



EMAIL: OESSTATE@BLS.GOV REPLY ONLINE AT HTTPS://IDCFOES.BLS.GOV.

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

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

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

New Name: _____
 New Address: _____

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

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

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

Enter the number here...

Include

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

Do Not Include

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

Do all employees reported above work at one location?

Yes No... Enter number of locations

5 Please tell us who to contact if we have questions about your data.

Name: _____
 Title: _____
 Phone: _____ Date: _____
 E-mail address: _____

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 OFFICE
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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
- 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, except in the case of State and local governments. The BLS publishes statistical tabulations from this report that may reveal the information reported by State and local governments. Upon request, however, the BLS will hold the information provided by State and local governments on this report in confidence. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

We estimate that the time required to complete this report will vary from 10 minutes to 2 hours, depending on factors such 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 Ave NE, Suite 2135, Washington, DC 20212. This report is authorized by law, 29 U.S.C. §2. We request your cooperation to make the results of this report comprehensive, accurate, and timely. You do not have to complete this questionnaire if it does not display a currently valid OMB control number. Form Approved, O.M.B. No. 1220-0042.

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)												Total Employment
		A	B	C	D	E	F	G	H	I	J	K	L	
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		
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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	A	B	C	D	E	F	G	H	I	J	K	L	T
	Hourly (part-time or full-time)	under \$9.25 - 11.74	\$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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Management Occupations

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

<p>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.</p> <p style="text-align: right;">11-1011</p>	A	B	C	D	E	F	G	H	I	J	K	L	T
<p>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.</p> <p style="text-align: right;">11-1021</p>	A	B	C	D	E	F	G	H	I	J	K	L	T
<p>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."</p> <p style="text-align: right;">11-3011</p>	A	B	C	D	E	F	G	H	I	J	K	L	T
<p>Financial Managers - Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.</p> <p style="text-align: right;">11-3031</p>	A	B	C	D	E	F	G	H	I	J	K	L	T
<p>Industrial Production Managers - Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.</p> <p style="text-align: right;">11-3051</p>	A	B	C	D	E	F	G	H	I	J	K	L	T

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Architectural and Engineering Managers - Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields. Excludes "Natural Sciences Managers." 11-9041	A	B	C	D	E	F	G	H	I	J	K	L	T
Natural Sciences Managers - Plan, direct, or coordinate activities in such fields as life sciences, physical sciences, mathematics, and research and development in these fields. 11-9121	A	B	C	D	E	F	G	H	I	J	K	L	T
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). 11-9141	A	B	C	D	E	F	G	H	I	J	K	L	T
Business and Financial Operations Occupations													
Purchasing Agents, Except Wholesale, Retail, and Farm Products - Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing. 13-1023	A	B	C	D	E	F	G	H	I	J	K	L	T
Compliance Officers - Examine, evaluate, and investigate eligibility for or conformity with regulations governing contract compliance of licenses and permits, and perform other compliance and enforcement inspection and analysis activities not classified elsewhere. 13-1041	A	B	C	D	E	F	G	H	I	J	K	L	T
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." 13-1075	A	B	C	D	E	F	G	H	I	J	K	L	T

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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." 13-1111	A	B	C	D	E	F	G	H	I	J	K	L	T
Compensation, Benefits, and Job Analysis Specialists - Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs. 13-1141	A	B	C	D	E	F	G	H	I	J	K	L	T
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. 13-1161	A	B	C	D	E	F	G	H	I	J	K	L	T
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." 13-2011	A	B	C	D	E	F	G	H	I	J	K	L	T
Financial Analysts - Conduct quantitative analyses of information affecting investment programs of public or private institutions. 13-2051	A	B	C	D	E	F	G	H	I	J	K	L	T
Computer and Mathematical Occupations													
Computer Systems Analysts - Analyze data processing problems to improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or suggest commercially available software. 15-1121	A	B	C	D	E	F	G	H	I	J	K	L	T

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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. 15-1122	A	B	C	D	E	F	G	H	I	J	K	L	T
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. 15-1131	A	B	C	D	E	F	G	H	I	J	K	L	T
Database Administrators - Administer, test, and implement computer databases. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases. 15-1141	A	B	C	D	E	F	G	H	I	J	K	L	T
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. 15-1142	A	B	C	D	E	F	G	H	I	J	K	L	T
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. 15-1143	A	B	C	D	E	F	G	H	I	J	K	L	T
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. 15-1151	A	B	C	D	E	F	G	H	I	J	K	L	T

