up nearly 1,100 with considerable increase in unemployment among construction workers. However, unemployment among workers in exempt industries was down 800 seasonally, and there was a slight drop in the number of unemployed new and reentrants. The seasonally adjusted unemployment rate for Arizona in November was 3.7% compared to the national rate of 4.7%.

Hours and Earnings: Average earnings of factory workers rose 3¢ to \$4.12 per hour in November, and the average workweek increased by .9 to 40.3. Ordnance and aircraft workers gained 20¢ an hour to \$5.04, due primarily to increased overtime--hours were up 1.2 to 43.4 per week. Earnings for copper miners were down 2¢ to \$5.13 per hour as average hours dropped 1.1 to 40.6 per week. Construction showed little change--up 3¢ per hour to \$7.99 with no change in the 37.4 hour workweek. Both earnings and hours were down in retail trade as large numbers of new part time workers were added.

ESTIMATED HOURS AND EARNINGS IN SELECTED INDUSTRIES IN ARIZONA<sup>1/</sup>

Industry	Average Weekly Earnings			Average Weekly Hours			Average Hourly Earnings		
	Nov. 1973	Oct. 1973	Nov. 1972	Nov. 1973	Oct. 1973	Nov. 1972	Nov. 1973	Oct. 1973	Nov. 1972
Manufacturing.....	\$166.04	\$161.15	\$159.96	40.3	39.4	40.6	\$4.12	\$4.09	\$3.94
Ordnance & Aircraft.....	218.74	204.25	206.11	43.4	42.2	43.3	5.04	4.84	4.76
Food & Kindred Products.....	176.38	164.01	156.77	42.4	40.1	40.3	4.16	4.09	3.89
Primary Metal Industries.....	206.91	204.76	190.90	41.3	41.2	42.9	5.01	4.97	4.45
Machinery.....	142.48	136.29	138.04	39.8	38.5	40.6	3.58	3.54	3.40
Copper Mining.....	208.28	214.76	199.86	40.6	41.7	41.9	5.13	5.15	4.77
Contract Construction.....	298.83	297.70	267.27	37.4	37.4	35.4	7.99	7.96	7.55
Utilities.....	207.56	203.94	196.77	41.1	41.2	41.6	5.05	4.95	4.73
Retail Trade <sup>2/</sup> .....	113.91	119.35	112.67	33.8	35.0	35.1	3.37	3.41	3.21
Wholesale Trade.....	173.26	174.76	166.04	39.2	39.9	40.3	4.42	4.38	4.12

<sup>1/</sup> These estimates are based upon a sample of full and part-time production and related employees whose payroll and hours are reported for the pay period which includes the 12th of the month. November 1973 figures are preliminary. October 1973 figures are final, based on more recent data.

<sup>2/</sup> Excludes Eating & Drinking Places.

LABOR TURNOVER

Due to delays in receiving Labor Turnover data, the turnover table will be omitted this month. To obtain this information, either call W. A. Richard at (602) 271-5430, or write:

Manpower Newsletters and Reviews  
P.O. Box 6123  
Phoenix, Arizona 85005

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EMPLOYERS, EMPLOYEES AND TOTAL WAGES COVERED BY THE  
EMPLOYMENT SECURITY LAW OF ARIZONA  
Second Quarter 1973  
ARIZONA

Industry	Employers	Employees			Total Wages
		April	May	June	
TOTAL	37,733	576,647	584,096	584,728	\$1,209,324,512
Mining	271	25,725	26,036	26,602	74,485,357
Contract Construction	5,358	63,124	65,795	66,863	192,216,507
Manufacturing	1,980	105,403	107,181	109,576	259,536,899
Transportation, Communi- cations and Utilities	961	32,899	33,502	34,370	87,926,630
Trade-Wholesale and Retail	13,397	164,022	165,387	165,513	263,804,265
Finance, Insurance and Real Estate	3,437	40,263	40,691	41,434	83,650,789
Service Industries	11,688	117,673	118,103	118,479	198,353,673
Other Industries	641	27,538	27,401	21,891	49,350,392

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Prepared in cooperation with the Bureau of Labor Statistics and the Manpower Administration, U.S. Department of Labor.

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# PHOENIX AREA MANPOWER NEWSLETTER

**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

An Employment Security Publication

December 1973

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### NEW DEVELOPMENTS

A December ground breaking was scheduled for the new 125,000 square foot Mesa FNB Plaza. The eight story office building will cover an entire city block in the heart of the city's downtown area. The East Central Division office for First National Bank will be headquartered on the second floor.

During the past 18 months Theta-Com has increased its employment from about 350 to 719 in Phoenix. During 1974 they expect to double again, with most of the jobs to be filled locally. In January, Theta-Com's home office will be moved here from Los Angeles.

The Lakes, in Tempe, will be getting a \$5 million, 153 room resort hotel in 1974. The hotel and restaurant complex will be called Radisson Inn.

Work is to start in early 1974 on more than \$15 million worth of projects in

the Downtown Redevelopment Area west of Scottsdale City Hall. Included in the project will be the Civic Center Mall, a hotel, Center for the Arts and a number of shops and restaurants.

### LABOR SUPPLY AND DEMAND

Qualified workers in health, clerical and sales occupations remain in steady high demand. Numerous openings were recorded in November for the following:

Accountant, Accounting Clerk, Auto/Truck Mechanic, Bookkeeper, Busboy, Cashier, Clerk-Typist, Collector, Cook, Cosmetologist, Counter and Kitchen Help, Couples (Lodging Facilities), Deliveryman, Electronic Technician, General Office Clerk, Guard/Watchmen, Handbill Passer, Host/Hostess, Janitor, Key-punch Operator, Machinist, Maid (Hotel-Motel), Manager Trainee, Nurse Aid, Nurse (L.P.N. and R.N.), Orderly, Receptionist, Sales Clerk, Salesman, Secretary, Sewing Machine Operator, Stock Clerk, Telephone Solicitor, Typist, Unit Ward Clerk, Waiter/Waitress.

### U.S. CONSUMER PRICE INDEX

	Nov. 1973	Oct. 1973	Nov. 1972
Current Base (1967)	137.6	136.6	126.9
1957-59 Base	160.0	158.8	147.7

### NOVEMBER 1973 SEASONALLY ADJUSTED UNEMPLOYMENT RATE

Maricopa County	3.7%	Arizona	3.7%
Pima County	3.3%	United States	4.7%

WORK FORCE AND EMPLOYMENT  
Phoenix (Maricopa County)

