### OCCUPATIONAL EMPLOYMENT REPORT OF BUILDING MATERIAL AND GARDEN EQUIPMENT AND SUPPLIES DEALERS (444000)

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.

ges ii and iii explain how to provide the requested information. For more on the OES program, cupation, please see our website at <b>http://www.bls.gov/OES</b> .	including national, state, and metropolitan area employment and wage estimates by
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.	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.
New Address:  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.	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  • 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
	Please tell us who to contact if we have questions about your data.  Name: Title: Phone: Date: E-mail address:

# **Instructions for Reporting by Occupation**

 Report employees in the occupations in which they are working, not necessarily in occupations for which they have been trained.

**For example**: An employee trained as an engineer, but working as a drafter, should be reported as a drafter.

- Report each employee only once in the occupation that requires the highest level
  of skill if the employee performs work in two or more occupations. If there is no
  measurable difference in skill requirements, report employees in the occupation in
  which they spend the most time.
- Use the description of duties along with the job titles to determine where to place employees. Do not rely on job titles alone.
- Report apprentices and trainees in the job for which they are being trained.
   Report helpers separately because they are not in training for the occupation they are helping.
- Report part-time workers in the job they perform.
- Professionals who directly supervise other workers in professional occupations should be classified in the same occupation as the workers they supervise.
   For example, a drafter that supervises other drafters is classified as a drafter.
- Workers in Service, Sales, Office and Administrative, Forestry and Farming,
  Production, Maintenance, and Transportation occupations who spend 80 percent
  or more of their time performing supervisory duties should be reported as
  supervisors. Workers with supervisory duties who spend less than 80 percent of
  their time supervising should be reported with the workers they supervise.

# **Instructions for Reporting Wage Information**

#### For all employees:

- Please use the hourly and annual wage rate categories to report employees. If wages are not recorded by hour or year (bi-weekly, or monthly for example), convert them into an hourly wage rate.
- For part-time workers, please report the specific hourly wage rate, not an average.
- For tip, commission, and piece-rate workers, please estimate the earnings (base pay plus tips, commissions, or piece rates), and report the appropriate wage.
- For salaried workers who do not work a standard 2080 hours per year (40 hours per week), please report wages on an hourly basis. For workers who are paid an annual salary by contract, such as Airline Pilots, report their annual salary.
- Include and/or exclude from pay as follows:

### Include as pay

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

### Exclude as pay

- Attendance Bonus
- Back Pay
- Draw
- Holiday Bonus
- Holiday Premium Pay
- Jury Duty Pay
- Lodging Payments
- Meal Payments
- Merchandise Discounts
- Nonproduction Bonus
- On-call Pay
- Overtime Pay

- iue as pay
  - Perquisites
  - Profit Sharing PaymentRelocation Allowance
  - Severance Pay
  - Ocverance ray
  - Shift Differential
  - Stock Bonuses
  - Tool Allowance
  - Tuition Repayments
  - Uniform Allowance
  - Weekend Pay

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. This report is authorized by law, 29 U.S.C. §2. Your voluntary cooperation is needed to make the results of this report comprehensive, accurate, and timely.

\*We estimate that it will vary from 30 minutes to 6 hours to complete this report, depending on such factors as the size of the establishment. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspects of this report, including suggestions for reducing this burden, send them to the U.S. Bureau of Labor Statistics, Division of Occupational Employment Statistics (1220-0042), 2 Massachusetts Avenue NE, Suite 2135, Washington, DC 20212. Please do not return your questionnaire to this address. Use the enclosed preaddressed envelope or the address provided at the top of the first page to return your completed questionnaire. You do not have to complete this questionnaire if it does not display a currently valid OMB control number.

444000 ii

# **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 A DESCRIPTION OF DUTIES						R OF E								
		Α	В	С	D	E	F	G	Н	ı	J	K	L	Т
	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
Accountants and Auditors - Exa and interpret accounting records giving advice or preparing statem	for the purpose of			1	2	3								6
	13-2011		L,											
<del></del>								/						

For each occupation listed, read the definition to determine which occupations are found in your establishment.

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.

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.