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Computer Network Support Specialists - Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure correct operation with minimal interruption. 15-1152	A	B	C	D	E	F	G	H	I	J	K	L	T

Architecture and Engineering Occupations

Environmental Engineers - Research, design, plan, or perform engineering duties in the prevention, control, and remediation of environmental hazards using various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology. 17-2081	A	B	C	D	E	F	G	H	I	J	K	L	T

Industrial Engineers - Design, develop, test, and evaluate integrated systems for managing industrial production processes, including human work factors, quality control, inventory control, logistics and material flow, and cost analysis. Excludes "Health and Safety Engineers, Except Mining Safety Engineers and Inspectors." 17-2112	A	B	C	D	E	F	G	H	I	J	K	L	T

Mining and Geological Engineers, Including Mining Safety Engineers - Conduct sub-surface surveys to identify the characteristics of potential mining sites. May specify ground support systems, processes, and equipment for safe, environmentally sound extraction or underground construction activities. May inspect areas for unsafe geological conditions, equipment, and working conditions. May design, implement, and coordinate mine safety programs. Excludes "Petroleum Engineers." 17-2151	A	B	C	D	E	F	G	H	I	J	K	L	T

Petroleum Engineers - Devise methods to improve oil and gas extraction and production and determine the need for new or modified tool designs. Oversee drilling and offer technical advice. 17-2171	A	B	C	D	E	F	G	H	I	J	K	L	T

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Electrical and Electronic Engineering Technicians - Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery. Excludes "Broadcast Technicians." 17-3023	A	B	C	D	E	F	G	H	I	J	K	L	T

Mechanical Engineering Technicians - Apply theory and principles of mechanical engineering to modify, develop, test, or calibrate machinery and equipment under direction of engineering staff or physical scientists. 17-3027	A	B	C	D	E	F	G	H	I	J	K	L	T

Surveying and Mapping Technicians - Perform surveying and mapping duties, usually under the direction of an engineer, surveyor, cartographer, or photogrammetrist to obtain data used for construction, mapmaking, boundary location, mining, or other purposes. May calculate mapmaking information and create maps from source data. May verify accuracy and completeness of maps. 17-3031	A	B	C	D	E	F	G	H	I	J	K	L	T

Life, Physical, and Social Science Occupations

Chemists - Conduct chemical analyses or experiments in laboratories for quality or process control or to develop new products or knowledge. 19-2031	A	B	C	D	E	F	G	H	I	J	K	L	T

Environmental Scientists and Specialists, Including Health - Conduct research to identify, abate, or eliminate sources of pollutants or hazards that affect the environment or the health of the population. May collect, synthesize, study, report, and recommend action based on data derived from measurements or observations of air, food, soil, water, and other sources. Excludes "Conservation Scientists." 19-2041	A	B	C	D	E	F	G	H	I	J	K	L	T

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Geoscientists, Except Hydrologists and Geographers - Study the physical aspects of the Earth. May use geological, physics, and mathematics knowledge in exploration for oil, gas, minerals, or underground water; or in waste disposal, land reclamation, or other environmental problems. May study the Earth's internal composition, atmospheres, oceans, and its magnetic, electrical, and gravitational forces. Includes mineralogists, crystallographers, paleontologists, stratigraphers, geodesists, and seismologists.	A	B	C	D	E	F	G	H	I	J	K	L	T
19-2042													

Geographers - Study the nature and use of areas of the Earth's surface, relating and interpreting interactions of physical and cultural phenomena. Conduct research on physical aspects of a region and the spatial implications of human activities within a given area, as well as researching interdependence between regions at scales ranging from local to global.	A	B	C	D	E	F	G	H	I	J	K	L	T
19-3092													

Chemical Technicians - Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous materials for R&D, quality control, maintenance of environmental standards, and other work involving experimental, theoretical, or practical application of chemistry.	A	B	C	D	E	F	G	H	I	J	K	L	T
19-4031													

Geological and Petroleum Technicians - Assist scientists or engineers in the use of electronic, sonic, or nuclear instruments in laboratory and production activities to indicate potential resources. Analyze mud and drill cuttings. Chart pressure, temperature, and other characteristics of wells or bore holes. Investigate and collect information leading to the possible discovery of new ore, mineral, gas, coal, or petroleum deposits.	A	B	C	D	E	F	G	H	I	J	K	L	T
19-4041													

