

Form Approved  
B. No. 1220-0042

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
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- 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
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- |                         |                          |
|-------------------------|--------------------------|
| • Attendance Bonus      | • Perquisites            |
| • Back Pay              | • Profit Sharing Payment |
| • Draw                  | • Relocation Allowance   |
| • Holiday Bonus         | • Severance Pay          |
| • Holiday Premium Pay   | • Shift Differential     |
| • Jury Duty Pay         | • Stock Bonuses          |
| • Lodging Payments      | • Tool Allowance         |
| • Meal Payments         | • Tuition Repayments     |
| • Merchandise Discounts | • Uniform Allowance      |
| • Nonproduction Bonus   | • Weekend Pay            |
| • On-call Pay           |                          |
| • Overtime 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
<b>Accountants and Auditors</b> - 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.)

<b>Chief Executives -</b> 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													
<b>General and Operations Managers -</b> 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													
<b>Marketing Managers -</b> 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.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2021													
<b>Sales Managers -</b> 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													
<b>Administrative Services Managers -</b> 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													

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		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)		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	
<b>Computer and Information Systems Managers -</b> Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3021														
<b>Financial Managers -</b> 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														
<b>Industrial Production Managers -</b> Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3051														
<b>Transportation, Storage, and Distribution Managers -</b> Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3071														
<b>Compensation and Benefits Managers -</b> Plan, direct, or coordinate compensation and benefits activities of an organization. Job analysis and position description managers are included in "Human Resources Managers."		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3111														
<b>Human Resources Managers -</b> 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														
<b>Architectural and Engineering Managers -</b> 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														

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		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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Business and Financial Operations Occupations

<b>Purchasing Agents, Except Wholesale, Retail, and Farm Products -</b> Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.	A	B	C	D	E	F	G	H	I	J	K	L	T
	13-1023												
<b>Compliance Officers -</b> 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												
<b>Cost Estimators -</b> Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. 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												
<b>Human Resources Specialists -</b> 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												
<b>Labor Relations Specialists -</b> Resolve disputes between workers and managers, negotiate collective bargaining agreements, or coordinate grievance procedures. Excludes equal employment opportunity (EEO) officers, who are included in "Compliance Officers."	A	B	C	D	E	F	G	H	I	J	K	L	T
	13-1075												
<b>Management Analysts -</b> 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."	A	B	C	D	E	F	G	H	I	J	K	L	T
	13-1111												

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Annual Salary (full-time only)														
<b>Compensation, Benefits, and Job Analysis Specialists -</b> 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														
<b>Training and Development Specialists -</b> 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														
<b>Market Research Analysts and Marketing Specialists -</b> 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.		A	B	C	D	E	F	G	H	I	J	K	L	T
13-1161														
<b>Accountants and Auditors -</b> 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														
<b>Information Security Analysts -</b> 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.		A	B	C	D	E	F	G	H	I	J	K	L	T
15-1122														
<b>Computer Programmers -</b> 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														



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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<b>Network and Computer Systems Administrators -</b> 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														
<b>Computer Network Architects -</b> 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														
<b>Computer User Support Specialists -</b> 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														
<b>Computer Network Support Specialists -</b> 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														
Architecture and Engineering Occupations														
<b>Civil Engineers -</b> Perform engineering duties in planning, designing, and overseeing construction and maintenance of structures and facilities, such as roads, railroads, airports, bridges, harbors, dams, pipelines, power plants, and water and sewage systems. Includes architectural, structural, traffic, ocean, and geo-technical engineers. Excludes "Hydrologists."		A	B	C	D	E	F	G	H	I	J	K	L	T
17-2051														



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
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<b>Electrical Engineers -</b> Research, design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use. Excludes "Computer Hardware Engineers."		A	B	C	D	E	F	G	H	I	J	K	L	T
17-2071														
<b>Mechanical Engineers -</b> 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														
<b>Nuclear Engineers -</b> Conduct research on nuclear engineering projects or apply principles and theory of nuclear science to problems concerned with release, control, and use of nuclear energy and nuclear waste disposal.		A	B	C	D	E	F	G	H	I	J	K	L	T
17-2161														
<b>Electrical and Electronics Drafters -</b> Prepare wiring diagrams, circuit board assembly diagrams, and layout drawings used for the manufacture, installation, or repair of electrical equipment.		A	B	C	D	E	F	G	H	I	J	K	L	T
17-3012														
<b>Civil Engineering Technicians -</b> Apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists.		A	B	C	D	E	F	G	H	I	J	K	L	T
17-3022														
<b>Electrical and Electronic Engineering Technicians -</b> 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														

