

FOR
OFFICE
USE ONLY

Instructions for Reporting by Occupation

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

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

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

Instructions for Reporting Wage Information

For all employees:

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

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

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

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

Instructions for Completing the Report

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

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	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 - 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.

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Management Occupations													
(Managers in this section generally have other managers/supervisors reporting to them.)													
Chief Executives - Formulate policies and provide overall direction of private and public organizations within guidelines set up by a board of directors or other governing body. Plan, direct, or coordinate operational activities with the help of subordinate executives and managers.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-1011													
General and Operations Managers - Plan, direct, or coordinate the operations of public or private organizations. Responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too general to be classified in any one functional area of management or administration. Excludes First-Line Supervisors.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-1021													
Marketing Managers - 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													
Sales Managers - Plan, direct, or coordinate the distribution of a product or service to the customer. Establish sales territories, quotas, goals, and training programs for sales representatives. Analyze sales statistics to determine sales potential and inventory requirements and to monitor the preferences of customers.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2022													
Public Relations and Fundraising Managers - Plan, direct, or coordinate activities to create or maintain a favorable public image or raise issue awareness for their organization or client, or plan, direct, or coordinate activities to solicit and maintain funds for special projects or nonprofit organizations.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2031													

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Administrative Services Managers - Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, and other support services. Medical records administrators are included in "Medical and Health Services Managers." Excludes "Purchasing Managers."		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3011														
Computer and Information Systems Managers - Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3021														
Financial Managers - Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3031														
Compensation and Benefits Managers - 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														
Human Resources Managers - Plan, direct, or coordinate human resources activities and staff of an organization. Excludes managers who primarily focus on compensation and benefits or training and development.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3121														
Training and Development Managers - Plan, direct, or coordinate the training and development activities and staff of an organization.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3131														

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Business and Financial Operations Occupations

Claims Adjusters, Examiners, and Investigators - Review settled claims to determine that payments and settlements are made in accordance with company practices and procedures. Confer with legal counsel on claims requiring litigation. May also settle insurance claims. Excludes "Fire Inspectors and Investigators." <div>13-1031</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
Compliance Officers - Examine, evaluate, and investigate eligibility for or conformity with regulations governing contract compliance of licenses and permits, and perform other compliance and enforcement inspection and analysis activities not classified elsewhere. <div>13-1041</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
Human Resources Specialists - Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers. Excludes "Compensation, Benefits, and Job Analysis Specialists" and "Training and Development Specialists." <div>13-1071</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
Management Analysts - Conduct organizational evaluations, design systems procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants. Excludes "Operations Research Analysts." <div>13-1111</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
Meeting, Convention, and Event Planners - Coordinate activities of staff or convention personnel to make arrangements for group meetings, events, or conventions. <div>13-1121</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
Compensation, Benefits, and Job Analysis Specialists - Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs. <div>13-1141</div>	A	B	C	D	E	F	G	H	I	J	K	L	T

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Annual Salary (full-time only)														
Training and Development Specialists - 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														
Market Research Analysts and Marketing Specialists - Research local, regional, or national market conditions to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and marketing methods. May use survey results to create a marketing campaign based on regional preferences and buying habits.		A	B	C	D	E	F	G	H	I	J	K	L	T
13-1161														
Accountants and Auditors - Analyze and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. Excludes "Tax Examiners and Collectors, and Revenue Agents."		A	B	C	D	E	F	G	H	I	J	K	L	T
13-2011														
Credit Analysts - Analyze credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money. Prepare reports for use in decision making.		A	B	C	D	E	F	G	H	I	J	K	L	T
13-2041														
Financial Analysts - Conduct quantitative analyses of information affecting investment programs of public or private institutions.		A	B	C	D	E	F	G	H	I	J	K	L	T
13-2051														
Personal Financial Advisors - Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Assess clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.		A	B	C	D	E	F	G	H	I	J	K	L	T
13-2052														
Financial Examiners - Enforce or ensure compliance with regulations governing financial and securities institutions and financial and real estate transactions. May examine, verify, or authenticate records.		A	B	C	D	E	F	G	H	I	J	K	L	T
13-2061														

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Loan Officers - Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and payment methods. Includes mortgage loan officers and agents, collection analysts, loan servicing officers, and loan underwriters.		A	B	C	D	E	F	G	H	I	J	K	L	T
13-2072														

