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Government publications: Women and work

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Government Publications

JO BELL WHITLATCH

WOMEN AND WORK: A SELECTED BIBLIOGRAPHY OF RECENT GOVERNMENT PUBLICATIONS

Government publications have become a major source of material for serious study of women's role in the working world. Major agencies within the United States Government are: 1) The United States Commission on Civil Rights—The commission is charged with the responsibilities of fact-finding and reporting regarding civil/women's rights problems and with making recommendations for corrective actions to the president and the congress. 2) The Federal Women's Program, United States Civil Service Commission—This program enhances employment and advancement opportunities for women in the federal government. 3) Women's Action Program, United States Department of Health, Education, and Welfare—The program seeks to insure that all HEW programs are relevant to the needs of all women in society who are presently or potentially recipients of HEW services and to establish systems for monitoring the effects of these programs as they relate to improving the status of women. The program also attempts to eliminate discrimination within HEW. 4) Citizen's Advisory Council on the Status of Women—The council functions as a catalyst to action for organizations, private institutions, and individuals working for improvement of the status of women. 5) Inter-departmental Committee on The Status of

Readers are invited to contribute information of interest. Please address any contributions to Jo Bell Whitlatch, 815 Cambridge Ave., Menlo Park, CA 94025.

Women—This committee is empowered to evaluate and review the progress of federal agencies in advancing the status of women, serves as a clearinghouse for information exchange and research, and stimulates cooperation and sharing among agencies. These and other agencies within the federal government are important sources of publications. State and international agencies have also made significant contributions to recent literature on women and work.

UNITED STATES GOVERNMENT PUBLICATIONS

United States Bureau of the Census

Current Population Reports: Special Studies—IV Economic Characteristics. 1974. (C 56. 218; P-23/50)

Gives income, employment and unemployment statistics for women in 1972.

United States Commission on Civil Rights

The Federal Civil Rights Enforcement Effort; V.5: To Eliminate Employment Discrimination. 1975. (CR 1.2: En 2/2/974/V.5)

Studies programs of the major agencies responsible for civil rights enforcement: Civil Service Commission, Office of Federal Contract Compliance, Wage and Hour Division of the Department of Labor, Equal Opportunity Commission, Equal Opportunity Coordinating Council. The report concludes that progress is inadequate. Reasons for continuing systematic discrimination are diffusion of authority for enforcing federal equal employment mandates among diverse agencies, lack of coordination, and requiring aggrieved citizens

to deal with a complex bureaucracy in which there is no one person or agency in authority.

Women and Poverty. 1974. (CR 1.2: W84)

Contains specific information on women and minority women's employment in Chicago. General information on women's employment includes the earnings gap (smallest among professional and technical workers—greatest among sales workers), participation in the labor force, the industrial distribution of working women, characteristics of women workers over their lifespan.

A Guide to Federal Laws Prohibiting Sex Discrimination. 1974. (CR 1.10: 46)

Covers federal laws and regulations which prohibit employment discrimination, federal programs, the federal regulatory system, and federal informational agencies.

United States Civil Service Commission

Expanding Opportunities, Women in Federal Government. 1973. (CS 1.2: W84/6)

Recruiting brochure encouraging women to seek careers in federal government service. Outlines opportunities in the fields of engineering, aviation, computer science, accounting, law, medicine, etc.

Interviewing Women Candidates. 1974. (CS 1.48: BRE-54)

A short guide on how to treat women equally when interviewing—Don't ask about marital status, child care arrangements, or address women as "girls."

Study of Employment of Women in the Federal Government. 1974. (CS 1.48: SM62-09)

Covers employment trends in the federal government and contains statistical tables on full-time white collar employment by agency and geographic area, by general schedule and equivalent grades, by special categories, and by occupational group. Issued annually. Most recent trends indicate a slight increase in women working in the federal government and a slight increase in percentage in middle and upper grades.

Investigating Complaints of Discrimination in Federal Government. 1975. (CS 1.58: 17/3)

A manual for individuals conducting investigations of complaints of discrimination in federal employment which are based on race, color, religion, age, sex, or national origin.

*United States Department of Health,
Education, and Welfare*

Women and Social Security; Law and Policy in Five Countries by Delmer Hoskins and Lenore E. Bixby. 1973. (HE 3.49: 42)

Reviews major provisions relating to women and the mid-1972 status of reform proposals in five countries: Belgium, Federal Republic of Germany, France, Great Britain, and the United States.

A Woman's Guide to Social Security. 1975. (HE 3.6/3: W84)

A short popular pamphlet on Social Security benefits for wives, widows, divorcees, and women workers.

Review and Synthesis of Research on Women in the World of Work by Mary Bachkievit. 1972. (HE 5.2: W84)

Covers the following topics: women at work, international and United States, current trends and issues with emphasis on vocational education and occupations. Includes an 18-page bibliography.