444000 iii

# OCCUPATIONAL TITLE AND **DESCRIPTION OF DUTIES**

				_	_	MPLOYI											
	Α	В	C         D         E         F         G         H         I         J         K         L         T           5         \$11.75         \$14.75         \$18.75         \$24.00         \$30.25         \$38.50         \$49.00         \$62.00         \$78.75         \$100.00														
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		\$100.00 and over	Total				
Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439		\$30,680 - 38,999		\$49,920 - 62,919					\$163,800 - 207,999		Employment				

# **Management Occupations**

Chief Executives -		Α	В	С	D	E	F	G	Н	I	J	K	L	T
Formulate policies and provide overall direction of priv organizations within guidelines set up by a board of direct, or coordinate operational help of subordinate executives and managers.	rectors or other													
General and Operations Managers -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
Plan, direct, or coordinate the operations of public or p Responsibilities include formulating policies, managing planning the use of materials and human resources, b be classified in any one functional area of management Excludes First-Line Supervisors.	daily operations, and ut are too general to													
	11-1021													
Sales Managers -		A	В	С	D	Е	F	G	Н	ı	J	K	L	Т
Plan, direct, or coordinate the distribution of a product customer. Establish sales territories, quotas, goals, an for sales representatives. Analyze sales statistics to de potential and inventory requirements and to monitor the customers.	d training programs etermine sales													
	11-2022					-	F		L			1/		Т
Administrative Services Managers - Plan, direct, or coordinate one or more administrative organization, such as records and information manage distribution, facilities planning and maintenance, and of Medical records administrators are included in "Medical Managers." Excludes "Purchasing Managers."	ement, mail other support services.	<u>A</u>	В	С	D	E	F	G	Н		J	К	L	
Financial Managers -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
Plan, direct, or coordinate accounting, investing, banki securities, and other financial activities of a branch, off an establishment.	ng, insurance, ice, or department of													
an establishment.	11-3031													

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OCCUPATIONAL TITLE AND		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
DESCRIPTION OF DUTIES	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
Purchasing Managers - Plan, direct, or coordinate the activities of buyers and involved in purchasing materials, products, and service or retail trade merchandising managers and procurements.	es. Includes wholesale	Α	В	С	D	Е	F	G	Н	I	J	К	L	Т
Business and Financial Operations C	Occupations	•	<u>'</u>						<u>'</u>	<u>'</u>	<u>'</u>	<u>'</u>		
Buyers and Purchasing Agents, Farm Products -	F	Α	В	С	D	Е	F	G	Н	Т	J	К	L	Т
Purchase farm products for further processing or resal contractors, grain brokers and market operators, grain buyers.	buyers, and tobacco													
	13-1021													
Wholesale and Retail Buyers, Except Farm Produc	ts -	Α	В	С	D	E	F	G	Н	I	J	K	L	Т
Buy merchandise or commodities, other than farm proconsumers at the wholesale or retail level. Analyze parecords, price, and quality of merchandise to determine Select, order, and authorize payment for merchandise buyers of nonfarm products.	st trends, sales e value and yield.													
	13-1022													
Cost Estimators -		Α	В	С	D	E	F	G	Н	ı	J	K	L	T
Prepare cost estimates for product manufacturing, conservices to aid management in bidding on or determiniservice. May specialize according to particular service product manufactured.	ng price of product or													
Labor Relations Specialists -		Α	В	С	D	E	F	G	Н	<u> </u>	J	К	L	Т
Resolve disputes between workers and managers, neg bargaining agreements, or coordinate grievance proce employment opportunity (EEO) officers, who are include Officers."	dures. Excludes equal ded in "Compliance													
	13-1075													
Compensation, Benefits, and Job Analysis Special	ists -	Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Conduct programs of compensation and benefits and j employer. May specialize in specific areas, such as po and pension programs.	ob analysis for sition classification													
	13-1141	1												

