## In Cooperation with the

 U.S. Department of LaborWhat this report is about: This form asks for information about the occupations and wage ranges of the employees described in Item 3 below. Please complete Items 1 through 5 on this page. Next, please provide the information requested beginning on page 1 for the employees who worked during or received pay for the pay period that included the reference date in Item 3, printed directly above your establishment name. The instructions on pages ii and iii explain how to provide the information.
Please see our website at http://www.bls.gov/OES for more information on the OES Program, including a display of national, state and metropolitan area employment and wage estimates by occupation.

Which of the following options describes the status of the location(s) in Item 3 as of the reference date also printed in Item 3 ?

## Operating: Go to item 2.

Temporarily closed during the reference period: Report data only for employees paid for work during the reference period. If no employees worked for pay, report "0" in section 4 of this page and return the form in the reply envelope provided.Permanently out of business as of $\qquad$ _1 : Return the form to the address at the top.$\square$ Sold or merged: Enter the new name and address below, then go to item 2.

$$
\mathfrak{k}
$$

New Name:
New Address: $\qquad$

2
Our records show that your main products or services are related to those
listed below. If they are not, please list your main products or services on the lines provided and continue with the rest of the report.
$\square$
$\square$

This form asks for information about the employees described below. Our estimate of employment for these employees appears at the top right corner of the label. Please make any needed address corrections.
$\square$

How many employees, both full and part-time, worked at this location(s) during the pay period that included the reference date printed in Item 3 ?

Enter the number here.

## Include

- Full or part-time paid workers
- Workers on paid leave
- Workers assigned temporarily to other units
- Incorporated firms - paid owners, officers, and staff



## Do Not Include

- Contractors and temporary agency employees not on your payroll
- Unpaid family workers
- Workers on unpaid leave
- Unincorporated firms - proprietors, owners, and partners

Do all employees reported above work at one location?
$\square$ Yes
 o...Enter number of locations $\qquad$
5 Please tell us who to contact if we have questions about your data.

Report part-time workers in the job they perform.

Report apprentices in the job for which they are being trained.

Report employees in the following ways:

- Use the description of duties along with the job titles to determine where to place employees. Do not rely on job titles alone.
- Report employees in the occupations in which they are working, not necessarily in occupations for which they have been trained.
For example: An employee trained as an engineer,
but working as a drafter, should be reported as a drafter.
- Report each employee only once in the occupation that requires the highest level of skill if the employee performs work in two or more occupations. If there is no measurable difference in skill requirements, report employees in the occupation in which they spend the most time.
- Professionals who directly supervise other workers in professional occupations should be classified in the same occupation as the workers they supervise. For example, an economist that supervises other economists is classified as an economist.


## For all employees:

- Please use the hourly and annual wage rate categories to report employees. If wages are not recorded by hour or year (bi-weekly, or monthly for example), convert them into an hourly wage rate.
- For part-time workers, please report the specific hourly wage rate, not an average.
- For tip, commission, and piece-rate workers, please estimate the earnings (base pay plus tips, commissions, or piece rates), and report the appropriate wage.
- For salaried workers who do not work a standard 2080 hours per year (40 hours per week), please report wages on an hourly basis. For workers who are paid an annual salary by contract, such as Airline Pilots, report their annual salary.
- Include and/or exclude from pay as follows:


## Include as pay

- Base Rate
- Commissions
- Tips
- Deadheading Pay
- Guaranteed Pay
- Hazard Pay
- Incentive Pay
- Longevity Pay
- On-call Pay
- Piece Rate
- Portal-to-Portal Rate
- Production Bonus
- Cost-of-Living Allowance


## Exclude as pay

- Attendance Bonus - Severance Pay
- Back Pay
- Draw
- Holiday Premium Pay
- Jury Duty Pay
- Lodging Payments
- Meal Payments
- Merchandise Discounts
- Nonproduction Bonus (e.g., Holiday Bonus)
- Overtime Pay
- Perquisites
- Profit Sharing Payment
- Relocation Allowance
- Tuition Repayments


 timely.



 have to complete this questionnaire if it does not display a currently valid OMB control number.


## Instructions for Completing the Report

On the following pages you will find the Occupational Employment Report. Please refer to the example below and the guidelines on page ii for instructions on how to complete the form. If you have employees whose occupations are not found in the list provided, please use the supplemental pages at the end of this report. Please write each unique occupational title on a separate line along with a short description of duties, the number of employees in each wage category, and the total employment for each occupation.


1 For each occupation listed, read the definition to determine which occupations are found in your establishment.

2 For each occupation that is found in your establishment, write in the number of workers in this occupation, based on their wages. For example, there are six Accountants in your establishment. One is part-time, working 20 hours a week, and earns $\$ 12,480$ per year; and five are full-time: two earn \$32,000 per year, and three earn $\$ 46,000$. Calculate an hourly wage for the part-time worker by dividing the annual wage by the number of hours worked; $20 \mathrm{hrs} \times 52$ weeks = $1040 \mathrm{hrs} / \mathrm{yr}$, \$12480/1040 hrs = $\$ 12 / \mathrm{hr}$. Write "1" in column D. For the full-time workers, use their annual wage: write " 2 " in column E and " 3 " in column F.