Sex Roles, A Research Bibliography by Helen S. Astin, Allesen Parelman, and Anne Fisher. 1975. (HE 20.8113: Se 9)

An annotated bibliography published under the auspices of the United States National Institute of Mental Health. Items 262-331 cover sex roles and the world of work, 1960-1972.

Women and Mental Health, A Bibliography edited by Phyllis E. Cromwell. 1974. (HE 20.8113: W84/970-973)

Another annotated bibliography in the National Institute series. Items 185-293 cover writings on education, occupation, and opportunities published since 1970.

United States Department of Labor

Women & Work, News from the Department of Labor. (L 1.20/8: (date))

A monthly newsletter reviewing current le-

gal decisions, careers, legislation, and labor publications.

Manpower Report of the President. 1974. (L 1.42/2: 974)

Has sections on women's education, experience, tenure and earnings, occupational progress, and working wives and family migration.

Bureau of Labor Statistics

United States Working Women, A Chartbook. 1975. (L2.3: 1880)

Contains charts giving statistical data on the labor force participation of women—employment and unemployment. Includes special sections on labor force participation by marital status, income and earnings, overtime work, job tenure, transportation, life expectancy. Has selected indicators by race and Spanish origin. Updated by monthly statistics in *Employment and Earnings* and the *Monthly Labor Review*.

Employment Standards Administration

Facts on Women Workers of Minority Races. 1974. (L 36.102: M66/974)

A brief fact sheet outlining labor force participation by age, sex, and race. Has statistics on labor force participation of women heads of families, mothers, high school dropouts, major occupational groups, and median wage in 1972.

Why Women Work. 1974. (L 36.102:W84/2)

Using statistics for support, makes the point that women work for the same reasons men do. Millions of women in the labor force worked to support themselves or others including women heads of families, mothers with husbands present (but earning low income), and wives whose husbands were unemployed or unable to work.

Manpower Administration

Dual Careers; A Longitudinal Study of Labor Market Experience of Women. 1970-1975. (L 1.39/3.21/v.1-3)

Studies four subsets of the U.S. population: men 45-59 years of age, women 30-44, young men and women, 14-24. Each study seeks to identify those characteristics most important in explaining labor force participation, unem-

ployment experience, and labor mobility. Volume one contains initial 1967 data on women 30-44. Volume two summarizes findings of the second round of interviews done in 1969. Volume three concentrates on the demand for child care facilities and the movement of women in and out of traditionally male occupations.

Years of Decision, A Longitudinal Study of Educational and Labor Market Experience of Young Women. 1971-1974. (L 1.39/3: 24/v.1-2)

Volume one contains data collected in the initial 1968 survey of young women age 14-24. Volume two summarizes information collected on the second round of interviews in 1969. The study focuses on educational attainment and aspirations, interfirm movement, geographic mobility, and extent of occupational information possessed by respondents. All members will be periodically sampled for five years.

Women in Apprenticeship, Why Not? by Norma Briggs. 1974. (L 1.39/3.33)

A study of women in apprenticeship positions in Wisconsin. Women occupy only 4 per cent of all apprenticeship positions—almost all are cosmetologists. This study surveys those who administer apprenticeship programs, trade and industry coordinators for vocational and technical schools and service and manufacturing shops in Fox River Valley. The report concludes that too many practices in apprenticeship have persisted simply from tradition and prevent the entry of a greater number of women into apprenticeship positions.

Wage and Hour Division

Equal Pay. 1974. (L 36.202:Eq 2/974)

A 16-page publication reviewing the basic provisions of the Equal Pay Act, enforcement actions, and court cases.

Equal Pay for Equal Work. 1974. (L 36.209: 800/2)

A detailed interpretive bulletin on the 1963 Equal Pay Act. Includes official interpretation of the Department of Labor with respect to the meaning and application of the equal pay

provisions added to the Fair Labor Standards Act.

Women's Bureau

Careers for Women in the 1970's. 1973. (L 36.102:C18)

Reviews changes in major occupational groups and cites number of annual average openings to 1980. The report concludes that some women must change their career aspirations since openings in the usual "women's" occupations will not be sufficient to supply jobs for all women seeking work.

Myth and Reality. 1974. (L 36.102: M99/974)

Gives the myth (i.e., popular saying or belief) and then states the facts. For example: "Myth"—The employment of mothers leads to juvenile delinquency. "Reality"—Studies show that many factors must be considered . . . whether or not a mother is employed does not appear to be a determining factor. . . .

Non Traditional Occupations for Women of the Hemisphere: The U.S. Experience. 1974. (L 36.102: Oc1)

A conference report which deals with women employed in appointive government positions, politics, higher education and administration, law and labor, as entrepreneurs, in investments, and in the construction industry. Includes presentations by various private and government agencies on promoting training and employment opportunities for women in non traditional fields.