										ED WAC				
OCCUPATIONAL TITLE AND		Α	В	С	D	Е	F	G	Н	I	J	K	L	T
DESCRIPTION OF DUTIES	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		\$128,960 - 163,799		\$208,000 and over	Employment
Training and Development Specialists -		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Design and conduct training and development programs individual and organizational performance. May analyze														
Accountants and Auditors -		Α	В	С	D	Е	F	G	Н	Т	J	K	L	Т
Analyze and interpret accounting records to prepare fina give advice, or audit and evaluate statements prepared advise on systems of recording costs or other financial a Excludes "Tax Examiners and Collectors, and Revenue	by others. Install or and budgetary data.													
Computer and Mathematical Occupat	ions													
Computer User Support Specialists -		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Provide technical assistance to computer users. Answer computer problems in person, via telephone, or electron assistance concerning computer hardware and software	ically. May provide use.													
	15-1151													
Architecture and Engineering Occupa	tions													
Landscape Architects -		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Plan and design land areas for projects such as parks a facilities, airports, highways, hospitals, schools, land subcommercial, industrial, and residential sites.	nd other recreational odivisions, and													
Arts, Design, Entertainment, Sports,	·	nunati	one											
Floral Designers -	and Media Occ	Lupau	В	С	D	E	F	G	Н		J	Ικ		Т
Design, cut, and arrange live, dried, or artificial flowers a	and foliage						-	9	- "	•	,	- K		
Design, cut, and arrange live, uned, or artificial flowers a	27-1023													
Interior Designers -		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Plan, design, and furnish interiors of residential, comme buildings. May specialize in a particular field, style, or ph design. Excludes "Merchandise Displayers and Window	nase of interior													

											SE RANG			
OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G G	H	IO an n	J J	K	L	т
DESCRIPTION OF DUTIES	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			\$128,960 - 163,799	\$163,800 - 207,999		Employment
Merchandise Displayers and Window Trimmers -		Α	В	С	D	Е	F	G	Н	I	J	К	L	T
Plan and erect commercial displays, such as those in of retail stores and at trade exhibitions.	windows and interiors													
	27-1026													
Protective Service Occupations														
Security Guards -		Α	В	С	D	E	F	G	Н	I	J	К	L	Т
Guard, patrol, or monitor premises to prevent theft, vic rules. May operate x-ray and metal detector equipmer "Transportation Security Screeners."														
	33-9032													
Building and Grounds Cleaning and	Maintenance O	ccupa	tions											
First-Line Supervisors of Landscaping, Lawn Serv	ice, and	Α	В	С	D	E	F	G	Н	I	J	K	L	Т
Groundskeeping Workers -														
Directly supervise and coordinate activities of landsca groundskeeping workers. Work may involve reviewing service requirements, answering inquiries from potenti preparing estimates.	contracts to ascertain													
F	37-1012													
Janitors and Cleaners, Except Maids and Houseke	eping Cleaners -	Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Keep buildings in clean and orderly condition. Perform duties. Duties may include tending furnace and boiler, maintenance activities, notifying management of need cleaning snow or debris from sidewalk.	performing routine													
	37-2011													
Landscaping and Groundskeeping Workers -		Α	В	С	D	Е	F	G	Н	I	J	K	L	T
Landscape or maintain grounds of property using hand equipment. Tasks may include sod laying, mowing, triu watering, fertilizing, digging, raking, sprinkler installation mortarless segmental concrete masonry wall units. Exand Laborers, Crop, Nursery, and Greenhouse."	nming, planting, on, and installation of													

37-3011

									SELECT cording					
OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	Н	I	J	K	L	T
DESCRIPTION OF DUTIES	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				\$163,800 - 207,999		Employment
Sales and Related Occupations														
First-Line Supervisors of Retail Sales Workers -		Α	В	С	D	E	F	G	Н	ı	J	K	L	T
Directly supervise and coordinate activities of retail sale may include purchasing, budgeting, accounting, and peraddition to supervisory duties.														
	41-1011													
First-Line Supervisors of Non-Retail Sales Workers	; -	Α	В	С	D	Е	F	G	Н	ı	J	К	L	Т
Directly supervise and coordinate activities of sales wo sales workers. May perform duties, such as budgeting, personnel work, in addition to supervisory duties.	rkers other than retail													
	41-1012													
Cashiers -		Α	В	С	D	Е	F	G	Н	ı	J	К	L	Т
Receive and disburse money in establishments other the institutions. May use electronic scanners, cash register equipment. May process credit or debit card transaction checks. Excludes "Gaming Cage Persons and Booth Company"	rs, or related ns and validate													
	41-2011													
Counter and Rental Clerks -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
Receive orders, generally in person, for repairs, rentals describe available options, compute cost, and accept p "Counter Attendants, Cafeteria, Food Concession, and Clerks," and "Reservation and Transportation Ticket Ac	payment. Excludes Coffee Shop," "Order													
Parte Saloenoreone		l A	В	С	D	E	F	G	Н	1	J	К	L	Т
rts Salespersons -  Il spare and replacement parts and equipment in repair shop or parts re.  41-2022						_							_	
Retail Salespersons -		Α	В	С	D	Е	F	G	Н		J	К	L	Т
Sell merchandise, such as furniture, motor vehicles, ap to consumers. Excludes "Cashiers."	opliances, or apparel													

