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WAGES AND BENEFITS OF MUNICIPAL GOVERNMENT WORKERS IN THE CITY OF NEWARK

U.S. DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS
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910

This report is the twenty-fourth in a series of Regional Reports presenting and analyzing data on various aspects of labor and the economy in the Middle Atlantic Region. Earlier reports in this series are:

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- No. 22 Poverty Area Profiles: Working Age Nonparticipants: Persons Not in the Labor Force and Their Employment Problems. June 1971
- No. 23 Report on the 1971 Price Index of Operating Costs for Uncontrolled Apartment Houses in New York City. July 1971

* Out of print. May be referred to at the Bureau's New York office.

**WAGES AND BENEFITS OF
MUNICIPAL GOVERNMENT
WORKERS IN THE
CITY OF NEWARK**



**U.S. DEPARTMENT OF LABOR
J. D. Hodgson, Secretary**

**BUREAU OF LABOR STATISTICS
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**MIDDLE ATLANTIC REGIONAL OFFICE
Herbert Bienstock, Director**


New Jersey State Library

PREFACE

This report presents the results of a study of occupational earnings, work practices, and supplementary benefits for employees of the municipal government of Newark, New Jersey, as of January 1971. Data were obtained by field economists of the Middle Atlantic Regional Office of the Bureau of Labor Statistics working with representatives of the City government.

The report brings together current and uniformly collected wage information for Newark and other selected cities across the country which may permit meaningful comparisons among various government jurisdictions, and together with comparable data for the private sector, can be used by municipal governments in wage and salary administration and budget preparation, and by the government and employee organizations in collective bargaining. Over time, the wage data may be useful in analyzing wage levels and trends in this fast growing segment of the economy.

The report was prepared in the Division of Program and Analysis under the direction of Samuel M. Ehrenhalt, Deputy Regional Director. It was written by Martin Personick under the general supervision of Jesse Benjamin.


Herbert Bienstock
Regional Director

Contents

	Page
Introduction	1
Highlights	1
Characteristics of the survey	4
Unionization	5
Pay structure	6
Occupational earnings	7
Office clerical and data processing	7
Maintenance, equipment operator, and custodial	10
Protective services, sanitation, and social workers	13
Intercity comparisons	13
Work practices and supplementary benefits	16
Paid holidays	17
Paid vacations	18
Sick leave	19
Health, insurance, and pension plans	19
Frequency of wage payment and scheduled workweek	22
Premium pay for overtime	23
Uses and limitations	23
Tables:	
1. Occupational earnings: Average straight-time weekly hours and monthly earnings for selected occupations, City of Newark Municipal Government, January 1971	8
2. Relative pay level comparisons of selected occupations, City of Newark Municipal Government and private industry, January 1971	11
3. Relative salary levels: clerical salaries in city governments and private industry compared with Federal government	14
Descriptions for selected jobs in municipal governments	25

WAGES AND BENEFITS OF MUNICIPAL GOVERNMENT WORKERS
IN THE CITY OF NEWARK

This report presents the results of a January 1971 Bureau of Labor Statistics survey of occupational earnings, work practices, and supplementary benefits for employees of the municipal government of the City of Newark. Similar studies were also conducted in 1970 in Atlanta; Boston; Buffalo; Chicago; Kansas City, Missouri; Los Angeles; New Orleans; New York City; and Philadelphia; in 1971, several other cities throughout the country were surveyed.

The study covered all municipal functions except education and hospitals. Autonomous commissions and authorities, such as housing and parking, were outside the scope of this survey. In January 1971, the Newark City government had approximately 5,900 regular employees (excluding part-time and seasonal workers and elected officials) covered by the survey. This included about 2,300 white-collar and 1,150 trades and labor employees (including about 350 refuse truckdrivers and collectors) as well as 1,000 firemen and 1,450 policemen.

Highlights

... January 1971 monthly salaries for protective service personnel covered by the municipal government survey of the City of Newark averaged \$896 for firefighters, \$886 for police patrolmen, and \$1,001 for police sergeants. Compared with eight selected cities for which data

were collected in Spring-Summer 1970, salaries of firefighters and patrolmen in Newark tended to be higher than in Atlanta, Kansas City, New Orleans, Boston, and Philadelphia, but below Chicago, Los Angeles, and New York City. Salaries for refuse truckdrivers and collectors in Newark were above those in Atlanta, New Orleans, and Kansas City, in line with Philadelphia and below New York City, Chicago, and Los Angeles.

... Average monthly salaries for office clerical workers covered by the Newark municipal government survey ranged from a high of \$580 for the top level of bookkeeping-machine operators to a low of \$436 for routine copy typists. For a composite of nine clerical jobs studied in which about 320 persons were employed by the City, weekly pay levels tended to be in line with those for comparable workers in private industry in the Newark-Jersey City metropolitan areas in January 1971. On an hourly basis, however, Newark government clerical pay levels were 29 percent above those in the area's private sector, reflecting a significantly shorter workweek than in private industry.

... Pay level comparisons for six maintenance occupations (carpenters, electricians, helpers, automotive mechanics, painters, and plumbers) for which comparable data are available from the BLS private industry survey of Newark-Jersey City indicate that earnings for this group averaged 47 percent higher in Newark's municipal government than for comparable workers in private industry (other than contract construction). Earnings for janitors, porters, and cleaners were 5 percent above private industry pay in the Newark and Jersey City areas. Skilled blue-collar pay levels in Newark's municipal government tended to be higher than comparable municipal wage rates in Atlanta, Kansas City, New Orleans,

Boston, and Philadelphia. No clear-cut pattern of pay level relationships was found when comparing Newark government blue-collar workers with their counterparts in Los Angeles, New York City, and Chicago.

... Compared with holiday provisions from the findings of the BLS survey of private industry in the Newark-Jersey City areas, the City of Newark's municipal government workers received more paid time off. As opposed to the 12 paid holidays for all white-collar and trades and labor employees in the Newark municipal government, only about one-third of the office and one-seventh of the plant workers in the private industry survey were in establishments with provisions for 12 or more paid holidays annually. The City's policemen and firemen receive additional straight-time pay for 9 days in lieu of holidays, plus 3 days compensatory time off.

... Newark's city government employees received somewhat more liberal vacation benefits than workers studied in establishments with provisions for vacation allowances in Newark-Jersey City's private industries. All Newark government employees were eligible for at least one week of paid vacation after six months of service and two weeks or more after one year of service. While this was in line with the private industry provision for office workers, it compares with just over a third of the plant workers in the private industry survey who were in establishments with similar vacation pay provisions.

