OCCUPATIONAL EMPLOYMENT REPORT OF MISCELLANEOUS STORE RETAILERS (453000)

In Cooperation with the U.S. Department of Labor



What this report is about: This form asks for information about the occupations and wages of the provide the information requested beginning on page 1 for the employees who received pay for the pages ii and iii explain how to provide the requested information. For more on the OES program, occupation, please see our website at http://www.bls.gov/OES.	he pay period that included the reference date printed in bold in Item 3. The instructions on
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.	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. <i>Please make any needed address corrections</i> . 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?
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.	Derived that included the reference date printed in term 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 • Unincorporated firms - proprietors, officers, and staff • 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. FOR OFFICE Name:
	Phone: Date: E-mail address:

Instructions for Reporting by Occupation

Instructions for Reporting Wage Information

 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.

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.

Back Pay

Holiday Bonus

Jury Duty Pay

Meal Payments

On-call Pay

Overtime Pay

Holiday Premium Pay

Merchandise Discounts

Nonproduction Bonus

Lodging Payments

• Draw

• 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 PayPiece Rate
- Portal-to-Portal Rate
- Production Bonus
- Tips

Exclude as pay

Attendance Bonus Perquisites

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

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

Instructions for Completing the Report

On the following pages you will find the Occupational Employment Report. Please refer to the example below and the guidelines on page ii for instructions on how to complete the form. If you have employees whose occupations are not found in the list provided, please use the supplemental pages at the end of this report. Please write each unique occupational title on a separate line along with a short description of duties, the number of employees in each wage category, and the total employment for each occupation.

OCCUPATIONAL TITLE A DESCRIPTION OF DUTIES					-	-	-	-	-		AGE RA Hourly				
		Α	В	С	D	Е	F	G	Н	I	J	к	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													
Accountants and Auditors - Exa and interpret accounting records f giving advice or preparing statem	for the purpose of		1	2	3								6		
	13-2011					~									

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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. 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.

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 κ Т **DESCRIPTION OF DUTIES** under \$9.25 \$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) \$9.25 - 11.74 - 14.74 - 18.74 - 23.99 - 30.24 - 38.49 - 48.99 - 61.99 - 78.74 - 99.99 and over Total Annual Salary \$19,240 \$24,440 \$30,680 \$39,000 \$49,920 \$62,920 \$80,080 \$101,920 \$128,960 \$163,800 \$208,000 Employment under - 49,919 \$19,240 - 24,439 - 30,679 - 38,999 - 62,919 - 80,079 - 101,919 - 128,959 - 163,799 - 207,999 and over (full-time only) **Management Occupations** (Managers in this section generally have other managers/supervisors reporting to them.) С D **Chief Executives -**Α в Е F G н κ .1 L Formulate policies and provide overall direction of private and public organizations within guidelines set up by a board of directors or other governing body. Plan, direct, or coordinate operational activities with the help of subordinate executives and managers. 11-1011 Α В С D Ε F G Н J Κ L т 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. 11-1021 Sales Managers -Α В С D Ε F G Н Т J κ L Т Plan, direct, or coordinate the distribution of a product or service to the customer. Establish sales territories, guotas, goals, and training programs for sales representatives. Analyze sales statistics to determine sales potential and inventory requirements and to monitor the preferences of

customers.														
	11-2022													
Computer and Information Systems Managers -		Α	В	C	D	E	F	G	Н	I	J	K	L	Т
lan, direct, or coordinate activities in such fields as electronic data rocessing, information systems, systems analysis, and computer rogramming.														
	11-3021													
Financial Managers -		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
Plan, direct, or coordinate accounting, investing, bankin securities, and other financial activities of a branch, offi an establishment.														
	11-3031]												

