

Office employees

SAN FRANCISCO EMPLOYERS COUNCIL  
ONE FOURTEEN SANSOME STREET • SAN FRANCISCO • CALIFORNIA

December 30, 1942

To the Firm Addressed:

Gentlemen:

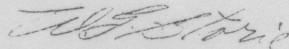
For your information and files, we enclose a copy of a survey which has just been completed covering wages paid to workers in key office and clerical positions.

Coming as it does when business is beginning to feel the effect of war industry demands on one hand and the economic stabilization program on the other, we think this survey is the most timely office worker wage study we have yet made, and commend it to your careful consideration.

There may be certain points of individual interest developed by the inquiry which are not included in the general tabulations enclosed. If there are any specific questions which you have, please phone the Research Department for further discussion (YUkon 1750).

This survey was not prepared for general publication, but as an informative document for the executives of our member firms.

Very truly yours,

  
Vice-President

WGS:C:WS

# SURVEY OF SALARIES OF SAN FRANCISCO OFFICE EMPLOYEES

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## SCOPE OF THE SURVEY

Date - Figures given are for the month of November, 1942.

Coverage - The survey was intended to cover every important industry employing a sizeable office force in San Francisco. The three or four largest firms in each industry were invited to participate. The actual coverage and omissions are shown in the table on page 7.

Area - In general, the offices represented are located in downtown San Francisco, except for the shipyards.

Size of Offices - The following table shows the grouping of firms according to the numbers of employees reported on in the classifications covered by the survey. The entire office will, of course, be somewhat larger.

<u>No. of Employees Reported on</u>	<u>No. of Firms</u>
1-20	5
21-50	16
51-100	20
100-350	12
450-850	4
over 850	1
	<u>58</u>

Method of Computation - each of the figures shown on page 5 is the arithmetic mean of the salaries reported by each firm for each classification, weighted by the number of employees reported by each firm in the respective classifications. The figures are therefore the average salaries received by the employees reported on, rather than the averages of the salary scales of the firms.

## ADDITIONAL DATA

Tables have also been compiled giving city, state and federal civil service scales, salaries quoted for jobs listed with the U. S. Employment Service, and salaries and wages paid women in defense industries. These are available to employers upon request.

LENGTH OF STRAIGHT-TIME WORKWEEK

<u>Length of Week</u>	<u>No. of Firms</u>
39 3/4 or 40	38
38 or 38 3/4	7
37 1/2	8
36 to 37	5
	<u>58</u>

SATURDAY WORK

32 firms worked 5 days per week  
 18 firms worked every Saturday morning at straight time  
 3 firms worked 6 2/3 hours every Saturday (retail stores)  
 2 firms worked alternate Saturday mornings at straight time  
 1 firm worked alternate Saturday mornings at overtime  
 1 firm worked every Saturday morning at overtime  
 1 firm worked all day every Saturday at overtime  
58

OVERTIME

5 firms reported that they did not pay overtime  
 53 firms reported that they paid time and one-half for overtime  
58  
 49 firms pay overtime after 40 hours per week  
 3 firms pay overtime after periods ranging from 37 to 38 hours  
 1 firm has a plan whereby all salaries have been increased 15%  
 to take care of varying amounts of overtime.  
53

7 firms also pay overtime after 8 hours per day and  
 1 after 7 3/4 hours per day.

GENERAL SALARY INCREASES SINCE JANUARY 1, 1941

51 firms reported that they have made general increases in their office salaries since January 1, 1941.

<u>Amount of Increase</u>	<u>No. of Firms</u>
10% or less	10
\$10	2
11% to 14%	6
\$13 to \$15	4
15%	4
"Between \$15 and \$20"	1
16% to 20%	11
\$20 to \$23	7
Over 20%	4
\$29	1
Amount not stated	1
	<u>51</u>
No general increase	7
	<u>58</u>

SUPPLEMENTARY SALARY BONUS

15 firms pay a supplementary salary bonus monthly, quarterly or semi-annually.