	Nov. '73 (Prelim.)	Oct. '73 (Revised)	Nov. 1972	Change From Previous Month	Year Ago
TOTAL CIVILIAN WORK FORCE . . . . .	494,900	489,000	460,300	+ 5,900	+ 34,600
Unemployed . . . . .	18,000	17,800	15,400	+ 200	+ 2,600
Percent of Work Force	Actual . . . . . 3.6	3.6	3.3	xxx	xxx
	Seasonally Adjusted <u>1/</u> . . . . . 3.7	3.5	3.5	xxx	xxx
Total Employed . . . . .	476,400	471,200	444,900	+ 5,200	+ 31,500
Agricultural . . . . .	14,400	13,300	14,700	+ 1,100	- 300
Nonagricultural . . . . .	462,000	457,900	430,200	+ 4,100	+ 31,800
Other <u>2/</u> . . . . .	28,800	28,700	29,100	+ 100	- 300
Wage & Salary . . . . .	433,200	429,200	401,100	+ 4,000	+ 32,100
Manufacturing . . . . .	83,400	83,100	77,200	+ 300	+ 6,200
Durable Goods . . . . .	66,000	65,900	60,300	+ 100	+ 5,700
Stone, Clay & Glass . . . . .	2,900	3,300	3,200	- 400	- 300
Primary & Fabricated Metals . . . . .	8,000	8,000	7,700	0	+ 300
Machinery . . . . .	36,300	35,900	32,100	+ 400	+ 4,200
All Other Durable Goods . . . . .	18,800	18,700	17,300	+ 100	+ 1,500
Nondurable Goods . . . . .	17,400	17,200	16,900	+ 200	+ 500
Food & Kindred Products . . . . .	6,300	6,100	6,200	+ 200	+ 100
Apparel . . . . .	3,200	3,200	3,200	0	0
Printing & Publishing . . . . .	5,000	5,000	4,700	0	+ 300
All Other Nondurable Goods . . . . .	2,900	2,900	2,800	0	+ 100
Mining & Quarrying . . . . .	400	400	300	0	+ 100
Contract Construction . . . . .	35,100	36,400	33,800	- 1,300	+ 1,300
Transportation & Public Utilities . . . . .	20,700	20,500	19,100	+ 200	+ 1,600
Transportation . . . . .	9,000	8,800	8,400	+ 200	+ 600
Communication & Public Utilities . . . . .	11,700	11,700	10,700	0	+ 1,000
Trade . . . . .	111,300	108,900	100,800	+ 2,400	+ 10,500
Wholesale Trade . . . . .	25,700	25,600	22,800	+ 100	+ 2,900
Retail Trade . . . . .	85,600	83,300	78,000	+ 2,300	+ 7,600
General Merchandise & Apparel . . . . .	23,000	21,600	19,100	+ 1,400	+ 3,900
Food Stores . . . . .	12,600	12,100	12,100	+ 500	+ 500
Automotive & Service Stations . . . . .	12,300	12,300	11,700	0	+ 600
Eating & Drinking Places . . . . .	20,400	20,200	19,100	+ 200	+ 1,300
Other Retail Trade . . . . .	17,300	17,100	16,000	+ 200	+ 1,300
Finance, Insurance & Real Estate . . . . .	30,100	30,000	28,300	+ 100	+ 1,800
Services & Miscellaneous . . . . .	73,600	72,600	69,800	+ 1,000	+ 3,800
Hotels & Other Lodging Places . . . . .	7,600	7,200	7,300	+ 400	+ 300
Business Services . . . . .	13,900	13,800	12,800	+ 100	+ 1,100
Medical & Other Health Services . . . . .	20,300	20,300	19,300	0	+ 1,000
Other Services . . . . .	31,800	31,300	30,400	+ 500	+ 1,400
Government . . . . .	78,600	77,300	71,800	+ 1,300	+ 6,800
Persons Involved in Labor-Management Disputes . . . . .	500	0	0	+ 500	+ 500

1/ Normal seasonal variations have been eliminated to reflect underlying economic trends.

2/ Self-employed, Unpaid Family Workers, and Domestic.

THE WORK FORCE IN NOVEMBER 1973

Total employment advanced 5,200 to 476,400 in mid-November with growth in both the nonagricultural and agricultural sectors. The additions were below seasonally expected levels in both sectors. Over-the-year gains of 31,500 were above average for the November-to-November period of the past five years, but considerably less than the 1971 to 1972 change.

Nonagricultural wage and salary employment rose 4,000 from the revised October level to 433,200 as of mid-November. Trade made a slightly higher than normal October-to-November gain, but much of the increase was in newly opened branches of established department and grocery chains. Construction dropped 1,300 as slump and cinder block were in short supply due to a labor dispute in the block manufacturing industry. Most other industry groups had fairly normal October-to-November changes. Over-the-year growth of 32,100 reflected lower than normal November-to-November gains in finance and services and much lower growth in construction.

Agricultural employment was up 1,100 seasonally to 14,400 with the addition of 600 migratory and 500 local harvest workers in citrus, cotton, lettuce and green onions. Total agriculture was down 300 from the same time last year.

Total unemployment was up 200 from October to 18,000 in the midweek of November. Insured unemployment increased nearly 1,100, but unemployment among workers attached to exempt industries was down 800 seasonally. The number of unemployed new and re-entrants dipped by slightly over 100. The November seasonally adjusted unemployment rate for Maricopa County was 3.7%.

Hours and Earnings: Production workers in manufacturing earned an average of 5¢ more per hour at \$4.09, due partially to additional overtime (hours up 48 minutes to 40.5) and partially to wage increases in a few large firms. Construction workers averaged 9¢ per hour more at \$7.84 with a slight decrease in hours worked, probably due to layoff of lower paid workers as block supplies dwindled. Retail trade earnings dropped 11¢ per hour and the workweek was down 1.1 hours to 33.2 with the influx of new and part-time workers at beginning rates.

ESTIMATED HOURS AND EARNINGS IN SELECTED INDUSTRIES IN MARICOPA COUNTY <sup>1/</sup>

Industry	Average Weekly Earnings			Average Weekly Hours			Average Hourly Earnings		
	Nov. 1973	Oct. 1973	Nov. 1972	Nov. 1973	Oct. 1973	Nov. 1972	Nov. 1973	Oct. 1973	Nov. 1972
Manufacturing.....	\$165.64	\$160.39	\$160.80	40.5	39.7	40.3	\$4.09	\$4.04	\$3.99
Contract Construction.....	289.30	286.75	261.40	36.9	37.0	34.9	7.84	7.75	7.49
Retail Trade <sup>2/</sup> .....	112.22	119.71	115.55	33.2	34.3	34.7	3.38	3.49	3.33
Wholesale Trade.....	178.94	180.40	171.32	39.5	40.0	40.5	4.53	4.51	4.23

<sup>1/</sup> These estimates are based upon a sample of full and part-time production and related employees whose payroll and hours are reported for the pay period which includes the 12th of the month. November 1973 figures are preliminary. October 1973 figures are final, based on more recent data.

<sup>2/</sup> Excludes Eating & Drinking Places.

LABOR TURNOVER/JOB OPENINGS

Due to delays in receiving Labor Turnover and Job Openings data, the two tables will be omitted this month. To obtain this information, either call W. A. Richard at (602) 271-5430, or write:

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EMPLOYERS, EMPLOYEES AND TOTAL WAGES COVERED BY THE  
EMPLOYMENT SECURITY LAW OF ARIZONA  
Second Quarter 1973  
MARICOPA COUNTY

Industry	Employers	Employees			Total Wages
		January	February	March	
TOTAL	21,333	354,115	356,991	355,182	\$765,232,711
Mining	41	447	449	499	1,371,814
Contract Construction	2,924	36,060	37,430	37,678	110,557,139
Manufacturing	1,343	81,498	82,559	84,093	207,933,894
Transportation, Communi- cations and Utilities	444	20,723	21,036	21,526	58,828,731
Trade-Wholesale and Retail	6,918	101,671	102,240	101,818	173,229,650
Finance, Insurance and Real Estate	2,259	29,466	29,743	30,175	62,689,191
Service Industries	6,991	72,590	72,108	71,248	128,778,508
Other Industries	413	11,660	11,426	8,145	21,843,784

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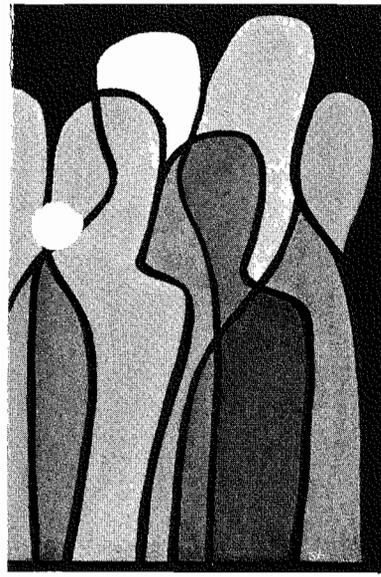
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# TUCSON AREA MANPOWER NEWSLETTER

**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

An Employment Security Publication December 1973

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SPECIAL REPORTING PROGRAM

The Research and Statistics Bureau of the Arizona Department of Economic Security, in cooperation with the U.S. Department of Labor, has initiated special programs to monitor the effects of the energy crisis on local levels of employment and unemployment. Employers reporting monthly to Current Employment Statistics and Labor Turnover programs have been asked to assess the effects of the energy situation on employment and hours. Each week local Unemployment Insurance offices will review initial claims both from local workers who have lost their jobs and from workers who have lost their jobs in other areas and have moved to Arizona looking for work. From these reviews, the effects, if any, of the energy crisis will be gauged. As trends or major developments occur, the Department of Economic Security will report them to the public.

RECENT JOB OPENINGS

The following occupations offer the best opportunities for qualified applicants in the Tucson area, based on recent Job Bank openings listed with the Arizona Department of Economic Security.

Professional: Draftsman, Laboratory Tester, Licensed Practical Nurse, Manager Trainee, Medical Assistant, Registered Nurse.

Clerical: Bookkeeper, Cashier, Clerk-Typist, General Clerk, General Office Clerk, Key punch Operator, Secretary, Stenographer.

