

FOR
OFFICE
USE ONLY

Instructions for Reporting by Occupation

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

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

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

Instructions for Reporting Wage Information

For all employees:

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

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

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

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

Instructions for Completing the Report

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

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

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

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

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

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

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	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													
Public Relations and Fundraising Managers - Plan, direct, or coordinate activities to create or maintain a favorable public image or raise issue awareness for their organization or client, or plan, direct, or coordinate activities to solicit and maintain funds for special projects or nonprofit organizations.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2031													
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													

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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		
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														
Education Administrators, Preschool and Childcare Center/Program - Plan, direct, or coordinate the academic and nonacademic activities of preschool and childcare centers or programs. Excludes "Preschool Teachers."		A	B	C	D	E	F	G	H	I	J	K	L	T
11-9031														
Property, Real Estate, and Community Association Managers - Plan, direct, or coordinate the selling, buying, leasing, or governance of commercial, industrial, or residential real estate properties. Includes managers of homeowner and condominium associations, rented or leased housing units, buildings, or land (including rights-of-way).		A	B	C	D	E	F	G	H	I	J	K	L	T
11-9141														
Social and Community Service Managers - Plan, direct, or coordinate a social service program or community outreach organization. Oversee budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-9151														

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Business and Financial Operations Occupations

Compliance Officers - Examine, evaluate, and investigate eligibility for or conformity with regulations governing contract compliance of licenses and permits, and perform other compliance and enforcement inspection and analysis activities not classified elsewhere.	A	B	C	D	E	F	G	H	I	J	K	L	T
13-1041													
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													
Labor Relations Specialists - Resolve disputes between workers and managers, negotiate collective bargaining agreements, or coordinate grievance procedures. Excludes equal employment opportunity (EEO) officers, who are included in "Compliance Officers."	A	B	C	D	E	F	G	H	I	J	K	L	T
13-1075													
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													
Meeting, Convention, and Event Planners - Coordinate activities of staff or convention personnel to make arrangements for group meetings, events, or conventions.	A	B	C	D	E	F	G	H	I	J	K	L	T
13-1121													
Fundraisers - Organize activities to raise funds or otherwise solicit and gather monetary donations or other gifts for an organization. May design and produce promotional materials. May also raise awareness of the organization's work, goals, and financial needs.	A	B	C	D	E	F	G	H	I	J	K	L	T
13-1131													

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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														
Computer and Mathematical Occupations														
Information Security Analysts - Plan, implement, upgrade, or monitor security measures for computer networks and information. May ensure security controls are in place that safeguard digital files and electronic infrastructure. May respond to computer security breaches and viruses.		A	B	C	D	E	F	G	H	I	J	K	L	T
15-1122														
Computer Programmers - Create, modify, and test computer applications code, forms, and script. Work from specifications drawn up by software developers or others. May analyze user needs and design software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.		A	B	C	D	E	F	G	H	I	J	K	L	T
15-1131														

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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														
Network and Computer Systems Administrators -		A	B	C	D	E	F	G	H	I	J	K	L	T
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.														
15-1142														
Computer User Support Specialists -		A	B	C	D	E	F	G	H	I	J	K	L	T
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.														
15-1151														
Computer Network Support Specialists -		A	B	C	D	E	F	G	H	I	J	K	L	T
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.														
15-1152														

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Life, Physical, and Social Science Occupations

Survey Researchers - Plan, develop, or conduct surveys. May analyze and interpret the meaning of data, determine objectives, or suggest or test question wording. Includes social scientists who primarily design questionnaires or supervise survey teams. Excludes "Market Research Analysts and Marketing Specialists" and "Statisticians." <div>21-3022</div>	A	B	C	D	E	F	G	H	I	J	K	L	T

Community and Social Services Occupations

Child, Family, and School Social Workers - Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize family well-being and academic functioning of children. May assist parents, arrange adoptions, and find foster homes. In schools, they address such problems as teenage pregnancy, misbehavior, and truancy. May also advise teachers. <div>21-1021</div>	A	B	C	D	E	F	G	H	I	J	K	L	T

Healthcare Social Workers - Provide individuals, families, and groups with the psychosocial support needed to cope with chronic, acute, or terminal illnesses. Services include advising family care givers, providing patient education and counseling, and making referrals for other services. May also provide care and case management and address barriers to health care. <div>21-1022</div>	A	B	C	D	E	F	G	H	I	J	K	L	T

