



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
- On-call 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

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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over		
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 and over		
Accountants and Auditors - Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. 13-2011				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 D. For the full-time workers, use their annual wage: write "2" in column E and "3" in column F.

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

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
	A	B	C	D	E	F	G	H	I	J	K	L	T
	Hourly (part-time or full-time)	under \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 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													

Sales Managers - (Customer Service Manager) 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
11-2022													

Administrative Services Managers - (Facilities Manager) 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
11-3011													

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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
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Computer and Information Systems Managers - 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
11-3021													

Financial Managers - <i>(Controller)</i> 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
11-3031													

Compensation and Benefits Managers - Plan, direct, or coordinate compensation and benefits activities and staff of an organization. Include job analysis and position description managers.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3041													

Transportation, Storage, and Distribution Managers - <i>(Logistics Manager, Airport Manager)</i> Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with governmental policies and regulations.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3071													

Business and Financial Operations Occupations

Employment, Recruitment, and Placement Specialists - Recruit and place workers.	A	B	C	D	E	F	G	H	I	J	K	L	T
13-1071													

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

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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 and over	

Training and Development Specialists - Conduct training and development programs for employees.	A	B	C	D	E	F	G	H	I	J	K	L	T
13-1073													

Accountants and Auditors - 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
13-2011													

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
15-1021													

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
15-1031													

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
15-1041													

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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
15-1051													

Network and Computer Systems Administrators - (LAN/WAN Administrator) 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
15-1071													

Architecture and Engineering Occupations

Aerospace Engineers - Perform a variety of engineering work in designing, constructing, and testing aircraft, missiles, and spacecraft.	A	B	C	D	E	F	G	H	I	J	K	L	T
17-2011													

Industrial Engineers - Design, develop, test, and evaluate integrated systems for managing industrial production processes including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination.	A	B	C	D	E	F	G	H	I	J	K	L	T
17-2112													

Protective Service Occupations

Security Guards - Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.	A	B	C	D	E	F	G	H	I	J	K	L	T
33-9032													

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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
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Building and Grounds Cleaning and Maintenance Occupations

Janitors and Cleaners, Except Maids and Housekeeping Cleaners - 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
37-2011													

Sales and Related Occupations

First-Line Supervisors/Managers of Retail Sales Workers - 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
41-1011													

First-Line Supervisors/Managers of Non-Retail Sales Workers - 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
41-1012													

Cashiers - Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment.	A	B	C	D	E	F	G	H	I	J	K	L	T
41-2011													

Counter and Rental Clerks - Receive orders for repairs, rentals, and services.	A	B	C	D	E	F	G	H	I	J	K	L	T
41-2021													

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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 and over	

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
41-4012													

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
43-1011													

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
43-3011													

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
43-3021													

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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 and over	

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
43-3031													

Payroll and Timekeeping Clerks - Compile and post employee time and payroll data. May prepare paychecks.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-3051													

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
43-4051													

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
43-4151													

Human Resources Assistants, Except Payroll and Timekeeping - (Personnel Clerk) Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, and date of and reason for termination. Compile and type reports from employment records. Search employee files and furnish information to authorized persons.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-4161													

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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
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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
43-4171													

Cargo and Freight Agents - Expedite and route movement of incoming and outgoing cargo and freight shipments. Take orders from customers and arrange pickup of freight and cargo for delivery to loading platform. Prepare and examine bills of lading to determine shipping charges and tariffs.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-5011													

Couriers and Messengers - Pick up and carry messages, documents, packages, and other items between offices or departments within an establishment or to other business concerns.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-5021													

Dispatchers, Except Police, Fire, and Ambulance - Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-5032													

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
43-5061													

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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 and over	

Shipping, Receiving, and Traffic Clerks - (Freight Clerk) 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
43-5071													

Stock Clerks and Order Fillers - (Tool-Crib Attendant) Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-5081													

Weighers, Measurers, Checkers, and Samplers, Recordkeeping - Weigh, measure, and check materials, supplies, and equipment for the purpose of keeping relevant records. Duties are primarily clerical by nature. Include workers who collect and keep record of samples of products or materials.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-5111													

