#### OCCUPATIONAL EMPLOYMENT REPORT OF LESSORS OF NONFINANCIAL INTANGIBLE ASSETS (EXCEPT COPYRIGHTED WORKS) (533000)

Date:

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. This form asks for information about the employees described below. Our estimate of Which of the following options describes the status of the location(s) in Item 3 employment for these employees appears at the top right corner of the label. Please as of the reference date also printed in Item 3? make any needed address corrections. 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: 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? New Address: Enter the number here... Do Not Include Include • Full or part-time paid workers Contractors and temporary agency Our records show that your main products or services are related to those listed employees not on your payroll Workers on paid leave below. If they are not, please list your main products or services on the lines Unpaid family workers Workers assigned temporarily to provided and continue with the rest of the report. other units Workers on unpaid leave Incorporated firms - paid owners. Unincorporated firms - proprietors, officers, and staff owners, and partners Workers not covered by unemployment insurance Do all employees reported above work at one location? No... Enter number of locations Please tell us who to contact if we have questions about your data. FOR **OFFICE** Name: **USE ONLY** 

Title:

Phone:

E-mail address:

### **Instructions for Reporting by Occupation**

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

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

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

## **Instructions for Reporting Wage Information**

#### For all employees:

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

#### Include as pay

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

#### Exclude as pay

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

- ac as pay
  - 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.

533000 ii

## **Instructions for Completing the Report**

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

| OCCUPATIONAL TITLE A DESCRIPTION OF DUTIES  |  |                   |                      |                      |                      | R OF E               |                      |                      |                       |                        |                        |                        |                       |            |
|---|--|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|------------|
|   |  | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | ı                      | J                      | K                      | L                     | Т          |
|   | Hourly (part-time or full-time) under \$9.25  \$11.75  \$14.75  \$18.75  \$24.0  \$24.0  \$30.680  \$39.000  \$49.92 |                   |                      |                      |                      |                      |                      |                      |                       |                        | \$62.00<br>- 78.74     | \$78.75<br>- 99.99     | \$100.00<br>and over  | Total      |
|   | Annual Salary<br>(full-time only)  | under<br>\$19,240 | \$19,240<br>- 24,439 | \$24,440<br>- 30,679 | \$30,680<br>- 38,999 | \$39,000<br>- 49,919 | \$49,920<br>- 62,919 | \$62,920<br>- 80,079 | \$80,080<br>- 101,919 | \$101,920<br>- 128,959 | \$128,960<br>- 163,799 | \$163,800<br>- 207,999 | \$208,000<br>and over | Employment |
| Accountants and Auditors - Exa<br>and interpret accounting records<br>giving advice or preparing statem | for the purpose of   |                   |                      | 1                    | 2                    | 3                    |                      |                      |                       |                        |                        |                        |                       | 6          |
|   | 13-2011  |                   | L,                   |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| <del></del>   |  |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        | /                      |                       |            |

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

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

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

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

533000 iii

# OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES

|                                    |                   |                      |                    | _                    | R OF E             | _                    |                    |                    |                    |                    |                        |                      |            |  |  |  |  |
|------------------------------------|-------------------|----------------------|--------------------|----------------------|--------------------|----------------------|--------------------|--------------------|--------------------|--------------------|------------------------|----------------------|------------|--|--|--|--|
|                                    | Α                 | В                    |                    |                      |                    |                      |                    |                    |                    |                    |                        |                      |            |  |  |  |  |
| Hourly<br>(part-time or full-time) | under<br>\$9.25   | \$9.25<br>- 11.74    | \$11.75<br>- 14.74 | \$14.75<br>- 18.74   | \$18.75<br>- 23.99 | \$24.00<br>- 30.24   | \$30.25<br>- 38.49 | \$38.50<br>- 48.99 | \$49.00<br>- 61.99 | \$62.00<br>- 78.74 |                        | \$100.00<br>and over | Total      |  |  |  |  |
| Annual Salary (full-time only)     | under<br>\$19,240 | \$19,240<br>- 24,439 |                    | \$30,680<br>- 38,999 |                    | \$49,920<br>- 62,919 |                    |                    |                    |                    | \$163,800<br>- 207,999 |                      | Employment |  |  |  |  |

## **Management Occupations**

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

| Managers in this section generally have other m   | anagers/supervisors  | s report | ang to t | nem.) |   |   |   |   |   |   |   |   |   |   |
|---|--|----------|----------|-------|---|---|---|---|---|---|---|---|---|---|
| Chief Executives -  |  | Α        | В        | С     | D | E | F | G | Н | I | J | K | L | T |
| Formulate policies and provide overall direction of priviorganizations within guidelines set up by a board of dir governing body. Plan, direct, or coordinate operational help of subordinate executives and managers.  | ectors or other  |          |          |       |   |   |   |   |   |   |   |   |   |   |
| General and Operations Managers -   |  | Α        | В        | С     | D | E | F | G | Н | I | J | K | L | T |
| Plan, direct, or coordinate the operations of public or p<br>Responsibilities include formulating policies, managing<br>planning the use of materials and human resources, be<br>be classified in any one functional area of management<br>Excludes First-Line Supervisors.                           | daily operations, and ut are too general to                  |          |          |       |   |   |   |   |   |   |   |   |   |   |
| Advertising and Promotions Managers -   |  | Α        | В        | С     | D | Е | F | G | Н | ı | J | K | L | Т |
| Plan, direct, or coordinate advertising policies and programaterials, such as posters, contests, coupons, or gives interest in the purchase of a product or service.  |  |          |          |       |   |   |   |   |   |   |   |   |   |   |
| Marketing Managers -  |  | Α        | В        | С     | D | Е | F | G | Н | I | J | K | L | T |
| Plan, direct, or coordinate marketing for products and s<br>firm and identify potential customers. Develop pricing s<br>of maximizing the firm's profits or share of the market v<br>firm's customers are satisfied. Oversee product develo<br>trends that indicate the need for new products and ser | strategies with the goal while ensuring the pment or monitor |          |          |       |   |   |   |   |   |   |   |   |   |   |
| Sales Managers -  |  | Α        | В        | С     | D | Е | F | G | Н |   | J | К | L | Т |
| Plan, direct, or coordinate the distribution of a product customer. Establish sales territories, quotas, goals, an for sales representatives. Analyze sales statistics to de potential and inventory requirements and to monitor th customers.  | d training programs<br>etermine sales                        |          |          |       |   |   |   |   |   |   |   |   |   |   |