Sales: Apparel, Auto Parts, Insurance.

Industrial Occupations: Auto Mechanic, Building Maintenance Man, Diesel Mechanic, Drill Mechanic, Electronics Assembler, Laborer, Light Truck Driver, Machinist, Maintenance Mechanic, Material Handler, Reclamation Man, Refrigeration Mechanic, Shovel Mechanic, TV and Radio Repairman, Upholsterer, Welder (Certified).

Service: Busboy, Cook, Dayworker, Dishwasher, Guard, Maid, Nurse Aid, Porter, Waitress.

U.S. CONSUMER PRICE INDEX

	Nov. <u>1973</u>	Oct. <u>1973</u>	Nov. <u>1972</u>
Current Base (1967)	137.6	136.6	126.9
1957-59 Base	160.0	158.8	147.7

NOVEMBER 1973 SEASONALLY ADJUSTED UNEMPLOYMENT RATE

Pima County	3.3%	Arizona	3.7%
Maricopa County	3.7%	United States	4.7%

WORK FORCE AND EMPLOYMENT  
Tucson (Pima County)

	Nov. '73 (Prelim.)	Oct. '73 (Revised)	Nov. 1972	Change From Previous Month	Year Ago
TOTAL CIVILIAN WORK FORCE . . . . .	155,400	155,400	148,700	0	+ 6,700
Unemployed . . . . .	5,200	5,200	5,200	0	0
Percent of Work Force	Actual	Actual	Actual	xxx	xxx
	Seasonally Adjusted <u>1/</u>	Seasonally Adjusted <u>1/</u>	Seasonally Adjusted <u>1/</u>	xxx	xxx
Total Employed . . . . .	150,200	150,200	143,500	0	+ 6,700
Agricultural . . . . .	1,600	1,600	1,700	0	- 100
Nonagricultural . . . . .	148,600	148,600	141,800	0	+ 6,800
Other <u>2/</u> . . . . .	10,000	9,900	10,100	+ 100	- 100
Wage & Salary . . . . .	138,600	138,700	131,700	- 100	+ 6,900
Manufacturing . . . . .	11,700	11,800	10,700	- 100	+ 1,000
Durable Goods . . . . .	8,200	8,300	7,400	- 100	+ 800
Nondurable Goods . . . . .	3,500	3,500	3,300	0	+ 200
Mining & Quarrying . . . . .	8,000	8,100	7,100	- 100	+ 900
Contract Construction . . . . .	13,300	13,600	13,000	- 300	+ 300
Transportation & Public Utilities . . . . .	7,800	7,700	7,100	+ 100	+ 700
Transportation . . . . .	3,600	3,600	3,400	0	+ 200
Communication & Public Utilities . . . . .	4,200	4,100	3,700	+ 100	+ 500
Trade . . . . .	30,900	30,600	29,800	+ 300	+ 1,100
Wholesale Trade . . . . .	3,500	3,500	3,500	0	0
Retail Trade . . . . .	27,400	27,100	26,300	+ 300	+ 1,100
General Merchandise & Apparel . . . . .	6,900	6,700	7,000	+ 200	- 100
Food Stores . . . . .	3,700	3,600	3,200	+ 100	+ 500
Automotive & Service Stations . . . . .	4,500	4,600	4,300	- 100	+ 200
Eating & Drinking Places . . . . .	7,000	7,000	6,800	0	+ 200
Other Retail Trade . . . . .	5,300	5,200	5,000	+ 100	+ 300
Finance, Insurance & Real Estate . . . . .	6,300	6,300	5,800	0	+ 500
Services & Miscellaneous . . . . .	23,800	23,700	23,500	+ 100	+ 300
Hotels & Other Lodging Places . . . . .	2,400	2,300	2,400	+ 100	0
Business Services . . . . .	2,900	2,900	2,800	0	+ 100
Medical & Other Health Services . . . . .	7,900	7,900	7,800	0	+ 100
Other Services . . . . .	10,600	10,600	10,500	0	+ 100
Government . . . . .	36,800	36,900	34,700	- 100	+ 2,100
Persons Involved in Labor-Management Disputes . . . . .	0	0	0	0	0

1/ Normal seasonal variations have been eliminated to reflect underlying economic trends.

2/ Self-employed, Unpaid Family Workers, and Domestics.

THE WORK FORCE IN NOVEMBER 1973

Total employment in Pima County showed no change from the revised October level, remaining at 150,200. The October-to-November period is usually one of seasonal growth, having averaged an increase of 1,400 over the past five years. Seasonal growth was considerably below normal throughout the state. Though definitive data is not yet available to determine underlying trends, it is believed that the energy crisis is the prime cause. The year-to-year advance of only 6,700 (4.7%) was also considerably below the average of the past five years.

Nonagricultural wage and salary employment was down 100 from the revised October level to 138,600. Growth in retail trade and services did not come up to seasonally expected levels. Construction dropped some 300 as housing activity slowed somewhat. Most other industry segments showed normal changes for the October-to-November period. Payroll jobs increased 6,900 over November 1972--an increase of 5.2%.

Agricultural employment remained unchanged at 1,600 and was only 100 below the level of November 1972. Both figures are in keeping with the experience of the past five years.

Total unemployment remained unchanged at 5,200, though insured unemployment was up slightly over 250. Unemployment dropped by nearly 200 among workers attached to industries exempt from unemployment insurance and the number of unemployed new and reentrants dropped slightly. The November seasonally adjusted unemployment rate for Pima County was 3.3%.

Hours and Earnings: Due to inadequate sample data in manufacturing, no reliable estimate of average earnings and hours is available for November. Copper miners averaged 3¢ per hour more at \$5.22 in November in spite of a 36 minute shorter workweek due to pay grade adjustments in one major firm. Construction workers averaged 12¢ more per hour at \$7.37 mainly due to extensive premium overtime reported by several firms. The average workweek was up 48 minutes to 37.4 hours.

ESTIMATED HOURS AND EARNINGS IN SELECTED INDUSTRIES IN PIMA COUNTY 1/

Industry	Average Weekly Earnings			Average Weekly Hours			Average Hourly Earnings		
	Nov. 1973	Oct. 1973	Nov. 1972	Nov. 1973	Oct. 1973	Nov. 1972	Nov. 1973	Oct. 1973	Nov. 1972
Manufacturing.....	INA	\$162.81	\$155.04	INA	40.5	40.8	INA	\$4.02	\$3.80
Copper Mining.....	\$211.41	213.31	205.16	40.5	41.1	43.1	\$5.22	5.19	4.76
Contract Construction.....	275.64	265.35	261.62	37.4	36.6	36.9	7.37	7.25	7.00
Utilities.....	185.59	185.59	181.28	40.7	40.7	41.2	4.56	4.56	4.40

1/ These estimates are based upon a sample of full and part-time production and related employees whose payroll and hours are reported for the pay period which includes the 12th of the month. November 1973 figures are preliminary. October 1973 figures are final, based on more recent data.

INA: Information not available. Not enough preliminary sample data for estimate.

## LABOR TURNOVER

Due to delays in receiving Labor Turnover data, the turnover table will be omitted this month. To obtain this information, either call W. A. Richard at (602) 271-5430, or write:

Manpower Newsletters and Reviews  
P.O. Box 6123  
Phoenix, Arizona 85005

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## NEW DEVELOPMENTS

The Westinghouse Apparatus Service Plant in Tucson will move to expanded quarters early in 1974. The new \$600,000 plant will triple the size of the present shop, and the work force will rise to 40 employees. The expansion will make possible the restoration, repair and hard-surfacing of all forms of nonelectrical metal parts and machinery.

The Casa Blanca Plaza will be the largest shopping center north of the Rillito River when phase two of construction is completed after January 1. The center's 76,000 square feet will allow room for ten retail stores in addition to offices.

A Beverly Hills company has announced plans for a \$20 million housing project on Tucson's northside. The 520 acre project will include 1,200 homes over the next five years.

The Division of Economic and Business Research at the University of Arizona reported that food prices in the Tucson Metropolitan Area declined in October for the second consecutive month. In spite of the 4.3% drop during the two months, the annual increase from November 1972 amounted to 14.5%. Cereals and bakery products rose 19.1%; meats, poultry, and fish gained 16.3%; and dairy products increased 13.4%. Fruits and vegetables showed virtually no change. Compared with Tucson, overall food costs are 16.2% higher in Honolulu, 2.3% greater in Seattle, 2.9% higher in Portland, 4.8% more in Los Angeles and 6.9% greater in San Francisco.

