

**OCCUPATIONAL EMPLOYMENT REPORT
OF WHOLESALE ELECTRONIC
MARKETS AND AGENTS AND BROKERS (425000)**

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



REV. Aug 2010

Form Approved

O.M.B. No. 1220-0042

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

- 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
- ♦ Owners, proprietors, and partners of unincorporated firms
- ♦ 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: (____) _____ - _____ Ext. _____ Date: _____
E-mail address: _____

FOR
OFFICE
USE ONLY

Instructions for Reporting by Occupation

- Report employees in the occupations in which they are working, **not** 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
- Tips
- Deadheading Pay
- Guaranteed Pay
- Hazard Pay
- Incentive Pay
- Longevity Pay
- Piece Rate
- Portal-to-Portal Rate
- Production Bonus
- Cost-of-Living Allowance

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
- Tuition Repayments
- Severance Pay
- Shift Differential
- Stock Bonuses
- Tool Allowance
- Vacation Pay
- Weekend Pay
- Uniform Allowance

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)													TOTAL EMPLOYMENT
	A	B	C	D	E	F	G	H	I	J	K	L	T	
	Hourly (part-time or full-time) under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over		
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over		
Accountants and Auditors - Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-left: 20px;">13-2011</div>			1	2	3								6	

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 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

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 sector organizations within guidelines set up by a board of directors or similar 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 sector 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													

Marketing Managers - Plan, direct, or coordinate marketing policies and programs for products and services offered by a firm and its competitors, 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													

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 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

Sales Managers - Plan, direct, or coordinate the actual distribution of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2022													

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" (11-9111). Excludes "Purchasing Managers" (11-3061).	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3011													

Computer and Information Systems Managers - Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. Excludes "Computer Occupations" (15-1111 through 15-1199).	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													

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 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

Purchasing Managers - Plan, direct, or coordinate the activities of buyers and related workers involved in purchasing materials, products, and services. Includes wholesale or retail trade merchandising managers and procurement managers.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3061													

Transportation, Storage, and Distribution Managers - Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3071													

Human Resources Managers - Plan, direct, or coordinate human resources activities and staff of an organization. Excludes managers who primarily focus on compensation and benefits (11-3111) and training and development (11-3131).	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3121													

Business and Financial Operations Occupations

Wholesale and Retail Buyers, Except Farm Products - Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. Analyze past trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise. Includes assistant buyers of nonfarm products.	A	B	C	D	E	F	G	H	I	J	K	L	T
13-1022													

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 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
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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. Excludes "Buyers and Purchasing Agents, Farm Products" (13-1021) and "Wholesale and Retail Buyers, Except Farm Products" (13-1022).	A	B	C	D	E	F	G	H	I	J	K	L	T
13-1023													

Market Research Analysts and Marketing Specialists - Research market conditions in local, regional, or national areas to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution. 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" (13-2081).	A	B	C	D	E	F	G	H	I	J	K	L	T
13-2011													

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
	A	B	C	D	E	F	G	H	I	J	K	L	T
	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
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Computer and Mathematical Occupations

Computer Programmers - Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing 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													

Network and Computer Systems Administrators - Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Ensure network availability and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly. 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. Excludes "Information Security Analysts"(15-1122), "Computer User Support Specialists" (15-1151), and "Computer Network Support Specialists" (15-1152).	A	B	C	D	E	F	G	H	I	J	K	L	T
15-1142													

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 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

Computer User Support Specialists - Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Excludes "Network and Computer Systems Administrators" (15-1142).	A	B	C	D	E	F	G	H	I	J	K	L	T
15-1151													

Architecture and Engineering Occupations

Electronics Engineers, Except Computer - Research, design, develop, or test electronic components and systems for commercial, industrial, military, or scientific use employing knowledge of electronic theory and materials properties. Design electronic circuits and components. Excludes "Computer Hardware Engineers" (17-2061).	A	B	C	D	E	F	G	H	I	J	K	L	T
17-2072													

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" (27-4012).	A	B	C	D	E	F	G	H	I	J	K	L	T
17-3023													

Arts, Design, Entertainment, Sports, and Media Occupations

Merchandise Displayers and Window Trimmers - Plan and erect commercial displays, such as those in windows and interiors of retail stores and at trade exhibitions.	A	B	C	D	E	F	G	H	I	J	K	L	T
27-1026													

