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SKILLED NEEDS SURVEY  
Of All Employers of Four or More Persons  
Within the Area Ten Community College District

January, 1968

A report of the Determination of training needs  
for semi-skilled, skilled and technician level  
jobs in the seven counties of the Area Ten Com-  
munity College district

Benton  
Cedar  
Iowa  
Johnson  
Jones  
Linn  
Washington

Submitted by: AREA TEN COMMUNITY COLLEGE  
in cooperation with  
IOWA STATE EMPLOYMENT SERVICE

Prepared by: James H. Rogers  
John L. Niemeyer

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1968

## A C K N O W L E D G M E N T S

It would be impossible to acknowledge all of the individuals who contributed to the successful completion of this vast undertaking. It would be unthinkable, however, not to mention those individuals who gave themselves, their time and energy, in a measure far beyond the call of duty:

Very special recognition must be given to John L. Niemeyer, Labor Market Economist for Iowa State Employment Service, who designed the survey forms, and without whose statistical expertise this analysis would not have been possible;

Also to Cliff Brown, Head of Area Ten Data Processing, whose patient advice was invaluable in coding and compiling the raw data;

To the Adult Education Area Supervisors and their Local Coordinators, who personally undertook the job of making all of the follow-up contacts; and to the Senior Men's Bureau of the Cedar Rapids Chamber of Commerce and the Marion Jay-Cees who assisted in this effort;

And, of course, special thanks to the secretarial staff of the Adult Education Division, who diligently labored, throughout the survey.

## FUNDING

The SKILLED NEEDS SURVEY of all employers of four or more persons within the Area Ten Community College district was financed on a matching basis with funds made available from Section IV-C of the Vocational Education Act of 1963, through the Iowa State Department of Public Instruction, Division of Vocational Technical Education.

## ADMINISTRATION

The SKILLED NEEDS SURVEY research was supervised throughout by Dr. S.A. Ballantyne, Superintendent of Area Ten Community College, and was directed by Mr. Ralph Wahrer, Director of Adult Education, and by Mr. G. W. Eddings, Director of Vocational Technical Education. Financial arrangements were handled by Mr. Kenneth K. Kupka, Business Manager.

Actual SURVEY design, collection, coding and analysis of all data, was coordinated by Mr. James H. Rogers, Coordinator of General Adult Education and Special Projects, and by Mr. John L. Niemeyer, Labor Market Economist for the Iowa State Employment Service in Cedar Rapids, who have co-authored this report.

## THE PROBLEM

Since the establishment of Area Ten Community College from the enabling legislation in Senate file 550, it has become apparent that existing research is wholly inadequate for the purpose of assessing the need for specific vocational-technical training programs. Moreover, it would seem that currently there is no agency nor technique yet available to gather and disseminate the necessary information.

A review of the existing research reveals that no comprehensive data is currently available on the total number of trained workers in the job titles which were included in this SKILLED NEEDS SURVEY. For example:

1. Mr. George Lawry, Occupational Analyst Supervisor for the Iowa State Employment Security Commission, reported that his agency does not have any State-wide (nor local) statistics on the need for semi-skilled, skilled or technician level workers.

2. Mr. Richard Konicek, Director of the Iowa Development Commission, reported that he does not have statistics which relate to the need for trained workers in the Area Ten Community College district.

3. Mr. John Ropes, Director of the Iowa Manpower Council, reported that his agency does not have access to any statistics which indicate the need for semi-skilled, skilled or technician-level workers in the Area Ten district.

Nevertheless, the need for this kind of demographic information is, and will continue to be, most urgent.

It was felt, therefore, that Area Ten Community College should take the initiative and conduct a comprehensive SKILLED NEEDS SURVEY of the businesses and industries in its seven-county district, to determine from employers their need for workers who might be trained by the College. Thus, the following is that attempt to so determine the current number of employees, current job vacancies, trainees, turnover, and projected

number of employees who will be needed in this area, so as to establish the need for certain specialized training programs. To accomplish this objective, more than 500 job titles in 12 major occupational groups were surveyed.

### OBJECTIVES

The SKILLED NEEDS SURVEY of all employers of four or more persons within the Area Ten Community College district was intended:

1. To determine the number and kind of semi-skilled, skilled and technician-level workers that are needed in the Area Ten Community College district.
2. To determine the number of current vacancies in each occupational group and for the job titles found in each.
3. To determine the number of workers that each employer anticipates he will employ by September, 1968, and in September, 1970.
4. To determine the per cent of workers leaving employment due to death, retirement or promotion in each occupational group or job title.
5. To determine the extent of formal in-plant training available, and to determine the current number of trainees.
6. To secure from employers their estimation of the availability of trained workers as being short, adequate or surplus, in each job title.
7. To develop a questionnaire and establish a procedure for conducting such a SKILLED NEEDS SURVEY that might be adapted later for state-wide usage.
8. To develop procedures and data processing materials necessary to continue this SURVEY on a periodic basis, and to specialize the survey activities of Area Ten Community College so that an area-wide survey of labor supply can be accomplished via sampling techniques and selected community surveys.
9. And in light of the above, to better plan the curriculum in Vocational Technical and Adult Education programs at Area Ten Community College.

### IMPLEMENTATION

To fulfill the above objectives, the following procedures were adopted and carried out under the supervision of the Area Ten Community College staff:

1. Using the questionnaire designed by Dr. Phillip Langerman of Area XI Community College as a model, a questionnaire form was developed for use in the Area Ten district. Modifications were then made by a committee of Area Ten staff members, Mr. Robert Frye and Mr. John Niemeyer of the Iowa State Employment Service in Cedar Rapids, and Mr. Carroll Luckey of the local Personnel Managers Association.
2. Mr. Ken Wold, Director of the State Occupational Research Development and Coordinating Unit, supplied Area Ten officials with a tabulated list of occupational groups and the (1965) number of employees in each area. An analysis of the tabulated lists indicated that there are 12 major occupational groups in the Area Ten district.
3. Mr. Wold also supplied the research team with a print-out listing of all forms in the Area Ten district employing four or more persons. This information was obtained from the Iowa State Employment Security Commission's unemployment insurance records.

4. Mr. John Niemeyer, Labor Market Economist for Iowa State Employment Service in Cedar Rapids, prepared lists of typical job titles and descriptions for each of the 12 major occupational groups. Packets including questionnaires, job titles and descriptions for each of the 12 major occupational groups. Packets including questionnaires, job titles and descriptions, and general instructions for each major occupational group were then developed and reproduced.

5. SURVEY packets were then mailed to all businesses and industries in the seven-county area employing four or more persons. Over 2200 employers were included in this initial mailing.

6. Three weeks after the SURVEY packets were mailed, a simplified questionnaire form and a reminder were sent to those who had not returned their questionnaires. During this same period of time, personal contact was made with all non-responding firms to enlist their cooperation in returning the completed questionnaires. By using the Adult Education Area Supervisors and their Local Coordinators, we were able to make personal contact with non-responding employers in every community in the Area Ten district. To canvas the populous Cedar Rapids metropolitan area in making these contacts, assistance was graciously provided by the Senior Men's Bureau of the Cedar Rapids Chamber of Commerce and the Marion Jay-Cees.

7. This procedure was repeated two weeks later, at which time a postcard reminder was also mailed to non-responding firms. In this way, of the more than 2200 firms originally contacted, a positive response of over 51% was accomplished. This figure does not include a small percentage of questionnaires returned in an unusable condition. Total response was close to 53%.

8. Upon receipt of each completed questionnaire, the responses were key-punched so that they could be cross-referenced according to S.I.C. (Standard Industrial Classification), D.O.T. and ZIP codes. When necessary, new job titles were supplied and tabulated by John Niemeyer. Approximately 40% of the job titles represented in the SURVEY were supplied in this way.

9. When all pertinent data received had been key-punched and processed, the authors asked for and were provided several print-outs detailing this information in a variety of ways. The print-outs were then correlated and summarized in the following tables.

#### FACILITIES

The Data Processing facilities of Area Ten Community College were employed throughout the SURVEY, for obtaining mailing lists, progress-reports, and for the coding, compiling and processing of all data collected.

#### DISSEMINATION

Copies of the SKILLED NEEDS SURVEY have been distributed to the Iowa State Department of Public Instruction, the Iowa Development Commission, the Iowa Manpower Development Council, Iowa State Employment Security Commission, the Industrial Relations Center of Iowa State University, and are being made available to all agencies and industries who participated in the SURVEY.

