

1981

Entry Level Manpower Needs in the Omaha Metropolitan Area

Vincent J. Webb

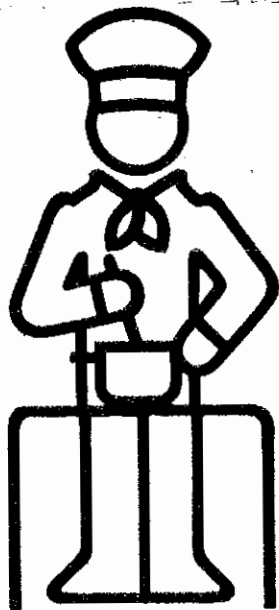
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entry level manpower needs



IN THE
OMAHA
METROPOLITAN
AREA



ENTRY LEVEL MANPOWER NEEDS
IN THE OMAHA METROPOLITAN AREA

Vincent J. Webb, Ph.D.

Michael T. Eskey



Center for Applied Urban Research

University of Nebraska at Omaha



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Introduction

The major purpose of this study was to develop a data base of projected employment in the Omaha SMSA. The study sought to reveal short-term occupational projections of Omaha employers. Reported growth, decline, and turnover in selected occupations were the key factors considered, and data were also gathered on the educational, training, and experience requirements of employers for entry level positions in occupations studied. This study should meet the needs of administrators, planners, and counselors for information on occupational trends so that they can engage in effective manpower training.

An Overview of the Occupational and Industrial Composition of the Omaha SMSA

The Omaha metropolitan area which includes Douglas and Sarpy Counties in Nebraska and Pottawattamie County in Iowa was found to have a diverse job mix in the various industries. Recent labor data showed the overall labor force participation rate in the Omaha SMSA to be 67 percent.¹ Table 1 presents specific nonagricultural employment data by industrial and governmental classification as compiled by the Bureau of Labor Statistics and the Employment and Training Administration, U.S. Department of Labor.²

Trade occupations made up the major source of employment in the Omaha area with more than one-fourth in this classification. Government agencies (federal, state, local) comprised almost one-fifth of the total employment; however, for the purpose of the present study this grouping was excluded.

¹Nebraska Department of Labor, Division of Employment, Annual Planning Report, 1980.

²Ibid.

More than one-fifth of the Omaha area labor force was found in the service occupations, and nearly 14 percent were employed in the manufacturing (durable/nondurable goods) industry. The remaining industrial sectors (construction, transportation, communication and utilities, and finance, insurance, and real estate) combined generally represented less than one-fourth of the total employment.

TABLE 1
CALENDAR YEAR PERCENTAGES OF INDUSTRIES
IN THE OMAHA SMSA: 1976-1980

Industrial Division	Year					Change from 1976-1980
	1976 ^{a/}	1977 ^{a/}	1978 ^{a/}	1979 ^{b/}	1980 ^{b/}	
Nonagricultural Labor Force Totals	240,300	246,100	253,400	267,350	276,650	
Manufacturing	13.9	14.2	13.8	13.0	12.8	-1.1
Durable Goods	6.9	7.1	6.9	6.6	6.6	-0.3
Non-durable Goods	7.0	7.1	6.9	6.4	6.2	-0.8
Non-manufacturing	86.1	85.8	86.2	87.0	86.0	-0.1
Mining	0.1	0.1	0.1	0.1	0.1	
Construction	4.8	5.0	4.7	4.3	4.1	-0.7
Transportation, Communications, Utilities	8.9	8.8	9.0	8.7	8.6	-0.3
Trade	25.8	26.2	26.2	26.0	26.1	0.3
Finance, Insurance, Real Estate	8.7	8.9	9.0	11.4	11.4	2.7
Services, except Domestic	21.3	20.3	21.1	21.2	21.0	-0.3
Government	16.8	16.6	16.0	15.3	14.8	-2.0
Federal	3.6	3.5	3.3	--	--	
State	2.8	2.8	2.8	--	--	
Local	10.4	10.3	9.9	--	--	

^{a/} Nebraska Department of Labor, Division of Employment, Annual Planning Report, 1980.

^{b/} Nebraska Department of Labor, Division of Employment, Omaha Standard Metropolitan Statistical Area Occupational Trends for 1985, 1980.

Occupational percentage estimates by major occupation grouping are presented in Table 2. No radical changes have occurred nor are they anticipated in the near future. As might be expected in a city oriented toward trade and manufacturing, employment was highest in the areas of secretaries/clerical staff,

TABLE 2
MAJOR OCCUPATIONAL GROUPS AS A PERCENTAGE OF TOTAL EMPLOYMENT; 1960-1985

Occupation	1960 ^{a/}	1970 ^{a/}	1974 ^{a/}	1976 ^{b/}	1978 ^{c/}	1979 ^{c/}	1980 ^{c/}	1985 ^{d/}
Professional, Technical & Kindred	11.1	14.5	15.8	16.1	14.7	14.8	14.8	15.0
Managers & Administrators, except Farm	8.9	9.2	9.2	11.7	11.3	11.3	11.3	11.2
Sales Workers	7.8	8.0	8.1	6.9	7.0	7.1	7.3	6.9
Clerical & Kindred Workers	19.4	20.5	20.5	20.0	19.7	20.5	21.3	20.3
Craftsmen, Foremen & Kindred Workers	13.3	12.8	12.3	12.4	12.1	12.1	12.0	11.7
Operatives & Kindred Workers	15.8	14.5	13.6	12.3	13.1	13.0	12.9	12.7
Laborers, except Farm	5.0	4.8	4.3	4.6	4.6	4.6	4.5	4.3
Farm Laborers	3.1	2.2	1.4	0.5	0.8	0.7	0.7	0.7
Service Laborers	11.2	13.5	14.8	14.2	15.2	15.3	15.4	15.8
Occupations not reported	4.5	-	-	-	-	-	-	-

^{a/} David Hinton, Occupational Estimates and Projections for the Omaha SMSA, (Omaha: Center for Applied Urban Research, University of Nebraska at Omaha, January, 1973, p. 46.

^{b/} Nebraska Department of Labor, Division of Employment, Omaha Standard Metropolitan Statistical Area Occupational Trends for 1985 (1978), pp. 29-49.

^{c/} Nebraska Department of Labor, Division of Employment, Annual Planning Report for Calendar Year 1980: Omaha SMSA, (1980), pp. 41-52.

^{d/} Nebraska Department of Labor, Division of Employment, Omaha Standard Metropolitan Statistical Area Occupational Trends for 1985, (1978), pp. 29-49.

professionals, managerial workers, and service laborers. The service occupations have increased steadily over the past 20 years, and occupations in this area are projected to continue increasing in the near future. Occupations in other major areas are projected to remain rather stable over the next five years.

Methodology

A series of seven survey instruments (Appendix A) was used to collect data on entry level positions in the Omaha SMSA. The development of these instruments relied on the use of a National Industry/Occupational Employment Matrix. A listing of the occupations most common to each specific industry was developed using this matrix (Appendix B) which contains the proportion of specific occupations found within major industrial divisions. The applicability of the occupations on this list for the Omaha SMSA was then determined by comparing it to a computerized listing that categorized Omaha SMSA employers on the basis of standard industrial codes (SIC). Finally, a questionnaire was developed for each of the seven industrial groupings that were the most common employers in the Omaha SMSA. Thus, a separate questionnaire was used to gather employment related data for each of the following groupings:

1) Construction, 2) Manufacturing, 3) Transportation/Communication, 4) Wholesale Trade, 5) Retail Trade, 6) Finance, Insurance, and Real Estate, and 7) Business, Repair and Other Services. (See Appendix A.)

Questionnaires were mailed to 2,964 Omaha SMSA employers with 10 or more employees. An unacceptably low response rate (less than 10 percent) resulted in having the data collected through personal interviews. A sample of just over 800 (10 percent of the population of 2,964 employers) was originally drawn. Interviews were completed with representatives of 299 out of the sample of 800 employers for a response rate of just over 37 percent. Several

possible explanations might be made for the relatively low response rate, including a relatively non-dynamic employment pattern stemming from a stagnant economy and the over-saturation of employers with survey instruments.

Findings

The study findings are reported in summary form in this section. Detailed findings for 172 occupations are contained in Appendices B through H.

Present and Projected Employment for Major Industrial Divisions

The employers in the seven major industrial divisions studied reported a total of 13,352 employees (Table 3). Banking, Finance, and Real Estate was the industrial division with the largest proportion of employees (32 percent) followed by Services (23.1 percent), Retail Trade (14 percent), Manufacturing (11.2 percent), Wholesale Trade (9.7 percent), Construction (5.3 percent), and Transportation (4.8 percent).

TABLE 3
SUMMARY OF PRESENT AND PROJECTED EMPLOYMENT
BY INDUSTRIAL DIVISIONS

Industrial Divisions	Present Employment		Projected Employment			
	Number	Percentage of Total	Next 6 Months		Next Year	
			Number	Percentage of Total	Number	Percentage of Total
Construction	705	5.3	312	13.0	333	7.0
Manufacturing	1,489	11.2	115	4.8	167	3.5
Transportation	636	4.8	41	1.7	77	1.6
Wholesale Trade	1,296	9.7	107	4.5	223	4.7
Retail Trade	1,876	14.0	301	12.5	551	11.6
Banking, Finance, and Real Estate	4,261	31.9	157	6.5	620	13.0
Service	<u>3,089</u>	<u>23.1</u>	<u>1,366</u>	<u>56.9</u>	<u>2,794</u>	<u>58.6</u>
Total	13,352		2,399		4,765	

These same employers reported that they planned to hire 2,399 employees in the next six months. The Service industry accounted for the largest proportion (56.9 percent) of hires in the next six months followed by Retail Trade (12.5 percent), and the Construction industry (13 percent). Substantially lower projections were reported by employers in Banking, Finance, and Real Estate (6.5 percent), the Manufacturing industry (4.8 percent), and Wholesale Trade (4.5 percent). A comparable pattern exists for projected employment for the next 12 months, with the exception of the Banking, Finance, and Real Estate industry which projected 13.9 percent of the total of 2,794 hires.

Present and Projected Employment for Major Occupations

Table 4 summarizes present and projected levels of employment by major occupational divisions. Three occupational divisions, Clerical and Kindred, Operatives and Labor, and Service, accounted for just over 78 percent of the present total of 13,352 positions. These same three divisions accounted for over 92 percent of the 2,399 hires projected for the next six months and the 4,765 hires projected for the next year.

TABLE 4
SUMMARY OF PRESENT AND PROJECTED EMPLOYMENT
BY OCCUPATIONAL DIVISION

Occupational Divisions	Present Employment		Projected Employment			
	Number	Percentage of Total	Next 6 Months		Next Year	
			Number	Percentage of Total	Number	Percentage of Total
Professional and Technical	681	5.1	51	2.1	111	2.3
Managerial and Administrative	155	1.2	13	0.5	18	0.4
Sales	1,195	8.9	78	3.3	168	3.5
Clerical and Kindred	5,489	41.1	799	33.3	1,486	31.2
Craftsmen and Kindred	868	6.5	38	1.6	58	1.2
Operatives and Labor	3,117	23.3	689	28.7	1,765	37.0
Service	<u>1,847</u>	<u>13.8</u>	<u>731</u>	<u>30.5</u>	<u>1,159</u>	<u>24.3</u>
Total	13,352		2,399		4,765	

Present and Projected Levels of Employment for Specific Occupations

Data for 172 entry level positions were collected in this study. In order to report the findings on present and projected levels of employment for specific entry level occupations in summary form, a ranking of the top 25 positions was established. The top entry level positions presently employed are listed in Table 5. In terms of the number of employees, miscellaneous clerical workers clearly ranked as the number one entry level position. Nearly twice as many (1,721) miscellaneous clerical workers were reported than the second ranked entry level position, miscellaneous laborers (n=888).

Of greater interest is the ranking of specific occupations with regard to projected new hires. Table 6 presents the rank order for projected new hires of entry level occupations for the next six months. Warehousemen (n=446) was the number one and janitors and sextons (n=357) the number two occupation for which new hires were projected for the next six months. Substantial numbers (over 100) of new hires were also projected for food service workers (n=153), secretaries, n.e.c., (n=137), guards and watchmen (n=126), typists (n=123), and miscellaneous clerical workers (n=107).

The rank order of the top 25 entry level positions projected as new hires during the next year is presented in Table 7. The major differences between the rank order for six months and next year were the changes in the relative position of miscellaneous laborers (from 8 to 1) and the relatively high ranking for mail handlers (n=200) in the yearly projection.

TABLE 5
 TWENTY-FIVE ENTRY LEVEL POSITIONS
 RANK-ORDERED BY NUMBER OF EMPLOYEES

D.O.T. Number	Occupational Division	Rank	Number Currently Employed
394	Miscellaneous Clerical Workers	1	1,721
780	Miscellaneous Laborers	2	888
770	Warehousemen	3	752
962	Guards & Watchmen	4	680
343	Computer & Peripheral Operators	5	559
372	Secretaries	6	517
903	Janitors	7	380
325	File Clerks	8	371
715	Truck Drivers	9	341
282	Sales Representatives, Wholesale Trade	10	317
305	Bookkeepers	11	295
314	Counter Clerks	12	287
491	Mechanic Apprentices	13	272
690	Machine Operators	14	249
391	Typists	15	218
694	Miscellaneous Operatives	16	189
260	Advertising Agents	17	188
281	Sales Representatives, Manufacturing Industries	18	183
284	Salesmen, Retail Trade	19	181
345	Key Punch Operators	20	155
643	Packers & Wrappers (except Meat & Produce)	21	145
303	Billing Clerks	22	144
326	Insurance Adjusters, Investigators, Examiners	23	143
001	Accountants	24	121
333	Messengers	25	113

TABLE 6
RANK ORDER OF ENTRY LEVEL POSITIONS PROJECTED
AS NEW HIRES FOR THE NEXT SIX MONTHS

D.O.T. Number	Occupational Division	Rank	Projected Hires in Next 6 Months
770	Warehousemen	1	446
903	Janitors and Sextons	2	357
916	Food Service Workers	3	153
372	Secretaries, n.e.c.	4	137
962	Guards & Watchmen	5	126
391	Typists	6	123
394	Miscellaneous Clerical Workers	7	107
780	Miscellaneous Laborers	8	96
343	Computer & Peripheral Equipment Operators	9	76
643	Packers & Wrappers, except Meat and Produce	10	58
314	Counter Clerks	11	50
350	Tabulating Machine Operators	12	46
360	Payroll & Timekeeping Clerks	13	41
345	Key Punch Operators	14	38
325	File Clerks	14	38
690	Machine Operatives, Miscellaneous	16	31
901	Chambermaids and Maids	17	30
282	Sales Representatives, Wholesale Trade	18	27
915	Waiters	19	25
371	Secretaries, Medical	20	23
075	Registered Nurses	21	20
265	Insurance Agents, Brokers, & Underwriters	22	18
303	Billing Clerks	23	17
922	Health Aids, except Nursing	24	15
630	Laundry & Dry Cleaning Operatives	25	14

TABLE 7
RANK ORDER OF ENTRY LEVEL POSITIONS
PROJECTED AS NEW HIRES FOR THE NEXT YEAR

D.O.T. Number	Occupation	Rank	Projected New Hires In Next Year
780	Miscellaneous Laborers	1	823
770	Warehousemen	2	712
903	Janitors and Sextons	3	410
916	Food Service Workers	4	288
962	Guards & Watchmen	5	221
332	Mail Handlers except Post Office	6	200
372	Secretaries, n.e.c.	7	196
394	Miscellaneous Clerical Workers	7	196
391	Typists	9	147
350	Office Machine Operators	10	110
343	Computer & Peripheral Equipment Operators	11	108
325	File Clerks	12	100
345	Key Punch Operators	13	86
643	Packers & Wrappers, except Meat & Produce	14	75
314	Counter Clerks, except Food	15	64
281	Sales Representatives, Manufacturing Industries	16	61
360	Payroll & Timekeeping Clerks	16	61
901	Chambermaids & Maids	18	60
075	Registered Nurses	19	50
690	Machine Operatives, Miscellaneous	20	47
915	Waiters	21	40
943	Elevator Operators	22	39
265	Insurance Agents	23	34
922	Health Aides, except Nursing	24	30
303	Billing Clerks	25	28

Education, Training, and Experience Requirements for Specific Occupations

Table 8 presents the education, experience, and formal training requirements for the top 25 entry-level occupations, rank-ordered by the projected new hires for the next year. The majority of the occupations (71.4 percent) required a minimum of a high school diploma. Over 13 percent of the entry-level occupations required less than a high school diploma. Only 14.9 percent reported a requirement for education beyond high school.

The experience requirements for most entry level occupations were also quite low. Over 42 percent of the occupations required no prior experience. Only 28.3 percent of the entry-level occupations required a minimum of one year of experience. Another 16.2 percent required from six months to one year, and 13.3 percent required from zero to six months.

The responses to the formal training requirements are presented in the final portion of Table 8. The majority (70.9 percent) of occupations reported on did not have a requirement for prior formal training. Of the remaining 29 percent that did require some formal training, 41.7 percent required from zero to three months of formal training, 23 percent required from three months to one year, and the remainder of occupations a minimum of one year. The occupations projected to increase in the greatest numbers over the next year generally required a minimal amount of education and experience.

Summary

This study gathered data on short-term occupational projections of Omaha employers, as well as the educational, training, and experience requirements of employers for entry level positions.

Employers reported that they planned to hire 2,399 employees in the next six months and 4,765 in the next year. The data indicated that the majority

of new hires for the next six months will be in the following occupations: warehousemen, janitors and sextons, food service workers, guards and watchmen, secretaries, typists, and miscellaneous clerical workers. Projections over the next year were similar to the six-month projections. The major differences between the two projections were the changes in the relative position of miscellaneous laborers (from 8 to 1) and the relatively high ranking for mail handlers in the yearly projection. The majority of these occupations required high school education or less, a minimal amount of experience, and no formal training.