|  |   |                   |                      |                      |                      |                      |                      |                      |                       |                        | SE RANG<br>ourly Ra    |                        |                      |            |
|--|---|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|----------------------|------------|
| 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<br>\$9.25   | \$9.25<br>- 11.74    | \$11.75<br>- 14.74   | \$14.75<br>- 18.74   | \$18.75<br>- 23.99   | \$24.00<br>- 30.24   | \$30.25<br>- 38.49   | \$38.50<br>- 48.99    | \$49.00<br>- 61.99     | \$62.00<br>- 78.74     | \$78.75<br>- 99.99     | \$100.00<br>and over | Total      |
|  | Annual Salary<br>(full-time only)                             | under<br>\$19,240 | \$19,240<br>- 24,439 | \$24,440<br>- 30,679 | \$30,680<br>- 38,999 | \$39,000<br>- 49,919 | \$49,920<br>- 62,919 | \$62,920<br>- 80,079 | \$80,080<br>- 101,919 | \$101,920<br>- 128,959 | \$128,960<br>- 163,799 | \$163,800<br>- 207,999 |                      | Employment |
| Public Relations and Fundraising Managers -  |   | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | ı                      | J                      | K                      | L                    | Т          |
| Plan, direct, or coordinate activities to create or mainta image or raise issue awareness for their organization of direct, or coordinate activities to solicit and maintain fur projects or nonprofit organizations.  | or client, or plan,<br>ands for special                       |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                      |            |
|  | 11-2031   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                      |            |
| Administrative Services Managers -   |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                    | Т          |
| Plan, direct, or coordinate one or more administrative sorganization, such as records and information manage distribution, facilities planning and maintenance, and of Medical records administrators are included in "Medica Managers." Excludes "Purchasing Managers." | ment, mail<br>ther support services.<br>I and Health Services |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                      |            |
|  | 11-3011   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                      |            |
| Computer and Information Systems Managers -  |   | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | ı                      | J                      | K                      | L                    | Т          |
| Plan, direct, or coordinate activities in such fields as eleprocessing, information systems, systems analysis, and programming.  |   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                      |            |
| Financial Managers -   |   | l A               | В                    | С                    | D                    | E                    | F                    | G                    | н                     |                        | J                      | К                      | L                    | Т          |
| Plan, direct, or coordinate accounting, investing, bankin securities, and other financial activities of a branch, offi an establishment.   | ng, insurance,<br>ce, or department of<br>11-3031             |                   |                      | -                    | _                    |                      | ·                    |                      |                       |                        | -                      |                        |                      | ·          |
| Purchasing Managers -  |   | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                      | J                      | K                      | 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   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                      |            |
| Compensation and Benefits Managers -   |   | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                    | Т          |
| Plan, direct, or coordinate compensation and benefits a organization. Job analysis and position description mar "Human Resources Managers."  |   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                      |            |