Mental Health and Substance Abuse Social Workers - Assess and treat individuals with mental, emotional, or substance abuse problems. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education. <div>21-1023</div>	A	B	C	D	E	F	G	H	I	J	K	L	T

Health Educators - Provide and manage health education programs that help individuals, families, and their communities maximize and maintain healthy lifestyles. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs. May administer fiscal resources for health education programs. Excludes "Community Health Workers." <div>21-1091</div>	A	B	C	D	E	F	G	H	I	J	K	L	T

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Social and Human Service Assistants -		A	B	C	D	E	F	G	H	I	J	K	L	T
Assist in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in obtaining benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.														
21-1093														
Community Health Workers -		A	B	C	D	E	F	G	H	I	J	K	L	T
Assist individuals and communities to adopt healthy behaviors. Conduct outreach to implement programs in the community that promote, maintain, and improve individual and community health. May provide information on available resources, provide social support and informal counseling, advocate for individuals and community health needs, and provide services such as first aid and blood pressure screening. May collect data to help identify community health needs. Excludes "Health Educators."														
21-1094														
Clergy -		A	B	C	D	E	F	G	H	I	J	K	L	T
Conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination. Provide spiritual and moral guidance to members.														
21-2011														
Directors, Religious Activities and Education -		A	B	C	D	E	F	G	H	I	J	K	L	T
Plan, direct, or coordinate programs designed to promote the religious education or activities of a denominational group. May provide counseling and guidance relative to marital, health, financial, and religious problems.														
21-2021														
Legal Occupations														
Lawyers -		A	B	C	D	E	F	G	H	I	J	K	L	T
Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.														
23-1011														
Arbitrators, Mediators, and Conciliators -		A	B	C	D	E	F	G	H	I	J	K	L	T
Facilitate negotiation and conflict resolution through dialogue. Resolve conflicts outside of the court system by mutual consent of parties involved.														
23-1022														

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Education, Training, and Library Occupations

Preschool Teachers, Except Special Education - Instruct preschool-aged children in activities designed to promote social, physical, and intellectual growth needed for primary school. May be required to hold State certification. Excludes "Childcare Workers."	A	B	C	D	E	F	G	H	I	J	K	L	T
	25-2011												
Self-Enrichment Education Teachers - Teach courses other than those that lead to an occupational objective or degree. Courses may include self-improvement, nonvocational, and nonacademic subjects. Teaching may not take place in a traditional educational institution. Excludes "Fitness Trainers and Aerobics Instructors." Flight instructors are included with "Aircraft Pilots and Flight Engineers."	A	B	C	D	E	F	G	H	I	J	K	L	T
	25-3021												
Teacher Assistants - Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services. Excludes "Graduate Teaching Assistants."	A	B	C	D	E	F	G	H	I	J	K	L	T
	25-9041												

Arts, Design, Entertainment, Sports, and Media Occupations

Graphic Designers - Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums.	A	B	C	D	E	F	G	H	I	J	K	L	T
	27-1024												
Coaches and Scouts - Coach groups or individuals in the fundamentals of sports. Demonstrate techniques. May evaluate athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition. Those required to hold teaching degrees should be reported in the appropriate teaching category. Excludes "Athletic Trainers."	A	B	C	D	E	F	G	H	I	J	K	L	T
	27-2022												
Music Directors and Composers - Conduct, direct, plan, and lead instrumental or vocal performances by musical groups, such as orchestras, bands, choirs, and glee clubs. Includes arrangers, composers, choral directors, and orchestrators.	A	B	C	D	E	F	G	H	I	J	K	L	T
	27-2041												