Handbook on Women Workers. 1975. (L 36.103:297)

A statistical and prose analysis of women as workers, employment by industry, by occupation, income and earnings, education, training, laws governing employment and status, institutions and methods to advance the status of women. In sum, the basic reference on women workers.

A Working Woman's Guide to Her Job Rights. 1975. (L 36.110:55/2)

Reviews services, laws, etc., involved in getting the job while working and when retiring.

Lists state and federal agencies which are useful sources of assistance.

State Labor Laws in Transition: From Protection to Equal Status for Women. 1976. (L 36.112: 15)

Reviews state laws relating to minimum wage, equal pay, fair employment, maximum hours, and occupational safety and health.

Women Workers in Washington, 1970. 1974. (L 36.114: W27/970)

One of a series of publications of profiles of women workers in various states reviewing the proportion of women in the labor force, age, education, marital status, and number of working mothers. Includes sections on black women workers and women of Spanish origin.

United States International Trade Commission

Footwear. 1976. (TC 1.2: F73/65)

Typical industry survey of a low-wage occupation employing mostly women. The survey has a section on employee earnings and characteristics which gives some information on wage differentials by sex and turnover.

United States Equal Opportunity Employment Commission

Toward Fair Employment and the EEOC by Avril Adams. 1973. (Y 3.Eq 2:2Em7/3)

Investigates compliance procedures under Title 7 of the Civil Rights Act of 1964. The study demonstrates that fair employment legislation has had limited effectiveness as a means to equal employment opportunity.

Minorities and Women in State and Local Governments, 1973: The U.S. Summary. 1973. (Y 3.Eq2.2St2/973/v.1)

Women and minorities are still concentrated in relatively low paying positions. Even when in similar occupations, minorities and women generally earn lower median salaries than whites and men respectively.

Affirmative Action Survey of Innovative Programs for Women by Jerolyn Lyle. 1973. (Y 3.Eq2.2W84/2)

Reviews research findings about women in

the American economy, studies affirmative action programs in private industry, and makes recommendations for more effective affirmative action programs to EEO. Present field research suggests that very few firms are taking the push for equal employment opportunity for women seriously. Includes a 216-item annotated bibliography.

Minorities and Women in Referral Units in Building Trade Unions, 1972. 1974 (Y 3. Eq2: 11/44)

Females were less than 1 percent of all building and trade referral unit membership reported to EEOC in 1972. Black women and women of Spanish origin accounted for a high proportion of the total female membership.

Employment Problems of Women: A Classic Example of Discrimination. 1972. (Y 3.Eq 2: 11/972-37)

Covers male-female wage differentials, future labor force activity of women, women and labor unions, the day care problem, and state protective laws.

Equal Employment Opportunity Report 1973; Job Patterns for Minorities and Women in Private Industry. 1975. (Y3.Eq2:12/971/ v.1-10)

EEO has been collecting data since 1966 on ethnic group and sex. Minorities and women have been consistently concentrated in job categories and industries noted for low average earnings. Includes statistical compilations of employees by various regions of the country, state, occupations, minority group, and sex.

Citizen's Advisory Council on the Status of Women

Women in 1974. 1975. (Y 3.In8/21: W84/974)

An annual report reviewing progress in the following areas: women in elective office, Equal Rights Amendment, homemakers and family, employment, education, credit, portrayal of women in the media, programs of the United States Commission on Civil Rights and legislation.

United States Congressional Hearings

Following is a list of recent hearings, each containing testimony by expert witnesses on the subject of the hearing:

Economic Problems of Aging Women. 1975. (Y 4.Ag4/2: Ec7)

Age and Discrimination in Employment and Review of Federal Response to Employment Needs of the Elderly. 1976. (Y 4.Ag4/2: Em7)

Pension Problems of Older Women. 1975. (Y 4.Ag4/2: P38)

Women and Railroad Retirement. 1976. (Y 4.Ag4/2: R13)

Social Security Inequities Against Women. 1975. (Y 4.Ag4/2: So1/2)

Equal Opportunity for Women—Displaced Homemakers and Minority Women. 1976. (Y 4.Ag4/2: W84)

Economic Problems of Women. 1973. (Y 4.Ec 7: W84/pt. 1-3)

Oversight Hearings on Discrimination Against Women. 1973. (Y 4.Ed8/1: W84/4)

World Conference of the International Women's Year. 1975. (Y 4.G74/6: In8/15)

Women's Educational Equity Act of 1973. 1973. (Y 4.L11/2: W84)

Miscellaneous United States Government Agencies

Army

Utilization of Civilian Women Employees within Department of Army, 1973. 1974. (D 101.37: 78-79)

Analyzes the employment situation in relation to providing greater equity in employment for women in the Department of the Army. Includes 17-page bibliography.

