

**OCCUPATIONAL EMPLOYMENT REPORT OF
ADVERTISING AND RELATED SERVICES (541800)**

In Cooperation with the
U.S. Department of Labor



Rev. July 2015

Form Approved
O.M.B. No. 1220-0042

What this report is about: This form asks for information about the occupations and wages of the employees described in Item 3. Please complete Items 1 through 5 below. Next, please provide the information requested beginning on page 1 for the employees who received pay for the pay period that included the reference date printed in bold in Item 3. The instructions on pages ii and iii explain how to provide the requested information. For more on the OES program, including national, state, and metropolitan area employment and wage estimates by occupation, please see our website at <http://www.bls.gov/OES>.

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
- ◆ 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: _____ Date: _____

E-mail address: _____

FOR
OFFICE
USE ONLY

Instructions for Reporting by Occupation

- 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.
- 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
- Cost-of-Living Allowance
- Deadheading Pay
- Guaranteed Pay
- Hazard Pay
- Incentive Pay
- Longevity Pay
- Piece Rate
- Portal-to-Portal Rate
- Production Bonus
- Tips

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
- Severance Pay
- Shift Differential
- Stock Bonuses
- Tool Allowance
- Tuition Repayments
- Uniform Allowance
- Weekend 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	
Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over		
Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over		
Accountants and Auditors - Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements.				1	2	3								6
13-2011														

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 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
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Management Occupations

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

Chief Executives -	A	B	C	D	E	F	G	H	I	J	K	L	T
Formulate policies and provide overall direction of private and public organizations within guidelines set up by a board of directors or other governing body. Plan, direct, or coordinate operational activities with the help of subordinate executives and managers.													
11-1011													

General and Operations Managers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Plan, direct, or coordinate the operations of public or private 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.													
11-1021													

Advertising and Promotions Managers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Plan, direct, or coordinate advertising policies and programs or produce materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service.													
11-2011													

Marketing Managers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Plan, direct, or coordinate marketing for products and services offered by a firm and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.													
11-2021													

Sales Managers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Plan, direct, or coordinate the distribution of a product or service to the customer. Establish sales territories, quotas, goals, and training programs for sales representatives. Analyze sales statistics to determine sales potential and inventory requirements and to monitor the preferences of customers.													
11-2022													

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	A	B	C	D	E	F	G	H	I	J	K	L	T
	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
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Public Relations and Fundraising Managers - Plan, direct, or coordinate activities to create or maintain a favorable public image or raise issue awareness for their organization or client, or plan, direct, or coordinate activities to solicit and maintain funds for special projects or nonprofit organizations.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2031													
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." Excludes "Purchasing Managers."	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3011													
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 - Plan, direct, or 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													
Human Resources Managers - Plan, direct, or coordinate human resources activities and staff of an organization. Excludes managers who primarily focus on compensation and benefits or training and development.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3121													
Business and Financial Operations Occupations													
Purchasing Agents, Except Wholesale, Retail, and Farm Products - Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.	A	B	C	D	E	F	G	H	I	J	K	L	T
13-1023													

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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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" and "Training and Development Specialists." 13-1071	A	B	C	D	E	F	G	H	I	J	K	L	T
Management Analysts - Conduct organizational evaluations, design systems procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants. Excludes "Operations Research Analysts." 13-1111	A	B	C	D	E	F	G	H	I	J	K	L	T
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. 13-1141	A	B	C	D	E	F	G	H	I	J	K	L	T
Training and Development Specialists - Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs. 13-1151	A	B	C	D	E	F	G	H	I	J	K	L	T
Market Research Analysts and Marketing Specialists - Research local, regional, or national market conditions to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and marketing methods. May use survey results to create a marketing campaign based on regional preferences and buying habits. 13-1161	A	B	C	D	E	F	G	H	I	J	K	L	T
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." 13-2011	A	B	C	D	E	F	G	H	I	J	K	L	T

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Computer and Mathematical Occupations