In conclusion, the data indicate that most of the projected new hires during the next year will not require training. Thus, very little need is evident for the establishment of additional training programs for individuals seeking entry-level positions.

TABLE 8
EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS
FOR SPECIFIC OCCUPATIONS

Requirements		Education Requirements			Experience Requirements					Formal Training Requirements					
D.O.T. Number	Occupational Division	Projected New Hires in Next Year	Amount of Schooling			Length of Required Experience					Formal Training		Length of Formal Training		
			Less Than High School	High School	Greater Than High School	None	0-6 Months	6-12 Months	1-2 Years	Greater Than Two Years	Yes	No	0-3 Months	3-12 Months	Year or Longer
780	Miscellaneous Laborers	823	9	12	1	16	4	—	2	1	4	17	8	4	6
770	Warehousemen, n.e.c.	712	7	24	1	19	5	4	1	—	6	22	8	3	5
903	Janitors & Sextons	410	6	4	1	6	1	3	1	—	1	11	3	—	1
916	Food Service Workers	288	4	2	—	4	1	—	—	—	—	5	4	—	—
962	Guards & Watchmen	221	—	5	—	4	—	—	—	—	1	3	2	1	—
332	Mail Handlers, except Post Office	200	—	3	—	3	1	—	—	—	—	3	1	—	—
372	Secretaries, n.e.c.	196	4	62	16	24	7	14	17	16	23	53	15	12	11
394	Misc. Clerical Workers	196	4	46	8	29	9	5	8	6	13	39	11	5	11
391	Typists	147	1	15	1	4	3	5	2	3	6	11	3	3	5
350	Tabulating Machine Operators	110	—	6	2	1	1	1	2	1	2	5	2	—	3
343	Computer & Peripheral Equipment	108	1	23	13	10	5	12	7	3	19	18	6	6	11
325	File Clerks	100	4	28	4	17	6	4	6	—	5	30	10	3	3
345	Key Punch Operators	86	1	6	3	10	5	12	7	3	7	5	1	2	8
643	Packers & Wrappers, except Meat & Produce	75	4	4	—	7	1	—	—	—	1	7	2	—	2
314	Counter Clerks, except Food	64	5	19	—	14	4	4	2	—	2	20	17	2	6
281	Sales Representatives, Manufacturing Industries	61	3	14	11	6	2	6	6	7	9	18	3	6	2
360	Payroll & Timekeeping Clerks	61	—	13	6	7	—	3	5	3	6	9	6	2	9
901	Chambermaids & Maids	60	3	1	—	1	—	1	—	—	1	1	—	1	—

TABLE 8
(continued)

Requirements		Education Requirements			Experience Requirements					Formal Training Requirements					
D.O.T. Number	Occupational Division	Projected New Hires in Next Year	Amount of Schooling			Length of Required Experience					Formal Training		Length of Formal Training		
			Less Than High School	High School	Greater Than High School	None	0-6 Months	6-12 Months	1-2 Years	Greater Than Two Years	Yes	No	0-3 Months	3-12 Months	Year or Longer
075	Registered Nurses	50	—	—	1	—	—	—	—	—	1	—	—	—	1
690	Machine Operators, Misc.	47	6	11	2	6	1	1	6	5	7	12	3	4	1
915	Waiters	40	1	3	—	3	2	—	—	—	2	3	3	2	—
943	Elevator Operators	39	—	—	—	1	—	—	—	—	—	1	—	—	—
265	Insurance Agents	34	—	6	1	5	1	—	—	1	3	3	—	—	2
922	Health Aides, except Nurses	30	—	—	—	—	—	—	—	—	—	—	—	—	—
303	Billing Clerks	28	4	42	2	12	7	5	14	5	13	29	8	8	11
	Totals	4,186	67	349	73	209	66	80	86	54	132	322	116	64	98
	(percentage of total)		(13.7)	(71.4)	(14.9)	(42.2)	(13.3)	(16.2)	(17.4)	(10.9)	(29)	(70.9)	(41.7)	(23)	(35.3)

APPENDIX A

SURVEY INSTRUMENTS

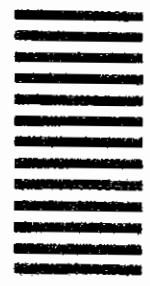


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Omaha, Nebraska 68103



CAUR 86 248-492-06

Dear Sir/Madam:

The Private Industry Council of Omaha, Inc., (PIC) was formed in 1979 to examine the needs of local industries and seek ways to respond to those needs. (A brochure is enclosed that will explain PIC services in detail.) With the support of the Omaha private sector business community, PIC is initiating an occupational survey. The information you provide is important in determining how training dollars will be spent to meet private sector manpower needs.

Please complete this questionnaire. PIC is interested in any changes in your labor needs; i.e., increases or decreases in your work force, changes for occupational categories, and experience requirements. All replies will be confidential. No one other than those involved in conducting this survey will see or have access to this questionnaire.

As you are one of a group of business leaders selected to receive a questionnaire, it is important that it be answered by whomever is most familiar with your occupational needs. If you have a specific occupational category that is not listed, please enter the job title in the space marked "other." Please respond to each category as accurately as possible.

Your voluntary assistance and cooperation is greatly appreciated. When you have completed the questionnaire, which should take only ten minutes of your time, please fold along the lines indicated, then staple or tape and mail. No postage or envelope is required. If you have any questions, please phone us at 348-1144. Thank you!

Sincerely,

Clemm C. Kessler, III
Clemm Kessler, Chairman
Private Industry Council of
Omaha, Inc.



**Private Industry Council
of Omaha**

OCCUPATIONAL SURVEY
University of Nebraska at Omaha
Omaha, Nebraska 68182

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1 From the following list of entry level occupations, please indicate: (1) the approximate number of personnel you currently employ, (2) the number of persons hired in each position in the last year, (3) the anticipated demand for new hires within the next year, (4) the anticipated demand for new hires within the next six months, and (5) the projected number of turnovers in each position in the next year for your firm or business.

1	2	3	4	5	
Number of Personnel Presently Employed	Number Hired In the Last Year (If Any)	Number of New Hires in the Next Year (If Any)	Number of New Hires in the Next Six Months (If Any)	Projected Number Of Turnovers in Next Year	
_____	_____	_____	_____	_____	285 Salesmen
_____	_____	_____	_____	_____	303 Billing Clerks
_____	_____	_____	_____	_____	305 Bookkeepers
_____	_____	_____	_____	_____	343 Computer and Peripheral Equipment Operators
_____	_____	_____	_____	_____	345 Key Punch Operators
_____	_____	_____	_____	_____	350 Office Machine Operators (Billing, Calculating, etc.)
_____	_____	_____	_____	_____	360 Payroll and Timekeeping Clerks
_____	_____	_____	_____	_____	372 Secretaries, Stenographers, Typists
_____	_____	_____	_____	_____	374 Shipping and Receiving Clerks
_____	_____	_____	_____	_____	376 Stenographers
_____	_____	_____	_____	_____	391 Typists
_____	_____	_____	_____	_____	394 Other Clerical Workers
_____	_____	_____	_____	_____	411 Brickmason and Stonemason Apprentices
_____	_____	_____	_____	_____	412 Bulldozer Operators
_____	_____	_____	_____	_____	413 Cabinetmakers
_____	_____	_____	_____	_____	418 Carpenter Apprentices
_____	_____	_____	_____	_____	421 Cement and Concrete Finishers
_____	_____	_____	_____	_____	431 Electrician Apprentices
_____	_____	_____	_____	_____	440 Floor Layers
_____	_____	_____	_____	_____	511 Painter Apprentices
_____	_____	_____	_____	_____	521 Plaster Apprentices
_____	_____	_____	_____	_____	532 Plumber and Pipe Fitter Apprentices
_____	_____	_____	_____	_____	536 Sheetmetal Apprentices
_____	_____	_____	_____	_____	601 Asbestos and Insulation Workers
_____	_____	_____	_____	_____	615 Drywall Installers and Lathers
_____	_____	_____	_____	_____	680 Welders
_____	_____	_____	_____	_____	706 Fork Lift Operators and Tow Motor Operatives
_____	_____	_____	_____	_____	715 Truck Drivers
_____	_____	_____	_____	_____	750 Carpenters' Helpers
_____	_____	_____	_____	_____	Other (Please Specify) _____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2 Of the positions which you anticipate a need for in the future, please indicate the education, experience, and training requirements for each separate position.

Position	Education			Experience					Training			
	Less Than High School	High School	More Than High School	None	0-6 Months	6-12 Months	1-2 Years	More Than 2 Years	Please Specify if Formal Training is Required		If Yes, How Long	
									No	Yes	0-3 Months	3-12 Months
285 Salesmen	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
303 Billing Clerks	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
305 Bookkeepers	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
343 Computer and Peripheral Equipment Operators	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
345 Key Punch Operators	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
350 Office Machine Operators (Billing, Calculating, etc.)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
360 Payroll and Timekeeping Clerks	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
372 Secretaries, Stenographers, Typists	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
374 Shipping and Receiving Clerks	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
376 Stenographers	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
391 Typists	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
394 Other Clerical Workers	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
411 Brickmason and Stonemason Apprentices	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
412 Bulldozer Operators	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
413 Cabinetmakers	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
418 Carpenter Apprentices	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
421 Cement and Concrete Finishers	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
431 Electrician Apprentices	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
440 Floor Layers	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
511 Painter Apprentices	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
521 Plaster Apprentices	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
532 Plumber and Pipe Fitter Apprentices	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
536 Sheetmetal Apprentices	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
601 Asbestos and Insulation Workers	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
615 Drywall Installers and Lathers	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
680 Welders	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
706 Fork Lift Operators and Tow Motor Operatives	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
715 Truck Drivers	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
750 Carpenters' Helpers	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Other (Please Specify) _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

- 3 Identify the most difficult entry level position which you have to fill _____
- 4 Identify the least difficult entry level positions which you have to fill. _____
- 5 Do you currently have your own type of training program? No _____ Yes _____ If yes, for what position(s)? _____ Length of program _____
- 6 What is the total number of persons your business currently employs (include entry level and other positions)? _____ full-time _____ part-time

1. From the following lists of entry level occupations, please indicate: (1) the approximate number of personnel you currently employ; (2) the number of persons hired in each position in the last year; (3) the anticipated demand for new hires within the next year; (4) the anticipated demand for new hires within the next six months; and (5) the expected number of turnovers in each position in the next year for your firm or business.

Number of Pers. Currently Employed	Number Hired in (the Last Year) (If Any)	Number of New Hires in the Next Year (If Any)	Number of New Hires in the Next Six Months (If Any)	Projected Number of Turnovers in Next Year	
_____	_____	_____	_____	_____	184 Editors and Reporters
_____	_____	_____	_____	_____	193 Radio and TV Announcers
_____	_____	_____	_____	_____	260 Advertising Agents and Salesmen
_____	_____	_____	_____	_____	303 Billing Clerks
_____	_____	_____	_____	_____	305 Bookkeepers
_____	_____	_____	_____	_____	315 Dispatchers and Starters, Vehicles
_____	_____	_____	_____	_____	326 File Clerks
_____	_____	_____	_____	_____	332 Mail Handlers, except Post Office
_____	_____	_____	_____	_____	343 Computer and Peripheral Equipment Operators
_____	_____	_____	_____	_____	345 Key Punch Operators
_____	_____	_____	_____	_____	350 Office Machine Operators (Billing, Calculating, etc.)
_____	_____	_____	_____	_____	360 Payroll and Timekeeping Clerks
_____	_____	_____	_____	_____	364 Receptionists
_____	_____	_____	_____	_____	372 Secretaries
_____	_____	_____	_____	_____	376 Stenographers
_____	_____	_____	_____	_____	381 Stock Clerks and Storeroomkeepers
_____	_____	_____	_____	_____	385 Telephone Operators
_____	_____	_____	_____	_____	391 Typists
_____	_____	_____	_____	_____	394 Other Clerical Workers
_____	_____	_____	_____	_____	431 Electrician Apprentices
_____	_____	_____	_____	_____	474 Automobile Mechanic Apprentices
_____	_____	_____	_____	_____	492 Other Mechanics and Repairmen
_____	_____	_____	_____	_____	552 Telephone Installers and Repairmen
_____	_____	_____	_____	_____	554 Telephone Linemen and Splicers
_____	_____	_____	_____	_____	572 Other Apprentices
_____	_____	_____	_____	_____	623 Garage Workers and Gas Station Attendants
_____	_____	_____	_____	_____	703 Bus Drivers
_____	_____	_____	_____	_____	705 Deliverymen and Routemen
_____	_____	_____	_____	_____	706 Fork Lift and Tow Motor Operatives
_____	_____	_____	_____	_____	714 Taxicab Drivers and Chauffeurs
_____	_____	_____	_____	_____	715 Truck Drivers
_____	_____	_____	_____	_____	Other (Please Specify) _____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. Of the positions which you anticipate a need for in the future, please indicate the education, experience, and training requirements for each separate position.

Position	Education			Experience				Training				
	Less Than High School	High School	More Than High School	None	0-6 Months	6-12 Months	1-2 Years	More Than 2 Years	Please Specify if Formal Training is Required		If Yes, How Long	
									No	Yes	0-3 Months	3-12 Months
184 Editors and Reporters												
193 Radio and TV Announcers												
260 Advertising Agents and Salesmen												
303 Billing Clerks												
305 Bookkeepers												
315 Dispatchers and Starters, Vehicles												
326 File Clerks												
332 Mail Handlers, except Post Office												
343 Computer and Peripheral Equipment Operators												
345 Key Punch Operators												
350 Office Machine Operators (Billing, Calculating, etc.)												
360 Payroll and Timekeeping Clerks												
364 Receptionists												
372 Secretaries												
376 Stenographers												
381 Stock Clerks and Storeroomkeepers												
385 Telephone Operators												
391 Typists												
394 Other Clerical Workers												
431 Electrician Apprentices												
474 Automobile Mechanic Apprentices												
492 Other Mechanics and Repairmen												
552 Telephone Installers and Repairmen												
554 Telephone Linemen and Splicers												
572 Other Apprentices												
623 Garage Workers and Gas Station Attendants												
703 Bus Drivers												
705 Deliverymen and Routemen												
706 Fork Lift and Tow Motor Operatives												
714 Taxicab Drivers and Chauffeurs												
715 Truck Drivers												
Other (Please Specify) _____												

- 3. Identify the most difficult entry level position which you have to fill. _____
- 4. Identify the least difficult entry level positions which you have to fill. _____
- 5. Do you currently have your own type of training program? No _____ Yes _____ If yes, for what position(s)? _____ Length of program _____
- 6. What is the total number of persons your business currently employs (include entry level and other positions)? _____ full-time _____ part-time

1. List all positions you have or expect to have in your business during the next year. Indicate the number of persons you expect to employ in each position during the next year. Indicate the education, experience, and training requirements for each position.

Position Title	Number of Persons	Education			Experience					Training	
		Less Than High School	High School	More Than High School	None	0-6 Months	6-12 Months	1-2 Years	More Than 2 Years	Please Specify Formal Training Required	How Long (Months)
260 Advertising Agents											
280 Sales Clerks, Retail Trade											
284 Sales Clerks, Retail Trade											
300 Bookkeepers											
305 Bookkeepers											
310 Cashiers											
325 File Clerks											
343 Computer and Peripheral Equipment Operators											
345 Key Punch Operators											
350 Office Machine Operators (Butch, Calculating, etc.)											
360 Payroll and Timekeeping Clerks											
364 Receptionists											
372 Secretaries											
374 Shipping and Receiving Clerks											
376 Stenographers											
381 Stock Clerks and Stockkeepers											
391 Typists											
394 Other Clerical Workers											
401 Automobile Accessories Installers											
474 Automobile Mechanic Apprentices											
482 Household Appliance and Accessory Installers and Mechanics											
491 Other Mechanics											
495 Foot Shoe and Leather Goods Repairers											
633 Meat Wrappers											
705 Deliverymen and Helpers											
708 Fork Lift and Tow Motor Operatives											
716 Truck Drivers											
753 Freight and Material Handlers											
762 Stock Handlers											
770 Warehousemen											
910 Bartenders											
911 Busboys											
912 Cooks											
913 Dishwashers											
915 Waiters/Waitresses											
916 Other Food Service Workers											
944 Hairdressers and Cosmetologists											
Other (Please Specify)											

2. Indicate the education, experience, and training requirements for each separate position.

Position Title	Education			Experience					Training	
	Less Than High School	High School	More Than High School	None	0-6 Months	6-12 Months	1-2 Years	More Than 2 Years	Please Specify Formal Training Required	How Long (Months)
260 Advertising Agents										
280 Sales Clerks, Retail Trade										
284 Sales Clerks, Retail Trade										
300 Bookkeepers										
305 Bookkeepers										
310 Cashiers										
325 File Clerks										
343 Computer and Peripheral Equipment Operators										
345 Key Punch Operators										
350 Office Machine Operators (Butch, Calculating, etc.)										
360 Payroll and Timekeeping Clerks										
364 Receptionists										
372 Secretaries										
374 Shipping and Receiving Clerks										
376 Stenographers										
381 Stock Clerks and Stockkeepers										
391 Typists										
394 Other Clerical Workers										
401 Automobile Accessories Installers										
474 Automobile Mechanic Apprentices										
482 Household Appliance and Accessory Installers and Mechanics										
491 Other Mechanics										
495 Foot Shoe and Leather Goods Repairers										
633 Meat Wrappers										
705 Deliverymen and Helpers										
708 Fork Lift and Tow Motor Operatives										
716 Truck Drivers										
753 Freight and Material Handlers										
762 Stock Handlers										
770 Warehousemen										
910 Bartenders										
911 Busboys										
912 Cooks										
913 Dishwashers										
915 Waiters/Waitresses										
916 Other Food Service Workers										
944 Hairdressers and Cosmetologists										
Other (Please Specify)										

3. Indicate the entry level position which you have to fill _____

4. Indicate the entry level position which you have to fill _____

5. Do you currently have your own type of training program? No _____ Yes _____ If yes, for what position(s)? _____ Length of program _____

6. What is the total number of persons your business currently employs (include entry level and other positions)? _____ full-time _____ part-time

1 From the following list of entry level occupations, please indicate: (1) the approximate number of personnel you currently employ, (2) the number of persons hired in each position in the last year, (3) the anticipated demand for new hires within the next year, (4) the anticipated demand for new hires within the next six months, and (5) the projected number of turnovers in each position in the next year for your firm or business.