9% and less	3
10%	5
13%	4
18%	1
Not stated	2
	<u>15</u>

ANNUAL BONUS OR CHRISTMAS PRESENT

13 firms pay an annual bonus or Christmas present

1½ months' salary	1
1 month's salary	4
½ month's salary	2
Up to \$25	1
Not stated	5
	<u>13</u>

NOTE: Supplementary salary bonuses were included in the averages given on Page 4, but annual bonuses and Christmas presents were not.

MAIL CLERKS, MESSENGERS, HALL AND OFFICE BOYS AND GIRLS: Beginners without training doing simple tasks.

FILE CLERKS. Routine filing; possibly promoted from group above.

STOCK ROOM CLERKS. Receive, shelve, give out, and maintain the inventory of the stock of office forms, stationery and supplies.

GENERAL CLERKS. (a) Junior: Beginners or those promoted from filing jobs, doing simple tasks requiring no experience; possibly older women of limited experience or ability.

(b) Intermediate: About a year's experience. Under supervision, do work involving limited judgment: check and verify routine bills, price customers' invoices and branch charges, write bills of lading and shipping forms, compile reports, check customers' credit, and keep stock records.

(c) Senior: Several years' experience with the firm. Under supervision, prepare reports, dictate letters, check and verify non-routine bills, adjust complaints, check freight bills, file claims, keep personnel, time, and payroll records; possibly supervise the work of several junior clerks.

TYPIST-CLERKS. (a) Junior: Beginners doing simple clerical work involving typing; type 40 w.p.m.

(b) Intermediate: Those promoted from the junior grade after a year or more of experience, or older women with limited ability doing an average job; type 50 w.p.m.

(c) Senior: Several years' experience with the firm. Qualified to do scheduling, statements, and billing, cut stencils, help make up reports and statements, keep time records, compile and tabulate statistical data, etc. Type 60 w.p.m.

STATISTICAL TYPISTS. Do typing requiring skill in typographical set-up of statements and tables, and a high degree of accuracy.

COPY TYPIST. Straight routine copying of typed, mimeographed, or printed material, and heavy manifold work.

DICTAPHONE-EDIPHONE TRANSCRIBERS. (a) Junior: Advanced from the typist-clerk classification. Capable of nominal production.

(b) Senior: An expert typist with several years' experience, specializing in transcription, and capable of volume production.

STENOGRAPHERS. (a) Junior: Those having business school or high school commercial training, or older women with limited ability; dictation 80-100 w.p.m., typing 50 w.p.m.

(b) Senior: Several years' experience. Capable of taking fairly technical dictation (100-125 w.p.m.); proficient in English; able to carry out oral instructions and take care of departmental clerical work, telephone calls, etc. Typing 60 w.p.m.

ACCOUNTANTS. (a) Apprentice: Beginners who have taken accounting courses or who are well grounded in arithmetic.

(b) Junior: About two years' experience in accounting departments or C.P.A. offices; under supervision, do one phase of accounting work or jobs requiring little experience.

(c) Senior: Several years' experience with the firm. Under supervision, control accounting activities, conduct audits, make reports, set up costs and distribution budgets, supervise juniors.

BOOKKEEPERS. (a) Apprentice: Inexperienced graduates of bookkeeping courses doing relatively simple and routine clerical work.

(b) Junior: About two years' experience. Under supervision take charge of and maintain a small set of books, post cost, subsidiary, and customers' records and purchase journal, and compile sales records.

(c) Senior: Several years' experience with the firm. Under supervision, maintain books, journals, general ledgers, and records of receipts and disbursements; prepare financial reports, analyze statistical data, make tax reports, and supervise juniors.

For definitions of the classifications listed below, see Page 4.  
Salaries are given on a monthly basis and are rounded to the nearest dollar.