#### LOOKING AHEAD

The first table of data, organized according to major occupational groups, represents a direct translation of the information received from employers responding to the questionnaire. Certainly, this information, of itself, will be extremely valuable in evaluating and planning curricula in the Vocational Technical and Adult Education programs at Area Ten Community College. In this sense, the SURVEY was successful.

However, the second table of data, detailing job titles according to S.I.C. codes, represents the major accomplishment of this SURVEY. Heretofore, this information has not been available from any source. As a result of this breakthrough, in the future, Area Ten will be able to look at any industry (or group of industries), classify it by S.I.C. code, and obtain an accurate portrait of that industry, in terms of its job titles, exactly as they are reported in this area. Conversely, we can now work backwards from any particular job title (or group of job titles) and ascertain exactly those industries in which this job title obtains.

The implications of the above technique on future research at Area Ten are profound: we shall be able to pinpoint a relatively small, precise number of employers in a particular occupational group (or employers cutting across many major groups) and to design specialized, simplified survey forms and questionnaires which will yield only that information that is pertinent and desired. Mass surveys, like the present one, will no longer be necessary.

Thus, in the future, projected survey samples will be small and easy to manage, and the survey itself will be inexpensive and efficient. The savings, in terms of manpower and money, will be enormous!

This alone will be enough to justify our labors.

AREA TEN COMMUNITY COLLEGE  
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SKILL NEEDS SURVEY

January 1968

MAJOR OCCUPATIONAL GROUPINGS

- I. AUTOMOTIVE AND DIESEL
- II. CONSTRUCTION
- III. DATA PROCESSING
- IV. FOOD SERVICE AND PROCESSING
- V. HEALTH
- VI. MACHINE TRADES AND INDUSTRIAL
- VII. OFFICE
- VIII. PRINTING AND PUBLISHING
- IX. SALES
- X. SERVICE
- XI. TEXTILES
- XII. TRANSPORTATION, COMMUNICATION, AND PUBLIC UTILITIES

### TURNOVER ESTIMATES

Each employer was requested to indicate by percentage his estimate of annual turnover in each occupation. This information is not included with this report for the following reasons.

Many employers, especially those with a large employment and variety of occupations, were reluctant to indicate turnover rates because of the time and cost involved. These firms felt that estimates should be based on statistical data, which would involve clerical time in searching personnel records or the use of valuable computer time.

Some of the firms that did respond reported the average turnover rate for the company, rather than for individual occupations. While this information is valuable, it can not be used in establishing turnover norms for occupational groupings, nor can it be used to indicate occupations with unusually high or low turnover rates.

Therefore, in order to obtain an accurate turnover picture, turnover information must be analyzed from raw data for each occupation. To do this for all occupations would involve a disproportionate amount of time and effort compared to benefits received. However, turnover rates for individual occupations or occupational groupings will be made available as the need arises.

### EMPLOYMENT PROJECTIONS

The survey form also requested employers to answer the following question for each occupation:

"Will the total number of employees increase (+), decrease (-), or remain the same in the next 12 months."

Some skilled needs survey forms developed in other areas requested employers to project their actual employment by occupation for one and two years hence. However, the response to this quantitative approach was not encouraging. Therefore, the Area Ten questionnaire asked employers to indicate just the direction they estimate their employment by occupation would take during the next year.

Nevertheless, several employers felt that too many factors were involved to attempt to predict trends. Therefore, this section was left unanswered on many forms. Rather than to attempt to interpretate the information that was received and to fill in where no information was received, data concerning employment trends will be analyzed when needed.

### -----INTERPRETATION INFORMATION-----

In interpreting the following data, please note that the number of employers indicating supply of trained workers does not necessarily represent the number of employers indicating employees, vacancies, or trainees. In some instances, employers failed to indicate the supply of workers, although they completed the other sections of the survey.



AREA TEN COMMUNITY COLLEGE  
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SKILL NEEDS SURVEY

January, 1968

I. MAJOR OCCUPATIONAL GROUPINGS D.O.T. CODES & TITLES	Number of Employees			Current Vacancies	Number of Trainees	Number of Employers Indicating Supply of Trained Workers as Short Adequate Surplus			
	Total	Male	Female			Sh.	Ad.	Surp.	
I. AUTOMOTIVE AND DIESEL									
620.281A Automobile Mechanic	202	202	0	24	18	33	22		
620.281B Front End Alignment Man	13	13	0	3	1	9	4		
620.281C Transmission Mechanic	10	10	0	1	0	5	1		
620.281D Brakeman, Automobile	9	9	0	1	1	4	1		
620.281E Automobile Air Conditioning Mech	4	4	0	1	1	3			
620.281F Automobile Maintenance Mechanic	15	15	0	5	1	3			
620.281G Tractor Mechanic	9	9	0	2	0	3	1		
620.281H Transmission Mechanic-Diesel	2	2	0	0	0		1		
620.281K Motorcycle Repairman	4	4	0	0	2		1		
620.281L Automobile Repair Service Salesman	16	16	0	0	0	1	2		
620/281M Automotive Maintenance Equip. Service	7	7	0	2	2	1	1		
620.381 Automotive Tune-Up Mechanic	31	31	0	5	6	15	5		
620.884 Truck Mechanic Helper	6	6	0	1	0	1			
620.884C Automobile Mechanic Helper	1	1	0	0	0		1		
620.884D Wrecker	3	3	0	0	0	1			
624.281 Farm Equipment Mechanic	91	90	1	27	14	16	9	1	
625.281B Diesel Mechanic	32	31	1	9	6	6	4		

	TOTAL	MALE	FEMALE	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
807.281	Truck-Body Builder	3	3	0	0	0	1	1
807.381	Automobile Body Repair	58	58	0	8	3	12	4
825.281	Electrician, Automotive	2	2	0	0	0		1
845.781	Automobile Spray Painter	13	13	0	3	2	6	1
915.867	Automobile Service Station Attendant	125	125	0	19	13	11	13
915.378	Parking Lot Attendant	1	1	0	0	0		1
915.884	Tire Repairman	13	13	0	2	0		2
915.887A	Porter, Used Car Lot	11	10	1	0	1	1	5
915.887B	Lubrication Man	17	17	0	1	1	2	
919.887	Cleaner-Automobile	22	22	0	2	0	3	6

	TOTAL	MALE	FEMALE	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
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## II. CONSTRUCTION

001.281	Draftsman, Architectural	53	51	2	11	10	16	5
003.281B	Draftsman, Electrical	1	1	0	2	1	3	
005.281	Draftsman, Civil	5	5	0	0	0	2	2
005.281B	Draftsman, Structural	6	6	0	1	2		1
017.281	Draftsman, Map	16	15	1	3	2	3	
017.281B	Draftsman, Heating and Ventilating	2	2	0	0	2	1	
018.188A	Instrument Man	2	2	0	0	1		1
018.188B	Surveyor	2	2	0	1	2	1	
018.587	Rodman	5	5	0	1	0	1	1
018.687	Chainman	1	1	0	0	0		1
160.28C	Estimator	41	41	0	5	1	7	5
182.287	Construction Inspector	5	5	0	0	2	1	
299.381	Carpet Layer	8	8	0	0	1	2	2
570.885	Concrete Mixer Operator	3	3	0	0	0	1	
620.281P	Heavy Equipment Mechanic	24	24	0	1	0	1	1
620.281J	Engineering Equipment Mechanic	3	3	0	0	1		1
620.281N	Construction Equipment Mechanic	6	6	0	1	0	2	2
677.782	Stonecutter, Machine	2	2	0	0	0	1	
301.781	Structural-Steel Worker	45	45	0	0	0	4	2
824.281	Electrician	201	201	0	9	20	8	5
829.281B	Elevator Repairman	2	2	0	0	20		
840.131	Painter Foreman	4	4	0	0	0		1
840.781	Painter	59	59	0	2	3	8	8
842.781	Plasterer	24	24	0	5	0	2	3
842.781B	Lather	3	3	0	0	0	2	
842.887	Plasterer Helper	2	2	0	0	0	1	1
844.884	Cement Mason	12	12	0	1	1	5	
850.883	Bulldozer Operator	4	4	0	0	0	1	1
850.883B	Power Shovel Operator	14	14	0	1	1	1	6
850.887	Laborer, Road	29	29	0	0	0		2
859.782	Earth Boring Machine Operator	9	9	0	0	0		2
859.883A	Heavy Equipment Operator O E	192	192	0	28	7	9	18
859.885	Crusher Operator	3	3	0	0	0		2
860.131	Carpenter Foreman	96	96	0	7	8	9	14
860.381	Carpenter	336	336	0	49	23	25	18
860.381B	Acoustical Carpenter	2	2	0	0	0		1
860.887	Laborer, Carpentry	1	1	0	0	0	1	