1	2	3	4	5	
Number of Personnel Presently Employed	Number Hired In the Last Year (If Any)	Number of New Hires in the Next Year (If Any)	Number of New Hires in the Next Six Months (If Any)	Projected Number Of Turnovers in Next Year	
					282 Sales Representatives
					303 Billing Clerks
					305 Bookkeepers
					314 Counter Clerks
					325 File Clerks
					343 Computer and Peripheral Equipment Operators
					345 Key Punch Operators
					350 Office Machine Operators (Billing, Calculating, etc.)
					360 Payroll and Timekeeping Clerks
					372 Secretaries
					374 Shipping and Receiving Clerks
					376 Stenographers
					381 Stock Clerks and Storekeepers
					391 Typists
					394 Other Clerical Workers
					482 Household Appliance and Accessory Installers and Mechanics
					491 Mechanics
					492 Miscellaneous Mechanics and Repairmen
					643 Packers and Wrappers, except Meat and Produce
					705 Deliverymen and Routemen
					706 Fork Lift and Tow Motor Operatives
					715 Truck Drivers
					753 Freight and Material Handlers
					770 Warehousemen
					780 Other Laborers
					Other (Please Specify) _____

2 Of the positions which you anticipate a need for in the future, please indicate the education, experience, and training requirements for each separate position.

Position	Education			Experience					Training			
	Less Than High School	High School	More Than High School	None	0-6 Months	6-12 Months	1-2 Years	More Than 2 Years	Please Specify if Formal Training is Required		If Yes, How Long	
									No	Yes	0-3 Months	3-12 Months
282 Sales Representatives												
303 Billing Clerks												
305 Bookkeepers												
314 Counter Clerks												
325 File Clerks												
343 Computer and Peripheral Equipment Operators												
345 Key Punch Operators												
350 Office Machine Operators (Billing, Calculating, etc.)												
360 Payroll and Timekeeping Clerks												
372 Secretaries												
374 Shipping and Receiving Clerks												
376 Stenographers												
381 Stock Clerks and Storekeepers												
391 Typists												
394 Other Clerical Workers												
482 Household Appliance and Accessory Installers and Mechanics												
491 Mechanics												
492 Miscellaneous Mechanics and Repairmen												
643 Packers and Wrappers, except Meat and Produce												
705 Deliverymen and Routemen												
706 Fork Lift and Tow Motor Operatives												
715 Truck Drivers												
753 Freight and Material Handlers												
770 Warehousemen												
780 Other Laborers												
Other (Please Specify) _____												

- 3 Identify the most difficult entry level position which you have to fill. _____
- 4 Identify the least difficult entry level positions which you have to fill. _____
- 5 Do you currently have your own type of training program? No ___ Yes ___ If yes, for what position(s)? _____ Length of program _____
- 6 What is the total number of persons your business currently employs (include entry level and other positions)? _____ full-time _____ part-time

1. For the following list of entry level occupations, please indicate: (1) the approximate number of personnel you currently employ; (2) the number of persons hired in each position in the last year; (3) the anticipated demand for new hires within the next year; (4) the anticipated demand for new hires within the next six months; and (5) the projected number of turnovers in each position in the next year for your firm or business.

1	2	3	4	5	
Number of Personnel Presently Employed	Number Hired in the Last Year (If Any)	Number of New Hires in the Next Year (If Any)	Number of New Hires in the Next Six Months (If Any)	Projected Number of Turnovers in Next Year	
_____	_____	_____	_____	_____	260 Advertising Agents and Salesmen
_____	_____	_____	_____	_____	265 Insurance Agents
_____	_____	_____	_____	_____	301 Bank Tellers
_____	_____	_____	_____	_____	303 Billing Clerks
_____	_____	_____	_____	_____	305 Bookkeepers
_____	_____	_____	_____	_____	310 Cashiers
_____	_____	_____	_____	_____	321 Estimators and Investigators
_____	_____	_____	_____	_____	325 File Clerks
_____	_____	_____	_____	_____	326 Insurance Adjusters, Examiners, and Investigators
_____	_____	_____	_____	_____	341 Bookkeepers and Billing Machine Operators
_____	_____	_____	_____	_____	342 Calculating Machine Operators
_____	_____	_____	_____	_____	343 Computer and Peripheral Equipment Operators
_____	_____	_____	_____	_____	345 Key Punch Operators
_____	_____	_____	_____	_____	350 Tabulating Machine Operators
_____	_____	_____	_____	_____	355 Office Machine Operators
_____	_____	_____	_____	_____	360 Payroll and Timekeeping Clerks
_____	_____	_____	_____	_____	364 Receptionists
_____	_____	_____	_____	_____	370 Legal Secretaries
_____	_____	_____	_____	_____	372 Secretaries
_____	_____	_____	_____	_____	376 Stenographers
_____	_____	_____	_____	_____	385 Telephone Operators
_____	_____	_____	_____	_____	391 Typists
_____	_____	_____	_____	_____	394 Other Clerical Workers

2. On the positions which you anticipate a need for in the future, please indicate the education, experience, and training requirements for each separate position.

Position	Education			Experience					Training			
	Less Than High School	High School	More Than High School	None	0-6 Months	6-12 Months	1-2 Years	More Than 2 Years	Please Specify if Formal Training is Required		If Yes, How Long	
									No	Yes	0-3 Months	3-12 Months
260 Advertising Agents and Salesmen												
265 Insurance Agents												
301 Bank Tellers												
303 Billing Clerks												
305 Bookkeepers												
310 Cashiers												
321 Estimators and Investigators												
325 File Clerks												
326 Insurance Adjusters, Examiners, and Investigators												
341 Bookkeepers and Billing Machine Operators												
342 Calculating Machine Operators												
343 Computer and Peripheral Equipment Operators												
345 Key Punch Operators												
350 Tabulating Machine Operators												
355 Office Machine Operators												
360 Payroll and Timekeeping Clerks												
364 Receptionists												
370 Legal Secretaries												
372 Secretaries												
376 Stenographers												
385 Telephone Operators												
391 Typists												
394 Other Clerical Workers												
Other (Please Specify) _____												

3. Identify the most difficult entry level position which you have to fill _____
4. Identify the least difficult entry level positions which you have to fill _____
5. Do you currently have your own type of training program? No ___ Yes ___ If yes, for what position(s)? _____ Length of program _____
6. What is the total number of persons your business currently employs (include entry level and other positions)? _____ full-time _____ part-time

This report is to be filled by the business establishment or individual in charge of the applicable establishment or person, as shown by entries 1, 2, 3, 4, and 5. It is to be filled by persons listed in the next section of this report for the past year, if it is available, and for the next year, if it is not available. It should be filled with the most available information for the past year, and the next six months, and the projected number of persons to be employed in the next year for each of the following:

1	2	3	4	5	
Number of Persons Presently Employed	Number Hired in the Last Year (if Any)	Number of New Hires in the Next Year (if Any)	Number of New Hires in the Next Six Months (if Any)	Projected Number of Turnovers in Next Year	
					082 Health Record Technicians
					083 Therapy Assistants
					085 Health Technicians
					260 Advertising Agents and Salesmen
					285 Salesmen of Services
					303 Billing Clerks
					305 Bookkeepers
					325 Filing Clerks
					343 Computer and Peripheral Equipment Operators
					345 Key Punch Operators
					350 Office Machine Operators (Billing, Calculating, etc.)
					360 Payroll and Timekeeping Clerks
					370 Legal Secretaries
					371 Medical Secretaries
					372 Secretaries
					374 Shipping and Receiving Clerks
					376 Stenographers
					381 Typists
					394 Other Clerical Workers
					401 Automobile Accessories Installers
					402 Bakers
					426 Dental Laboratory Technicians
					474 Automobile Mechanic Apprentices
					482 Household Appliance and Accessory Installers and Mechanics
					491 Mechanics
					492 Other Mechanics and Repairmen
					630 Laundry and Dry Cleaning Operatives
					645 Photographic Process Workers
					690 Machine Operatives
					705 Deliverymen and Routemen
					715 Truck Drivers
					770 Warehousemen
					780 Other Laborers
					802 Cleaners
					903 Janitors
					910 Barbers
					911 Busboys
					912 Cooks
					914 Food Counter and Fountain Workers
					915 Waiters/Waitresses
					916 Other Food Service Workers
					922 Health Aides
					923 Health Trainees (Please Specify) _____
					925 Nursing Aides, Orderlies, and Attendants
					926 Licensed Practical Nurses
					944 Hairdressers and Cosmetologists
					945 Personal Service Apprentices
					954 Welfare Service Aides
					982 Guards and Watchmen
					Other (Please Specify) _____

2. Of the positions which you anticipate a need for in the future, please indicate the education, experience, and training requirements for each separate position.

Position	Education			Experience				Training		
	Less Than High School	High School	More Than High School	None	0-6 Months	6-12 Months	1-2 Years	More Than 2 Years	Please Specify if Formal Training is Required	If Yes, How Long
	No	Yes	No	Yes	0-3 Months	3-12 Months	No	Yes	Months	Months
082 Health Record Technicians										
083 Therapy Assistants										
085 Health Technicians										
260 Advertising Agents and Salesmen										
285 Salesmen of Services										
303 Billing Clerks										
305 Bookkeepers										
325 Filing Clerks										
343 Computer and Peripheral Equipment Operators										
345 Key Punch Operators										
350 Office Machine Operators (Billing, Calculating, etc.)										
360 Payroll and Timekeeping Clerks										
370 Legal Secretaries										
371 Medical Secretaries										
372 Secretaries										
374 Shipping and Receiving Clerks										
376 Stenographers										
381 Typists										
394 Other Clerical Workers										
401 Automobile Accessories Installers										
402 Bakers										
426 Dental Laboratory Technicians										
474 Automobile Mechanic Apprentices										
482 Household Appliance and Accessory Installers and Mechanics										
491 Mechanics										
492 Other Mechanics and Repairmen										
630 Laundry and Dry Cleaning Operatives										
645 Photographic Process Workers										
690 Machine Operatives										
705 Deliverymen and Routemen										
715 Truck Drivers										
770 Warehousemen										
780 Other Laborers										
802 Cleaners										
903 Janitors										
910 Barbers										
911 Busboys										
912 Cooks										
914 Food Counter and Fountain Workers										
915 Waiters/Waitresses										
916 Other Food Service Workers										
922 Health Aides										
923 Health Trainees (Please Specify) _____										
925 Nursing Aides, Orderlies, and Attendants										
926 Licensed Practical Nurses										
944 Hairdressers and Cosmetologists										
945 Personal Service Apprentices										
954 Welfare Service Aides										
982 Guards and Watchmen										
Other (Please Specify) _____										

- Identify the most difficult entry level position which you have to fill.
- Identify the least difficult entry level positions which you have to fill _____
- Do you currently have your own type of training program? No ____ Yes ____ If yes, for what position(s)? _____ Length of program _____
- What is the total number of persons your business currently employs (include entry level and other positions)? _____ full-time _____ part-time

APPENDIX B

EDUCATION REQUIRED FOR ENTRY LEVEL OCCUPATIONS

TABLE B-1
 EDUCATION REQUIRED FOR PROFESSIONAL
 AND TECHNICAL OCCUPATIONS

Industrial Division	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School
001																					
Accountants	-	-	1							-	1	-							-	-	2
002																					
Architects	-	-	1																		
003																					
Computer Programmers																					
004																					
Computer Systems Analysts				-	-	1															
013																					
Industrial Engineers										-	1	-									
014																					
Mechanical Engineers																			-	-	1
023																					
Engineers, n.e.c.																					
031																					
Lawyers																			-	-	2
056																					
Personnel & Labor Relations Workers																			-	-	1
064																					
Pharmacists										-	-	1							-	-	1
073																					
Health Practitioners, n.e.c.																					
075																					
Registered Nurses										-	-	1									

TABLE B-1(continued)
 EDUCATION REQUIRED FOR PROFESSIONAL
 AND TECHNICAL OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
		Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School
D.O.T. Number	Occupation																					
080	Clinical Lab Technicians				-	1	-															
082	Health Records Technicians																					
083	Radiologic Technicians																					
085	Health Technicians				-	-	1	-	1	-										-	-	1
100	Social Workers																			-	-	1
123	Art, Drama, and Music Teachers													-	1	-						
134	Trade, Industrial, and Technical Teachers										-	-	1									
135	Miscellaneous Teachers																					
143	Pre- and Kindergarten Teachers																			-	1	-
145	Teachers, n.e.c.																			-	1	2
152	Draftsmen													-	-	1				-	1	-
153	Electrical Engineering Technicians										-	-	1									

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TABLE B-1(continued)
 EDUCATION REQUIRED FOR PROFESSIONAL
 AND TECHNICAL OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
D.O.T. Number	Occupation	Less Than High School	Greater Than High School		Less Than High School	Greater Than High School		Less Than High School	Greater Than High School		Less Than High School	Greater Than High School		Less Than High School	Greater Than High School		Less Than High School	Greater Than High School		Less Than High School	Greater Than High School	
		196	Resource Specialists																			-
197	Pest Control Technicians																					
198	Termite Control Technicians																					
	Total - Professional and Technical Occupations	0	1	2	0	1	3	0	1	1	0	2	4	0	1	1	0	2	4	0	4	14

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TABLE B-2
EDUCATION REQUIRED FOR MANAGERIAL
AND ADMINISTRATIVE OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service			
		Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	
D.O.T. Number	Occupation																						
201	Assessors, Controllers													-	1	-							
202	Bank Officers & Financial Managers																			-	-	1	
205	Buyers, Wholesale & Retail Trade																			-	-	1	
212	Health Administrators																						
216	Managers & Superintendents, Building																						
222	Officials & Administrators, Public																						
225	Purchasing Agents & Buyers																			-	-	1	
230	Restaurant & Cafeteria Managers																			-	1	-	
231	Sales Managers, Retail Trade																			-	-	1	
233	Sales Managers, Other than retail																						

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TABLE B-2(continued)
 EDUCATION REQUIRED FOR MANAGERIAL
 AND ADMINISTRATIVE OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
D.O.T. Number	Occupation	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School
		245	Managers & Administrators, n.e.c.	-	1	-	-	-	-	-	1	1	-	1	2	-	4	1	-	-	3	-
	Total - Managers and Administrators	0	1	0	0	0	0	0	1	1	0	1	2	0	6	1	0	0	3	0	2	7

TABLE B-3
EDUCATION REQUIRED FOR
SALES OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
D.O.T. Number	Occupation	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School
		260	Advertising Agents							1	3	2	-	-	2				1	-	6	-
265	Insurance Agents																-	6	1			
280	Salesmen, Sales Clerks, n.e.c.										-	-	2				1	-	-			
281	Sales Representatives, Manufacturing Industries				3	12	9	-	1	-	-	-	1							-	1	1
282	Sales Representatives, Wholesale Trade										-	2	2	2	19	6				-	-	1
283	Sales Clerks, Retail Trade										-	11	2				-	1	-			
284	Salesmen, Retail Trade							-	1	-	1	14	10				-	1	-			
285	Salesmen of Services and Construction	1	6	3										-	1	-	-	3	-	-	6	3
Total - Salesmen		1	6	3	3	12	9	1	5	2	1	27	19	2	19	6	2	11	8	0	8	7

TABLE B-4
EDUCATION REQUIRED FOR CLERICAL
AND KINDRED OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
		Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School
D.O.T. Number	Occupation																					
301	Bank Tellers															1	6	--				
303	Billing Clerks	--	2	--	1	9	1	1	7	--	--	13	--	--	6	--	2	2	--	--	3	1
305	Bookkeepers	--	3	5	3	7	3	1	2	2	--	8	4	1	26	4	--	10	5	--	12	8
310	Cashiers							--	1	--	--	2	--	--	1	--	--	1	--			
312	Clerical Supervisors																					
314	Counter Clerks										--	1	--	5	15	--	--	2	--	--	1	--
315	Dispatchers							1	8	--				--	1	--						
321	Estimators and Investigators	--	--	1													--	1	--			
323	Expeditors																					
325	File Clerks				--	1	--	1	1	--	--	10	--	--	5	--	3	5	2	--	6	2
326	Insurance Adjustors																--	2	2			
332	Mail Handlers							--	1	--							--	1	--	--	1	--
333	Messengers and Office Boys													--	1	--						
341	Bookkeeping Machine Operators																--	1	--			
342	Calculating Machine Operators																--	1	--			
343	Computer Operators	--	--	2	--	5	2	--	2	--	--	8	3	--	1	2	1	4	5	--	3	2

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TABLE B-4(continued)
 EDUCATION REQUIRED FOR CLERICAL
 AND KINDRED OCCUPATIONS

