OCCUPATIONAL EMPLOYMENT REPORT OF OTHER PROFESSIONAL, SCIENTIFIC, AND TECHNICAL **SERVICES (541900)**

In Cooperation with the **U.S. Department of Labor**



O.M.B. No. 1220-0042

What 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

у ос	cupation.	
1	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?	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. <i>Please make any needed address corrections</i> .
	Operating: Go to item 2.	
Г	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/_/: Return the form to the address at the top. Sold or merged: Enter the new name and address below, then go to item 2.	
	New Name:	How many employees, both full and part-time , worked at this location(s) during
	New Address:	the pay period that included the reference date printed in Item 3?
L		Enter the number here
2		Include Do Not Include
	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	• Full or part-time paid workers • Contractors and temporary agency
- 1	lines provided and continue with the rest of the report.	 Workers on paid leave employees not on your payroll Workers assigned temporarily Unpaid family workers
Γ		to other units • Workers on unpaid leave
		 Incorporated firms - paid owners, officers, and staff Unincorporated firms - proprietors, owners, and partners
		Do all employees reported above work at one location?
		Yes NoEnter number of locations
		Please tell us who to contact if we have questions about your data. FOR OFFICE
_		Name: USE ONLY
		Title:
		Phone: ()Ext Date:
L		E-mail address:

Instructions for Reporting by Occupation

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.

Instructions for Reporting Wage Information

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
- Piece Rate
- Portal-to-Portal Rate
- Production Bonus
- Cost-of-Living Allowance

Exclude as pay

- Attendance Bonus
- Back Pay
- Draw
- Holiday Premium Pay
- Jury Duty Pay
- Lodging Payments
- Meal Payments
- Merchandise Discounts
- Overtime Pay

Severance Pay

- Shift Differential
- Stock Bonuses
- Tool Allowance
- Vacation Pay
- Weekend Pay
- Uniform Allowance
- On-call Pay

Nonproduction Bonus (e.g., Holiday Bonus)

Perquisites

Profit Sharing Payment

Relocation Allowance

Tuition Repayments

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. This report is authorized by law, 29 U.S.C. §2. Your voluntary cooperation is needed to make the results of this report comprehensive, accurate, and timely.

*We estimate that it will vary from 30 minutes to 6 hours to complete this report, depending on such factors as the size of the establishment. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspects of this report, including suggestions for reducing this burden, send them to the U.S. Bureau of Labor Statistics, Division of Occupational Employment Statistics (1220-0042), 2 Massachusetts Avenue NE, Suite 2135, Washington, DC 20212. Please do not return your questionnaire to this address. Use the enclosed preaddressed envelope or the address provided at the top of the first page to return your completed questionnaire. You do not have to complete this questionnaire if it does not display a currently valid OMB control number.

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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.

OCCUPATIONAL TIT				(I					IN SELE			NGES URLY RA	TE)	
22001 11011.01		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
	Hourly (part- time or full-time)	under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over	TOTAL
	Annual Salary (full-time only)	under \$19,240		\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559		\$148,720 - 187,199	\$187,200 and over	EMPLOYMENT
Accountants and Auditors - Example and interpret accounting records giving advice or preparing statem	or the purpose of		//	1	2	3								6

- 1 For each occupation listed, read the definition to determine which occupations are found in your establishment.
- 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 hrs x 52 weeks = 1040 hrs/yr, \$12480/1040 hrs = \$12/hr. Write "1" in column C. For the full-time workers, use their annual wage: write "2" in column D and "3" in column E.
- 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.

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OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES					_	_	_	_		TED WA	_			
		Α	В	С	D	Е	F	G	Н	- 1	J	K	L	T
	Hourly (part-	under	\$9.25 -	\$11.50 -	\$14.50 -	\$18.25 -	\$22.75 -	\$28.75 -	\$36.00 -	\$45.25 -	\$57.00 -	\$71.50 -	\$90.00	
	time or full-time)	\$9.25	11.49	14.49	18.24	22.74	28.74	35.99	45.24	56.99	71.49	89.99	and over	Total
	Annual Salary	under	\$19,240 -	\$23,920 -	\$30,160 -	\$37,960 -	\$47,320 -	\$59,800 -	\$74,880 -	\$94,120 -	\$118,560	\$148,720	\$187,200	Employment
	(full-time only)	\$19,240	23,919	30,159	37,959	47,319	59,799	74,879	94,119	118,559	- 148,719	- 187,199	and over	