<u>Classification</u>	<u>To Start</u>	<u>After 1 Year</u>	<u>Present</u>
MAIL CLERKS, MESSENGERS, HALL AND OFFICE BOYS AND GIRLS	\$ 97	\$113	\$103
FILE CLERKS	103	119	117
STOCK ROOM CLERKS	122	132	136
GENERAL CLERKS - Junior	100	125	118
Intermediate, Male	144	159	183
Intermediate, Female	125	143	152
Intermediate, not specified	127	146	148
Senior, Male	173	219	219
Senior, Female	132	153	157
Senior, not specified	169	188	201
TYPIST-CLERKS - Junior	93	119	111
Intermediate	115	123	121
Senior	132	133	135
STATISTICAL TYPISTS	127	133	140
COPY TYPISTS	110	120	123
DICTAPHONE TRANSCRIBERS - Junior	111	121	119
Senior	130	142	141
STENOGRAPHERS - Junior	104	119	115
Senior	127	146	135
ACCOUNTANTS - Apprentice	132	155	165
Junior	158	179	184
Senior	197	238	261
BOOKKEEPERS - Apprentice	94	112	117
Junior	137	152	148
Senior	184	207	204
BOOKKEEPING MACHINE OPERATORS			
Without typewriter keyboards	102	131	121
With typewriter keyboards	127	142	144
BILLING MACHINE OPERATORS			
Without calculating registers	118	130	128
With calculating registers	129	148	142
COMPTOMETER OR CALC. MACH. OPER.	123	141	136
ADDRESSOGRAPH OPERATORS	110	127	121
DUPLICATING MACHINE OPERATORS	111	123	127
KEY PUNCH OPERATORS	115	132	<del>137</del> 131
X TABULATING MACHINE OPERATORS	144	157	163 X
PBX OPERATORS	114	132	133

It will be noted that the average salaries now being received are in some cases greater and in others less than the scales paid after one year. This is due to two factors:

1. In some classifications, most of the employees have held their present positions longer than one year, so that their present salaries reflect subsequent increases, while in other classifications the majority have less than one year's service.

2. Due to the nature of the data received, the number of employees whose salaries were averaged is different in the two columns. The actual numbers included are shown in the table on Page 6.

MEDIAN SALARIES RECEIVED BY EMPLOYEES REPORTED ON

For definitions of the classifications listed below, see Page 4.  
Salaries are monthly and are rounded to the nearest dollar.

<u>Classification</u>	<u>To Start</u>	<u>After 1 Year</u>	<u>Present</u>
MAIL CLERKS, MESSENGERS, HALL AND OFFICE BOYS AND GIRLS	\$100	\$120	\$105
FILE CLERKS	99	118	115
STOCK ROOM CLERKS	108	110	108
GENERAL CLERKS - Junior	100	127	115
Intermediate, Male	142	150	181
Intermediate, Female	122	150	157
Intermediate, not specified	125	140	155
Senior, Male	175	225	210
Senior, Female	137	147	174
Senior, not specified	184	201	201
TYPIST-CLERKS - Junior	92	125	115
Intermediate	110	121	121
Senior	121	138	134
STATISTICAL TYPISTS	128	130	145
COPY TYPISTS	112	120	120
DICTAPHONE TRANSCRIBERS - Junior	111	123	115
Senior	130	144	144
STENOGRAPHERS - Junior	98	115	121
Senior	130	144	154
ACCOUNTANTS - Apprentice	132	150	168
Junior	147	170	192
Senior	192	235	250
BOOKKEEPERS - Apprentice	85	110	120
Junior	135	150	143
Senior	205	210	200
BOOKKEEPING MACHINE OPERATORS			
Without typewriter keyboards	100	125	115
With typewriter keyboards	125	140	146
BILLING MACHINE OPERATORS			
Without calculating registers	121	123	121
With calculating registers	125	135	137
COMPTOMETER OR CALC. MACH. OPER.	125	145	140
ADDRESSOGRAPH OPERATORS	107	127	127
DUPLICATING MACHINE OPERATORS	107	125	130
KEY PUNCH OPERATORS	113	130	130
X TABULATING MACHINE OPERATORS	150	155	158 X
PBX OPERATORS	115	130	135

THE MEDIAN is the salary halfway down the list when the salaries received are listed in order of magnitude. Half of the employees reported on receive salaries equal to or greater than the median, while the other half receive salaries equal to or less than the median.