Industrial Division	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School
345				-	1	-				-	1	1	-	1	-	1	2	1	-	1	2
350				-	2	-	-	1	-	-	1	-				-	1	-	-	1	2
355															2	-	1				
360	-	2	-	-	1	-	-	2	1	-	2	1	-	4	-	-	1	-	-	1	3
364				-	6	1	1	4	-	-	9	-			2	3	-		-	3	-
370															-	1	3		-	5	2
371																			-	1	2
372				-	9	2	-	2	2	1	13	3	1	7	2	2	13	1	-	12	4
374				-	6	2															
376				-	1	-	3	4	-											2	-
381																				1	-
384																					
385																				1	-
391																				1	-
394				-	1	-					2	-	-	1	1	1	6	-	-	5	-
				1	6	1	-	3	-	-	9	1	-	5	-	1	13	3	2	10	3
Total - Clerical and Kindred	0	14	8	8	53	10	5	36	5	2	96	14	7	84	9	18	81	26	2	69	31

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TABLE B-5
EDUCATION REQUIRED FOR CRAFTSMEN
AND KINDRED OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
D.O.T. Number	Occupation	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School
401	Auto Accessory Installers										1	-	-							1	-	-
405	Bookbinders				-	2	-															
411	Apprentice Bricklayers	1	-	-																		
412	Bulldozer Operators	-	1	-																		
413	Cabinet Makers	1	-	-																		
416	Carpenter Apprentices	-	1	-																		
421	Cement and Concrete Finishers	-	1	-																		
426	Dental Lab Technicians																			-	-	1
430	Electricians	-	1	-																-	1	-
431	Electrician Apprentices	-	1	-																		
441	Foremen, n.e.c.	-	1	-																		
461	Machinists				-	-	1															
462	Machinist Apprentices				3	4	-															
472	Auto Body Repairmen																					
474	Auto Mechanic Apprentices							-	1	-				-	1	-						
481	Heavy Equipment Mechanics							1	-	-												

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TABLE B-5 (Continued)
 EDUCATION REQUIRED FOR CRAFTSMEN
 AND KINDRED OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service			
D.O.T. Number	Occupation	Less Than High School	Greater Than High School	High School	Less Than High School	Greater Than High School	High School	Less Than High School	Greater Than High School	High School	Less Than High School	Greater Than High School	High School	Less Than High School	Greater Than High School	High School	Less Than High School	Greater Than High School	High School	Less Than High School	Greater Than High School	High School	
		482	Household Appliance Installers																				
484	Office Machine Operators																						
491	Mechanic Apprentices, n.e.c.	1	-	-	-	7	-	-	3	-	2	7	2	1	9	1					-	3	1
492	Miscellaneous Mechanics & Repairmen	-	1	-				-	2	-				2	5	1	-	1	-		1	4	-
495	Not Specified Mechanics & Repairmen										-	3	1										
506	Opticians & Lens Grinders													-	1	1							
510	Painters, Construction & Maintenance										1	-	-										
516	Piano & Organ Tuners													-	-	1							
522	Plumbers & Pipefitters	-	1	-																			
523	Plumber & Pipefitter Apprentices	1	3	-																			
530	Pressmen & Plate Fitters, Printing																						
534	Roofers & Slaters	3	1	-																			
536	Sheetmetal Apprentices	1	3	-																			
551	Tailors													2	-	-							

TABLE B-5 (Continued)
 EDUCATION REQUIRED FOR CRAFTSMEN
 AND KINDRED OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
		Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School
D.O.T. Number	Occupation																					
562	Tool & Die Maker Apprentices				1	-	-															
571	Specified Craft Apprentices, n.e.c.	2	-	-																		
572	Not Specified Apprentices				-	2	1	-	1	-												
575	Craftsmen & Kindred Workers, n.e.c.																					
	Total - Craftsmen and Kindred	10	16	0	4	15	2	1	7	0	3	14	3	16	18	4	0	1	0	1	8	2

TABLE B-6
EDUCATION REQUIRED FOR OPERATIVES
AND LABOR OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
		Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School
D.O.T. Number	Occupation																					
602	Assemblers				2	2	-				-	1	-									
610	Checkers, Inspectors				2	-	1							-	1	-						
612	Cutting Operatives, n.e.c.																					
615	Drywall Installers	1	-	-																		
622	Furnacemen & Smeltermen	-	1	-																		
630	Laundry & Dry Cleaning Operatives, n.e.c.																2	-	-	-	1	-
631	Meatcutters & Butchers													1	1	-						
633	Meatcutters, Manufacturing																1	-	-			
643	Packers, Wrappers, except Meat				3	2	-	-	1	-				1	1	-						
644	Painters, Manufactured Articles				2	1	-															
645	Photographic Process Workers				1	2	-													-	1	-
653	Precision Machine Operatives				-	1	-															
666	Stationary Firemen																					
680	Welders & Flame Cutters	-	2	-	2	-	-															
690	Machine Operatives, Misc. Specified	-	2	-	4	6	1				-	1	-							2	2	1
692	Machine Operatives, Not Specified																					

TABLE B-6 (Continued)
 EDUCATION REQUIRED FOR OPERATIVES
 AND LABOR OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service					
		Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School	Less Than High School	High School	Greater Than High School			
694	Misc. Operatives				4	2	-										1	-	-						
695	Not Specified Operatives				-	1	-																		
705	Deliverymen & Routemen							1	1	-	1	6	-	1	6	1	-	2	-	-	1	-			
706	Forklift & Towmotor Operatives				2	2	-				1	2	-	-	2	-									
715	Truck Drivers	1	3	-	3	4	-	1	8	-	2	6	-	2	2	-							-	2	-
750	Carpenters' Helpers																								
751	Construction Laborers							-	1	-															
753	Freight, Material Handlers				2	-	-	-	1	-				-	2	-									
761	Lumbermen, Wood Choppers	-	1	-																					
762	Stock Handlers										-	1	-												
764	Vehicle Washers							-	1	-	1	-	-	-	1	-									
770	Warehousemen				3	2	-	1	1	-	1	12	-	1	7	-							1	2	1
780	Misc. Laborers	3	3	-	1	1	-	-	1	-	-	1	-	4	2	1	-	2	-	-	2	-	1	2	-
785	Not Specified Laborers				1	-	-										-	-	1						
Total - Operatives and Labor Occupations		5	12	0	32	26	2	3	15	0	7	29	0	11	25	2	3	4	1	4	11	2			

TABLE B-7 (Continued)
 EDUCATION REQUIRED FOR
 SERVICE OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
		Less Than High School	Greater Than High School	Greater Than High School	Less Than High School	Greater Than High School	Greater Than High School	Less Than High School	Greater Than High School	Greater Than High School	Less Than High School	Greater Than High School	Greater Than High School	Less Than High School	Greater Than High School	Greater Than High School	Less Than High School	Greater Than High School	Greater Than High School	Less Than High School	Greater Than High School	Greater Than High School
D.O.T. Number	Occupation																					
950	Housekeepers																			-	1	-
962	Guards and Watchmen							-	1	-				-	1	-	-	1	-	-	2	-
	Total — Services	1	0	0	1	0	0	0	2	0	1	1	0	12	11	0	2	5	0	12	7	6

APPENDIX C

EXPERIENCE REQUIRED FOR ENTRY LEVEL OCCUPATIONS

TABLE C-1
EXPERIENCE REQUIRED FOR
PROFESSIONAL & TECHNICAL OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service				
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience									
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4
001	Accountants	-	-	-	1	-											1	-	-	-	-						2	-	-	-	-	2	-	-	-	-
002	Architects	-	-	-	2	-																														
003	Computer Programmers																										1	-	-	-	-					
004	Computer Analysts						-	1	-	-	-																									
013	Industrial Engineers																-	-	-	1	-															
014	Mechanical Engineers																															-	-	-	-	1
023	Engineers, n.e.c.																																			
031	Lawyers																															1	-	-	-	1
056	Personnel & Labor Relations Workers																																			
064	Pharmacists																-	-	-	-	1						1	-	-	-	-					
073	Health Practitioners																-	-	1	-	-															
075	Registered Nurses																																			
080	Clinical Lab Technicians						1	-	-	-	-																									
082	Health Record Technicians																																			
083	Radiologic Technicians																																			
085	Health Technologists						-	-	-	-	1	-	1	-	-	-																-	-	-	-	1
100	Social Workers																															-	-	-	-	1

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TABLE C-1 (Continued)
EXPERIENCE REQUIRED FOR
PROFESSIONAL & TECHNICAL OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service				
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience									
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4
123	Art, Music & Drama Teachers																							1												
134	Trade, Industrial & Technical Teachers																				1															
135	Misc. Teachers, College & University																																			
143	Pre- & Kindergarten Teachers																																	1		
145	Teachers, except College & University																															2				1
152	Draftsmen																							1			1									1
153	Electrical Engineering Technicians																				1															
154	Industrial Engineering Technicians								1																											
156	Mathematical Technicians																										1									
162	Engineering & Science Technicians																										1	1								
165	Embalmers																																		1	
173	Technicians	1																									2								1	
174	Vocational & Educational Counseling																																1			
175	Actors																										2									

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TABLE C-1 (Continued)
 EXPERIENCE REQUIRED FOR
 PROFESSIONAL & TECHNICAL OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service				
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience									
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4
184	Editors & Reporters											-	-	-	1	-											-	-	-	-	1					
191	Photographers																																			
192	Public Relations Men & Publicity Writers																															-	-	1	-	-
194	Writers, Artists & Entertainers																										1	-	-	-	1					
196	Resource Specialists																															1	-	-	-	-
Total - Professional & Technical Occupations		1	0	0	3	0	1	2	0	0	1	0	1	0	1	0	1	1	1	2	2	0	0	1	1	0	12	1	0	0	2	4	1	2	2	6

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TABLE C-2
EXPERIENCE REQUIRED FOR
MANAGERIAL & ADMINISTRATIVE OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service									
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience														
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4
201	Assessors, Controllers																																								
202	Bank Officers & Financial Managers																																								
205	Buyers, Wholesale & Retail Trade																																								
212	Health Administrators																																								
216	Managers & Superintendents																																								
222	Officials & Administrators, Public Administration, n.e.c.																																								
225	Purchasing Agents & Buyers, n.e.c.																																								
230	Restaurant, Cafeteria & Bar Managers																																								
231	Sales Managers & Department Heads, Retail Trade																																								
233	Sales Managers, except Retail Trade																																								
245	Managers & Administrators,					1	2												1	1		2	1		1	1			2		1			1	1	3					
Total - Managers & Administrators		0	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	1	1	0	2	2	0	1	2	2	0	2	0	1	1	0	1	1	6					

TABLE C-3
EXPERIENCE REQUIRED FOR
SALES OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service									
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience														
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4					
260	Advertising Agents & Salesmen											2	3	-	1	-	-	-	1	-	1						2	-	1	2	3	1	-	1	1	-					
265	Insurance Agents, Brokers, & Underwriters																										5	1	-	-	1										
280	Salesmen & Sales Clerks, n.e.c.																1	-	-	1	-						1	-	-	-	-										
281	Sales Representatives, Manufacturing Industries						5	2	4	5	7	-	-	1	-	-	1	-	-	-	-											-	-	1	1	-					
282	Sales Representatives, Wholesale Trade																-	-	-	1	3	12	4	1	5	5						1	-	-	-	-					
283	Sales Clerks, Retail Trade																2	-	4	4	2						1	-	-	-	-										
284	Salesmen, Retail Trade						-	-	-	1	-						3	2	1	6	10						-	-	-	-	1										
285	Salesmen of Services & Construction	2	1	2	2	3																					1	-	-	-	-	2	-	1	-	-	3	-	3	2	1
Total - Salesmen		2	1	2	2	3	5	2	4	6	7	2	3	1	1	0	7	2	6	12	16	13	4	1	5	5	11	1	2	2	5	5	0	5	4	1					

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TABLE C-4
EXPERIENCE REQUIRED FOR
CLERICAL & KINDRED OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service				
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience									
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4
301	Bank Tellers																										3	1	1	1	1					
303	Billing Clerks	-	1	-	1	-	3	-	1	4	3	2	2	1	3	-	3	2	-	3	1	3	1	1	-	1	1	1	1	1	-	-	-	1	2	-
305	Bookkeepers	-	2	1	3	2	5	1	3	3	1	1	-	1	2	1	2	-	1	2	4	12	3	6	7	3	5	2	1	3	4	5	1	5	6	1
310	Cashiers											1	-	-	-	-	1	1	-	-	-	1	-	-	-	-	1	1	-	-	-					
312	Clerical Supervisors																																			
314	Counter Clerks																1	-	-	-	-	10	4	4	2	-	2	-	-	-	-	1	-	-	-	-
315	Dispatchers											3	1	3	1	1						-	-	1	-	-										
321	Estimators & Investigators	-	-	-	1	-																					1	1	-	-	-					
323	Expediteurs																										2	-	-	-	-					
325	File Clerks						-	-	-	1	-	-	-	1	1	-	4	3	-	2	-	2	1	2	-	-	9	1	1	1	-	2	1	1	3	-
326	Insurance Adjustors																										2	-	2	2	-					
332	Mail Handlers											-	1	-	-	-											2	-	-	-	-	1	-	-	-	-
333	Messengers & Office Boys																					-	-	1	-	-	1	-	-	-	-					
341	Bookkeeping Machine Operators																										-	1	-	-	-					
342	Calculating Machine Operators																										-	-	1	-	-					
343	Computer Operators	-	-	1	-	-	2	1	2	2	-	-	-	1	1	-	2	3	2	1	1	2	-	-	-	1	3	-	4	2	1	1	1	2	1	-
345	Key Punch Operators						1	-	-	-	-						-	-	1	1	-	1	-	-	-	-	-	-	4	-	-	-	-	1	-	1
350	Tabulating Machine Operators						1	-	1	-	-	-	-	-	1	-											-	1	-	-	-	-	-	-	1	1

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Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service									
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience														
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4
355	Office Machine Operators, n.e.c.																															3	-	-	1	-					
360	Payroll Clerks	-	-	-	2	-	1	-	-	-	-	1	-	-	2	-	-	-	1	-	-	1	-	1	-	1	4	-	-	-	-	-	-	1	1	2					
364	Receptionists, Secretaries											3	-	1	1	-	2	2	2	2	-						4	1	1	-	1	2	1	-	-	-					
370	Secretaries, Legal																										-	-	1	-	3	1	-	1	1	4					
371	Secretaries, Medical																															-	-	-	-	3					
372	Secretaries, n.e.c.	2	-	2	3	1	2	-	1	4	4	2	-	-	-	2	4	1	6	2	1	4	1	-	2	3	5	3	1	4	3	5	2	4	2	2					
374	Shipping & Receiving Clerks	-	-	1	-	-	4	1	-	3	-						4	4	2	1	-	4	-	-	-	-						-	-	1	-	-					
376	Stenographers											-	1	-	-	-	1	-	2	-	-						-	1	-	-	-										
381	Stock Clerks & Storekeepers											-	-	-	1	-	3	-	-	-	-	2	4	-	-	-	1	-	-	-	-										
384	Telegraph Operators																																								
385	Telephone Operators																										4	2	-	-	-	1	-	-	-	-					
391	Typists						-	-	-	1	-						1	-	-	1	-	1	-	-	-	1	2	2	3	-	1	-	1	2	-	1					
394	Miscellaneous Clerical Workers						4	1	-	1	2	1	1	-	1	-	5	1	1	-	1	2	1	-	-	2	11	2	3	3	1	6	3	1	3	-					
Total - Clerical & Kindred Occupations		2	3	4	10	3	23	4	8	19	10	14	6	8	14	4	33	17	18	15	8	45	15	16	11	12	66	20	24	18	15	25	10	20	20	15					

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TABLE C-5
EXPERIENCE REQUIRED FOR
CRAFTSMEN & KINDRED OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service				
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience									
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4
401	Auto Accessory Installers																																			
405	Book Binders						1	-	-	-	-																									
411	Apprentice Bricklayers	-	-	-	1	-																														
412	Bulldozer Operators	-	-	1	-	-																														
413	Cabinet Makers	-	-	-	-	1																														
416	Carpenter Apprentices	-	-	-	-	1																														
421	Cement & Concrete Finishers	-	-	-	1	-																														
430	Electricians	1	-	-	-	-																														
431	Electrician Apprentices	1	-	-	-	-																														
441	Foremen, n.e.c.	-	-	-	1	-																														
461	Machinists						-	-	-	1	-																									
462	Machinist Apprentices						5	-	1	-	1																									
472	Auto Body Repairmen																																			
474	Auto Mechanic Apprentices											-	-	-	-	1						1	-	-	-	-										
481	Heavy Equipment Mechanics											1	-	-	-	-																				
482	Household Appliance Repairmen																1	1	-	-	-	-	-	-	1	1						-	-	-	1	-
484	Office Machine Operators																1	-	-	-	-															

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TABLE C-5 (Continued)
EXPERIENCE REQUIRED FOR
CRAFTSMEN & KINDRED OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service				
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience									
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4
491	Mechanic Apprentices, n.e.c.	-	-	-	-	1	-	-	2	1	4	1	-	-	1	1	1	1	4	2	1	2	-	2	2	2						-	-	1	2	1
492	Miscellaneous Mechanics & Repairmen	-	-	1	-	-						-	-	-	-	1						6	-	-	-	2	-	-	-	1	-	-	-	1	1	3
495	Not Specified Mechanics & Repairmen																1	-	-	1	-															
506	Opticians & Lens Grinders																					1	1	-	-	-										
510	Painters, Construction & Maintenance																-	-	-	1	-															
516	Piano & Organ Tuners																					-	-	-	-	1										
522	Plumbers & Pipe Fitters	-	-	-	-	1																														
523	Plumbers & Pipe Fitters, Apprentices	2	-	-	2	-																														
530	Pressmen & Plate Fitters, Printing																																			
534	Roofers & Slaters	-	1	-	-	3																														
535	Sheetmetal Workers & Tinsmiths	-	-	-	-	1																														
536	Sheetmetal Apprentices	1	1	2	-	-																														
551	Tailors																					1	-	-	-	1										
562	Tool & Die Maker Apprentices						-	-	-	1	-																									

