

**OCCUPATIONAL EMPLOYMENT REPORT
OF GENERAL MERCHANDISE STORES
(452000)**

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



REV. Aug 2010

Form Approved

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 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
- ♦ Owners, proprietors, and partners of unincorporated firms
- ♦ Workers not covered by unemployment insurance

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 employees in the occupations in which they are working, **not** 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.
- Use the description of duties along with the job titles to determine where to place employees. Do not rely on job titles alone.
- Report **apprentices** and **trainees** in the job for which they are being trained. Report **helpers** separately because they are not in training for the occupation they are helping.
- Report part-time workers in the job they perform.
- Professionals who directly supervise other workers in professional occupations should be classified in the same occupation as the workers they supervise. For example, a drafter that supervises other drafters is classified as a drafter.
- Workers in Service, Sales, Office and Administrative, Forestry and Farming, Production, Maintenance, and Transportation occupations who spend 80 percent or more of their time performing supervisory duties should be reported as supervisors. Workers with supervisory duties who spend less than 80 percent of their time supervising should be reported with the workers they supervise.

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 Bonus
- Holiday Premium Pay
- Jury Duty Pay
- Lodging Payments
- Meal Payments
- Merchandise Discounts
- Nonproduction Bonus
- On-call Pay
- 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 \$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		
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 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
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Management Occupations

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

General and Operations Managers - Plan, direct, or coordinate the operations of public or private sector organizations. Responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too general to be classified in any one functional area of management or administration. Excludes First-Line Supervisors.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-1021													

Sales Managers - Plan, direct, or coordinate the actual distribution of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. 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 - Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, and other support services. Medical records administrators are included in "Medical and Health Services Managers" (11-9111). Excludes "Purchasing Managers" (11-3061).	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3011													

Compensation and Benefits Managers - Plan, direct, or coordinate compensation and benefits activities of an organization. Job analysis and position description managers are included in "Human Resource Managers" (11-3121).	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3111													

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	

Human Resources Managers - Plan, direct, or coordinate human resources activities and staff of an organization. Excludes managers who primarily focus on compensation and benefits (11-3111) and training and development (11-3131).	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3121													

Food Service Managers - Plan, direct, or coordinate activities of an organization or department that serves food and beverages. Excludes "Chefs and Head Cooks" (35-1011).	A	B	C	D	E	F	G	H	I	J	K	L	T
11-9051													

Business and Financial Operations Occupations

Wholesale and Retail Buyers, Except Farm Products - Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. Analyze past trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise. Includes assistant buyers of nonfarm products.	A	B	C	D	E	F	G	H	I	J	K	L	T
13-1022													

Human Resources Specialists - Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers. Excludes "Compensation, Benefits, and Job Analysis Specialists" (13-1141) and "Training and Development Specialists" (13-1151).	A	B	C	D	E	F	G	H	I	J	K	L	T
13-1071													

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

Compensation, Benefits, and Job Analysis Specialists - Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.	A	B	C	D	E	F	G	H	I	J	K	L	T
13-1141													

Training and Development Specialists - Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs.	A	B	C	D	E	F	G	H	I	J	K	L	T
13-1151													

Accountants and Auditors - Analyze and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. Excludes "Tax Examiners and Collectors, and Revenue Agents" (13-2081).	A	B	C	D	E	F	G	H	I	J	K	L	T
13-2011													

Arts, Design, Entertainment, Sports, and Media Occupations

Floral Designers - Design, cut, and arrange live, dried, or artificial flowers and foliage.	A	B	C	D	E	F	G	H	I	J	K	L	T
27-1023													

Merchandise Displayers and Window Trimmers - Plan and erect commercial displays, such as those in windows and interiors of retail stores and at trade exhibitions.	A	B	C	D	E	F	G	H	I	J	K	L	T
27-1026													

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	Total Employment
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Healthcare Practitioner and Technical Occupations

Pharmacists - Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners about medication.	A	B	C	D	E	F	G	H	I	J	K	L	T
29-1051													

Pharmacy Technicians - Prepare medications under the direction of a pharmacist.	A	B	C	D	E	F	G	H	I	J	K	L	T
29-2052													