|  |   |                   |                      |                      | _                    | _                    | _                    |                      |                       |                        | SE RANG<br>ourly Ra    |                        |                       |          |
|--|---|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|----------|
| OCCUPATIONAL TITLE AND   |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | К                      | L                     | Т        |
| DESCRIPTION OF DUTIES  | Hourly (part-time or full-time)                             | under<br>\$9.25   | \$9.25<br>- 11.74    | \$11.75<br>- 14.74   | \$14.75<br>- 18.74   | \$18.75<br>- 23.99   | \$24.00<br>- 30.24   | \$30.25<br>- 38.49   | \$38.50<br>- 48.99    | \$49.00<br>- 61.99     | \$62.00<br>- 78.74     | \$78.75<br>- 99.99     | \$100.00<br>and over  | Total    |
|  | Annual Salary<br>(full-time only)                           | under<br>\$19,240 | \$19,240<br>- 24,439 | \$24,440<br>- 30,679 | \$30,680<br>- 38,999 | \$39,000<br>- 49,919 | \$49,920<br>- 62,919 | \$62,920<br>- 80,079 | \$80,080<br>- 101,919 | \$101,920<br>- 128,959 | \$128,960<br>- 163,799 | \$163,800<br>- 207,999 | \$208,000<br>and over | Employme |
| Human Resources Managers -   |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | K                      | L                     | Т        |
| Plan, direct, or coordinate human resources activities organization. Excludes managers who primarily focus benefits or training and development.   |   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |          |
| , i  | 11-3121   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |          |
| Property, Real Estate, and Community Association   | n Managers -  | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | Т        |
| Plan, direct, or coordinate the selling, buying, leasing, commercial, industrial, or residential real estate proper managers of homeowner and condominium association housing units, buildings, or land (including rights-of-way                           | or governance of<br>rties. Includes<br>ns, rented or leased |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |          |
|  | 11-9141   | 1                 |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |          |
| susiness and Financial Operations (  | )ccupations   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |          |
| Purchasing Agents, Except Wholesale, Retail, and   |   | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | П                      | J                      | К                      | L                     | Т        |
| Purchase machinery, equipment, tools, parts, supplies necessary for the operation of an establishment. Purcl finished materials for manufacturing.   | s, or services  |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |          |
| Compliance Officers -  | <u> </u>  | l A               | В                    | С                    | D                    | Е                    | F                    | G                    | н                     |                        | J                      | К                      | L                     | Т        |
| Examine, evaluate, and investigate eligibility for or cor regulations governing contract compliance of licenses perform other compliance and enforcement inspection not classified elsewhere.  | and permits, and and analysis activities                    |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |          |
|  | 13-1041   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |          |
| Human Resources Specialists -  |   | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | Т        |
| Perform activities in the human resource area. Include<br>specialists who screen, recruit, interview, and place we<br>"Compensation, Benefits, and Job Analysis Specialists"<br>Development Specialists."  | orkers. Éxcludes  |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |          |
|  | 13-1071   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |          |
| Management Analysts -  |   | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                      | J                      | К                      | L                     | Т        |
| Conduct organizational evaluations, design systems p work simplification and measurement studies, and pre procedures manuals to assist management in operatir effectively. Includes program analysts and manageme Excludes "Operations Research Analysts." | pare operations and<br>ng more efficiently and              |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |          |
|  | 13-1111   | 1                 |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |          |

|   |   |                   |                      |                      | _                    | _                    | MPLOYI               |                      |                       |                        |                        |                        |                       |           |
|---|---|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|-----------|
| OCCUPATIONAL TITLE AND  |   | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | ı                      | J                      | K                      | L                     | Т         |
| DESCRIPTION OF DUTIES   | Hourly (part-time or full-time)                               | under<br>\$9.25   | \$9.25<br>- 11.74    | \$11.75<br>- 14.74   | \$14.75<br>- 18.74   | \$18.75<br>- 23.99   | \$24.00<br>- 30.24   | \$30.25<br>- 38.49   | \$38.50<br>- 48.99    | \$49.00<br>- 61.99     | \$62.00<br>- 78.74     | \$78.75<br>- 99.99     | \$100.00<br>and over  | Total     |
|   | Annual Salary<br>(full-time only)                             | under<br>\$19,240 | \$19,240<br>- 24,439 | \$24,440<br>- 30,679 | \$30,680<br>- 38,999 | \$39,000<br>- 49,919 | \$49,920<br>- 62,919 | \$62,920<br>- 80,079 | \$80,080<br>- 101,919 | \$101,920<br>- 128,959 | \$128,960<br>- 163,799 | \$163,800<br>- 207,999 | \$208,000<br>and over | Employmen |
| Meeting, Convention, and Event Planners -   |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | T         |
| Coordinate activities of staff or convention personnel t for group meetings, events, or conventions.  | o make arrangements   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |           |
|   | 13-1121   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |           |
| Compensation, Benefits, and Job Analysis Specia   | lists -   | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | T         |
| Conduct programs of compensation and benefits and employer. May specialize in specific areas, such as pound pension programs.   |   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |           |
|   | 13-1141   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |           |
| Training and Development Specialists -  |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | K                      | L                     | Т         |
| Design and conduct training and development program individual and organizational performance. May analyze  | ms to improve<br>ze training needs.                           |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |           |
|   | 13-1151   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |           |
| Market Research Analysts and Marketing Specialis  | sts -   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | K                      | L                     | Т         |
| Research local, regional, or national market conditions sales of a product or service, or create a marketing ca information on competitors, prices, sales, and marketi survey results to create a marketing campaign based preferences and buying habits. | mpaign. May gather<br>ng methods. May use                     |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |           |
| Accountants and Auditors -  | •   | A                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     |                        | J                      | К                      | L                     | Т         |
| Analyze and interpret accounting records to prepare figive advice, or audit and evaluate statements prepare advise on systems of recording costs or other financia Excludes "Tax Examiners and Collectors, and Revenue                                    | d by others. Install or I and budgetary data.                 |                   |                      |                      | -                    | _                    |                      |                      |                       |                        |                        |                        |                       |           |
|   | 13-2011   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |           |
| Computer and Mathematical Occupa  | ntions  |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |           |
| Computer Systems Analysts -   |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | Т         |
| Analyze data processing problems to improve comput user requirements, procedures, and problems to autor existing systems and review computer system capabil scheduling limitations. May analyze or suggest common software.                               | mate or improve<br>ities, workflow, and<br>ercially available |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |           |
|   | 15-1121   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       | I         |