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TABLE C-5 (Continued)
 EXPERIENCE REQUIRED FOR
 CRAFTSMEN & KINDRED OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service				
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience									
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4
571	Specified Craft Apprentices, n.e.c.	2	-	-	-	-																														
572	Not Specified Apprentices						3	-	-	-	-	-	1	-	-	-																				
575	Craftsmen & Kindred Workers, n.e.c.																					1	-	-	-	-										
Total - Craftsmen & Kindred Occupations		7	2	4	5	8	9	0	3	3	5	2	1	0	1	3	4	2	4	5	1	12	1	2	3	7	0	0	0	1	0	0	1	2	4	4

TABLE C-6
EXPERIENCE REQUIRED FOR
OPERATIVE & LABOR OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service				
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience									
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4
602	Assemblers						3	-	-	-	1																									
610	Checkers, Examiners & Inspectors						1	1	-	-	1											-	-	1	-	-										
612	Cutting Operatives, n.e.c.																																			
615	Drywall Installers & Lathers	-	-	-	-	1																														
622	Furnacemen & Smeltermen	-	-	-	-	1																														
630	Laundry & Dry Cleaning Operatives																										2	-	-	-	-	1	-	-	-	-
631	Meat Cutters & Butchers, except Manufacturing																					-	-	-	-	2										
633	Meat Cutters & Butchers, Manufacturing																										-	-	-	1	-					
643	Packers & Wrappers, except Meat						5	-	-	-	-	-	1	-	-	-						2	-	-	-	-										
644	Painters, Manufactured Articles						2	-	-	-	1																									
645	Photographic Process Workers						-	-	-	2	1																1	-	-	-	-	1	-	-	-	-
653	Precision Machine Operatives, n.e.c.																																			
680	Welders & Flame Cutters	-	-	1	1	-	1	-	-	-	1																									
690	Machine Operatives, Misc. Specified	-	-	1	-	1	4	1	-	3	3						1	-	-	-	-											1	-	-	3	1

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TABLE C-6 (Continued)
EXPERIENCE REQUIRED FOR
OPERATIVE & LABOR OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service				
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience									
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4
692	Machine Operatives, Not Specified																																			
694	Miscellaneous Operatives						3	-	-	-	2											-	-	1	-	-										
695	Not Specified Operatives						1	-	-	-	-																									
705	Deliverymen & Routemen											-	1	-	1	-	1	-	3	-	1	3	1	2	2	-	2	-	-	-	-	-	-	1	-	-
706	Forklift & Tow Motor Operatives						2	1	-	1	-						-	1	1	-	-	-	1	-	1	-										
715	Truck Drivers	2	1	-	1	-	4	1	1	-	1	-	-	1	5	2	1	1	1	3	1	2	1	-	1	-						-	-	-	1	1
750	Carpenters' Helpers																																			
751	Construction Laborers											-	-	-	1	-																				
753	Freight Material Handlers						2	-	-	-	-	-	-	-	1	-						2	-	-	-	-										
761	Lumbermen, Wood Choppers	-	-	-	1	-																														
762	Stock Handlers																-	1	-	-	-															
764	Vehicle Washers											-	1	-	-	-	1	-	-	-	-	1	-	-	-	-										
770	Warehousemen						5	-	-	-	-	1	1	-	-	-	6	3	3	-	-	6	-	1	1	-						1	1	-	-	-
780	Miscellaneous Laborers	5	1	-	1	-	1	-	-	-	1	1	-	-	-	-	1	-	-	-	-	6	1	-	1	-	-	1	-	-	-	1	1	-	-	-
785	Not Specified Laborers						1	-	-	-	-																-	-	-	1	-					
Total - Operative & Labor		7	2	2	4	3	35	4	1	6	12	2	4	1	8	2	11	6	8	3	2	22	4	5	6	2	5	1	0	2	0	5	2	1	4	3

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TABLE C-7
EXPERIENCE REQUIRED FOR
SERVICE OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service				
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience									
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4
901	Maids																-	-	1	-	-											1	-	-	-	-
903	Janitors	1	-	-	-	-	1	-	-	-	-	-	-	-	1	-											2	-	-	1	-	2	1	3	-	-
910	Bartenders																1	-	-	-	-															
911	Busboys																4	1	-	-	-						1	-	-	-	-					
912	Cooks																4	2	1	-	-						-	-	-	-	1	1	-	-	1	2
913	Dishwashers																2	-	-	-	-															
914	Food Counter Workers																															1	-	-	-	1
915	Waiters																3	2	-	-	-															
916	Food Service Workers																3	1	-	-	-											1	-	-	-	-
922	Health Aides, except Nursing																																			
925	Nursing Aides, Orderlies																																			
926	Practical Nurses																															1	1	-	-	1
932	Attendants, Recreational																										1	-	-	-	-					
933	Attendants, Personal																1	-	-	-	-											1	-	-	-	-
943	Elevator Operators																															1	-	-	-	-
944	Hairdressers, Cosmetologists																																			
945	Personal Service Apprentices																-	1	-	-	-															
950	Housekeepers																															-	-	1	-	-

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TABLE C-7 (Continued)
 EXPERIENCE REQUIRED FOR
 SERVICE OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance Real Estate					Service					
		Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience					Length of Required Experience										
D.O.T. Number	Occupation	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	
962	Guards and Watchmen											1	-	-	-	-							1	-	-	-	-	1	-	-	-	-	1	-	-	-	-
Total - Service		1	0	0	0	0	1	0	0	0	0	1	0	0	1	0	17	7	2	0	0	1	0	0	0	0	5	0	0	1	1	10	2	4	1	4	

APPENDIX D

FORMAL TRAINING REQUIRED FOR ENTRY LEVEL OCCUPATIONS

TABLE D-1

FORMAL TRAINING REQUIREMENTS
FOR PROFESSIONAL AND TECHNICAL OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service								
Formal Training Requirements		Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training									
D.O.T. Number Occupations		Yes	No	Months			Yes	No	Months			Yes	No	Months			Yes	No	Months									
				0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+							
001	Accountants	1	-	-	-	-						-	1	-	-	-			-	-	2	-	-	-	2	2	-	-
002	Architects	1	-	-	-	1																						
003	Computer Programmers																		-	-	1	-	-					
004	Computer Analysts						1	-	-	1	-																	
013	Industrial Engineers											-	1	-	-	-												
014	Mechanical Engineers																							1	-	-	-	-
023	Engineers, n.e.c.																											
031	Lawyers																							1	1	-	-	-
056	Personnel & Labor Relations Workers																											
064	Pharmacists											0	1	-	-	-			1	-	-	-	1					
073	Health Practitioners																											
075	Registered Nurses											1	-	-	-	1												
080	Clinical Lab. Technicians						-	1	-	-	-																	
082	Health Record Technicians																											
083	Radiologic Technicians																											
085	Health Technologists											1	-	-	-	1								1	-	-	-	1
100	Social Workers																							1	-	-	-	1
123	Art, Music, Drama Teachers																		-	-	-	-	1					

TABLE D-1 -- (continued)
**FORMAL TRAINING REQUIREMENTS
 FOR PROFESSIONAL AND TECHNICAL OCCUPATIONS**

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service			
		Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	
D.O.T. Number	Occupations	Yes	No	Months 0-3 3-12 12+	Yes	No	Months 0-3 3-12 12+	Yes	No	Months 0-3 3-12 12+	Yes	No	Months 0-3 3-12 12+	Yes	No	Months 0-3 3-12 12+	Yes	No	Months 0-3 3-12 12+	Yes	No	Months 0-3 3-12 12+	
134	Trade, Industrial, and Technical Teachers							1	0	- 1 -													
135	Miscellaneous Teachers, College and University																						
143	Pre- and Kindergarten Teachers																			-	1	- - -	
145	Teachers, except College and University																			3	- - -	- 2	
152	Draftsmen										1	- - -	1 - -	- - -	1 - -	- - -			1	- - -	- - -		
153	Electrical Engineering Technicians							0	1	- - - 1													
154	Industrial Engineering Technical				1	- - -	1 - -																
156	Mathematical Technicians																			-	- 1 - -	- - -	
162	Engineering/Science Technicians, n.e.c.																			-	1 1 - -	- - -	
165	Embalmers																				1 - - -	- 1	
173	Technicians, n.e.c.	1	-	1 - -																-	1 1 - -	- - -	1 - - - 1
174	Vocational and Educational Counselors																				1 - - -	- - -	
175	Actors																			-	1 - - -	- - -	
184	Editors and Reporters							1	- - -	- 1				-	1 - - -	1							
191	Photographers																						

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TABLE D-1 - (continued)
**FORMAL TRAINING REQUIREMENTS
 FOR PROFESSIONAL AND TECHNICAL OCCUPATIONS**

Industrial Division	Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance, Real Estate					Service					
	Formal Training Requirements		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training								
D.O.T. Number	Occupations	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+					
192	Public Relations Men and Publicity Writers																											1	-	-	-	1				
194	Writers, Artists, and Entertainers, n.e.c.																			1	-	1	-	1												
196	Resource Specialists																											-	1	-	-	-				
197	Pest Control Technicians																																			
198	Termite Control Technicians																																			
Total		3	0	1	0	1	1	1	0	2	0	2	0	0	0	2	2	4	0	1	2	2	1	1	1	3	1	3	7	0	1	12	4	2	0	7

TABLE D-2
 FORMAL TRAINING REQUIREMENTS
 FOR MANAGERIAL AND ADMINISTRATIVE OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service														
		Formal Training Requirements		Length of Formal Training		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training														
D.O.T. Number	Occupations	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+								
201	Assessors, Controllers																																	
202	Bank Officers and Financial Managers																					1												
205	Buyers, Wholesale and Retail Trade																																	
212	Health Administrators																					1				1								
216	Managers and Superintendents, Building																																	
222	Officials and Administrators, Public																																	
225	Purchasing Agents and Buyers											1														1								
230	Restaurant and Cafeteria Managers																																	
231	Sales Managers, Retail Trade																									1								
233	Sales Managers, Other Than Retail																																	
245	Managers and Administrators																																	
		-	1	-	1	-			1	1	-	-	1	1	2	-	-	2	2	3	3	2	2	2	2	1	-	-	2	4	1	-	1	2
Total		0	1	0	1	0	0	0	0	1	1	0	0	1	2	2	0	0	2	2	4	4	2	3	2	1	2	0	2	8	1	0	1	5

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TABLE D-3
FORMAL TRAINING REQUIREMENTS
FOR SALES OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade		Banking, Finance, Real Estate			Service																	
		Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training																	
D.O.T. Number	Occupations	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+										
260	Advertising Agents								1	4	-	1	-	1	1	1	-	1																		
265	Insurance Agents																																			
280	Salesmen, Clerks													2	-	-	-	2																		
281	Sales Representatives, Manufacturing Industries						7	16	2	5	1																									
282	Sales Representatives, Wholesale Trade																																			
283	Sales Clerks, Retail																																			
284	Salesmen, Retail																																			
285	Salesmen of Services and Construction	4	6	2	2	-																														
Total		4	6	2	2	0	7	16	2	5	1	2	6	1	1	0	17	26	2	3	14	4	21	21	4	7	7	12	1	1	6	3	12	8	2	1

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TABLE D-4
FORMAL TRAINING REQUIREMENTS
FOR CLERICAL AND KINDRED OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service																	
		Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training															
D.O.T. Number	Occupations	Yes	No	Months			Yes	No	Months			Yes	No	Months			Yes	No	Months			Yes	No	Months													
				0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+											
301	Bank Tellers																4	3	-	4	-																
303	Billing Clerks	-	2	-	-	-	4	7	1	3	-	2	5	1	1	2	2	7	-	1	1	2	4	4	2	7	3	1	-	1	1	-	3	2	-	-	
305	Bookkeepers	3	5	-	2	1	3	10	2	1	-	1	3	-	-	1	3	6	-	1	2	12	18	18	12	8	5	11	1	2	2	9	10	5	-	7	
310	Cashiers											-	1	-	-	-	-	2	-	-	-	-	1	1	-	-	-	1	1	-	-						
312	Clerical Supervisors																																				
314	Counter Clerks												-	1	-	-	-	2	16	16	2	6	-	2	-	-	-	-	2	-	-	-	-	1	1	-	-
315	Dispatchers											3	6	3	-	3																					
321	Estimators and Investigators																										2	-	1	1	-						
323	Expeditors																																				
325	File Clerks						-	1	-	-	-	-	2	-	-	-	1	8	-	1	-	1	4	4	1	2	2	8	2	1	-	1	7	4	-	1	
326	Insurance Adjustors																										2	1	2	1	1						
332	Mail Handlers												-	1	-	-	-										-	1	1	-	-	-	1	-	-	-	
333	Messengers and Office Boys																1	-	-	1	-	-	-	-	-	1	-	-	-	-	-						
341	Bookkeeping Machine Operators																										-	1	-	-	-						
342	Calculating Machine Operators																										1	-	-	-	-						
343	Computer Operators	-	2	1	-	-	3	4	2	1	-	-	2	-	-	-	5	3	-	1	4	1	2	2	1	2	7	3	1	1	4	3	2	-	2	1	
345	Key Punch Operators																1	1	-	-	1	1	-	-	1	2	4	1	-	1	2	1	2	1	-	1	
350	Tabulating Machine Operators						1	1	1	-	-	-	1	-	-	-											-	1	-	-	-	-	1	2	1	-	1

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TABLE D-5 (continued)
**FORMAL TRAINING REQUIREMENTS
 FOR CRAFTSMEN AND KINDRED OCCUPATIONS**

Industrial Division		Construction				Manufacturing				Transportation				Wholesale Trade				Retail Trade				Banking, Finance, Real Estate				Service										
Formal Training Requirements		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training								
D.O.T. Number	Occupations	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+					
482	Household Appliance Repairmen											1	1	-	-	1	-	2	2	-	-						-	1	1	-	-					
484	Office Machine Operators											1	1	-	-	-																				
491	Mechanic Apprentices, n.e.c.	1	-	-	1	-	4	3	1	2	-	-	2	-	-	1	4	5	-	1	3	2	8	8	2	2		2	1	-	-	3				
492	Miscellaneous Mechanics and Repairmen	-	1	-	-	-						1	1	-	-	1						2	6	6	2	3	1	-	-	-	1	4	1	-	-	4
495	Not specified Mechanics & Repairmen																-	2	-	-	-															
506	Opticians & Lens Grinders																				1	1	1	1	-											
510	Painters, Construction and Maintenance											1	-	-	-	1																				
516	Piano and Organ Tuners																																			
522	Plumbers and Pipefitters	-	1	-	-	-																														
523	Plumber and Pipefitter Apprentices	3	1	-	1	2																														
530	Pressmen and Plate Fitters, Printing																																			
534	Roofers and Slaters	2	1	-	1	-																														
535	Sheetmetal Workers and Tinsmiths	-	1	-	-	-																														
536	Sheetmetal Apprentices	1	3	-	1	-																														
551	Tailors																																			

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TABLE D-5 (continued)
**FORMAL TRAINING REQUIREMENTS
 FOR CRAFTSMEN AND KINDRED OCCUPATIONS**

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance, Real Estate					Service				
		Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training							
D.O.T. Number	Occupations	Yes	No	Months			Yes	No	Months			Yes	No	Months			Yes	No	Months			Yes	No	Months			Yes	No	Months							
				0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+					
562	Tool and Die Maker Apprentices						1	-	-	-	-																									
571	Specified Craft Apprentices, n.e.c.	-	2	-	-	-																														
572	Not Specified Apprentices						1	2	-	1	-	1	-	-	-	1																				
575	Craftsmen and Kindred Workers, n.e.c.																	-	1	1	-	-														
Total		14	11	2	6	4	9	12	2	4	1	3	4	0	0	3	8	9	0	1	6	5	21	21	5	6	1	0	1	0	1	8	3	1	0	9

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TABLE D-6
 FORMAL TRAINING REQUIREMENTS
 FOR OPERATIVE AND LABOR OCCUPATIONS

Industrial Division		Construction				Manufacturing				Transportation				Wholesale Trade				Retail Trade				Banking, Finance, Real Estate				Service						
		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training		Formal Training		Length of Formal Training				
D.O.T. Number	Occupations	Yes	No	Months			Yes	No	Months			Yes	No	Months			Yes	No	Months			Yes	No	Months			Yes	No	Months			
				0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+	
602	Assemblers						1	2	1	-	-																					
610	Checkers, Inspectors						2	1	1	1	-							-	1	1	-	-										
612	Cutting Operatives, n.e.c.																															
615	Drywall Installers	1	-	-	-	-																										
622	Furnacemen and Smelters	-	1	-	-	-																										
630	Laundry and Dry Cleaning Operatives, n.e.c.																															
631	Meatcutters, and Butchers																															
633	Meatcutters, Manufacturing																															
643	Packers, Wrappers except Meat																															
644	Painters, Manufactured Articles																															
645	Photographic Process Workers																															
653	Precision Machine Operatives																															
666	Stationary Firemen																															
680	Welders and Flame Cutters	-	2	-	-	-	-	2	-	-	-																					
690	Machine and Flame Cutters	1	1	-	1	-	4	7	2	2	-																					

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TABLE D-6 (continued)
 FORMAL TRAINING REQUIREMENTS
 FOR OPERATIVE AND LABOR OCCUPATIONS