AVERAGE SALARIES RECEIVED BY EMPLOYEES REPORTED ONEXCLUDING BANKING AND INSURANCE

For definitions of the classifications listed below, see Page 4.  
Salaries are given on a monthly basis and are rounded to the nearest dollar.

Classification	To Start			Present Average		
	No. of Firms	No. of Empl.	Avg. Salaries	No. of Firms	No. of Empl.	Avg. Salaries
MAIL CLERKS, MESSENGERS, HALL AND OFFICE BOYS AND GIRLS	45	274	\$ 98	46	277	\$105
FILE CLERKS	39	170	106	40	169	120
STOCK ROOM CLERKS	25	132	120	24	126	134
GENERAL CLERKS - Junior	33	446	111	34	446	127
Intermediate, Male	6	129	144	6	129	183
Intermediate, Female	5	88	125	5	88	152
Intermediate, not specified	35	481	130	38	503	149
Senior, Male	5	165	173	5	165	219
Senior, Female	4	62	132	4	62	157
Senior, not specified	33	556	167	38	592	193
TYPIST-CLERKS - Junior	28	376	93	26	137	108
Intermediate	23	128	118	26	148	122
Senior	19	103	138	23	122	136
STATISTICAL TYPISTS	20	60	131	19	56	144
COPY TYPISTS	16	43	115	15	42	128
DICTAPHONE TRANSCRIBERS - Junior	8	21	111	9	24	119
Senior	16	61	128	20	87	141
STENOGRAPHERS - Junior	29	169	115	31	172	119
Senior	45	575	130	49	600	152
ACCOUNTANTS - Apprentice	5	50	132	4	49	165
Junior	14	94	158	16	96	186
Senior	22	195	197	28	233	262
BOOKKEEPERS - Apprentice	7	31	94	6	29	119
Junior	17	47	141	21	55	151
Senior	28	121	188	37	145	210
BOOKKEEPING MACHINE OPERATORS						
Without typewriter keyboards	9	24	116	10	27	133
With typewriter keyboards	27	96	129	28	96	145
BILLING MACHINE OPERATORS						
Without calculating registers	20	84	118	24	94	128
With calculating registers	12	40	129	12	40	142
COMPTOMETER OR CALC. MACH. OPER.	37	319	123	37	319	136
ADDRESSOGRAPH OPERATORS	24	53	112	25	51	118
DUPLICATING MACHINE OPERATORS	19	51	113	21	53	124
KEY PUNCH OPERATORS	23	121	119	25	125	131
X TABULATING MACHINE OPERATORS	15	30	143	18	39	169
PBX OPERATORS	38	115	115	47	127	133
	50	5510		52	5503	

NOTE: This table includes figures for all employees reported on by the industries shown on page 7 except the 5 firms listed under Banking and Insurance.