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
Hourly (part-time or full-time)														
Annual Salary (full-time only)														
Musicians and Singers -		A	B	C	D	E	F	G	H	I	J	K	L	T
Play one or more musical instruments or sing. May perform on stage, for on-air broadcasting, or for sound or video recording.														
27-2042														
Public Relations Specialists -		A	B	C	D	E	F	G	H	I	J	K	L	T
Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.														
27-3031														
Editors -		A	B	C	D	E	F	G	H	I	J	K	L	T
Plan, coordinate, or edit content of material for publication. May review proposals and drafts for possible publication. Includes technical editors.														
27-3041														
Writers and Authors -		A	B	C	D	E	F	G	H	I	J	K	L	T
Originate and prepare written material, such as scripts, stories, advertisements, and other material. Excludes "Public Relations Specialists" and "Technical Writers."														
27-3043														
Protective Service Occupations														
Animal Control Workers -		A	B	C	D	E	F	G	H	I	J	K	L	T
Handle animals for the purpose of investigations of mistreatment, or control of abandoned, dangerous, or unattended animals.														
33-9011														
Security Guards -		A	B	C	D	E	F	G	H	I	J	K	L	T
Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment. Excludes "Transportation Security Screeners."														
33-9032														
Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers -		A	B	C	D	E	F	G	H	I	J	K	L	T
Monitor recreational areas, such as pools, beaches, or ski slopes to provide assistance and protection to participants.														
33-9092														

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

Food Preparation and Serving Related Occupations

First-Line Supervisors of Food Preparation and Serving Workers - Directly supervise and coordinate activities of workers engaged in preparing and serving food.	A	B	C	D	E	F	G	H	I	J	K	L	T
35-1012													
Cooks, Institution and Cafeteria - Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.	A	B	C	D	E	F	G	H	I	J	K	L	T
35-2012													
Cooks, Restaurant - Prepare, season, and cook dishes food in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.	A	B	C	D	E	F	G	H	I	J	K	L	T
35-2014													
Food Preparation Workers - Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.	A	B	C	D	E	F	G	H	I	J	K	L	T
35-2021													
Bartenders - Mix and serve drinks to patrons, directly or through waitstaff. Please include tips when calculating wages.	A	B	C	D	E	F	G	H	I	J	K	L	T
35-3011													
Waiters and Waitresses - Take orders and serve food and beverages to patrons at tables. Excludes "Counter Attendants, Cafeteria, Food Concession, and Coffee Shop." Please include tips when calculating wages.	A	B	C	D	E	F	G	H	I	J	K	L	T
35-3031													
Dining Room and Cafeteria Attendants and Bartender Helpers - Facilitate food service. Clean tables, remove dirty dishes, replace soiled table linens; set tables; replenish supply of clean linens, silverware, glassware, and dishes; supply service bar with food; and serve items such as water, condiments, and coffee to patrons. Please include tips when calculating wages.	A	B	C	D	E	F	G	H	I	J	K	L	T
35-9011													

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)													
		A	B	C	D	E	F	G	H	I	J	K	L	T	
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total
		Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	Employment
Dishwashers - Clean dishes, kitchen, food preparation equipment, or utensils.			A	B	C	D	E	F	G	H	I	J	K	L	T
		35-9021													

Building and Grounds Cleaning and Maintenance Occupations

First-Line Supervisors of Housekeeping and Janitorial Workers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Directly supervise and coordinate work activities of cleaning personnel.													
	37-1011												
First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Directly supervise and coordinate activities of landscaping or groundskeeping workers. Work may involve reviewing contracts to ascertain service requirements, answering inquiries from potential customers, and preparing estimates.													
	37-1012												
Janitors and Cleaners, Except Maids and Housekeeping Cleaners -	A	B	C	D	E	F	G	H	I	J	K	L	T
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.													
	37-2011												
Maids and Housekeeping Cleaners -	A	B	C	D	E	F	G	H	I	J	K	L	T
Perform light cleaning duties in private households or commercial establishments, such as hotels and hospitals. Duties may include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.													
	37-2012												
Landscaping and Groundskeeping Workers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Landscape or maintain grounds of property using hand or power tools and equipment. Tasks may include sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units. Excludes "Farmworkers and Laborers, Crop, Nursery, and Greenhouse."													
	37-3011												