Opticians, Dispensing - Design, measure, fit, and adapt lenses and frames for client according to written optical prescription or specification. Assist client with inserting, removing, and caring for contact lenses. Assist client with selecting frames. Prepare work order for optical laboratory. Verify exactness of finished lens spectacles. Adjust frame and lens position to fit client. May shape or reshape frames. Includes contact lens opticians.	A	B	C	D	E	F	G	H	I	J	K	L	T
29-2081													

Healthcare Support Occupations

Pharmacy Aides - Record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. May operate cash register and accept prescriptions for filling.	A	B	C	D	E	F	G	H	I	J	K	L	T
31-9095													

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
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Protective Service Occupations

Private Detectives and Investigators - Gather, analyze, compile and report information to clients, or detect occurrences of unlawful acts or infractions of rules in private establishment.	A	B	C	D	E	F	G	H	I	J	K	L	T
33-9021													

Security Guards - Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment. Excludes "Transportation Security Screeners" (33-9093).	A	B	C	D	E	F	G	H	I	J	K	L	T
33-9032													

Food Preparation and Serving Related Occupations

First-Line Supervisors of Food Preparation and Serving Workers - Directly supervise and coordinate activities of workers engaged in preparing and serving food.	A	B	C	D	E	F	G	H	I	J	K	L	T
35-1012													

Food Preparation Workers - Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.	A	B	C	D	E	F	G	H	I	J	K	L	T
35-2021													

Combined Food Preparation and Serving Workers, Including Fast Food - Perform duties which combine preparing and serving food and nonalcoholic beverages.	A	B	C	D	E	F	G	H	I	J	K	L	T
35-3021													

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 \$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 Employment
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Counter Attendants, Cafeteria, Food Concession, and Coffee Shop - Serve food to diners at counter or from a steam table. Counter attendants who also wait tables are included in "Waiters and Waitresses" (35-3031).	A	B	C	D	E	F	G	H	I	J	K	L	T
35-3022													

Building and Grounds Cleaning and Maintenance Occupations

First-Line Supervisors of Housekeeping and Janitorial Workers - Directly supervise and coordinate work activities of cleaning personnel.	A	B	C	D	E	F	G	H	I	J	K	L	T
37-1011													

Janitors and Cleaners, Except Maids and Housekeeping Cleaners - Keep buildings in clean and orderly condition. Perform heavy cleaning duties. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.	A	B	C	D	E	F	G	H	I	J	K	L	T
37-2011													

Personal Care and Service Occupations

First-Line Supervisors of Personal Service Workers - Directly supervise and coordinate activities of personal service workers, such as flight attendants, hairdressers, or caddies.	A	B	C	D	E	F	G	H	I	J	K	L	T
39-1021													

Locker Room, Coatroom, and Dressing Room Attendants - Provide personal items to patrons or customers in locker rooms, dressing rooms, or coatrooms.	A	B	C	D	E	F	G	H	I	J	K	L	T
39-3093													

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	Total Employment
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Hairdressers, Hairstylists, and Cosmetologists - Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.	A	B	C	D	E	F	G	H	I	J	K	L	T
39-5012													

Makeup Artists, Theatrical and Performance - Apply makeup to performers to reflect period, setting, and situation of their role.	A	B	C	D	E	F	G	H	I	J	K	L	T
39-5091													

Manicurists and Pedicurists - Clean and shape customers' fingernails and toenails. May polish or decorate nails.	A	B	C	D	E	F	G	H	I	J	K	L	T
39-5092													

Shampoosers - Shampoo and rinse customers' hair.	A	B	C	D	E	F	G	H	I	J	K	L	T
39-5093													

Skincare Specialists - Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists	A	B	C	D	E	F	G	H	I	J	K	L	T
39-5094													

Sales and Related Occupations

First-Line Supervisors of Retail Sales Workers - Directly supervise and coordinate activities of retail sales workers. Duties may include purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.	A	B	C	D	E	F	G	H	I	J	K	L	T
41-1011													

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 \$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
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Cashiers - Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks. Excludes "Gaming Cage Persons and Booth Cashiers" (41-2012).	A	B	C	D	E	F	G	H	I	J	K	L	T
41-2011													

Counter and Rental Clerks - Receive orders, generally in person, for repairs, rentals, and services. May describe available options, compute cost, and accept payment. Excludes "Counter Attendants, Cafeteria, Food Concession, and Coffee Shop" (35-3022), "Hotel, Motel, and Resort Desk Clerks" (43-4081), "Order Clerks" (43-4151), and "Reservation and Transportation Ticket Agents and Travel Clerks" (43-4181).	A	B	C	D	E	F	G	H	I	J	K	L	T
41-2021													