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OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	Н	I	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		\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	Employment
Purchasing Managers -		Α	В	С	D	E	F	G	Н	I	J	К	L	Т
Plan, direct, or coordinate the activities of buyers and r involved in purchasing materials, products, and service or retail trade merchandising managers and procureme	s. Includes wholesale													
Transportation, Storage, and Distribution Managers	S -	Α	В	С	D	E	F	G	Н	I	J	ĸ	L	Т
Plan, direct, or coordinate transportation, storage, or di accordance with organizational policies and applicable regulations. Includes logistics managers.														
Business and Financial Operations O	ccupations													
Wholesale and Retail Buyers, Except Farm Product	is -	Α	В	С	D	E	F	G	Н	I	J	К	L	Т
Buy merchandise or commodities, other than farm proc consumers at the wholesale or retail level. Analyze pas records, price, and quality of merchandise to determine Select, order, and authorize payment for merchandise. buyers of nonfarm products.	t trends, sales value and yield.													
Purchasing Agents, Except Wholesale, Retail, and	Farm Products -	A	В	С	D	E	F	G	н	1	J	к	L	Т
Purchase machinery, equipment, tools, parts, supplies, necessary for the operation of an establishment. Purch finished materials for manufacturing.	or services													
	13-1023													
Market Research Analysts and Marketing Specialis	ts -	Α	В	C	D	E	F	G	Н	I	J	К	L	Т
Research local, regional, or national market conditions sales of a product or service, or create a marketing car information on competitors, prices, sales, and marketin survey results to create a marketing campaign based of preferences and buying habits.	npaign. May gather g methods. May use													
Accountants and Auditors -		Α	В	C	D	E	F	G	Н	I	J	К	L	Т
Analyze and interpret accounting records to prepare fir give advice, or audit and evaluate statements prepared advise on systems of recording costs or other financial Excludes "Tax Examiners and Collectors, and Revenue	l by others. Install or and budgetary data.													

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OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	Н	I	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				\$163,800 - 207,999	\$208,000 and over	Employment
Computer and Mathematical Occupa	tions													
Network and Computer Systems Administrators -		Α	В	С	D	Е	F	G	Н	I	J	K	L	Т
Install, configure, and support an organization's local a wide area network (WAN), and Internet systems or set system. Ensure network availability. May monitor and performance. May assist in network modeling, analysis coordination between network and data communicatio software. May supervise computer user support specia network support specialists. May administer network s	gment of a network test Web site s, planning, and ns hardware and alists and computer													
Computer User Support Specialists -		Α	В	С	D	E	F	G	н	1	J	К	L	Т
Provide technical assistance to computer users. Answ computer problems in person, via telephone, or electro assistance concerning computer hardware and softwa	onically. May provide													
Arts, Design, Entertainment, Sports	and Media Oco	eupati	ons											
Floral Designers -		A	В	С	D	E	F	G	н	1	J	К	L	Т
Design, cut, and arrange live, dried, or artificial flowers	and foliage. 27-1023													
Graphic Designers -		Α	В	С	D	E	F	G	н	I	J	K	L	Т
Design or create graphics to meet specific commercial such as packaging, displays, or logos. May use a varie														
Interior Designers -		Α	В	С	D	E	F	G	н	I	J	К	L	Т
Plan, design, and furnish interiors of residential, comm buildings. May specialize in a particular field, style, or design. Excludes "Merchandise Displayers and Windo	phase of interior													
Merchandise Displayers and Window Trimmers -		Α	В	С	D	E	F	G	н	I	J	К	L	Т
Plan and erect commercial displays, such as those in of retail stores and at trade exhibitions.	windows and interiors 27-1026													

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OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	н	I	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				\$163,800 - 207,999	\$208,000 and over	Employment
Protective Service Occupations														
Security Guards -		Α	В	С	D	Е	F	G	н	I	J	К	L	Т
Guard, patrol, or monitor premises to prevent theft, viole rules. May operate x-ray and metal detector equipment. "Transportation Security Screeners."	Excludes													
	33-9032													
Food Preparation and Serving Relate	d Occupations													
First-Line Supervisors of Food Preparation and Service	ving Workers -	Α	В	С	D	E	F	G	н	I	J	К	L	Т
Directly supervise and coordinate activities of workers e and serving food.	ngaged in preparing													
	35-1012													
Food Preparation Workers -		Α	В	C	D	E	F	G	н	I	J	K	L	Т
Perform a variety of food preparation duties other than or preparing cold foods and shellfish, slicing meat, and bre														
Combined Food Preparation and Serving Workers, I	ncluding Fast	Α	В	С	D	Е	F	G	Н	I	J	К	L	т
Food -														
Perform duties which combine preparing and serving for beverages.	od and nonalcoholic													
Г	35-3021													
Building and Grounds Cleaning and M	Iaintenance O	ccupa	tions						•	•	•			
Janitors and Cleaners, Except Maids and Housekee		A	В	С	D	Е	F	G	н	I	J	K	L	Т
Keep buildings in clean and orderly condition. Perform h duties. Duties may include tending furnace and boiler, p maintenance activities, notifying management of need for cleaning snow or debris from sidewalk.	neavy cleaning erforming routine													
	37-2011													
Landscaping and Groundskeeping Workers -		Α	В	С	D	Е	F	G	н	I	J	К	L	т
Landscape or maintain grounds of property using hand equipment. Tasks may include sod laying, mowing, trim watering, fertilizing, digging, raking, sprinkler installation mortarless segmental concrete masonry wall units. Excl and Laborers, Crop, Nursery, and Greenhouse."	ming, planting, , and installation of													

