



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	Exclude as pay	
<ul style="list-style-type: none">Base RateCommissionsCost-of-Living AllowanceDeadheading PayGuaranteed PayHazard PayIncentive PayLongevity PayPiece RatePortal-to-Portal RateProduction BonusTips	<ul style="list-style-type: none">Attendance BonusBack PayDrawHoliday BonusHoliday Premium PayJury Duty PayLodging PaymentsMeal PaymentsMerchandise DiscountsNonproduction BonusOn-call PayOvertime Pay	<ul style="list-style-type: none">PerquisitesProfit Sharing PaymentRelocation AllowanceSeverance PayShift DifferentialStock BonusesTool AllowanceTuition RepaymentsUniform AllowanceWeekend 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)												
		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	Employment
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
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	Employment

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

Chief Executives - 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.	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 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.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-1021													
Sales Managers - 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.	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." Excludes "Purchasing Managers."	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3011													
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													

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	Employment	
Construction Managers - Plan, direct, or coordinate the construction and maintenance of structures and facilities. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation. Includes managers in specialized construction fields, such as carpentry or plumbing.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-9021														
Architectural and Engineering Managers - Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields. Excludes "Natural Sciences Managers."		A	B	C	D	E	F	G	H	I	J	K	L	T
11-9041														
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														
Compliance Officers - Examine, evaluate, and investigate eligibility for or conformity with regulations governing contract compliance of licenses and permits, and perform other compliance and enforcement inspection and analysis activities not classified elsewhere.		A	B	C	D	E	F	G	H	I	J	K	L	T
13-1041														
Cost Estimators - Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured.		A	B	C	D	E	F	G	H	I	J	K	L	T
13-1051														
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."		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 - 11.74	\$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	Employment
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."		A	B	C	D	E	F	G	H	I	J	K	L	T
13-2011														

Computer and Mathematical Occupations

Computer Programmers - 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.	A	B	C	D	E	F	G	H	I	J	K	L	T
15-1131													
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													

Architecture and Engineering Occupations

Mechanical Engineers - Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems.	A	B	C	D	E	F	G	H	I	J	K	L	T
17-2141													
Mining and Geological Engineers, Including Mining Safety Engineers - Conduct sub-surface surveys to identify the characteristics of potential mining sites. May specify ground support systems, processes, and equipment for safe, environmentally sound extraction or underground construction activities. May inspect areas for unsafe geological conditions, equipment, and working conditions. May design, implement, and coordinate mine safety programs. Excludes "Petroleum Engineers."	A	B	C	D	E	F	G	H	I	J	K	L	T
17-2151													

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
		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	Total Employment
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		
Petroleum Engineers - Devise methods to improve oil and gas extraction and production and determine the need for new or modified tool designs. Oversee drilling and offer technical advice.		A	B	C	D	E	F	G	H	I	J	K	L	T
17-2171														
Mechanical Drafters - Prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information.		A	B	C	D	E	F	G	H	I	J	K	L	T
17-3013														
Electrical and Electronic Engineering Technicians - Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery. Excludes "Broadcast Technicians."		A	B	C	D	E	F	G	H	I	J	K	L	T
17-3023														
Life, Physical, and Social Science Occupations														
Geoscientists, Except Hydrologists and Geographers - Study the physical aspects of the Earth. May use geological, physics, and mathematics knowledge in exploration for oil, gas, minerals, or underground water; or in waste disposal, land reclamation, or other environmental problems. May study the Earth's internal composition, atmospheres, oceans, and its magnetic, electrical, and gravitational forces. Includes mineralogists, crystallographers, paleontologists, stratigraphers, geodesists, and seismologists.		A	B	C	D	E	F	G	H	I	J	K	L	T
19-2042														
Geological and Petroleum Technicians - Assist scientists or engineers in the use of electronic, sonic, or nuclear instruments in laboratory and production activities to indicate potential resources. Analyze mud and drill cuttings. Chart pressure, temperature, and other characteristics of wells or bore holes. Investigate and collect information leading to the possible discovery of new ore, mineral, gas, coal, or petroleum deposits.		A	B	C	D	E	F	G	H	I	J	K	L	T
19-4041														

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	Total Employment
	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	

Healthcare Practitioners and Technical Occupations

Occupational Health and Safety Specialists - Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations. Includes environmental protection officers.	A	B	C	D	E	F	G	H	I	J	K	L	T
29-9011													

Occupational Health and Safety Technicians - Collect data on work environments for analysis by occupational health and safety specialists. Implement and conduct evaluation of programs designed to limit chemical, physical, biological, and ergonomic risks to workers.	A	B	C	D	E	F	G	H	I	J	K	L	T
29-9012													