Characteristics of the survey

The Newark municipal government wage survey, the first conducted in the City by BLS, is part of a new program in which 22 city governments were studied in 1970 and 1971. For the Newark government survey, information was developed on straight-time monthly and hourly earnings based on annual earnings data and scheduled weekly hours obtained from Newark government records. These data are presented for selected occupations in the following fields: office clerical, data processing, maintenance and custodial, sanitation, equipment operator, protective service, and social welfare.

Information was also obtained on the incidence of work practices, such as premium pay for overtime, and on supplementary benefits, including paid holidays and vacation, as well as health, insurance, and pension plans. These data are presented for four broad occupational groups: white-collar, trades and labor, firemen, and policemen. These four groupings comprise all of the City of Newark government employees within scope of the BLS survey, including those occupations for which earnings data are not shown separately in Table 1.

Intercity comparisons in this report were for the most part not made for individual occupations but only for broad occupational groups where the earnings differentials among city governments seemed wide enough to provide a basis for some discussion of the relative position of Newark government worker earnings with their counterparts in other city governments. Major limiting factors to a more complete discussion of intercity comparisons are variations from city to city in the

functional composition among municipal governments as well as differences in the survey reference payroll periods.

This report also includes comparisons of municipal workers' earnings with private industry and Federal government pay. Municipal salary levels for the City of Newark were compared with local private industry average straight-time earnings for comparable office clerical, data processing, and maintenance and custodial jobs, provided by the Bureau's annual occupational wage survey of the Newark and Jersey City metropolitan areas. The private industry survey represents establishments with 50 or more workers in wholesale trade; finance, insurance, and real estate; and services, as well as those with 100 or more workers in manufacturing; transportation, communication, and other public utilities; and retail trade. Major industry groups excluded from these studies are government operations and the construction industry. Similar surveys are conducted annually in 89 other areas across the country.

Comparisons with the Federal Government's General Schedule for white-collar jobs were limited to those office clerical and data processing occupational descriptions which were considered by the U.S. Civil Service Commission to be equivalent to a specific General Schedule grade (GS-1,2,3, and 4). For the City of Newark, salary levels for nine white-collar jobs are compared to the Federal Pay Schedule effective January 10, 1971.

Unionization

Salaries, working conditions, and benefits are established by the City's Business Administrator after discussions with various employee organizations. Major employee organizations in Newark's municipal

government are the New Jersey Civil Service Employees' Association, the Patrolmen's Benevolent Association, the Newark Firemen's Union (Local 286 of the International Brotherhood of Teamsters), and the Sanitationmen's union, Local 945 of the International Brotherhood of Teamsters. Traditionally no formal collective bargaining agreements between the City and its employee organizations were signed. In July 1971, however, policemen and firemen signed their first contracts with the City. No salary increases were granted; details on changes in benefits are included in this report to update information obtained at the beginning of 1971.

Pay structure

White-collar as well as trades and labor employees are paid under a four-step salary range for each job classification, progressing from the minimum to the maximum level through equal increments which occur automatically each year on the employee's anniversary date. Policemen and firemen progress through a three-step salary scale, with automatic increases taking place on the employee's anniversary date. Determination of increases for trades and labor employees are based in part on the prevailing pay increases reported for private industry workers in the area. The last general increase for all employees went into effect on January 1, 1971, and the next increase is scheduled for January 1, 1972. In addition to the standard salary, all City of Newark government employees receive supplementary longevity pay based on the following schedule:

<u>Total years of service</u>	<u>Percent of straight-time salary</u>
After 10 years	2
After 15 years	4
After 20 years	6
After 25 years	8
After 30 years	10

Occupational earnings

Table 1 provides detailed occupational information on the number of workers at the time of the study, average standard weekly hours for which the workers received straight-time earnings, salary means and medians, as well as distributions of workers by earnings class. Median monthly earnings are presented only for those occupations with 10 or more workers. Earnings data reflect straight-time pay at the employee's current grade, including longevity payments.

Occupational classifications are based on BLS survey job descriptions. Most of them, particularly those relating to office clerical, maintenance, and data processing occupations, are the same as those used in the Bureau's annual occupational wage surveys of private industry in selected metropolitan areas. For Newark, the most recent survey (BLS Bulletin number 1685-47) relates to private industry earnings in the Newark and Jersey City metropolitan areas combined in January 1971. This survey of the Newark-Jersey City areas served as the basis for comparisons of wages and salaries in the City of Newark municipal government with private industry.

Office clerical and data processing January 1971 average monthly salaries for office clerical workers covered by the survey of the City of Newark's municipal government workers ranged from a high of

Pay level comparisons for Newark municipal government
and private industry workers in
Newark and Jersey City areas

Occupational group	Number of workers in government survey	Government pay relative 1/	
		Weekly basis	Hourly basis
Office clerical	322	103	129
Maintenance trades	84	-	147
Custodial	116	-	105

1/ Newark-Jersey City private industry pay levels for each occupational group=100.

\$580 for the top level of bookkeeping-machine operators studied to a low of \$436 for routine copy typists, the largest clerical occupation studied. For purposes of comparing white-collar pay levels in the Newark municipal government with those in private industry, earnings of individual occupations common to both surveys were aggregated using January 1971 government employment weights.

Comparisons of municipal clerical workers' pay with private industry pay showed wide variation depending on whether a weekly or hourly basis was used, due to the significantly smaller workweek (30 hours) of government employees. For a composite of nine clerical jobs studied in which 322 persons were employed by the City, weekly pay levels were within 3 percent of clerical workers in the Newark-Jersey City metropolitan areas' private industry; on an hourly basis, however, earnings of government workers were 29 percent higher than those in the private sector where the prevailing scheduled workweek ranged from 36½ to 38½ hours.

On an individual occupation basis (for those with 10 or more workers), weekly clerical salaries in Newark's municipal government ranged from 5 percent below those in Newark-Jersey City's private industries for general stenographers to 17 percent above private industry salaries for top-level bookkeeping-machine operators (see Table 2). Salaries for other clerical jobs covered by the municipal government survey ranged from 4 percent below to 7 percent above the comparable private industry pay levels throughout the Newark-Jersey City area.

As was the case for the composite of clerical jobs presented, the government salary advantage for individual white-collar occupations over private industry widens significantly when comparisons are made on an hourly rather than a weekly basis because of differences in the length of the workweek. White-collar workers in the Newark municipal government work a standard 30-hour week while the workweek in private industry for jobs covered in the survey ranged from 36½ to 38½ hours. For example, for routine copy typists, the relative advantage of municipal government salaries over those in private industry widens from 7 percent based on a weekly salary to 33 percent on an hourly basis. For top-level accounting clerks the relative disadvantage of a 4-percent smaller salary for government workers as compared to private industry workers on a weekly scale, becomes a 21-percent advantage when the comparison is based on hourly earnings (see Table 2).