Legal Occupations													
Lawyers - Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.	A	B	C	D	E	F	G	H	I	J	K	L	T
23-1011													

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	
Title Examiners, Abstractors, and Searchers - Search real estate records, examine titles, or summarize pertinent legal or insurance documents for a variety of purposes. May compile lists of mortgages, contracts, and other instruments pertaining to titles by searching public and private records for law firms, real estate agencies, or title insurance companies.	A	B	C	D	E	F	G	H	I	J	K	L	T
23-2093													

Healthcare Practitioners and Technical Occupations

Occupational Health and Safety Specialists - Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations. Includes environmental protection officers.	A	B	C	D	E	F	G	H	I	J	K	L	T
29-9011													

Building and Grounds Cleaning and Maintenance Occupations

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

Sales and Related Occupations

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

Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products - Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education. Excludes "Sales Engineers."	A	B	C	D	E	F	G	H	I	J	K	L	T
41-4011													

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
	A	B	C	D	E	F	G	H	I	J	K	L	T
	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	

Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products -	A	B	C	D	E	F	G	H	I	J	K	L	T
Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.													
41-4012													

Real Estate Sales Agents -	A	B	C	D	E	F	G	H	I	J	K	L	T
Rent, buy, or sell property for clients. May draw up real estate documents. Includes agents who represent buyer.													
41-9022													

Office and Administrative Support Occupations

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

Bookkeeping, Accounting, and Auditing Clerks -	A	B	C	D	E	F	G	H	I	J	K	L	T
Compute, classify, and record data to keep financial records complete. Perform routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Excludes "Payroll and Timekeeping Clerks."													
43-3031													

Payroll and Timekeeping Clerks -	A	B	C	D	E	F	G	H	I	J	K	L	T
Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.													
43-3051													

File Clerks -	A	B	C	D	E	F	G	H	I	J	K	L	T
File correspondence, cards, invoices, receipts, and other records. Locate and remove material from file when requested.													
43-4071													

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	
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." 43-4171	A	B	C	D	E	F	G	H	I	J	K	L	T
Production, Planning, and Expediting Clerks - 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	A	B	C	D	E	F	G	H	I	J	K	L	T
Executive Secretaries and Executive Administrative Assistants - Provide high-level administrative support. Conduct research, prepare statistical reports, handle information requests, and perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. 43-6011	A	B	C	D	E	F	G	H	I	J	K	L	T
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive - Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining files, or providing information to callers. 43-6014	A	B	C	D	E	F	G	H	I	J	K	L	T
Data Entry Keyers - Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing. Excludes "Word Processors and Typists." 43-9021	A	B	C	D	E	F	G	H	I	J	K	L	T
Office Clerks, General - Perform duties too varied and diverse to be classified in any specific clerical occupation, requiring knowledge of office systems and procedures. Duties may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing. 43-9061	A	B	C	D	E	F	G	H	I	J	K	L	T

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

Construction and Extraction Occupations

First-Line Supervisors of Construction Trades and Extraction Workers - Directly supervise and coordinate activities of construction or extraction workers.	A	B	C	D	E	F	G	H	I	J	K	L	T
47-1011													

Operating Engineers and Other Construction Equipment Operators - Operate construction equipment such as bulldozers or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties. Excludes "Crane and Tower Operators."	A	B	C	D	E	F	G	H	I	J	K	L	T
47-2073													

Electricians - Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. Excludes "Security and Fire Alarm Systems Installers."	A	B	C	D	E	F	G	H	I	J	K	L	T
47-2111													

Derrick Operators, Oil and Gas - Rig derrick equipment and operate pumps to circulate mud through drill hole.	A	B	C	D	E	F	G	H	I	J	K	L	T
47-5011													

Rotary Drill Operators, Oil and Gas - Set up or operate a variety of drills to remove underground oil and gas, or remove core samples for testing during oil and gas exploration. Excludes "Earth Drillers, Except Oil and Gas."	A	B	C	D	E	F	G	H	I	J	K	L	T
47-5012													

Service Unit Operators, Oil, Gas, and Mining - Operate equipment to increase oil flow from producing wells or to remove stuck pipe, casing, tools, or other obstructions from drilling wells. May also perform similar services in mining exploration operations. Includes fishing-tool technicians.	A	B	C	D	E	F	G	H	I	J	K	L	T
47-5013													