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Prepared in cooperation with the Bureau of Labor Statistics and the Manpower Administration, U.S. Department of Labor.

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MANPOWER NEWSLETTERS AND REVIEWS  
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INFORMATION FOR  
AFFIRMATIVE ACTION PLANNING

Please note: This information will be revised periodically. If you are not already on the mailing list to receive updated information, please write to the address above, or call the number below.

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If you have any questions or suggestions, call this number:

271-4753

STATE OF ARIZONA  
POPULATION AND LABOR FORCE ESTIMATES  
FOR MINORITY GROUPS AND FEMALES

Fiscal Year 1973  
Annual Average

	<u>Total</u>	<u>% of Total</u>	<u>Female</u>	<u>% of Total</u>	<u>Female % of Total</u>
Total Population	2,058,000	100.0	1,048,600	100.0	51.0
Minority Population	572,100	27.8	289,300	27.6	50.6
Negro	61,700	3.0	30,700	2.9	49.8
Other Nonwhite	123,500	6.0	63,400	6.0	51.3
Spanish Heritage	386,900	18.8	195,200	18.6	50.5
Total Civilian Labor Force	789,200	100.0	280,600	100.0	35.6
Minority Labor Force	158,700	20.1	55,000	19.6	34.7
Negro	17,000	2.2	7,700	2.7	45.3
Other Nonwhite	27,200	3.4	9,400	3.3	34.6
Spanish Heritage	114,500	14.5	37,900	13.5	33.1
Total Employment	760,600	100.0	269,200	100.0	35.4
Minority Employment	150,200	19.7	51,500	19.1	34.3
Negro	16,100	2.1	7,300	2.7	45.3
Other Nonwhite	25,200	3.3	8,800	3.3	34.9
Spanish Heritage	108,900	14.3	35,400	13.1	32.5
Total Unemployment	28,600	100.0	11,400	100.0	39.9
Minority Unemployment	8,500	29.7	3,500	30.7	41.2
Negro	900	3.1	400	3.5	44.4
Other Nonwhite	2,000	7.0	600	5.3	30.0
Spanish Heritage	5,600	19.6	2,500	21.9	44.6
Total % Unemployment Rate	3.6		4.1		
Minority % Unemployed	5.4		6.4		
Negro	5.3		5.2		
Other Nonwhite	7.4		6.4		
Spanish Heritage	4.9		6.6		

Note: Due to a change in methodology, data is not comparable to previous published information. Labor force, Employment and Unemployment data are based upon annual averages (Fiscal Year 1973), while population figures reflect July 1, 1973 data.

Prepared by: Arizona Department of Economic Security,  
Research and Statistics Bureau  
December 1973

GREATER PHOENIX AREA (MARICOPA COUNTY)  
POPULATION AND LABOR FORCE ESTIMATES  
FOR MINORITY GROUPS AND FEMALES

Fiscal Year 1973  
Annual Average

	<u>Total</u>	<u>% of Total</u>	<u>Female</u>	<u>% of Total</u>	<u>Female % of Total</u>
Total Population	1,119,400	100.0	574,000	100.0	51.3
Minority Population	219,300	19.6	111,400	19.4	50.8
Negro	38,300	3.4	19,800	3.4	51.7
Other Nonwhite	19,400	1.7	9,800	1.7	50.5
Spanish Heritage	161,600	14.4	81,800	14.2	50.6
Total Civilian Labor Force	459,800	100.0	172,500	100.0	37.5
Minority Labor Force	70,600	15.4	25,100	14.6	35.6
Negro	11,500	2.5	5,500	3.2	47.8
Other Nonwhite	6,200	1.3	2,000	1.2	32.3
Spanish Heritage	52,900	11.5	17,600	10.2	33.3
Total Employment	444,000	100.0	165,800	100.0	37.3
Minority Employment	67,250	15.1	23,800	14.4	35.4
Negro	10,900	2.5	5,300	3.2	48.6
Other Nonwhite	5,850	1.3	1,900	1.1	32.5
Spanish Heritage	50,500	11.4	16,600	10.0	32.9
Total Unemployment	15,800	100.0	6,700	100.0	42.4
Minority Unemployment	3,350	21.2	1,300	19.4	38.8
Negro	600	3.8	200	3.0	33.3
Other Nonwhite	350	2.2	100	1.5	28.6
Spanish Heritage	2,400	15.2	1,000	14.9	41.7
Total % Unemployed	3.4		3.9		
Minority % Unemployed	4.7		5.2		
Negro	5.2		3.6		
Other Nonwhite	5.6		5.0		
Spanish Heritage	4.5		5.7		

Note: Due to a change in methodology, data is not comparable to previous published information. Labor force, Employment and Unemployment data are based upon annual averages (Fiscal Year 1973), while population figures reflect July 1, 1973 data.

Prepared by: Arizona Department of Economic Security  
Research and Statistics Bureau  
December 1973

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
RESEARCH AND STATISTICS BUREAU

MARICOPA COUNTY JOB APPLICANTS  
BY OCCUPATION AND ETHNIC GROUP,  
AS REGISTERED FOR EMPLOYMENT SERVICES

AS OF JUNE 30, 1973

Occupational Group	Total No. Job Applicants	Number of Job Applicants by Ethnic Group			Female Job Applicants
		Indian	Mexican-American	Negro	
Engineers, Engineering Technician, Draftsmen and Related . . . . .	1,342	11	58	23	52
Mathematics, Physical Scientists and Related . . . . .	177	0	10	6	12
Agricultural, Biological, and Psychological Scientists and Related . . . . .	132	1	8	4	21
Medicine and Health Occupations . . . . .	341	1	20	20	235
Occupations in Education . . . . .	301	8	22	18	156
Librarians and Related . . . . .	18	2	2	1	10
Writers and Related . . . . .	67	0	0	1	10
Artists, Designers, Photographers and Related . . . . .	190	1	3	6	48
Occupations in Entertainment and Recreation . . . . .	252	1	106	1	92
Accountants, Auditors, Purchasing, Sales, Personnel, and Related Administrative Management . . . . .	906	5	31	5	187
Managers and Related . . . . .	923	4	41	18	162
Other Professional, Technical, and Managerial . . . . .	291	4	15	15	57
<b>Total Professional, Technical, and Managerial</b>	<b>4,940</b>	<b>38</b>	<b>316</b>	<b>118</b>	<b>1,042</b>
Stenographers, Typists, Clerks, and Related . . . . .	2,218	51	201	96	1,865
Bookkeepers, Cashiers, Account Recording Machine Operators and Related . . . . .	2,379	18	180	75	1,806
Production, Shipping, Receiving, and Stock Clerks . . . . .	842	7	104	33	96
Information, Message, and Misc. Clerks . . . . .	1,169	9	95	41	796
Salesmen, Salespersons, Sales Clerks and Related . . . . .	2,529	10	229	66	840
<b>Total Clerical and Sales</b>	<b>9,137</b>	<b>95</b>	<b>809</b>	<b>311</b>	<b>5,403</b>
Domestic Service Workers . . . . .	816	68	166	66	536
Food and Beverage Preparation and Service . . . . .	3,056	34	505	146	1,085
Lodging and Related Service Workers . . . . .	713	45	110	41	498
Barbering, Cosmetology, and Miscellaneous Personal Service Workers . . . . .	102	0	10	3	71
Laundry, Dry Cleaning, Pressing and Related Workers . . . . .	273	4	71	23	117
Protective Service and Related . . . . .	404	4	30	17	25
Porters, Janitors, and Related . . . . .	898	22	186	76	81
Other Service Workers . . . . .	702	27	80	70	474
<b>Total Service Workers</b>	<b>6,964</b>	<b>204</b>	<b>1,158</b>	<b>442</b>	<b>2,887</b>