Retail Salespersons - Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers. Excludes "Cashiers" (41-2011).	A	B	C	D	E	F	G	H	I	J	K	L	T
41-2031													

Demonstrators and Product Promoters - Demonstrate merchandise for the purpose of creating public interest in buying the product. May sell demonstrated merchandise.	A	B	C	D	E	F	G	H	I	J	K	L	T
41-9011													

Office and Administrative Support Occupations

First-Line Supervisors of Office and Administrative Support Workers - Directly supervise and coordinate the activities of clerical and administrative support workers.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-1011													

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 \$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	

Switchboard Operators, Including Answering Service - Operate telephone business systems equipment or switchboards to relay calls. May supply information to callers and record messages.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-2011													

Bookkeeping, Accounting, and Auditing Clerks - Compute, classify, and record numerical data to keep financial records complete. Perform routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Excludes "Payroll and Timekeeping Clerks" (43-3051).	A	B	C	D	E	F	G	H	I	J	K	L	T
43-3031													

Payroll and Timekeeping Clerks - Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks. Excludes "Bookkeeping, Accounting, and Auditing Clerks" (43-3031).	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. Excludes individuals whose duties are primarily installation, sales, or repair.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-4051													

Interviewers, Except Eligibility and Loan - Interview persons by telephone, mail, in person, or by other means for the purpose of completing forms, applications, or questionnaires. May sort, classify, and file forms.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-4111													

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	

Order Clerks -	A	B	C	D	E	F	G	H	I	J	K	L	T
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. Excludes "Dispatchers, Except Police, Fire, and Ambulance" (43-5032) who both dispatch and take orders for services.													
43-4151													

Human Resources Assistants, Except Payroll and Timekeeping -	A	B	C	D	E	F	G	H	I	J	K	L	T
Compile and keep personnel records. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.													
43-4161													

Receptionists and Information Clerks -	A	B	C	D	E	F	G	H	I	J	K	L	T
Answer inquiries and provide information regarding activities conducted at establishment and location of departments, offices, and employees within the organization. Excludes "Switchboard Operators, Including Answering Service" (43-2011).													
43-4171													

Production, Planning, and Expediting Clerks -	A	B	C	D	E	F	G	H	I	J	K	L	T
Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Excludes "Weighers, Measurers, Checkers, and Samplers, Recordkeeping" (43-5111).													
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 \$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	

Shipping, Receiving, and Traffic Clerks - Verify and maintain 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. Excludes "Stock Clerks and Order Fillers" (43-5081) and "Weighers, Measurers, Checkers, and Samplers, Recordkeeping" (43-5111).	A	B	C	D	E	F	G	H	I	J	K	L	T
43-5071													

Stock Clerks and Order Fillers - 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. May mark prices on merchandise and set up sales displays. Excludes "Laborers and Freight, Stock, and Material Movers, Hand" (53-7062), and "Shipping, Receiving, and Traffic Clerks" (43-5071).	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. Includes workers who collect and keep record of samples of products or materials. Excludes "Inspectors, Testers, Sorters, Samplers, and Weighers" (51-9061).	A	B	C	D	E	F	G	H	I	J	K	L	T
43-5111													

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 Executive Administrative Assistants - Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Excludes "Secretaries" (43-6012 through 43-6014).	A	B	C	D	E	F	G	H	I	J	K	L	T
43-6011													

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive - Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).	A	B	C	D	E	F	G	H	I	J	K	L	T
43-6014													

Office Clerks, General - Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-9061													

Installation, Maintenance, and Repair Occupations

First-Line Supervisors of Mechanics, Installers, and Repairers - Directly supervise and coordinate the activities of mechanics, installers, and repairers. Excludes team or work leaders.	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 \$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	

Automotive Service Technicians and Mechanics - Diagnose, adjust, repair, or overhaul automotive vehicles. Excludes "Automotive Body and Related Repairers" (49-3021), "Bus and Truck Mechanics and Diesel Engine Specialists" (49-3031), and "Electronic Equipment Installers and Repairers, Motor Vehicles" (49-2096).	A	B	C	D	E	F	G	H	I	J	K	L	T
49-3023													

Tire Repairers and Changers - Repair and replace tires.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-3093													