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
43-6011													

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
43-6014													

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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 and over	

Computer Operators - <i>(Peripheral Equipment Operator)</i> 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
43-9011													

Data Entry Keyers - <i>(Keypunch Operator)</i> Operate data entry device, such as keyboard or photo composing perforator.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-9021													

Mail Clerks and Mail Machine Operators, Except Postal Service - Prepare incoming and outgoing mail for distribution. Use hand or mail handling machines to time stamp, open, read, sort, and route incoming mail; and address, stamp, fold, stuff, seal, and affix postage to outgoing mail or packages.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-9051													

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
43-9061													

Installation, Maintenance, and Repair Occupations

First-Line Supervisors/Managers of Mechanics, Installers, and Repairers - Supervise and coordinate the activities of mechanics, installers, and repairers. These workers have other employees reporting directly to them.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-1011													

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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 and over	

Aircraft Mechanics and Service Technicians, FAA Certified - Diagnose, adjust, repair, or overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems. FAA certification required. Include FAA certified helicopter and aircraft engine specialists.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-3012													

Aircraft Mechanics and Service Technicians, not FAA Certified - Diagnose, adjust, repair, or overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems. Include helicopter and aircraft engine specialists.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-3013													

Automotive Service Technicians and Mechanics - Diagnose, adjust, repair, or overhaul automotive vehicles.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-3023													

Bus and Truck Mechanics and Diesel Engine Specialists - Diagnose, adjust, repair, or overhaul trucks, buses, and all types of diesel engines. Include mechanics working primarily with automobile diesel engines.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-3031													

Maintenance and Repair Workers, General - <i>(Maintenance Mechanic)</i> Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-9042													

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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 and over	

Transportation and Material Moving Occupations

Aircraft Cargo Handling Supervisors - (Loadmaster) Direct ground crew in the loading, unloading, securing, and staging of aircraft cargo or baggage. Determine the quantity and orientation of cargo and compute aircraft center of gravity.	A	B	C	D	E	F	G	H	I	J	K	L	T
53-1011													

First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand - Supervise and coordinate the activities of helpers, laborers, or material movers. These workers have other employees reporting directly to them.	A	B	C	D	E	F	G	H	I	J	K	L	T
53-1021													

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
53-1031													

Driver/Sales Workers - Drive truck or other vehicle over established routes or within an established territory and sell goods, such as food products, including restaurant take-out items, or pick up and deliver items, such as laundry.	A	B	C	D	E	F	G	H	I	J	K	L	T
53-3031													

Truck Drivers, Heavy and Tractor-Trailer - Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. Requires commercial drivers' license.	A	B	C	D	E	F	G	H	I	J	K	L	T
53-3032													

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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 and over	

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
53-3033													

Conveyor Operators and Tenders - Control or tend conveyors or conveyor systems that move materials or products to and from stockpiles, processing stations, departments, or vehicles.	A	B	C	D	E	F	G	H	I	J	K	L	T
53-7011													

Industrial Truck and Tractor Operators - (Fork Lift Driver) Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.	A	B	C	D	E	F	G	H	I	J	K	L	T
53-7051													

Cleaners of Vehicles and Equipment - (Detailer) Wash or otherwise clean vehicles, machinery, and other equipment. Use such materials as water, cleaning agents, brushes, cloths, and hoses.	A	B	C	D	E	F	G	H	I	J	K	L	T
53-7061													

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
53-7062													

Machine Feeders and Offbearers - Feed materials into or remove materials from machines or equipment that is automatic or tended by other workers.	A	B	C	D	E	F	G	H	I	J	K	L	T
53-7063													

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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 and over	

Packers and Packagers, 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
53-7064													

**Subtotal
Employment**

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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 DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES													Total Employment
	(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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over		
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	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

FOR OFFICE USE ONLY	FIPS	Schedule Number	NAICS Code	Unit Total Employment	Reviewed By	Date Reviewed

Subtotal Employment - this page	
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Total Employment identified on this form	
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Instructions for Completing the Supplemental Page

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

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES													Total Employment
	(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 \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over		
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 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

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