Occupational Group	Total No. Job Applicants	Number of Job Applicants by Ethnic Group			Female Job Applicants
		Indian	Mexican-American	Negro	
Total Agricultural Workers	2,856	92	934	42	203
Electroplating, Dip Plating and Related . . . . .	98	2	12	6	6
Foundry and Related . . . . .	112	2	20	5	2
Food Processing and Related . . . . .	237	0	56	18	50
Chemical, Plastics, Paint, and Related Processing. . . . .	162	2	24	2	37
Stone, Clay, Glass and Related Processing . . . . .	72	0	15	2	3
Other Processing Occupations . . . . .	81	3	17	5	15
Total Processing Occupations	762	9	144	38	113
Paperworking . . . . .	35	0	3	1	14
Metal Machinists, Toolmakers, and Related . . . . .	575	6	52	11	28
Metal Workers and Related . . . . .	241	3	32	9	20
Mechanics, Machinery Repairman, and Related . . . . .	713	10	55	20	2
Wood Machining and Related. . . . .	172	3	24	6	4
Miscellaneous Machine Trades and Related . . . . .	227	3	30	4	38
Total Machine Trades Occupations	1,963	25	196	51	106
Fabrication, Assembly, Repair of Jewelry, tools, and metal units . . . . .	245	3	36	10	107
Fabrication and Repair of Scientific, Optical, Medical, and Related Instruments . . . . .	98	0	11	1	19
Assembly and Repair of Electrical and Electronic Equipment. . . . .	1,220	7	159	46	846
Sewing Machine Operator, Garment and Mangarment Fabrication and Repair . . . . .	404	7	133	25	294
Miscellaneous Fabrication, Repair and Benchwork . . . . .	472	9	108	30	206
Total Benchwork Occupations	2,439	26	447	112	1,472
Sheet Metal Workers, Boilermakers and Related Metal Fabricators . . . . .	881	22	109	18	25
Welders and Related . . . . .	582	24	95	25	13
Structural Electrical Assembly, Installation and Repair . . . . .	1,246	17	93	44	30
Painting, Plastering and Related . . . . .	998	4	154	36	14
Excavating, Grading, Paving and Related. . . . .	568	10	40	22	6
Carpenters, Masons, Plumbers, Glaziers, Roofers and Related Construction . . . . .	5,002	77	872	199	35
Other Structural Work Occupations . . . . .	372	3	28	7	4
Total Structural Work Occupations	9,649	157	1,391	351	127
Motor Freight Workers and Related . . . . .	2,272	20	335	75	58
Miscellaneous Transportation Workers . . . . .	1,040	13	111	46	44
Packaging, Materials Handling, and Related. . . . .	2,592	71	587	115	268
Graphic Arts Occupations . . . . .	157	1	11	5	42
Miscellaneous Mineral Extracting, Logging, Public Utility, and Laborer Occupations. . . . .	200	4	33	2	8
Total Occupations N.E.C.	6,261	109	1,077	243	420
TOTAL JOBSEEKERS	44,971	755	6,472	1,708	11,773

TUCSON AREA (PIMA COUNTY)  
POPULATION AND LABOR FORCE ESTIMATES  
FOR MINORITY GROUPS AND FEMALES

Fiscal Year 1973  
Annual Average

	<u>Total</u>	<u>% of Total</u>	<u>Female</u>	<u>% of Total</u>	<u>Female % of Total</u>
Total Population	416,400	100.0	213,500	100.0	51.3
Minority Population	123,300	29.6	62,500	29.3	50.7
Negro	12,300	3.0	6,000	2.8	48.8
Other Nonwhite	13,100	3.2	6,600	3.1	50.4
Spanish Heritage	97,900	23.5	49,900	23.3	51.0
Total Civilian Labor Force	148,900	100.0	54,000	100.0	36.3
Minority Labor Force	35,650	23.9	11,850	21.9	33.2
Negro	3,450	2.3	1,600	3.0	46.4
Other Nonwhite	3,300	2.2	1,150	2.1	34.8
Spanish Heritage	28,900	19.4	9,100	16.9	31.5
Total Employment	143,800	100.0	51,700	100.0	36.0
Minority Employment	34,100	23.7	11,250	21.8	33.0
Negro	3,300	2.3	1,550	3.0	47.0
Other Nonwhite	3,100	2.2	1,100	2.1	35.5
Spanish Heritage	27,700	19.3	8,600	16.6	31.0
Total Unemployment	5,100	100.0	2,300	100.0	45.1
Minority Unemployment	1,550	30.4	600	26.1	38.7
Negro	150	2.9	50	2.2	33.3
Other Nonwhite	200	3.9	50	2.2	25.0
Spanish Heritage	1,200	23.5	500	21.7	41.7
Total % Unemployed	3.4		4.3		
Minority % Unemployed	4.3		5.1		
Negro	4.3		3.1		
Other Nonwhite	6.1		4.3		
Spanish Heritage	4.2		5.5		

Note: Due to a change in methodology, data is not comparable to previous published information. Labor force, Employment and Unemployment data are based upon annual averages (Fiscal Year 1973), while population figures reflect July 1, 1973 data.

Prepared by: Arizona Department of Economic Security,  
Research and Statistics Bureau  
December 1973

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
RESEARCH AND STATISTICS BUREAU

PIMA COUNTY JOB APPLICANTS  
BY OCCUPATION AND ETHNIC GROUP,  
AS REGISTERED FOR EMPLOYMENT SERVICES  
AS OF JUNE 30, 1973

Occupational Group	Total No. Job Applicants	Number of Job Applicants by Ethnic Group			Female Job Applicants
		Indian	Mexican- American	Negro	
Engineers, Engineering Technician, Draftsmen and Related . . . . .	200	0	15	4	14
Mathematics, Physical Scientists and Related . . . . .	53	0	0	0	5
Agricultural, Biological, and Psychological Scientists and Related . . . . .	58	0	5	3	16
Medicine and Health Occupations .	117	0	13	7	84
Occupations in Education . . . . .	158	4	22	4	90
Librarians and Related . . . . .	10	0	2	2	6
Writers and Related . . . . .	15	0	0	0	2
Artists, Designers, Photographers and Related . . . . .	37	1	0	2	13
Occupations in Entertainment and Recreation . . . . .	44	0	5	0	8
Accountants, Auditors, Purchasing, Sales, Personnel, and Related Administrative Management . . . .	187	0	13	6	53
Managers and Related . . . . .	214	0	25	4	48
Other Professional, Technical, and Managerial . . . . .	93	0	12	5	26
<b>Total Professional, Technical, and Managerial</b>	<b>1,186</b>	<b>5</b>	<b>112</b>	<b>37</b>	<b>365</b>
Stenographers, Typists, Clerks, and Related . . . . .	717	5	147	31	648
Bookkeepers, Cashiers, Account Recording Machine Operators and Related . . . . .	537	6	93	16	451
Production, Shipping, Receiving, and Stock Clerks . . . . .	199	2	26	12	33
Information, Message, and Misc. Clerks	332	51	0	15	252
Salesmen, Salespersons, Sales Clerks and Related . . . . .	587	4	105	18	308
<b>Total Clerical and Sales</b>	<b>2,372</b>	<b>68</b>	<b>371</b>	<b>92</b>	<b>1,692</b>
Domestic Service Workers . . . . .	611	45	178	84	428
Food and Beverage Preparation and Service . . . . .	926	7	193	47	492
Lodging and Related Service Workers	205	8	65	22	162
Barbering, Cosmetology, and Miscell- aneous Personal Service Workers . .	30	1	9	3	29
Laundry, Dry Cleaning, Pressing and Related Workers . . . . .	80	4	75	6	55
Protective Service and Related . . . .	112	0	15	5	11
Porters, Janitors, and Related . . . .	246	4	70	32	14
Other Service Workers . . . . .	277	10	65	30	202
<b>Total Service Workers</b>	<b>2,487</b>	<b>79</b>	<b>670</b>	<b>229</b>	<b>1,393</b>

