

Occupational Compensation Survey: Pay Only

Reading, PA
Metropolitan Area,
January 1996



U.S. Department of Labor
Bureau of Labor Statistics

Bulletin 3085- 4

Preface

This bulletin provides results of a January 1996 survey of occupational pay in the Reading, PA Metropolitan Statistical Area. This survey was conducted as part of the U.S. Bureau of Labor Statistics Occupational Compensation Survey Program. Data from this program are for use in implementing the Federal Employees Pay Comparability Act of 1990. The survey was conducted by the Bureau's regional office in Philadelphia under the direction of John Filemyr, Assistant Regional Commissioner for Operations.

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

For additional information regarding this survey or similar surveys conducted in this regional area, please contact the BLS Philadelphia Regional Office at (215) 596-1154. You may also write to the Bureau of Labor Statistics at: Division of Occupational Pay and Employee Benefits, 2 Massachusetts Avenue, NE, Washington, D.C. 20212-0001 or call the Occupational Compensation Survey Program information line at (202) 606-6220.

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Occupational Compensation Survey: Pay Only

Reading, PA Metropolitan Area, January 1996



U.S. Department of Labor
Robert B. Reich, Secretary

Bureau of Labor Statistics
Katharine G. Abraham,
Commissioner

June 1996

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Introduction

This survey of occupational pay in the Reading Metropolitan Statistical Area (Berks County) was conducted as part of the U.S. Bureau of Labor Statistics Occupational Compensation Survey Program. The survey is one of a number conducted annually in metropolitan areas throughout the United States. (See listing of reports for other surveys at the end of this bulletin.)

A major objective of the Occupational Compensation Survey Program is to describe the level and distribution of occupational pay in a variety of the Nation's local labor markets, using a consistent survey approach. Another Program objective is to provide information on the incidence of employee benefits among and within local labor markets. However, no benefits data were collected for this survey.

The Program develops information that is used for a variety of purposes, including wage and salary administration, collective bargaining, and assistance in determining business or plant location. Survey results also are used by the U.S. Department of Labor in making wage determinations under the Service Contract Act, and by the President's Pay Agent (the Secretary of Labor and Directors of the U.S. Office of Personnel Management and the U.S. Office of Management and Budget) in determining local pay adjustments under the Federal Employee Pay Comparability Act of 1990. This latter requirement resulted in: (1) Expanding the survey's industrial coverage to include all private nonfarm establishments (except households) employing 50 workers or more and to State and local governments and (2) adding more professional, administrative, technical, and protective service occupations to the surveys.

Pay

The A-series tables provide estimates of straight-time weekly or hourly pay by occupation. Tables A-1 through A-5 provide data for selected white- and blue-collar occupations common to a variety of industries..

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

Appendixes

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

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

Table A-1. All establishments: Weekly hours and pay of professional and administrative occupations, Reading, PA, January 1996