		TOTAL	MALE	FEMALE	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
861.381	Bricklayer-Mason	68	68	0	15	7	10	4	
861.381B	Silo Erector	9	9	0	6	2	1		
861.781	Stonemason	13	13	0	4	3	4		
861.781B	Tile Setter	15	15	0	0	2		2	
861.884	Tile Setter Helper	5	5	0	0	0	1	1	
861.884B	Tuck Pointer	15	15	0	0	8		1	
862.131	Plumber Foreman	1	1	0	0	0		1	
862.381A	Plumber	97	97	0	26	17	12	8	
862.381B	Pipe Fitter	52	52	0	8	6	7	2	
862.884	Plumber Helper	2	2	0	0	0		1	
863.884	Sider	1	1	0	1	0	1		
864.781	Floor Layer	24	24	0	0	4	5	2	
865.781	Glazier	19	19	0	2	3	1	1	
865.884	Glass Installer	2	2	0	0	0		1	
866.381	Roofer	34	34	0	20	9	8	1	
869.131	Concreting Foreman	5	5	0	2	1	3	1	
869.381	House Repairman	32	32	0	2	1	2		
869.381B	Sign Erector	5	5	0	0	0		1	
869.884	Awning Hanger	2	0	2	2	0	1		
869.885	Mortar Mixer	6	6	0	0	0	1		
869.887	Construction Worker	95	95	0	27	6	7	12	
900.888	Concrete Mixing Truck Driver	15	15	0	1	0	1	3	
922.887C	Yardman-Lumber Yard	13	13	0	1	0	5	4	
930.782	Drilling Machine Operator	2	2	0	0	0	1	1	
939.887	Company Laborer	8	8	0	0	0	1	1	
863.884A	Insulation Worker	1	1	0	0	0	1		

	TOTAL	MALE	FEMALE	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
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III. DATA PROCESSING

012.168	Systems Analyst	18	17	1	0	0	2	6
020.133	Programmer	65	54	11	2	5	4	3
213.138	Supervisor, Machine Room	18	16	2	0	0	2	13
213.382	Digital Computer Operator	<del>84</del>	<del>62</del>	24	<del>2</del>	3	2	<del>11</del>
213.582	Keypunch Operator	<del>234</del>	<del>9</del>	<del>225</del>	<del>2</del>	3	8	<del>18</del>
213.782	Tabulating Machine Operator	21	11	9	0	0	2	9

TOTAL MALE FEMALE VACANCIES TRAINEES Sh. Ad. Surp.

IV. FOOD SERVICE AND PROCESSING

	TOTAL	MALE	FEMALE	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
077.168 Dietitian	14	0	14	0	0			
162.158B Buyer, Livestock	2	2	0	0	0		1	
180.118 Field Man	2	2	0	0	0	1	1	
211.468 Cashier	47	8	39	3	5	2	13	2
222.687 Milk Receiver	2	2	0	0	0		1	
224.587 Weighmaster	2	2	0	0	0		2	
294.258 Auctioneer	5	5	0	0	0		3	
310.868 Hostess	23	0	23	2	0	1	8	
311.873A Waiter or Waitress	367	325	342	12	13	13	33	1
311.873B Bus Boy	34	28	6	0	3	4	1	
311.873C Counterman	63	25	38	8	0	2	5	
311.873D Floor Girl, Cafeteria	52	5	47	0	0		1	
311.873E Car Hop	8	0	8	8	0	1		
312.873 Bartender	48	30	18	2	2	4	13	
313.131 Chef	16	10	6	1	1	1	6	
313.168 Executive Chef	10	5	5	0	1	3	2	
315.331 Cook	233	60	178	17	12	20	39	1
316.334 Meat Cutter-Butcher	53	48	5	2	2	7	13	
317.337 Cooks Helper	126	34	92	4	16	8	21	
318.337 Kitchen Helper-Washer	298	82	216	6	4	12	20	
319.374 Caterer Helper	1	0	1	0	0			
352.362 Host	5	0	5	0	0		3	
403.333 Farm Hand, Sugarcane	20	20	0	5	0	1		
409.883 Farm Equipment Operator	10	10	0	2	0	1	1	
412.131 Poultryman, Egg	1	1	0	0	0		1	
413.334 Farm Hand, Livestock	1	1	0	0	0		1	
521.335 Feed Grinder	26	26	0	5	0	10	11	
522.335 Sugar Processing Equipment Tender	11	5	6	1	0	1		
525.337 Hide Handler	19	19	0	0	4		1	
526.731 Baker	27	14	13	2	2	5	9	1
529.331 Cheesemaker	14	14	0	2	0	1	1	
529.637 Egg Candler	2	0	2	0	0		2	
529.732 Dairy Processing Equipment Operator	34	32	2	2	4	3	0	
529.732B Buttermaker	2	2	0	0	0		2	
529.835 Ice Cutter	5	5	0	1	0		1	
919.337B Yardman, Stockyard	60	60	0	0	0		5	
920.335 Packager-Machine	42	12	30	1	1	9		
922.337B Laborer, Stores	76	67	9	1	6	3	13	
529.634 Expansion Man	6	6	0	0	0	1		
529.337 Laborer, Meat	1675	1295	380	36	0		1	

TOTAL MALE FEMALE VACANCIES TRAINEES Sh. Ad. Surp.

V. HEALTH

	TOTAL	MALE	FEMALE	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
074.387 Pharmacy Helper	4	0	4	0	0			
078.368A Dental Hygienist	3	1	2	0	0		3	
078.368B X-Ray Tech--Radiological Tech	58	17	41	3	35	3	4	
078.368C EEG -Electroencephalograph-Tech	8	0	8	0	0			
078.368D EKG -Electrocardiograph-Technician	1	0	1	0	0			
078.381 Medical Laboratory Asst.	211	75	136	3	1	1	5	
079.128 Occupational Therpy Aide	2	1	1	0	0			
079.128B Occupational Therapist	5	0	5	0	0			
079.268 Inhalation Therapist	5	1	4	0	1		2	
079.368 Medical Assistant	14	2	12	0	0		6	
079.378A Nurse, Associate Degree	343	2	341	25	203	12	22	
079.378B Dental Assistant	76	0	76	10	33	4	5	
079.378C Nurse, Licensed Practical	141	1	140	25	33	4	1	1
079.378D Surgical Technician	17	9	8	0	7		4	
079.378E Orthopist	3	0	3	0	0		1	
079.378F Physical Therapist	5	1	4	0	0			
100.388 Medical Record Librarian	8	0	8	0	0	3	2	
201.368A Medical Secretary	53	1	52	1	0	5	7	
210.368 Insurance Clerk	4	0	4	0	0	1	3	
219.388F Wark Clerk	40	1	39	0	0			
223.587 Laboratory Helper	57	4	53	0	0			
249.388A Medical Record Clerk	29	2	27	0	0		4	
338.381 Embalmer	7	7	0	1	1	1		
339.381 Lady Attendant	2	0	2	0	0		1	
355.878 Orderlies & Nurses Aides	713	63	645	34	21	11	10	
355.878A Tray Line Worker	161	3	158	7	3	6	7	1
356.374 Animal Caretaker	21	16	5	0	0		1	
381.887B Cleaner, Laboratory Equipment	7	2	5	0	0			
712.281 Orthopedic Appliance & Limb Techn	2	2	0	0	0			
712.381 Dental Laboratory Tech	2	1	1	0	0		1	
713.381 Optician	1	1	0	0	0		1	
913.883 Ambulance Driver	1	1	0	0	0			

	TOTAL	MALE	FEMALE	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
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VI. MACHINE TRADES AND INDUSTRIAL