|   |  |                   |                      |                      |                      |                      |                      |                      |                       | ED WAC                 |                        |                        |                       |            |
|---|--|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|------------|
| OCCUPATIONAL TITLE AND  |  | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | K                      | L                     | Т          |
| DESCRIPTION OF DUTIES   | Hourly<br>(part-time or full-time)           | under<br>\$9.25   | \$9.25<br>- 11.74    | \$11.75<br>- 14.74   | \$14.75<br>- 18.74   | \$18.75<br>- 23.99   | \$24.00<br>- 30.24   | \$30.25<br>- 38.49   | \$38.50<br>- 48.99    | \$49.00<br>- 61.99     | \$62.00<br>- 78.74     | \$78.75<br>- 99.99     | \$100.00<br>and over  | Total      |
|   | Annual Salary<br>(full-time only)            | under<br>\$19,240 | \$19,240<br>- 24,439 | \$24,440<br>- 30,679 | \$30,680<br>- 38,999 | \$39,000<br>- 49,919 | \$49,920<br>- 62,919 | \$62,920<br>- 80,079 | \$80,080<br>- 101,919 | \$101,920<br>- 128,959 | \$128,960<br>- 163,799 | \$163,800<br>- 207,999 | \$208,000<br>and over | Employment |
| Information Security Analysts -   |  | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | Т          |
| Plan, implement, upgrade, or monitor security measure networks and information. May ensure security control safeguard digital files and electronic infrastructure. May security breaches and viruses.   | s are in place that                          |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|   | 15-1122                                      |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Computer Programmers -  |  | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | K                      | L                     | Т          |
| Create, modify, and test computer applications code, for from specifications drawn up by software developers of user needs and design software solutions. May developrograms to store, locate, and retrieve specific docume   | r others. May analyze p and write computer   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| D. S D I A I' I'  | 10 1101                                      | l A               | В                    | С                    | D                    | E                    | F                    | G                    | Н                     |                        | J                      | K                      | <u> </u>              | Т          |
| Software Developers, Applications -  Develop, create, and modify computer applications sof needs and develop software solutions. Design or custo the aim of optimizing efficiency. May analyze and design an application area. May supervise computer programments. | mize software with<br>gn databases within    |                   | В                    | C                    | D                    |                      | ,                    | G                    | п                     | '                      |                        | K                      | -                     | ·          |
| Web Developers -  | 10 1102                                      | l A               | В                    | С                    | D                    | E                    | F                    | G                    | Н                     |                        | J                      | K                      | <u> </u>              | Т          |
| Design, create, and modify Web sites. Analyze user new Web site content, graphics, performance, and capacity sites with computer applications. Convert written, graph components to compatible Web formats. Excludes "Mu Animators."                                | . May integrate Web<br>nic, audio, and video |                   |                      |                      | 5                    |                      | 1                    | 3                    | 11                    | 1                      |                        | K                      | -                     | ·          |
| Database Administrators -   |  | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | Т          |
| Administer, test, and implement computer databases. Computer databases. May plan, coordinate, and impler measures to safeguard computer databases.  |  |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |

|  |   |                   |                      |                      | _                    | _                    | _                    |                      |                       |                        | SE RANG<br>ourly Ra    |                        |                       |            |
|--|---|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|------------|
| OCCUPATIONAL TITLE AND   |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | T          |
| DESCRIPTION OF DUTIES  | Hourly<br>(part-time or full-time)  | under<br>\$9.25   | \$9.25<br>- 11.74    | \$11.75<br>- 14.74   | \$14.75<br>- 18.74   | \$18.75<br>- 23.99   | \$24.00<br>- 30.24   | \$30.25<br>- 38.49   | \$38.50<br>- 48.99    | \$49.00<br>- 61.99     | \$62.00<br>- 78.74     | \$78.75<br>- 99.99     | \$100.00<br>and over  | Total      |
|  | Annual Salary<br>(full-time only)   | under<br>\$19,240 | \$19,240<br>- 24,439 | \$24,440<br>- 30,679 | \$30,680<br>- 38,999 | \$39,000<br>- 49,919 | \$49,920<br>- 62,919 | \$62,920<br>- 80,079 | \$80,080<br>- 101,919 | \$101,920<br>- 128,959 | \$128,960<br>- 163,799 | \$163,800<br>- 207,999 | \$208,000<br>and over | Employment |
| 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 ar wide area network (WAN), and Internet systems or segrificial system. Ensure network availability. May monitor and the performance. May assist in network modeling, analysis, coordination between network and data communication software. May supervise computer user support special network support specialists. May administer network se | ment of a network est Web site planning, and s hardware and ests and computer |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Computer Network Architects -  |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     |                        |                        | К                      |                       | Т          |
| Design and implement computer and information netwo  | rke euch as local   |                   | 5                    |                      |                      |                      |                      | 3                    |                       |                        | 3                      | , A                    |                       | '          |
| area networks (LAN), wide area networks (WAN), intrar other data communications networks. Perform network and planning. May also design network and computer s   | ets, extranets, and modeling, analysis,                                       |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|  | 15-1143   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Computer User Support Specialists -  |   | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | Т          |
| Provide technical assistance to computer users. Answe computer problems in person, via telephone, or electror assistance concerning computer hardware and software   | ically. May provide   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|  | 15-1151   |                   |                      |                      | _                    |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Computer Network Support Specialists - Analyze, test, troubleshoot, and evaluate existing networlocal area network (LAN), wide area network (WAN), and a segment of a network system. Perform network maint correct operation with minimal interruption.   | d Internet systems or   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | l                      | J                      | К                      | L                     | Т          |
| Legal Occupations  |   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Lawyers -  |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | К                      | L                     | Т          |
| Represent clients in criminal and civil litigation and othe draw up legal documents, or manage or advise clients of May specialize in a single area or may practice broadly law.   | on legal transactions.<br>in many areas of                                    |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|  | 23-1011   |                   | <u></u>              |                      |                      |                      |                      |                      |                       |                        |                        |                        | <u> </u>              |            |
| Paralegals and Legal Assistants -  |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | K                      | L                     | T          |
| Assist lawyers by investigating facts, preparing legal do researching legal precedent to support a legal proceedi defense, or to initiate legal action. Excludes "Legal Section."  | ng, to formulate a  |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |

|   |                                       |                   |                      |                      |                      |                      |                      | EES IN S             |                       |                        |                        |                        |                       |            |
|---|---------------------------------------|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|------------|
| 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<br>\$9.25   | \$9.25<br>- 11.74    | \$11.75<br>- 14.74   | \$14.75<br>- 18.74   | \$18.75<br>- 23.99   | \$24.00<br>- 30.24   | \$30.25<br>- 38.49   | \$38.50<br>- 48.99    | \$49.00<br>- 61.99     | \$62.00<br>- 78.74     | \$78.75<br>- 99.99     | \$100.00<br>and over  | Total      |
|   | Annual Salary<br>(full-time only)     | under<br>\$19,240 | \$19,240<br>- 24,439 | \$24,440<br>- 30,679 | \$30,680<br>- 38,999 | \$39,000<br>- 49,919 | \$49,920<br>- 62,919 | \$62,920<br>- 80,079 | \$80,080<br>- 101,919 | \$101,920<br>- 128,959 | \$128,960<br>- 163,799 | \$163,800<br>- 207,999 | \$208,000<br>and over | Employment |
| Arts, Design, Entertainment, Sports,  | and Media Occ                         | cupati            | ons                  |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Graphic Designers -   |                                       | Α                 | В                    | С                    | D                    | Е                    | 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  | or promotional needs, ety of mediums. |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|   | 27-1024                               |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Public Relations Specialists -  |                                       | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | L                      | J                      | K                      | L                     | Т          |
| Engage in promoting or creating an intended public im groups, or organizations. May write or select material tocommunications media.  |                                       |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|   | 27-3031                               |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Building and Grounds Cleaning and   | Maintenance O                         | ccupa             | tions                |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Janitors and Cleaners, Except Maids and Houseke   | eping Cleaners -                      | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | T          |
| Keep buildings in clean and orderly condition. Perform duties. Duties may include tending furnace and boiler, maintenance activities, notifying management of need cleaning snow or debris from sidewalk. | performing routine                    |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Sales and Related Occupations   |                                       |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| First-Line Supervisors of Non-Retail Sales Workers  | <br>S -                               | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | ı                      | J                      | К                      | L                     | Т          |
| Directly supervise and coordinate activities of sales we sales workers. May perform duties, such as budgeting personnel work, in addition to supervisory duties.  | orkers other than retail              |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|   | 41-1012                               |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Sales Representatives of Services, Except Advertise Travel, and Financial Services -  | sing, Insurance,                      | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | Т          |
| Sell services to individuals or businesses. May describ client problems. Excludes "Telemarketers."  | e options or resolve                  |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|   | 41-3098                               |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Sales Representatives, Wholesale and Manufactur<br>Technical and Scientific Products -  | ing, Except                           | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | К                      | L                     | Т          |
| Sell goods for wholesalers or manufacturers to busine individuals. Work requires substantial knowledge of ite   |                                       |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|   | 41-4012                               | <u> </u>          | <u> </u>             | <u> </u>             | <u> </u>             | <u> </u>             | <u> </u>             |                      | <u> </u>              | <u> </u>               |                        |                        |                       |            |

|   |   |                   |                      |                      | _                    | R OF E               | _                    |                      |                       |                        |                        |                        |                       |            |
|---|---|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|------------|
| OCCUPATIONAL TITLE AND  |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | K                      | L                     | T          |
| DESCRIPTION OF DUTIES   | Hourly (part-time or full-time)                                 | under<br>\$9.25   | \$9.25<br>- 11.74    | \$11.75<br>- 14.74   | \$14.75<br>- 18.74   | \$18.75<br>- 23.99   | \$24.00<br>- 30.24   | \$30.25<br>- 38.49   | \$38.50<br>- 48.99    | \$49.00<br>- 61.99     | \$62.00<br>- 78.74     | \$78.75<br>- 99.99     | \$100.00<br>and over  | Total      |
|   | Annual Salary<br>(full-time only)                               | under<br>\$19,240 | \$19,240<br>- 24,439 | \$24,440<br>- 30,679 | \$30,680<br>- 38,999 | \$39,000<br>- 49,919 | \$49,920<br>- 62,919 | \$62,920<br>- 80,079 | \$80,080<br>- 101,919 | \$101,920<br>- 128,959 | \$128,960<br>- 163,799 | \$163,800<br>- 207,999 | \$208,000<br>and over | Employment |
| Telemarketers -   |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | Т          |
| Solicit donations or orders for goods or services over the  |   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|   | 41-9041   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Office and Administrative Support O   | ccupations  |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| First-Line Supervisors of Office and Administrative   | Support Workers -   | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | Т          |
| Directly supervise and coordinate the activities of cleric support workers.   | cal and administrative  |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|   | 43-1011   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Switchboard Operators, Including Answering Servi  | ice -   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | K                      | L                     | Т          |
| Operate telephone business systems equipment or sw calls. May supply information to callers and record mes  | itchboards to relay   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|   | 43-2011   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Bill and Account Collectors -   |   | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | T          |
| Solicit payment from delinquent customers. Receive payment to customer's account; prepare statements to customer fails to respond; initiate repossession proceed disconnection; and keep records of collection and statuted   | credit department if dings or service                           |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|   | 43-3011   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Billing and Posting Clerks -  |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | Т          |
| Compile, compute, and record data for billing purposes invoices for services rendered or for delivery or shipme   |   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|   | 43-3021   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Bookkeeping, Accounting, and Auditing Clerks -  |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | K                      | L                     | Т          |
| Compute, classify, and record data to keep financial re<br>Perform routine calculating, posting, and verifying dutic<br>financial data for use in maintaining accounting records<br>accuracy of figures, calculations, and postings pertaining<br>transactions recorded by other workers. Excludes "Pay<br>Clerks." | es to obtain primary<br>s. May also check the<br>ng to business |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|   | 43-3031   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
| Payroll and Timekeeping Clerks -  |   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | K                      | L                     | Т          |
| Compile and record employee time and payroll data. Memployees' time worked, production, and commission. post wages and deductions, or prepare paychecks.  |   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |
|   | 43-3051   |                   |                      |                      |                      |                      |                      |                      |                       |                        |                        |                        |                       |            |