3 Add up the total number of workers in this occupation and write the figure in the Total Employment column, making sure the total agrees with your records.

## OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES

NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES
(Report Part-time Workers According to an Hourly Rate)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F | G | H | I | J | K | L | T |
| Hourly (parttime or full-time) | $\begin{aligned} & \text { under } \\ & \$ 7.50 \end{aligned}$ | $\begin{gathered} \$ 7.50- \\ 9.49 \end{gathered}$ | $\begin{gathered} \$ 9.50- \\ 11.99 \end{gathered}$ | $\begin{gathered} \$ 12.00- \\ 15.24 \end{gathered}$ | $\begin{array}{\|c\|} \hline \$ 15.25-19.24 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 19.25- \\ 24.49 \\ \hline \end{array}$ | $\begin{gathered} \$ 24.50 \\ 30.99 \\ \hline \end{gathered}$ | $\begin{array}{\|c\|} \hline \$ 31.00- \\ 39.24 \\ \hline \end{array}$ | $\begin{gathered} \$ 39.25- \\ 49.74 \\ \hline \end{gathered}$ | $\begin{gathered} \$ 49.75- \\ 63.24 \\ \hline \end{gathered}$ | $\begin{gathered} \hline \$ 63.25- \\ 79.99 \\ \hline \end{gathered}$ | $\begin{array}{\|l\|} \hline \$ 80.00 \\ \text { and over } \end{array}$ | Tot |
| Annual Salary (full-time only) | $\begin{gathered} \text { under } \\ \$ 15,600 \end{gathered}$ | $\begin{array}{\|r\|} \hline \$ 15,600 \\ 19,759 \\ \hline \end{array}$ | $\begin{array}{r} \$ 19,760 \\ 24,959 \\ \hline \end{array}$ | $\begin{array}{r} \$ 24,960 \\ 31,719 \\ \hline \end{array}$ | $\begin{array}{r} \$ 31,720 \\ 40,039 \\ \hline \end{array}$ | $\begin{array}{r} \$ 40,040 \\ 50,959 \\ \hline \end{array}$ | $\begin{array}{r} \$ 50,960 \\ \hline 64,479 \\ \hline \end{array}$ | $\begin{array}{\|} \$ 64,480 \\ 81,639 \\ \hline \end{array}$ | $\begin{array}{\|r\|} \hline \$ 81,640 \\ 103,479 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 103,480 \\ -131,559 \\ \hline \end{array}$ | $\left\|\begin{array}{c} \$ 131,560 \\ -166,399 \end{array}\right\|$ | $\begin{array}{\|c} \$ 166,400 \\ \text { and over } \end{array}$ | Employment |

## Management Occupations

(Managers in this section generally have other managers/supervisors reporting to them.)

| Chief Executives - <br> Determine and formulate policies and provide the overall direction of companies or private and public sector organizations within the guidelines set up by a board of directors or similar governing body. | A | B | C | D | E | F | G | H | 1 | J | K | L | T |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11-1011 |  |  |  |  |  |  |  |  |  |  |  |  |  |


| General and Operations Managers - <br> Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse in nature to be classified in any one functional area of management or administration. | A | B | C | D | E | F | G | H | 1 | J | K | L | T |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11-1021 |  |  |  |  |  |  |  |  |  |  |  |  |  |



| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES |  | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | A | B | c | D | E | F | G | H | 1 | J | K | L | T |
|  | Hourly (parttime or full-time) | $\begin{aligned} & \text { under } \\ & \$ 7.50 \end{aligned}$ | $\begin{gathered} \$ 7.50- \\ 9.49 \end{gathered}$ | $\begin{array}{\|c\|} \hline \$ 9.50-1 \\ 11.99 \end{array}$ | $\begin{array}{\|l\|} \hline \$ 12.000 \\ 15.24 \end{array}$ | $\begin{array}{\|c} \$ 15.25- \\ \hline 19.24 \\ \hline \end{array}$ | $\begin{array}{\|} \$ 19.25-49 \\ \hline 24.49 \end{array}$ | $\begin{array}{\|c} \$ 24.50 \\ 30.99 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 31.000 \\ 39.24 \end{array}$ | $\begin{array}{\|c} \hline \$ 39.25-74 \\ \hline 99.74 \end{array}$ | $\begin{gathered} \$ 49.75- \\ 63.24 \\ \hline \end{gathered}$ | $\begin{array}{\|c} \$ 63.25- \\ 79.99 \end{array}$ | $\begin{array}{\|l\|} \hline \$ 80.00 \\ \text { and over } \end{array}$ | Total |
|  | Annual Salary (full-time only) | $\begin{gathered} \text { under } \\ \$ 15,600 \end{gathered}$ | $\begin{gathered} \$ 15,600 \\ \begin{array}{c} 99,759 \end{array} \end{gathered}$ | $\begin{array}{r} \$ 19,760 \\ 24,959 \end{array}$ | $\begin{array}{r} \$ 24,960 \\ 31,719 \\ \hline \end{array}$ | $\begin{array}{r} \$ 31,720 \\ 40,039 \\ \hline \end{array}$ | $\begin{array}{\|c} \begin{array}{c} \$ 40,040 \\ 50,959 \end{array} \end{array}$ | $\begin{gathered} 550,960 \\ 64,479 \end{gathered}$ | $\begin{array}{r} \begin{array}{c} \$ 64,480 \\ 81,639 \end{array} \\ \hline \end{array}$ | $\begin{array}{\|r\|} \hline \$ 81,640 \\ 103,479 \\ \hline \end{array}$ | $\begin{array}{\|c\|c\|c\|c\|c\|c\|c\|c\|c\|}  \\ 131,599 \end{array}$ | $\begin{array}{\|c\|c\|} \hline 131,560 \\ -166,399 \end{array}$ | $\begin{aligned} & \text { \$166,400 } \\ & \text { and over } \end{aligned}$ | Employment |
| Financial Managers - <br> (Controller) Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. |  | A | B | c | D | E | F | G | H | 1 | J | K | L | T |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Business and Financial Operations Occupations




## Computer and Mathematical Occupations



## OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES

NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES
(Report Part-time Workers According to an Hourly Rate)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F | G | H | 1 | J | K | L | T |
| Hourly (parttime or full-time) | under <br> \$7.50 | $\begin{gathered} \$ 7.50- \\ 9.49 \end{gathered}$ | $\begin{gathered} \$ 9.50-11.99 \end{gathered}$ | $\begin{array}{\|c\|} \hline \$ 12.00-15.24 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 15.25- \\ 19.24 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 19.25- \\ 24.49 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 24.50 \\ 30.99 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 31.00- \\ 39.24 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 39.25- \\ 49.74 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 49.75- \\ 63.24 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 63.25- \\ 79.99 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 80.00 \\ \text { and over } \\ \hline \end{array}$ | Total |
| Annual Salary <br> (full-time only) | $\begin{gathered} \text { under } \\ \$ 15,600 \end{gathered}$ | $\begin{array}{r} \$ 15,600 \\ 19,759 \\ \hline \end{array}$ | $\begin{array}{r} \$ 19,760 \\ 24,959 \\ \hline \end{array}$ | $\begin{array}{r} \$ 24,960 \\ 31,719 \\ \hline \end{array}$ | $\begin{array}{r} \$ 31,720 \\ 40,039 \\ \hline \end{array}$ | $\begin{array}{\|} \$ 40,040 \\ 50,959 \\ \hline \end{array}$ | $\begin{array}{r} \$ 50,960 \\ 64,479 \end{array}$ | $\begin{array}{\|} \$ 64,480 \\ 81,639 \\ \hline \end{array}$ | $\begin{array}{\|r\|} \$ 81,640 \\ 103,479 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \$ 103,480 \\ -131,559 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \$ 131,560 \\ -166,399 \\ \hline \end{array}$ | $\begin{array}{\|l} \$ 166,400 \\ \text { and over } \end{array}$ | Employment |

## Building and Grounds Cleaning and Maintenance Occupations



## Sales and Related Occupations







## Office and Administrative Support Occupations

First-Line Supervisors/Managers of Office and Administrative Support Workers -
Supervise and coordinate the activities of clerical and administrative support workers. These workers have other employees reporting directly to them.

| A | B | C | D | E | F | G | H | I | J | K | L | T |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES

NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES
(Report Part-time Workers According to an Hourly Rate)

