



What this report is about: This form asks for information about the occupations and wages of the employees described in Item 3. Please complete Items 1 through 5 below. Next, please provide the information requested beginning on page 1 for the employees who received pay for the pay period that included the reference date printed in bold in Item 3. The instructions on pages ii and iii explain how to provide the requested information. For more on the OES program, including national, state, and metropolitan area employment and wage estimates by occupation, please see our website at <http://www.bls.gov/OES>.

1 Which of the following options describes the status of the location(s) in Item 3 as of the reference date also printed in Item 3?

- ☐ Operating: Go to Item 2.
- ☐ Temporarily closed during the reference period: Report data only for employees paid for work during the reference period. If no employees worked for pay, report "0" in section 4 of this page and return the form in the reply envelope provided.
- ☐ Permanently out of business as of __/__/____: Return the form to the address at the top.
- ☐ Sold or merged: Enter the new name and address below, then go to Item 2.

New Name: _____

New Address: _____

2 Our records show that your main products or services are related to those listed below. If they are not, please list your main products or services on the lines provided and continue with the rest of the report.

3 This form asks for information about the employees described below. Our estimate of employment for these employees appears at the top right corner of the label. *Please make any needed address corrections.*

4 How many employees, **both full and part-time**, worked at this location(s) during the pay period that included the reference date printed in Item 3?

Enter the number here...

Include

- ◆ Full or part-time paid workers
- ◆ Workers on paid leave
- ◆ Workers assigned temporarily to other units
- ◆ Incorporated firms - paid owners, officers, and staff

Do Not Include

- ◆ Contractors and temporary agency employees not on your payroll
- ◆ Unpaid family workers
- ◆ Workers on unpaid leave
- ◆ Unincorporated firms - proprietors, owners, and partners
- ◆ Workers not covered by unemployment insurance

Do all employees reported above work at one location?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No... Enter number of locations	<input type="text"/>
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5 Please tell us who to contact if we have questions about your data.

Name: _____

Title: _____

Phone: _____ Date: _____

E-mail address: _____

FOR
OFFICE
USE ONLY

Instructions for Reporting by Occupation

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

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

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

Instructions for Reporting Wage Information

For all employees:

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

Include as pay

- 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 | • Perquisites |
| • Back Pay | • Profit Sharing Payment |
| • Draw | • Relocation Allowance |
| • Holiday Bonus | • Severance Pay |
| • Holiday Premium Pay | • Shift Differential |
| • Jury Duty Pay | • Stock Bonuses |
| • Lodging Payments | • Tool Allowance |
| • Meal Payments | • Tuition Repayments |
| • Merchandise Discounts | • Uniform Allowance |
| • Nonproduction Bonus | • Weekend Pay |
| • On-call Pay | |
| • Overtime Pay | |

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

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

Instructions for Completing the Report

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

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)		under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	Employment
Accountants and Auditors - Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements.				1	2	3								6
13-2011														

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

2 For each occupation that is found in your establishment, write in the number of workers in this occupation, based on their wages.

For example, there are six Accountants in your establishment. One is part-time, working 20 hours a week, and earns \$12,480 per year; and five are full-time: two earn \$32,000 per year, and three earn \$46,000. Calculate an hourly wage for the part-time worker by dividing the annual wage by the number of hours worked; 20 hrs x 52 weeks = 1040 hrs/yr, \$12480/1040 hrs = \$12/hr. Write "1" in column C. For the full-time workers, use their annual wage: write "2" in column D and "3" in column E.

3 Add up the total number of workers in this occupation and write the figure in the Total Employment column, making sure the total agrees with your records.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)		under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	Employment

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

Chief Executives - Formulate policies and provide overall direction of private and public organizations within guidelines set up by a board of directors or other governing body. Plan, direct, or coordinate operational activities with the help of subordinate executives and managers.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-1011													
General and Operations Managers - Plan, direct, or coordinate the operations of public or private organizations. Responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too general to be classified in any one functional area of management or administration. Excludes First-Line Supervisors.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-1021													
Advertising and Promotions Managers - Plan, direct, or coordinate advertising policies and programs or produce materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2011													
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													

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over		
Administrative Services Managers - Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, and other support services. Medical records administrators are included in "Medical and Health Services Managers." Excludes "Purchasing Managers."		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3011														
Financial Managers - Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3031														
Transportation, Storage, and Distribution Managers - Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3071														
Business and Financial Operations Occupations														
Purchasing Agents, Except Wholesale, Retail, and Farm Products - Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.		A	B	C	D	E	F	G	H	I	J	K	L	T
13-1023														
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														

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
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													