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly pay (in dollars) ²			Percent of workers receiving straight-time weekly pay (in dollars) of—																						
			Mean	Median	Middle range	Under 450	450 - 500	500 - 550	550 - 600	600 - 700	700 - 800	800 - 900	900 - 1000	1000 - 1100	1100 - 1200	1200 - 1300	1300 - 1400	1400 - 1500	1500 - 1600	1600 - 1700	1700 - 1800	1800 - 1900	1900 - 2000	2000 - 2100	2100 - 2200	2200 and over		
PROFESSIONAL OCCUPATIONS																												
Accountants	422	39.8	\$782	\$733	\$608 - \$838	4	5	5	10	17	25	13	7	3	3	4	-	-	5	-	-	-	-	-	-	-	-	-
Level 2	86	39.9	617	609	588 - 646	-	3	15	24	49	7	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level 3	164	39.7	718	724	672 - 779	-	-	2	12	18	57	7	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level 4	98	40.0	924	909	831 - 981	-	-	-	-	-	6	44	28	9	11	2	-	-	-	-	-	-	-	-	-	-	-	
Engineers	1,461	40.0	1,058	1,031	831 - 1,258	-	-	-	(³)	11	11	11	13	13	11	10	7	6	4	2	1	(³)	-	(³)	-	-	-	
Level 1	192	40.0	666	673	637 - 699	-	-	-	2	73	25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level 2	141	40.0	786	783	769 - 833	-	-	-	-	12	49	32	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level 3	336	40.0	911	912	837 - 981	-	-	-	-	-	12	32	37	20	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level 4	353	39.9	1,097	1,100	1,015 - 1,166	-	-	-	-	-	-	1	15	33	35	15	-	-	-	-	-	-	-	-	-	-	-	
Level 5	209	40.0	1,291	1,271	1,237 - 1,334	-	-	-	-	-	-	-	-	2	15	46	22	10	5	(³)	-	-	-	-	-	-	-	
ADMINISTRATIVE OCCUPATIONS																												
Buyer/Contracting Specialists	122	39.9	749	738	690 - 840	3	3	4	-	25	25	25	9	4	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level 2	44	40.0	682	694	626 - 703	-	-	2	-	70	23	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level 3	66	40.0	845	815	788 - 898	-	-	-	-	-	32	44	17	8	-	-	-	-	-	-	-	-	-	-	-	-	-	
Computer Programmers	73	40.0	628	620	544 - 713	⁴ 14	-	12	7	40	21	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level 2	43	40.0	660	645	613 - 713	-	-	9	2	63	16	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Computer Systems Analysts:																												
Level 1	149	40.0	765	765	725 - 796	-	-	-	1	14	61	16	7	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level 2	271	39.9	890	881	842 - 918	-	-	-	-	-	4	64	26	4	2	-	-	-	-	-	-	-	-	-	-	-	-	
Personnel Specialists	304	39.8	841	810	667 - 1,019	-	1	11	5	12	20	14	9	13	7	6	1	1	-	-	-	-	-	-	-	-	-	
Level 2	75	39.8	583	571	500 - 635	-	5	41	9	35	3	5	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level 3	94	39.6	765	760	711 - 814	-	-	1	9	6	55	17	6	5	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level 4	106	39.9	983	1,014	827 - 1,077	-	-	-	-	4	8	21	14	32	19	3	-	-	-	-	-	-	-	-	-	-	-	
Level 5	29	40.0	1,236	1,288	1,250 - 1,288	-	-	-	-	-	-	-	-	14	3	7	55	14	7	-	-	-	-	-	-	-	-	
Personnel Supervisors/Managers	23	39.6	1,457	-	- - -	-	-	-	-	-	-	-	-	4	17	-	17	17	22	13	-	4	-	4	-	-	-	
Director of Personnel	50	40.0	1,320	1,325	1,154 - 1,350	-	-	-	-	8	-	-	6	-	22	-	40	-	14	-	-	6	-	-	-	-	4	
Level 2	38	39.9	1,317	1,325	1,154 - 1,350	-	-	-	-	-	-	-	-	-	29	-	53	-	18	-	-	-	-	-	-	-	-	

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

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

³ Less than 0.5 percent.

⁴ All workers were at \$400 and under \$450.

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

Table A-2. All establishments: Weekly hours and pay of technical and protective service occupations, Reading, PA, January 1996