Industrial Division		Construction					Manufacturing					Transportation					Wholesale Trade					Retail Trade					Banking, Finance, Real Estate					Service										
		Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training													
D.O.T. Number	Occupations	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+						
692	Machine Operatives Not Specified																																									
694	Misc. Operatives Not Specified						1	5	1	-	-																															
695	Not Specified Operatives						-	1	-	-	-																															
705	Deliverymen and Routemen											-	2	-	-	-	2	3	-	1	1	1	6	6	1	1	-	2	-	-	-	-	-	1	1	-	-					
706	Forklift and Tow-motor Operatives						2	2	1	1	-						-	2	-	-	-	1	1	1	1	1																
715	Truck Drivers	1	3	1	-	-	2	5	1	1	-	3	6	2	1	2	-	6	1	-	-	2	2	2	2	3										-	2	2	-	-		
750	Carpenters' Helpers																																									
751	Construction Laborers											-	1	-	-	-																										
753	Freight, Material Handlers						1	1	1	-	-	-	1	-	-	-							-	2	2	-	-															
761	Lumbermen, Wood Choppers	1	-	1	-	-																																				
762	Stock Handlers																																									
764	Vehicle Washers											-	1	-	-	-	-	1	-	-	-	-	1	1	-	1																
770	Warehousemen						1	4	1	-	-	-	2	-	-	-	3	8	-	1	2	2	6	6	2	3											-	2	1	-	-	
780	Misc. Laborers	1	5	1	1	-	1	1	-	1	-	-	1	1	-	-	-	1	-	-	-	2	5	5	2	6												-	2	1	-	-
785	Not Specified Laborers						-	1	-	-	-																															
	Totals	5	12	3	2	0	18	41	9	9	0	4	14	3	1	3	5	23	2	2	3	9	28	28	9	16	1	7	1	0	1							2	12	7	1	1

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TABLE D-7
 FORMAL TRAINING REQUIREMENTS
 FOR SERVICE OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service							
		Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training	Formal Training		Length of Formal Training								
D.O.T. Number	Occupations	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	Yes	No	0-3	3-12	12+	
901	Maids											1	-	-	1	-						-	1	-	-	-	
903	Janitors	-	1	-	-	-	-	1	-	-	-	-	1	1	-	-	-	-	3	-	-	-	1	5	2	-	1
910	Bartenders																										
911	Busboys																										
912	Cooks																										
913	Dishwashers																										
914	Food Counter Workers																										
915	Waiters																										
916	Food Service Workers																										
922	Health Aides, except Nursing																										
925	Nursing Aides, Orderlies																										
926	Practical Nurses																										
932	Attendants, Recreational																										
933	Attendants, Personal																										
943	Elevator Operators																										
944	Hairdressers, Cosmetologists																										
945	Personal Service Apprentices																										
950	Housekeepers																										

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TABLE D-7 (continued)
**FORMAL TRAINING REQUIREMENTS
 FOR SERVICE OCCUPATIONS**

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service																	
Formal Training Requirements		Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training			Formal Training		Length of Formal Training													
D.O.T. Number	Occupations	Yes	No	Months			Yes	No	Months			Yes	No	Months			Yes	No	Months			Yes	No	Months													
				0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+			0-3	3-12	12+											
962	Guards and Watchmen						-	1	-	-	-			-	1	1	-	-			-	1	-	1	1	1	-	-									
Totals		0	1	0	0	0	0	1	0	0	0	0	2	1	0	0	0	1	0	0	1	0	5	21	21	5	1	0	7	0	1	0	6	16	3	0	6
Grand Totals		32	59	12	13	6	43	122	23	27	2	20	58	10	4	16	56	132	5	15	41	55	162	162	54	95	61	109	36	23	30	69	116	49	11	49	

APPENDIX E

MOST DIFFICULT ENTRY LEVEL POSITIONS TO FILL BY INDUSTRY

TABLE E-1
 MOST DIFFICULT PROFESSIONAL AND TECHNICAL
 OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																				
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service		
		Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult
D.O.T. Number	Occupation																					
001	Accountants							-	1	-												
002	Architects																1	-	-	-	1	-
003	Computer Programmers																					
004	Computer Systems Analysts																					
013	Industrial Engineers																					
014	Mechanical Engineers										1	-	-									
023	Engineers, n.e.c.				1	-	-															
031	Lawyers																			1	-	-
056	Personnel & Labor Relations Workers																					
064	Pharmacists																					
073	Health Practitioners, n.e.c.																					
075	Registered Nurses																					
080	Clinical Lab Technicians																			2	-	-
082	Health Records Technicians				1	-	-															
083	Radiologic Technicians																					
085	Health Technicians																					
100	Social Workers				1	-	-	1	-	-										1	-	-

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TABLE E-1 (Continued)

MOST DIFFICULT PROFESSIONAL AND TECHNICAL
OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division	Difficulty of Filling Position																				
	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service		
	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult
D.O.T. Number	Occupation																				
123																					
	Art, Drama & Music Teachers																				
134																					
	Trade, Industrial & Technical Teachers																				
135																					
	Miscellaneous																				
143																					
	Pre- and Kindergarten Teachers																				
145																					
	Teachers, n.e.c.																				
152																					
	Draftsmen																				
153																					
	Electrical Engineering Technicians																				
154																					
	Industrial Engineering Technicians																				
156																					
	Mathematical Technicians																				
162																					
	Engineering & Science Technicians, n.e.c.																				
165																					
	Embalmers																				
173																					
	Technicians, n.e.c.																				
174																					
	Vocational & Educational Counselors																				
175																					
	Actors																				
184																					
	Editors & Reporters																				

TABLE E-1 (Continued)
 MOST DIFFICULT PROFESSIONAL AND TECHNICAL
 OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																						
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service				
D.O.T. Number	Occupation	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult		
191	Photographers										1	-	-											
192	Public Relations Men & Publicity Writers										1	-	-											
194	Writers, Artists, Entertainers, n.e.c.																							
196	Resource Specialists																							
197	Pest Control Technicians																					1	-	-
198	Termite Control Technicians																							

TABLE E-2
 MOST DIFFICULT MANAGERIAL AND ADMINISTRATIVE
 OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																					
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service			
D.O.T. Number	Occupation	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	
201	Assessors, Controllers																						
202	Bank Officers & Finance Managers																			1	-	-	
205	Buyers, Wholesale & Retail Trade																						
210	Credit Men										1	-	-										
212	Health Administrators																						
216	Managers & Superintendents, Building	1	-	-				1	-	-													
222	Officials & Administrators, Public																						
225	Purchasing Agents & Buyers																						
230	Restaurant & Cafeteria Managers													1	-	-							
231	Sales Managers, Retail Trade													-	1	-							
233	Sales Managers, Other than Retail													1	-	-							
245	Managers & Administrators	2	-	-				1	-	-	2	-	-	5	-	-	4	-	-	6	-	-	
249	Watch Repairmen										1	-	-										

TABLE E-3
 MOST DIFFICULT SALES
 OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																				
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service		
D.O.T. Number	Occupation	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult
260	Advertising Agents							2	-	-	1	-	-				2	-	-	1	-	-
265	Insurance Agents																3	-	-			
280	Salesmen, Clerks										1	-	-									
281	Sales Representatives, Manufacturing Industries				4	1	-	1	-	-	1	-	-									
282	Sales Representatives, Wholesale Trade										5	-	-	4	1	-				1	-	-
283	Sales Clerks, Retail										2	-	-									
284	Salesmen, Retail										9	4	-				1	-	-			
285	Salesmen of Services & Construction	2	-	-													3	-	-	3	-	-

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TABLE E-4
 MOST DIFFICULT CLERICAL & KINDRED
 OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																				
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance and Real Estate			Service		
D.O.T. Number	Occupation	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult
301	Bank Tellers																2	-	-			
303	Billing Clerks							4	-	-												
305	Bookkeepers	4	-	-	1	-	-				5	-	-	5	-	-				2	-	-
310	Cashiers																					
312	Clerical Supervisors																					
314	Counter Clerks										1	-	-	2	-	-						
315	Dispatchers							1	-	-												
321	Estimators & Investigators	1	-	-																		
323	Expeditors													1	-	-						
325	File Clerks																					
326	Insurance Adjusters																1	-	-			
332	Mail Handlers																-	-	1			
333	Messengers & Office Boys																					
341	Bookkeeping Machine Operators																					
342	Calculating Machine Operators																					
343	Computer Operators				1	-	1				2	-	-	1	-	-	3	-	-	3	-	-
345	Key Punch Operators																-	1	-			

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TABLE E-4 (Continued)

MOST DIFFICULT CLERICAL & KINDRED
OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																					
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service			
D.O.T. Number	Occupation	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	
350	Tabulating Machine Operators																						
355	Office Machine Operators																				-	1	-
360	Payroll Clerks										1	-	-										
364	Receptionists, Secretaries													1	-	-	1	1	-	1	-	-	
370	Secretaries, Legal																-	1	-	2	-	-	
371	Secretaries, Medical																						
372	Secretaries, n.e.c.	3	-	-				1	-	-	1	-	-							2	-	-	
374	Shipping & Receiving Clerks													1	-	-							
376	Stenographers							-	1	-													
381	Stock Clerks & Storekeepers													1	-	-	1	-	-				
384	Salesmen, Retail																						
385	Telegraph Operators													1	-	-							
391	Typists																1	-	-	1	-	-	
394	Misc. Clerical Workers																6	-	-	1	-	-	

TABLE E-5
 MOST DIFFICULT CRAFTSMEN AND KINDRED
 OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																				
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service		
		Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult			
D.O.T. Number	Occupation																					
401	Auto Accessory Installers																			1	-	-
405	Bookbinders				1	-	-															
411	Apprentice Bricklayers																					
412	Bulldozer Operators																					
413	Cabinet Makers	-	1	-																		
416	Carpenter Apprentices																					
421	Cement & Concrete Finishers																					
426	Dental Lab Technicians																					
430	Electricians																					
431	Electrician Apprentices																					
441	Foremen, n.e.c.	1	-	-	2	-	-															
461	Machinists				1	1	-															
462	Machinist Apprentices				4	-	-															
472	Auto Body Repairmen																1	-	-			
473	Auto Mechanics							1	-	-												
474	Auto Mechanic Apprentices																					
481	Heavy Equipment Mechanics																					
482	Household Appliance Repairmen																			1	-	-

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TABLE E-5 (Continued)
 MOST DIFFICULT CRAFTSMEN AND KINDRED
 OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																				
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service		
		Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult
D.O.T. Number	Occupation																					
484	Office Machine Operators																					
491	Mechanic Apprentices, n.e.c.				1	-	1				3	1	-	4	1	-						
492	Miscellaneous Mechanics & Repairmen													1	-	-	1	-	-			
495	Not Specified Mechanics & Repairmen										1	-	-									
506	Opticians & Lens Grinders													1	-	-						
510	Painters, Construction & Maintenance																					
516	Piano & Organ Tuners													1	-	-						
522	Plumbers & Pipefitters																					
523	Plumber & Pipefitter Apprentices																					
530	Pressmen & Plate Fitters, Printing				3	-	-															
531	Pressmen Apprentices				2	-	-															
534	Roofers & Slaters	1	-	-																		
535	Sheetmetal Workers & Tinsmiths	-	1	-	2	-	-															
536	Sheetmetal Apprentices																					

TABLE E-5 (Continued)
 MOST DIFFICULT CRAFTSMEN AND KINDRED
 OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																				
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service		
		Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult
D.O.T. Number	Occupation																					
551	Tailors													2	-	-						
561	Tool & Die Maker				1	-	-															
562	Tool & Die Maker Apprentices																					
571	Specified Craft Apprentices, n.e.c.																					
572	Not Specified Apprentices							1	-	-												
575	Craftsmen & Kindred Workers, n.e.c.				1	-	-							-	1	-						

TABLE E-6
 MOST DIFFICULT OPERATIVE AND LABOR
 OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																				
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service		
		Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult
D.O.T. Number	Occupation																					
602	Assemblers										1	-	-									
610	Checkers, Inspectors				-	1	-															
612	Cutting Operatives, n.e.c.																					
615	Drywall Installers	1	-	-																		
622	Furnacemen & Smeltermen																					
630	Laundry & Dry Cleaning Operatives, n.e.c.																1	-	-	1	-	-
631	Meat Cutters & Butchers													2	-	-						
633	Meat Cutters, Manufacturing																1	-	-			
643	Packers, Wrappers, except Meat							-	-	1												
644	Painters, Manufactured Articles																					
645	Photographic Process Workers																					
653	Precision Machine Operatives																					
666	Stationary Firemen																					
680	Welders & Flame Cutters				1	-	-															

TABLE E-6 (Continued)
 MOST DIFFICULT OPERATIVE AND LABOR
 OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																				
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service		
		Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult
D.O.T. Number	Occupation																					
690	Machine Operatives, Misc. Specified																			1	-	-
692	Machine Operatives, Not Specified	1	-	-																		
694	Misc. Operatives				1	-	-															
695	Not Specified Operatives				1	-	-															
705	Routemen & Deliverymen										1	-	-	1	-	-						
706	Forklift & Towmotor Operatives																					
715	Truck Drivers				1	-	-	1	1	-	1	-	-	2	-	-						
717	Insurance																			1	-	-
750	Carpenters' Helpers																					
751	Construction Laborers																					
753	Freight Material Handlers																					
761	Lumbermen, Wood Choppers																					
762	Stock Handlers																					
764	Vehicle Washers																					
770	Warehousemen													3	-	-						

TABLE E-6 (Continued)
 MOST DIFFICULT OPERATIVE AND LABOR
 OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																				
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service		
		Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult
D.O.T. Number	Occupation																					
780	Misc. Laborers													3	-	-						
785	Not Specified Laborers																1	-	-			

TABLE E-7
 MOST DIFFICULT SERVICE
 OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																				
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service		
		Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult
D.O.T. Number	Occupation																					
901	Maids																					
903	Janitors																					
910	Bartenders													-	1	-						
911	Busboys																					
912	Cooks													5	1	-						
913	Dishwashers																					
914	Food Counter Workers																					
915	Waiters																					
916	Food Service Workers																					
922	Health Aides (except Nursing)																					
925	Nursing Aids, Orderlies																					
926	Practical Nurses																					
932	Attendants, Recreational																					
933	Attendants, Personal																					
943	Elevator Operators																					
944	Hairdressers, Cosmetologists																			1	-	-
945	Personal Service Apprentices										1	-	-									

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TABLE E-7 (Continued)
 MOST DIFFICULT SERVICE
 OCCUPATIONS TO FILL BY INDUSTRY

Industrial Division		Difficulty of Filling Position																						
		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, and Real Estate			Service				
D.O.T. Number	Occupation	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult	Most Difficult	Second Most Difficult	Third Most Difficult		
950	Housekeepers																							
962	Guards & Watchmen							1	-	-												1	-	-

APPENDIX F

LEAST DIFFICULT ENTRY LEVEL POSITIONS TO FILL BY INDUSTRY

TABLE F-1
LEAST DIFFICULT OCCUPATIONS TO FILL
BY INDUSTRY

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service		
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult
001 Accountants			1																		
002 Architects															1						
003 Computer Programmers																					
004 Computer Systems Analysts																					
013 Industrial Engineers																					
014 Mechanical Engineers																					
023 Engineers, n.e.c.																					
031 Lawyers																					
056 Personnel & Labor Relations Workers																				1	
064 Pharmacists																					
073 Health Practitioners, n.e.c.																					
075 Registered Nurses																					
080 Clinical Lab Technicians																					
082 Health Records Technicians																					
083 Radiologic Technicians																					
085 Health Technicians																					
100 Social Workers																					

TABLE F-1 Continued

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service			
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	
123 Art, Drama, & Music Teachers																						
134 Trade, Industrial, & Technical Teachers																						
135 Miscellaneous Teachers																						
143 Pre- and Kindergarten Teachers																					1	
145 Teachers, n.e.c.																					1	
152 Draftsmen																						
153 Electrical Engineering Technicians																						
154 Industrial Engineering Technicians																						
156 Mathematical Technicians																						
162 Engineering & Science Technicians, n.e.c.																						
165 Embalmers																						
173 Technicians, n.e.c.																						1
174 Vocational & Educational Counselors																						
175 Actors																						
184 Editors & Reporters																						

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TABLE F-1 Continued

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service		
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult
191 Photographers																					
192 Public Relations Men & Publicity Writers																					
194 Writers, Artists, & Entertainers, n.e.c.																					
196 Resource Specialists																					
197 Pest Control Technicians																					
198 Termite Control Technicians																					

TABLE F-1 Continued

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service		
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult
201 Assessors, Controllers																					
202 Bank Officers & Financial Managers																					
205 Buyers, Wholesale & Retail Trade																					
212 Health Administrators																					
216 Managers & Superintendents, Building																					
222 Officials & Administrators, Public																					
225 Purchasing Agents & Buyers																					
230 Restaurant & Cafeteria Managers																					
231 Sales Managers, Retail Trade																					
233 Sales Managers, Other than Retail																					
245 Managers & Administrators							1						1			1			1		

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TABLE F-1 Continued

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service			
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	
260 Advertising Agents																						
265 Insurance Agents																						
280 Salesman, Clerks																				1		
281 Sales Representatives, Manufacturing Industries					1			1														
282 Sales Representatives, Wholesale Trade														4								
283 Sales Clerks, Retail Trade										1				1								
284 Salesmen, Retail Trade										1												
285 Salesmen of Services and Construction																				1		