TABLE SHOWING NUMBER OF FIRMS REPORTING  
AND NUMBER OF EMPLOYEES REPORTED ON IN EACH CLASSIFICATION

<u>Classification</u>	<u>To Start</u>		<u>After 1 Year</u>		<u>Present</u>	
	<u>Firms</u>	<u>Empl.</u>	<u>Firms</u>	<u>Empl.</u>	<u>Firms</u>	<u>Empl.</u>
MAIL CLERKS, MESSENGERS, HALL						
AND OFFICE BOYS AND GIRLS	50	338	40	288	51	341
FILE CLERKS	43	230	37	193	45	232
STOCK ROOM CLERKS	28	146	22	137	28	141
GENERAL CLERKS - Junior	37	1135	29	984	39	1196
Intermediate, Male	6	129	4	85	6	129
Intermediate, Female	5	88	4	32	5	88
Intermediate, not specified	38	596	34	558	41	618
Senior, Male	5	165	4	105	5	165
Senior, Female	4	62	3	32	4	62
Senior, not specified	37	957	32	903	43	1119
TYPIST-CLERKS - Junior	28	376	22	360	30	377
Intermediate	26	185	23	181	30	207
Senior	22	160	20	149	27	181
STATISTICAL TYPISTS	21	70	19	62	20	66
COPY TYPISTS	18	61	14	49	17	60
DICTAPHONE-EDIPHONE TRANSCRIBERS						
Junior	8	21	7	18	9	24
Senior	18	75	17	71	22	81
STENOGRAPHERS - Junior	33	439	27	391	36	446
Senior	49	817	40	730	54	871
ACCOUNTANTS - Apprentice	5	50	2	3	4	49
Junior	14	94	12	47	17	101
Senior	24	207	20	127	31	253
BOOKKEEPERS - Apprentice	8	35	7	34	7	33
Junior	19	56	15	43	23	64
Senior	29	131	27	114	39	166
BOOKKEEPING MACHINE OPERATORS						
Without typewriter keyboards	12	400	11	390	14	434
With typewriter keyboards	28	106	25	93	29	106
BILLING MACHINE OPERATORS						
Without calculating registers	20	84	18	77	24	94
With calculating registers	12	40	11	48	12	40
COMPTOMETER OR CALC. MACH. OPER.	37	319	27	236	37	319
ADDRESSOGRAPH OPERATORS	25	70	22	58	27	70
DUPLICATING MACHINE OPERATORS	21	62	19	52	24	66
KEY PUNCH OPERATORS	27	165	24	134	30	175
X TABULATING MACHINE OPERATORS	17	42	17	42	22	62
PBX OPERATORS	41	136	40	117	52	152
	55	8047	45	6943	57	8588

LIST OF INDUSTRIES COVERED IN THE SURVEY

Page 7

<u>Industry</u>	<u>No. of Employees Reported On</u>			
	<u>No. of Firms</u>	<u>To Start</u>	<u>After 1 Year</u>	<u>Present Average</u>
<u>OPERATING</u>				
Airlines	1	160	140	160
Banking	3	2229	2198	2532
Insurance	2	548	538	553
Investments	2	45	25	31
Shipping	3	283	217	305
Utilities	2	722	0	722
Warehouses	1	32	32	32
Total Operating	(14)	(4019)	(3150)	(4335)
<u>WHOLESALE</u>				
Drugs and Liquor	1	49	49	49
Dry Goods	1	59	59	59
Hardware	2	148	148	148
Heavy Equipment	1	23	22	24
Optical Goods	1	55	55	55
Paper	1	75	75	75
Total Wholesale	(7)	(409)	(408)	(410)
<u>RETAIL</u>				
Clothing Stores	1	58	58	59
Department Stores	3	427	410	423
Drug Stores (Chain)	2	114	112	112
Variety Stores (Chain)	1	75	67	78
Total Retail	(7)	(674)	(647)	(672)
<u>PROCESSING</u>				
Breweries	1	46	46	46
Coffee	2	60	0	134
Food (Canned and dried)	2	364	395	428
Milk	2	81	81	86
Oil	3	1171	1171	1189
Sugar	2	131	61	131
Total Processing	(12)	(1853)	(1754)	(2014)
<u>MANUFACTURING</u>				
Chemicals and Smelting	3	17	17	38
Clothing and Shoes	3	68	66	91
Glass and Containers	1	98	98	98
Furniture	1	43	43	43
Metal Trades and Steel	4	350	346	349
Paint and Roofing	2	167	168	169
Paper	2	246	246	246
Printing	1	0	0	14
Shipyards	1	103	0	109
Total Manufacturing	(18)	(1092)	(984)	(1157)
GRAND TOTAL	58	8047	6943	8588

Usable returns were not received from representatives of the following important San Francisco industries: Telephone, Railroads, Radio Broadcasting, Laundries, Dry Cleaners, Wholesale Electrical Goods, Wholesale Groceries, Lumber, Furniture Stores, Chain Groceries, Bakeries, Newspapers.