Management Occupations

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

Chief Executives -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
Determine and formulate policies and provide the overall														
companies or private and public sector organizations with														
guidelines set up by a board of directors or similar govern	ing body.													
l r	11-1011													
	11-1011													
General and Operations Managers -		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
Plan, direct, or coordinate the operations of companies or														
private sector organizations. Duties include formulating pomanaging daily operations, and planning the use of mater														
resources, but are too diverse in nature to be classified in														
functional area of management or administration.	arry or to													
Г	11-1021													
Marketing Managers -		Α	В	С	D	E	F	G	Н	ı	J	K	L	Т
Determine the demand for products and services offered leading to competitors and identify potential customers. Develop price														
with the goal of maximizing the firm's profits or share of th														
3.1.1														
Г	11-2021													
Sales Managers -		Α	В	С	D	E	F	G	Н		J	K	L	T
(Customer Service Manager) Direct the distribution of a service to the customer by establishing sales territories, q														
goals. Analyze sales statistics gathered by staff to determ														
potential and inventory requirements and monitor the pref														
customers.														
	11-2022													

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES				l							AGE RAI Hourly I			
		Α	В	С	D	Е	F	G	Н	- 1	J	K	L	T
	Hourly (part-	under	\$9.25 -	\$11.50 -	\$14.50 -	\$18.25 -	\$22.75 -	\$28.75 -	\$36.00 -	\$45.25 -	\$57.00 -	\$71.50 -	\$90.00	
	time or full-time)		11.49	14.49	18.24	22.74	28.74	35.99	45.24	56.99	71.49	89.99	and over	Total Employment
	Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559		\$148,720 - 187,199		Employment
	(run-time orny)	Ψ10,210	20,010	00,100	01,000	17,010	00,700	7 1,070	01,110	110,000	1 10,7 10	107,100	and over	
Administrative Services Managers -		Α	В	С	D	E	F	G	Н	ı	J	K	L	T
(Facilities Manager) Plan, direct, or coordinate suppor														
an organization, such as recordkeeping, mail distribution operator/receptionist, and other office support services.	, telephone													
operator/receptionist, and other office support services.														
	11-3011													
	11-3011								<u> </u>	<u> </u>				
Computer and Information Systems Managers -		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
Plan, direct, or coordinate activities in such fields as elec-														
processing, information systems, systems analysis, and	computer													
programming.														
	11-3021													
Financial Managers -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
(Controller) Plan, direct, and coordinate accounting, in	vesting, banking,													
insurance, securities, and other financial activities of a bi	anch, office, or													
department of an establishment.														
	11-3031													
Business and Financial Operatio	ns Occupa	ation	ıs											
Training and Development Specialists -		Α	В	С	D	Е	F	G	Н	I	J	K	L	T
Conduct training and development programs for employe							_							
	13-1073													
Management Analysts -		Α	В	С	D	Е	F	G	н	ı	J	K	L	Т
(Business Consultant) Conduct organizational studies	and						•		••				_	•
evaluations, design systems and procedures, conduct w														
simplifications and measurement studies, and prepare of														
procedures manuals.														
	13-1111													

	OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES				ı						ΓED WA				
	DESCRIPTION OF DUTIES		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
		Hourly (part- time or full-time)	under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over	Total
		Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559		\$148,720 - 187,199		Employment
Ī	Accountants and Auditors -		Α	В	С	D	Е	F	G	Н			К	1	т
	Examine, analyze, and interpret accounting records for t giving advice or preparing statements. Install or advise or recording costs or other financial and budgetary data.		^	, u	J		-	•	J			U	K	-	·
C	Computer and Mathematical Oc														
	Computer Programmers -	•	Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
	Convert project specifications and statements of probler procedures to detailed logical flow charts for coding into language. Develop and write computer programs to stor retrieve specific documents, data, and information. May sites.	computer e, locate, and													
ſ	Computer Support Specialists -		Α	В	С	D	Е	F	G	Н		J	К	L	т
	(Help Desk Representative) Provide technical assista system users. Answer questions or resolve computer proclients.		·	_		-					·	•		_	·
ſ	Network and Computer Systems Administrators -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
	Install, configure, and support an organization's local are (LAN), wide area network (WAN), and Internet system o network system. Maintain and monitor network hardware ensure network availability to all system users.	r a segment of a													
L	ife, Physical, and Social Science	e Occupati	ions												
	Market Research Analysts -	-	Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
	Research market conditions in local, regional, or national determine potential sales of a product or service.	19-3021													

