

Office employees

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UNITED EMPLOYERS INCORPORATED

610 SIXTEENTH STREET
OAKLAND 12 · CALIFORNIA
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August 22, 1958

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TO PARTICIPANTS IN OFFICE WORKERS SALARY SURVEY:

Attached is a preliminary salary report from our midyear 1958 Survey of Office Workers' Salaries in the San Francisco Bay Area. This survey is based upon data from 278 manufacturing and non-manufacturing firms covering a total of 25,960 office employees.

The increase in the average of median rates is \$13.00, or 3.7%, since mid-year 1957 for the 37 job classifications surveyed. Rates for all classifications were at higher levels than in past years.

The rise in the general level of office workers' rates approximates changes in the cost of living since last year. The Bureau of Labor Statistics' Consumers Price Index for San Francisco rose 4.2% - from 122.8 to 128.0 - between June 1957 and June 1958.

The final report, which will be the thirteenth Annual Survey of Office Salaries conducted jointly by United Employers, Inc., and Federated Employers of San Francisco, will be released soon. It will contain additional information on salaries along with data on personnel practices.

We wish to thank the firms and associations who make this Survey possible through their participation.

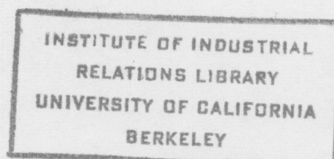
Very truly yours,

UNITED EMPLOYERS, INC.

J. E. Cantwell

J. E. Cantwell
Acting Vice President-General Manager

Enclosure



SEP 5 1958

OFFICE SALARIES
MID-YEAR 1958
SAN FRANCISCO AREA
(San Francisco, San Mateo and Marin Counties)
ALL INDUSTRIES

JOB CLASSIFICATION	NUMBER OF EMPLOYEES	MONTHLY RATES			
		AVERAGE	MIDDLE 50 PER CENT		
			LOW	MEDIAN	HIGH
<u>CLERICAL</u>					
1. Office Boy or Girl	882	\$274	\$251	\$276	\$289
2. Junior Clerk	985	280	249	273	306
3. Intermediate Clerk	2067	339	288	337	388
4. File Clerk	736	298	239	278	369
5. Stock Room Clerk	184	340	300	340	379
6. Accounting Clerk	1264	382	338	393	427
7. Billing Clerk	272	328	276	312	379
8. Payroll Clerk	282	381	328	384	431
9. Order Clerk	459	397	349	411	435
10. Senior Clerk	2294	401	348	382	446
11. Head File Clerk	146	417	366	413	438
12. Supv. Clerk-Office Mgr.	586	563	490	551	624
<u>MACHINE OPERATORS</u>					
13. Addressograph Operator	201	297	270	294	308
14. Mimeograph Operator	112	309	271	305	348
15. Switchboard Oper./Recpt.	309	314	284	308	338
<u>STENOGRAPHIC</u>					
16. Junior Typist	640	275	254	268	293
17. Senior Typist	730	313	283	307	344
18. Jr. Trans. Mach. Oper.	190	355	312	379	395
19. Sr. Trans. Mach. Oper.	180	339	296	324	366
20. Junior Stenographer	618	320	291	314	346
21. Senior Stenographer	1122	352	319	347	388
22. Secretary	1108	386	352	382	413
23. Executive Secretary	397	426	381	410	462
<u>TABULATING</u>					
24. Jr. Key punch Operator	506	319	276	309	363
25. Sr. Key punch Operator	333	352	312	352	393
26. Tabulating Mach. Oper.	337	362	330	364	395
27. Sr. Tabulating Mach. Oper.	288	416	382	427	445
28. Tabulating Dept. Supv.	216	500	428	490	557
<u>ACCOUNTING</u>					
29. Billing Machine Operator	233	318	257	277	304
30. Calc.-Compt. Mach. Oper.	400	338	296	331	383
31. Jr. Bkkg. Mach. Oper.	150	315	278	301	332
32. Sr. Bkkg. Mach. Oper.	104	350	308	343	383
33. Bookkeeper	562	328	262	303	427
34. Junior Accountant	334	423	378	422	486
35. Senior Bookkeeper	179	483	412	492	570
36. Supv. Sr. Bookkeeper	68	523	459	518	585
37. Senior Accountant	171	600	507	586	681
Average Monthly Rate	-	371	-	365	-

August 18, 1958

FEDERATED EMPLOYERS OF SAN FRANCISCO
2 Pine St., San Francisco, California

OFFICE SALARIES
MID-YEAR 1958
EAST BAY AREA
(Alameda and Contra Costa Counties)
ALL INDUSTRIES

