

**In Cooperation with the
U.S. Department of Labor**



Form Approved
B. No. 1220-0042

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

- New Name: _____
- New Address: _____

[illegible]

| | |
|--|--|
| | |
| | |
| | |
| | |

[illegible]

Enter the number here...

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

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

| | | | | |
|--------------------------|-----|--------------------------|---------------------------------|----------------------|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No... Enter number of locations | <input type="text"/> |
|--------------------------|-----|--------------------------|---------------------------------|----------------------|

Name: _____

Title: _____

Phone: _____ Date: _____

E-mail address: _____

FOR
OFFICE
USE ONLY

Instructions for Reporting by Occupation

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

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

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

Instructions for Reporting Wage Information

For all employees:

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

| Include as pay |
|----------------|
|----------------|

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

| Exclude as pay |
|----------------|
|----------------|

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

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

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

Instructions for Completing the Report

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

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

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

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

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

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

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

Management Occupations

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

| | | | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Chief Executives - Formulate policies and provide overall direction of private and public organizations within guidelines set up by a board of directors or other governing body. Plan, direct, or coordinate operational activities with the help of subordinate executives and managers. | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 11-1011 | | | | | | | | | | | | | |
| General and Operations Managers - Plan, direct, or coordinate the operations of public or private organizations. Responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too general to be classified in any one functional area of management or administration. Excludes First-Line Supervisors. | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 11-1021 | | | | | | | | | | | | | |
| Advertising and Promotions Managers - Plan, direct, or coordinate advertising policies and programs or produce materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service. | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 11-2011 | | | | | | | | | | | | | |
| Marketing Managers - Plan, direct, or coordinate marketing for products and services offered by a firm and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services. | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 11-2021 | | | | | | | | | | | | | |
| Administrative Services Managers - Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, and other support services. Medical records administrators are included in "Medical and Health Services Managers." Excludes "Purchasing Managers." | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 11-3011 | | | | | | | | | | | | | |

| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES | | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) | | | | | | | | | | | | |
|--|-------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|--------------------|----------------------|
| | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | Hourly (part-time or full-time) | under \$9.25 | \$9.25 - 11.74 | \$11.75 - 14.74 | \$14.75 - 18.74 | \$18.75 - 23.99 | \$24.00 - 30.24 | \$30.25 - 38.49 | \$38.50 - 48.99 | \$49.00 - 61.99 | \$62.00 - 78.74 | \$78.75 - 99.99 | \$100.00 and over |
| Annual Salary (full-time only) | under \$19,240 | \$19,240 - 24,439 | \$24,440 - 30,679 | \$30,680 - 38,999 | \$39,000 - 49,919 | \$49,920 - 62,919 | \$62,920 - 80,079 | \$80,080 - 101,919 | \$101,920 - 128,959 | \$128,960 - 163,799 | \$163,800 - 207,999 | \$208,000 and over | Employment | |
| Computer and Information Systems Managers - Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 11-3021 | | | | | | | | | | | | | | |
| Financial Managers - Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 11-3031 | | | | | | | | | | | | | | |
| Compensation and Benefits Managers - Plan, direct, or coordinate compensation and benefits activities of an organization. Job analysis and position description managers are included in "Human Resources Managers." | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 11-3111 | | | | | | | | | | | | | | |
| Human Resources Managers - Plan, direct, or coordinate human resources activities and staff of an organization. Excludes managers who primarily focus on compensation and benefits or training and development. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 11-3121 | | | | | | | | | | | | | | |
| Business and Financial Operations Occupations | | | | | | | | | | | | | | |
| Human Resources Specialists - Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers. Excludes "Compensation, Benefits, and Job Analysis Specialists" and "Training and Development Specialists." | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 13-1071 | | | | | | | | | | | | | | |
| Management Analysts - Conduct organizational evaluations, design systems procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants. Excludes "Operations Research Analysts." | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 13-1111 | | | | | | | | | | | | | | |

| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES | | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) | | | | | | | | | | | | |
|--|-------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|----------------------|---------------------|
| | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | under \$9.25 | \$9.25 - 11.74 | \$11.75 - 14.74 | \$14.75 - 18.74 | \$18.75 - 23.99 | \$24.00 - 30.24 | \$30.25 - 38.49 | \$38.50 - 48.99 | \$49.00 - 61.99 | \$62.00 - 78.74 | \$78.75 - 99.99 | \$100.00 and over | Total Employment |
| Annual Salary (full-time only) | under \$19,240 | \$19,240 - 24,439 | \$24,440 - 30,679 | \$30,680 - 38,999 | \$39,000 - 49,919 | \$49,920 - 62,919 | \$62,920 - 80,079 | \$80,080 - 101,919 | \$101,920 - 128,959 | \$128,960 - 163,799 | \$163,800 - 207,999 | \$208,000 and over | | |
| Compensation, Benefits, and Job Analysis Specialists - Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 13-1141 | | | | | | | | | | | | | | |
| Training and Development Specialists - Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 13-1151 | | | | | | | | | | | | | | |
| Market Research Analysts and Marketing Specialists - Research local, regional, or national market conditions to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and marketing methods. May use survey results to create a marketing campaign based on regional preferences and buying habits. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 13-1161 | | | | | | | | | | | | | | |
| Accountants and Auditors - Analyze and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. Excludes "Tax Examiners and Collectors, and Revenue Agents." | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 13-2011 | | | | | | | | | | | | | | |
| Budget Analysts - Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 13-2031 | | | | | | | | | | | | | | |
| Financial Analysts - Conduct quantitative analyses of information affecting investment programs of public or private institutions. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 13-2051 | | | | | | | | | | | | | | |
| Personal Financial Advisors - Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Assess clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 13-2052 | | | | | | | | | | | | | | |

| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES | | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) | | | | | | | | | | | | |
|---|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|----------------------|
| | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | Hourly (part-time or full-time) | under \$9.25 | \$9.25 - 11.74 | \$11.75 - 14.74 | \$14.75 - 18.74 | \$18.75 - 23.99 | \$24.00 - 30.24 | \$30.25 - 38.49 | \$38.50 - 48.99 | \$49.00 - 61.99 | \$62.00 - 78.74 | \$78.75 - 99.99 | \$100.00 and over |
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| Tax Preparers - Prepare tax returns for individuals or small businesses. Excludes "Accountants and Auditors." | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 13-2082 | | | | | | | | | | | | | | |

Computer and Mathematical Occupations

| | | | | | | | | | | | | | | |
|---|--|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Computer Systems Analysts - | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| Analyze data processing problems to improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or suggest commercially available software. | | | | | | | | | | | | | | |
| 15-1121 | | | | | | | | | | | | | | |
| Information Security Analysts - | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| Plan, implement, upgrade, or monitor security measures for computer networks and information. May ensure security controls are in place that safeguard digital files and electronic infrastructure. May respond to computer security breaches and viruses. | | | | | | | | | | | | | | |
| 15-1122 | | | | | | | | | | | | | | |
| Computer Programmers - | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| Create, modify, and test computer applications code, forms, and script. Work from specifications drawn up by software developers or others. May analyze user needs and design software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information. | | | | | | | | | | | | | | |
| 15-1131 | | | | | | | | | | | | | | |
| Web Developers - | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with computer applications. Convert written, graphic, audio, and video components to compatible Web formats. Excludes "Multimedia Artists and Animators." | | | | | | | | | | | | | | |
| 15-1134 | | | | | | | | | | | | | | |
| Database Administrators - | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| Administer, test, and implement computer databases. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases. | | | | | | | | | | | | | | |
| 15-1141 | | | | | | | | | | | | | | |

| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES | | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) | | | | | | | | | | | | |
|---|----------------|---|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|---------------------|--------------------|-----------------|-------------------|
| | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | Hourly (part-time or full-time) | under \$9.25 | \$9.25 - 11.74 | \$11.75 - 14.74 | \$14.75 - 18.74 | \$18.75 - 23.99 | \$24.00 - 30.24 | \$30.25 - 38.49 | \$38.50 - 48.99 | \$49.00 - 61.99 | \$62.00 - 78.74 | \$78.75 - 99.99 | \$100.00 and over |
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| Network and Computer Systems Administrators - Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or segment of a network system. Ensure network availability. May monitor and test Web site performance. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | | | | | | | | | | | | | |
| 15-1142 | | | | | | | | | | | | | | |
| Computer Network Architects - Design and implement computer and information networks, such as local area networks (LAN), wide area networks (WAN), intranets, extranets, and other data communications networks. Perform network modeling, analysis, and planning. May also design network and computer security measures. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | | | | | | | | | | | | | |
| 15-1143 | | | | | | | | | | | | | | |
| Computer User Support Specialists - Provide technical assistance to computer users. Answer questions or resolve computer problems in person, via telephone, or electronically. May provide assistance concerning computer hardware and software use. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | | | | | | | | | | | | | |
| 15-1151 | | | | | | | | | | | | | | |
| Computer Network Support Specialists - Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure correct operation with minimal interruption. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | | | | | | | | | | | | | |
| 15-1152 | | | | | | | | | | | | | | |
| Arts, Design, Entertainment, Sports, and Media Occupations | | | | | | | | | | | | | | |
| Film and Video Editors - Edit moving images on film, video, or other media. May edit or synchronize soundtracks with images. Excludes "Sound Engineering Technicians." | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | | | | | | | | | | | | | |
| 27-4032 | | | | | | | | | | | | | | |
| Building and Grounds Cleaning and Maintenance Occupations | | | | | | | | | | | | | | |
| First-Line Supervisors of Housekeeping and Janitorial Workers - Directly supervise and coordinate work activities of cleaning personnel. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | | | | | | | | | | | | | |
| 37-1011 | | | | | | | | | | | | | | |

| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES | | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) | | | | | | | | | | | | |
|--|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|----------------------|
| | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | Hourly (part-time or full-time) | under \$9.25 | \$9.25 - 11.74 | \$11.75 - 14.74 | \$14.75 - 18.74 | \$18.75 - 23.99 | \$24.00 - 30.24 | \$30.25 - 38.49 | \$38.50 - 48.99 | \$49.00 - 61.99 | \$62.00 - 78.74 | \$78.75 - 99.99 | \$100.00 and over |
| Annual Salary (full-time only) | | under \$19,240 | \$19,240 - 24,439 | \$24,440 - 30,679 | \$30,680 - 38,999 | \$39,000 - 49,919 | \$49,920 - 62,919 | \$62,920 - 80,079 | \$80,080 - 101,919 | \$101,920 - 128,959 | \$128,960 - 163,799 | \$163,800 - 207,999 | \$208,000 and over | Employment |
| Janitors and Cleaners, Except Maids and Housekeeping Cleaners - Keep buildings in clean and orderly condition. Perform heavy cleaning duties. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | | | | | | | | | | | | | |
| 37-2011 | | | | | | | | | | | | | | |

Sales and Related Occupations

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

Office and Administrative Support Occupations

| | | | | | | | | | | | | | |
|--|---------|---|---|---|---|---|---|---|---|---|---|---|---|
| First-Line Supervisors of Office and Administrative Support Workers - Directly supervise and coordinate the activities of clerical and administrative support workers. | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | | | | | | | | | | | | |
| | 43-1011 | | | | | | | | | | | | |

| | | | | | | | | | | | | | |
|--|---------|---|---|---|---|---|---|---|---|---|---|---|---|
| Switchboard Operators, Including Answering Service - Operate telephone business systems equipment or switchboards to relay calls. May supply information to callers and record messages. | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | | | | | | | | | | | | |
| | 43-2011 | | | | | | | | | | | | |

| | | | | | | | | | | | | | |
|--|---------|---|---|---|---|---|---|---|---|---|---|---|---|
| Bill and Account Collectors - Solicit payment from delinquent customers. Receive payment and post amount to customer's account; prepare statements to credit department if customer fails to respond; initiate repossession proceedings or service disconnection; and keep records of collection and status of accounts. | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | | | | | | | | | | | | |
| | 43-3011 | | | | | | | | | | | | |

| | | | | | | | | | | | | | |
|---|---------|---|---|---|---|---|---|---|---|---|---|---|---|
| Billing and Posting Clerks - Compile, compute, and record data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods. | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | | | | | | | | | | | | |
| | 43-3021 | | | | | | | | | | | | |

| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES | | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) | | | | | | | | | | | | |
|---|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|----------------------|
| | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | Hourly (part-time or full-time) | under \$9.25 | \$9.25 - 11.74 | \$11.75 - 14.74 | \$14.75 - 18.74 | \$18.75 - 23.99 | \$24.00 - 30.24 | \$30.25 - 38.49 | \$38.50 - 48.99 | \$49.00 - 61.99 | \$62.00 - 78.74 | \$78.75 - 99.99 | \$100.00 and over |
| Annual Salary (full-time only) | | under \$19,240 | \$19,240 - 24,439 | \$24,440 - 30,679 | \$30,680 - 38,999 | \$39,000 - 49,919 | \$49,920 - 62,919 | \$62,920 - 80,079 | \$80,080 - 101,919 | \$101,920 - 128,959 | \$128,960 - 163,799 | \$163,800 - 207,999 | \$208,000 and over | Employment |
| Bookkeeping, Accounting, and Auditing Clerks - Compute, classify, and record data to keep financial records complete. Perform routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Excludes "Payroll and Timekeeping Clerks." | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 43-3031 | | | | | | | | | | | | | | |
| Payroll and Timekeeping Clerks - Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 43-3051 | | | | | | | | | | | | | | |
| Customer Service Representatives - Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints. Excludes individuals whose duties are primarily installation, sales, or repair. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 43-4051 | | | | | | | | | | | | | | |
| File Clerks - File correspondence, cards, invoices, receipts, and other records. Locate and remove material from file when requested. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 43-4071 | | | | | | | | | | | | | | |
| Human Resources Assistants, Except Payroll and Timekeeping - Compile and keep personnel records. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons. | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 43-4161 | | | | | | | | | | | | | | |
| Receptionists and Information Clerks - Answer inquiries and provide information regarding activities conducted at establishment and location of departments, offices, and employees within the organization. Excludes "Switchboard Operators, Including Answering Service." | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 43-4171 | | | | | | | | | | | | | | |
| Couriers and Messengers - Pick up and deliver messages, documents, packages, and other items. Excludes "Light Truck or Delivery Services Drivers." | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 43-5021 | | | | | | | | | | | | | | |

| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES | | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) | | | | | | | | | | | | |
|---|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|----------------------|
| | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | Hourly (part-time or full-time) | under \$9.25 | \$9.25 - 11.74 | \$11.75 - 14.74 | \$14.75 - 18.74 | \$18.75 - 23.99 | \$24.00 - 30.24 | \$30.25 - 38.49 | \$38.50 - 48.99 | \$49.00 - 61.99 | \$62.00 - 78.74 | \$78.75 - 99.99 | \$100.00 and over |
| Annual Salary (full-time only) | | under \$19,240 | \$19,240 - 24,439 | \$24,440 - 30,679 | \$30,680 - 38,999 | \$39,000 - 49,919 | \$49,920 - 62,919 | \$62,920 - 80,079 | \$80,080 - 101,919 | \$101,920 - 128,959 | \$128,960 - 163,799 | \$163,800 - 207,999 | \$208,000 and over | Employment |
| Production, Planning, and Expediting Clerks - | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Excludes "Weighers, Measurers, Checkers, and Samplers, Recordkeeping." | | | | | | | | | | | | | | |
| 43-5061 | | | | | | | | | | | | | | |
| Executive Secretaries and Executive Administrative Assistants - | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| Provide high-level administrative support. Conduct research, prepare statistical reports, handle information requests, and perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. | | | | | | | | | | | | | | |
| 43-6011 | | | | | | | | | | | | | | |
| Secretaries and Administrative Assistants, Except Legal, Medical, and Executive - | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining files, or providing information to callers. | | | | | | | | | | | | | | |
| 43-6014 | | | | | | | | | | | | | | |
| Computer Operators - | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| Monitor and control electronic computer and peripheral electronic data processing equipment to process data according to operating instructions. Monitor and respond to operating and error messages. May enter commands at a computer terminal and set controls on computer and peripheral devices. Excludes "Computer Occupations" and "Data Entry Keyers." | | | | | | | | | | | | | | |
| 43-9011 | | | | | | | | | | | | | | |
| Data Entry Keyers - | | A | B | C | D | E | F | G | H | 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 | | | | | | | | | | | | | | |

| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES | | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) | | | | | | | | | | | | |
|--|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|----------------------|
| | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| | | Hourly (part-time or full-time) | under \$9.25 | \$9.25 - 11.74 | \$11.75 - 14.74 | \$14.75 - 18.74 | \$18.75 - 23.99 | \$24.00 - 30.24 | \$30.25 - 38.49 | \$38.50 - 48.99 | \$49.00 - 61.99 | \$62.00 - 78.74 | \$78.75 - 99.99 | \$100.00 and over |
| Annual Salary (full-time only) | | under \$19,240 | \$19,240 - 24,439 | \$24,440 - 30,679 | \$30,680 - 38,999 | \$39,000 - 49,919 | \$49,920 - 62,919 | \$62,920 - 80,079 | \$80,080 - 101,919 | \$101,920 - 128,959 | \$128,960 - 163,799 | \$163,800 - 207,999 | \$208,000 and over | Employment |
| Word Processors and Typists - | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| Use word processor, computer, or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned. Excludes "Data Entry Keyers," "Secretaries and Administrative Assistants," "Court Reporters," and "Medical Transcriptionists." | | | | | | | | | | | | | | |
| 43-9022 | | | | | | | | | | | | | | |
| Office Clerks, General - | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| 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 | | | | | | | | | | | | | | |
| Office Machine Operators, Except Computer - | | A | B | C | D | E | F | G | H | I | J | K | L | T |
| Operate one or more of a variety of office machines, such as photocopying, photographic, and duplicating machines, or other office machines. Excludes "Mail Clerks and Mail Machine Operators" and "Billing and Posting Clerks." | | | | | | | | | | | | | | |
| 43-9071 | | | | | | | | | | | | | | |
| Subtotal Employment | | | | | | | | | | | | | | T |

Instructions for Completing the Supplemental Page

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

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

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

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

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

Instructions for Completing the Supplemental Page

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

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

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

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

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