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES							MPLOY me Woi							
		Α	В	С	D	Е	F	G	Н	ı	J	K	L	T
	Hourly (part- time or full-time)	under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over	Total
	Annual Salary	under	\$19,240 -	\$23,920 -	\$30,160 -	\$37,960 -	\$47,320 -	\$59,800 -				\$148,720		Employment
	(full-time only)	\$19,240	23,919	30,159	37,959	47,319	59,799	74,879	94,119		- 148,719			
Survey Researchers -		Α	В	С	D	E	F	G	Н	ı	J	K	L	Т
Design or conduct surveys. May supervise interviewers w	ho conduct the													
survey in person or over the telephone.	19-3022													
	10 0022													
Arts, Design, Entertainment, Spo	rts, and I	Medi	a Oc	cupa	tion	S								
Graphic Designers -		Α	В	C	D	Е	F	G	Н	ı	J	K	L	Т
Design or create graphics to meet a client's specific comm														
promotional needs, such as packaging, displays, or logos														
_														
	27-1024													
Interpreters and Translators -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	T
Translate or interpret written, oral, or sign language text in	nto another													
language for others.														
	27-3091													
Photographers -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	T
Photograph persons, subjects, merchandise, or other com	nmercial													
products.														
	27-4021													
Healthcare Practitioner and Tech	nical Occ	cupa	tions	S										
Veterinarians -		Α	В	С	D	E	F	G	Н	Ī	J	K	L	Т
(Veterinary Inspector) Diagnose and treat diseases and														
of animals. May engage in a particular function, such as redevelopment, consultation, technical writing, sale or productions.														
commercial products, or rendering of technical services.	uction of													
or initial products, or remaining or teerminal services.														
_		I			I									

29-1131

Hourly (partitime) September Septemb	
Hourly (part-time or full-time) Annual Salary (full-time only) Annual Salary (full-time only) Annual Salary (full-time) Sys.25	
time or full-time) \$9.25 11.49 18.24 22.74 28.74 35.99 45.24 56.99 71.49 89.99 and over Annual Salary (full-time only) 118.500 5148,720 5187,200 23.919 30.159 37,959 47.319 59,799 74.879 94.119 118.559 148.719 118.559 148.719 118.559 148.719 187.199 and over Neterinary Technologists and Technicians - Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. Tealthcare Support Occupations	Т
Annual Salary (full-time only)	Total
Veterinary Technologists and Technicians - Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. A B C D E F G H I J J K L	Employme
Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. 29-2056 **Tealthcare Support Occupations** Veterinary Assistants and Laboratory Animal Caretakers - Feed, water, and examine pets and other nonfarm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics. Clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment. **Tealthcare Support Occupations** A B C D E F G H I J K L L L L L L L L L L L L L L L L L L	
Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. 29-2056 **Tealthcare Support Occupations** Veterinary Assistants and Laboratory Animal Caretakers - Feed, water, and examine pets and other nonfarm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics. Clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment. **Tealthcare Support Occupations** A B C D E F G H I J K L L L L L L L L L L L L L L L L L L	Т
Serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. 29-2056 Sealthcare Support Occupations Veterinary Assistants and Laboratory Animal Caretakers - Feed, water, and examine pets and other nonfarm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics. Clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment.	
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Feed, water, and examine pets and other nonfarm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics. Clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment.	
illness, disease, or injury in laboratories and animal hospitals and clinics. Clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment.	T
Clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment.	1
surgical equipment.	İ
	İ
31-9096	I
Building and Grounds Cleaning and Maintenance Occupations	
Janitors and Cleaners, Except Maids and Housekeeping Cleaners - A B C D E F G H I J K L	T
Keep buildings in clean and orderly condition. Perform heavy cleaning]
duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and]
boiler.	İ
	İ
37-2011	
ersonal Care and Service Occupations	
Nonfarm Animal Caretakers - A B C D E F G H I J K L	T
(Groomer) Feed, water, groom, bathe, exercise, or otherwise care for	1
pets and other nonfarm animals, such as dogs, cats, ornamental fish or]
birds, zoo animals, and mice. Work in settings such as kennels, animal shelters, zoos, circuses, and aquariums.]
Shellers, 2005, Gircuses, and aquantums.]