									SELECT cording					
OCCUPATIONAL TITLE AND		Α	В	С	D	Е	F	G	Н	I	J	K	L	T
DESCRIPTION OF DUTIES	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	- 101,919			\$163,800 - 207,999	\$208,000 and over	Employment
Sales Representatives, Wholesale and Manufacturi Scientific Products -	ng, Technical and	Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
Sell goods for wholesalers or manufacturers where tecknowledge is required in such areas as biology, engine electronics, normally obtained from at least 2 years of peducation. Excludes "Sales Engineers."	ering, chemistry, and													
	41-4011													
Sales Representatives, Wholesale and Manufacturi	ng, Except	Α	В	С	D	E	F	G	Н	ı	J	K	L	Т
Technical and Scientific Products - Sell goods for wholesalers or manufacturers to busines individuals. Work requires substantial knowledge of iter														
1	41-4012													
Office and Administrative Support O	ccupations													
First-Line Supervisors of Office and Administrative	Support Workers -	Α	В	С	D	E	F	G	Н	I	J	K	L	Т
Directly supervise and coordinate the activities of cleric support workers.	al and administrative													
	43-1011													
Switchboard Operators, Including Answering Servi	ce -	Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
Operate telephone business systems equipment or swi calls. May supply information to callers and record mes	tchboards to relay sages.													
	43-2011													
Bill and Account Collectors -		Α	В	С	D	E	F	G	Н	ı	J	K	L	Т
Solicit payment from delinquent customers. Receive pa amount to customer's account; prepare statements to c customer fails to respond; initiate repossession proceed disconnection; and keep records of collection and statu	credit department if dings or service													
Billing and Posting Clerks -		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Compile, compute, and record data for billing purposes invoices for services rendered or for delivery or shipme	nt of goods.													

					_	_	_		SELECTI cording					
OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	Н	ı	J	K	L	Т
DESCRIPTION OF DUTIES	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
Bookkeeping, Accounting, and Auditing Clerks -		Α	В	С	D	E	F	G	Н	ı	J	K	L	Т
Compute, classify, and record data to keep financial re- Perform routine calculating, posting, and verifying dutie financial data for use in maintaining accounting records accuracy of figures, calculations, and postings pertaining transactions recorded by other workers. Excludes "Pay Clerks."	es to obtain primary s. May also check the ng to business rroll and Timekeeping													
	43-3031	<u> </u>				<u> </u>			<u> </u>					<u></u>
Payroll and Timekeeping Clerks -		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Compile and record employee time and payroll data. M employees' time worked, production, and commission. post wages and deductions, or prepare paychecks.	May compute and													
	43-3051													
Procurement Clerks -		Α	В	С	D	E	F	G	Н	ı	J	K	L	Т
Compile information and records to draw up purchase of procurement of materials and services.	orders for 43-3061													
Credit Authorizers, Checkers, and Clerks -		Α	В	С	D	Е	F	G	Н	ı	J	К	L	Т
Authorize credit charges against customers' accounts. and credit standing of individuals or business establish credit. May interview applicants to obtain personal and determine credit worthiness; process applications; and acceptance or rejection of credit.	ments applying for financial data;													
	43-4041								<u> </u>			16	<u> </u>	
Customer Service Representatives - Interact with customers to provide information in respon	nee to inquiries about	A	В	С	D	E	F	G	Н		J	К		Т
products and services and to handle and resolve comp individuals whose duties are primarily installation, sales	laints. Excludes s, or repair.													
	43-4051													
Order Clerks -  Receive and process incoming orders for materials, me ads, or services such as repairs, installations, or facility customers of receipt, prices, shipping dates, and delay and handle complaints. Excludes dispatchers who both orders for services.	rental. Inform s, prepare contracts,	Α	В	С	D	Е	F	G	Н	I	J	К	L	Т
1.1.2.1.2.1.3.1.1.3.2.1.	43-4151													