Arts, Design, Entertainment, Sports, and Media Occupations

Audio and Video Equipment Technicians - Set up and/or operate audio and video equipment including microphones, speakers, video screens, projectors, video monitors, recording equipment, wires and cables, sound and mixing boards, and related equipment for concerts, sports events, meetings and conventions, presentations, and news conferences. May also set up and operate lighting systems. Excludes "Sound Engineering Technicians."	A	B	C	D	E	F	G	H	I	J	K	L	T
27-4011													

Protective Service Occupations

Security Guards - Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment. Excludes "Transportation Security Screeners."	A	B	C	D	E	F	G	H	I	J	K	L	T
33-9032													

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 Retail Sales Workers - Directly supervise and coordinate activities of retail sales workers. Duties may include purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.	A	B	C	D	E	F	G	H	I	J	K	L	T
41-1011													

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
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.		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	
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."														
41-2011														
Counter and Rental Clerks - Receive orders, generally in person, for repairs, rentals, and services. May describe available options, compute cost, and accept payment. Excludes "Counter Attendants, Cafeteria, Food Concession, and Coffee Shop," "Order Clerks," and "Reservation and Transportation Ticket Agents and Travel Clerks."														
41-2021														
Retail Salespersons - Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers. Excludes "Cashiers."														
41-2031														
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."														
41-3098														
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products - Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education. Excludes "Sales Engineers."														
41-4011														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		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		
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products - Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.		A	B	C	D	E	F	G	H	I	J	K	L	T
41-4012														
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 - Directly supervise and coordinate the activities of clerical and administrative support workers.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-1011														
Bill and Account Collectors - Solicit payment from delinquent customers. Receive payment and post amount to customer's account; prepare statements to credit department if customer fails to respond; initiate repossession proceedings or service disconnection; and keep records of collection and status of accounts.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-3011														
Billing and Posting Clerks - Compile, compute, and record data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-3021														
Bookkeeping, Accounting, and Auditing Clerks - 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."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-3031														
Payroll and Timekeeping Clerks - 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.		A	B	C	D	E	F	G	H	I	J	K	L	T
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)		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)														
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														
Order Clerks -		A	B	C	D	E	F	G	H	I	J	K	L	T
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.														
43-4151														
Receptionists and Information Clerks -		A	B	C	D	E	F	G	H	I	J	K	L	T
Answer inquiries and provide information regarding activities conducted at establishment and location of departments, offices, and employees within the organization. Excludes "Switchboard Operators, Including Answering Service."														
43-4171														
Dispatchers, Except Police, Fire, and Ambulance -		A	B	C	D	E	F	G	H	I	J	K	L	T
Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for installation, service, or emergency repairs rendered outside the place of business. May use radio, telephone, or computer to transmit assignments and compile statistics and reports on work progress.														
43-5032														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over		
Shipping, Receiving, and Traffic Clerks - Verify and maintain records on incoming and outgoing shipments. Prepare items for shipment. Assemble, address, stamp, and ship merchandise or material; receive, unpack, verify and record incoming merchandise or material; and arrange for the transportation of products. Excludes "Stock Clerks and Order Fillers." <div>43-5071</div>		A	B	C	D	E	F	G	H	I	J	K	L	T
Stock Clerks and Order Fillers - Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May mark prices on merchandise and set up sales displays. Excludes "Shipping, Receiving, and Traffic Clerks." <div>43-5081</div>		A	B	C	D	E	F	G	H	I	J	K	L	T
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. <div>43-6011</div>		A	B	C	D	E	F	G	H	I	J	K	L	T
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. <div>43-6014</div>		A	B	C	D	E	F	G	H	I	J	K	L	T
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." <div>43-9021</div>		A	B	C	D	E	F	G	H	I	J	K	L	T
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. <div>43-9061</div>		A	B	C	D	E	F	G	H	I	J	K	L	T

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

Construction and Extraction Occupations

Carpenters - Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways.	A	B	C	D	E	F	G	H	I	J	K	L	T
47-2031													

Installation, Maintenance, and Repair Occupations

First-Line Supervisors of Mechanics, Installers, and Repairers - Directly supervise and coordinate the activities of mechanics, installers, and repairers. Excludes team or work leaders.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-1011													

Electronic Home Entertainment Equipment Installers and Repairers - Repair, adjust, or install audio or television receivers, stereo systems, or other electronic home entertainment equipment.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-2097													

Automotive Body and Related Repairers - Repair and refinish automotive vehicle bodies and straighten vehicle frames. Excludes "Painters, Transportation Equipment" and "Automotive Glass Installers and Repairers."	A	B	C	D	E	F	G	H	I	J	K	L	T
49-3021													

Automotive Service Technicians and Mechanics - Diagnose, adjust, repair, or overhaul automotive vehicles. Excludes "Automotive Body and Related Repairers."	A	B	C	D	E	F	G	H	I	J	K	L	T
49-3023													

Bus and Truck Mechanics and Diesel Engine Specialists - Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-3031													