Maintenance, equipment operator, and custodial Among seven maintenance and equipment operator occupations studied, monthly salaries reported in the Newark municipal government survey ranged from a high of

Table 2. Relative pay level comparisons of selected occupations in the City of Newark's municipal government and private industry 1/, January 1971

Occupation	Municipal government			Private industry			Municipal government relative pay level 3/	
	Weekly hours 2/ (standard)	Earnings		Weekly hours 2/ (standard)	Earnings		Weekly	Hourly
		Weekly	Hourly		Weekly	Hourly		
Office clerical and data processing								
Messengers (office boys and girls)	30.0	\$115.00	\$3.83	37.5	\$92.00	\$2.45	(125)	(156)
Key punch operators, A	30.0	138.00	4.60	37.5	113.50	3.03	122	152
Key punch operators, B	30.0	121.50	4.05	37.5	101.50	2.71	120	149
Bookkeeping-machine operators, class A	30.0	133.50	4.45	36.5	114.00	3.12	117	143
Typists, class B	30.0	100.50	3.35	37.5	94.00	2.51	107	133
Switchboard operators, class B	30.0	118.50	3.95	38.0	111.00	2.92	107	135
Senior stenographers	30.0	132.00	4.40	38.5	124.50	3.23	106	136
Bookkeeping-machine operators, class B	30.0	111.50	3.72	37.0	105.50	2.85	(106)	(131)
Accounting clerks, class B	30.0	105.50	3.52	37.5	108.00	2.88	98	122
Accounting clerks, class A	30.0	130.00	4.33	38.0	136.00	3.58	96	121
General stenographers	30.0	107.50	3.58	37.5	113.00	3.01	95	119
Maintenance								
Helpers	40.0	-	5.95	-	-	3.47	-	(172)
Automotive mechanics	40.0	-	6.93	-	-	4.56	-	152
Plumbers	40.0	-	6.58	-	-	4.56	-	(144)
Carpenters	40.0	-	6.13	-	-	4.35	-	141
Electricians	35.0	-	6.50	-	-	4.60	-	(141)
Painters	35.0	-	6.19	-	-	4.46	-	139
Custodial								
Janitors, porters, cleaners	40.0	-	2.78	-	-	2.65	-	105

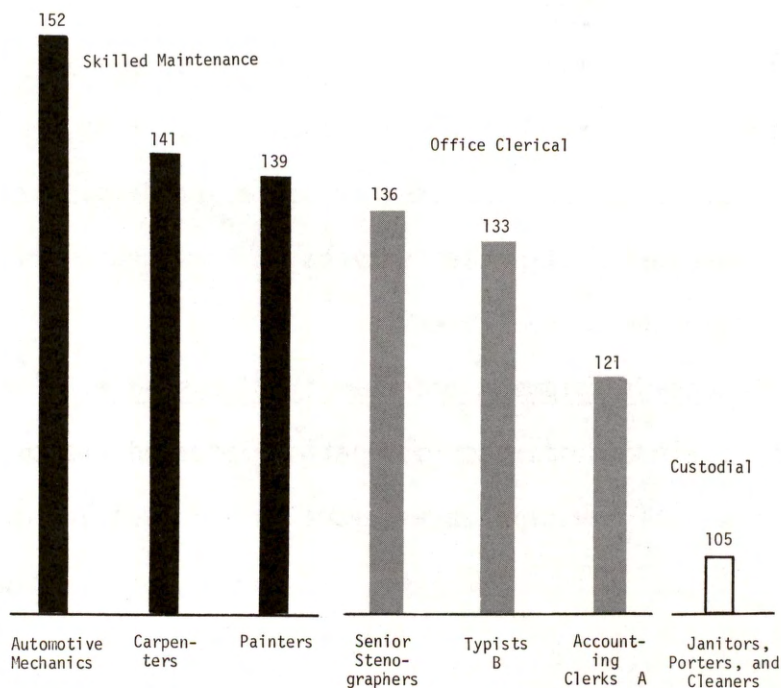
1/ Private industry data based on January 1971 occupational wage survey for Newark and Jersey City metropolitan areas (BLS Bulletin 1685-47).

2/ Standard hours reflect the workweek for which employees receive their regular straight-time salaries (exclusive of pay for overtime at regular and/or premium rates), and the earnings correspond to these weekly hours.

3/ Newark-Jersey City private industry pay level for each occupation=100.

NOTE: City government pay relatives shown in parenthesis indicate that less than 10 workers comprise occupation.

HOURLY PAY RELATIVES FOR SELECTED CLERICAL AND BLUE-COLLAR OCCUPATIONS IN NEWARK'S MUNICIPAL GOVERNMENT
(Newark-Jersey City private industry pay level for each occupation = 100)



\$1,203 for automotive mechanics to a low of \$940 for painters. When earnings for six maintenance occupations (carpenters, electricians, helpers, automotive mechanics, painters, and plumbers) also studied in the Bureau's private industry occupational wage survey of the Newark-Jersey City area were aggregated, it was found that municipal pay levels were 47 percent above the private industry average. On an individual job basis, hourly pay rate differentials between municipal government and private industry maintenance workers ranged from 39 percent for painters to 72 percent for helpers (see Table 2). Although significantly above private industry scales, maintenance rates for Newark government workers were below those of unionized building tradesmen in the City of Newark.

It should be noted that pay level differentials between municipal government and private industry are about the same for four of the six maintenance crafts when comparisons are made on a weekly instead of an hourly basis, since the standard workweek for most municipal and private maintenance workers is 40 hours. For electricians and painters, who work 35 hours a week in Newark's municipal government, the relative advantage of municipal government pay levels over those in private industry would narrow when considered on a weekly basis, since a 40-hour workweek prevails for most blue-collar workers in private industry. In January 1970, about four-fifths of the plant workers in the area's private sector were scheduled for a 40-hour workweek.

Maintenance workers, as defined for purposes of BLS municipal government and private industry surveys, are only considered within the scope of the surveys if they are engaged solely in maintaining physical facilities, such as buildings, machinery, fixtures, and equipment. Major

exclusions are workers engaged in nonmaintenance functions, such as automotive mechanics working in garages, as well as force account construction employees, that is, workers engaged in new construction and major additions or alterations to a plant. New construction work is excluded from the scope of both BLS municipal government and private industry area occupational wage surveys.