Home Appliance Repairers - Repair, adjust, or install all types of electric or gas household appliances.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-9031													

Camera and Photographic Equipment Repairers - Repair and adjust cameras and photographic equipment, including commercial video and motion picture camera equipment.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-9061													

Watch Repairers - Repair, clean, and adjust mechanisms of timing instruments, such as watches and clocks. Includes watchmakers.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-9064													

Maintenance and Repair Workers, General - Perform work involving the skills of two or more maintenance occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs. Excludes "Maintenance Workers, Machinery" (49-9043).	A	B	C	D	E	F	G	H	I	J	K	L	T
49-9071													

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	

Production Occupations

First-Line Supervisors of Production and Operating Workers - Directly supervise and coordinate the activities of production and operating workers. Excludes team or work leaders.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-1011													

Bakers - Mix and bake ingredients to produce baked goods. Pastry chefs in restaurants and hotels are included with "Chefs and Head Cooks" (35-1011).	A	B	C	D	E	F	G	H	I	J	K	L	T
51-3011													

Butchers and Meat Cutters - Cut, trim, or prepare consumer-sized portions of meat for use or sale in retail establishments.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-3021													

Meat, Poultry, and Fish Cutters and Trimmers - Use hand or hand tools to perform routine cutting and trimming of meat, poultry, and seafood.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-3022													

Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders - Operate or tend food or tobacco roasting, baking, or drying equipment, including hearth ovens, kiln driers, roasters, char kilns, and vacuum drying equipment.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-3091													

Tailors, Dressmakers, and Custom Sewers - Design, make, alter, repair, or fit garments.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-6052													

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	

Ophthalmic Laboratory Technicians - Cut, grind, and polish eyeglasses, contact lenses, or other precision optical elements. Assemble and mount lenses into frames or process other optical elements. Includes precision lens polishers or grinders, center-edgers, and lens mounters. Excludes "Opticians, Dispensing" (29-2081).	A	B	C	D	E	F	G	H	I	J	K	L	T
51-9083													

Painting, Coating, and Decorating Workers - Paint, coat, or decorate articles, such as furniture, glass, plateware, pottery, jewelry, toys, books, or leather. Excludes "Artists and Related Workers" (27-1010), "Designers" (27-1020), "Photographic Process Workers and Processing Machine Operators" (51-9151), and "Etchers and Engravers" (51-9194).	A	B	C	D	E	F	G	H	I	J	K	L	T
51-9123													

Photographic Process Workers and Processing Machine Operators - Perform work involved in developing and processing photographic images from film or digital media. May perform precision tasks such as editing photographic negatives and prints.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-9151													

Transportation and Material Moving Occupations

First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand - Directly supervise and coordinate the activities of helpers, laborers, or material movers.	A	B	C	D	E	F	G	H	I	J	K	L	T
53-1021													

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	

Light Truck or Delivery Services Drivers - Drive a light vehicle, such as a truck or van, with a capacity of less than 26,000 pounds Gross Vehicle Weight (GVW), primarily to deliver or pick up merchandise or to deliver packages. May load and unload vehicle. Excludes "Couriers and Messengers" (43-5021) and "Driver/Sales Workers" (53-3031).	A	B	C	D	E	F	G	H	I	J	K	L	T
53-3033													

Automotive and Watercraft Service Attendants - Service automobiles, buses, trucks, boats, and other automotive or marine vehicles. Collect payment for services and supplies. May lubricate vehicle, change motor oil, install antifreeze, or replace lights or other accessories, such as windshield wiper blades or fan belts. May repair or replace tires.	A	B	C	D	E	F	G	H	I	J	K	L	T
53-6031													

Industrial Truck and Tractor Operators - Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location. Excludes "Logging Equipment Operators" (45-4022).	A	B	C	D	E	F	G	H	I	J	K	L	T
53-7051													

Laborers and Freight, Stock, and Material Movers, Hand - Manually move freight, stock, or other materials or perform other general labor. Includes all manual laborers not elsewhere classified. Excludes "Material Moving Workers" (53-7011 through 53-7199) who use power equipment. Excludes "Construction Laborers" (47-2061) and "Construction Trades Helpers" (47-3011 through 47-3019).	A	B	C	D	E	F	G	H	I	J	K	L	T
53-7062													

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	

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.

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 (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		

	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 (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	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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