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OCCUPATIONAL TITLE AND		Α	В	С	D	Е	F	G	н	I	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		\$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
Personal Care and Service Occupatio	ons													
First-Line Supervisors of Personal Service Workers	S -	Α	В	C	D	E	F	G	Н	I	J	K	L	Т
Directly supervise and coordinate activities of personal as flight attendants, hairdressers, or caddies.	service workers, such													
	39-1021													
Animal Trainers -		Α	В	C	D	E	F	G	Н	I	J	K	L	Т
Train animals for riding, harness, security, performance assisting persons with disabilities. May train animals as standards for show or competition, or to carry pack loa pack team.	ccording to prescribed	-												
	35-2011						-				<u> </u>			
Nonfarm Animal Caretakers -	Constant and a first second	A	В	C	D	E	F	G	н		J	K		Т
Feed, water, groom, bathe, exercise, or otherwise care nonfarm animals, including zoo animals. May keep rec treatments, and animals received or discharged. May or repair cages, pens, or fish tanks. Excludes "Veterinary Laboratory Animal Caretakers."	ords of feedings, clean, disinfect, and													
	39-2021													
Sales and Related Occupations														
First-Line Supervisors of Retail Sales Workers -		Α	В	C	D	E	F	G	Н	I	J	K	L	Т
Directly supervise and coordinate activities of retail sale may include purchasing, budgeting, accounting, and per addition to supervisory duties.														
	41-1011													
First-Line Supervisors of Non-Retail Sales Workers	; -	A	В	С	D	E	F	G	Н	I	J	K	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.		-												
Cashiers -		Α	В	С	D	E	F	G	Н	I	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 transactio checks. Excludes "Gaming Cage Persons and Booth C	rs, or related ns and validate	-												

									SELECTI cording					
OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	Н	I	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		\$208,000 and over	Employment
Counter and Rental Clerks -		Α	В	С	D	E	F	G	Н	I	J	К	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 Ag Clerks."	ayment. Excludes	-												
Parts Salespersons -		Α	В	С	D	Е	F	G	Н	I	J	К	L	Т
Sell spare and replacement parts and equipment in rep store.														
	41-2022	<u> </u>									<u> </u>			
Retail Salespersons -		A	В	С	D	E	F	G	Н		J	к	L	Т
Sell merchandise, such as furniture, motor vehicles, ap to consumers. Excludes "Cashiers."	opliances, or apparel 41-2031													
Sales Representatives, Wholesale and Manufacturi Scientific Products -	ng, Technical and	A	В	С	D	E	F	G	н		J	к	L	Т
Sell goods for wholesalers or manufacturers where tec knowledge is required in such areas as biology, engine electronics, normally obtained from at least 2 years of education. Excludes "Sales Engineers."	eering, chemistry, and post-secondary													
	41-4011													
Sales Representatives, Wholesale and Manufacturi Technical and Scientific Products -	ng, Except	A	В	С	D	E	F	G	Н	1	J	К	L	Т
Sell goods for wholesalers or manufacturers to busines individuals. Work requires substantial knowledge of ite														
	41-4012													
Demonstrators and Product Promoters -		Α	В	С	D	E	F	G	н	1	J	к	L	Т
Demonstrate merchandise for the purpose of creating	public interest in													
buying the product. May sell demonstrated merchandis	se.													
	41-9011													
Telemarketers -		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
Solicit donations or orders for goods or services over the	ne telephone.													
	41-9041	1								1				