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
<b>Surveying and Mapping Technicians -</b>  Perform surveying and mapping duties, usually under the direction of an engineer, surveyor, cartographer, or photogrammetrist to obtain data used for construction, mapmaking, boundary location, mining, or other purposes. May calculate mapmaking information and create maps from source data. May verify accuracy and completeness of maps.			<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
		<b>17-3031</b>													

Life, Physical, and Social Science Occupations

<b>Nuclear Technicians -</b> Assist nuclear physicists, nuclear engineers, or other scientists in laboratory or production activities. May operate, maintain, or provide quality control for nuclear testing and research equipment. May monitor radiation.	A	B	C	D	E	F	G	H	I	J	K	L	T
	19-4051												

Arts, Design, Entertainment, Sports, and Media Occupations

<b>Public Relations Specialists -</b> 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.	A	B	C	D	E	F	G	H	I	J	K	L	T
	27-3031												

Healthcare Practitioners and Technical Occupations

<b>Occupational Health and Safety Specialists -</b> 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												

Protective Service Occupations

<b>Security Guards -</b> 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."	A	B	C	D	E	F	G	H	I	J	K	L	T
	33-9032												

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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
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

## Building and Grounds Cleaning and Maintenance Occupations

<b>Janitors and Cleaners, Except Maids and Housekeeping Cleaners -</b> Keep buildings in clean and orderly condition. Perform heavy cleaning duties. 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													
<b>Tree Trimmers and Pruners -</b> Cut away branches from trees or shrubs. Prune or treat trees or shrubs using handsaws, hand pruners, clippers, and power pruners. Works off the ground in the tree canopy and may use truck-mounted lifts. Excludes "Landscaping and Groundskeeping Workers."	A	B	C	D	E	F	G	H	I	J	K	L	T
37-3013													

## Sales and Related Occupations

<b>Cashiers -</b> 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."	A	B	C	D	E	F	G	H	I	J	K	L	T
41-2011													
<b>Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products -</b> 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

<b>First-Line Supervisors of Office and Administrative Support Workers -</b> 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													
<b>Bill and Account Collectors -</b> Solicit payment from delinquent customers. Receive payment and post amount to customer's account; prepare statements to credit department if customer fails to respond; initiate repossession proceedings or service disconnection; and keep records of collection and status of accounts.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-3011													

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		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
<b>Billing and Posting Clerks -</b> Compile, compute, and record data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.														
43-3021														
<b>Bookkeeping, Accounting, and Auditing Clerks -</b> 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														
<b>Payroll and Timekeeping Clerks -</b> 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														
<b>Customer Service Representatives -</b> 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														
<b>Human Resources Assistants, Except Payroll and Timekeeping -</b> 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														
<b>Dispatchers, Except Police, Fire, and Ambulance -</b> 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.														
43-5032														
<b>Meter Readers, Utilities -</b> Read meter and record consumption of electricity, gas, water, or steam.														
43-5041														

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
<b>Production, Planning, and Expediting Clerks -</b> 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														
<b>Stock Clerks and Order Fillers -</b> 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														
<b>Executive Secretaries and Executive Administrative Assistants -</b> 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														
<b>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive -</b> 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														
<b>Office Clerks, General -</b> 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