|  | (Report Part-time Workers According to an Hourly Rate) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F | G | H | 1 | J | K | L | T |
| Hourly (parttime or full-time) | $\begin{aligned} & \text { under } \\ & \$ 7.50 \end{aligned}$ | $\begin{gathered} \$ 7.50- \\ 9.49 \end{gathered}$ | $\begin{gathered} \$ 9.50-11.99 \end{gathered}$ | $\begin{gathered} \$ 12.00- \\ 15.24 \end{gathered}$ | $\begin{gathered} \$ 15.25- \\ 19.24 \end{gathered}$ | $\begin{gathered} \$ 19.25- \\ 24.49 \end{gathered}$ | $\begin{gathered} \$ 24.50- \\ 30.99 \end{gathered}$ | $\begin{array}{\|c\|} \hline \$ 31.00-1 \\ 39.24 \end{array}$ | $\begin{array}{\|c\|} \$ 39.25-1 \\ 49.74 \end{array}$ | $\begin{gathered} \$ 49.75- \\ 63.24 \end{gathered}$ | $\begin{gathered} \$ 63.25- \\ 79.99 \end{gathered}$ | $\begin{gathered} \$ 80.00 \\ \text { and over } \end{gathered}$ | Total |
| Annual Salary (full-time only) | $\begin{gathered} \text { under } \\ \$ 15,600 \end{gathered}$ | $\begin{array}{\|r\|} \$ 15,600 \\ 19,759 \end{array}$ | $\begin{array}{r} \$ 19,760-959 \\ 24,959 \end{array}$ | $\begin{array}{\|} \$ 24,960 \\ 31,719 \end{array}$ | $\begin{array}{r} \$ 31,720 \\ 40,039 \\ \hline \end{array}$ | $\begin{array}{r} \$ 40,040 \\ 50,959 \\ \hline \end{array}$ | $\begin{array}{r} \$ 50,960 \\ 64,479 \end{array}$ | $\begin{array}{r} \$ 64,480 \\ 81,639 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \$ 81,640 \\ 103,479 \\ \hline \end{array}$ | \$103,480 | $\left\|\begin{array}{\|c} \$ 131,560 \\ -166,399 \end{array}\right\|$ | $\begin{aligned} & \$ 166,400 \\ & \text { and over } \end{aligned}$ | Employment |

Billing and Posting Clerks and Machine Operators -
Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.

| $\mathbf{A}$ | $\mathbf{B}$ | C | D | E | F | $\mathbf{G}$ | H | I | J | K | $\mathbf{L}$ | $\mathbf{T}$ |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

## Bookkeeping, Accounting, and Auditing Clerks -

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

| $\mathbf{A}$ | $\mathbf{B}$ | $\mathbf{C}$ | $\mathbf{D}$ | $\mathbf{E}$ | F | $\mathbf{G}$ | $\mathbf{H}$ | $\mathbf{I}$ | $\mathbf{J}$ | $\mathbf{K}$ | $\mathbf{L}$ | $\mathbf{T}$ |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

Payroll and Timekeeping Clerks -
Compile and post employee time and payroll data. May prepare paychecks.


## Customer Service Representatives -

Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints. Exclude individuals whose duties are primarily sales or repair.

|  | $\mathbf{A}$ | $\mathbf{B}$ | $\mathbf{C}$ | $\mathbf{D}$ | $\mathbf{E}$ | $\mathbf{F}$ | $\mathbf{G}$ | $\mathbf{H}$ | $\mathbf{I}$ | $\mathbf{J}$ | $\mathbf{K}$ | $\mathbf{L}$ |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

## Order Clerks -

Receive and process incoming orders for materials, merchandise, classified ads, or services such as repairs, installations, or rental of facilities. Duties include informing customers of receipt, prices, shipping dates, and delays; preparing contracts; and handling complaints.

| A | B | C | D | E | F | G | H | I | J | K | L | T |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES

NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES
(Report Part-time Workers According to an Hourly Rate)

|  | (Report Part-time Workers According to an Hourly Rate) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F | G | H | 1 | J | K | L | T |
| Hourly (parttime or full-time) | $\begin{aligned} & \text { under } \\ & \$ 7.50 \end{aligned}$ | $\begin{gathered} \$ 7.50- \\ 9.49 \end{gathered}$ | $\begin{gathered} \$ 9.50-11.99 \\ \hline \end{gathered}$ | $\begin{array}{\|c\|} \hline \$ 12.00-15.24 \\ \hline \end{array}$ | $\begin{gathered} \$ 15.25- \\ 19.24 \end{gathered}$ | $\begin{array}{\|c\|} \hline \$ 19.25- \\ 24.49 \\ \hline \end{array}$ | $\begin{gathered} \$ 24.50- \\ 30.99 \end{gathered}$ | $\begin{gathered} \$ 31.00- \\ 39.24 \\ \hline \end{gathered}$ | $\begin{gathered} \$ 39.25- \\ 49.74 \end{gathered}$ | $\begin{array}{\|c\|} \hline \$ 49.75- \\ 63.24 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 63.25-99 \\ 79.99 \\ \hline \end{array}$ | $\begin{array}{\|l\|} \hline \$ 80.00 \\ \text { and over } \end{array}$ | Total |
| Annual Salary (full-time only) | $\begin{gathered} \text { under } \\ \$ 15,600 \end{gathered}$ | $\begin{array}{\|r\|} \$ 15,600 \\ 19,759 \\ \hline \end{array}$ | $\begin{array}{r} \$ 19,760 \\ 24,959 \\ \hline \end{array}$ | $\begin{array}{r} \$ 24,960 \\ 31,719 \\ \hline \end{array}$ | $\begin{array}{r} \$ 31,720 \\ 40,039 \\ \hline \end{array}$ | $\begin{array}{\|r\|} \$ 40,040 \\ 50,959 \\ \hline \end{array}$ | $\begin{array}{r} \$ 50,960 \\ 64,479 \\ \hline \end{array}$ | $\begin{array}{\|} \$ 64,480 \\ 81,639 \\ \hline \end{array}$ | $\begin{array}{r} \$ 81,640 \\ 103,479 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \$ 103,480 \\ -131,559 \end{array}$ | $\begin{array}{\|c\|} \$ 131,560 \\ -166,399 \\ \hline \end{array}$ | $\begin{array}{\|} \$ 166,400 \\ \text { and over } \end{array}$ | Employment |