Computer and Mathematical Occupations

Computer Systems Analysts - Analyze data processing problems to improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or suggest commercially available software.	A	B	C	D	E	F	G	H	I	J	K	L	T
15-1121													
Information Security Analysts - 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													
Computer Programmers - Create, modify, and test computer applications code, forms, and script. Work from specifications drawn up by software developers or others. May analyze user needs and design software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.	A	B	C	D	E	F	G	H	I	J	K	L	T
15-1131													
Software Developers, Applications - Develop, create, and modify computer applications software. Analyze user needs and develop software solutions. Design or customize software with the aim of optimizing efficiency. May analyze and design databases within an application area. May supervise computer programmers.	A	B	C	D	E	F	G	H	I	J	K	L	T
15-1132													

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Software Developers, Systems Software - Research, design, develop, and test operating systems-level software, compilers, and network distribution software. Set operational specifications and formulate and analyze software requirements. May design embedded systems software.		A	B	C	D	E	F	G	H	I	J	K	L	T
15-1133														
Web Developers - Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with computer applications. Convert written, graphic, audio, and video components to compatible Web formats. Excludes "Multimedia Artists and Animators."		A	B	C	D	E	F	G	H	I	J	K	L	T
15-1134														
Database Administrators - Administer, test, and implement computer databases. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.		A	B	C	D	E	F	G	H	I	J	K	L	T
15-1141														
Network and Computer Systems Administrators - Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or segment of a network system. Ensure network availability. May monitor and test Web site performance. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.		A	B	C	D	E	F	G	H	I	J	K	L	T
15-1142														
Computer Network Architects - Design and implement computer and information networks, such as local area networks (LAN), wide area networks (WAN), intranets, extranets, and other data communications networks. Perform network modeling, analysis, and planning. May also design network and computer security measures.		A	B	C	D	E	F	G	H	I	J	K	L	T
15-1143														
Computer User Support Specialists - Provide technical assistance to computer users. Answer questions or resolve computer problems in person, via telephone, or electronically. May provide assistance concerning computer hardware and software use.		A	B	C	D	E	F	G	H	I	J	K	L	T
15-1151														

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Computer Network Support Specialists - Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure correct operation with minimal interruption.		A	B	C	D	E	F	G	H	I	J	K	L	T
15-1152														
Operations Research Analysts - Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. May collect and analyze data and develop decision support software, service, or products.		A	B	C	D	E	F	G	H	I	J	K	L	T
15-2031														
Life, Physical, and Social Science Occupations														
Economists - Conduct research, prepare reports, or formulate plans to address economic problems related to the production and distribution of goods and services or monetary and fiscal policy. May collect and process economic and statistical data using sampling techniques and econometric methods.		A	B	C	D	E	F	G	H	I	J	K	L	T
19-3011														
Legal Occupations														
Lawyers - Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.		A	B	C	D	E	F	G	H	I	J	K	L	T
23-1011														
Paralegals and Legal Assistants - Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent to support a legal proceeding, to formulate a defense, or to initiate legal action. Excludes "Legal Secretaries."		A	B	C	D	E	F	G	H	I	J	K	L	T
23-2011														

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Arts, Design, Entertainment, Sports, and Media Occupations

Public Relations Specialists - Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.	A	B	C	D	E	F	G	H	I	J	K	L	T
27-3031													

Building and Grounds Cleaning and Maintenance Occupations

Janitors and Cleaners, Except Maids and Housekeeping Cleaners - Keep buildings in clean and orderly condition. Perform heavy cleaning duties. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.	A	B	C	D	E	F	G	H	I	J	K	L	T
37-2011													

Sales and Related Occupations

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

Cashiers - 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													

Securities, Commodities, and Financial Services Sales Agents - Buy and sell securities or commodities in investment and trading firms, or provide financial services to businesses and individuals. May advise customers about stocks, bonds, mutual funds, commodities, and market conditions.	A	B	C	D	E	F	G	H	I	J	K	L	T
41-3031													

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

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

Office and Administrative Support Occupations

First-Line Supervisors of Office and Administrative Support Workers -		A	B	C	D	E	F	G	H	I	J	K	L	T
Directly supervise and coordinate the activities of clerical and administrative support workers.														
43-1011														
Switchboard Operators, Including Answering Service -		A	B	C	D	E	F	G	H	I	J	K	L	T
Operate telephone business systems equipment or switchboards to relay calls. May supply information to callers and record messages.														
43-2011														
Bill and Account Collectors -		A	B	C	D	E	F	G	H	I	J	K	L	T
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.														
43-3011														
Billing and Posting Clerks -		A	B	C	D	E	F	G	H	I	J	K	L	T
Compile, compute, and record data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.														
43-3021														
Bookkeeping, Accounting, and Auditing Clerks -		A	B	C	D	E	F	G	H	I	J	K	L	T
Compute, classify, and record data to keep financial records complete. Perform routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Excludes "Payroll and Timekeeping Clerks."														
43-3031														
Payroll and Timekeeping Clerks -		A	B	C	D	E	F	G	H	I	J	K	L	T
Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.														
43-3051														

