



**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 by occupation.

- 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?
- 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 \_\_/\_\_/\_\_\_\_: 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: \_\_\_\_\_  
New Address: \_\_\_\_\_

- 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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 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. *Please make any needed address corrections.*

- 4** 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?

Yes  No...Enter number of locations

- 5** Please tell us who to contact if we have questions about your data.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_ Date: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

FOR  
OFFICE  
USE ONLY

## 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
- Nonproduction Bonus (e.g., Holiday Bonus)
- Overtime Pay
- Perquisites
- Profit Sharing Payment
- Relocation Allowance
- Tuition Repayments
- Severance Pay
- Shift Differential
- Stock Bonuses
- Tool Allowance
- Vacation Pay
- Weekend Pay
- Uniform Allowance
- On-call Pay

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.

## 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 TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (REPORT PART-TIME WORKERS ACCORDING TO AN HOURLY RATE)													TOTAL EMPLOYMENT
	A	B	C	D	E	F	G	H	I	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		
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over			
<b>Accountants and Auditors</b> - Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements.  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-left: 20px;">13-2011</div>			1	2	3									6

**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 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.

**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 (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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

## Management Occupations

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

Chief Executives - 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	I	J	K	L	T
11-1011													

General and Operations Managers - 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	I	J	K	L	T
11-1021													

Advertising and Promotions Managers - (Media Director) Plan and direct advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2011													

Marketing Managers - Determine the demand for products and services offered by a firm and its competitors and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2021													

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 (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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

<b>Sales Managers -</b> <b>(Customer Service Manager)</b> Direct the distribution of a product or service to the customer by establishing sales territories, quotas, and goals. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>11-2022</b>													

<b>Administrative Services Managers -</b> <b>(Facilities Manager)</b> Plan, direct, or coordinate supportive services of an organization, such as recordkeeping, mail distribution, telephone operator/receptionist, and other office support services.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>11-3011</b>													

<b>Computer and Information Systems Managers -</b> Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>11-3021</b>													

<b>Financial Managers -</b> <b>(Controller)</b> 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	I	J	K	L	T
<b>11-3031</b>													

<b>Industrial Production Managers -</b> Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>11-3051</b>													

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 (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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

### Business and Financial Operations Occupations

<b>Purchasing Agents, Except Wholesale, Retail, and Farm Products -</b> Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing. Include contract specialists, field contractors, purchasers, price analysts, tooling coordinators, and media buyers.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>13-1023</b>													

<b>Cost Estimators -</b> Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>13-1051</b>													

<b>Compensation, Benefits, and Job Analysis Specialists -</b> Conduct programs of compensation and benefits and job analysis for employer.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>13-1072</b>													

<b>Accountants and Auditors -</b> Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>13-2011</b>													

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 (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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

## Computer and Mathematical Occupations

Computer Programmers - Convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develop and write computer programs to store, locate, and retrieve specific documents, data, and information. May program web sites.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>15-1021</b>													

Computer Software Engineers, Applications - Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>15-1031</b>													

Computer Support Specialists - (Help Desk Representative) Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>15-1041</b>													

Computer Systems Analysts - Analyze data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>15-1051</b>													

Database Administrators - Coordinate changes to computer databases, test and implement the database applying knowledge of database management systems.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>15-1061</b>													

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 (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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

<b>Network and Computer Systems Administrators - (LAN/WAN Administrator)</b> Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain and monitor network hardware and software to ensure network availability to all system users.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>15-1071</b>													

<b>Network Systems and Data Communications Analysts - (Webmaster, Internet Developer)</b> Analyze, design, and evaluate network systems, such as local area networks (LAN), wide area networks (WAN), and Internet. Perform network modeling, analysis, and planning. Research and recommend network and data communications hardware and software. Include telecommunications specialists who deal with the interfacing of computer and communications equipment.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>15-1081</b>													

## Architecture and Engineering Occupations

<b>Architects, Except Landscape and Naval -</b> Plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>17-1011</b>													