As against the relatively large differential between government and private industry wages for maintenance jobs, earnings for janitors, porters, and cleaners, the largest blue-collar group studied in Newark's municipal government, were only 5 percent above earnings of their counterparts in private industry in the Newark-Jersey City area.

Protective services, sanitation, and social workers Monthly salaries for firefighters in the City of Newark averaged \$896 in January 1971, while salaries for police patrolmen were reported at \$886 monthly, and for police sergeants, \$1,002. Newark refuse truckdrivers and collectors averaged \$732 and \$619, respectively, in January 1971. For three levels of social workers surveyed, the top level studied averaged \$821 a month; class B, \$722; and class C, \$611.

Intercity comparisons

Table 3 presents white-collar salary level comparisons of municipal government workers in the City of Newark and eight other cities across the country with salaries in private industry and the Federal government. For Newark and six out of eight cities studied in Spring-Summer 1970, most municipal white-collar pay averages were roughly the same or higher than Federal pay. Only in Kansas City (Missouri) and

Table 3. Relative salary levels: clerical salaries in City governments and private industry compared with Federal government ^{1/}

(Fourth step of equivalent Federal General Schedule grade for each occupational level equals 100)

Occupation	Federal government		Average monthly salary as a percent of fourth step of equivalent Federal General Schedule grade							
	Equivalent GS grade	Monthly salary at fourth step	Atlanta		Boston		Chicago		Kansas City	
			City government, May 1970	SMSA private industry	City government, June 1970	SMSA private industry	City government, May 1970	SMSA private industry	City government, May 1970	SMSA private industry
Accounting clerk A	4	\$537	123	107	109	103	104	109	89	103
Accounting clerk B	3	478	121	95	(102)	90	(99)	99	83	88
Keypunch operator A	3	478	-	108	105	98	112	106	-	100
Keypunch operator B	2	424	108	104	103	100	109	108	96	100
Messenger	1	378	-	101	(106)	99	105	107	-	91
Stenographer, general ...	3	478	92	98	(98)	97	111	104	88	95
Stenographer, senior ...	4	537	94	99	99	93	121	101	92	94
Switchboard operator B ..	2	424	(108)	91	-	97	117	104	-	92
Typist B	2	424	97	95	93	93	104	99	86	85

Occupation	Average monthly salary as percent of fourth step of equivalent Federal General Schedule grade									
	Los Angeles		Newark ^{2/}		New Orleans		New York		Philadelphia	
	City government, July 1970	SMSA private industry	City government, January 1971	Newark-Jersey City SMSAs private industry	City government, May 1970	SMSA private industry	City government, April 1970	SMSA private industry	City government, July 1970	SMSA private industry
Accounting clerk A	-	108	99	104	83	104	-	111	126	103
Accounting clerk B	-	99	91	93	78	86	98	101	-	92
Keypunch operator A	-	116	(119)	97	87	96	-	119	-	98
Keypunch operator B	139	116	117	98	86	92	108	105	141	97
Messenger	119	110	126	101	75	89	118	103	135	101
Stenographer, general ...	117	108	92	97	87	88	98	104	121	94
Stenographer, senior ...	122	106	101	95	94	97	101	101	122	94
Switchboard operator B ..	132	101	114	107	(82)	80	117	111	-	102
Typist B	123	102	97	91	78	85	105	102	125	89

^{1/} City government average salaries are from a series of pilot occupational wage surveys conducted in mid-1970 and 1971; private industry average salaries are from the BLS area wage survey program; and Federal salaries are for the GS grades determined by the U.S. Civil Service Commission to be equivalent to the occupations defined for survey without adjustment for special pay rates in a few areas. Private industry data are adjusted to reflect the same survey reference date as the City government survey in each area.

^{2/} Municipal government salaries for all cities except Newark were compared with General Schedule rate which became effective December 28, 1969. For Newark, which had a 1971 municipal government payroll reference period, comparisons were based on General Schedule rates effective January 10, 1971.

NOTE: City government pay relatives shown in parenthesis indicate that less than 10 workers comprise occupation. Dashes indicate no municipal government employees matching the categories were reported.

New Orleans were municipal employees paid salaries significantly below the Federal pay for similar work. In both of the latter areas, moreover, there was some tendency for municipal government salary averages to lag behind private industry.

It should be noted that the monthly salary advantage of Newark municipal government workers over Federal and private industry averages widens on an hourly basis since the standard workweek for white-collar workers in the City government is 30 hours compared to 40 hours in the Federal service and 36½-38½ hours in private industry. For comparisons with Newark government pay levels, the revised January 1971 Federal pay schedule is used; while for the other cities presented, the Federal schedule that became effective December 28, 1969 was used.

No clear-cut pattern was evident from a comparison of selected white-collar workers' salaries in Newark's municipal government with other municipal governments studied. White-collar pay levels in Newark's municipal government tended to be above those in Kansas City and New Orleans, below those in Los Angeles and Philadelphia, and not very different from New York City, Boston, and Atlanta. Because of the relatively few observations found in several clerical occupations in these municipal surveys as well as differences in timing of surveys, there is little or no significance to small pay differences.

Compared with earnings data collected in eight other municipal governments surveyed between April and July 1970, salaries of selected blue-collar workers studied in the City of Newark in January 1971 tended to be higher than comparable rates in Kansas City, Boston, New Orleans, Atlanta, and Philadelphia. A mixed pattern of pay level relationships

was found when comparing Newark government blue-collar workers with their counterparts in Los Angeles, New York City, and Chicago.

As regards the uniformed services, salaries for firefighters and patrolmen in Newark tended to be above those in Atlanta, Kansas City, New Orleans, Boston, and Philadelphia, but below Chicago, Los Angeles, and New York City. Police sergeants' salaries in Newark were higher than in Atlanta, Kansas City, New Orleans, and Philadelphia, but below Boston, Chicago, Los Angeles, and New York City.

Intercity comparisons of municipal government pay levels, as presented in this report, are subject to such limitations as variations in payroll reference dates for the surveys and in contract expiration dates. It can be noted, however, that substantial differences in pay levels among cities surveyed were reported for a number of numerically significant occupations. For example, the salary spread for police patrolmen among municipal governments studied in Spring-Summer 1970 ranged from a high of \$980 a month in Chicago to \$587 monthly in New Orleans -- a 67-percent differential. Straight-time pay for Newark police patrolmen was reported at \$886 monthly in January 1971.

Work practices and supplementary benefits

Information on selected work practices and supplementary benefits was collected as it related to four broad occupational groups: white-collar, trades and labor, firemen, and policemen. These four were used because it was expected that workers within each of these groups would have the same work practices and receive the same supplementary benefits even if all employees of the City did not. In general, government workers received more liberal paid holidays and vacation benefits than workers

studied in establishments in Newark-Jersey City's private industry sector in January 1970.