					_	R OF E	_							
OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
DESCRIPTION OF DUTIES	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		\$163,800 - 207,999	\$208,000 and over	
Human Resources Assistants, Except Payroll and	Timekeeping -	Α	В	С	D	E	F	G	Н	I	J	K	L	Т
Compile and keep personnel records. May prepare reprecords, file employment records, or search employee information to authorized persons.														
	43-4161													
Receptionists and Information Clerks -		Α	В	С	D	Е	F	G	Н		J	К	L	Т
Answer inquiries and provide information regarding act establishment and location of departments, offices, and the organization. Excludes "Switchboard Operators, In Service."	d employees within													
	43-4171													
Dispatchers, Except Police, Fire, and Ambulance -		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Schedule and dispatch workers, work crews, equipmer for conveyance of materials, freight, or passengers, or service, or emergency repairs rendered outside the plause radio, telephone, or computer to transmit assignmentalistics and reports on work progress.	for installation, ace of business. May													
Production, Planning, and Expediting Clerks -		A	В	С	D	E	F	G	Н		J	K		Т
Coordinate and expedite the flow of work and materials departments of an establishment according to producti Excludes "Weighers, Measurers, Checkers, and Samp	on schedule.		D	U	D			U		1	J	K	L	
Shipping, Receiving, and Traffic Clerks -		Α	В	С	D	Е	F	G	Н	ı	J	К	L	Т
pripping, Receiving, and Traffic Clerks - erify and maintain records on incoming and outgoing shipments. Prepare erms for shipment. Assemble, address, stamp, and ship merchandise or aterial; receive, unpack, verify and record incoming merchandise or aterial; and arrange for the transportation of products. Excludes "Stock erks and Order Fillers."  43-5071														
Stock Clerks and Order Fillers -		A	В	С	D	E	F	G	н	I	J	К	L	т
Receive, store, and issue sales floor merchandise, ma and other items from stockroom, warehouse, or storag racks, tables, or customers' orders. May mark prices o set up sales displays. Excludes "Shipping, Receiving, a	e yard to fill shelves, n merchandise and													

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OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
DESCRIPTION OF DUTIES	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			\$163,800 - 207,999		Employmen
<b>Executive Secretaries and Executive Administrativ</b>	e Assistants -	Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Provide high-level administrative support. Conduct res statistical reports, handle information requests, and pe functions such as preparing correspondence, receiving conference calls, and scheduling meetings. May also t lower-level clerical staff.	rform clerical g visitors, arranging													
	43-6011													
Secretaries and Administrative Assistants, Except Executive -	Legal, Medical, and	Α	В	С	D	Е	F	G	Н	I	J	К	L	Т
Perform routine clerical and administrative functions su correspondence, scheduling appointments, organizing or providing information to callers.														
	43-6014													
Computer Operators -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
Monitor and control electronic computer and periphera processing equipment to process data according to op Monitor and respond to operating and error messages commands at a computer terminal and set controls on peripheral devices. Excludes "Computer Occupations" Keyers."	erating instructions. . May enter computer and													
	43-9011													
Office Clerks, General -		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Perform duties too varied and diverse to be classified i occupation, requiring knowledge of office systems and may include a combination of answering telephones, b word processing, stenography, office machine operation	procedures. Duties ookkeeping, typing or													
arming, Fishing, and Forestry Occu	<u> </u>													_
First-Line Supervisors of Farming, Fishing, and Fo		A	В	С	D	E	F	G	Н		J	K	L	Т
Directly supervise and coordinate the activities of agric aquacultural, and related workers. Excludes "First-Line Landscaping, Lawn Service, and Groundskeeping Workers"	Supervisors of rkers."													
	45-1011													