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly pay (in dollars) ²			Percent of workers receiving straight-time weekly pay (in dollars) of—																						
			Mean	Median	Middle range	300 and under 325	325 - 350	350 - 375	375 - 400	400 - 425	425 - 450	450 - 475	475 - 500	500 - 550	550 - 600	600 - 650	650 - 700	700 - 750	750 - 800	800 - 850	850 - 900	900 - 950	950 - 1000	1000 - 1050	1050 - 1100			
TECHNICAL OCCUPATIONS																												
Computer Operators	137	39.4	\$508	\$490	\$425 - \$571	6	-	4	4	10	4	5	20	7	23	9	1	6	-	-	-	-	-	-	-	-	-	-
Level 2	69	39.5	466	481	411 - 490	-	-	3	9	20	7	7	35	7	10	1	-	-	-	-	-	-	-	-	-	-	-	-
Level 3	44	39.2	567	571	552 - 600	-	-	-	-	-	-	5	7	11	52	23	2	-	-	-	-	-	-	-	-	-	-	-
Drafters	193	40.0	579	576	515 - 648	-	-	-	5	2	4	7	3	15	15	26	10	12	-	-	-	-	-	-	-	-	-	-
Engineering Technicians	480	40.0	728	727	612 - 840	-	-	-	-	2	-	2	-	6	12	11	9	13	9	12	9	7	5	1	1	1	-	1
Level 4	146	40.0	738	732	692 - 780	-	-	-	-	-	-	-	-	-	-	6	26	29	23	14	1	1	1	-	-	-	-	-
PROTECTIVE SERVICE OCCUPATIONS																												
Firefighters	104	42.0	619	628	613 - 628	-	-	-	-	-	-	-	-	-	11	89	-	-	-	-	-	-	-	-	-	-	-	-
Police Officers:																												
Level 1	163	40.0	702	648	648 - 720	-	-	-	-	-	1	-	1	-	2	61	5	6	2	9	2	4	6	-	-	-	-	-

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

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

methods used to compute means, medians, and middle ranges.

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

Table A-3. All establishments: Weekly hours and pay of clerical occupations, Reading, PA, January 1996

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly pay (in dollars) ²			Percent of workers receiving straight-time weekly pay (in dollars) of—																		
			Mean	Median	Middle range	225 and under 250	250 - 275	275 - 300	300 - 325	325 - 350	350 - 375	375 - 400	400 - 425	425 - 450	450 - 475	475 - 500	500 - 525	525 - 550	550 - 575	575 - 600	600 - 650	650 - 700	700 - 750	750 and over
Clerks, Accounting	527	39.0	\$430	\$422	\$369 - \$470	-	1	2	2	7	16	10	17	9	15	8	4	2	3	1	1	1	2	-
Level 2	235	39.2	400	388	352 - 423	-	(³)	1	3	15	26	11	22	5	6	3	(³)	(³)	6	2	-	-	-	-
Level 3	207	39.1	441	438	401 - 460	-	-	-	-	-	11	14	19	19	20	9	-	4	-	1	3	1	-	-
Clerks, General	696	38.1	399	406	375 - 430	3	1	(³)	7	5	11	15	29	15	7	4	2	1	(³)	-	-	-	-	-
Level 2	153	37.5	369	371	325 - 406	-	3	1	21	8	23	3	37	2	-	-	3	-	-	-	-	-	-	-
Level 3	276	38.5	401	394	376 - 424	-	-	-	1	9	14	28	24	12	7	4	(³)	-	(³)	-	-	-	-	-
Clerks, Order	156	40.0	375	350	340 - 406	-	-	-	22	24	19	10	8	10	-	-	-	7	-	-	-	-	-	-
Key Entry Operators	84	39.4	374	371	346 - 396	-	-	5	7	15	32	17	8	8	4	4	-	-	-	-	-	-	-	-
Level 2	37	38.8	383	371	359 - 404	-	-	3	16	-	41	11	5	8	8	8	-	-	-	-	-	-	-	-
Personnel Assistants	102	39.6	487	485	438 - 555	-	8	-	-	5	-	1	7	7	15	12	8	13	9	5	5	7	-	-
Level 2	51	39.7	466	482	423 - 535	-	16	-	-	-	-	2	8	8	10	20	10	8	12	-	-	8	-	-
Level 3	35	39.6	523	532	462 - 577	-	-	-	-	-	-	-	9	3	29	-	-	26	9	14	3	9	-	-
Secretaries	602	39.0	505	481	440 - 570	-	-	-	(³)	1	4	14	4	6	19	8	8	6	6	1	11	8	2	2
Level 2	170	38.2	466	459	389 - 530	-	-	-	1	2	4	24	10	4	6	20	3	9	5	-	12	-	-	-
Level 3	277	39.2	513	473	458 - 560	-	-	-	-	-	-	4	3	10	36	1	15	3	5	1	10	10	1	-
Level 4	70	39.5	582	566	529 - 616	-	-	-	-	-	-	-	-	-	-	16	4	16	21	3	21	10	3	6
Level 5	30	39.8	706	685	685 - 720	-	-	-	-	-	-	-	-	-	-	-	-	-	3	3	3	53	20	⁴ 20
Switchboard-Operator-Receptionists	108	40.0	375	392	336 - 404	-	-	6	1	36	6	12	24	16	-	-	-	-	-	-	-	-	-	-
Word Processors	107	38.9	464	433	392 - 536	-	-	-	1	1	1	28	4	21	-	7	12	8	9	7	-	-	-	-
Level 2	80	39.4	466	432	393 - 538	-	-	-	-	1	1	27	2	27	-	-	10	10	10	10	-	-	-	-