|   |  |                   |                      |                      | _                    | _                    | _                    |                      |                       |                    | SE RANG            |                        |                       |            |
|---|--|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|--------------------|--------------------|------------------------|-----------------------|------------|
| OCCUPATIONAL TITLE AND  |  | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                  | J                  | K                      | L                     | T          |
| DESCRIPTION OF DUTIES   | Hourly<br>(part-time or full-time)                       | under<br>\$9.25   | \$9.25<br>- 11.74    | \$11.75<br>- 14.74   | \$14.75<br>- 18.74   | \$18.75<br>- 23.99   | \$24.00<br>- 30.24   | \$30.25<br>- 38.49   | \$38.50<br>- 48.99    | \$49.00<br>- 61.99 | \$62.00<br>- 78.74 | \$78.75<br>- 99.99     | \$100.00<br>and over  | Total      |
|   | Annual Salary<br>(full-time only)                        | under<br>\$19,240 | \$19,240<br>- 24,439 | \$24,440<br>- 30,679 | \$30,680<br>- 38,999 | \$39,000<br>- 49,919 | \$49,920<br>- 62,919 | \$62,920<br>- 80,079 | \$80,080<br>- 101,919 |                    |                    | \$163,800<br>- 207,999 | \$208,000<br>and over | Employment |
| Customer Service Representatives -  |  | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                  | J                  | K                      | L                     | Т          |
| Interact with customers to provide information in respo<br>products and services and to handle and resolve comp<br>individuals whose duties are primarily installation, sale  | laints. Excludes<br>s, or repair.                        |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                       |            |
|   | 43-4051  |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                       |            |
| File Clerks -   |  | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                  | J                  | K                      | L                     | T          |
| File correspondence, cards, invoices, receipts, and oth and remove material from file when requested.   | er records. Locate                                       |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                       |            |
|   | 43-4071  |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                       |            |
| Human Resources Assistants, Except Payroll and  | Timekeeping -  | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                  | J                  | K                      | L                     | Т          |
| Compile and keep personnel records. May prepare reprecords, file employment records, or search employee information to authorized persons.  | orts for employment<br>files and furnish                 |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                       |            |
|   | 43-4161  |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                       |            |
| Receptionists and Information Clerks -  |  | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                  | J                  | K                      | L                     | Т          |
| Answer inquiries and provide information regarding act establishment and location of departments, offices, and the organization. Excludes "Switchboard Operators, In Service."  | d employees within                                       |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                       |            |
|   | 43-4171  |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                       |            |
| Production, Planning, and Expediting Clerks -   |  | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | <u>I</u>           | J                  | K                      | L                     | Т          |
| Coordinate and expedite the flow of work and material departments of an establishment according to producti Excludes "Weighers, Measurers, Checkers, and Samp   | on schedule.   |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                       |            |
| Shipping, Receiving, and Traffic Clerks -   |  | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | ı                  | J                  | K                      | L                     | Т          |
| Verify and maintain records on incoming and outgoing items for shipment. Assemble, address, stamp, and sh material; receive, unpack, verify and record incoming r material; and arrange for the transportation of products Clerks and Order Fillers." | ip merchandise or<br>nerchandise or<br>. Excludes "Stock |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                       |            |
|   | 43-5071  |                   |                      | <u> </u>             |                      | <u> </u>             |                      | <u> </u>             | <u> </u>              |                    |                    |                        |                       |            |