Paid holidays The City of Newark grants the following 12 holidays for all employees except policemen and firemen: New Year's Day, Washington's Birthday, Good Friday, Decoration Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day. If the holiday falls on a Saturday or Sunday, the City Council decides whether the holiday should be observed on the preceding Friday or the following Monday. Policemen and firemen receive additional straight-time pay for nine days in lieu of holidays, plus three days compensatory time off per year.

Government workers received more holiday time off, compared with holiday provisions reported in the BLS survey of private industry in the Newark-Jersey City metropolitan area. As opposed to the 12 paid holidays for all white-collar and trades and labor employees in the Newark municipal government, only about one-third of the office and one-seventh of the plant workers in the private industry survey were in establishments with provisions for 12 or more paid holidays annually.

Paid holiday provisions

Type of worker and survey	Percent of workers		
	Under 8 days	8-11½ days	12 days or more
<u>Newark municipal workers</u>			
White-collar, trades, and labor ...	-	-	100
<u>Newark-Jersey City private industry workers 1/</u>			
Plant	17	67	15
Office	7	57	36

1/ Based on vacation practices surveyed in Newark and Jersey City areas in January 1970.

Paid vacations Annual vacation benefits for white-collar as well as trades and labor employees are based on the following schedule: one day per month, or 12 days a year, during the first 10 years of service; 15 days after 10 years; and 20 days after 20 years. Firemen and policemen receive 20 vacation days after six months of service.

Paid vacation provisions were somewhat more liberal for Newark municipal government workers in January 1971 than for office clerical and blue-collar workers in Newark-Jersey City's private industry sector. For example, all Newark government employees were eligible for at least one week of paid vacation after six months of service and two weeks or more after one year of service. While this was in line with most establishments with respect to office workers, it compares with just over a third of the plant workers in the private industry survey in establishments with similar vacation pay provisions.

Paid vacation provisions

Vacation policy	Percent of workers		
	Newark municipal government	Private industry ^{1/}	
		Plant	Office
<u>After 6 months of service</u>			
1 week or more	100	36	75
<u>After 1 year of service</u>			
2 weeks or more	100	35	91
<u>After 10 years of service</u>			
3 weeks or more	100	79	88
<u>After 20 years of service</u>			
4 weeks or more	100	66	78

^{1/} Based on vacation practices surveyed in Newark and Jersey City areas in January 1970.

Sick leave White-collar and trades and labor employees receive 15 days paid sick leave per calendar year which may be accumulated without limit but which may not be taken as terminal leave. With less than one year of service, the employee receives one sick leave day per month. Firemen and policemen may receive up to one year's sick leave with extended periods of leave subject to review by the respective commissioner; sick leave is noncumulative. In the private sector in the Newark-Jersey City area, two-thirds of the office and one-fourth of the plant workers were in establishments with formal plans for a majority of its workers for sick leave at full pay and with no waiting period. No current information on the amount of paid sick leave time is available with respect to private industry workers.

Health, insurance, and pension plans The City pays the cost of hospitalization, surgical, and major medical insurance under Blue Cross and Blue Shield plans for all employees and their dependents in all four occupational groups studied. There are several plans covering all of the white-collar and trades and labor employees. Employees contribute an average of 6 percent of their salary to these pension plans with the City matching the payments.

The majority are covered by the Employees Retirement System, which allows retirement at 55 years of age with 30 years of service or at 60 years of age with 25 years of service, at an annual pension of 50 percent of the salary level during the last year of employment. Employees receive an additional 2½ percent of their salary at the time of their retirement for each year of service over 30 and up to 40. Under this plan, death benefits are provided to employees' beneficiaries

according to a schedule based on years of service. Disability payments are also provided under the Employees Retirement System.

Those not eligible for the Employees Retirement System because of medical reasons or because they were hired after 45 years of age may be covered by the Public Employees Retirement System. This system was initiated in 1966 to replace a general non-contributory plan that was integrated with Federal Social Security payments. Most workers who had been covered by the non-contributory plan are now covered by the Public Employees Retirement System.

Under the Public Employees Retirement System plan, retirement is provided after 25 years of service (any age) or after 60 years of age, at a pension determined according to the following formula:

$$\frac{\text{Years of service}}{60} \times \text{Average salary of last 5 years or of highest consecutive 5 years of membership.}$$

Optional life insurance and low-interest loans are also available to members of this plan. Under the Public Employees Retirement System, death benefits are paid if death was employment related. Benefits for ordinary disability and accidental disability before age 60 and 65 are also provided for members.

Veterans who do not belong to any pension system or who may not be eligible for a pension system may retire at 62 years of age and 20 years of service. They are eligible to receive 50 percent of the last year's salary.

Policemen and firemen are covered by the Police and Firemen's Retirement System of New Jersey, the retirement provisions for which are as follows: retirement at age 55 after 25 years of service, at 2 percent of current salary for each year up to 25 years, plus 1 percent for each

Newark-Jersey City private sector, the proportion of office workers in establishments with provisions for health, insurance, and pension plans ranged from 83 percent for major medical insurance to 98 percent for hospitalization and life insurance. For blue-collar workers, the coverage ranged from 53 percent for major medical insurance to 96 percent for hospitalization and life insurance. However, only about three-quarters of the plant and half the office workers in private industry were in establishments where these benefits are financed solely by the employer.

Frequency of wage payment and scheduled workweek All workers in the Newark municipal government are paid biweekly. The majority of white-collar employees are scheduled to work a five-day, 30-hour week. An attempt was made by the City of Newark to increase the workweek to 35 hours in February 1971, without providing for an adjustment of pay rates as a result of the change in hours. The City was restrained from increasing the workweek by a court ruling in favor of the New Jersey Civil Service Employees' Association. The City has appealed the ruling, and a final court decision is still pending. Most trades and labor employees work five days, 40 hours per week.

The work schedule for policemen is as follows: four days from 8 A.M. to 4 P.M., off two days; four days from 4 P.M. to 12 P.M., off two days; four days from 12 P.M. to 8 A.M., off two days. Over a 28-week cycle, they work an average of 40 hours per week. Firemen average a 42-hour week over a 28-week cycle -- they work two days from 8 A.M. to 6 P.M., and are off one day, then work two nights from 6 P.M. to 8 A.M., and are off three days.

year over 25 years of service, without limit; at age 51 after 25 years of service, with 50 percent of average compensation for the last three years or three highest salary years; or after 15 years of service, at 2 percent per year of service with payments deferred until age 55. The plan has also a death benefit provision whereby the beneficiary receives three and one-half times the last year's salary.