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OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
DESCRIPTION OF DUTIES	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	Employmen
Farmworkers and Laborers, Crop, Nursery, and Gr	eenhouse -	Α	В	С	D	Е	F	G	Н	I	J	K	L	T
Manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, and field crops. May till soil and apply fertilizers; transplant, weed, thin, or prune crops; apply pesticides; or clean, grade, sort, pack, and load harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities.														
	45-2092													
Construction and Extraction Occupa	tions													
First-Line Supervisors of Construction Trades and	Extraction Workers -	Α	В	С	D	E	F	G	Н	I	J	K	L	Т
Directly supervise and coordinate activities of construct workers.	tion or extraction													
	47-1011													
Carpenters -		Α	В	С	D	E	F	G	Н	I	J	K	L	T
Construct, erect, install, or repair structures and fixture as concrete forms; building frameworks, including part and rafters; and wood stairways, window and door frar floors. May also install cabinets, siding, drywall and ba Includes brattice builders who build doors or brattices partitions) in underground passageways.	itions, joists, studding, nes, and hardwood tt or roll insulation.													
Glaziers -		A	В	С	D	E	F	G	Н	П	J	К	L	Т
Install glass in windows, skylights, store fronts, and dis surfaces, such as building fronts, interior walls, ceilings														
	47-2121													
Fence Erectors -		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
Erect and repair fences and fence gates, using hand a	nd power tools.													
nstallation, Maintenance, and Repa	ir Occupations													
First-Line Supervisors of Mechanics, Installers, an	d Repairers -	Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Directly supervise and coordinate the activities of mechanics, installers, and repairers. Excludes team or work leaders.														
	49-1011						<u> </u>							
Electric Motor, Power Tool, and Related Repairers		Α	В	С	D	E	F	G	Н	I	J	K	L	T
Repair, maintain, or install electric motors, wiring, or so														
	49-2092													

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OCCUPATIONAL TITLE AND		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
DESCRIPTION OF DUTIES	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
Bus and Truck Mechanics and Diesel Engine Specialists -		Α	В	С	D	E	F	G	Н	ı	J	K	L	Т
Diagnose, adjust, repair, or overhaul buses and trucks repair any type of diesel engines. Includes mechanics automobile or marine diesel engines.	working primarily with													
	49-3031													
Farm Equipment Mechanics and Service Technicia	ans -	Α	В	С	D	E	F	G	Н	I	J	K	L	T
Diagnose, adjust, repair, or overhaul farm machinery tractors, harvesters, dairy equipment, and irrigation sy and Truck Mechanics and Diesel Engine Specialists."	and vehicles, such as stems. Excludes "Bus													
	49-3041													
Outdoor Power Equipment and Other Small Engin	e Mechanics -	Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
Diagnose, adjust, repair, or overhaul small engines us mowers, chain saws, recreational sporting equipment														
	49-3053													
Mechanical Door Repairers -		Α	В	С	D	E	F	G	Н	I	J	K	L	T
Install, service, or repair automatic door mechanisms Includes garage door mechanics.	and hydraulic doors.													
	49-9011													
Maintenance and Repair Workers, General -		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Perform work involving the skills of two or more maint keep machines, mechanical equipment, or the structu in repair. Duties may involve pipe fitting; boiler making machining; carpentry; repairing electrical or mechanic installing, aligning, and balancing equipment; and repair or stairs.	re of an establishment ;; insulating; welding; al equipment; airing buildings, floors,													
	49-9071													
HelpersInstallation, Maintenance, and Repair Workers -		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
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.														
	49-9098	1												