Computer Systems Analysts -	A	B	C	D	E	F	G	H	I	J	K	L	T
Analyze data processing problems to improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or suggest commercially available software.													
15-1121													

Information Security Analysts -	A	B	C	D	E	F	G	H	I	J	K	L	T
Plan, implement, upgrade, or monitor security measures for computer networks and information. May ensure security controls are in place that safeguard digital files and electronic infrastructure. May respond to computer security breaches and viruses.													
15-1122													

Computer Programmers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Create, modify, and test computer applications code, forms, and script. Work from specifications drawn up by software developers or others. May analyze user needs and design software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.													
15-1131													

Web Developers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with computer applications. Convert written, graphic, audio, and video components to compatible Web formats. Excludes "Multimedia Artists and Animators."													
15-1134													

Database Administrators -	A	B	C	D	E	F	G	H	I	J	K	L	T
Administer, test, and implement computer databases. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.													
15-1141													

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Network and Computer Systems Administrators - Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or segment of a network system. Ensure network availability. May monitor and test Web site performance. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.	A	B	C	D	E	F	G	H	I	J	K	L	T
15-1142													

Computer Network Architects - Design and implement computer and information networks, such as local area networks (LAN), wide area networks (WAN), intranets, extranets, and other data communications networks. Perform network modeling, analysis, and planning. May also design network and computer security measures.	A	B	C	D	E	F	G	H	I	J	K	L	T
15-1143													

Computer User Support Specialists - Provide technical assistance to computer users. Answer questions or resolve computer problems in person, via telephone, or electronically. May provide assistance concerning computer hardware and software use.	A	B	C	D	E	F	G	H	I	J	K	L	T
15-1151													

Computer Network Support Specialists - Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure correct operation with minimal interruption.	A	B	C	D	E	F	G	H	I	J	K	L	T
15-1152													

Arts, Design, Entertainment, Sports, and Media Occupations

Art Directors - Formulate design concepts and presentation approaches for visual communications media, such as print, broadcasting, and advertising. Direct workers engaged in art work or layout design.	A	B	C	D	E	F	G	H	I	J	K	L	T
27-1011													

Multimedia Artists and Animators - Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media.	A	B	C	D	E	F	G	H	I	J	K	L	T
27-1014													

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Graphic Designers - Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums. 27-1024	A	B	C	D	E	F	G	H	I	J	K	L	T
Producers and Directors - Produce or direct stage, television, radio, or motion picture productions for entertainment, information, or instruction. Responsible for creative decisions, such as interpretation of script, choice of actors, set design, sound, special effects, and choreography. 27-2012	A	B	C	D	E	F	G	H	I	J	K	L	T
Public Relations Specialists - Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media. 27-3031	A	B	C	D	E	F	G	H	I	J	K	L	T
Editors - Plan, coordinate, or edit content of material for publication. May review proposals and drafts for possible publication. Includes technical editors. 27-3041	A	B	C	D	E	F	G	H	I	J	K	L	T
Technical Writers - Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work. 27-3042	A	B	C	D	E	F	G	H	I	J	K	L	T
Writers and Authors - Originate and prepare written material, such as scripts, stories, advertisements, and other material. Excludes "Public Relations Specialists" and "Technical Writers." 27-3043	A	B	C	D	E	F	G	H	I	J	K	L	T
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. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk. 37-2011	A	B	C	D	E	F	G	H	I	J	K	L	T

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Sales and Related Occupations

First-Line Supervisors of Non-Retail Sales Workers - Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties, such as budgeting, accounting, and personnel work, in addition to supervisory duties.	A	B	C	D	E	F	G	H	I	J	K	L	T
41-1012													

Advertising Sales Agents - Sell or solicit advertising space, time, or media in publications, signage, TV, radio, or Internet establishments or public spaces.	A	B	C	D	E	F	G	H	I	J	K	L	T
41-3011													