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 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over	Total Employment
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

Protective Service Occupations

Security Guards - Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment. Excludes "Transportation Security Screeners" (33-9093).	A	B	C	D	E	F	G	H	I	J	K	L	T
33-9032													

Building and Grounds Cleaning and Maintenance Occupations

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

Sales and Related Occupations

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

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													

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
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Parts Salespersons - Sell spare and replacement parts and equipment in repair shop or parts store.	A	B	C	D	E	F	G	H	I	J	K	L	T
41-2022													

Retail Salespersons - Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers. Excludes "Cashiers" (41-2011).	A	B	C	D	E	F	G	H	I	J	K	L	T
41-2031													

Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products - Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education. Excludes "Sales Engineers" (41-9031).	A	B	C	D	E	F	G	H	I	J	K	L	T
41-4011													

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

Sales Engineers - Sell business goods or services, the selling of which requires a technical background equivalent to a baccalaureate degree in engineering. Excludes "Engineers" (17-2011 through 17-2199) whose primary function is not marketing or sales.	A	B	C	D	E	F	G	H	I	J	K	L	T
41-9031													

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													

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	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

Office and Administrative Support Occupations

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

Bill and Account Collectors - Locate and notify customers of delinquent accounts to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; and keeping records of collection and status of accounts.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-3011													

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

Bookkeeping, Accounting, and Auditing Clerks - Compute, classify, and record numerical 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" (43-3051).	A	B	C	D	E	F	G	H	I	J	K	L	T
43-3031													

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
	A	B	C	D	E	F	G	H	I	J	K	L	T
Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over	Total Employment
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

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. Excludes "Bookkeeping, Accounting, and Auditing Clerks" (43-3031).	A	B	C	D	E	F	G	H	I	J	K	L	T
43-3051													

Credit Authorizers, Checkers, and Clerks - Authorize credit charges against customers' accounts. Investigate history and credit standing of individuals or business establishments applying for credit. May interview applicants to obtain personal and financial data; determine credit worthiness; process applications; and notify customers of acceptance or rejection of credit.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-4041													

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													

Order Clerks - Receive and process incoming orders for materials, merchandise, classified ads, or services such as repairs, installations, or rental of facilities. Duties include informing customers of receipt, prices, shipping dates, and delays; preparing contracts; and handling complaints. Excludes "Dispatchers, Except Police, Fire, and Ambulance" (43-5032) who both dispatch and take orders for services.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-4151													

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 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

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" (43-2011).	A	B	C	D	E	F	G	H	I	J	K	L	T
43-4171													

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" (43-5111).	A	B	C	D	E	F	G	H	I	J	K	L	T
43-5061													

Shipping, Receiving, and Traffic Clerks - Verify and maintain records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products. Excludes "Stock Clerks and Order Fillers" (43-5081) and "Weighers, Measurers, Checkers, and Samplers, Recordkeeping" (43-5111).	A	B	C	D	E	F	G	H	I	J	K	L	T
43-5071													

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 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

Stock Clerks and Order Fillers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May mark prices on merchandise and set up sales displays. Excludes "Laborers and Freight, Stock, and Material Movers, Hand" (53-7062), and "Shipping, Receiving, and Traffic Clerks" (43-5071).													
43-5081													

Weighers, Measurers, Checkers, and Samplers, Recordkeeping -	A	B	C	D	E	F	G	H	I	J	K	L	T
Weigh, measure, and check materials, supplies, and equipment for the purpose of keeping relevant records. Duties are primarily clerical by nature. Includes workers who collect and keep record of samples of products or materials. Excludes "Inspectors, Testers, Sorters, Samplers, and Weighers" (51-9061).													
43-5111													

Executive Secretaries and Executive Administrative Assistants -	A	B	C	D	E	F	G	H	I	J	K	L	T
Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Excludes "Secretaries" (43-6012 through 43-6014).													
43-6011													

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
	A	B	C	D	E	F	G	H	I	J	K	L	T
	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

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. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).													
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 business, scientific, engineering, and other 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" (15-1100) and "Data Entry Keyers" (43-9021).													
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" (43-9022).													
43-9021													

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 office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.													
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 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over	Total Employment
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

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													

Computer, Automated Teller, and Office Machine Repairers - Repair, maintain, or install computers, word processing systems, automated teller machines, and electronic office machines, such as duplicating and fax machines.	A	B	C	D	E	F	G	H	I	J	K	L	T
49-2011													