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

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

³ Less than 0.5 percent.

⁴ All workers were at \$750 and under \$800.

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

Table A-4. All establishments: Hourly pay of maintenance and toolroom occupations, Reading, PA, January 1996

Occupation and level	Number of workers	Hourly pay (in dollars) ¹			Percent of workers receiving straight-time hourly pay (in dollars) of—																					
		Mean	Median	Middle range	7.00 and under 7.50	7.50 - 8.00	8.00 - 8.50	8.50 - 9.00	9.00 - 9.50	9.50 - 10.00	10.00 - 10.50	10.50 - 11.00	11.00 - 11.50	11.50 - 12.00	12.00 - 12.50	12.50 - 13.00	13.00 - 13.50	13.50 - 14.00	14.00 - 15.00	15.00 - 16.00	16.00 - 17.00	17.00 - 18.00	18.00 - 19.00	19.00 - 20.00	20.00 - 21.00	21.00 and over
General Maintenance Workers	734	\$12.20	\$12.56	\$11.19 - \$12.60	4	1	5	1	(²)	1	1	12	2	2	2	47	3	4	9	5	1	1	-	-	-	-
Level 1	442	11.98	12.56	12.56 - 12.56	6	1	2	2	(²)	2	1	2	2	1	2	71	-	-	7	-	-	-	-	-	-	-
Level 2	292	12.54	12.60	10.91 - 14.40	-	-	9	-	-	-	-	27	3	3	1	10	8	11	13	12	1	1	-	-	-	-
Maintenance Electricians	225	17.19	17.22	14.63 - 20.34	-	-	-	-	-	-	-	1	-	-	1	(²)	1	14	12	14	4	12	-	11	23	5
Maintenance Electronics Technicians	95	15.11	14.25	13.41 - 17.33	-	-	-	-	-	-	-	-	-	11	3	1	12	17	9	16	1	22	-	3	5	-
Level 2	54	16.41	16.69	15.58 - 17.33	-	-	-	-	-	-	-	-	-	-	6	-	-	-	15	28	2	39	-	4	7	-
Maintenance Machinists	64	15.27	13.70	12.45 - 15.83	-	-	-	-	-	-	-	-	-	-	31	-	16	5	6	19	-	-	-	-	-	³ 23
Maintenance Mechanics, Machinery	510	16.62	15.83	15.83 - 19.20	-	-	-	-	-	-	-	-	-	-	-	-	-	17	3	37	15	-	-	11	17	-
Maintenance Mechanics, Motor Vehicle ...	59	15.06	16.23	13.30 - 16.23	-	-	-	-	-	-	-	3	-	-	10	3	14	-	3	3	63	-	-	-	-	-

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

² Less than 0.5 percent.