The recent contract signed in July 1971 between policemen and firemen and the City of Newark also provides for a \$3,000 life insurance policy for each man, as well as a \$5,000 death benefit to survivors of policemen and firemen killed in the line of duty.

Health, insurance, and pension plans

Type of plans	Percent of workers		
	Newark municipal government, white-collar and trades and labor employees January 1971	Newark-Jersey City area private industry January 1970	
		Plant	Office
Hospitalization	100	96	98
non-contributory..	100	73	53
Surgical	100	95	97
non-contributory..	100	74	56
Major medical	100	53	83
non-contributory..	100	39	52
Life insurance	100	96	98
non-contributory..	-	80	68
Pension plans	100	84	90
non-contributory..	-	69	71

Hospitalization, surgical, and major medical insurance are provided on a non-contributory basis to all white-collar as well as trades and labor municipal government employees in the City of Newark. In the

Premium pay for overtime White-collar workers receive straight-time pay for all work up to 40 hours per week. Hours after 40 are compensated at the rate of time and one-half, either as pay or time off. Trades and labor employees, including sanitationmen, receive premium pay at a rate of time and one-half for all hours over 40 per week. Policemen and firemen receive compensatory time off, on a one-for-one basis, for all hours worked beyond their normal tours.

Uses and limitations

Occupational wage data developed in this report for municipal government workers in the City of Newark are useful as guides for salary administration purposes and for general economic analysis. The selection of occupations studied and the degree to which levels of work are differentiated permits the user, depending upon his needs, to interpolate for occupations not surveyed, based on his knowledge of pay relationships. It should be emphasized that this salary survey does not supply mechanical answers to questions of pay policy.

The municipal government wage survey program has two objectives: (1) to develop and publish for each of the city governments, current information on occupational wages and related benefits, and (2) gain additional information on appropriate concepts and procedures to be used in future studies which may be expanded to include other locations, types of governments, and occupations.

Comparisons of wages and related benefits are made in the report between municipal government pay levels in the City of Newark and those in private industry based on the January 1971 BLS survey of the Newark

and Jersey City metropolitan areas, comprising Essex, Hudson, Morris, and Union Counties (BLS Bulletin Number 1685-47). The user should be aware that comparisons, particularly for small numbers of workers, are subject to limitations. Averages presented for private industry reflect composite areawide estimates while the municipal government survey reflects data for only one establishment, i.e., the Newark municipal government.

The pay relationship obtainable from the composite of private industry averages, reflecting such influences as industry pay structures, may fail to reflect accurately the wage spread of differential maintained among jobs in a single establishment, i.e., the Newark municipal government.

Wage and benefit comparisons between government and private industry were developed by aggregating a number of white and blue collar major occupational groups. Direct comparisons with private industry averages on an individual occupation basis should be interpreted cautiously where the differences are small or where there are a relatively small number of observations for individual occupations in the municipal government survey.

Data on paid holiday and vacation provisions as well as on health, insurance, and pension plans in private industry used for purposes of comparison with municipal government provisions are treated statistically on the basis that these are applicable to all plant or office workers if a majority of such workers are eligible for practices listed.

DESCRIPTIONS FOR SELECTED JOBS IN MUNICIPAL GOVERNMENTS

Office Clerical

Bookkeeping-Machine Operator

Operates a bookkeeping machine (Remington Rand, Elliott Fisher, Sundstrand, Burroughs, National Cash Register, with or without a typewriter keyboard) to keep a record of transactions.

Class A

Keeps a set of records requiring a knowledge of and experience in basic bookkeeping principles and familiarity with the structure of the particular accounting system used. Determines proper records and distribution of debit and credit items to be used in each phase of the work. May prepare consolidated reports, balance sheets, and other records by hand.

Class B

Keeps a record of one or more phases or sections of a set of records usually requiring little knowledge of basic bookkeeping. Phases or sections include accounts payable, payroll, cost distribution, expense distribution, inventory control, etc. May check or assist in preparation of trial balances and prepare control sheets for the accounting department.

Clerk, Accounting

Performs one or more accounting clerical tasks such as posting to registers and ledgers; reconciling bank accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents; assigning prescribed accounting distribution codes; examining and verifying for clerical accuracy various types of reports, lists, calculations, postings, etc.; or preparing simple, or assisting in preparing more complicated journal vouchers. May work in either a manual or automated accounting system.

The work requires a knowledge of clerical methods and office practices and procedures which relates to the clerical processing and recording of transactions and accounting information. With experience, the worker typically becomes familiar with the bookkeeping and accounting terms and procedures used in the assigned work, but is not required to have a knowledge of the formal principles of bookkeeping and accounting.

Positions are classified into levels on the basis of the following definitions.

Class A

Under general supervision, performs accounting clerical operations which require the application of experience and judgment, for example, clerically processing complicated or nonrepetitive accounting transactions, selecting among a substantial variety of prescribed accounting codes and classifications, or tracing transactions through previous accounting actions to determine source of discrepancies. May be assisted by one or more class B accounting clerks.

Class B

Under close supervision, following detailed instructions and standardized procedures, performs one or more routine accounting clerical operations, such as posting to ledgers, cards, or work sheets where identification of items and locations of postings are clearly indicated; checking accuracy and completeness of standardized and repetitive records or accounting documents; coding documents using a few prescribed accounting codes.

Messenger (Office Boy or Girl)

Performs various routine duties such as running errands, operating minor office machines such as sealers or mailers, opening and distributing mail, and other minor clerical work. Exclude positions that require operation of a motor vehicle as a significant duty.

Stenographer, General

Primary duty is to take dictation involving a normal routine vocabulary from one or more persons either in shorthand or by Stenotype or similar machine; and transcribe dictation. May also type from written copy. May maintain files, keep simple records, or perform other relatively routine clerical tasks. May operate from a stenographic pool. Does not include transcribing-machine work. (See transcribing-machine operator.)

Stenographer, Senior

Primary duty is to take dictation involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research from one or more persons either in shorthand or by Stenotype or similar machine; and transcribe dictation. May also type from written copy. May also set up and maintain files, keep records, etc.

OR

Performs stenographic duties requiring significantly greater independence and responsibility than stenographers, general as evidenced by the following: Work requires high degree of stenographic speed and accuracy; and a thorough working knowledge of general business and office procedures and of the specific business operations, organization, policies, procedures, files, workflow, etc. Uses this knowledge in performing stenographic duties and responsible clerical tasks such as, maintaining followup files; assembling material for reports, memorandums, letters, etc.; composing simple letters from general instructions; reading and routing incoming mail; and answering routine questions, etc. Does not include transcribing-machine work.