Occupational Group	Total No. Job Applicants	Number of Job Applicants by Ethnic Group			Female Job Applicants
		Indian	Mexican-American	Negro	
Total Agricultural Workers	319	13	84	8	11
Electroplating, Dip Plating and Related . . . . .	4	0	1	1	0
Foundry and Related . . . . .	5	0	1	1	0
Food Processing and Related . . . . .	49	1	20	2	13
Chemical, Plastics, Paint, and Related Processing. . . . .	24	0	4	2	5
Stone, Clay, Glass and Related Processing . . . . .	11	1	4	0	0
Other Processing Occupations . . . . .	9	0	5	0	3
Total Processing Occupations	102	2	35	6	21
Paper Working	10	0	1	1	4
Metal Machinists, Toolmakers, and Related . . . . .	62	0	10	0	3
Metal Workers and Related . . . . .	29	0	4	0	8
Mechanics, Machinery Repairman, and Related . . . . .	353	4	64	18	1
Wood Machining and Related. . . . .	20	1	3	0	1
Miscellaneous Machine Trades and Related . . . . .	30	2	5	0	2
Total Machine Trades Occupations	504	7	87	19	19
Fabrication, Assembly, Repair of Jewelry, tools, and metal units .	43	2	12	2	22
Fabrication and Repair of Scientific, Optical, Medical, and Related Instruments . . . . .	23	0	3	1	8
Assembly and Repair of Electrical and Electronic Equipment. . . . .	104	0	32	4	59
Sewing Machine Operator, Garment and Garment Fabrication and Repair	84	1	39	4	65
Miscellaneous Fabrication, Repair and Benchwork . . . . .	77	2	21	3	27
Total Benchwork Occupations	331	5	107	14	181
Sheet Metal Workers, Boilermakers and Related Metal Fabricators . .	146	3	34	3	4
Welders and Related . . . . .	122	4	33	6	6
Structural Electrical Assembly, Installation and Repair . . . . .	206	4	25	6	6
Painting, Plastering and Related .	238	1	73	9	2
Excavating, Grading, Paving and Related. . . . .	116	0	24	6	0
Carpenters, Masons, Plumbers, Glaziers, Roofers and Related Construction	1,396	15	443	40	3
Other Structural Work Occupations	93	1	14	6	0
Total Structural Work Occupations	2,317	28	646	76	21
Motor Freight Workers and Related	482	4	97	31	7
Miscellaneous Transportation Workers	264	2	54	16	14
Packaging, Materials Handling, and Related. . . . .	512	9	117	22	43
Graphic Arts Occupations . . . . .	35	0	4	1	8
Miscellaneous Mineral Extracting, Logging, Public Utility, and Laborer Occupations. . . . .	325	4	60	8	3
Total Occupations N.E.C.	1,618	19	332	78	75
TOTAL JOBSEEKERS	11,236	226	2,444	559	3,778



**phoenix**  
METROPOLITAN  
CHAMBER OF COMMERCE  
805 North Second Street, Phoenix, Arizona 85004  
Telephone (602) 254-5521

February, 1973

OCCUPATIONAL EARNINGS  
UNITED STATES

Attached are the wage comparisons in a series of key occupations between Phoenix and a number of other metropolitan areas - both major areas and areas of equivalent size - prepared for the Phoenix Metropolitan Chamber of Commerce by the Manpower Research and Statistics Section of the Employment Security Commission of Arizona.

In addition to weekly earnings, they have included for comparison purposes, the average weekly hours reported in the Bureau of Labor Statistics' (BLS) wage surveys and, for validation checks, the number of workers in each category covered in the survey. The latter figure in no way represents the total number of workers in the occupations, but rather only the workers in these categories employed by those firms included in the sample.

To aid in your analysis of the data, they have also attached a copy of the job descriptions used by BLS in defining the surveyed occupations.

SW-6273

OCCUPATIONAL EARNINGS  
UNITED STATES

CITY	CLERKS, ACCOUNTING, CLASS A			CLERKS, FILE, CLASS B		
	No. of Workers	Average Hours	Average Earnings	No. of Workers	Average Hours	Average Earnings
Atlanta (May 1972)	951	39.0	\$131.00	660	38.5	\$ 93.00
Chicago (June 1972)	4,804	39.0	\$139.50	2,990	38.5	\$103.50
Detroit (February 1972)	1,314	39.5	\$157.50	538	39.0	\$ 99.00
Houston (April 1972)	1,244	39.5	\$133.00	364	39.0	\$ 92.00
Los Angeles (March 72)	4,988	39.5	\$138.50	1,402	39.5	\$ 99.50
New York (April 1972)	4,548	36.5	\$146.00	2,725	36.0	\$106.00
Phoenix (June 1972)	453	39.5	\$123.50	75	40.0	\$ 96.00
Pittsburg (Jan. 1972)	398	39.0	\$130.00	302	39.0	\$ 89.00
Portland (May 1972)	455	39.5	\$141.00	283	38.5	\$ 87.00
St. Louis (March 72)	976	39.0	\$139.50	1,203	38.5	\$ 85.50
San Jose (March 1972)				138	40.0	\$104.50

CITY	CLERKS, PAYROLL			KEYPUNCH OPERATORS, CLASS A		
	No. of Workers	Average Hours	Average Earnings	No. of Workers	Average Hours	Average Earnings
Atlanta (May 1972)	427	39.5	\$118.50	1,258	39.5	\$128.00
Chicago (June 1972)	2,190	38.5	\$136.00	4,481	39.0	\$130.00
Detroit (February 1972)	692	39.5	\$135.50	1,112	39.5	\$135.50
Houston (April 1972)	454	40.0	\$119.00	946	40.0	\$113.00
Los Angeles (March 72)	1,771	39.5	\$140.50	3,697	39.5	\$132.50
New York (April 1972)	1,206	36.0	\$142.50	4,649	36.0	\$132.50
Phoenix (June 1972)	198	40.0	\$104.00	295	40.0	\$111.50
Pittsburg (Jan. 1972)	365	39.0	\$133.50	859	39.5	\$122.00
Portland (May 1972)	268	40.0	\$118.50	428	39.5	\$117.50
St. Louis (March 72)	621	39.5	\$118.50	898	39.5	\$126.50
San Jose (March 1972)	135	40.0	\$140.50	438	40.0	\$139.50

CITY	SECRETARIES			STENOGRAPHERS, GENERAL		
	No. of Workers	Average Hours	Average Earnings	No. of Workers	Average Hours	Average Earnings
Atlanta (May 1972)	4,265	39.0	\$137.00	1,191	39.0	\$119.00
Chicago (June 1972)	23,441	38.5	\$146.50	3,174	38.5	\$126.00
Detroit (February 72)	8,144	39.5	\$177.50	1,621	39.5	\$125.50
Houston (April 1972)	4,941	40.0	\$135.50	1,153	40.0	\$118.50
Los Angeles (Mar. 1972)	22,418	39.5	\$153.50	2,823	39.5	\$123.50
New York (April 1972)	48,249	36.0	\$156.50	5,471	35.5	\$126.00
Phoenix (June 1972)	1,974	40.0	\$130.50	367	39.5	\$112.00
Pittsburg (Jan. 72)	4,224	39.0	\$145.50	1,482	38.5	\$109.00
Portland (May 1972)	1,718	39.5	\$130.50	330	39.5	\$115.50
St. Louis (March 72)	5,104	39.0	\$137.00	1,530	39.0	\$109.50
San Jose (Mar. 1972)	2,903	40.0	\$150.50	200	40.0	\$121.50

OCCUPATIONAL EARNINGS  
UNITED STATES

CITY	TYPISTS, CLASS B			COMPUTER PROGRAMMERS, CLASS A		
	No. of Workers	Average Hours	Average Earnings	No. of Workers	Average Hours	Average Earnings
Atlanta (May 1972)	1,274	38.0	\$ 97.00	181	39.0	\$226.00
Chicago (June 1972)	5,601	38.5	\$102.00	1,198	39.0	\$245.50
Detroit (February 1972)	1,928	39.0	\$107.00	424	39.5	\$258.50
Houston (April 1972)	1,155	39.5	\$ 93.00	223	40.0	\$239.00
Los Angeles (Mar. 72)	5,001	39.0	\$103.50	675	39.5	\$255.50
New York (April 1972)	12,674	36.0	\$109.00	1,476	36.0	\$259.50
Phoenix (June 1972)	370	39.5	\$ 94.50	80	40.0	\$243.00
Pittsburg (Jan. 1972)	947	39.0	\$ 91.00	127	39.5	\$221.00
Portland (May 1972)	491	38.5	\$ 89.00	67	39.0	\$207.50
St. Louis (March 1972)	2,375	39.0	\$ 92.50	219	39.5	\$219.50
San Jose (March 1972)	303	39.5	\$109.00	293	40.0	\$251.50