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OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	Н	I	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
Door-to-Door Sales Workers, News and Street Vene Workers -	lors, and Related	A	В	С	D	E	F	G	Н	I	J	к	L	Т
Sell goods or services door-to-door or on the street.	41-9091													
Office and Administrative Support O		-				1								
First-Line Supervisors of Office and Administrative	-	A	В	С	D	E	F	G	н			к		т
Directly supervise and coordinate the activities of cleric support workers.														
	43-1011													
Switchboard Operators, Including Answering Servi	ce -	Α	В	С	D	E	F	G	Н	I	J	К	L	Т
Operate telephone business systems equipment or sw calls. May supply information to callers and record me	ssages.													
	43-2011													
Bill and Account Collectors -		Α	В	С	D	E	F	G	Н	I	J	К	L	Т
Solicit payment from delinquent customers. Receive pa amount to customer's account; prepare statements to o customer fails to respond; initiate repossession procee disconnection; and keep records of collection and statu	credit department if dings or service	-												
Billing and Posting Clerks -		Α	В	С	D	E	F	G	Н	1	J	к	L	т
Compile, compute, and record data for billing purposes invoices for services rendered or for delivery or shipme	ent of goods.													
	43-3021	<u> </u>												
Bookkeeping, Accounting, and Auditing Clerks -		A	В	С	D	E	F	G	н	I	J	К	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	-												
Procurement Clerks -		Α	В	C	D	E	F	G	Н	I	J	К	L	т
Compile information and records to draw up purchase procurement of materials and services.	orders for 43-3061													

					-	-	-		SELECTI cording					
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		\$101,920 - 128,959		\$163,800 - 207,999		Employment
Customer Service Representatives -		Α	В	С	D	E	F	G	Н	I	J	К	L	Т
Interact with customers to provide information in response products and services and to handle and resolve comp individuals whose duties are primarily installation, sales	laints. Excludes													
Order Clerks -		Α	В	С	D	E	F	G	Н	I	J	ĸ	L	Т
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,													
Receptionists and Information Clerks -		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
Answer inquiries and provide information regarding act establishment and location of departments, offices, and the organization. Excludes "Switchboard Operators, Ind Service."	d employees within													
Dispatchers, Except Police, Fire, and Ambulance -		Α	В	С	D	E	F	G	н	1	J	ĸ	L	Т
Schedule and dispatch workers, work crews, equipmer for conveyance of materials, freight, or passengers, or service, or emergency repairs rendered outside the pla use radio, telephone, or computer to transmit assignment statistics and reports on work progress.	for installation, ce of business. May													
Production, Planning, and Expediting Clerks -		Α	В	С	D	E	F	G	н	I	J	к	L	Т
Coordinate and expedite the flow of work and materials departments of an establishment according to production Excludes "Weighers, Measurers, Checkers, and Sampl	on schedule.													
Shipping, Receiving, and Traffic Clerks -		Α	В	С	D	Е	F	G	Н	I	J	К	L	Т
Verify and maintain records on incoming and outgoing items for shipment. Assemble, address, stamp, and shi material; receive, unpack, verify and record incoming n material; and arrange for the transportation of products Clerks and Order Fillers."	p merchandise or herchandise or													

								EES IN S kers Ac						
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			\$128,960 - 163,799			Employment
Stock Clerks and Order Fillers -		Α	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													
	43-5081													
Executive Secretaries and Executive Administrativ	e Assistants -	А	В	С	D	E	F	G	Н	I	J	ĸ	L	Т
Provide high-level administrative support. Conduct resistatistical reports, handle information requests, and perfunctions such as preparing correspondence, receiving conference calls, and scheduling meetings. May also to lower-level clerical staff.	rform clerical visitors, arranging													
	43-6011													
Secretaries and Administrative Assistants, Except	legal Medical and	A	В	С	D	E	F	G	Н		J	ĸ	L	Т
Executive -	Logui, mouloui, una													
Perform routine clerical and administrative functions su correspondence, scheduling appointments, organizing or providing information to callers.														
	43-6014													
Data Entry Keyers -		Α	В	С	D	E	F	G	Н	I	J	ĸ	L	Т
Operate data entry device, such as keyboard or photo Duties may include verifying data and preparing mater Excludes "Word Processors and Typists."														
	43-9021													
Desktop Publishers -		Α	В	C	D	Е	F	G	Н	I	J	К	L	Т
Format typescript and graphic elements using compute publication-ready material.	-													
	43-9031													
Office Clerks, General -		A	В	С	D	E	F	G	Н		J	К	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													
	43-9061	1												