Switchboard OperatorClass A

Operates a single- or multiple-position telephone switchboard handling incoming, outgoing, intraplant or office calls. Performs full telephone information service or handles complex calls, such as conference, collect, overseas, or similar calls, either in addition to doing routine work as described for switchboard operator, class B, or as a full-time assignment. ("Full" telephone information service occurs when the establishment has varied functions that are not readily understandable for telephone information purposes, e.g., because of overlapping or interrelated functions, and consequently present frequent problems as to which extensions are appropriate for calls.)

Class B

Operates a single- or multiple-position telephone switchboard handling incoming, outgoing, intraplant or office calls. May handle routine long distance calls and record tolls. May perform limited telephone information service. ("Limited" telephone information service occurs if the functions of the establishment serviced are readily understandable for telephone information purposes, or if the requests are routine, e.g., giving extension numbers when specific names are furnished, or if complex calls are referred to another operator.)

Typist

Uses a typewriter to make copies of various material or to make out bills after calculations have been made by another person. May include typing of stencils, mats, or similar materials for use in duplicating processes. May do clerical work involving little special training, such as keeping simple records, filing records and reports, or sorting and distributing incoming mail.

Class A

Performs one or more of the following: Typing material in final form when it involves combining material from several sources or responsibility for correct spelling, syllabication, punctuation, etc., of technical or unusual words or foreign language material; and planning layout and typing of complicated statistical tables to maintain uniformity and balance in spacing. May type routine form letters varying details to suit circumstances.

Class B

Performs one or more of the following: Copy typing from rough or clear drafts; routine typing of forms, insurance policies, etc.; and setting up simple standard tabulations, or copying more complex tables already setup and spaced properly.

DATA PROCESSINGKeypunch Operator

Operates a keypunch machine to record or verify alphabetic and/or numeric data on tabulating cards or on tape.

Positions are classified into levels on the basis of the following definitions.

Class A

Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be keypunched from a variety of source documents. On occasion may also perform some routine keypunch work. May train inexperienced keypunch operators.

Class B

Work is routine and repetitive. Under close supervision or following specific procedures or instructions, works from various standardized source documents which have been coded, follows specified procedures which have been prescribed in detail and require little or no selecting, coding, or interpreting of data to be recorded. Refers to supervisor problems arising from erroneous items or codes or missing information.

Computer Operator

Monitors and operates the control console of a digital computer to process data according to operating instructions, usually prepared by a programmer. Work includes most of the following: Studies instructions to determine equipment setup and operations; loads equipment with required items (tape reels, cards, etc.); switches necessary auxiliary equipment into circuit; and starts and operates computer; makes adjustments to computer to correct operating problems and meet special conditions; reviews errors made during operations and determines cause or refers problem to supervisor or programmer; maintains operating records. May test and assist in correcting program.

For wage study purposes, computer operators are classified as follows:

Class A

Operates independently, or under only general direction a computer running programs with most of the following characteristics: New programs are frequently tested and introduced; scheduling requirements are of critical importance to minimize downtime; the programs are of complex design so that identification of error source often requires a working knowledge of the total program, and alternate programs may not be available. May give direction and guidance to lower level operators.

Class B

Operates independently, or under only general direction, a computer running programs with most of the following characteristics: Most of the programs are established production runs, typically run on a regularly recurring basis; there is little or no testing of new programs required; alternate programs are provided in case original program needs major change or cannot be corrected within a reasonable time. In common error situations, diagnoses cause and takes corrective action. This usually involves applying previously programmed corrective steps, or using standard correction techniques.

OR

Operates under direct supervision a computer running programs or segments of programs with the characteristics described for class A. May assist a higher level operator by independently performing less difficult tasks assigned, and performing difficult tasks following detailed instructions and with frequent review of operations performed.

Class C

Works on routine programs under close supervision. Is expected to develop working knowledge of the computer equipment used and ability to detect problems involved in running routine programs. Usually has received some formal training in computer operation. May assist higher level operator on complex programs.

Computer Programmer

Converts statements of problems, typically prepared by a systems analyst, into a sequence of detailed instructions which are required to solve the problems by automatic data processing equipment. Working from charts or diagrams, the programmer develops the precise instructions which, when entered into the computer system in coded language, cause the manipulation of data to achieve desired results. Work involves most of the following: Applies knowledge of computer capabilities, mathematics, logic employed by computers, and particular subject matter involved to analyze charts and diagrams of the problem to be programmed; develops sequence of program steps, writes detailed flow charts to show order in which data will be processed; converts these charts to coded instructions for machine to follow; tests and corrects programs; prepares instructions for operating personnel during production run; analyzes, reviews, and alters programs to increase operating efficiency or adapt to new requirements; maintains record of program development and revisions. (NOTE: Workers performing both systems analysis and programming should be classified as systems analysts if this is the skill used to determine their pay.)

Does not include employees primarily responsible for the management or supervision of other electronic data processing (EDP) employees, or programmers primarily concerned with scientific and/or engineering problems.

For wage study purposes, programmers are classified as follows:

Class A

Works independently, or under only general direction, on complex problems which require competence in all phases of programming concepts and practices. Working from diagrams and charts which identify the nature of desired results, major processing steps to be accomplished, and the relationships between various steps of the problem solving routine, he plans the full range of programming actions needed to efficiently utilize the computer system in achieving desired end products.

At this level, programming is difficult because computer equipment must be organized to produce several interrelated but diverse products from numerous and diverse data elements. A wide variety and extensive

number of internal processing actions must occur. This requires such actions as development of common operations which can be reused, establishment of linkage points between operations, adjustments to data when program requirements exceed computer storage capacity, and substantial manipulation and resequencing of data elements to form a highly integrated program.

May provide functional direction to lower level programmers who are assigned to assist him, as needed.

Class B

Works independently, or under only general direction, on relatively simple programs, or on simple segments of complex programs. Programs (or segments) usually process information to produce data in two or three varied sequences or formats. Reports and listings are produced by refining, adapting, arraying, or making minor additions to or deletions from input data which are readily available. While numerous records may be processed, the data have been refined in prior actions so that the accuracy and sequencing of data can be tested by using a few routine checks. Typically, the program deals with routine record-keeping type operations.

OR

Works on complex programs (as described for class A) under close direction of a higher level programmer or supervisor. May assist higher level programmer by independently performing less difficult tasks assigned, and performing more difficult tasks under fairly close direction.

May guide or instruct lower level programmers.