CITY	DRAFTSMEN, CLASS B		
	No. of Workers	Average Hours	Average Earnings
Atlanta (May 1972)	374	40.0	\$151.50
Chicago (June 1972)	1,782	39.5	\$176.50
Detroit (February 1972)	1,412	40.0	\$209.50
Houston (April 1972)	681	40.0	\$168.50
Los Angeles (Mar. 72)	1,336	40.0	\$176.00
New York (April 1972)	1,086	38.0	\$185.50
Phoenix (June 1972)	173	40.0	\$151.50
Pittsburg (Jan. 1972)	957	40.0	\$189.50
Portland (May 1972)	279	40.0	\$171.00
St. Louis (March 1972)	583	40.0	\$174.50
San Jose (March 1972)	277	40.0	\$174.00

OCCUPATIONAL EARNINGS  
UNITED STATES

CITY	CARPENTERS, MAINTENANCE			
	Hourly Earnings			
	No. of Workers	Mean	Median	Middle Range
Atlanta (May 1972)	131	\$5.01	\$5.13	\$4.36-5.81
Chicago (June 1972)	1,027	\$5.53	\$4.98	\$4.62-6.45
Detroit (Feb. 1972)	835	\$5.40	\$5.62	\$5.18-5.66
Houston (April 1972)	351	\$4.84	\$4.88	\$4.45-5.25
Los Angeles (Mar. 1972)	835	\$4.68	\$4.70	\$4.26-5.21
New York (April 1972)	896	\$4.93	\$4.82	\$4.25-5.20
Phoenix (June 1972)	73	\$4.81	\$4.83	\$3.95-5.05
Pittsburg (Jan. 1972)	617	\$4.70	\$4.57	\$4.32-4.88
Portland (May 1972)	87	\$5.03	\$4.65	\$4.46-5.29
St. Louis (Mar. 1972)	388	\$4.87	\$4.68	\$4.41-5.24
San Jose (Mar. 1972)	89	\$5.21	\$5.08	\$5.02-5.21

CITY	HELPERS, MAINTENANCE TRADES			
	Hourly Earnings			
	No. of Workers	Mean	Median	Middle Range
Atlanta (May 1972)	259	\$3.29	\$3.13	\$3.03-3.56
Chicago (June 1972)	1,315	\$3.89	\$3.85	\$3.71-4.12
Detroit (Feb. 1972)	451	\$4.46	\$4.51	\$3.95-4.90
Houston (April 1972)	427	\$3.74	\$3.64	\$3.29-4.19
Los Angeles (Mar. 1972)	632	\$3.75	\$4.01	\$3.43-4.29
New York (April 1972)	848	\$3.93	\$3.93	\$3.35-4.44
Phoenix (June 1972)	125	\$3.42	\$3.56	\$2.89-3.81
Pittsburg (Jan. 1972)	1,518	\$3.95	\$3.96	\$3.80-4.14
Portland (May 1972)	46	\$4.10	\$4.31	\$3.88-4.36
St. Louis (Mar. 1972)	615	\$4.16	\$4.29	\$3.72-4.51
San Jose (Mar. 1972)	82	\$3.96	\$4.01	\$3.71-4.13

OCCUPATIONAL EARNINGS  
UNITED STATES

CITY	MACHINISTS, MAINTENANCE			
	No. of Workers	Hourly Earnings		
		Mean	Median	Middle Range
Atlanta (May 1972)	386	\$4.70	\$4.59	\$4.24-5.28
Chicago (June 1972)	2,887	\$5.31	\$5.09	\$4.88-5.72
Detroit (Feb. 1972)	1,278	\$5.72	\$5.84	\$5.80-5.88
Houston (April 1972)	696	\$5.07	\$5.22	\$4.85-5.33
Los Angeles (Mar. 1972)	1,524	\$5.04	\$5.05	\$4.66-5.38
New York (April 1972)	1,134	\$5.22	\$4.70	\$4.26-6.52
Phoenix (June 1972)	102	\$4.89	\$5.03	\$4.35-5.10
Pittsburg (Jan. 1972)	2,015	\$4.99	\$4.96	\$4.78-5.51
Portland (May 1972)	257	\$5.22	\$5.22	\$5.12-5.29
St. Louis (March 1972)	1,952	\$5.22	\$5.09	\$4.74-5.79
San Jose (March 1972)	158	\$5.08	\$5.12	\$4.91-5.34

CITY	PAINTERS, MAINTENANCE			
	No. of Workers	Hourly Earnings		
		Mean	Median	Middle Range
Atlanta (May 1972)	99	\$4.78	\$5.60	\$3.37-5.70
Chicago (June 1972)	636	\$5.94	\$5.27	\$4.72-7.73
Detroit (Feb. 1972)	699	\$5.29	\$5.61	\$5.09-5.65
Houston (April 1972)	265	\$4.79	\$4.93	\$4.75-5.30
Los Angeles (Mar. 1972)	569	\$4.71	\$4.72	\$4.16-5.25
New York (April 1972)	745	\$4.28	\$3.98	\$3.80-4.74
Phoenix (June 1972)	45	\$4.35	\$4.29	\$3.58-4.88
Pittsburg (Jan. 1972)	299	\$4.48	\$4.42	\$4.30-4.73
Portland (May 1972)	56	\$5.06	\$5.06	\$4.73-5.53
St. Louis (March 1972)	338	\$4.81	\$4.53	\$4.20-5.60
San Jose (March 1972)	34	\$4.93	\$4.78	\$4.73-5.13

OCCUPATIONAL EARNINGS  
UNITED STATES

CITY	TOOL & DIE MAKERS			
	No. of Workers	Hourly Earnings		
		Mean	Median	Middle Range
Atlanta (May 1972)	176	\$5.25	\$5.47	\$4.63-5.95
Chicago (June 1972)	4,753	\$5.68	\$5.84	\$5.27-6.09
Detroit (Feb. 1972)	6,793	\$5.90	\$5.94	\$5.91-5.97
Houston (April 1972)	245	\$4.62	\$4.65	\$4.31-4.94
Los Angeles (Mar. 1972)	2,483	\$5.14	\$5.15	\$4.79-5.44
New York (April 1972)	983	\$4.78	\$4.82	\$4.39-5.08
Phoenix (June 1972)	144	\$4.98	\$5.27	\$4.94-5.35
Pittsburg (Jan. 1972)	674	\$5.18	\$5.14	\$4.54-5.93
Portland (May 1972)	131	\$5.05	\$4.70	\$4.64-5.43
St. Louis (March 1972)	946	\$5.60	\$5.87	\$5.26-6.00
San Jose (March 1972)	330	\$5.97	\$5.97	\$5.84-6.16

CITY	GUARDS & WATCHMEN			
	No. of Workers	Hourly Earnings		
		Mean	Median	Middle Range
Atlanta (May 1972)	2,010	\$2.15	\$1.86	\$1.78-2.10
Chicago (June 1972)	11,028	\$2.74	\$2.45	\$2.21-3.22
Detroit (Feb. 1972)	6,204	\$3.51	\$3.58	\$2.35-4.71
Houston (April 1972)	2,841	\$2.26	\$1.88	\$1.72-2.91
Los Angeles (Mar. 1972)	13,946	\$2.22	\$1.99	\$1.80-2.10
New York (April 1972)	16,603	\$2.94	\$3.21	\$2.18-3.37
Phoenix (June 1972)	1,178	\$2.06	\$1.85	\$1.67-2.07
Pittsburg (Jan. 1972)	2,404	\$2.90	\$3.06	\$1.88-3.91
Portland (May 1972)	562	\$2.19	\$1.94	\$1.87-2.03
St. Louis (March 1972)	2,631	\$2.75	\$2.09	\$1.83-3.82
San Jose (March 1972)	1,340	\$2.58	\$2.42	\$2.13-2.49

OCCUPATIONAL EARNINGS  
UNITED STATES

CITY	JANITORS, PORTERS & CLEANERS			
	No. of Workers	Hourly Earnings		
		Mean	Median	Middle Range
Atlanta (May 1972)	4,605	\$2.20	\$1.79	\$1.67-2.45
Chicago (June 1972)	18,061	\$3.10	\$3.20	\$2.69-3.41
Detroit (Feb. 1972)	8,441	\$3.71	\$4.20	\$3.14-4.27
Houston (April 1972)	5,221	\$2.15	\$1.90	\$1.72-2.50
Los Angeles (March 1972)	18,870	\$2.86	\$2.87	\$2.34-3.17
New York (April 1972)	30,568	\$3.31	\$3.63	\$2.76-3.75
Phoenix (June 1972)	1,390	\$2.17	\$2.00	\$1.79-2.52
Pittsburg (January 1972)	3,808	\$3.01	\$3.20	\$2.71-3.36
Portland (May 1972)	1,304	\$3.07	\$2.98	\$2.83-3.41
St. Louis (March 1972)	4,497	\$3.06	\$3.16	\$2.23-3.73
San Jose (March 1972)	1,686	\$3.31	\$3.18	\$3.13-3.48