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

Personal Care and Service Occupations

First-Line Supervisors of Personal Service Workers - Directly supervise and coordinate activities of personal service workers, such as flight attendants, hairdressers, or caddies.	A	B	C	D	E	F	G	H	I	J	K	L	T
39-1021													
Nonfarm Animal Caretakers - Feed, water, groom, bathe, exercise, or otherwise care for pets and other nonfarm animals, including zoo animals. May keep records of feedings, treatments, and animals received or discharged. May clean, disinfect, and repair cages, pens, or fish tanks. Excludes "Veterinary Assistants and Laboratory Animal Caretakers."	A	B	C	D	E	F	G	H	I	J	K	L	T
39-2021													
Gaming and Sports Book Writers and Runners - Post information enabling patrons to wager on races and sporting events. Assist in the operation of games such as keno and bingo. May operate random number generating equipment and announce the numbers for patrons. Receive, verify, and record wagers. Scan and process winning tickets and pay out winnings for those wagers.	A	B	C	D	E	F	G	H	I	J	K	L	T
39-3012													
Amusement and Recreation Attendants - Perform variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.	A	B	C	D	E	F	G	H	I	J	K	L	T
39-3091													
Childcare Workers - Attend to children, performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Excludes "Preschool Teachers," "Teacher Assistants," and "School Bus Monitors."	A	B	C	D	E	F	G	H	I	J	K	L	T
39-9011													
Personal Care Aides - Assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility. Duties may include keeping house and preparing meals. May provide assistance at non-residential care facilities. May advise regarding such things as nutrition, cleanliness, and household activities.	A	B	C	D	E	F	G	H	I	J	K	L	T
39-9021													

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
Fitness Trainers and Aerobics Instructors - Instruct or coach groups or individuals in exercise activities. Excludes teachers classified in 25-0000 Education, Training, and Library Occupations. Excludes "Coaches and Scouts" and "Athletic Trainers."		A	B	C	D	E	F	G	H	I	J	K	L	T
39-9031														
Recreation Workers - Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, and games.		A	B	C	D	E	F	G	H	I	J	K	L	T
39-9032														
Sales and Related Occupations														
Retail Salespersons - Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers. Excludes "Cashiers."		A	B	C	D	E	F	G	H	I	J	K	L	T
41-2031														
Sales Representatives of Services, Except Advertising, Insurance, Travel, and Financial Services - Sell services to individuals or businesses. May describe options or resolve client problems. Excludes "Telemarketers."		A	B	C	D	E	F	G	H	I	J	K	L	T
41-3098														
Telemarketers - Solicit donations or orders for goods or services over the telephone.		A	B	C	D	E	F	G	H	I	J	K	L	T
41-9041														
Office and Administrative Support Occupations														
First-Line Supervisors of Office and Administrative Support Workers - Directly supervise and coordinate the activities of clerical and administrative support workers.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-1011														
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														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
Hourly (part-time or full-time)														
Annual Salary (full-time only)														
Billing and Posting Clerks - Compile, compute, and record data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-3021														
Bookkeeping, Accounting, and Auditing Clerks - Compute, classify, and record data to keep financial records complete. Perform routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Excludes "Payroll and Timekeeping Clerks."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-3031														
Payroll and Timekeeping Clerks - Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-3051														
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														
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														

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
Executive Secretaries and Executive Administrative Assistants - Provide high-level administrative support. Conduct research, prepare statistical reports, handle information requests, and perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-6011														
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive - Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining files, or providing information to callers.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-6014														
Data Entry Keyers - Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing. Excludes "Word Processors and Typists."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-9021														
Mail Clerks and Mail Machine Operators, Except Postal Service - Prepare incoming and outgoing mail for distribution. Time stamp, open, read, sort, and route incoming mail; and address, seal, stamp, fold, stuff, and affix postage to outgoing mail or packages. Duties may also include keeping necessary records and completed forms.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-9051														
Office Clerks, General - Perform duties too varied and diverse to be classified in any specific clerical occupation, requiring knowledge of office systems and procedures. Duties may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-9061														

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

Installation, Maintenance, and Repair Occupations

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

Maintenance and Repair Workers, General - Perform work involving the skills of two or more maintenance occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing equipment; and repairing buildings, floors, or stairs.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-9071													

Transportation and Material Moving Occupations

Taxi Drivers and Chauffeurs - Drive automobiles, vans, or limousines to transport passengers. May carry cargo. Includes hearse drivers. Excludes ambulance drivers. Please include tips when calculating wages.	A	B	C	D	E	F	G	H	I	J	K	L	T
53-3041													

													T
Subtotal Employment													

Instructions for Completing the Supplemental Page

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

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

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

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

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

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

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

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

Instructions for Completing the Supplemental Page

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

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

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

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

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

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

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

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