003.181	Electronic Technician	305	301	4	22	7	7	4
003.181A	Electrical Technicián	16	16	0	0	0		
003.181	Draftsman, Electronic	35	31	4	27	2	3	1
007.181	Mechanical Engineering Technician	29	29	0	0	0	3	6
007.281	Draftsman, Mechanical	125	122	3	3	12	9	5
011.281	Metallurgist, Assistant-Tech	2	2	0	0	0		1
012.288	Industrial Engineering Technician	13	13	0	1	3	1	1
022.281	Chemical Laboratory Technician	1	1	0	0	0		1
033.281	Instrumentation Technician	0	0	0	1	0	1	
199.137	Radiation Monitor	1	1	0	0	0		
221.163	Production Coordinator	10	10	0	0	0	1	
500.380	Plater	4	4	0	0	0	1	
500/782	Plater, Barrel	2	2	0	0	0		1
500.886	Laborer, Electroplating	4	4	0	0	4		1
504.782	Heat Treater	12	12	0	0	0	1	2
512.782	Furnace Operator	2	2	0	1	0	1	
518.381	Coremaker	6	6	0	0	0		1
518.381B	Molder	5	5	0	3	0	1	
518.782	Machine Molder	14	14	0	0	5		1
556.782	Injection Molding Machine Operator	4	0	4	0	0		1
559.782	Utility Operator	1	1	0	0	0	1	
575.781	Glass Blower	1	1	0	0	0		
600.280A	Patternmaker, Metal	4	4	0	3	10	1	1
600.280B	Machinist	252	251	1	10	13	12	12
600.381	Lay-out Man	41	41	0	0	0		6
601.280	Tool and Die Maker	100	100	0	3	4	11	5
601.281	Inspector, Gage	5	5	0	0	0	1	
603.280	Grinding Machine Operator	42	42	0	1	0	5	7
604.380	Turret Lathe Set-up Operator	179	179	0	6	6	5	5
604.380B	Screw Machine Set-up Man, Prod	3	3	0	0	0	1	
604.782	Screw Machine Set-up Operator	29	29	0	3	0	2	1
604.885	Screw Machine Operator, Production	10	10	0	1	0	1	
605.885	Milling Machine Set-up Operator	76	76	0	4	7	5	6
606.782	Drill Press Operator	95	89	6	7	11	2	11
609.380A	Engine Lathe Set-up Operator	32	31	1	2	1	3	3
609.381	Inspector, Floor	78	78	0	0	0	1	5
609.684	Inspector, General	80	66	14	1	01	6	1



	TOTAL	MALE	FEMALE	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
609.782	Tape Control Machine Operator	12	12	0	0	0	1	
609.885	Production Machine Operator	197	152	45	5	12	3	2
615.782	Shear Operator-Set Up	1	1	0	0	0		1
615.885	Shear Operator	1	1	0	1	1	1	
616.380B	Set-Up Man--Job Setter	79	79	0	1	0	4	4
616.380C	Die Setter	29	29	0	0	0	1	5
616.380D	Sheet Metal Fabricating Machine Opr.	5	5	0	0	0	1	
617.330	Brake Operator Set Up	1	1	0	0	0		1
617.782	Bending Machine Operator	4	4	0	0	0		1
617.885	Punch Press Operator	11	6	5	0	0	1	1
626.281	Machine Repairman, Maintenance	0	0	0	1	0	1	
638.281	Maintenance Mechanic	158	158	0	5	20	10	9
649.780	Machine Set Up Man Paper Goods	1	1	0	0	0	1	
660.280	Cabinet Maker	16	16	0	2	2	2	1
669.380	Millman	11	11	0	0	1		2
669.782	Woodworking-Machine Operator	6	6	0	2	1	2	
690.885	Cutting Machine Tender	5	4	1	0	0	1	1
706.884	Assembler, Product	30	21	9	0	0	1	3
706.887	Assembler, Production	173	172	1	2	10	1	2
710.281B	Electro-Mechanical Technician	7	7	0	0	0	2	
726.781	Electronics Assembler	1855	74	1781	0	0		2
729.884	Electric Sign Assembler	15	15	0	0	0		1
739.884	Picture Framer	1	1	0	0	0	1	
741.884	Painter, Spray	102	102	0	0	0	5	10
763.381	Furniture Finisher	15	2	13	0	1	1	3
804.281	Sheet Metal Worker	202	202	0	0	6		10
809.381	Lay Out Man	2	2	0	1	1	1	
810.184	Welder, Arc	180	180	0	1	3	5	4
810.782	Welding Machine Operator, Arc	388	388	0	10	24	1	15
810.782B	Welder, Spot	5	5	0	0	2	1	
810.884	Welder, Heloarc-Gas Shielded Arc	77	75	2	8	0	6	6
811.884	Welder, Gas	62	62	0	1	0	1	2
812.887	Welder, Combination	80	30	0	4	1	5	7
921.883	Crane Operator-Electric Bridge	1	1	0	0	0	1	
922.883B	Industrial Truck Operator	10	10	0	0	0		1
929.887	Material Handler	162	162	0	4	0	6	7
950.782	Stationary Engineer	4	4	0	0	0		1
633.281A	Scale Mechanic	2	2	0	0	0	1	
699.887	Oiler	7	7	0	0	0	1	
729.381	Tester, Systems	570	542	28	45	0	1	

TOTAL MALE FEMALE VACANCIES TRAINEES Sh. Ad. Surp.

VII. OFFICE

	TOTAL	MALE	FEMALE	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
119.283 Law Clerk	2	2	0	0	0			1
132.088 Copy Writer	3	2	1	0	0		1	
162.158 Purchasing Agent	10	10	0	0	0	1	8	
169.188 Underwriter	16	16	0	0	2		1	
136.288 Loan Officer	20	13	7	0	3	3	6	
138.138 Assesor	2	1	1	0	0		1	
139.168 Manager Trainee	8	6	2	1	4	1	1	
201.368B Secretary	307	10	797	15	6	44	176	
202.338 Stenographer	490	17	473	8	9	13	41	4
203.538A Typist and Clerk Typist	683	11	672	11	11	13	58	1
204.238 Correspondance Clerk	6	0	6	0	0		1	
205.368 Admissions Evaluator	13	1	12	0	0			
207.782B Duplicating Machine Operator	24	5	19	0	3		20	
208.538A Transcribing Machine Operator	2	0	2	0	0		1	
209.588 General Clerk	920	105	815	8	18	25	114	2
210.388 Bookkeeper	511	136	375	15	24	57	278	2
210.388B Audit Clerk	9	7	2	2	3	2	1	
211.368 Cashier-Bank	65	18	47	1	3	3	19	
212.368 Teller	201	23	168	4	8	9	25	
214.483A Accounting Clerks	211	29	182	1	5	12	46	
214.483B Billing Machine	143	43	100	0	2	14	22	
215.388 Bookkeeping Machine Operator	114	2	112	1	3	14	50	
215.488 Payroll Clerk	3	0	3	0	0	1		
216.388 Statistical Clerks and Compilers	156	71	85	3	3	1	22	
216.488 Calculating Machine Operator	39	1	38	0	1	2	3	1
217.388 Proof-Machine Operator	8	4	4	0	0	3		
219.388 General Office Clerk	154	31	123	1	7	9	41	1
219.388B Rate Clerk, Freight	5	1	4	0	0		3	
219.388C Coding Clerk	4	1	3	0	0		1	
219.388D Timekeeper	3	1	2	1	0	1		
219.388E Billing Clerk	8	2	6	0	0	1	5	
219.488 Cost Clerk	5	0	5	1	0		2	
219.538 Posting Clerk	2	0	2	0	0	1		
221.388 Production Clerk	8	3	0	0	0	1	1	
222.387 Shipping and Receiving Clerk	198	132	36	5	7	16	47	
222.387B Receiving Clerk	8	7	1	0	0		4	
222.488 Manifest Clerk	2	0	2	0	0	1	1	
222.537 Shipping Clerk	10	9	1	0	0		4	

		TOTAL	MALE	FEMALE	VACANCIES	TRAINERS	Sh.	Ad.	Surp.
222.588	Traffic Clerk	1	1	0	0	0			
223.337	Stock Clerk	252	237	15	19	7	27	56	1
223.387B	Stock Control Clerk	4	1	3	0	0	1	1	
223.388	Inventory Clerk	6	6	0	0	0			
230.378	Messenger	5	5	0	0	0			
231.588	Mail Clerk	4	0	4	0	0			
235.862	Telephone Operator-PBX Operator	111	3	108	0	5	11	29	1
237.360D	Receptionist	118	4	114	2	1	10	10	1
240.360	Collectro	2	0	0	0	0		1	
240.388	Collection Clerk	7	0	7	0	0		1	
241.168	Claim Adjuster	31	31	0	0	1		2	1
243.368	Service Clerk	1	1	0	0	0		1	
249.363	Reservation Clerk	3	0	3	1	0	1		
249.368D	Test Technician	1	1	0	0	0		1	
249.368C	Credit Clerk	3	2	1	0	0		2	
249.368D	Order Clerk	1	1	0	0	0		1	
249.388B	Messenger, Bank	8	6	2	1	0	1		

TOTAL    MALE    FEMALE    VACANCIES    TRAINEES    Sh.    Ad.    Surp.