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	
Tellers -		A	B	C	D	E	F	G	H	I	J	K	L	T
Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution's various transactions.														
43-3071														
Brokerage Clerks -		A	B	C	D	E	F	G	H	I	J	K	L	T
Perform duties related to the purchase, sale or holding of securities. Write orders for stock purchases or sales, compute transfer taxes, verify stock transactions, accept and deliver securities, track stock price fluctuations, compute equity, distribute dividends, and keep records of daily transactions and holdings.														
43-4011														
Credit Authorizers, Checkers, and Clerks -		A	B	C	D	E	F	G	H	I	J	K	L	T
Authorize credit charges against customers' accounts. Investigate history and credit standing of individuals or business establishments applying for credit. May interview applicants to obtain personal and financial data; determine credit worthiness; process applications; and notify customers of acceptance or rejection of credit.														
43-4041														
Customer Service Representatives -		A	B	C	D	E	F	G	H	I	J	K	L	T
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														
File Clerks -		A	B	C	D	E	F	G	H	I	J	K	L	T
File correspondence, cards, invoices, receipts, and other records. Locate and remove material from file when requested.														
43-4071														
Loan Interviewers and Clerks -		A	B	C	D	E	F	G	H	I	J	K	L	T
Interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan request papers; and forward findings, reports, and documents to appraisal department. Complete transactions between loan establishment, borrowers, and sellers upon approval of loan.														
43-4131														

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)	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		
Annual Salary (full-time only)														
New Accounts Clerks - Interview persons desiring to open accounts in financial institutions. Explain account services available to prospective customers.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-4141														
Order Clerks - Receive and process incoming orders for materials, merchandise, classified ads, or services such as repairs, installations, or facility rental. Inform customers of receipt, prices, shipping dates, and delays, prepare contracts, and handle complaints. Excludes dispatchers who both dispatch and take orders for services.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-4151														
Human Resources Assistants, Except Payroll and Timekeeping - Compile and keep personnel records. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-4161														
Receptionists and Information Clerks - Answer inquiries and provide information regarding activities conducted at establishment and location of departments, offices, and employees within the organization. Excludes "Switchboard Operators, Including Answering Service."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-4171														
Couriers and Messengers - Pick up and deliver messages, documents, packages, and other items. Excludes "Light Truck or Delivery Services Drivers."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-5021														
Executive Secretaries and Executive Administrative Assistants - Provide high-level administrative support. Conduct research, prepare statistical reports, handle information requests, and perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-6011														

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	
Legal Secretaries - Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-6012														
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive - Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining files, or providing information to callers.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-6014														
Computer Operators - Monitor and control electronic computer and peripheral electronic data processing equipment to process data according to operating instructions. Monitor and respond to operating and error messages. May enter commands at a computer terminal and set controls on computer and peripheral devices. Excludes "Computer Occupations" and "Data Entry Keyers."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-9011														
Data Entry Keyers - Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing. Excludes "Word Processors and Typists."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-9021														
Word Processors and Typists - Use word processor, computer, or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned. Excludes "Data Entry Keyers," "Secretaries and Administrative Assistants," "Court Reporters," and "Medical Transcriptionists."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-9022														

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)														
Insurance Claims and Policy Processing Clerks - Process new insurance policies, modifications to existing policies, and claims forms. Verify the accuracy and completeness of information. Update existing policies and company records to reflect changes requested by policyholders and insurance company representatives. Excludes "Claims Adjusters, Examiners, and Investigators."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-9041														
Mail Clerks and Mail Machine Operators, Except Postal Service - Prepare incoming and outgoing mail for distribution. Time stamp, open, read, sort, and route incoming mail; and address, seal, stamp, fold, stuff, and affix postage to outgoing mail or packages. Duties may also include keeping necessary records and completed forms.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-9051														
Office Clerks, General - Perform duties too varied and diverse to be classified in any specific clerical occupation, requiring knowledge of office systems and procedures. Duties may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-9061														
Office Machine Operators, Except Computer - Operate one or more of a variety of office machines, such as photocopying, photographic, and duplicating machines, or other office machines. Excludes "Mail Clerks and Mail Machine Operators" and "Billing and Posting Clerks."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-9071														
Installation, Maintenance, and Repair Occupations														
Maintenance and Repair Workers, General - Perform work involving the skills of two or more maintenance occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing equipment; and repairing buildings, floors, or stairs.		A	B	C	D	E	F	G	H	I	J	K	L	T
49-9071														
													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	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	

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
		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
	Hourly (part-time or full-time)	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	