³ All workers were at \$21.00 and under \$22.00.

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

Table A-5. All establishments: Hourly pay of material movement and custodial occupations, Reading, PA, January 1996

Occupation and level	Number of workers	Hourly pay (in dollars) ¹			Percent of workers receiving straight-time hourly pay (in dollars) of—																						
		Mean	Median	Middle range	Under 6.00	6.00 - 6.50	6.50 - 7.00	7.00 - 7.50	7.50 - 8.00	8.00 - 8.50	8.50 - 9.00	9.00 - 9.50	9.50 - 10.00	10.00 - 10.50	10.50 - 11.00	11.00 - 11.50	11.50 - 12.00	12.00 - 12.50	12.50 - 13.00	13.00 - 13.50	13.50 - 14.00	14.00 - 15.00	15.00 - 16.00	16.00 - 17.00	17.00 - 18.00	18.00 - 19.00	
Guards	100	\$10.48	\$10.05	\$7.71 - \$13.20	-	-	4	7	17	6	-	4	8	8	2	1	7	-	5	19	12	-	-	-	-	-	-
Level 1	68	9.14	8.88	7.55 - 10.05	-	-	6	10	25	9	-	6	12	12	3	1	10	-	1	4	-	-	-	-	-	-	-
Janitors	974	9.74	9.55	8.40 - 11.33	2	4	6	6	4	9	5	13	7	6	7	6	4	6	9	5	-	(²)	-	1	-	-	-
Material Movement and Storage Workers	2,800	10.80	9.99	8.00 - 14.33	2	6	6	6	4	13	3	5	6	2	8	1	3	1	2	2	2	2	20	1	-	(²)	7
Level 2	1,879	12.33	12.35	9.80 - 14.33	2	(²)	2	1	2	9	3	5	7	1	11	2	5	1	2	3	3	30	-	-	-	(²)	11
Forklift Operators	208	11.70	10.53	9.85 - 14.45	-	-	-	-	1	1	-	11	35	(²)	10	-	-	-	-	-	4	38	-	-	-	-	-
Shipping/Receiving Clerks	104	9.45	8.81	6.82 - 9.85	-	-	25	3	4	1	33	1	11	2	-	4	1	4	-	-	3	3	-	-	-	7	-
Truckdrivers	464	14.24	15.23	13.20 - 15.23	-	-	-	-	1	-	1	-	3	1	4	2	-	4	8	4	3	1	69	-	-	-	-
Medium Truck	44	11.77	12.37	9.72 - 13.20	-	-	-	-	9	-	-	-	23	7	7	-	-	7	-	36	-	-	11	-	-	-	-

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

² Less than 0.5 percent.

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

Appendix A.

Scope and Method of Survey

Scope

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

Sampling frame

The list of establishments from which the survey sample was selected (the sampling frame) was developed from the State unemployment insurance reports for the Reading, PA Metropolitan Statistical Area (January 1994). Establishments with 50 workers or more during the sampling frame's reference period were included in the survey sample even if they employed fewer than 50 workers at the time of the survey.

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

Survey design

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

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

Data collection and payroll reference

Data for the survey were obtained primarily by personal visits of the Bureau's field economists to a sample of establishments within the Reading, PA Metropolitan Statistical Area. Collection for the survey was from November 1995 through March 1996 and reflects an average payroll reference month of January 1996. Data obtained for a payroll period prior to the end of February 1996 were updated to include general wage changes, if granted, scheduled to be effective through that date.

Occupational pay

Occupational pay data are shown for full-time workers, i.e., those hired to work a regular weekly schedule. Pay data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases—but not bonuses—under cost-of-living allowance clauses and incentive payments, however, are included in the pay data.