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VIII. PRINTING AND PUBLISHING

132.263	Reporter	16	9	7	1	0	4	2	
141.031	Illustrator	11	10	1	0	0	1	1	
141.031B	Lay Out Man	3	1	2	0	0	1		
143.062	Photographer	6	6	0	0	0	1	4	
143.062B	Photographer, Commercial	7	6	1	0	0	1		
207.782A	Multilith Operator	10	5	5	4	1	4	5	
208.588B	Typesetter Perforator Operator	5	2	3	1	0	1	1	
209.683	Proof Reader	5	0	5	0	0	1		
627.231	Linotype Machinist	13	13	0	0	3	3	5	
643.885	Bindery Worker	29	0	29	1	0	1	4	
650.582	Linotype Operator	33	31	2	1	1	5	4	
651.782A	Offset Pressman	70	68	2	16	7	14	4	
651.782B	Platen Pressman	7	7	0	1	0	3	2	
651.782C	Cylinder-Press Man	4	4	0	2	0	1		
652.732	Box Printer	4	4	0	2	0	1		
652.732	Folding Machine Operator	29	22	7	3	2	4	5	
659.130	Foreman, Printing Shop	22	20	2	1	1	5	10	
659.732	Embosser	1	0	1	0	0		1	
970.231	Photograph Retoucher	3	0	3	2	0	1		
971.331	Photoengraver	5	5	0	0	0	2	1	
971.331B	Stripper	9	6	3	1	3	1	2	
971.732	Stencil Operator, Photographic	2	2	0	0	0			
972.331	Transferer	1	1	0	0	0		1	
972.332	Photographer-Lithographic	16	14	2	1	1	5	5	1
972.331A	Compositor-Typeographer	43	37	6	2	3	6	5	
973.331B	Job Printer	6	5	1	0	1	2	1	
973.331C	Make Up Man	3	3	0	0	1		2	
975.732	Sterotyper	1	1	0	0	0			
976.331	Reproduction Technician	5	4	1	1	1	1		
976.331B	Developer	3	3	0	0	0	1		
977.884	Bookbinder	9	7	2	1	0	3	1	
979.331	Paste Up Man	1	1	0	0	1		1	
979.332	Photostat Operator	1	1	0	0	0			

	TOTAL	MALE	FEMALE	VACANCIES	TRAINEES	Sh.	Ad.	Cur.
EX. SALES								
142.051 Interior Designer & Decorator	5	1	4	0	0	1	1	
209.46C Sales Attendant	13	2	16	0	2		6	
209.533B Marker	1	0	1	0	0		1	
209.588C Price Clerk	6	3	3	0	1		3	
250.25C Salesman, Insurance	8	3	0	0	0		2	
250.35C Salesman Real Estate	22	22	0	6	0	4	2	
250.353D Memorial Counselor	3	3	0	4	2	1		
254.25C Sales Representative	394	389	5	50	3	12	23	
255.25C Traffic Agent	2	2	0	0	0	1	1	
258.353 Salesman, Signs	2	2	0	1	0	1		
258.353B Salesman, Advertising	14	10	4	3	1	6	1	
259.35C Salesman, Soft-Water Service	1	1	0	0	0	1		
260.45C Salesperson, Flowers	17	2	15	3	3	1	4	
261.25C Salesman, Livestock	1	1	0	0	0		1	
262.353 Salesman Grain & Feed Products	35	35	0	1	0	4	4	
262.353D Salesman, Food Products	13	13	0	2	0	2	1	
263.353A Salesman, Footwear	34	23	5	2	2	3	3	
263.353B Salesman, Mens and Boys Clothing	31	36	5	2	6	5	4	
263.353C Salesman, Womens & Girls Apparel	12	0	12	0	3		1	
263.353D Salesperson, Shoe	20	12	8	0	1	1	2	
263.453A Salesperson, Mens & Boys Clothing	27	15	12	0	4	1	5	
263.453B Salesperson, Womens & Girls Apparel	110	20	90	0	3		5	
263.453C Salesperson, Millinery	4	0	4	0	0		1	
265.353 Salesman, Paper and Paper Products	4	3	1	2	0	1		
267.353 Salesman, Petroleum Products	2	2	0	0	0		2	
271.353 Salesman, Abrasives	3	3	0	0	0	1		
274.353A Salesperson, Dry Goods	19	1	18	9	3		3	
274.353B Salesperson, Furniture	38	26	12	0	0	3	5	
274.353C Floor-Coverings Estimator	1	1	0	0	0	1		
274.353D Salesman, Floor Coverings	1	1	0	0	0		1	
276.353A Salesman, Hardware Supplies	23	23	0	1	0	4	3	
276.353B Salesperson, General Hardware	50	30	20	1	1	7	3	
276.353C Salesman, Construction Machinery	3	3	0	0	2		1	
276.353D Salesman, Bldg. & Cons. Equip & Supp.	26	26	0	2	1	5	6	
277.353 Salesman, Tractor and Farm Impl	23	23	0	3	2	7	7	
277.353B Salesman, Farm Equipment	4	4	0	0	0		1	
278.25C Home Service Representative	1	1	0	0	0		1	
278.353A Salesman, Gas or Electric Appliance	10	10	0	0	0	2	5	

		TOTAL	MALE	FEMALE	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
273.358B	Salesman, Radio and Television Part	8	8	0	1	0	1	1	
278.358C	Salesperson, Television & Appliance	46	32	14	0	1	3		
280.35C	Salesman, Automobile	65	65	0	7	2	2	6	
280.358B	Salesman, Automobile Parts	14	14	0	0	1	1	3	
281.358	Salesman, Office Machines	6	6	0	1	1	1		
282.258	Salesman, Medical Equip & Supplies	7	7	0	0	0	1	1	
284.258	Salesman, Precision Instruments	3	3	0	0	0		1	
285.358	Salesperson Photographic Supplies	4	3	1	0	0		1	
286.358	Salesman, Sporting Goods	5	4	1	1	0	1	2	
287.358	Salesman, Piano and Organ	2	2	0	0	0		1	
289.358A	Salesman, General	253	239	14	27	11	20	21	
289.358B	Salesperson, Parts	58	52	6	3	5	11	11	
289.458	Salesperson, General	111	39	72	3	3	4	19	1
290.478	Sales Clerk	223	54	169	5	13	3	31	
290.877	Salesperson, Food	10	2	8	0	0	1	4	
292.358	Salesman-Driver	58	58	0	1	2	4	14	
299.468	Cashier-Checker	90	3	87	0	3	2	10	
299.478	Delivery Boy	28	28	0	0	1	1	6	
299.884B	Optician, Dispensing	3	3	0	0	0	1		
920.887	Packager, Hand	3	2	1	0	0		2	

	TOTALS	MALE	FEMALE	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
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X. SERVICE

029.231	Soils Tester	6	6	0	0	0		1
097.223	Instructor, Cosmetology	9	2	7	0	1		1
142.081	Floral Designer	11	1	10	2	3	2	1
152.023	Teacher, Music	37	10	27	2	3	2	
152.043	Musician	25	24	1	2	2	2	4
152.043B	Organist	1	0	1	0	0		1
137.133	House Mother	1	0	1	0	0		
222.473	Retail Receiving Clerk	6	6	0	0	0	1	3
242.363	Hotel Clerk	28	16	12	2	2	1	5
249.363E	Library Assistant	73	7	71	0	0		
307.373	Baby Sitter	1	0	1	0	0		1
321.133	Housekeeper	2	1	1	0	0	1	1
324.373	Bell Hop	3	3	0	0	0		2
330.371	Barber	36	36	0	2	4	2	6
332.271	Cosmetologist	67	9	58	7	1	3	3
332.331	Wig Dresser	1	0	1	1	0	1	
340.363	Deskman, Bowling Floor	20	17	3	0	1	1	6
340.373	Pin Boy	3	3	0	0	0	1	
344.363	Ticket Taker	1	1	0	0	0		1
353.373	Checkroom Attendant	1	1	0	0	0		1
361.337	Classifier	1	0	1	0	0		
361.334	Laundress, Hand	1	0	1	0	0		1
361.335	Washer, Machine	9	3	1	0	0	3	2
361.337	Laundry Laborer	19	1	18	1	0	2	6
361.337B	Shaker, Wearing Apparel	1	0	1	0	0		1
362.331	Spotter	3	2	1	1	0	1	2
362.732	Dry Cleaner	17	10	7	2	3	4	4
363.731	Silk Finisher	6	0	6	2	1	4	1
363.732A	Presser Machine	42	3	39	2	0	2	5
363.732B	Wool Presser	12	3	4	0	1	3	2
363.335	Shirt Presser	7	0	7	0	0	2	
363.336	Flatwork Finisher	11	0	11	0	0		
365.331	Shoe Repairman	1	1	0	0	0		
369.637	Checker	11	0	11	0	0	2	2
369.637B	Inspector	7	0	7	0	0	1	3
369.637C	Assembler	2	2	0	0	0		
369.337	Folder	3	0	3	0	0	1	1
372.333	Guard	5	5	0	0	0		2