# SAN FRANCISCO HIRING RATES, NOVEMBER, 1942

The following table, prepared by the San Francisco office of the United States Employment Service, shows the number of placements during the month of November for the groups shown, the approximate range of starting salaries, and the estimated average starting salary. Ship-yards are excluded.

	Number Placed During November	Starting Salaries Range		Esti- mated Average
		Low	High	
<u>CLERICAL</u>	222			
Mail Clerks, Messengers, Hall and Office Boys and Girls		80	100	90
File Clerks		85	135	110
Stock Room Clerks		110	130	120
General Clerks - Junior		80	110	100
- Intermediate		110	130	120
- Senior		120	150	135
<u>TYPING</u>	384			
Typist-Clerks - Junior		85	110	100
- Intermediate		100	120	110
- Senior		110	160	120
Statistical Typist		120	150	135
Copy Typist		100	125	110
Dictaphone-Ediphone Transcribers				
Junior		110	135	120
Senior		125	150	135
<u>STENOGRAPHIC</u>	179			
Stenographers - Junior		110	130	120
- Senior		120	160	135
<u>ACCOUNTING AND BOOKKEEPING</u>	168			
Accountants - Apprentice		110	135	125
- Junior		130	150	140
- Senior		140	250	165
Bookkeepers - Apprentice		110	125	120
- Junior		125	150	140
- Senior		120	175	150
<u>MACHINE OPERATION</u>	83			
Bookkeeping Machine Operators				
Machines without typewriter keyboards		90	125	110
Machines with typewriter keyboards		110	150	125
Billing Machine Operators				
Machines without calc. registers		100	135	125
Machines with registers		125	175	140
Comptometer or Calc. Mach. Operators		125	150	135
Addressograph Operators		100	135	110
Duplicating Machine Operators		100	120	110
Key Punch Operators		100	135	120
X Tabulating Machine Operators		135	165	150 X
PBX Operators		90	130	115

# OFFICE SALARIES OFFERED BY SHIPYARDS

(40 hours at straight time plus 8 at time and one-half)

Dictaphone Transcribers - Junior	\$150
- Intermediate	175
- Senior	190
Typist-Clerks - Junior	148
- Senior	160
Typists - Junior	148
- Intermediate	161
- Senior	180
Stenographers - Junior	160
- Senior	180
Posting Clerks - Junior (Accounting)	167
- Senior (Auditing)	180
Bookkeeping Machine Operators	193
Comptometer Operators	180
Calculating Machine Operators	161
Duplicating Machine Operators	148
Key punch Operators - Junior	161
- Senior	180
Tabulating Machine Operators - Junior	213
- Senior	245
PEX Operators	165

## OTHER FEMALE OCCUPATIONS

The San Francisco office of the United States Employment Service reports that many women are being placed in the following occupations, at the rates shown. A recent check revealed that over 8000 women were employed in manual work in Bay Area shipyards.

<u>Occupation</u>	<u>Hours per Week</u>	<u>Wage or Salary</u>		
		<u>Hourly</u>	<u>Weekly</u>	<u>Monthly</u>
Shipyards				
Tracers or drafting trainees	48	\$ .83	\$43.16	
Laborers	48	.88	45.76	
Helpers	48	.95	49.40	
Trainees - first 10 weeks	48	1.05	54.60	
- second 10 weeks	48	1.10	57.20	
- third 10 weeks	48	1.15	59.80	
Journeyman's rate thereafter	48	1.20	62.40	
Machine shops	40	.85		
Service station attendants	48			\$135-140
Parking garage attendants	40		25.00	
Motorwomen and Conductorettes	54	.73-.83		170-180
Bus drivers	48	.825-.90		165-180
Warehouse work	40	.70-.80		
Dishwashers (mechanical)	40		25.00 up	
Pressers and Ironers	40		35.00	
Elevator operators	48			135-140