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
Mobile Heavy Equipment Mechanics, Except Engines - Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors. Excludes "Rail Car Repairers."		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	
49-3042														
Outdoor Power Equipment and Other Small Engine Mechanics - Diagnose, adjust, repair, or overhaul small engines used to power lawn mowers, chain saws, recreational sporting equipment and related equipment.														
49-3053														
Tire Repairers and Changers - Repair and replace tires.														
49-3093														
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.														
49-9071														
Helpers--Installation, Maintenance, and Repair Workers - Help installation, maintenance, and repair workers in maintenance, parts replacement, and repair of vehicles, industrial machinery, and electrical and electronic equipment. Furnish tools, materials, and supplies to other workers; clean work area, machines, and tools; and hold materials or tools for other workers.														
49-9098														
Production Occupations														
First-Line Supervisors of Production and Operating Workers - Directly supervise and coordinate the activities of production and operating workers. Excludes team or work leaders.														
51-1011														
Laundry and Dry-Cleaning Workers - Operate or tend washing or dry-cleaning machines to wash or dry-clean industrial or household articles. Includes spotters and dyers of these articles.														
51-6011														

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
	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

Transportation and Material Moving Occupations

First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand - Directly supervise and coordinate the activities of helpers, laborers, or material movers.	A	B	C	D	E	F	G	H	I	J	K	L	T
	53-1021												
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators - Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers.	A	B	C	D	E	F	G	H	I	J	K	L	T
	53-1031												
Bus Drivers, Transit and Intercity - Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets.	A	B	C	D	E	F	G	H	I	J	K	L	T
	53-3021												
Heavy and Tractor-Trailer Truck Drivers - Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.	A	B	C	D	E	F	G	H	I	J	K	L	T
	53-3032												
Light Truck or Delivery Services Drivers - Drive a light vehicle, such as a truck or van, with a capacity of less than 26,000 pounds Gross Vehicle Weight (GVW), primarily to deliver or pick up merchandise or to deliver packages. May load and unload vehicle. Excludes "Couriers and Messengers" and "Driver/Sales Workers."	A	B	C	D	E	F	G	H	I	J	K	L	T
	53-3033												
Taxi Drivers and Chauffeurs - Drive automobiles, vans, or limousines to transport passengers. May carry cargo. Includes hearse drivers. Excludes ambulance drivers. Please include tips when calculating wages.	A	B	C	D	E	F	G	H	I	J	K	L	T
	53-3041												
Parking Lot Attendants - Park vehicles or issue tickets for customers in a parking lot or garage. May collect fee.	A	B	C	D	E	F	G	H	I	J	K	L	T
	53-6021												

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	
Automotive and Watercraft Service Attendants -		A	B	C	D	E	F	G	H	I	J	K	L	T
Service automobiles, buses, trucks, boats, and other automotive or marine vehicles. Collect payment for services and supplies. May lubricate vehicle, change motor oil, install antifreeze, or replace lights or other accessories, such as windshield wiper blades or fan belts. May repair or replace tires.														
53-6031														
Crane and Tower Operators -		A	B	C	D	E	F	G	H	I	J	K	L	T
Operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in many directions. Excludes "Excavating and Loading Machine and Dragline Operators."														
53-7021														
Cleaners of Vehicles and Equipment -		A	B	C	D	E	F	G	H	I	J	K	L	T
Wash or otherwise clean vehicles, machinery, and other equipment. Excludes "Janitors and Cleaners, Except Maids and Housekeeping Cleaners."														
53-7061														
Laborers and Freight, Stock, and Material Movers, Hand -		A	B	C	D	E	F	G	H	I	J	K	L	T
Manually move freight, stock, or other materials or perform other general labor. Includes all manual laborers not elsewhere classified. Excludes material moving workers who use power equipment.														
53-7062														
Subtotal Employment													T	

Instructions for Completing the Supplemental Page

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

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)													
	A	B	C	D	E	F	G	H	I	J	K	L	T	
	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total
	Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	Employment

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

FOR OFFICE USE ONLY	FIPS	Schedule Number	NAICS Code	Unit Total Employment	Reviewed By	Date Reviewed	Subtotal Employment - this page	
							Total Employment identified on this form	

Instructions for Completing the Supplemental Page

Please use these supplemental pages to report employees whose occupations were not found on the preceding pages. Please write in each unique occupational title, a short description of duties, the number of employees found in each wage column, and the total employment for each occupation. Refer to pages ii and iii for detailed instructions on how to report by occupation, how to determine wages, and how to complete the report. If you need additional space to report the workers in your establishment, please photocopy this page.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)													
		A	B	C	D	E	F	G	H	I	J	K	L	T	
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total
		Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	Employment

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

FOR OFFICE USE ONLY	FIPS	Schedule Number	NAICS Code	Unit Total Employment	Reviewed By	Date Reviewed	Subtotal Employment - this page	
							Total Employment identified on this form	