39-2021

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES				I	_	_	_	_	-		AGE RA Hourly			
DESCRIPTION OF BUILD		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
	Hourly (part-	under	\$9.25 -	\$11.50 -	\$14.50 -	\$18.25 -	\$22.75 -	\$28.75 -	\$36.00 -	\$45.25 -	\$57.00 -	\$71.50 -	\$90.00	
	time or full-time) Annual Salary	\$9.25	11.49 \$19,240 -	14.49 \$23,920 -	18.24 \$30,160 -	22.74 \$37,960 -	28.74 \$47,320 -	35.99	45.24 \$74,880 -	56.99	71.49	89.99	and over \$187,200	Total Employment
	(full-time only)	under \$19,240		\$23,920 - 30,159	37,959	47,319	59,799	74,879					and over	
Sales and Related Occupations														
First-Line Supervisors/Managers of Retail Sales Wor		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
Directly supervise sales workers in a retail establishmen	•													
Duties may include management functions, such as pure budgeting, and personnel work. These workers have oth														
reporting directly to them.	or omployees													
	41-1011													
														_
First-Line Supervisors/Managers of Non-Retail Sales Directly supervise and coordinate activities of sales work		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
retail sales workers. May perform duties, such as budget														
personnel work. These workers have other employees re														
to them.														
	41-1012													
Counter and Rental Clerks -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
Receive orders for repairs, rentals, and services.														
	41-2021													
Retail Salespersons -		Α	В	С	D	Е	F	G	н			K	1 1	т
Sell merchandise, such as furniture, motor vehicles, app	liances, or					_	•						_	•
apparel in a retail establishment.														
	41-2031													
Telemarketers -		Α	В	С	D	Е	F	G	н		J	K		т
Solicit orders for goods or services over the telephone.						_	•					- '`	_	•
, , , , , , , , , , , , , , , , , , ,	41-9041	1						1	I	I	I	1	1	

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES				ı	_	_	_	_	SELECT		_			
DESCRIPTION OF BETTES		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
	Hourly (part- time or full-time)	under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over	Total
	Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879					\$187,200 and over	Employment
Office and Administrative Suppo	rt Occupa	tion	S											
First-Line Supervisors/Managers of Office and Admir Support Workers -		Α	В	С	D	Е	F	G	н	1	J	К	L	Т
Supervise and coordinate the activities of clerical and add support workers. These workers have other employees reto them.														
	43-1011													
Bookkeeping, Accounting, and Auditing Clerks -		Α	В	С	D	Е	F	G	Н	I	J	К	L	Т
Compute, classify, and record numerical data to keep fination complete. Perform any combination of routine calculating verifying duties to obtain primary financial data for use in accounting records.	, posting, and													
Customer Service Representatives -		Α	В	С	D	E	F	G	Н		J	К	L	Т
Interact with customers to provide information in respons about products and services and to handle and resolve c Exclude individuals whose duties are primarily sales or re	omplaints.							-						
Interviewers, Except Eligibility and Loan -		Α	В	С	D	Е	F	G	Н	ı	J	К	L	Т
Interview persons by telephone, mail, in person, or by oth the purpose of completing forms, applications, or questio specific questions, record answers, and assist persons w form.	nnaires. Ask													
Receptionists and Information Clerks -		Α	В	С	D	Е	F	G	Н	ı	J	К	L	Т
Answer inquiries and obtain information for general public visitors, and other interested parties. Provide information activities conducted at establishment; location of department and employees within organization.	regarding													

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES						R OF EI t Part-ti								
		Α	В	С	D	E	F	G	Н	_	J	K	L	Т
	Hourly (part-	under	\$9.25 -	\$11.50 -	\$14.50 -	\$18.25 -	\$22.75 -	\$28.75 -	\$36.00 -	\$45.25 -	\$57.00 -	\$71.50 -	\$90.00	
	time or full-time)	\$9.25	11.49	14.49	18.24	22.74	28.74	35.99	45.24	56.99	71.49	89.99	and over	Total Employment
	Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	- \$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119		\$118,560 - 148,719			Lilipioyillelit
	(run-time orny)	ψ10, 2 10	20,010	00,100	01,000	17,010	00,100	1 1,010	01,110	110,000	110,110	107,100	and over	
Executive Secretaries and Administrative Assistants Provide administrative support by performing clerical and tasks. Higher-level executive assistants and administrativ may also conduct independent projects and assume grea responsibilities.	d administrative ve assistants	A	В	С	D	Е	F	G	Н	I	J	К	L	Т
	43-6011													
Medical Secretaries -		Α	В	С	D	E	F	G	н	1	J	K	L	Т
Perform secretarial duties utilizing specific knowledge of terminology and hospital, clinic, or laboratory procedures scheduling appointments, billing patients, and compiling medical charts, reports, and correspondence.	. Duties include					_	-						_	
	43-6013													
Secretaries, Except Legal, Medical, and Executive -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	T
Perform clerical and routine administrative functions sucl correspondence, scheduling appointments, filing, or provinformation.														
Data Entry Keyers -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
(Keypunch Operator) Operate data entry device, such photo composing perforator.	as keyboard or 43-9021													
Office Clerks, General -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
Perform duties too varied and diverse to be classified in a office clerical occupation, requiring limited knowledge of management systems and procedures. Clerical duties m in accordance with the office procedures of individual est	office ay be assigned													