JOB CLASSIFICATION	NUMBER OF EMPLOYEES	MONTHLY RATES			
		AVERAGE	MIDDLE 50 PER CENT		
			LOW	MEDIAN	HIGH
<u>CLERICAL</u>					
1. Office Boy or Girl	125	\$275	\$250	\$267	\$297
2. Junior Clerk	529	276	255	272	295
3. Intermediate Clerk	807	354	317	348	376
4. File Clerk	202	310	266	303	373
5. Stock Room Clerk	82	382	374	389	420
6. Accounting Clerk	212	350	307	345	398
7. Billing Clerk	146	302	268	291	328
8. Payroll Clerk	151	373	327	385	420
9. Order Clerk	169	394	333	399	440
10. Senior Clerk	638	407	361	414	448
11. Head File Clerk	23	362	316	340	400
12. Supv. Clerk-Office Mgr.	144	501	429	493	573
<u>MACHINE OPERATORS</u>					
13. Addressograph Operator	42	294	270	286	322
14. Mimeograph Operator	41	301	274	297	320
15. Switchboard Oper./Recpt.	164	299	261	288	335
<u>STENOGRAPHIC</u>					
16. Junior Typist	260	281	255	274	297
17. Senior Typist	193	314	284	314	340
18. Jr. Trans. Mach. Oper.	40	310	284	303	340
19. Sr. Trans. Mach. Oper.	101	325	297	321	355
20. Junior Stenographer	265	301	266	293	329
21. Senior Stenographer	320	352	317	355	387
22. Secretary	445	386	352	390	423
23. Executive Secretary	29	438	400	437	477
<u>TABULATING</u>					
24. Jr. Key punch Operator	100	325	293	326	360
25. Sr. Key punch Operator	98	354	323	353	398
26. Tabulating Mach. Oper.	76	372	328	380	416
27. Sr. Tabulating Mach. Oper.	227	305	251	267	393
28. Tabulating Dept. Supv.	28	538	440	537	580
<u>ACCOUNTING</u>					
29. Billing Machine Operator	24	311	266	318	350
30. Calc.-Compt. Mach. Oper.	61	320	278	318	357
31. Jr. Bkkpg. Mach. Oper.	161	266	242	261	283
32. Sr. Bkkpg. Mach. Oper.	35	341	321	340	357
33. Bookkeeper	192	286	244	263	300
34. Junior Accountant	75	427	383	434	464
35. Senior Bookkeeper	50	463	420	463	523
36. Supv. Sr. Bookkeeper	24	511	480	525	560
37. Senior Accountant	36	572	515	570	620
Average Monthly Rate	-	359	-	356	-

August 18, 1958

FEDERATED EMPLOYERS OF SAN FRANCISCO
2 Pine St., San Francisco, California

OFFICE SALARIES
MID-YEAR 1958
SAN FRANCISCO BAY AREA
(San Francisco, San Mateo, Marin, Alameda and Contra Costa Counties)
ALL INDUSTRIES

JOB CLASSIFICATION	NUMBER OF EMPLOYEES	MONTHLY RATES			
		AVERAGE	MIDDLE 50 PER CENT		
			LOW	MEDIAN	HIGH
<u>CLERICAL</u>					
1. Office Boy or Girl	1007	\$274	\$251	\$275	\$290
2. Junior Clerk	1514	278	252	273	301
3. Intermediate Clerk	2874	343	295	342	391
4. File Clerk	938	301	244	287	370
5. Stock Room Clerk	266	353	310	362	382
6. Accounting Clerk	1476	377	329	386	424
7. Billing Clerk	418	319	273	302	353
8. Payroll Clerk	433	378	327	384	426
9. Order Clerk	628	396	344	407	437
10. Senior Clerk	2932	402	352	392	447
11. Head File Clerk	169	409	350	410	430
12. Supv. Clerk-Office Mgr.	730	551	469	544	618
<u>MACHINE OPERATORS</u>					
13. Addressograph Operator	243	296	270	293	309
14. Mimeograph Operator	153	307	274	302	345
15. Switchboard Oper./Recpt.	473	309	277	303	335
<u>STENOGRAPHIC</u>					
16. Junior Typist	900	277	254	270	294
17. Senior Typist	923	313	283	308	340
18. Jr. Trans. Mach. Oper.	230	348	300	373	391
19. Sr. Trans. Mach. Oper.	281	334	296	322	359
20. Junior Stenographer	883	314	282	309	340
21. Senior Stenographer	1442	352	318	349	388
22. Secretary	1553	386	352	384	417
23. Executive Secretary	426	426	382	413	463
<u>TABULATING</u>					
24. Jr. Key punch Operator	606	320	279	308	363
25. Sr. Key punch Operator	431	352	314	352	396
26. Tabulating Mach. Oper.	413	364	330	365	399
27. Sr. Tabulating Mach. Oper.	515	367	273	393	435
28. Tabulating Dept. Supv.	244	505	428	497	560
<u>ACCOUNTING</u>					
29. Billing Machine Operator	257	317	258	278	307
30. Calc.-Compt. Mach. Oper.	461	335	294	328	377
31. Jr. Bkkg. Mach. Oper.	311	290	253	280	307
32. Sr. Bkkg. Mach. Oper.	139	348	313	341	373
33. Bookkeeper	754	317	269	289	379
34. Junior Accountant	409	424	379	423	481
35. Senior Bookkeeper	229	479	414	482	547
36. Supv. Sr. Bookkeeper	92	520	461	518	578
37. Senior Accountant	207	595	508	582	674
Average Monthly Rate	-	367	-	364	-

August 18, 1958

FEDERATED EMPLOYERS OF SAN FRANCISCO
2 Pine St., San Francisco, California

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