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TABLE F-1 Continued

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service		
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult
301 Bank Tellers																					
303 Billing Clerks				1						1			1			1					
305 Bookkeepers				1			1	1					1			1				1	
310 Cashiers																					
312 Clerical Supervisors																					
314 Counter Clerks													6			1					
315 Dispatchers							2														
321 Estimators & Investigators																					
323 Expeditors																					
325 File Clerks				3						6		1	1			7	2			1	
326 Insurance Adjustors																					
332 Mail Handlers															1					1	
333 Messengers & Office Boys																					
341 Bookkeeping Machine Operators																					
342 Calculating Machine Operators																					
343 Computer Operators		1											1								
345 Key Punch Operators																					

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TABLE F-1 Continued

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service		
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult
350 Tabulating Machine Operators				1																	
355 Office Machine Operators																					
360 Payroll Clerks	1																				
364 Receptionists, Secretaries				1						1						1			4		
370 Secretaries, Legal																					
371 Secretaries, Medical																					
372 Secretaries, n.e.c.	1									5			2			4			6	1	
374 Shipping & Receiving Clerks	1			2	1					1											
376 Stenographers																					
381 Stock Clerks & Storekeepers										1			3								
385 Telegraph Operators															2			1			
391 Typists										2					1				1	1	
394 Misc. Clerical Workers							1			2			2	1		5	1		4		
395 Not Specified Clerical Workers															1						

TABLE F-1 Continued

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service				
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult		
401 Auto Accessory Installers																					1		
405 Bookbinders				4																			
411 Apprentice Bricklayers																							
412 Bulldozer Operators																							
413 Cabinet Makers																							
416 Carpenter Apprentices	1																						
421 Cement & Concrete Finishers																							
426 Dental Lab Technicians																							
430 Electricians																							
431 Electrician Apprentices		1																					
441 Foremen, n.e.c.																							
461 Machinists				1																			
462 Machinist, Apprentices																							
472 Auto Body Repairmen																							1
473 Auto Mechanics											1												
474 Auto Mechanic Apprentices																							1
481 Heavy Equipment Mechanics																							
482 Household Appliance Repairmen																							

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TABLE F-1 Continued

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service		
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult
484 Office Machine Operators																					
491 Mechanic Apprentices, n.e.c.																					1
492 Miscellaneous Mechanics & Repairmen																					
495 Not Specified Mechanics & Repairmen																					
506 Opticians & Lens Grinders																					
510 Painters, Construction & Maintenance																					
516 Piano & Organ Tuners																					
522 Plumbers & Pipefitters																					
523 Plumbers & Pipefitters, Apprentices	1																				
530 Pressmen & Plate Fitters, Printing																					
533 Rollers and Finishers, Metal																		1			
534 Roofers & Slaters																					
535 Sheetmetal Workers & Tinsmiths																					
536 Sheetmetal Apprentices																					
551 Tailors															1						

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TABLE F-1 Continued

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service		
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult
562 Tool & Die Maker Apprentices																					
571 Specified Craft Apprentices, n.e.c.				1																	
572 Not Specified Apprentices																					
575 Craftsmen and Kindred Workers, n.e.c.													1								

TABLE F-1 Continued

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service			
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	
602 Assemblers																						
610 Checkers, Inspectors																						
612 Cutting Operatives, n.e.c.																						
615 Drywall Installers																						
622 Furnacemen & Smelters																						
630 Laundry & Dry Cleaning Operatives																						
631 Meatcutters & Butchers																						
633 Meatcutters, Manufacturing																						
640 Mine Operatives, n.e.c.															1							
643 Packers, Wrappers, except Meat						2									1							
644 Painters, Manufactured Articles																						
645 Photographic Process Workers																						
653 Precision Machine Operatives																						
666 Stationary Firemen																						
680 Welders and Flame Cutters																						

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TABLE F-1 Continued

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service		
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult
690 Machine Operatives; Misc. Specified				1																	
692 Machine Operatives; Not Specified																					
694 Misc. Operatives				1																	
695 Not Specified Operatives				2																	
696 Baggers						1															
705 Deliverymen & Routemen										2	1		1		1						
706 Forklift & Towmotor Operatives				1																	
715 Truck Drivers	2			1			4			3			2							1	
750 Carpenters' Helpers													1								
751 Construction Laborers																					
753 Freight, Material Handlers																					
757 Automobile Repair & Related Servicemen	1																				
761 Lumbermen, Wood Choppers																					
762 Stock Handlers										1											
764 Vehicle Washers	1						1			1			2								
770 Warehousemen				1						16			1								
780 Misc. Laborers	7			2	1		1			1	1		5	1		1			3	1	
785 Not Specified Laborers	1			5																	

TABLE F-1 Continued

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service		
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult
901 Maids										1											
903 Janitors	1			2																	1
910 Bartenders																					
911 Busboys													5								
912 Cooks													1								1
913 Dishwashers													2	1							
914 Food Counter Workers																					
915 Waiters																					
916 Food Service Workers																					1
922 Health Aides, (except Nursing)																					
925 Nursing Aides, Orderlies																					1
926 Practical Nurses																					
932 Attendants, Recreational																					1
933 Attendants, Personal																					1
943 Elevator Operators																					
944 Hairdressers, Cosmetologists																					
945 Personal Service Apprentices																					

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TABLE F-1 Continued

	Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Banking, Finance, Real Estate			Service		
	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult	Least Difficult	2nd Least Difficult	3rd Least Difficult
950 Housekeepers 962 Guards and Watchmen																			1		

APPENDIX G

PRESENT AND PROJECTED EMPLOYMENT
AND TURNOVER FOR MAJOR OCCUPATIONS

TABLE G-1

PRESENT AND PROJECTED
PROFESSIONAL AND TECHNICAL OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
D.O.T. Number	Occupation Group	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need
001	Accountants	2	0	0							1	0	0				72	0	0	46	4	6
002	Architects	1	0	0																		
003	Computer Programmers	0	0	0													1	0	0			
004	Computer Systems Analysts				19	0	2															
013	Industrial Engineers										2	0	1									
014	Mechanical Engineers																			12	1	1
023	Engineers, n.e.c.																13	0	0	2	0	0
031	Lawyers																			26	0	0
056	Personnel & Labor Relations Workers																			1	0	0
064	Pharmacists										8	0	0				5	0	0			
073	Health Practitioners, n.e.c.										4	10	20									
075	Registered Nurses										60	20	50									
080	Clinical Lab Technicians				12	0	0															
082	Health Records Technicians				1	0	0													25	0	0
083	Radiologic Technicians																			3	0	1
085	Health Technicians							12	3	6										15	0	0
100	Social Workers																			1	0	0
123	Art, Drama, and Music Teachers													8	0	0						

TABLE G-1 (Continued)

PRESENT AND PROJECTED
PROFESSIONAL AND TECHNICAL OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
		Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need
134	Trade, Industrial, Technical Teachers									1	-	-										
135	Miscellaneous Teachers																					
143	Pre- and Kindergarten Teachers																			20	5	5
145	Teachers, n.e.c.	1	0	0																44	5	12
152	Draftsmen												4	1	1	1	0	0		6	0	0
153	Electrical Engineering Technicians	5	0	0						2	0	0				2	0	0				
154	Industrial Engineering Technicians				46	0	3									48	0	0				
156	Mathematical Technicians															12	0	0				
162	Engineering & Science Technicians, n.e.c.																					
165	Embalmers																			4	0	0
173	Technicians, n.e.c.															54	0	0		1	0	0
174	Vocational & Educational Counselors																			5	0	0
175	Actors															7	1	3				
184	Editors & Reporters							20	0	0						1	0	0				
191	Photographers				2	0	0						15	1	1							
192	Public Relations Men & Publicity Writers	1	0	0																1	0	0

TABLE G-1 (Continued)
PRESENT AND PROJECTED
PROFESSIONAL AND TECHNICAL OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
		Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need
194	Writers, Artists, & Entertainers, n.e.c.				1	0	0									5	0	0				
196	Resource Specialists																			5	0	0
197	Pest Control Technicians																			5	0	0
198	Termite Control Technicians																			5	0	0
Total - Professional and Technical		10	0	0	81	0	5	32	3	6	93	31	72	12	1	0	220	1	3	233	15	25

TABLE G-2

PRESENT AND PROJECTED
MANAGERIAL AND ADMINISTRATIVE OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service			
		Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	
201	Assessors, Controllers												15	3	1								
202	Bank Officers & Financial Managers																			9	0	0	
205	Buyers, Wholesale & Retail Trade															12	0	0					
212	Health Administrators																		3	0	2		
216	Managers & Superintendents, Building	1	0	0															1	0	0		
222	Officials and Administrators, Public, n.e.c.															1	0	0					
225	Purchasing Agents and Buyers									1	0	0							1	0	0		
230	Restaurant, Cafeteria Managers												21	5	10								
231	Sales Managers, Retail Trade																		1	0	0		
233	Sales Managers, Other than Retail									1	0	0											
245	Managers and Administrators, n.e.c.	10	0	0				5	0	0	9	0	0	26	3	0	26	2	4	12	0	1	
Total - Managerial & Administrative		11	0	0	0	0	0	5	0	0	11	0	0	62	11	11	39	2	4	27	0	3	

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TABLE G-3
PRESENT AND PROJECTED
SALES OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
		Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need
D.O.T. Number	Occupation Group																					
260	Advertising Agents						17	2	3	27	0	2				125	1	17	19	4	8	
265	Insurance Agents															103	18	34	2	0	0	
280	Salesmen, Clerks									8	0	1				35	0	0				
281	Sales Representatives, Manufacturing Industries				175	5	4	1	0	0	7	1	1						1	0	1	
282	Sales Representatives, Wholesale Trade									23	1	1	289	26	58				5	1	2	
283	Sales Clerks, Retail Trade									92	4	5	3	0	0	1	0	0				
284	Salesmen, Retail Trade						5	0	0	175	11	16				1	0	0				
285	Salesmen of Services and Construction	25	0	3						10	0	0	3	0	0	17	3	5	31	1	7	
Total - Sales		25	0	3	175	5	4	23	2	3	342	17	26	295	26	58	282	22	56	58	6	18

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TABLE G-4
PRESENT AND PROJECTED
CLERICAL AND KINDRED OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
		Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need
301	Bank Tellers															88	16	34				
303	Billing Clerks	4	0	0	18	0	0	11	1	1	37	0	1	36	0	0	22	1	3	16	15	25
305	Bookkeepers	18	0	0	21	1	1	13	1	2	38	2	3	66	1	2	54	0	2	85	14	19
310	Cashiers							2	1	1	47	0	0	4	0	0	15	0	1	1	0	0
312	Clerical Supervisors																		0	1	1	
314	Counter Clerks										4	1	1	258	47	59	17	0	1	8	3	3
315	Dispatchers							20	0	0	4	0	0	2	0	0	3	0	0			
321	Estimators	6	0	0												44	0	0				
323	Expeditors															11	0	0				
325	File Clerks							4	0	0	24	0	2	9	0	1	289	7	34	45	31	63
326	Insurance Adjustors				2	0	0									141	5	16				
332	Mail Handlers							1	0	0						5	0	200	1	0	0	
333	Messengers & Office Boys												2	0	0	111	0	0				
341	Bookkeeping Machine Operators										1	0	0			5	1	1				
342	Calculating Machine Operators															1	0	0				
343	Computer Operators	5	0	0	12	0	0	3	0	0	33	1	2	15	1	2	451	4	4	40	70	100
345	Key Punch Operators				11	0	1				6	0	0	8	0	0	97	1	3	33	37	82
350	Tabulating Machine Operators				28	0	3	3	0	0	20	0	0	2	0	0	2	1	1	41	45	106

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TABLE G-4 (Continued)

-- PRESENT AND PROJECTED
CLERICAL AND KINDRED OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
D.O.T. Number	Occupation Group	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need
355	Office Machine Operators																80	1	1			
360	Payroll Clerks	7	0	0	11	0	0	7	1	1	7	0	0	10	0	0	18	0	0	36	40	60
364	Receptionists, Secretaries				14	1	1	6	0	0	14	1	3				38	0	0	4	0	0
370	Secretaries, Legal																13	1	1	43	15	25
371	Secretaries, Medical																			17	23	14
372	Secretaries, n.e.c.	20	0	1	33	0	0	11	1	1	37	0	3	30	2	2	241	3	6	145	131	183
374	Shipping & Receiving Clerks	3	0	0	52	3	4	2	0	0	57	1	4	20	0	1				8	12	22
376	Stenographers							3	0	0	4	1	1				25	0	1	6	10	3
381	Stock Clerks & Storekeepers							6	0	0	30	0	1	30	15	19	2	0	0			
384	Telegraph Operators																			4	0	0
385	Telephone Operators										1	0	0				23	4	2	9	0	2
391	Typists	4	0	1	4	0	0	3	0	0	6	0	0	10	1	0	120	2	5	71	120	141
394	Miscellaneous Clerical Workers	2	0	0	69	1	1	30	1	4	33	2	3	64	0	0	1,414	58	109	109	45	79
Total - Clerical and Kindred		69	0	2	275	6	11	125	6	10	403	9	24	566	67	86	3,330	99	425	721	612	928

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TABLE G-5

PRESENT AND PROJECTED
CRAFTSMEN AND KINDRED OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
D.O.T. Number	Occupation Group	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need
401	Auto Accessory Installers										2	1	1				1	0	0	6	0	0
405	Book Binders				33	0	0															
411	Apprentice Bricklayers	1	0	0																		
412	Bulldozer Operators	5	0	0																		
413	Cabinet Makers	21	0	0																		
416	Carpenter Apprentices	4	0	0																		
421	Cement & Concrete Finishers	2	0	0																3	0	0
430	Electricians	23	0	0																		
431	Electrician Apprentices	7	1	0																		
441	Foremen, n.e.c.	2	0	0																		
461	Machinists				31	0	0															
462	Machinist Apprentices				51	4	3															
472	Auto Body Repairmen																			2	0	0
474	Auto Mechanic, Apprentices							6	0	0				1	0	0	1	0	0			
481	Heavy Equipment Mechanics							7	0	0												
482	Household Appliance Repairmen										12	0	0	4	0	1				10	0	0
484	Office Machine Operators										10	0	0									
491	Mechanic Apprentices, n.e.c.	2	0	0	63	5	3	34	3	5	54	2	3	104	4	7				15	0	0
492	Miscellaneous Mechanics & Repairmen	3	0	1				34	0	3				50	2	5	13	0	0	18	0	1

TABLE G-5 (Continued)

PRESENT AND PROJECTED
CRAFTSMEN AND KINDRED OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service			
D.O.T. Number	Occupation Group	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	
495	Not Specified Mechanics & Repairmen										35	1	1										
506	Opticians & Lens Grinders													51	0	1							
510	Painters, Construction & Maintenance										2	0	0										
516	Piano & Organ Tuners													3	0	0							
522	Plumbers & Pipefitters	2	0	0																			
523	Plumber & Pipefitter Apprentices	9	0	0																			
530	Pressmen & Plate Fitters, Printing				4	0	0										20	0	0				
534	Roofers & Slaters	66	7	10																			
535	Sheetmetal Workers & Tinsmiths	2	0	0																			
536	Sheetmetal Apprentices	13	1	3																			
551	Tailors													11	0	0							
562	Tool & Die Maker Apprentices				1	0	0																
571	Specified Craft Apprentices, n.e.c.	6	0	2																			
572	Not Specified Apprentices				5	0	1	3	7	7													
575	Craftsmen & Kindred Workers, n.e.c.				1	0	0							1	0	0							
Total - Craftsmen & Kindred		168	9	16	189	9	7	82	10	15	115	4	5	225	6	14	35	0	0	54	0	1	

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TABLE G-6

PRESENT AND PROJECTED
OPERATIVE AND LABOR OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service			
D.O.T. Number	Occupation Group	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	
602	Assemblers				9	4	4				8	0	1										
610	Checkers, Examiners, & Inspectors				16	1	2							2	0	0							
612	Cutting Operatives, n.e.c.				2	0	0																
615	Dry Wall Installers & Lathers	20	0	1																			
622	Furnacemen, & Smeltermen	3	0	1																			
630	Laundry & Dry Cleaning Operatives																7	0	0	29	14	16	
631	Meat Cutters & Butchers													2	0	0							
633	Meat Cutters & Butchers, Manufacturing																7	0	0				
643	Packers & Wrappers, except Meat				138	54	71	1	4	4				6	0	0							
644	Painters, Manufactured Articles				3	0	0										2	0	0	1	0	0	
645	Photographic Process Workers				16	0	0																
653	Precision Machine Operatives, n.e.c.				2	0	0													1	0	0	
680	Welders and Flame Cutters	4	0	1	18	1	1																
690	Machine Operatives, Misc. Specified	21	0	0	201	24	36				3	3	6							24	4	5	

TABLE G-6(Continued)

PRESENT AND PROJECTED
OPERATIVE AND LABOR OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service			
		Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	
692	Machine Operatives, Not Specified				1	0	0				2	0	0										
694	Miscellaneous Operatives				182	4	16							7	0	0							
695	Not Specified Operatives				8	3	5																
705	Deliverymen & Routemen							56	0	6	54	0	10	39	0	2	4	0	1	14	7	13	
706	Fork Lift & Tow Motor Operators				7	0	0	10	0	0	18	0	3	15	0	0							
715	Truck Drivers	8	1	1	40	0	1	181	7	11	35	1	1	38	3	2	28	0	0	11	3	5	
750	Carpenters' Helpers	2	0	0																			
751	Construction Laborers	1	0	0				30	0	0													
753	Freight, Material Handler				25	4	1	9	0	1	14	0	0	12	2	0							
761	Lumbermen, Wood Choppers	1	0	0																			
762	Stock Handlers										15	0	0										
764	Vehicle Washers							3	0	0	1	1	1	6	2	2							
770	Warehousemen				31	0	0	41	0	0	84	6	5	65	0	2				531	440	705	
780	Miscellaneous Laborers	62	2	8	9	0	3	15	3	5	3	0	0	87	20	36	9	1	0	703	70	771	
785	Not Specified Laborers				50	0	0										4	0	0				
Total - Operative and Labor		122	3	12	758	95	140	346	14	27	237	11	27	279	27	44	61	1	1	1,314	538	1,515	