Sales Representatives of Services, Except Advertising, Insurance, Travel, and Financial Services - Sell services to individuals or businesses. May describe options or resolve client problems. Excludes "Telemarketers."	A	B	C	D	E	F	G	H	I	J	K	L	T
41-3098													

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													

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													

Telemarketers - Solicit donations or orders for goods or services over the telephone.	A	B	C	D	E	F	G	H	I	J	K	L	T
41-9041													

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 - 11.74	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 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. 43-2011	A	B	C	D	E	F	G	H	I	J	K	L	T
Billing and Posting Clerks - Compile, compute, and record data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods. 43-3021	A	B	C	D	E	F	G	H	I	J	K	L	T
Bookkeeping, Accounting, and Auditing Clerks - Compute, classify, and record 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." 43-3031	A	B	C	D	E	F	G	H	I	J	K	L	T
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. 43-4051	A	B	C	D	E	F	G	H	I	J	K	L	T
Receptionists and Information Clerks - 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." 43-4171	A	B	C	D	E	F	G	H	I	J	K	L	T
Production, Planning, and Expediting Clerks - 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." 43-5061	A	B	C	D	E	F	G	H	I	J	K	L	T

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 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	
Shipping, Receiving, and Traffic Clerks - Verify and maintain records on incoming and outgoing shipments. Prepare items for shipment. Assemble, address, stamp, and ship merchandise or material; receive, unpack, verify and record incoming merchandise or material; and arrange for the transportation of products. Excludes "Stock Clerks and Order Fillers." <div style="text-align: right;">43-5071</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
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 "Shipping, Receiving, and Traffic Clerks." <div style="text-align: right;">43-5081</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
Executive Secretaries and Executive Administrative Assistants - Provide high-level administrative support. Conduct research, prepare statistical reports, handle information requests, and perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. <div style="text-align: right;">43-6011</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
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. <div style="text-align: right;">43-6014</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
Data Entry Keyers - Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing. Excludes "Word Processors and Typists." <div style="text-align: right;">43-9021</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
Mail Clerks and Mail Machine Operators, Except Postal Service - Prepare incoming and outgoing mail for distribution. Time stamp, open, read, sort, and route incoming mail; and address, seal, stamp, fold, stuff, and affix postage to outgoing mail or packages. Duties may also include keeping necessary records and completed forms. <div style="text-align: right;">43-9051</div>	A	B	C	D	E	F	G	H	I	J	K	L	T

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 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	

Office Clerks, General - Perform duties too varied and diverse to be classified in any specific clerical occupation, requiring knowledge of office systems and procedures. Duties 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													

Proofreaders and Copy Markers - Read transcript or proof type setup to detect and mark for correction any grammatical, typographical, or compositional errors. Excludes workers whose primary duty is editing copy. Includes proofreaders of Braille.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-9081													

Construction and Extraction Occupations

Paperhangers - Cover interior walls or ceilings of rooms with decorative wallpaper or fabric, or attach advertising posters on surfaces such as walls and billboards. May remove old materials or prepare surfaces to be papered.	A	B	C	D	E	F	G	H	I	J	K	L	T
47-2142													

Installation, Maintenance, and Repair Occupations

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 equipment; and repairing buildings, floors, or stairs.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-9071													

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													

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 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	

Prepress Technician and Workers -
Format and proof text and images submitted by designers and clients into finished pages that can be printed. Includes digital and photo typesetting. May produce printing plates.

51-5111

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

Printing Press Operators -
Set up and operate digital, letterpress, lithographic, flexographic, gravure, or other printing machines. Includes short-run offset printing presses.

51-5112

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

Transportation and Material Moving Occupations

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" and "Driver/Sales Workers."

53-3033

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

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 who use power equipment.

53-7062

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

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.

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	
		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	
	Hourly (part-time or full-time)													
	Annual Salary (full-time only)													

		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	

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)												
	A	B	C	D	E	F	G	H	I	J	K	L	T
	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
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	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	