Class C

Makes practical applications of programming practices and concepts usually learned in formal training courses. Assignments are designed to develop competence in the application of standard procedures to routine problems. Receives close supervision on new aspects of assignments, and work is reviewed to verify its accuracy and conformance with required procedures.

MAINTENANCE, CUSTODIAL, AND EQUIPMENT OPERATOR

Carpenter, Maintenance

Performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins,

cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions; using a variety of carpenter's handtools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Electrician, Maintenance

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layout, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; using a variety of electrician's handtools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Heavy Equipment Operator

Operates one or more types of heavy power equipment used to excavate, load, or move dirt, gravel, or other materials in the maintenance or construction of parks, streets, highways, and other public properties. Includes operators of equipment such as cranes, clamshells, power shovels, motor graders, loaders, carryalls, bulldozers, rollers, scrapers, and heavy tractors. May read and interpret simple construction plans, grease, adjust, and make simple emergency repairs to equipment. Does not include operators of trucks.

Helper, Maintenance Trades

Assists one or more workers in the skilled maintenance trades, by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting worker by holding materials or tools; performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade: In some trades the helper is confined to supplying, lifting, and holding materials and tools and cleaning working areas; and in others he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

Janitor, Porter, and Cleaner
(Sweeper; charwoman; janitress)

Cleans and keeps in an orderly condition working areas, wash-rooms and premises of an office or building. Duties involve a combination of the following: Sweeping, mopping, or scrubbing, and polishing floors; removing trash and refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; cleaning lavatories, showers, and restrooms. Workers who specialize in window washing are excluded.

Mechanic, Automotive (Maintenance)

Repairs automobiles, buses, motortrucks, and tractors. Work involves most of the following: Examining automotive equipment to diagnose source of trouble; disassembling equipment and performing repairs that involve the use of such handtools as wrenches, gauges, drills, or specialized equipment in disassembling or fitting parts; replacing broken or defective parts from stock; grinding and adjusting valves; reassembling and installing the various assemblies in the vehicle and making necessary adjustments; alining wheels, adjusting brakes and lights, or tightening body bolts. In general, the work of the automotive mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Painter, Maintenance

Paints and redecorates walls, woodwork, and fixtures. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and crevices; applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Plumber, Maintenance

Keeps the plumbing system of a location or locations in good order. Work involves: Knowledge of sanitary codes regarding installation of vents and traps in plumbing system; installing or repairing pipes and fixtures; opening clogged drains with a plunger or plumber's snake. In general, the work of the maintenance plumber requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

PROTECTIVE SERVICESFirefighter (Fireman)

A full-time paid member of the fire department in a non-supervisory position and with no promotional rank. Duties consist of combatting, extinguishing, and preventing fires, and performing maintenance on own equipment and quarters. Exclude firemen in specialty categories if additional compensation is paid (e.g., vehicle drivers and aides of departmental officers, firefighting or rescue apparatus operators and drivers, communications specialists, etc).

Police Patrolman

A member of the police force, usually in uniform, in a non-supervisory position and with no promotional rank. Carries out general and specific assignments from superior officers in accordance with established rules and procedures. Maintains order, enforces laws and ordinances, and protects life and property in an assigned patrol district or beat by performing a combination of such duties as: Patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting, and processing prisoners; acting as a witness in court. Exclude police patrolmen in specialty categories if additional compensation is paid (e.g., criminal investigation, ambulance driving, specialized staff or technical positions.).

Police Sergeant

Work involves the first line supervision of police patrolmen or performance of specialized staff or technical duties and responsibilities with the rank of sergeant. Supervisory responsibilities include: Inspecting shift or post personnel, operations, and equipment; insuring compliance with departmental requirements and making routine decisions in accordance with established regulations and policies; observing patrolmen on post or patrol for efficiency and appearance and directing them in duties. Staff and technical responsibilities involve duties in such areas as police laboratories, communications, and information services. Exclude police sergeants in specialty categories, if additional compensation is paid (e.g., criminal investigation, some specialized staff or technical positions).

SANITATIONRefuse Truck Driver

Drives a truck on a designated route for the collection of garbage, trash, or refuse. Exclude drivers who are also crew chiefs or other type of supervisors.

Refuse Collector

Picks up garbage, trash, or refuse from homes and businesses and deposits it in truck.

PROFESSIONALSocial Worker

The work generally requires, as a minimum, a bachelor's degree in social work. In some situations, the social worker may operate independently in helping persons, or groups of persons, either to enhance normal social functioning as members of a family or in other interpersonal relationships. In other situations, the social worker functions as part of a team, in conjunction with doctors, teachers, law enforcement personnel and others, to resolve social aspects of health, educational, vocational, behavioral, or other problems.

Performs social work functions in public welfare programs, services to families, services to the aging, child welfare services, services to the handicapped, and medical social work services; the treatment and rehabilitation of those with physical or mental handicaps in hospitals, clinics, or community health services; the correction or treatment of socially deviant behavior of clients in court, prison, or rehabilitation systems; and in schools.

In addition to being classified according to the levels below, social workers who spend more than 50 percent of their time in one of the following specialities are categorized by specialty. Social workers not spending a majority of their time in any of these specialities are included in "Social Worker - Not Elsewhere Classified."

- Social Worker - Public Welfare
- Social Worker - Medical or Psychiatric
- Social Worker - Correction, Probation, and Parole Services
- Social Worker - Schools
- Social Worker - Not Elsewhere Classified

Class A

Work at this level is performed under general direction and with considerable responsibility for exercising independent judgment within established agency policies. Work is characterized by complex psychological and social problems requiring considerable skill and professional judgment, as well as a thorough background in agency procedures. Responsibilities at this level may include providing advice and assistance to other social workers on specialized aspects of cases, assisting in the training of new workers, and possibly acting as a team leader.

Class C

At this entry and developmental level, the social worker performs under direct supervision and in accordance with defined policies and procedures. Assignments enable him to become familiar with the agency's operational methods and to develop the social work skills needed for higher level positions.

Typical duties are. Recognizing the needs and determining the eligibility of applicants and recipients for assistance and services; making home calls to determine continued eligibility; and providing medical, psychiatric, or child welfare social work services where problems are not complex, e.g., obtaining readily available socio-psychiatric case history information for use in pre-admission screening, assisting patients and relatives in use of community services, or investigating possible foster homes for children.

- Social Worker - Public Welfare
- Social Worker - Medical or Psychiatric
- Social Worker - Corrections, Probation,
and Parole Services
- Social Worker - Schools
- Social Worker - Not Elsewhere Classified

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