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|---|--|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|--------------------|--------------------|------------------------|----------------------|------------|
| OCCUPATIONAL TITLE AND  |  | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                  | J                  | K                      | L                    | T          |
| DESCRIPTION OF DUTIES   | Hourly (part-time or full-time)                                      | under<br>\$9.25   | \$9.25<br>- 11.74    | \$11.75<br>- 14.74   | \$14.75<br>- 18.74   | \$18.75<br>- 23.99   | \$24.00<br>- 30.24   | \$30.25<br>- 38.49   | \$38.50<br>- 48.99    | \$49.00<br>- 61.99 | \$62.00<br>- 78.74 | \$78.75<br>- 99.99     | \$100.00<br>and over | Total      |
|   | Annual Salary<br>(full-time only)                                    | under<br>\$19,240 | \$19,240<br>- 24,439 | \$24,440<br>- 30,679 | \$30,680<br>- 38,999 | \$39,000<br>- 49,919 | \$49,920<br>- 62,919 | \$62,920<br>- 80,079 | \$80,080<br>- 101,919 |                    |                    | \$163,800<br>- 207,999 |                      | Employment |
| Stock Clerks and Order Fillers -  |  | Α                 | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                  | J                  | K                      | L                    | T          |
| Receive, store, and issue sales floor merchandise, ma<br>and other items from stockroom, warehouse, or storag<br>racks, tables, or customers' orders. May mark prices o<br>set up sales displays. Excludes "Shipping, Receiving,  | e yard to fill shelves,<br>n merchandise and<br>and Traffic Clerks." |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                      |            |
|   | 43-5081  |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                      |            |
| <b>Executive Secretaries and Executive Administrativ</b>  | e Assistants -   | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                  | J                  | K                      | L                    | T          |
| Provide high-level administrative support. Conduct res statistical reports, handle information requests, and pe functions such as preparing correspondence, receiving conference calls, and scheduling meetings. May also t lower-level clerical staff.                         | rform clerical<br>visitors, arranging                                |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                      |            |
|   | 43-0011  |                   | L                    |                      |                      |                      | <u> </u>             |                      |                       | L                  |                    | <u> </u>               |                      |            |
| Legal Secretaries - Perform secretarial duties using legal terminology, prodocuments. Prepare legal papers and correspondence summonses, complaints, motions, and subpoenas. Maresearch.  | , such as  | A                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ,                  | J                  | K                      | L                    | T          |
| Secretaries and Administrative Assistants, Except   | Legal, Medical, and  | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                  | J                  | K                      | L                    | Т          |
| Perform routine clerical and administrative functions su correspondence, scheduling appointments, organizing or providing information to callers.   |  |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                      |            |
| Computer Operators -  |  | Α                 | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                  | J                  | K                      | L                    | Т          |
| Monitor and control electronic computer and periphera processing equipment to process data according to op Monitor and respond to operating and error messages commands at a computer terminal and set controls on peripheral devices. Excludes "Computer Occupations" Keyers." | erating instructions.  May enter computer and                        |                   |                      |                      |                      |                      |                      |                      |                       |                    |                    |                        |                      |            |

| OCCUPATIONAL TITLE AND   |                                   | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) |                      |                      |                      |                      |                      |                      |                       |                        |                        |                    |                       |          |
|--|-----------------------------------|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|--------------------|-----------------------|----------|
|  |                                   | Α  | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | К                  | L                     | Т        |
| DESCRIPTION OF DUTIES  | Hourly (part-time or full-time)   | under<br>\$9.25  | \$9.25<br>- 11.74    | \$11.75<br>- 14.74   | \$14.75<br>- 18.74   | \$18.75<br>- 23.99   | \$24.00<br>- 30.24   | \$30.25<br>- 38.49   | \$38.50<br>- 48.99    | \$49.00<br>- 61.99     | \$62.00<br>- 78.74     | \$78.75<br>- 99.99 | \$100.00<br>and over  | Total    |
|  | Annual Salary<br>(full-time only) | under<br>\$19,240  | \$19,240<br>- 24,439 | \$24,440<br>- 30,679 | \$30,680<br>- 38,999 | \$39,000<br>- 49,919 | \$49,920<br>- 62,919 | \$62,920<br>- 80,079 | \$80,080<br>- 101,919 | \$101,920<br>- 128,959 | \$128,960<br>- 163,799 |                    | \$208,000<br>and over | Employme |
| Data Entry Keyers -  |                                   | Α  | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | K                  | L                     | T        |
| 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."   |                                   |  |                      |                      |                      |                      |                      |                      |                       |                        |                        |                    |                       |          |
|  | 43-9021                           |  |                      |                      |                      |                      |                      |                      |                       |                        |                        |                    |                       |          |
| Mail Clerks and Mail Machine Operators, Except Po  | ostal Service -                   | Α  | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | K                  | L                     | Т        |
| 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.  |                                   |  |                      |                      |                      |                      |                      |                      |                       |                        |                        |                    |                       |          |
|  | 43-9051                           |  |                      |                      |                      |                      |                      |                      |                       |                        |                        |                    |                       |          |
| Office Clerks, General -   |                                   | Α  | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                      | J                      | K                  | L                     | Т        |
| 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.   |                                   |  |                      |                      |                      |                      |                      |                      |                       |                        |                        |                    |                       |          |
|  | 43-9061                           |  |                      |                      |                      |                      |                      |                      |                       |                        |                        |                    |                       |          |
| nstallation, Maintenance, and Repa   | ir Occupations                    |  |                      |                      |                      |                      |                      |                      |                       |                        |                        |                    |                       |          |
| Maintenance and Repair Workers, General -  |                                   | Α  | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | I                      | J                      | K                  | L                     | Т        |
| Perform work involving the skills of two or more 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                           |  |                      |                      |                      |                      |                      |                      |                       |                        |                        |                    |                       |          |
| Subtotal<br>Employment   |                                   |  |                      |                      |                      |                      |                      |                      | Т                     |                        |                        |                    |                       |          |