Receptionists and Information Clerks -
Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, and employees within organization.

| $\mathbf{A}$ | $\mathbf{B}$ | $\mathbf{C}$ | $\mathbf{D}$ | $\mathbf{E}$ | $\mathbf{F}$ | $\mathbf{G}$ | $\mathbf{H}$ | $\mathbf{I}$ | $\mathbf{J}$ | $\mathbf{K}$ | $\mathbf{L}$ | $\mathbf{T}$ |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

## Dispatchers, Except Police, Fire, and Ambulance -

Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business.

| $\mathbf{A}$ | $\mathbf{B}$ | $\mathbf{C}$ | $\mathbf{D}$ | $\mathbf{E}$ | F | $\mathbf{G}$ | $\mathbf{H}$ | $\mathbf{I}$ | $\mathbf{J}$ | $\mathbf{K}$ | $\mathbf{L}$ | $\mathbf{T}$ |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

## Shipping, Receiving, and Traffic Clerks -

Verify and keep records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.

| $\mathbf{A}$ | $\mathbf{B}$ | $\mathbf{C}$ | $\mathbf{D}$ | $\mathbf{E}$ | $\mathbf{F}$ | $\mathbf{G}$ | $\mathbf{H}$ | $\mathbf{I}$ | $\mathbf{J}$ | $\mathbf{K}$ | $\mathbf{L}$ | $\mathbf{T}$ |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

Stock Clerks and Order Fillers -
(Tool-Crib Attendant) Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders.

| $\mathbf{A}$ | $\mathbf{B}$ | $\mathbf{C}$ | $\mathbf{D}$ | $\mathbf{E}$ | $\mathbf{F}$ | $\mathbf{G}$ | $\mathbf{H}$ | $\mathbf{I}$ | $\mathbf{J}$ | $\mathbf{K}$ | $\mathbf{L}$ | $\mathbf{T}$ |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |




## Construction and Extraction Occupations



## Glaziers

Install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES

NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES
(Report Part-time Workers According to an Hourly Rate)

|  | (Report Part-time Workers According to an Hourly Rate) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F | G | H | 1 | J | K | L | T |
| Hourly (part- <br> time or full-time) | under <br> \$7.50 | $\begin{array}{r} \$ 7.50-4 \\ 9.49 \end{array}$ | $\begin{gathered} \$ 9.50-11.99 \end{gathered}$ | $\begin{array}{\|c\|} \$ 12.00-1 \\ 15.24 \end{array}$ | $\begin{gathered} \$ 15.25- \\ 19.24 \end{gathered}$ | $\begin{array}{r} \$ 19.25- \\ 24.49 \end{array}$ | $\begin{gathered} \$ 24.50- \\ 30.99 \end{gathered}$ | $\begin{array}{\|c\|} \$ 31.00-2 \\ 39.24 \end{array}$ | $\begin{gathered} \$ 39.25- \\ 49.74 \end{gathered}$ | $\begin{gathered} \$ 49.75- \\ 63.24 \end{gathered}$ | $\begin{array}{\|c\|} \$ 63.25- \\ 79.99 \end{array}$ | $\begin{gathered} \$ 80.00 \\ \text { and over } \end{gathered}$ | Tot |
| Annual Salary (full-time only) | $\begin{array}{\|c} \text { under } \\ \$ 15,600 \end{array}$ | $\begin{array}{\|r\|} \$ 15,600 \\ 19,759 \\ \hline \end{array}$ | $\begin{array}{r} \$ 19,760 \\ 24,959 \\ \hline \end{array}$ | $\begin{array}{r} \$ 24,960 \\ 31,719 \\ \hline \end{array}$ | $\begin{array}{r} \$ 31,720 \\ 40,039 \\ \hline \end{array}$ | $\begin{array}{r} \$ 40,040 \\ 50,959 \\ \hline \end{array}$ | $\begin{array}{r} \$ 50,960 \\ 64,479 \\ \hline \end{array}$ | $\begin{array}{r} \$ 64,480 \\ 81,639 \\ \hline \end{array}$ | $\begin{array}{\|} \$ 81,640 \\ 103,479 \\ \hline \end{array}$ | $\begin{array}{\|c} \$ 103,480 \\ -131,559 \\ \hline \end{array}$ | $\left\|\begin{array}{\|c\|} \$ 131,560 \\ -166,399 \end{array}\right\|$ | $\begin{array}{\|l} \$ 166,400 \\ \text { and over } \end{array}$ | Employment |