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

Average pay reflect areawide estimates. Industries and establishments differ in pay levels and job staffing, and thus contribute differently to the estimates for each job. Therefore, average pay may not reflect the pay differential among jobs within individual establishments. A-series tables provide distributions of workers by pay intervals

The *mean* is computed for each job by totaling the pay of all workers and dividing by the number of workers. The *median* designates position—one-half of the workers receive the same as or more and one-half receive the same as or less than the rate shown. The *middle range* is defined by two rates of pay; one-fourth of the workers earn the same as or less than the lower of these rates and one-fourth earn the same as or more than the higher rate. Medians and middle ranges are not provided when they do not meet reliability criteria.

Occupations surveyed are common to a variety of public and private industries, and were selected from the following employment groups: (1) Professional and administrative; (2) technical and protective service; (3) clerical; (4) maintenance and toolroom; and (5) material movement and custodial. Occupational classification was based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job. Occupations selected for study are listed and described in appendix B, along with corresponding occupational codes and titles from the 1980 edition of the *Standard Occupational Classification Manual*. Job descriptions used to classify employees in this survey usually are more generalized than those used in individual establishments to allow for minor differences among establishments in specific duties performed.

Average weekly hours for professional, administrative, technical, protective service, and clerical occupations refer to the standard workweek (rounded to the nearest tenth of an hour) for which employees receive regular straight-time pay. Average weekly pay for these occupations are rounded to the nearest dollar.

Occupational employment estimates represent the total in all establishments within the scope of the study and not the number actually surveyed. Because occupational structures among establishments differ, estimates of occupational employment obtained from the sample of establishments studied serve only to indicate the relative importance of the jobs studied.

Survey nonresponse

Data were not available from 14.3 percent of the sample establishments (representing 11,880 employees covered by the survey). An additional 6.5 percent of the sample establishments (representing 4,678 employees) were either out of business or outside the scope of the survey.

If data were not provided by a sample member, the weights (based on the probability of selection in the sample) of responding sample establishments were adjusted to account for the missing data. The weights for establishments which were out of business or outside the scope of the survey were changed to zero.

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

Reliability of estimates

The statistics in this bulletin are derived from a probability sample. There are two types of errors possible in an estimate based on a sample survey—sampling and nonsampling.

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

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

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

Appendix table 1. Establishments and workers within scope of survey and number studied, Reading, PA¹, January 1996

Industry division ²	Number of establishments		Workers in establishments		
	Within scope of survey ³	Studied	Within scope of survey ⁴		Studied
			Number	Percent	
All divisions	382	58	93,589	100	39,865
Private industry	347	47	78,603	84	29,704
Goods producing	138	22	40,763	44	16,674
Manufacturing	138	22	40,763	44	16,674
Service producing	209	25	37,840	40	13,030
Retail trade ⁵	108	10	13,920	15	3,272
Finance, insurance, and real estate ⁵	15	4	6,393	7	3,727
Services ⁵	62	8	13,120	14	4,983
State and local government	35	11	14,986	16	10,161

¹ The Reading, PA Metropolitan Statistical Area, as defined by the Office of Management and Budget through June 1994, consists of Berks County. The "workers within scope of survey" estimates provide a reasonably accurate description of the size and composition of the labor force included in the survey. Estimates are not intended, however, for comparison with other statistical series to measure employment trends or levels since (1) planning of wage surveys requires establishment data compiled considerably in advance of the payroll period studied, and (2) establishments employing fewer than 50 workers are excluded from the scope of the survey.

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

³ Includes all establishments with at least 50 total employees. In goods producing, an

establishment is defined as a single physical location where industrial operations are performed. In service producing industries, an establishment is defined as all locations of a company in the area within the same industry division. In government, an establishment is generally defined as all locations of a government entity.

⁴ Includes all workers in all establishments with total employment (within an area) at or above the minimum limitations.

⁵ Separate data for this division are not shown in the A-series tables, but the division is represented in the "all industries" and "service producing" estimates.

Note: Overall industries may include data for industry divisions not shown separately.