								EES IN S rkers Ac						
OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	н	1	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
Office Machine Operators, Except Computer -		Α	В	С	D	E	F	G	н	1	J	К	L	Т
Operate one or more of a variety of office machines, su photographic, and duplicating machines, or other office "Mail Clerks and Mail Machine Operators" and "Billing	machines. Excludes	-												
Farming, Fishing, and Forestry Occu			<u> </u>	<u> </u>	<u> </u>	1		<u> </u>	1	1	<u> </u>	<u> </u>	1	•
First-Line Supervisors of Farming, Fishing, and Fo	restry Workers -	Α	В	С	D	E	F	G	н	1	J	К	L	Т
Directly supervise and coordinate the activities of agric aquacultural, and related workers. Excludes "First-Line Landscaping, Lawn Service, and Groundskeeping Wor	Supervisors of													
		A	В	С	D	E	F	G	н			K		Т
Manually plant, cultivate, and harvest vegetables, fruits specialties, and field crops. May till soil and apply fertili weed, thin, or prune crops; apply pesticides; or clean, g	Farmworkers and Laborers, Crop, Nursery, and Greenhouse - 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													
Construction and Extraction Occupa	tions													
First-Line Supervisors of Construction Trades and	Extraction Workers -	Α	В	C	D	E	F	G	н	I	J	К	L	Т
Directly supervise and coordinate activities of construc workers.														
	47-1011													
Carpenters -		A	В	С	D	E	F	G	н	I	J	К	L	Т
as concrete forms; building frameworks, including parti and rafters; and wood stairways, window and door fram floors. May also install cabinets, siding, drywall and ba	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 loors. May also install cabinets, siding, drywall and batt or roll insulation. ncludes brattice builders who build doors or brattices (ventilation walls or													
	47-2031													
Installation, Maintenance, and Repa	ir Occupations													
First-Line Supervisors of Mechanics, Installers, and	· · · · · ·	Α	В	С	D	E	F	G	Н	I	J	К	L	т
Directly supervise and coordinate the activities of mech repairers. Excludes team or work leaders.														
	49-1011			1		1			1	1	1		1	

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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				\$163,800 - 207,999		Employment
Computer, Automated Teller, and Office Machine R	epairers -	Α	В	С	D	E	F	G	Н	I	J	К	L	Т
Repair, maintain, or install computers, word processing teller machines, and electronic office machines, such a machines.	systems, automated s duplicating and fax 49-2011	-												
Meintenenee and Densir Workers, Consul			В	С	D	E	F	G	Н		J	К		т
Maintenance and Repair Workers, General -		A	B	C		E	F	G	п		J	n	L	
Perform work involving the skills of two or more mainte keep machines, mechanical equipment, or the structure in repair. Duties may involve pipe fitting; boiler making; machining; carpentry; repairing electrical or mechanica installing, aligning, and balancing equipment; and repai or stairs.	e of an establishment insulating; welding; l equipment;													
Manufactured Building and Mobile Home Installers	-	Α	В	С	D	E	F	G	Н	I	J	K	L	Т
Move or install mobile homes or prefabricated buildings	3. 49-9095													
Lieberg Installation Maintenance and Dansis Mar		A	В	С	D	E	F	G	Н		J	ĸ	L	т
HelpersInstallation, Maintenance, and Repair Wor Help installation, maintenance, and repair workers in m replacement, and repair of vehicles, industrial machine electronic equipment. Furnish tools, materials, and sup workers; clean work area, machines, and tools; and ho for other workers.	aintenance, parts ry, and electrical and plies to other		B			L		6			5	K	L	
Production Occupations														
First-Line Supervisors of Production and Operating	Workers -	А	В	С	D	E	F	G	Н	I	J	К	L	Т
Directly supervise and coordinate the activities of produ workers. Excludes team or work leaders.	uction and operating 51-1011													
Team Assemblers -		A	В	С	D	E	F	G	Н	I	J	ĸ		т
Team Assemblers - Work as part of a team that assembles an entire product or component of a product. Team assemblers perform all tasks conducted by the team in the assembly process and rotate through all or most of them rather than being assigned to a specific task on a permanent basis. May participate in making management decisions affecting the work. Assemblers who continuously perform the same task are classified elsewhere in 51-2000. 51-2092													_	