Plumbers, Pipefitters, and Steamfitters -
Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems.

| $\mathbf{A}$ | $\mathbf{B}$ | $\mathbf{C}$ | D | E | F | $\mathbf{G}$ | $\mathbf{H}$ | $\mathbf{I}$ | $\mathbf{J}$ | K | $\mathbf{L}$ | $\mathbf{T}$ |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

Installation, Maintenance, and Repair Occupations



| Telecommunications Equipment Installers and Repairers, Except Line Installers - <br> Set-up, rearrange, or remove switching and dialing equipment used in central offices. Service or repair telephones and other communication equipment on customers' property. | A | B | C | D | E | F | G | H | 1 | J | K | L | T |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |




| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES |  | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | A | B | c | D | E | F | G | H | 1 | J | K | L | T |
|  | $\begin{array}{\|c} \hline \begin{array}{c} \text { Hourly (part- } \\ \text { time or full-time) } \end{array} \\ \hline \end{array}$ | $\begin{aligned} & \text { under } \\ & \$ 7.50 \end{aligned}$ | $\underset{\substack{\$ 7.50-\\ 9.49}}{ }$ | $\begin{aligned} & \$ 9.50- \\ & 11.99 \end{aligned}$ | $\begin{array}{r} \$ 12.00- \\ 15.24 \\ \hline \end{array}$ | $\begin{array}{\|c} \hline \$ 15.25- \\ 19.24 \\ \hline \end{array}$ | $\begin{array}{\|c} \$ 19.25 \\ 24.49 \\ \hline \end{array}$ | $\begin{array}{r} \$ 24.50- \\ 30.99 \end{array}$ | $\begin{array}{\|c\|} \hline \$ 31.00- \\ 39.24 \\ \hline \end{array}$ | $\begin{array}{\|l\|} \hline \$ 39.25- \\ 49.74 \end{array}$ | $\begin{array}{\|c\|} \hline \$ 49.75- \\ 63.24 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 63.25 \\ 79.99 \\ \hline \end{array}$ | $\begin{array}{\|l\|} \hline \$ 80.00 \\ \text { and over } \end{array}$ | Total |
|  | Annual Salary (full-time only) | $\begin{array}{\|c\|} \hline \text { under } \\ \$ 15,600 \end{array}$ | $\begin{array}{\|c} \$ 15,600 \\ 19,759 \\ \hline \end{array}$ | $\begin{array}{\|c} \$ 19,760 \\ 24,959 \\ \hline \end{array}$ | $\begin{array}{\|c} \begin{array}{r} \$ 24,960 \\ 31,719 \end{array} \\ \hline \end{array}$ | $\begin{array}{\|c} \begin{array}{c} \$ 31,720 \\ 40,039 \end{array} \\ \hline \end{array}$ | $\begin{array}{r} \$ 40,040 \\ 50,959 \\ \hline \end{array}$ | $\begin{array}{\|c} \$ 550,960 \\ 64,479 \\ \hline \end{array}$ | $\begin{array}{\|c} -\$ 64,480 \\ 81,639 \end{array}$ | $\begin{array}{\|} \hline \$ 81,640 \\ 103,479 \end{array}$ | $\begin{array}{r} \$ 103,480 \\ -131,559 \end{array}$ | $\begin{gathered} 5131,560 \\ -166,399 \\ -180 \end{gathered}$ | $\begin{aligned} & \$ 166,400 \\ & \text { and over } \end{aligned}$ | Employment |
| Motorcycle Mechanics - <br> Diagnose, adjust, repair, or overhaul motorcycles, scooters, mopeds, dirt bikes, or similar motorized vehicles. |  | A | B | c | D | E | F | G | H | 1 | J | K | L | T |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |




Tire Repairers and Changers -
(Tire Balancer) Repair and replace tires.




| Industrial Machinery Mechanics - <br> Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. | A | B | C | D | E | F | G | H | 1 | J | K | L | T |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 49-9041 |  |  |  |  |  |  |  |  |  |  |  |  |  |



OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES

NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES
(Report Part-time Workers According to an Hourly Rate)

|  | (Report Part-time Workers According to an Hourly Rate) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F | G | H | 1 | J | K | L | T |
| Hourly (parttime or full-time) | $\begin{aligned} & \text { under } \\ & \$ 7.50 \end{aligned}$ | $\begin{array}{r} \$ 7.50-4 \\ 9.49 \end{array}$ | $\begin{gathered} \$ 9.50-11.99 \end{gathered}$ | $\begin{gathered} \$ 12.00- \\ 15.24 \end{gathered}$ | $\begin{gathered} \$ 15.25- \\ 19.24 \end{gathered}$ | $\begin{gathered} \$ 19.25- \\ 24.49 \end{gathered}$ | $\begin{gathered} \$ 24.50- \\ 30.99 \end{gathered}$ | $\begin{array}{\|c\|} \$ 31.00- \\ 39.24 \end{array}$ | $\begin{array}{\|c\|} \$ 39.25- \\ 49.74 \end{array}$ | $\begin{gathered} \$ 49.75- \\ 63.24 \end{gathered}$ | $\begin{array}{\|c\|} \$ 63.25-1 \\ 79.99 \end{array}$ | $\begin{gathered} \$ 80.00 \\ \text { and over } \end{gathered}$ | Tot |
| Annual Salary (full-time only) | $\begin{gathered} \text { under } \\ \$ 15,600 \end{gathered}$ | $\left.\begin{array}{\|r\|} \$ 15,600 \\ 19,759 \end{array} \right\rvert\,$ | $\begin{array}{\|} \$ 19,760-1 \\ 24,959 \end{array}$ | $\left.\begin{array}{\|r\|} \$ 24,960 \\ 31,719 \end{array} \right\rvert\,$ | $\begin{array}{r} \$ 31,720 \\ 40,039 \end{array}$ | $\begin{array}{r} \$ 40,040 \\ 50,959 \\ \hline \end{array}$ | $\begin{array}{r} \$ 50,960 \\ 64,479 \end{array}$ | $\begin{array}{\|r\|} \$ 64,480 \\ 81,639 \end{array}$ | $\left\|\begin{array}{r} \$ 81,640 \\ 103,479 \end{array}\right\|$ | $\begin{array}{\|} \$ 103,480 \\ -131,559 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \$ 131,560 \\ -166,399 \end{array}$ | $\begin{aligned} & \$ 166,400 \\ & \text { and over } \end{aligned}$ | Employment |

## Production Occupations

| First-Line Supervisors/Managers of Production and Operating Workers - <br> Supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. These workers have other employees reporting directly to them. | A | B | C | D | E | F | G | H | 1 | J | K | L | T |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 51-1011 |  |  |  |  |  |  |  |  |  |  |  |  |  |





OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES

NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES
(Report Part-time Workers According to an Hourly Rate)

|  | (Report Part-time Workers According to an Hourly Rate) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F | G | H | I | J | K | L | T |
| Hourly (parttime or full-time) | $\begin{aligned} & \text { under } \\ & \$ 7.50 \end{aligned}$ | $\begin{gathered} \$ 7.50- \\ 9.49 \end{gathered}$ | $\begin{gathered} \$ 9.50-11.99 \end{gathered}$ | $\begin{gathered} \$ 12.00- \\ 15.24 \end{gathered}$ | $\begin{gathered} \$ 15.25- \\ 19.24 \end{gathered}$ | $\begin{gathered} \$ 19.25- \\ 24.49 \end{gathered}$ | $\begin{gathered} \$ 24.50- \\ 30.99 \end{gathered}$ | $\begin{array}{\|c\|} \$ 31.00-1 \\ 39.24 \end{array}$ | $\begin{array}{\|c\|} \$ 39.25- \\ 49.74 \end{array}$ | $\begin{gathered} \$ 49.75- \\ 63.24 \end{gathered}$ | $\begin{gathered} \$ 63.25-1 \\ 79.99 \end{gathered}$ | $\begin{gathered} \$ 80.00 \\ \text { and over } \end{gathered}$ | Tot |
| Annual Salary (full-time only) | $\begin{gathered} \text { under } \\ \$ 15,600 \end{gathered}$ | $\begin{array}{\|r\|} \$ 15,600 \\ 19,759 \\ \hline \end{array}$ | $\begin{array}{r} \$ 19,760 \\ 24,959 \end{array}$ | $\begin{array}{\|} \$ 24,960 \\ 31,719 \\ \hline \end{array}$ | $\begin{array}{r} \$ 31,720 \\ 40,039 \\ \hline \end{array}$ | $\begin{array}{r} \$ 40,040 \\ 50,959 \\ \hline \end{array}$ | $\begin{array}{r} \$ 50,960 \\ 64,479 \\ \hline \end{array}$ | $\begin{array}{r} \$ 64,480 \\ 81,639 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \$ 81,640 \\ 103,479 \\ \hline \end{array}$ | $\begin{array}{\|} \$ 103,480 \\ -131,559 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \$ 131,560 \\ -166,399 \\ \hline \end{array}$ | $\begin{aligned} & \$ 166,400 \\ & \text { and over } \end{aligned}$ | Employment |