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.	A	B	C	D	E	F	G	H	I	J	K	L	T
37-2011													

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													

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

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	Employment
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 of Office and Administrative Support Workers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Directly supervise and coordinate the activities of clerical and administrative support workers.													
43-1011													
Bookkeeping, Accounting, and Auditing Clerks -	A	B	C	D	E	F	G	H	I	J	K	L	T
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													
Payroll and Timekeeping Clerks -	A	B	C	D	E	F	G	H	I	J	K	L	T
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.													
43-3051													
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."													
43-4171													

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
		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	Total Employment
Hourly (part-time or full-time)														
Annual Salary (full-time only)														
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 installation, service, or emergency repairs rendered outside the place of business. May use radio, telephone, or computer to transmit assignments and compile statistics and reports on work progress.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-5032														
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."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-5061														
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."		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 "Shipping, Receiving, and Traffic Clerks."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-5081														
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.		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.		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 \$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	Employment
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														

Construction and Extraction Occupations

First-Line Supervisors of Construction Trades and Extraction Workers - Directly supervise and coordinate activities of construction or extraction workers.	A	B	C	D	E	F	G	H	I	J	K	L	T
47-1011													
Carpenters - Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways.	A	B	C	D	E	F	G	H	I	J	K	L	T
47-2031													
Construction Laborers - Perform tasks involving physical labor at construction sites. May operate hand and power tools. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and waste. May assist other craft workers. Construction laborers who primarily assist a particular craft worker are classified under "Helpers, Construction Trades."	A	B	C	D	E	F	G	H	I	J	K	L	T
47-2061													
Operating Engineers and Other Construction Equipment Operators - Operate construction equipment such as bulldozers or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties. Excludes "Crane and Tower Operators."	A	B	C	D	E	F	G	H	I	J	K	L	T
47-2073													
Electricians - Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. Excludes "Security and Fire Alarm Systems Installers."	A	B	C	D	E	F	G	H	I	J	K	L	T
47-2111													

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
		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	Total Employment
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	
Plumbers, Pipefitters, and Steamfitters - Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinklerfitters.		A	B	C	D	E	F	G	H	I	J	K	L	T
47-2152														
Derrick Operators, Oil and Gas - Rig derrick equipment and operate pumps to circulate mud through drill hole.		A	B	C	D	E	F	G	H	I	J	K	L	T
47-5011														
Rotary Drill Operators, Oil and Gas - Set up or operate a variety of drills to remove underground oil and gas, or remove core samples for testing during oil and gas exploration. Excludes "Earth Drillers, Except Oil and Gas."		A	B	C	D	E	F	G	H	I	J	K	L	T
47-5012														
Service Unit Operators, Oil, Gas, and Mining - Operate equipment to increase oil flow from producing wells or to remove stuck pipe, casing, tools, or other obstructions from drilling wells. May also perform similar services in mining exploration operations. Includes fishing-tool technicians.		A	B	C	D	E	F	G	H	I	J	K	L	T
47-5013														
Earth Drillers, Except Oil and Gas - Operate a variety of drills such as rotary, churn, and pneumatic to tap sub-surface water and salt deposits, to remove core samples, and to facilitate the use of explosives in mining or construction. May use explosives. Includes horizontal and earth boring machine operators.		A	B	C	D	E	F	G	H	I	J	K	L	T
47-5021														
Explosives Workers, Ordnance Handling Experts, and Blasters - Place and detonate explosives to demolish structures or to loosen, remove, or displace earth, rock, or other materials. May perform specialized handling, storage, and accounting procedures. Includes seismograph shooters. Excludes "Earth Drillers, Except Oil and Gas" who may also work with explosives.		A	B	C	D	E	F	G	H	I	J	K	L	T
47-5031														
Roustabouts, Oil and Gas - Assemble or repair oil field equipment using hand and power tools. Perform other tasks as needed.		A	B	C	D	E	F	G	H	I	J	K	L	T
47-5071														

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	Employment
Helpers--Extraction Workers - Help extraction workers, such as earth drillers, blasters and explosives workers, derrick operators, and mining machine operators, by performing duties requiring less skill. Supply equipment or clean work area. Apprentice workers are classified with the appropriate skilled construction trade occupation.		A	B	C	D	E	F	G	H	I	J	K	L	T
47-5081														