Roustabouts, Oil and Gas - Assemble or repair oil field equipment using hand and power tools. Perform other tasks as needed.	A	B	C	D	E	F	G	H	I	J	K	L	T
47-5071													

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	

Helpers--Extraction Workers - Help extraction workers, such as earth drillers, blasters and explosives workers, derrick operators, and mining machine operators, by performing duties requiring less skill. Supply equipment or clean work area. Apprentice workers are classified with the appropriate skilled construction trade occupation.	A	B	C	D	E	F	G	H	I	J	K	L	T
47-5081													

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													

Mobile Heavy Equipment Mechanics, Except Engines - Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors. Excludes "Rail Car Repairers."	A	B	C	D	E	F	G	H	I	J	K	L	T
49-3042													

Control and Valve Installers and Repairers, Except Mechanical Door - Install, repair, and maintain mechanical regulating and controlling devices, such as electric meters, gas regulators, thermostats, and safety and flow valves.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-9012													

Industrial Machinery Mechanics - Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. Excludes "Millwrights" and "Maintenance Workers, Machinery."	A	B	C	D	E	F	G	H	I	J	K	L	T
49-9041													

Maintenance Workers, Machinery - Lubricate machinery, change parts, or perform other routine machinery maintenance.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-9043													

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	
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													

Production Occupations

First-Line Supervisors of Production and Operating Workers - Directly supervise and coordinate the activities of production and operating workers. Excludes team or work leaders.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-1011													
Welders, Cutters, Solderers, and Brazers - Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-4121													
Gas Plant Operators - Distribute or process gas for utility companies and others by controlling compressors to maintain specified pressures on main pipelines.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-8092													
Petroleum Pump System Operators, Refinery Operators, and Gaugers - Operate or control petroleum refining or processing units. May specialize in controlling manifold and pumping systems, gauging or testing oil in storage tanks, or regulating the flow of oil into pipelines.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-8093													

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	
Inspectors, Testers, Sorters, Samplers, and Weighers - Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications. May use precision measuring instruments and complex test equipment. 51-9061	A	B	C	D	E	F	G	H	I	J	K	L	T

Transportation and Material Moving Occupations

First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand - Directly supervise and coordinate the activities of helpers, laborers, or material movers. 53-1021	A	B	C	D	E	F	G	H	I	J	K	L	T

First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators - Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers. 53-1031	A	B	C	D	E	F	G	H	I	J	K	L	T

Commercial Pilots - Pilot and navigate the flight of fixed-winged aircraft on nonscheduled air carrier routes or helicopters. Requires Commercial Pilot certificate. Includes charter pilots with similar certification, and air ambulance and air tour pilots. Excludes airline pilots. 53-2012	A	B	C	D	E	F	G	H	I	J	K	L	T

Heavy and Tractor-Trailer Truck Drivers - Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. 53-3032	A	B	C	D	E	F	G	H	I	J	K	L	T

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
	A	B	C	D	E	F	G	H	I	J	K	L	T
	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
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	
Crane and Tower Operators - Operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in many directions. Excludes "Excavating and Loading Machine and Dragline Operators." 53-7021	A	B	C	D	E	F	G	H	I	J	K	L	T
Laborers and Freight, Stock, and Material Movers, Hand - Manually move freight, stock, or other materials or perform other general labor. Includes all manual laborers not elsewhere classified. Excludes material moving workers who use power equipment. 53-7062	A	B	C	D	E	F	G	H	I	J	K	L	T
Gas Compressor and Gas Pumping Station Operators - Operate steam, gas, electric motor, or internal combustion engine driven compressors. Transmit, compress, or recover gases, such as butane, nitrogen, hydrogen, and natural gas. 53-7071	A	B	C	D	E	F	G	H	I	J	K	L	T
Pump Operators, Except Wellhead Pumps - Tend, control, or operate power-driven, stationary, or portable pumps and manifold systems to transfer gases, oil, other liquids, slurries, or powdered materials to and from various vessels and processes. 53-7072	A	B	C	D	E	F	G	H	I	J	K	L	T
Wellhead Pumps - Operate power pumps and auxiliary equipment to produce flow of oil or gas from wells in oil field. 53-7073	A	B	C	D	E	F	G	H	I	J	K	L	T
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)												Total Employment
		A	B	C	D	E	F	G	H	I	J	K	L	
		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	
	Hourly (part-time or full-time)													
	Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	

		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	
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Total Employment identified on this form	
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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

	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	