SAN FRANCISCO CITY CIVIL SERVICE RATES  
CLASSIFICATIONS SELECTED FROM THE SALARY ORDINANCE  
EFFECTIVE JULY 1, 1942

Civil Service Number	Title of Position	COMPENSATION SCHEDULE		
		Year of Service		
		First	Second	Third
B210	Office Assistant	\$ 85	\$ 95	...
B352	Storekeeper	150	...	...
B354	General Storekeeper	180	190	\$200
B222	General Clerk	155	165	175
B228	Senior Clerk	180	190	200
B512	General Clerk-Typist	155	165	175
B516	Senior Clerk-Typist	180	190	200
B408	General Clerk-Stenographer	155	165	175
B412	Senior Clerk-Stenographer	180	190	200
B10, 11	Accountant, Cost Analyst	240	250	260
B14	Senior Accountant	275	285	295
B4	Bookkeeper	175	185	...
B6	Senior Bookkeeper	190	200	210
B311	Bookkeeping Machine Operator	165	175	185
B312	Sr. Bookkeeping Machine Operator	185	195	205
B312.1	Do, Controller's Office	190	205	215
B301	Payroll Machine Operator	155	165	175
B308, 9	Calculating Machine Operator	155	165	175
B302	Addressing Machine Operator	155	165	175
B304	Sr. Addressing Machine Operator	180	190	200
B306	Multigraph Operator	155	165	175
B310a, b	Tabulating-Key Punch Operator	155	165	175
B310.1	Senior Tabulating Machine and Key Punch Operator	175	187.50	200
B454	Telephone Operator	140-150	150-160	160-170
B460	Secretarial Telephone Operator	155	165	175
B458	Chief Telephone Operator	175	185	195

Most of the clerical employees in the San Francisco Civil Service work a 41-hour week, although some work 44 hours and others 48. Since the staggered-hours plan went into effect, most work Saturday mornings. The vacation allowance is two weeks after one year of service. Compensatory time off is given for overtime worked.

# CALIFORNIA STATE CIVIL SERVICE RATES

Below are listed the salary scales for classifications selected from the schedule established for the California State Civil Service by the State Personnel Board. Most of those shown went into effect on May 1, 1938. The rates shown include an emergency \$25 per month increase which extends to June 30, 1943.

The first column shows the minimum monthly salary, the third column gives the maximum for the classification, and the figures in parentheses are the annual increases in dollars per month which may be earned by employees maintaining a normal efficiency rating.

These employees generally work 38 hours per week, receive compensating time off for work over 38 hours per week, and receive 15 working days' vacation per year.