	TOTALS	MALE	FEMALE	VACANCIES	TRAINees	Sh.	hd.	Supp.
373.334	Fire Fighter	20	20	0	0	0	2	
375.263	Patrolman	26	26	0	2	0	2	
381.337	Janitor	458	222	136	11	11	17	63
393.363	Elevator Operator	6	0	6	0	0		1
399.334	Exterminator	3	3	0	0	1	1	
404.334	Tree Pruner	1	1	0	0	0		
406.163	Nurseryman	10	10	0	3	0	2	
406.133B	Greenhouse Florist	2	2	0	0	0		1
406.131	Flower Grower	5	4	1	0	0	1	
406.337	Nursery Worker	10	7	3	0	0		1
407.131	Landscape Gardener	2	2	0	2	0	1	
407.334	Grounds Keeper	10	10	0	0	0	1	3
407.337	Laborer, Landscape	2	2	0	2	0	1	
519.333	Larryman	6	6	0	0	0		
531.335	Extractor Operator	1	1	0	0	0		1
629.231	Laundry Machine Mechanic	2	2	0	1	0	1	1
633.231	Office Machine Serviceman	2	2	0	0	1		1
637.231	Refrigeration Mechanic	33	33	0	5	5	3	6
637.231C	Gas Serviceman	3	3	0	0	2	2	2
637.231D	Gas Appliance Serviceman	4	4	0	0	2	1	
637.337	Air Conditioning Mechanic Helper	3	3	0	2	3	1	
700.231	Jeweler	5	4	1	0	0	2	1
710.231A	Instrument Repairman	14	14	0	0	0		
715.231	Watch Repairman	3	3	0	1	0	4	2
720.231	Television and Radio Serv and Rep	31	31	0	7	0	10	2
721.231	Electric Motor Repairman	21	19	2	2	1	2	1
723.334	Electrical Appliance Repairman	10	10	0	3	1	5	1
730.231	Wind Instrument Repairman	1	1	0	0	0	1	
730.231B	Electric Organ Inspector & Reprn	1	1	0	0	0	1	
730.331	Piano Tuner	2	2	0	0	0		1
732.334	Sports Equipment Repairman	1	1	0	0	0	1	
823.334	Antenna Installer	1	1	0	0	0	1	
827.231	Household Appliance Repairman	7	7	0	1	0	2	2
827.331	Household Appliance Inst Man	4	4	0	0	0		2
328.231	Electronics Mechanic	19	19	0	5	1	3	3
369.231	Furnace Installer and Rpmn, Hot Air	22	22	0	1	0	3	3
399.331	Maintenance Man, Building	52	52	0	3	3	7	
922.333A	Coal Equipment Operator	1	1	0	0	0		
960.332	Motion Picture Projectionist	4	4	0	0	0		1
962.335	Film Inspector	3	0	3	0	0		



	TOTALS	MALE	FEMALE	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
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XI. TEXTILES

299.334A	Draperly Hanger	4	2	2	0	0	1	1
583.385	Steam Press Operator	4	0	4	0	0	1	
780.381	Furniture Upholsterer	8	8	0	0	1	1	3
780.384B	Upholstery Cutter	1	0	1	0	0	1	
780.387	Upholstery Cleaner	3	3	0	0	0		1
782.782	Knitting-Machine Operator, Hand	4	0	4	0	0		1
785.261	Master Tailor	3	3	0	0	0	1	1
785.281	Alteration Tailor	10	2	8	1	1	4	2
785.301	Seamstress, Linnen Room	2	0	2	0	0	1	
785.381B	Seamstress	8	0	8	3	0	4	2
787.782A	Sewing Machine Operator, All Round	3	1	2	1	0	1	
787.782B	Sewing Machine Operator, Reg Equip	9	1	8	2	0	2	1

TOTALS    MALE    FEMALE    VACANCIES    TRAINEES    Sh.    Ad.    Surp.

XII. TRANSPORTATION, COMMUNICATION AND PUBLIC UTILITIES

003.187	Radio-Television Engineer	5	5	0	0	0		2
159.148	Radio-Television Announcer	8	8	0	0	0		2
203.538B	Telegraph Operator	1	0	1	0	0	1	
729.231	Electric Meter Repairman	3	3	0	0	1	1	
821.381	Lineman	3	3	0	0	0		1
821.037	Groundman	2	2	0	0	0		1
822.231B	Combination Man	27	27	0	1	2	3	5
822.381	Telephone Installer	7	7	0	1	2	1	3
829.231	Electrical Mechanic	13	13	0	2	0	4	3
903.833	Tank Truck Driver	17	17	0	1	0	5	4
904.833	Tractor-Trailer Truck Driver	86	86	0	5	2	2	7
905.333	Truck Driver, Heavy	354	354	0	32	5	30	73
905.337	Truck Driver Helper	1	1	0	0	0		1
906.833	Truck Driver, Light	123	120	3	7	1	12	27
912.837	Lineman	1	1	0	0	0		1
913.463A	Bus Driver	12	10	2	2	1	1	1
913.463B	Taxi Driver	26	26	0	0	0		1
914.138	Foreman, Pipe Line Maintenance	2	2	0	0	0		1
914.301	Gager	1	1	0	0	0		1
914.782	Station Engineer, Main Line	4	4	0	0	0		1
919.168	Dispatcher, Motor Vehicle	7	7	0	0	0		2
919.478	Car Rental Clerk	6	0	6	1	1	1	
919.803	Deliveryman, Car Rental	5	5	0	1	0	1	1
919.803B	Tow Truck Operator	5	4	1	0	0	1	2
922.387A	Warehouseman	14	14	0	0	0	1	5
952.782	Turbine Operator	6	6	0	0	0		

AREA TEN COMMUNITY COLLEGE  
 Dr. S. A. Ballantyne, Superintendent  
 4401 Sixth Street Road S.W.  
 Cedar Rapids, Iowa

SKILL NEEDS SURVEY

January 1968

<u>MAJOR INDUSTRIAL AREAS</u>	<u>STANDARD INDUSTRIAL CODES</u>	<u>CURRENT EMPLOYMENT</u>	<u>EMPLOYMENT SEPTEMBER 1968</u>	<u>PROJECTED FOR SEPTEMBER 1970</u>
I. <u>Agriculture and Mining</u>	07XX, 14XX	343	367	374
II. <u>Contract Construction</u>	15XX -17XX	1,689	2,128	2,430
A.   General Building Contractors	15XX	852	983	1,129
B.   Construction Other Than Building	16XX	152	347	362
C.   Special Trade Contractors	17XX	685	798	939
1. Plumbing, Heating, and Air Conditioning	171X	268	294	337
2. Painting, Paperhanging and Decorating	172X	24	33	42
3. Electrical Work	173X	186	210	227
4. Other	174X -179X	207	261	333
III. <u>Manufacturing</u>	20XX -39XX	26,983	28,248	29,846
A.   Food Products	20XX	5,082	5,522	6,051
B.   Printing and Publishing	27XX	480	518	566
C.   Concrete Materials	32XX	80	91	99
D.   Fabricated Metal Products	34XX	625	790	985
E.   Machinery, Including Electrical	35XX, 36XX	18,644	19,119	19,804
F.   Other	*	2,072	2,208	2,341
IV. <u>Transportation, Communication and Public Utilities</u>	41XX -49XX	471	515	563
A.   Trucking, Local and Long Distance	421X	213	248	283
B.   Other Transportation	*	82	80	83
C.   Communication and Public Utilities	48XX, 49XX	176	187	197
V. <u>Wholesale Trade</u>	50XX	1,395	1,510	1,697
A.   Groceries and Related Products	504X	65	80	109
B.   Farm Products - Raw Materials	505X	90	89	95
C.   Machinery, Equipment, and Supplies	508X	169	195	228
D.   Other	*	1,071	1,146	1,265