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													
Automotive Service Technicians and Mechanics - Diagnose, adjust, repair, or overhaul automotive vehicles. Excludes "Automotive Body and Related Repairers."		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 buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.		A	B	C	D	E	F	G	H	I	J	K	L	T
	49-3031													
Mobile Heavy Equipment Mechanics, Except Engines - Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors. Excludes "Rail Car Repairers."		A	B	C	D	E	F	G	H	I	J	K	L	T
	49-3042													
Industrial Machinery Mechanics - Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. Excludes "Millwrights" and "Maintenance Workers, Machinery."		A	B	C	D	E	F	G	H	I	J	K	L	T
	49-9041													
Maintenance Workers, Machinery - Lubricate machinery, change parts, or perform other routine machinery maintenance.		A	B	C	D	E	F	G	H	I	J	K	L	T
	49-9043													

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
		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	Total Employment
Hourly (part-time or full-time)														
Annual Salary (full-time only)														
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														
Riggers - Set up or repair rigging for construction projects, manufacturing plants, logging yards, ships and shipyards, or for the entertainment industry.		A	B	C	D	E	F	G	H	I	J	K	L	T
49-9096														
Helpers--Installation, Maintenance, and Repair Workers - Help installation, maintenance, and repair workers in maintenance, parts replacement, and repair of vehicles, industrial machinery, and electrical and electronic equipment. Furnish tools, materials, and supplies to other workers; clean work area, machines, and tools; and hold materials or tools for other workers.		A	B	C	D	E	F	G	H	I	J	K	L	T
49-9098														
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														
Machinists - Set up and operate a variety of tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines.		A	B	C	D	E	F	G	H	I	J	K	L	T
51-4041														
Welders, Cutters, Solderers, and Brazers - Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.		A	B	C	D	E	F	G	H	I	J	K	L	T
51-4121														

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	Employment
Petroleum Pump System Operators, Refinery Operators, and Gaugers -		A	B	C	D	E	F	G	H	I	J	K	L	T
Operate or control petroleum refining or processing units. May specialize in controlling manifold and pumping systems, gauging or testing oil in storage tanks, or regulating the flow of oil into pipelines.														
51-8093														
Inspectors, Testers, Sorters, Samplers, and Weighers -		A	B	C	D	E	F	G	H	I	J	K	L	T
Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications. May use precision measuring instruments and complex test equipment.														
51-9061														
Helpers--Production Workers -		A	B	C	D	E	F	G	H	I	J	K	L	T
Help production workers by performing duties requiring less skill. Supply or hold materials or tools, and clean work area and equipment. Apprentice workers are classified in the appropriate production occupations.														
51-9198														
Transportation and Material Moving Occupations														
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand -		A	B	C	D	E	F	G	H	I	J	K	L	T
Directly supervise and coordinate the activities of helpers, laborers, or material movers.														
53-1021														
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators -		A	B	C	D	E	F	G	H	I	J	K	L	T
Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers.														
53-1031														
Heavy and Tractor-Trailer Truck Drivers -		A	B	C	D	E	F	G	H	I	J	K	L	T
Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.														
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
		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	Total Employment
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	
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."		A	B	C	D	E	F	G	H	I	J	K	L	T
53-3033														
Crane and Tower Operators - Operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in many directions. Excludes "Excavating and Loading Machine and Dragline Operators."		A	B	C	D	E	F	G	H	I	J	K	L	T
53-7021														
Excavating and Loading Machine and Dragline Operators - Operate or tend machinery equipped with scoops, shovels, or buckets, to excavate and load loose materials. Excludes "Dredge Operators."		A	B	C	D	E	F	G	H	I	J	K	L	T
53-7032														
Loading Machine Operators, Underground Mining - Operate underground loading machine to load coal, ore, or rock into shuttle or mine car or onto conveyors. Loading equipment may include power shovels, hoisting engines equipped with cable-drawn scraper or scoop, or machines equipped with gathering arms and conveyor.		A	B	C	D	E	F	G	H	I	J	K	L	T
53-7033														
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.		A	B	C	D	E	F	G	H	I	J	K	L	T
53-7062														
Gas Compressor and Gas Pumping Station Operators - Operate steam, gas, electric motor, or internal combustion engine driven compressors. Transmit, compress, or recover gases, such as butane, nitrogen, hydrogen, and natural gas.		A	B	C	D	E	F	G	H	I	J	K	L	T
53-7071														

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	Employment
Pump Operators, Except Wellhead Pumpers - Tend, control, or operate power-driven, stationary, or portable pumps and manifold systems to transfer gases, oil, other liquids, slurries, or powdered materials to and from various vessels and processes.		A	B	C	D	E	F	G	H	I	J	K	L	T
53-7072														
Wellhead Pumpers - Operate power pumps and auxiliary equipment to produce flow of oil or gas from wells in oil field.		A	B	C	D	E	F	G	H	I	J	K	L	T
53-7073														
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)												
		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	Total	
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	Employment	

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
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	Employment	

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	