TABLE G-7
PRESENT AND PROJECTED
SERVICE OCCUPATIONS

Industrial Division		Construction			Manufacturing			Transportation			Wholesale Trade			Retail Trade			Bank, Finance, Real Estate			Service		
		Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need	Now	6 Month Need	12 Month Need
901	Maids										80	30	60							1	0	0
903	Janitors	300	300	300	11	0	0	2	0	0							29	5	5	38	52	105
910	Bartenders													4	0	0						
911	Busboys													34	6	9	10	2	5			
912	Cooks													58	17	27	3	0	0	16	1	2
913	Dishwashers													14	1	2						
914	Food Counter Workers																			16	11	11
915	Waiters													85	20	30				19	5	10
916	Food Service Workers													227	138	270				22	15	18
922	Health Aides, exc. Nursing																			29	15	30
925	Nursing Aides, Orderlies																			41	0	0
926	Practical Nurses																			9	1	3
932	Attendants, Recreational																5	0	2			
933	Attendants, Personal													12	0	0						
943	Elevator Operators																66	0	39			
944	Hairdressers, Cosmetologists																			9	0	0
945	Personal Service Apprentices										20	5	10									
950	Housekeepers																			7	0	0
962	Guards and Watchmen							21	6	16				3	0	0	181	25	80	475	95	125
Total - Services		300	300	300	11	0	0	23	6	16	100	35	70	437	163	338	294	32	131	682	195	304
Total - Occupational Groupings		705	312	333	1,489	115	167	636	41	77	1,296	107	223	1,876	301	551	4,261	157	620	3,089	1,366	2,784

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TABLE G-8
PRESENT EMPLOYMENT AND PROJECTED
TURNOVER OF ENTRY LEVEL OCCUPATIONS

Industrial Division		Construction		Manufacturing		Transportation		Wholesale Trade		Retail Trade		Banking & Finance		Services	
D.O.T. Number	Occupational Division	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover
001	Accountants	2						1				72	141	46	4
004	Computer Analysts			19	2										
073	Health Practitioners							4	23						
075	Registered Nurses							60	30						
080	Lab Technicians	12	3												
085	Health Technologists					12	6							15	4
143	Pre- and Kindergarten Teachers													20	5
145	Teachers (except College)	1	9											44	9
154	Industrial Engineering Technicians			46	4							48			
173	Technicians											54	19	7	
174	Vocational Counselors													5	1
175	Actors											7	3		
191	Photographers			2				15	1						
192	Public Relations Men & Publicity Writers	1	9												
194	Writers, Artists, Entertainers			1								5	2		
201	Assessors, Controllers									15	2				
205	Buyers, Wholesale & Retail Trade											12	1		
216	Building Managers & Supervisors	1	9											1	

TABLE G-8 (Continued)
PRESENT EMPLOYMENT AND PROJECTED
TURNOVER OF ENTRY LEVEL OCCUPATIONS

Industrial Division		Construction		Manufacturing		Transportation		Wholesale Trade		Retail Trade		Banking & Finance		Services	
D.O.T. Number	Occupational Division	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover
230	Restaurant, Cafe & Bar Managers									21	10				
245	Managers & Administrators	10	10			5		9		26	3	26	5	12	5
260	Advertising; Agents & Salesmen					17	2	27	4			125	7	19	9
265	Insurance Agents											103	20	2	
280	Salesmen & Sales Clerks							8				35	5		
281	Sales Representatives, Manufacturing Industries			175	4	1		7						1	
282	Sales Representatives, Wholesale Trade							23	2	289	64			5	
283	Sales Clerks, Retail Trade							92	5	3		1			
284	Salesmen, Retail Trade					5		175	18			1			
285	Salesmen of Services and Construction	25	5					10		3	12	17	17	31	5
301	Bank Tellers											88	37		
303	Billing Clerks	4		18	1	11	1	37	2	36		22	4	16	15
305	Bookkeepers	18	1	21		13	1	38	1	66	3	54	1	85	16
310	Cashiers					2	1	47	1	4	1	15	1	1	
312	Clerical Supervisors														
314	Counter Clerks (except Food)							4		258	70	17	1	8	3
315	Dispatchers & Starters					20	1	4		2		3			
321	Estimators & Investigators	6										44	1		
323	Expeditors & Production Controllers											11	4		

TABLE G-8 (Continued)

PRESENT EMPLOYMENT AND PROJECTED
TURNOVER OF ENTRY LEVEL OCCUPATIONS

Industrial Division		Construction		Manufacturing		Transportation		Wholesale Trade		Retail Trade		Banking & Finance		Services	
D.O.T. Number	Occupational Division	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover
325	File Clerks					4		24	4	9	1	289	124	45	43
326	Insurance Adjustors, Investigators			2								141	27		
332	Mail Handlers (except Post Office)					1						5	24	1	
333	Messengers & Office Boys									2		111	97		
341	Bookkeeping Machine Operators							1				5	1		
343	Computer Equipment Operators	5		12		3		33	1	15	1	451	131	40	71
345	Key Punch Operators			11				6		8		97	6	33	43
350	Tabulating Machine Operators			28	1	3		20	1	2		2	1	41	47
355	Office Machine Operators											80	17		
360	Payroll Clerks	7		11		7	1	7		10		18	2	36	40
364	Receptionists			14	1	6		14	3			38	6	4	
370	Secretaries, Legal											13	11	43	15
271	Secretaries, Medical													17	8
372	Secretaries, n.e.c.	20	1	33	1	11		37	3	30	1	241	31	145	117
374	Shipping & Receiving Clerks	3		52	3	2		57	6	20	1			8	12
376	Stenographers					3		4				25	1	6	10
381	Stock Clerks & Storekeepers					6		30	1	30	18	2			
385	Telephone Operators							1				23	8	9	1

TABLE G-8 (Continued)

PRESENT EMPLOYMENT AND PROJECTED
TURNOVER OF ENTRY LEVEL OCCUPATIONS

Industrial Division		Construction		Manufacturing		Transportation		Wholesale Trade		Retail Trade		Banking & Finance		Services	
D.O.T. Number	Occupational Division	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover
391	Typists	4	1	4		3	1	6		10	1	120	22	71	82
394	Misc. Clerical Workers	2		69	4	30	5	33	2	64	1	1,414	466	109	63
412	Bulldozer Operators	5	1												
413	Cabinet Makers	21	1												
426	Dental Lab Technicians													3	1
462	Mechinist Apprentices			51	4										
484	Office Machine Repairmen							10	2						
491	Mechanic Apprentices	2		63	3	34		54	1	104	8			15	
492	Misc. Mechanics & Repairmen	3	1			34	3			50	7	13		18	
506	Opticians & Lens Grinders									51	1				
522	Plumbers & Pipe Fitters	2	2												
523	Plumber & Pipefitter Apprentices	9	2												
530	Pressmen & Plate Printers			4								20	9		
534	Roofers & Slaters	66	13												
536	Sheet Metal Apprentices	13	1												
551	Tailors									11	2				
571	Specified Craft Apprentices, n.e.c.	6	2												
572	Not Specified Apprentices			5		3	5								
602	Assemblers			9	5			8							

TABLE G-8 (Continued)

PRESENT EMPLOYMENT AND PROJECTED
TURNOVER OF ENTRY LEVEL OCCUPATIONS

Industrial Division		Construction		Manufacturing		Transportation		Wholesale Trade		Retail Trade		Banking & Finance		Services	
D.O.T. Number	Occupational Division	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover
615	Drywall Installers & Lathers	20	5												
622	Furnacemen & Smeltermen	3	1												
630	Laundry & Dry Cleaner Operatives											7		29	16
643	Packers, Wrappers, except Meat			138	65	1	3			6					
644	Painters, Manufactured Articles			3	1							2			
680	Welders & Flame Cutters	4	1	18											
690	Machine Operatives, Misc.	21	3	201	45			3	2					24	3
694	Misc. Operatives			182	19					7	2				
695	Not Specified Operatives			8	3										
705	Deliverymen & Routemen					56	6	54	12	39	8	4	2	14	11
706	Forklift & Towmotor Operators			7	2	10		18	3	15					
715	Truck Drivers	8	2	40	3	181	14	35	4	38	2	28		11	8
753	Freight & Material Handlers			25	5	9	1	14		12	2				
762	Stock Handlers							15							
764	Equipment Washers & Cleaners					3		1	1	6	2				
770	Warehousemen			31	1	41	2	84	11	65	2			531	520
780	Misc. Laborers	62	22	9	3	15	7	3		87	43	9		703	800
901	Chambermaids & Maids							80	40						

TABLE G-8 (Continued)

PRESENT EMPLOYMENT AND PROJECTED
TURNOVER OF ENTRY LEVEL OCCUPATIONS

Industrial Division		Construction		Manufacturing		Transportation		Wholesale Trade		Retail Trade		Banking & Finance		Services	
D.O.T. Number	Occupational Division	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover	Presently Employed	Projected Turnover
903	Janitors	300		11		2						29	6	38	56
910	Bartenders									4	1				
911	Busboys									34	11	10	5		
912	Cooks									58		3		16	2
914	Food Counter and Fountain Workers													16	11
915	Waiters									85				19	10
916	Food Service Workers									227				22	16
922	Health Aides (except Nursing)													29	30
926	Practical Nurses													9	3
932	Attendants, Recreation & Amusements												2		
943	Elevator Operators											66	69		
962	Guards & Watchmen					21	16			3		181	30	475	108

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APPENDIX H

EDUCATION, EXPERIENCE, AND FORMAL TRAINING
REQUIREMENTS FOR ENTRY LEVEL OCCUPATIONS

TABLE H-1

EDUCATION, EXPERIENCE, AND FORMAL TRAINING
REQUIREMENTS FOR ENTRY LEVEL OCCUPATIONS

Requirements		Education Requirements			Experience Requirements					Formal Training Requirements				
D.O.T. Number	Occupational Division	Amount of Schooling			Length of Required Experience					Formal Training		Length of Formal Training		
		Less Than High School	High School	Greater Than High School	None	0-6 Months	6-12 Months	1-2 Years	Greater Than Two Years	Yes	No	0-3 Months	3-12 Months	Year or Longer
001	Accountant	—	1	3	5	—	—	1	—	1	3	4	—	—
073	Health Practitioners, n.e.c.	—	—	—	—	—	1	—	—	—	—	—	—	—
075	Registered Nurses	—	—	1	—	—	—	—	—	1	—	—	—	1
085	Health Technicians	—	1	2	—	1	—	—	2	2	—	—	—	2
143	Pre- & Kindergarten Teachers	—	1	—	—	—	1	—	—	—	1	—	—	—
145	Teachers, n.e.c.	—	1	2	2	—	—	—	1	3	—	—	—	2
230	Restaurant & Cafeteria Managers	—	1	—	—	1	—	—	—	1	1	1	—	—
245	Managers & Administrators	—	9	10	4	1	4	3	6	10	9	3	4	9
260	Advertising Agents	2	4	12	5	3	3	4	4	6	10	4	2	5
265	Insurance Agents	—	6	1	5	1	—	—	1	3	3	—	—	2
281	Sales Representatives, Manufacturing Industries	3	14	11	6	2	6	6	7	9	18	3	6	2
282	Sales Representatives, Wholesale Trade	2	21	9	13	4	1	6	8	8	21	20	6	8
283	Sales Clerks, Retail	—	12	2	3	—	4	4	2	3	10	1	1	3
284	Salesmen, Retail	1	16	10	3	2	1	7	11	8	17	—	—	7
285	Salesmen of Services & Construction	1	16	7	8	1	7	4	4	5	19	9	3	—
301	Bank Tellers	1	6	—	3	1	1	1	1	4	3	—	4	—

TABLE H-1 (continued)
 EDUCATION, EXPERIENCE, AND FORMAL TRAINING
 REQUIREMENTS FOR ENTRY LEVEL OCCUPATIONS

Requirements		Education Requirements			Experience Requirements					Formal Training Requirements				
D.O.T. Number	Occupational Division	Amount of Schooling			Length of Required Experience					Formal Training		Length of Formal Training		
		Less Than High School	High School	Greater Than High School	None	0-6 Months	6-12 Months	1-2 Years	Greater Than Two Years	Yes	No	0-3 Months	3-12 Months	Year or Longer
303	Billing Clerks	4	42	2	12	7	5	14	5	13	29	8	8	11
305	Bookkeepers	5	68	31	30	9	18	26	16	36	63	26	18	21
314	Counter Clerks	5	19	—	14	4	4	2	—	2	20	17	2	6
325	File Clerks	4	28	4	17	6	4	6	—	5	30	10	3	3
326	Insurance Adjustors	—	2	2	2	—	2	2	—	2	1	2	1	1
332	Mail Handlers	—	3	—	3	1	—	—	—	—	3	1	—	—
343	Computer Operators	1	23	13	10	5	12	7	3	19	18	6	6	11
350	Tabulating Machine Operators	—	6	2	1	1	1	2	1	2	5	2	—	3
360	Payroll Clerks	—	13	6	7	—	3	5	3	6	9	6	2	9
370	Secretaries, Legal	—	6	5	1	—	2	1	7	4	8	2	—	3
371	Secretaries, Medical	—	1	2	—	—	—	—	3	1	2	1	—	1
372	Secretaries, n.e.c.	4	62	16	24	7	14	17	16	23	53	15	12	11
374	Shipping & Receiving Clerks	3	23	—	12	5	4	4	—	2	22	6	—	8
376	Stenographers	—	6	2	1	2	2	—	—	—	5	—	—	—
381	Stock Clerks & Storekeepers	2	9	1	6	4	—	1	—	1	8	4	1	4
391	Typists	1	15	1	4	3	5	2	3	6	11	3	3	5
394	Misc. Clerical Workers	4	46	8	29	9	5	8	6	13	39	11	5	11
491	Mechanic Apprentices, n.e.c.	4	29	4	4	2	9	8	10	13	19	9	6	9

TABLE H-1(continued)

EDUCATION, EXPERIENCE, AND FORMAL TRAINING
REQUIREMENTS FOR ENTRY LEVEL OCCUPATIONS

Requirements		Education Requirements			Experience Requirements					Formal Training Requirements				
		Amount of Schooling			Length of Required Experience					Formal Training		Length of Formal Training		
		Less Than High School	High School	Greater Than High School	None	0-6 Months	6-12 Months	1-2 Years	Greater Than Two Years	Yes	No	0-3 Months	3-12 Months	Year or Longer
D.O.T. Number	Occupational Division													
492	Misc. Mechanics & Repairmen	3	13	1	6	—	2	1	6	8	9	6	2	9
534	Roofers & Slaters	3	1	—	—	1	—	—	3	2	1	—	1	—
572	Not Specified Apprentices	—	3	1	3	1	—	—	—	2	2	—	1	1
602	Assemblers	2	3	—	3	—	—	—	1	1	3	—	—	—
630	Laundry & Dry Cleaning Operatives	2	1	—	3	—	—	—	—	—	3	1	—	—
643	Packers & Wrappers, except Meat	4	4	—	7	1	—	—	—	1	7	2	—	2
690	Machine Operatives, Misc. Specified	6	11	2	6	1	1	6	5	7	12	3	4	1
694	Miscellaneous Operatives	5	2	—	3	—	1	—	2	1	6	2	—	—
695	Not Specified Operatives	—	1	—	1	—	—	—	—	—	1	—	—	—
705	Deliverymen & Routemen	3	16	1	6	2	6	3	1	3	14	7	2	2
715	Truck Drivers	9	25	—	9	4	3	11	5	7	24	9	4	5
770	Warehousemen	7	24	1	19	5	4	1	—	6	22	8	3	5
780	Miscellaneous Laborers	9	12	1	16	4	—	2	1	4	17	8	4	6
901	Maids	3	1	—	1	—	1	—	—	1	1	—	1	—
903	Janitors	6	4	1	6	1	3	1	—	1	11	3	—	1
911	Busboys	3	3	—	5	1	—	—	—	1	5	4	1	—
912	Cooks	6	4	1	5	2	1	1	3	3	9	5	2	1

TABLE H-1 (continued)

EDUCATION, EXPERIENCE, AND FORMAL TRAINING
REQUIREMENTS FOR ENTRY LEVEL OCCUPATIONS

Requirements		Education Requirements			Experience Requirements					Formal Training Requirements				
D.O.T. Number	Occupational Division	Amount of Schooling			Length of Required Experience					Formal Training		Length of Formal Training		
		Less Than High School	High School	Greater Than High School	None	0-6 Months	6-12 Months	1-2 Years	Greater Than Two Years	Yes	No	0-3 Months	3-12 Months	Year or Longer
914	Food Counter Workers	2	—	1	1	—	—	—	1	1	1	—	—	1
915	Waiters	1	3	—	3	2	—	—	—	2	3	3	2	—
916	Food Service Workers	4	2	—	4	1	—	—	—	—	5	4	—	—
922	Health Aides, except Nurses	—	—	—	—	—	—	—	—	—	—	—	—	—
943	Elevator Operators	—	—	—	1	—	—	—	—	—	1	—	—	—
945	Personal Service Apprentice	1	—	—	—	1	—	—	—	—	—	—	—	—
962	Guards & Watchmen	—	5	—	4	—	—	—	—	1	3	2	1	—
Subtotal		126	647	179	346	109	141	165	148	264	620	241	121	192
Percent		13.2	68.0	18.8	38.1	12.0	15.5	18.2	16.3	29.9	70.1	43.5	21.8	34.7
Total			(952)				(909)						(554)	