<u>TITLE</u>	<u>COMPENSATION RANGE</u>		
	<u>Min.</u>	<u>Step</u>	<u>Max.</u>
Intermediate File Clerk	\$125	(10)	\$165
Senior File Clerk	165	(10)	205
Intermediate Stock Clerk	125	(10)	165
Senior Stock Clerk	165	(10)	205
Junior Clerk	105	( 5)	130
Intermediate Clerk	125	(10)	165
Senior Clerk	165	(10)	205
Junior Typist-Clerk	105	( 5)	130
Intermediate Typist-Clerk	125	(10)	165
Senior Typist-Clerk	165	(10)	205
Junior Stenographer-Clerk	115	( 5)	140
Intermediate Stenographer-Clerk	135	(10)	175
Senior Stenographer-Clerk	175	(10)	215
Secretary-Stenographer	185	(10)	225
Student Accountant	125	(10)	165
Accountant-Auditor, Grade 1	185	(10)	225
Semi-Senior Accountant	215	(10)	255
Senior Accountant	285	(15)	340
Principal Accountant	340	(20)	420
Bookkeeper, Grade 1	175	(10)	215
Bookkeeper, Grade 2	205	(10)	245
Bank Posting Machine Operator	125	(10)	165
Bookkeeping Machine Operator	135	(10)	175
Supervising Bookkeeping Machine Operator	175	(10)	215
Billing Machine Operator	125	(10)	165
Supervising Billing Machine Operator	155	(10)	195
Calculating Machine Operator	125	(10)	165
Supervising Calculating Machine Operator	165	(10)	205
Adding Machine or Addressograph Operator	115	( 5)	140
Supervising Addressograph Operator	155	(10)	195
Intermediate Office Appliance Operator	125	(10)	165
Senior Office Appliance Operator	155	(10)	195
Duplicating Machine Operator	115	( 5)	140
Supervising Duplicating Machine Operator	155	(10)	195
Key Punch Operator, Grade 1 (Junior)	110	( 5)	135
Key Punch Operator, Grade 2 (Senior)	135	(10)	175
Supervising Key Punch Operator	155	(10)	195
Junior Tabulating Machine Operator	110	( 5)	135
Tabulating Machine Operator	135	(10)	175
Supervising Tabulating Machine Operator	175	(10)	215

## UNITED STATES CIVIL SERVICE RATES

Office workers in the United States Civil Service come under a grouping called the Clerical, Administrative, and Fiscal Service. Grades are established according to the duties and degree of responsibility involved.

Five salary levels are set for each grade, the first being the minimum for the grade, the last being the maximum, and the other levels being steps which are reached at eighteen-month intervals by those maintaining specified efficiency ratings. The annual vacation of 26 work days is accumulated at the rate of 2 1/6 days per month of service. Rates shown are monthly salaries for a 48-hour workweek.

Grade 1: (Under-clerical). All classes of positions, the duties of which are to perform, under immediate supervision, the simplest routine office work. (File clerks, junior typists, addressograph operators, and duplicating machine operators.)

\$128, \$134, \$140, \$146, \$152, \$158

Grade 2: (Junior clerical). All classes of positions the duties of which are to perform, under immediate supervision, assigned office work requiring training or experience but not the exercise of independent judgment. (Stock room clerks, junior clerks, intermediate typist-clerks, junior dictaphone-Ediphone transcribers, junior stenographers, some apprentice accountants, some apprentice bookkeepers, and all office machine operators.)

\$146, \$152, \$158, \$164, \$170, \$176

Grade 3: (Assistant clerical). All classes of positions the duties of which are to perform under immediate or general supervision assigned office work requiring training and experience and knowledge of a specialized subject matter or the exercise of independent judgment, or to supervise a small section performing simple clerical operations. (Intermediate clerks, senior typist-clerks, senior dictaphone-Ediphone transcribers, senior stenographers, some apprentice accountants, and some apprentice bookkeepers.)

\$164, \$170, \$176, \$182, \$188, \$195

Grade 4: (Main clerical). All classes of positions the duties of which are to perform, under immediate or general supervision, responsible office work requiring training and experience, the exercise of independent judgment or knowledge of a specialized subject matter or both, and an acquaintance with office procedure and practice, or to supervise a small stenographic section or a small section performing clerical operations of corresponding difficulty. (Senior clerks, some junior accountants, and junior bookkeepers.)

\$182, \$188, \$195, \$201, \$207, \$213

Grade 5: (Senior clerical). All classes of positions the duties of which are to perform, under general supervision, difficult and responsible office work requiring considerable training and experience, the exercise of independent judgment or knowledge of a specialized subject matter or both, and a thorough knowledge of office procedure and practice, or to supervise a large stenographic section or any large section performing simple clerical operations, or to supervise a small section engaged in difficult but routine office work. (Some junior accountants and senior bookkeepers.)

\$203, \$213, \$223, \$233, \$243, \$253