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OCCUPATIONAL TITLE AND		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
DESCRIPTION OF DUTIES	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
Production Occupations														
First-Line Supervisors of Production and Operating	y Workers -	Α	В	С	D	Е	F	G	Н	I	J	K	L	T
Directly supervise and coordinate the activities of produ workers. Excludes team or work leaders.	uction and operating													
	51-1011													
Team Assemblers -		Α	В	С	D	Е	F	G	Н	I	J	K	L	T
Work as part of a team that assembles an entire product product. Team assemblers perform all tasks conducted assembly process and rotate through all or most of the assigned to a specific task on a permanent basis. May management decisions affecting the work. Assemblers perform the same task are classified elsewhere in 51-2	I by the team in the m rather than being participate in making who continuously													
Cabinetmakers and Bench Carpenters -		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
Cut, shape, and assemble wooden articles or set up an woodworking machines to surface, cut, or shape lumbe for wood products. Excludes "Woodworking Machine S Tenders."	er or to fabricate parts													
Woodworking Machine Setters, Operators, and Ten	doro Eveent	A	В	С	D	Е	F	G	н		J	K		Т
Sawing -	uers, Except						·			·		- 1	<del>  -</del>	•
Set up, operate, or tend woodworking machines, such a lathes, shapers, routers, sanders, planers, and wood na operate CNC equipment.	as drill presses, ailing machines. May													
	51-7042													
Fransportation and Material Moving	Occupations													
First-Line Supervisors of Helpers, Laborers, and Ma		Α	В	С	D	Е	F	G	Н	I	J	К	L	Т
Directly supervise and coordinate the activities of helps material movers.	ers, laborers, or													
material movere.						l								

		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
OCCUPATIONAL TITLE AND		Α	В	С	D	Е	F	G	Н	I	J	K	L	T
DESCRIPTION OF DUTIES	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	Employmen
First-Line Supervisors of Transportation and Mater and Vehicle Operators -	ial-Moving Machine	Α	В	С	D	E	F	G	Н	ı	J	K	L	Т
Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers.														
	53-1031													
Driver/Sales Workers -		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Drive vehicle over established routes or within an established or deliver goods, such as food products, including items, or pick up or deliver items such as commercial la orders, collect payment, or stock merchandise at point newspaper delivery drivers. Excludes "Light Truck or Divers."	restaurant take-out aundry. May also take of delivery. Includes													
Heavy and Tractor-Trailer Truck Drivers -		Α	В	С	D	Е	F	G	Н	П	J	К	L	Т
Drive a tractor-trailer combination or a truck with a capa 26,000 pounds Gross Vehicle Weight (GVW). May be r truck. Requires commercial drivers' license.														
Light Truck or Delivery Services Drivers -		Α	В	С	D	E	F	G	Н	ı	J	К	L	Т
Drive a light vehicle, such as a truck or van, with a cap. 26,000 pounds Gross Vehicle Weight (GVW), primarily merchandise or to deliver packages. May load and unle "Couriers and Messengers" and "Driver/Sales Workers"	to deliver or pick up bad vehicle. Excludes													
Industrial Truck and Tractor Operators -		Α	В	С	D	E	F	G	Н	ı	J	K	L	Т
Operate industrial trucks or tractors equipped to move warehouse, storage yard, factory, construction site, or Excludes "Logging Equipment Operators."		-												

		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)													
OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	Н	I	J	K	L	Т	
DESCRIPTION OF DUTIES	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		\$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	
Laborers and Freight, Stock, and Material Movers,	Hand -	Α	В	С	D	E	F	G	Н	ı	J	K	L	T	
Manually move freight, stock, or other materials or per labor. Includes all manual laborers not elsewhere class material moving workers who use power equipment.	form other general sified. Excludes														
	53-7062														

Subtotal Employment Т

# **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.

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OCCUPATIONAL TITLE AND		Α	В	С	D	Е	F	G	Н	ı	J	К	L	Т
DESCRIPTION OF DUTIES	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
		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
		Α	В	С	D	E	F	G	Н	I	J	K	L	T
														<u> </u>
		Α	В	С	D	E	F	G	Н		J	K	L	Т
FIPS Schedule Number FOR OFFICE	NAICS Code	Unit	Total Employ	yment	Reviev	wed By	ed By Date Reviewed			Subto				
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444000 Supplemental 1

### **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.

										ED WAC				
OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	Н	I	J	K	L	T
DESCRIPTION OF DUTIES	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
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		Α	В	С	D	Е	F	G	Н	ı	J	K	L	Т
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		Α	В	С	D	Е	F	G	Н	ı	J	К	L	Т
		Α	В	С	D	E	F	G	Н	ı	J	К	L	Т
FIPS Schedule Number	NAICS Code	Unit Total Employment			Revie	ved By	Date Re	eviewed		Subto	tal Fmn	loymen	t - this	
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		on this form												

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