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES				ı	_	_	_	_	-		GE RAI			
DESCRIPTION OF DUTIES		Α	В	С	D	E	F	G	Н	ı	J	K	L	T
	Hourly (part- time or full-time)	under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over	Total
	Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919		\$30,160 - 37,959	\$37,960 - 47,319		\$59,800 - 74,879			\$118,560 - 148,719			Employmen
nstallation, Maintenance, and l				3										
Maintenance and Repair Workers, General -		Α	В	С	D	E	F	G	Н	ı	J	K	L	T
(Maintenance Mechanic) Perform work involving the smore maintenance or craft occupations to keep machine equipment, or the structure of an establishment in repair	es, mechanical													
	49-9042													
Production Occupations														
Photographic Process Workers -		Α	В	С	D	E	F	G	Н	I	J	K	L	T
Perform precision work involved in photographic proces editing photographic negatives and prints, using photo-rchemical, or computerized methods.														
Photographic Processing Machine Operators -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
(Film Processor) Operate photographic processing m photographic printing machines, film developing machin presses.														
										Subto	otal ovmen	ıt		Т

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

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

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.

OCCUPATIONAL TITLE AND		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
DESCRIPTION OF DUTIES		A	В	С	D	E	F	G	Н	l	J	Katej	L	Т
	Hourly (part-	under	\$9.25 -	\$11.50 -	\$14.50 -	\$18.25 -	\$22.75 -	\$28.75 -	\$36.00 -	\$45.25 -	\$57.00 -	\$71.50 -	\$90.00	
	time or full-time) Annual Salary	\$9.25	11.49	14.49 - \$23,920 -	18.24 \$30,160 -	22.74 \$37,960 -	28.74 - \$47,320 -	35.99 \$59,800 -	45.24 \$74,880 -	56.99	71.49	89.99	and over	Total Employment
	(full-time only)	under \$19,240	\$19,240 - 23,919	30,159	37,959	47,319	59,799	74,879	94,119	\$94,120 - 118,559	\$118,560 - 148,719	- 187,199	\$187,200 and over	Linployment
		Α	В	С	D	Е	F	G	н		J	К	L	Т
						_	'		-"	'		IX.		•
[
		Α	В	С	D	Е	F	G	Н		J	К	L	Т
						_	'		- ''	'		- 1	_	'
		Α	В	С	D	Е	F	G	н		J	К	L	Т
						_	•					IX.	_	•
		Α	В	С	D	Е	F	G	н		J	К	L	Т
						_	'		-"	'		IX.		•
		Α	В	С	D	Е	F	G	н	ı	J	К	L	Т
_														
FIPS Schedule Number FOR OFFICE	NAICS Code	Unit Total Employment		yment	Reviewed By		Date Reviewed			Subtotal Employment - this page				
USE ONLY										Total Employment identified on this form				

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		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES												
DESCRIPTION OF DUTIES	(Report Part-time Workers According to an Hourly Rate) A B C D E F G H I J K L T												-	
	Hourly (part- time or full-time) Annual Salary		\$9.25 - 11.49 \$19,240 -	\$11.50 - 14.49 \$23,920 -	\$14.50 - 18.24 \$30,160 -	\$18.25 - 22.74 \$37,960 -	\$22.75 - 28.74 \$47,320 -	\$28.75 - 35.99 \$59,800 -			\$57.00 - 71.49 \$118,560			Total Employment
	(full-time only)	\$19,240	23,919	30,159	37,959	47,319	59,799	74,879	94,119	118,559	- 148,719	- 187,199	and over	
		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
Г														
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		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
_														
		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
]														
		Α	В	С	D	Е	F	G	Н	1	J	К	L	Т
							•		••	•		14	-	•
г														
FOR OFFICE Schedule Number NAICS		Unit Total Employment			Reviewed By		Date Reviewed			Subtotal Employment - this page				
USE ONLY										Total Employment identified on this form				