MAJOR INDUSTRIAL AREAS

	STANDARD INDUSTRIAL CODES	CURRENT EMPLOYMENT	EMPLOYMENT SEPTEMBER 1968	PROJECTED FOR SEPTEMBER 1970
VI. <u>Retail Trade</u>	52XX -59XX	4,138	4,504	4,931
A. Hardware Supplies and Lumber Yards	5211 -5251	234	254	281
B. Farm Equipment Dealers	5252	279	309	363
C. Department Stores	53XX	717	726	766
D. Food Stores	54XX	189	199	222
E. Motor Vehicle Dealers	551X -553X	546	589	662
F. Gasoline Service Stations	554X	173	193	210
G. Apparel and Accessory Stores	56XX	193	200	221
H. Furniture, Home Furnishings	57XX	268	290	313
I. Eating and Drinking Places	58XX	983	1,090	1,131
J. Drug Stores	591X	177	171	183
K. Farm and Garden Supplies	596X	128	154	180
L. Miscellaneous	*	251	329	399
VII. <u>Finance, Insurance, and Real Estate</u>	60XX -66XX	2,022	2,192	2,466
A. Banking	60XX	851	957	1,117
B. Credit Agencies	61XX	85	90	105
C. Insurance	63XX, 64XX	933	990	1,080
D. Real Estate	65XX, 66XX	153	155	164
VIII. <u>Service</u>	70XX -89XX	8,509	9,030	10,022
A. Hotels and Other Lodging Places	70XX	176	180	183
B. Personal Services	72XX	387	395	411
1. Laundries and Dry Cleaning	721X	243	247	254
2. Barber and Beauty	723X, 724X	124	128	136
3. Other	*	20	20	21
C. Business Services	73XX	169	187	208
D. Automobile Repair and Services	75XX	125	135	142
1. Body Repair Shops	753X	46	51	55
2. Other	*	79	84	87
E. Amusement and Recreation	78XX, 79XX	158	159	184
F. Medical Services	80XX, 9180	3,419	3,544	4,058
1. Hospitals	806X, 9180	3,037	3,134	3,634
2. Offices of Physicians and Surgeons	801X	108	108	118
3. Convalescent and Rest Homes	809X	271	299	303
4. Other	802X -805X	3	3	3
G. Educational Services	82XX, 9282	3,600	3,900	4,250
H. Non Profit Organizations	86XX	217	232	246

MAJOR INDUSTRIAL AREAS

	<u>STANDARD INDUSTRIAL CODES</u>	<u>CURRENT EMPLOYMENT</u>	<u>EMPLOYMENT SEPTEMBER 1968</u>	<u>PROJECTED FOR SEPTEMBER 1970</u>
I. Miscellaneous	*	258	298	340
IX. <u>Government</u>	93XX	136	143	147
	TOTAL	<u>07XX -93XX</u>	<u>45,686</u>	<u>48,637</u>
			<u>52,476</u>	

\* Includes all industries and codes encompassed by the main heading but not used in the subheadings.

Standard Industrial Codes were obtained from the Standard Industrial Classification Manual, 1967, prepared by the Office of Statistical Standards, Bureau of The Budget. All establishments are classified by type of activity in which engaged and are assigned a four-digit code.

The X's in the Standard Industrial Codes represent the range 0 through 9. For example, the code 15XX for General Building Contractors represents all firms with codes included in the range 1500 through 1599.

-----INTERPRETATION INFORMATION-----

In interpreting the following data, please note that the number of employers indicating supply of trained workers does not necessarily represent the number of employers indicating employees, vacancies, or trainees. In some instances, employers failed to indicate the supply of workers, although they completed the other sections of the survey.

AREA TEN COMMUNITY COLLEGE  
 DR. S. A. BALLANTYNE, SUPERINTENDENT  
 4401 SIXTH STREET ROAD SW  
 CEDAR RAPIDS, IOWA

SKILL NEEDS SURVEY

January, 1968

				Number of Employers Indicating Supply of Trained Workers as Short		
I. <u>MAJOR INDUSTRIAL AREA</u>						
A. <u>INDUSTRY</u>	D.O.T. CODES and TITLES	Number of Employees	Current Vacancies	Number of Trainees	Adequate	Surplus
						Sh. Ad. Surp.
<u>I. AGRICULTURE AND MINING</u>						
	162.158B Buyer, Livestock	2	0	0	1	
	201.368B Secretary	6	0	0	1	1
	202.333 Stenographer	1	1	0	1	
	203.533A Typist and Clerk Typist	4	0	0	1	
	203.533B Telegraph Operator	1	0	0	1	
	209.5CC General Clerk	15	0	0	1	5
	210.3CC Bookkeeper	8	0	0		6
	214.438A Accounting Clerks	3	0	0		1
	215.3CC Bookkeeping Machine Operator	2	0	0		2
	216.3CC Statistical Clerks and Compilers	1	0	0		1
	219.3CC General Office Clerk	4	0	0		2
	224.537 Weighmaster	2	0	0		2
	235.352 Telephone Operator-PBX Operator	1	0	0		1
	237.368B Receptionist	2	0	0	1	

	EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
289.358A Salesman, General	1	0	0			1
294.258 Auctioneer	5	0	0			3
355.378 Orderlies & Nurses	2	0	0	1		
356.874 Animal Caretaker	7	0	0			1
412.181 Poultryman, Egg	1	0	0			1
529.687 Egg Candler	1	0	0			1
620.281H Construction Equipment Mechanic	2	0	0	1		1
620.281P Heavy Equipment Mech	12	0	0	1		3
677.732 Stonecutter, Machine	2	0	0	1		
850.883 Bulldozer Operator	2	0	0	1		
850.883B Power Shovel Operator	10	1	1	1		3
859.883A Heavy Equipment Operator O E	46	5	6	2		6
859.885 Crusher Operator	3	0	0			2
869.887 Construction Worker	5	0	1			1
905.883 Truck Driver, Heavy	38	3	3	1		6
906.883 Truck Driver, Light	13	3	0	1		1
919.887B Yardman, Stockyard	58	0	0			4
930.782 Drilling Machine Operator	2	0	0	1		1
939.887 Company Laborer	3	0	0	1		1

## II. CONTRACT CONSTRUCTION

### A. GENERAL BUILDING CONTRACTORS

001.281 Draftsman, Architectural	4	4	2	5		1
160.288 Estimator	20	3	0	4		6
201.368B Secretary	3	0	0			3
203.588A Typist and Clerk Typist	1	0	0			1
209.588 General Clerk	1	1	0	2		
210.388 Bookkeeper	19	0	0	1		10
214.488A Accounting Clerks	1	0	0			1
215.388 Bookkeeping Machine Operator	1	0	0			1
219.388 General Office Clerk	5	0	0	1		2
237.368B Receptionist	1	0	0			1

	EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
250.358	Salesman Real Estate	2	1	0	1	1
381.387D	Janitor	1	0	0		1
620.281N	Construction Equipment Mechanic	3	1	0	1	1
620.281P	Heavy Equipment Mech	1	0	0		1
801.781	Structural Steel Worker	5	0	0	2	
812.387	Welder, Combination	1	0	0		1
824.281	Electrician	1	0	0		1
840.131	Painter Foreman	1	0	0		1
840.781	Painter	3	0	0		3
844.384	Cement Mason	8	1	0	5	
859.883A	Heavy Equipment Operator O E	17	1	0	4	4
860.131	Carpenter Foreman	59	7	7	9	11
860.381	Carpenter	234	42	23	23	12
860.387	Laborer, Carpentry	1	0	0	1	
861.381	Bricklayer-Mason	52	13	4	7	4
861.781	Stonemason	0	2	0	2	
862.381A	Plumber	2	0	0		1
864.781	Floor Layer	2	0	0	1	1
866.381	Roofer	1	2	0	2	
869.131	Concreting Foreman	4	2	1	3	
869.381	House Repairman	3	2	1	2	
869.387	Construction Worker	63	6	0	5	5
900.383	Concrete Mixing Truck Driver	5	1	0	1	2
905.383	Truck Driver, Heavy	10	1	0	2	4

B. CONSTRUCTION OTHER THAN BUILDING

160.288	Estimator	3	0	0	1	1
201.368B	Secretary	1	0	0		1
210.388	Bookkeeper	3	0	0		2
219.388	General Office Clerk	1	0	0		1
250.358	Salesman Real Estate	1	1	0	1	