## Transportation and Material Moving Occupations

| First-Line Supervisors/Managers of Helpers, Laborers, and Material <br> Movers, Hand - <br> Supervise and coordinate the activities of helpers, laborers, or material <br> movers. These workers have other employees reporting directly to them. | A | B | C | D | E | F | G | H | I | J | K | L | T |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |


| First-Line Supervisors/Managers of Transportation and MaterialMoving Machine and Vehicle Operators - <br> Directly supervise and coordinate activities of transportation and materialmoving machine and vehicle operators and helpers. These workers have other employees reporting directly to them. | A | B | c | D | E | F | G | H | 1 | J | K | L | T |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 53-1031 |  |  |  |  |  |  |  |  |  |  |  |  |  |


| Truck Drivers, Heavy and Tractor-Trailer - |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :---: |
| Drive a tractor-trailer combination or a truck with a capacity of at least |
| 26,000 GVw, to transport and deliver goods, livestock, or materials in |
| liquid, loose, or packaged form. Requires commercial drivers' license. |


| Truck Drivers, Light or Delivery Services - <br> Drive a truck or van with a capacity of under 26,000 GVW, primarily to deliver or pick up merchandise or to deliver packages within a specified area. | A | B | C | D | E | F | G | H | 1 | J | K | L | T |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |


| Service Station Attendants - <br> Service automobiles, buses, trucks, boats, and other automotive or marine vehicles with fuel, lubricants, and accessories. Collect payment for services and supplies. | A | B | C | D | E | F | G | H | I | J | K | L | T |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |



Report additional occupations on supplemental pages at the end of form.

Report additional occupations on supplemental pages at the end of form.

Report additional occupations on supplemental pages at the end of form.

Please use these supplemental pages to report employees whose occupations were not found on the preceding pages. Please write in each unique occupational title, a short description of duties, the number of employees found in each wage column, and the total employment for each occupation. Refer to pages ii and iii for detailed instructions on how to report by occupation, how to determine wages, and how to complete the report.


## Instructions for Completing the Supplemental Page

Please use these supplemental pages to report employees whose occupations were not found on the preceding pages. Please write in each unique occupational title, a short description of duties, the number of employees found in each wage column, and the total employment for each occupation. Refer to pages ii and iii for detailed instructions on how to report by occupation, how to determine wages, and how to complete the report. If you need additional space to report the workers in your establishment, please photocopy this page.

| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES |  | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES <br> (Report Part-time Workers According to an Hourly Rate) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | A | B | c | D | E | F | G | H | 1 | J | K | L | T |
|  | $\begin{aligned} & \hline \text { Hourly (part- } \\ & \text { time or full-time) } \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline \text { under } \\ & \$ 7.50 \end{aligned}$ | $\begin{array}{\|c} \hline 87.50- \\ 9.49 \end{array}$ | $\begin{aligned} & \$ 9.50- \\ & 11.99 \end{aligned}$ | $\begin{array}{\|r\|} \hline \$ 12.00 \\ 15.24 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 15.25- \\ 19.24 \end{array}$ | $\begin{array}{\|c} \$ 19.25- \\ 24.49 \end{array}$ | $\begin{array}{\|c\|} \hline \$ 24.50 \\ 30.99 \end{array}$ | $\begin{array}{\|} \$ 31.00 \\ 39.24 \\ \hline \end{array}$ | $\begin{array}{r} \$ 39.25 \\ \hline 49.74 \\ \hline \end{array}$ | $\begin{array}{r} \$ 49.75- \\ 63.24 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 63.25-95 \\ 79.99 \end{array}$ | $\begin{array}{\|c\|} \hline \$ 80.00 \\ \text { and over } \end{array}$ | Total |
|  | Annual Salary (full-time only) | $\begin{aligned} & \text { under } \\ & \$ 15,600 \end{aligned}$ | $\begin{array}{\|c} \$ 15,600 \\ 19,759 \end{array}$ | $\begin{gathered} \$ 19,760 \\ 24,959 \end{gathered}$ | $\begin{array}{r} \$ 24,960 \\ 31,719 \end{array}$ | $\begin{array}{r} \$ 31,720 \\ 40,039 \end{array}$ | $\begin{array}{\|c} -\$ 40,040 \\ 50,959 \end{array}$ | $\begin{array}{r} \mathbf{5 5 0 , 9 6 0} \\ 64,479 \end{array}$ | $\begin{array}{\|} \hline 864,480 \\ 81,639 \\ \hline \end{array}$ | $\begin{gathered} \mathbf{8} 81,640 \\ 103,479 \end{gathered}$ | $\begin{gathered} \mathbf{5 1 0 3 , 4 0}, \\ \hline \\ \hline 131,559 \end{gathered}$ | $\begin{array}{\|l\|} \hline \$ 131,560 \\ -166,399 \\ \hline \end{array}$ | $\$ 166,400$ and over | Employment |




|  | SIPS | Schedule Number | NAICS Code | Unit Total Employment | Reviewed By | Date Reviewed |
| :--- | :--- | :--- | :--- | :--- | :--- | :---: | :---: |
| FOR OFFICE <br> USE ONLY |  |  |  |  |  | Subtotal Employment - this <br> page |