<b>Mechanical Engineers -</b> Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>17-2141</b>													



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 (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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

### Life, Physical, and Social Science Occupations

Market Research Analysts - Research market conditions in local, regional, or national areas to determine potential sales of a product or service.	A	B	C	D	E	F	G	H	I	J	K	L	T
19-3021													

### Arts, Design, Entertainment, Sports, and Media Occupations

Art Directors - Formulate design concepts and presentation approaches, and direct workers engaged in art work, layout design, and copy writing for visual communications media, such as magazines, books, newspapers, and packaging.	A	B	C	D	E	F	G	H	I	J	K	L	T
27-1011													

Fine Artists, Including Painters, Sculptors, and Illustrators - Create original artwork using any of a wide variety of mediums and techniques, such as painting and sculpture.	A	B	C	D	E	F	G	H	I	J	K	L	T
27-1013													

Multi-Media Artists and Animators - Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.	A	B	C	D	E	F	G	H	I	J	K	L	T
27-1014													

Commercial and Industrial Designers - Develop and design manufactured products, such as cars, home appliances, and children's toys. Combine artistic talent with research on product use, marketing, and materials to create the most functional and appealing product design.	A	B	C	D	E	F	G	H	I	J	K	L	T
27-1021													

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	I	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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

<b>Fashion Designers -</b> Design clothing and accessories. Create original garments or design garments that follow well established fashion trends.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>27-1022</b>													

<b>Graphic Designers -</b> Design or create graphics to meet a client's specific commercial or promotional needs, such as packaging, displays, or logos.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>27-1024</b>													

<b>Interior Designers -</b> Plan, design, and furnish interiors of residential, commercial, or industrial buildings. Formulate design which is practical, aesthetic, and conducive to intended purposes.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>27-1025</b>													

<b>Set and Exhibit Designers -</b> Design special exhibits and movie, television, and theater sets.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>27-1027</b>													

<b>Public Relations Specialists - (Publicist)</b> Engage in promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communications media. May prepare and arrange displays, and make speeches.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>27-3031</b>													

<b>Editors -</b> Perform variety of editorial duties, such as laying out, indexing, and revising content of written materials, in preparation for final publication.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>27-3041</b>													

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 (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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

<b>Writers and Authors -</b> Originate and prepare written material, such as scripts, stories, advertisements, and other material.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>27-3043</b>													

<b>Photographers -</b> Photograph persons, subjects, merchandise, or other commercial products.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>27-4021</b>													

### Building and Grounds Cleaning and Maintenance Occupations

<b>Janitors and Cleaners, Except Maids and Housekeeping Cleaners -</b> 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.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>37-2011</b>													

### Sales and Related Occupations

<b>First-Line Supervisors/Managers of Retail Sales Workers -</b> Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, and personnel work. These workers have other employees reporting directly to them.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>41-1011</b>													

<b>First-Line Supervisors/Managers of Non-Retail Sales Workers -</b> Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties, such as budgeting and personnel work. These workers have other employees reporting directly to them.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>41-1012</b>													

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 (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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

Advertising Sales Agents - Sell or solicit advertising, including graphic art, advertising space in publications, custom made signs, or TV and radio advertising time.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>41-3011</b>													

Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products - Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>41-4011</b>													

Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products - Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>41-4012</b>													

## 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
<b>43-1011</b>													

Switchboard Operators, Including Answering Service - Operate telephone business systems equipment or switchboards to relay incoming, outgoing, and interoffice calls.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-2011</b>													

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 (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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

Bill and Account Collectors - Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customers' account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-3011</b>													

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.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-3021</b>													

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.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-3031</b>													

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.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-4051</b>													

File Clerks - (Tape Librarian) File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-4071</b>													

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 (part-time or full-time)	Annual Salary (full-time only)											Total Employment
	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	
	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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

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
<b>43-4151</b>													

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.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-4171</b>													

Production, Planning, and Expediting Clerks - (Assignment Agent) Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; and compiling reports on progress of work, inventory levels, costs, and production problems.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-5061</b>													