CITY	LABORERS, MATERIAL HANDLING			
	No. of Workers	Hourly Earnings		
		Mean	Median	Middle Range
Atlanta (May 1972)	3,718	\$2.91	\$2.62	\$2.30-3.25
Chicago (June 1972)	23,120	\$4.07	\$3.96	\$3.39-5.01
Detroit (Feb. 1972)	8,155	\$4.25	\$4.40	\$3.77-4.58
Houston (April 1972)	3,711	\$2.73	\$2.56	\$2.10-3.19
Los Angeles (March 1972)	7,287	\$4.35	\$4.44	\$3.37-5.43
New York (April 1972)	8,818	\$3.94	\$3.99	\$3.18-4.60
Phoenix (June 1972)	1,224	\$3.15	\$3.05	\$2.39-3.74
Pittsburg (January 1972)	3,798	\$3.84	\$3.83	\$3.28-4.39
Portland (May 1972)	5,139	\$3.94	\$3.87	\$3.27-4.49
St. Louis (March 1972)	4,497	\$3.06	\$3.16	\$2.23-3.73
San Jose (March 1972)	418	\$3.86	\$3.73	\$3.43-4.56

OCCUPATIONAL EARNINGS  
UNITED STATES

CITY	RECEIVING CLERKS			
	No. of Workers	Hourly Earnings		
		Mean	Median	Middle Range
Atlanta (May 1972)	389	\$3.49	\$3.33	\$2.82-4.39
Chicago (June 1972)	2,035	\$4.11	\$4.12	\$3.72-4.55
Detroit (Feb. 1972)	868	\$4.12	\$4.61	\$3.72-4.66
Houston (April 1972)	423	\$3.30	\$3.31	\$2.83-3.80
Los Angeles (March 1972)	1,022	\$3.89	\$3.98	\$3.25-4.57
New York (April 1972)	1,504	\$3.60	\$3.43	\$2.96-4.09
Phoenix (June 1972)	111	\$3.72	\$3.74	\$3.28-4.44
Pittsburg (Jan. 1972)	304	\$3.83	\$3.74	\$3.41-4.19
Portland (May 1972)	147	\$4.26	\$4.39	\$3.89-4.76
St. Louis (March 1972)	642	\$3.92	\$3.94	\$3.61-4.47
San Jose (March 1972)	147	\$4.32	\$4.48	\$3.95-4.68
CITY	SHIPPING & RECEIVING CLERKS			
	No. of Workers	Hourly Earnings		
		Mean	Median	Middle Range
Atlanta (May 1972)	N/A	N/A	N/A	N/A
Chicago (June 1972)	997	\$3.99	\$3.93	\$3.60-4.43
Detroit (Feb. 1972)	2,254	\$4.43	\$4.54	\$4.50-4.58
Houston (April 1972)	182	\$3.49	\$3.50	\$3.13-3.80
Los Angeles (March 1972)	1,457	\$3.75	\$3.65	\$3.26-4.27
New York (April 1972)	842	\$3.89	\$3.83	\$3.51-4.31
Phoenix (June 1972)	65	\$3.36	\$3.51	\$3.12-3.59
Pittsburg (Jan. 1972)	240	\$4.03	\$4.03	\$3.74-4.54
Portland (May 1972)	228	\$4.41	\$4.51	\$4.21-5.02
St. Louis (March 1972)	426	\$4.07	\$4.10	\$3.76-4.48
San Jose (March 1972)	158	\$3.77	\$3.70	\$3.42-4.15

OCCUPATIONAL EARNINGS  
UNITED STATES

CITY	TRUCKDRIVERS, LIGHT			
	No. of Workers	Hourly Earnings		
		Mean	Median	Middle Range
Atlanta (May 1972)	1,124	\$2.74	\$2.64	\$2.44-2.92
Chicago (June 1972)	1,830	\$5.14	\$5.44	\$4.88-5.53
Detroit (February 1972)	1,159	\$4.04	\$4.00	\$3.63-4.73
Houston (April 1972)	969	\$2.78	\$2.82	\$2.18-3.41
Los Angeles (March 1972)	1,785	\$3.96	\$3.82	\$3.10-5.32
New York (April 1972)	866	\$4.05	\$4.04	\$3.65-4.41
Phoenix (June 1972)	263	\$2.75	\$2.78	\$2.23-3.14
Pittsburg (Jan. 1972)	384	\$3.89	\$4.01	\$3.05-4.32
Portland (May 1972)	269	\$4.58	\$5.13	\$4.07-5.16
St. Louis (March 1972)	490	\$4.44	\$4.08	\$3.90-5.20
San Jose (March 1972)	46	\$3.97	\$4.12	\$3.53-4.85

CITY	TRUCKERS, POWER (FORKLIFT)			
	No. of Workers	Hourly Earnings		
		Mean	Median	Middle Range
Atlanta (May 1972)	1,946	\$3.53	\$3.24	\$2.93-4.19
Chicago (June 1972)	8,928	\$3.98	\$3.98	\$3.62-4.41
Detroit (February 1972)	10,738	\$4.41	\$4.51	\$4.41-4.57
Houston (April 1972)	1,496	\$3.35	\$3.37	\$2.73-3.96
Los Angeles (March 1972)	4,689	\$4.22	\$4.15	\$3.80-4.73
New York (April 1972)	2,464	\$4.20	\$4.14	\$3.77-4.95
Phoenix (June 1972)	298	\$3.10	\$3.16	\$2.65-3.28
Pittsburg (Jan. 1972)	1,664	\$4.03	\$3.93	\$3.61-4.46
Portland (May 1972)	856	\$4.60	\$4.59	\$4.08-5.14
St. Louis (March 1972)	3,666	\$4.28	\$4.31	\$3.68-4.87
San Jose (March 1972)	713	\$4.17	\$4.19	\$3.94-4.39

## CLERK, ACCOUNTING

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

## CLERK, FILE

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

## CLERK, PAYROLL

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

## KEYPUNCH OPERATOR

Class A. Operates a numerical and/or alphabetical or combination keypunch machine to transcribe data from various source documents to keypunch tabulating cards. Performs same tasks as lower level keypunch operator but, in addition, work requires application of coding skills and the making of some determinations, for example, locates on the source document the items to be punched; extracts information on the document to determine information to be punched. May train inexperienced operators.

## SECRETARY

Assigned as personal secretary, normally to one individual. Maintains a close and highly responsive relationship to the day-to-day work activities of the supervisor. Works fairly independently receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties, usually including most of the following: (a) Receives telephone calls, personal callers, and incoming mail, answers routine inquiries, and routes the technical inquiries to the proper persons; (b) establishes, maintains, and revises the supervisor's files; (c) maintains the supervisor's calendar and makes appointments as instructed; (d) relays messages from supervisor to subordinates; (e) reviews correspondence, memoranda, and reports prepared by others for the supervisor's signature to assure procedural and typographic accuracy; and (f) performs stenographic and typing work.

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

### Exclusions

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

## STENOGRAPHER, GENERAL

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

## TYPIST

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

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

## COMPUTER PROGRAMMER, BUSINESS

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

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

For wage study purposes, programmers are classified as follows:

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

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

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

## DRAFTSMAN

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

## CARPENTER, MAINTENANCE

Performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions using a variety of carpenter's handtools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

## HELPER, MAINTENANCE TRADES

Assists one or more workers in the skilled maintenance trades, by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade: In some trades the helper is confined to supplying, lifting, and holding materials and tools and cleaning working areas; and in others he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

## MACHINIST, MAINTENANCE

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

## PAINTER, MAINTENANCE

Paints and redecorates walls, woodwork, and fixtures of an establishment. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

## TOOL AND DIE MAKER

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

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

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

## WATCHMAN

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

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

## JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

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

## LABORER, MATERIAL HANDLING

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

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

## SHIPPING AND RECEIVING CLERK

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

For wage study purposes, workers are classified as follows:

- Receiving clerk
- Shipping clerk
- Shipping and receiving clerk

## TRUCKDRIVER

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

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

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

## TRUCKER, POWER

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

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

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