## **Instructions for Completing the Supplemental Page**

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

|                        |                                   |                       | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
|------------------------|-----------------------------------|-----------------------|--|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|---------------------------------|------------------------|------------------------|-----------------------|------------|--|
| OCCUPATIONAL TITLE AND |                                   | Α                     | В  | С                    | D                    | E                    | F                    | G                    | Н                     | ı                               | J                      | K                      | L                     | T          |  |
| DESCRIPTION OF DUTIES  | Hourly (part-time or full-time)   | under<br>\$9.25       | \$9.25<br>- 11.74  | \$11.75<br>- 14.74   | \$14.75<br>- 18.74   | \$18.75<br>- 23.99   | \$24.00<br>- 30.24   | \$30.25<br>- 38.49   | \$38.50<br>- 48.99    | \$49.00<br>- 61.99              | \$62.00<br>- 78.74     | \$78.75<br>- 99.99     | \$100.00<br>and over  | Total      |  |
|                        | Annual Salary<br>(full-time only) | under<br>\$19,240     | \$19,240<br>- 24,439   | \$24,440<br>- 30,679 | \$30,680<br>- 38,999 | \$39,000<br>- 49,919 | \$49,920<br>- 62,919 | \$62,920<br>- 80,079 | \$80,080<br>- 101,919 | \$101,920<br>- 128,959          | \$128,960<br>- 163,799 | \$163,800<br>- 207,999 | \$208,000<br>and over | Employment |  |
|                        |                                   | Α                     | В  | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                               | J                      | K                      | L                     | Т          |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
|                        |                                   | Α                     | В  | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                               | J                      | K                      | L                     | T          |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
|                        |                                   | Α                     | В  | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                               | J                      | K                      | L                     | Т          |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
|                        |                                   | Α                     | В  | С                    | D                    | E                    | F                    | G                    | Н                     | ı                               | J                      | K                      | L                     | Т          |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
|                        |                                   | Α                     | В  | С                    | D                    | Е                    | F                    | G                    | Н                     | I                               | J                      | K                      | L                     | Т          |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       |                                 |                        |                        |                       |            |  |
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|                        |                                   |                       |  |                      |                      |                      |                      |                      | 1                     |                                 |                        |                        |                       | <u> </u>   |  |
| FIPS Schedule Number   | NAICS Code                        | Unit Total Employment |  |                      | Reviewed By          |                      | Date Reviewed        |                      |                       | Subtotal Employment - this page |                        |                        |                       |            |  |
| FOR OFFICE             |                                   |                       |  |                      |                      |                      |                      |                      |                       | page                            |                        |                        |                       | ]          |  |
| USE ONLY               |                                   |                       |  |                      |                      |                      |                      |                      |                       | Total E                         | mployn                 | nent ide               | ntified               |            |  |
|                        |                                   |                       |  |                      |                      |                      |                      |                      |                       | on this form                    |                        |                        |                       |            |  |

533000 Supplemental 1

#### **Instructions for Completing the Supplemental Page**

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

|                        |                                   | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
|------------------------|-----------------------------------|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------------|------------------------|------------------------|-----------------------|------------|
| OCCUPATIONAL TITLE AND |                                   | Α  | В                    | С                    | D                    | E                    | F                    | G                    | Н                     | I                          | J                      | K                      | L                     | T          |
| DESCRIPTION OF DUTIES  | Hourly (part-time or full-time)   | under<br>\$9.25  | \$9.25<br>- 11.74    | \$11.75<br>- 14.74   | \$14.75<br>- 18.74   | \$18.75<br>- 23.99   | \$24.00<br>- 30.24   | \$30.25<br>- 38.49   | \$38.50<br>- 48.99    | \$49.00<br>- 61.99         | \$62.00<br>- 78.74     | \$78.75<br>- 99.99     | \$100.00<br>and over  | Total      |
|                        | Annual Salary<br>(full-time only) | under<br>\$19,240  | \$19,240<br>- 24,439 | \$24,440<br>- 30,679 | \$30,680<br>- 38,999 | \$39,000<br>- 49,919 | \$49,920<br>- 62,919 | \$62,920<br>- 80,079 | \$80,080<br>- 101,919 | \$101,920<br>- 128,959     | \$128,960<br>- 163,799 | \$163,800<br>- 207,999 | \$208,000<br>and over | Employment |
|                        |                                   | Α  | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                          | J                      | K                      | L                     | Т          |
|                        |                                   |  |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
|                        |                                   |  |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
|                        |                                   |  |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
|                        |                                   | Α  | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                          | J                      | К                      | L                     | Т          |
|                        |                                   |  |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
|                        | _                                 | _  |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
|                        |                                   |  |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
|                        |                                   | Α  | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                          | J                      | К                      | L                     | Т          |
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|                        |                                   |  |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
|                        |                                   | Α  | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                          | J                      | К                      | L                     | Т          |
|                        |                                   |  |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
|                        |                                   |  |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
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|                        |                                   | Α  | В                    | С                    | D                    | Е                    | F                    | G                    | Н                     | ı                          | J                      | К                      | L                     | Т          |
|                        |                                   |  |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
|                        |                                   |  |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
|                        |                                   |  |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
| FIPS Schedule Number   | NAICS Code                        | Unit Total Employment  |                      |                      | Reviewed By          |                      | Date Reviewed        |                      |                       | Subtotal Employment - this |                        |                        |                       |            |
|                        |                                   | One rotal Employ   |                      | ,                    | neviewed by          |                      | Date Neviewed        |                      |                       | Cubio                      | page                   |                        |                       |            |
| FOR OFFICE USE ONLY    |                                   |  |                      |                      |                      |                      |                      |                      |                       |                            |                        |                        |                       |            |
| 332 31121              |                                   |  |                      |                      |                      |                      |                      |                      |                       | Total Employment identif   |                        |                        | ntified               |            |
|                        |                                   |  |                      |                      |                      |                      |                      |                      |                       | on this form               |                        |                        |                       |            |

533000 Supplemental 2