<b>First-Line Supervisors of Construction Trades and Extraction Workers -</b> Directly supervise and coordinate activities of construction or extraction workers.	<b>47-1011</b>	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	Employment
<b>Construction Laborers -</b> 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."														
47-2061		A	B	C	D	E	F	G	H	I	J	K	L	T
<b>Operating Engineers and Other Construction Equipment Operators -</b> 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."														
47-2073		A	B	C	D	E	F	G	H	I	J	K	L	T
<b>Electricians -</b> 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."														
47-2111		A	B	C	D	E	F	G	H	I	J	K	L	T
<b>Pipelayers -</b> Lay pipe for storm or sanitation sewers, drains, and water mains. Perform any combination of the following tasks: grade trenches or culverts, position pipe, or seal joints. Excludes "Welders, Cutters, Solderers, and Brazers."														
47-2151		A	B	C	D	E	F	G	H	I	J	K	L	T
<b>Plumbers, Pipefitters, and Steamfitters -</b> 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.														
47-2152		A	B	C	D	E	F	G	H	I	J	K	L	T
Installation, Maintenance, and Repair Occupations														
<b>First-Line Supervisors of Mechanics, Installers, and Repairers -</b> Directly supervise and coordinate the activities of mechanics, installers, and repairers. Excludes team or work leaders.														
49-1011		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
		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
<b>Electrical and Electronics Repairers, Powerhouse, Substation, and Relay -</b> Inspect, test, repair, or maintain electrical equipment in generating stations, substations, and in-service relays.														
49-2095														
<b>Automotive Service Technicians and Mechanics -</b> Diagnose, adjust, repair, or overhaul automotive vehicles. Excludes "Automotive Body and Related Repairers."														
49-3023														
<b>Bus and Truck Mechanics and Diesel Engine Specialists -</b> 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.														
49-3031														
<b>Control and Valve Installers and Repairers, Except Mechanical Door -</b> Install, repair, and maintain mechanical regulating and controlling devices, such as electric meters, gas regulators, thermostats, and safety and flow valves.														
49-9012														
<b>Home Appliance Repairers -</b> Repair, adjust, or install all types of electric or gas household appliances.														
49-9031														
<b>Industrial Machinery Mechanics -</b> Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. Excludes "Millwrights" and "Maintenance Workers, Machinery."														
49-9041														
<b>Maintenance Workers, Machinery -</b> Lubricate machinery, change parts, or perform other routine machinery maintenance.														
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)	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		
<b>Electrical Power-Line Installers and Repairers -</b> Install or repair cables or wires used in electrical power or distribution systems. May erect poles and light or heavy duty transmission towers. Excludes "Electrical and Electronics Repairers, Powerhouse, Substation, and Relay."		A	B	C	D	E	F	G	H	I	J	K	L	T
49-9051														
<b>Maintenance and Repair Workers, General -</b> 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														
<b>Helpers--Installation, Maintenance, and Repair Workers -</b> 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														
<b>Production Occupations</b>														
<b>First-Line Supervisors of Production and Operating Workers -</b> 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														
<b>Machinists -</b> 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														
<b>Welders, Cutters, Solderers, and Brazers -</b> 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
		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	
<b>Nuclear Power Reactor Operators -</b> Operate or control nuclear reactors. Move control rods, start and stop equipment, monitor and adjust controls, and record data. Implement emergency procedures when needed. May respond to abnormalities, determine cause, and recommend corrective action.		A	B	C	D	E	F	G	H	I	J	K	L	T
51-8011														
<b>Power Distributors and Dispatchers -</b> Coordinate, regulate, or distribute electricity or steam.		A	B	C	D	E	F	G	H	I	J	K	L	T
51-8012														
<b>Power Plant Operators -</b> Control, operate, or maintain machinery to generate electric power. Includes auxiliary equipment operators. Excludes "Nuclear Power Reactor Operators."		A	B	C	D	E	F	G	H	I	J	K	L	T
51-8013														
<b>Stationary Engineers and Boiler Operators -</b> Operate or maintain stationary engines, boilers, or other mechanical equipment to provide utilities for buildings or industrial processes. Operate equipment, such as steam engines, generators, motors, turbines, and steam boilers.		A	B	C	D	E	F	G	H	I	J	K	L	T
51-8021														
<b>Water and Wastewater Treatment Plant and System Operators -</b> Operate or control an entire process or system of machines to transfer or treat water or wastewater.		A	B	C	D	E	F	G	H	I	J	K	L	T
51-8031														
<b>Gas Plant Operators -</b> Distribute or process gas for utility companies and others by controlling compressors to maintain specified pressures on main pipelines.		A	B	C	D	E	F	G	H	I	J	K	L	T
51-8092														

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

<b>Transportation and Material Moving Occupations</b>														
<b>First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators -</b>		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													
<b>Heavy and Tractor-Trailer Truck Drivers -</b>		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													
<b>Laborers and Freight, Stock, and Material Movers, Hand -</b>		A	B	C	D	E	F	G	H	I	J	K	L	T
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													
<b>Gas Compressor and Gas Pumping Station Operators -</b>		A	B	C	D	E	F	G	H	I	J	K	L	T
Operate steam, gas, electric motor, or internal combustion engine driven compressors. Transmit, compress, or recover gases, such as butane, nitrogen, hydrogen, and natural gas.														
	53-7071													

														T
Subtotal Employment														

## 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
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	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	