Automotive Service Technicians and Mechanics - Diagnose, adjust, repair, or overhaul automotive vehicles. Excludes "Automotive Body and Related Repairers" (49-3021), "Bus and Truck Mechanics and Diesel Engine Specialists" (49-3031), and "Electronic Equipment Installers and Repairers, Motor Vehicles" (49-2096).	A	B	C	D	E	F	G	H	I	J	K	L	T
49-3023													

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

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
	A	B	C	D	E	F	G	H	I	J	K	L	T
	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 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 new equipment; and repairing buildings, floors, or stairs. Excludes "Maintenance Workers, Machinery" (49-9043).	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													

Team Assemblers - Work as part of a team having responsibility for assembling an entire product or component of a product. Team assemblers can perform all tasks conducted by the team in the assembly process and rotate through all or most of them rather than being assigned to a specific task on a permanent basis. May participate in making management decisions affecting the work. Assemblers who continuously perform the same task are classified elsewhere in 51-2000.	A	B	C	D	E	F	G	H	I	J	K	L	T
51-2092													

Transportation and Material Moving Occupations

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

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 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

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

Driver/Sales Workers - Drive truck or other vehicle over established routes or within an established territory and sell or deliver goods, such as food products, including restaurant take-out items, or pick up or deliver items such as commercial laundry. May also take orders, collect payment, or stock merchandise at point of delivery. Includes newspaper delivery drivers. Excludes "Coin, Vending, and Amusement Machine Servicers and Repairers" (49-9091) and "Light Truck or Delivery Services Drivers" (53-3033).	A	B	C	D	E	F	G	H	I	J	K	L	T
53-3031													

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 Weights (GVW). May be required to unload truck. Requires commercial drivers' license.	A	B	C	D	E	F	G	H	I	J	K	L	T
53-3032													

Light Truck or Delivery Services Drivers - Drive a light vehicle, such as a truck or van, with a capacity of less than 26,000 pounds Gross Vehicle Weight (GVW), primarily to deliver or pick up merchandise or to deliver packages. May load and unload vehicle. Excludes "Couriers and Messengers" (43-5021) and "Driver/Sales Workers" (53-3031).	A	B	C	D	E	F	G	H	I	J	K	L	T
53-3033													

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 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 and over	

Industrial Truck and Tractor Operators - Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location. Excludes "Logging Equipment Operators" (45-4022).	A	B	C	D	E	F	G	H	I	J	K	L	T
53-7051													

Cleaners of Vehicles and Equipment - Wash or otherwise clean vehicles, machinery, and other equipment. Excludes "Janitors and Cleaners, Except Maids and Housekeeping Cleaners" (37-2011).	A	B	C	D	E	F	G	H	I	J	K	L	T
53-7061													

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" (53-7011 through 53-7199) who use power equipment. Excludes "Construction Laborers" (47-2061) and "Construction Trades Helpers" (47-3011 through 47-3019).	A	B	C	D	E	F	G	H	I	J	K	L	T
53-7062													

Packers and Packers, Hand - Pack or package by hand a wide variety of products and materials.	A	B	C	D	E	F	G	H	I	J	K	L	T
53-7064													

**Subtotal
Employment**

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Report additional occupations on supplemental pages at the end of form.

Report additional occupations on supplemental pages at the end of 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.

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	T	
	Hourly (part-time or full-time) under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over		
Annual Salary (full-time only)	under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 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)													Total Employment
	A	B	C	D	E	F	G	H	I	J	K	L	T	
	Hourly (part-time or full-time) under \$9.25	\$9.25 - 11.49	\$11.50 - 14.49	\$14.50 - 18.24	\$18.25 - 22.74	\$22.75 - 28.74	\$28.75 - 35.99	\$36.00 - 45.24	\$45.25 - 56.99	\$57.00 - 71.49	\$71.50 - 89.99	\$90.00 and over		
Annual Salary (full-time only) under \$19,240	\$19,240 - 23,919	\$23,920 - 30,159	\$30,160 - 37,959	\$37,960 - 47,319	\$47,320 - 59,799	\$59,800 - 74,879	\$74,880 - 94,119	\$94,120 - 118,559	\$118,560 - 148,719	\$148,720 - 187,199	\$187,200 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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