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OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	н	1	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			\$128,960 - 163,799			Employment
Printing Press Operators -		Α	В	С	D	E	F	G	н	1	J	К	L	Т
Set up and operate digital, letterpress, lithographic, flex other printing machines. Includes short-run offset printi														
	51-5112													
Inspectors, Testers, Sorters, Samplers, and Weight	ers -	Α	В	С	D	E	F	G	н	I	J	К	L	Т
Inspect, test, sort, sample, or weigh nonagricultural ray processed, machined, fabricated, or assembled parts of defects, wear, and deviations from specifications. May measuring instruments and complex test equipment.	v materials or products for													
	010001						-							
Etchers and Engravers -		A	В	С	D	E	F	G	н		J	K	L	Т
Engrave or etch metal, wood, rubber, or other material														
circuit processors, pantograph engravers, and silk scree Photoengravers are included in "Prepress Technicians														
· · · · · · · · · · · · · · · · · · ·	51-9194													
	<u>.</u>								•					
Fransportation and Material Moving	Occupations													
First-Line Supervisors of Helpers, Laborers, and M Hand -	aterial Movers,	A	В	С	D	E	F	G	Н	1	J	K	L	Т
Directly supervise and coordinate the activities of helpe material movers.	ers, laborers, or													
	53-1021													
First-Line Supervisors of Transportation and Mater	rial-Moving Machine	Α	В	С	D	E	F	G	н		J	ĸ	L	Т
and Vehicle Operators -			_	-	_			-					_	-
Directly supervise and coordinate activities of transport moving machine and vehicle operators and helpers.	tation and material-													
	53-1031	1												

					-	-	MPLOYI me Wor							
OCCUPATIONAL TITLE AND		Α	В	С	D	E	F	G	Н	I	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
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Driver/Sales Workers -		Α	В	С	D	E	F	G	Н	I	J	К	L	Т
Drive vehicle over established routes or within an estat sell 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 D Drivers."	estaurant take-out aundry. May also take of delivery. Includes													
Heavy and Tractor-Trailer Truck Drivers -		Α	В	С	D	E	F	G	Н	1	J	К	L	Т
Drive a tractor-trailer combination or a truck with a capa 26,000 pounds Gross Vehicle Weight (GVW). May be a truck. Requires commercial drivers' license.			_			_							_	
Light Truck or Delivery Services Drivers -		Α	В	С	D	E	F	G	Н	I	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		A	В	С	D	E	F	G	Н	1	J	ĸ	L	т
Industrial Truck and Tractor Operators - Operate industrial trucks or tractors equipped to move warehouse, storage yard, factory, construction site, or Excludes "Logging Equipment Operators."					U	L		0		•	5	K	L	
Laborers and Freight, Stock, and Material Movers,	Hand -	Α	В	С	D	E	F	G	Н	I	J	к	L	Т
Manually move freight, stock, or other materials or perf labor. Includes all manual laborers not elsewhere class material moving workers who use power equipment.	orm other general													
Packers and Packagers, Hand -		A	В	С	D	E	F	G	Н	1	J	ĸ	L	т
Pack or package by hand a wide variety of products ar	d materials. 53-7064		_			_	_	-					_	
			•			•	•					•		Т
										Subto Emplo	tal oyment	t		

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Instructions for Completing the Supplemental Page

Please use these supplemental pages to report employees whose occupations were not found on the preceding pages. Please write in each unique occupational title, a short description of duties, the number of employees found in each wage column, and the total employment for each occupation. Refer to pages ii and iii for detailed instructions on how to report by occupation, how to determine wages, and how to complete the report.

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OCCUPATIONAL TITLE ANI)	Α	В	С	D	E	F	G	н	I	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
[A	В	с	D	E	F	G	Н	I	J	к	L	Т
							-					16		
1		A	В	С	D	E	F	G	Н		J	К	L	Т
		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
		Α	В	С	D	E	F	G	Н	I	J	K	L	Т
		Α	В	С	D	E	F	G	Н	I	J	К	L	Т
FIPS Schedule Numbe	n NAICS Code	11.1	Tatal Employ	I	Decitor	L	Date D	eviewed	l	Subte	tel Error	lovmort	thic	
FIPS Schedule Numbe	NAICS Code	Unit	Total Employ	yment	Revie	wed By	Date Re	eviewed		Subto		loyment ige	uns	
USE ONLY										Total E	Employn on thi	nent ide s form	ntified	

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.

									SELECT					
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	Employment
		Α	В	С	D	E	F	G	Н	I	J	К	L	Т
		A	В	С	D	E	F	G	Н	1	J	К	L	т
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		Α	В	С	D	E	F	G	Н	I	J	К	L	Т
FIPS Schedule Number	NAICS Code	Unit	Total Employ	/ment	Reviev	ved By	Date Re	eviewed		Subto		loyment	- this	
	NAICS Code	Unit	Total Employ	vment	Review	ved By	Date Re	eviewed		Subto		loyment ige	: - this	
FOR OFFICE USE ONLY	NAICS Code	Unit	Total Employ	yment	Review	ved By	Date Re	eviewed			ра			