Air Force

Who Says Men Don't Listen When A Woman Talks/Women Officers in the Air Force. 1970. (D 301.2: W84/2)

Designed to interest women in an Air Force career.

Women in the Military edited by Betsy Cox. 1975. (D 305.12: 51)

A selected bibliography from the holdings of the Air Force Library. Includes periodicals

and government documents and has a section on foreign servicewomen.

Women and the American Economy. 1976.
(D 305.12: 52)

A selected bibliography from the holdings of the Air Force Academy Library. Covers materials on discrimination and equal rights, employment and the family, labor force participation, occupations. Includes monographs, periodical articles, and documents.

Internal Revenue Service

Opportunities for Women with IRS. 1975.
(T22.2: W84)

Recruiting brochure aimed at women with college majors in accounting, finance, business administration, economics, police administration, law, and criminology. Revenue agents, revenue officers, special agents, tax auditors, and attorneys are especially needed.

Treasury

Focus on Women '75 at the Bureau of the Public Debt. 1975. (T 63.202: W84)

Focuses on women who have made special contributions to the bureau. The publication contains a short biographical sketch of each woman and was published to promote observance of International Women's Year.

STATE PUBLICATIONS

California

Commission on the Status of Women

A Model Women's Component for an Affirmative Action Program: State and Local Government. 1975.

Enables women to understand the concepts of affirmative action and be able to use it as a tool to increase employment of women of all races.

Department of Industrial Relations

State of California Plan for Equal Opportunity in Apprenticeship. 1976.

Seeks to prohibit discrimination based on race, color, religion, national origin, and sex.

Employment Development Department

Women at Work in California. 1975.

Prose and statistical analysis of current status of working women in California. Includes women union members in California, employment of women in selected industries, educational characteristics, etc.

Legislature. Joint Committee on
Legal Equality

This committee has held hearings on the following topics:

Women in the Justice System. 1974.

The Re-entering Woman from Housewife to Career. 1974.

Utilizing Employment Potentials of Minority Women. 1974.

Employment Opportunities for Women in State Government. 1974.

Employment Problems of College Educated Women. 1974.

A Survey of Re-entry Women in California: Needs—Problems—Programs. 1975.

Career Education and Women. 1975.

Women and the California Labor Code. 1975.

On Working: Women in the Labor Force. 1975.

A Review of State Testing Procedures and Their Impact on Women and Minority Employees. 1976.

State Personnel Board

The Status of Women in the California State Civil Service. 1974.

Surveys the results of the state's affirmative action program to insure equal employment opportunities. The report describes current employment status of women in the California State Civil Service System and identifies future priority needs.

Wisconsin

Governor's Commission on the
Status of Women

Wisconsin Women and the Law. 1975.

Contains sections on employment and economically disadvantaged women. The report outlines state and federal laws and executive orders governing employment practices affecting women.

INTERNATIONAL GOVERNMENT
PUBLICATIONS

International Labor Organization

Equality of Opportunity and Treatment for Women Workers Report. 1975. (ILC 60/VIII)

Reviews background of national and international labor organizations and United Nations action for promoting equality of opportunity.

*United Nations Educational, Scientific,
and Cultural Organization*

Women, Education, Equality. 1975.

A report on three experimental projects in the Upper Volta, Nepal, and Chile designed to create equal educational opportunities for women and to be used as a means for fully integrating women into the economic development program.

New From ABC-Clio

The History of Ideas

A Bibliographic Introduction
Volume II: Medieval and Early Modern Europe

Jeremy L. Tobey

Each volume in this four-volume series covers the reference works, books, and articles that focus on a particular period, problem, or development in the history of ideas. Volumes in the series cover the history of ideas from classical antiquity to the death of Issac Newton in 1727. Author/title index. vii, ca. 256 pages. LC 76-8017. CIP. February 1977. \$19.75 casebound only. (ISBN 0-87436-239-3).

The Arab-Israeli Conflict: A Historical, Political, Social, and Military Bibliography. Ronald M. DeVore. Chronology. Author/title index. xxiv, 273 pages. CIP 1976. \$17.50 casebound only. (ISBN 0-87436-299-6).

Citizen Groups in Local Politics

A Bibliographic Review

John D. Hutcheson, Jr.,
and Jann Shevin

Covers books, monographs, guides, handbooks, articles, reviews, and dissertations published since 1960. Annotations summarize the content of each work and, when applicable, the methods, objectives, and results of the research involved. Author index. xi, 275 pages. LC 76-23441. CIP. 1976. \$19.75 casebound only. (ISBN 0-87436-231-8).

The Study of International Politics: A Guide to the Sources for the Student, Teacher, and Researcher. Dorothy F. LaBarr and J. David Singer. Author index. ix, 211 pages. LC-76-12545. CIP. 1976. \$17.95 casebound only. (ISBN 0-87436-233-4).

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