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.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-5071</b>													

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 (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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

Executive Secretaries and Administrative Assistants - Provide administrative support by performing clerical and administrative tasks. Higher-level executive assistants and administrative assistants may also conduct independent projects and assume greater training responsibilities.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-6011</b>													

Secretaries, Except Legal, Medical, and Executive - Perform clerical and routine administrative functions such as preparing correspondence, scheduling appointments, filing, or providing information.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-6014</b>													

Computer Operators - (Peripheral Equipment Operator) Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-9011</b>													

Desktop Publishers - Format typescript and graphic elements using computer software to produce publication-ready material.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-9031</b>													

Office Clerks, General - Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>43-9061</b>													

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 (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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

### Construction and Extraction Occupations

Carpenters - Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Include brattice builders who build doors or brattices.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>47-2031</b>													

### Production Occupations

First-Line Supervisors/Managers of Production and Operating Workers - 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	I	J	K	L	T
<b>51-1011</b>													

Bindery Workers - Set up or operate binding machines that produce books and other printed materials.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>51-5011</b>													

Prepress Technicians and Workers - Set up and prepare material for printing presses. Include prepress functions, such as compositing, typesetting, layout, paste-up, camera operating, scanning, film stripping, and photoengraving.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>51-5022</b>													



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 (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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

Printing Machine Operators - Set up or operate various types of printing machines, such as offset, letterset, intaglio, or gravure presses or screen printers to produce print on paper or other materials.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-5023													

Sewing Machine Operators - Operate or tend sewing machines to join, reinforce, decorate, or perform related sewing operations in the manufacture of garment or nongarment products.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-6031													

Inspectors, Testers, Sorters, Samplers, and Weighers - Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-9061													

Jewelers and Precious Stone and Metal Workers - Design, fabricate, adjust, repair, or appraise jewelry, gold, silver, other precious metals, or gems. Include diamond polishers and gem cutters and persons who perform precision casting and modeling of molds, casting metal in molds, or setting precious and semi-precious stones for jewelry and related products.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-9071													

Painting, Coating, and Decorating Workers - Paint, coat, or decorate articles, such as furniture, glass, plateware, pottery, jewelry, cakes, toys, books, or leather.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-9123													

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 (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
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

### Transportation and Material Moving Occupations

First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators - Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers. These workers have other employees reporting directly to them.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>53-1031</b>													

Truck Drivers, Light or Delivery Services - 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	I	J	K	L	T
<b>53-3033</b>													

Laborers and Freight, Stock, and Material Movers, Hand - Manually move freight, stock, or other materials or perform other unskilled general labor. Include all unskilled manual laborers not elsewhere classified.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>53-7062</b>													

Packers and Packers, Hand - Pack or package by hand a wide variety of products and materials.	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>53-7064</b>													

**Subtotal  
Employment**

T

## 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.

<b>OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES</b>	<b>NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES</b>													<b>Total Employment</b>
	<b>(Report Part-time Workers According to an Hourly Rate)</b>													
	A	B	C	D	E	F	G	H	I	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		
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over		

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

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

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

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

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

<b>FOR OFFICE USE ONLY</b>	FIPS	Schedule Number	NAICS Code	Unit Total Employment	Reviewed By	Date Reviewed

<b>Subtotal Employment - this page</b>	
--	--

<b>Total Employment identified on this form</b>	
---	--

## 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.

<b>OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES</b>	<b>NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES</b>													<b>Total Employment</b>
	<b>(Report Part-time Workers According to an Hourly Rate)</b>													
	A	B	C	D	E	F	G	H	I	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		
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	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over		

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

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

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

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

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

<b>FOR OFFICE USE ONLY</b>	FIPS	Schedule Number	NAICS Code	Unit Total Employment	Reviewed By	Date Reviewed	<b>Subtotal Employment - this page</b>	
							<b>Total Employment identified on this form</b>	