		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
409.883	Farm Equipment Operator	4	0	0			1
620.281C	Transmission Mechanic	4	0	0			1
620.281N	Construction Equipment Mechanic	1					
620.281P	Heavy Equipment Mech	9	1	0	1		
842.781	Plasterer	13	5	0			2
850.883	Bulldozer Operator	2	0	0			1
850.883B	Power Shovel Operator	4	0	0			3
850.887	Laborer, Road	1	0	0			1
859.883A	Heavy Equipment Operator O E	105	22	1	3		2
862.381B	Pipe Fitter	7	0	0	1		
869.131	Concreting Foreman	1	0	0			1
869.887	Construction Worker	14	20	3	1		1
905.883	Truck Driver, Heavy	3	6	0	1		1
906.883	Truck Driver, Light	5	0	0			2

C. SPECIAL TRADE CONTRACTORS

1. Plumbing, Heating, and Airconditioning

001.281	Draftsman, Architectural	1	0	0	1		
160.238	Estimator	5	0	0	2		1
201.363B	Secretary	3	0	0	1		1
203.588A	Typist and Clerk Typist	1	0	0	1		
207.782B	Duplicating Machine Operator	2	0	0			1
210.36C	Bookkeeper	6	1	0	2		4
219.388	General Office Clerk	7	0	0			6
219.388E	Billing Clerk	1	0	0			1
222.387	Shipping and Receiving Clerk	1	0	0	1		
223.387	Stock Clerk	2	0	0	1		1
235.862	Telephone Operator-FBX Operator	1	0	0	1		
600.280B	Machinist	3	0	0	1		
609.885	Production Machine Operator	10	0	0			1
627.281	Linotype Machinist	6	0	2	1		
637.281	Refrigeration Mechanic	16	3	3	5		
637.281C	Gas Serviceman	2	0	2	1		
637.887	Air Conditioning Mechanic Helper	3	2	3	1		

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
706.884	Assembler, Product	10	0	0			1
804.281	Sheet Metal Worker	6	0	0	1		1
824.281	Electrician	10	0	0	1		1
859.883A	Heavy Equipment Operator O E	2	0	0			2
360.131	Carpenter Foreman	1	0	0			1
360.381	Carpenter	3	0	0			1
362.131	Plumber Foreman	1	0	0			1
362.381A	Plumber	92	26	17	12		6
362.381B	Pipe Fitter	35	3	3	5		2
862.884	Plumber Helper	4	0	0			3
869.281	Furnace Installer and Rpmn, Hot	12	0	0	2		
869.887	Construction Worker	6	0	0			2
<b>2. Painting, Paper Hanging and Decorating</b>							
201.368B	Secretary	1	0	0			1
340.131	Painter Foreman	2	0	0			
340.781	Painter	18	2	1	5		1
<b>3. Electrical Work</b>							
003.281B	Draftsman, Electrical	0	2	0	2		
160.288	Estimator	4	1	0	1		3
201.368B	Secretary	1	0	0			1
209.588	General Clerk	4	0	0			3
210.388	Bookkeeper	4	0	0			3
219.388	General Office Clerk	4	0	1			2
223.387	Stock Clerk	1	1	0			
289.458	Salesperson, General	7	0	0			1
720.281	Television and Radio Serv and RE	1	0	0	1		
723.884	Electrical Appliance Repairman	1	1	0	1		
324.281	Electrician	165	9	16	6		4

4. Other

		<u>EMPLOYEES</u>	<u>VACANCIES</u>	<u>TRAINEES</u>	<u>Sh.</u>	<u>Ad.</u>	<u>Surp.</u>
160.288	Estimator	6	0	1	2		
162.152	Purchasing Agent	1	0	0			1
201.368B	Secretary	6	1	0	1		3
210.388	Bookkeeper	6	0	0			5
219.382	General Office Clerk	1	0	0			1
222.387	Shipping and Receiving Clerk	1	0	0			1
223.387	Stock Clerk	1	1	0			1
237.368B	Receptionist	2	1	0			2
274.358C	Floor Coverings Estimator	1	0	0	1		
274.358D	Salesman, Floor Coverings	1	0	0			1
289.358A	Salesman, General	6	0	0			1
299.381	Carpet Layer	3	0	0			2
304.281	Sheet Metal Worker	3	0	2			2
340.781	Painter	6	0	2			1
342.781	Plasterer	7	0	0	2		1
342.781B	Lather	3	0	0	2		
342.887	Plasterer Helper	2	0	0	1		1
359.782	Earth Boring Machine Operator	8	0	0			1
359.883A	Heavy Equipment Operator O E	2	0	0			1
360.131	Carpenter Foreman	4	0	0			2
360.381	Carpenter	13	3	0	1		2
360.381B	Acoustical Carpenter	2	0	0			1
361.381	Bricklayer-Mason	13	2	3	2		
361.781B	Tile Setter	15	0	2			2
361.884	Tile Setter Helper	5	0	0	1		1
361.884B	Truck Pointer	15	0	3			1
364.781	Floor Layer	21	0	4	3		1
366.381	Roofer	31	18	9	5		1
369.885	Mortar Mixer	6	0	0	1		
369.887	Construction Worker	5	0	2			2
905.883	Truck Driver, Heavy	1	0	0			1

EMPLOYEES      VACANCIES      TRAINEES      Sh. Ad.      Surp.

III. MANUFACTURING

A. FOOD PRODUCTS

003.181	Electronic Technician	2	1	0	1	1
007.231	Draftsman, Mechanical	1	1	0		
012.163	Systems Analyst	1	0	0		
012.233	Industrial Engineering Technician	18	1	3	1	1
020.133	Programmer	5	1	0	1	1
033.231	Instrumentation Technician	0	1	0	1	
079.373A	Nurse, Associate Degree	2	0	0		1
180.113	Field Man	1	0	0		1
210.363B	Secretary	31	1	0	1	9
202.333	Stenographer	39	0	1	1	5
203.533A	Typist and Clerk Typist	35	0	0	1	4
207.732B	Duplicating Machine Operator	2	0	0		1
209.533	General Clerk	79	1	0	1	7
210.333	Bookkeeper	69	2	11	2	11
213.133	Supervisor, Machine Room	4	0	0		2
213.332	Digital Computer Operator	6	1	0		1
213.532	Keypunch Operator	30	0	0		2
213.732	Tabulating Machine Operator	5	0	0		2
214.433A	Accounting Clerks	33	0	0		3
216.333	Statistical Clerks and Compilers	37	0	0		3
216.433	Calculating Machine Operator	8	0	0	1	1
219.333	General Office Clerk	36	0	3		2
222.337	Shipping and Receiving Clerk	25	0	3	1	4
222.637	Milk Receiver	2	0	0		1
223.337	Stock Clerk	2	0	0		2
235.862	Telephone Operator-PBX Operator	6	0	0		3
237.363B	Receptionist	6	0	0	1	5
254.253	Sales Representative	6	3	1	1	
262.353	Salesman Grain & Feed Products	25	1	0		2
262.353B	Salesman, Food Products	5	0	0		1
269.353A	Salesman, General	109	3	2	2	1
290.473	Sales Clerk	1	0	1		1
290.377	Salesperson Food	2	0	0		1
292.353	Salesman-Driver	12	0	0		5

		<u>EMPLOYEES</u>	<u>VACANCIES</u>	<u>TRAINEES</u>	<u>Sh.</u>	<u>Ad.</u>	<u>Surp.</u>
840.781	Painter	3	0	0	1		
845.781	Automobile Spray Painter	1	0	0	1		
860.381	Carpenter	4	0	0	1		
861.381	Brick Layer-Mason	2	0	0	1		
862.381B	Pipe Fitter	13	0	0	1		
863.884A	Insulation Worker	1	0	0	1		
899.381	Maintenance Man, Building	4	0	0	1		
903.883	Tank Truck Driver	2	0	0			1
905.883	Truck Driver, Heavy	21	8	1	2		3
906.883	Truck Driver, Light	10	1	0	1		2
915.887B	Lubrication Man	5	0	0	1		
920.885	Packager- Machine	31	1	0			5
922.887	Warehouseman	5	0	0			1
929.887	Material Handler	33	2	0	1		1

B. PRINTING AND PUBLISHING

132.268	Reporter	16	1	0	4		2
141.081	Illustrator	1	0	0	1		
141.081B	Lay Out Man	3	0	0	1		
143.062	Photographer	5	0	0	1		3
201.368B	Secretary	10	0	0	3		3
202.388	Stenographer	2	2	0	1		
203.588A	Typist and Clerk Typist	8	1	0	2		2
207.588A	Multilith Operator	8	4	1	4		3
207.782B	Duplicating Machine Operator	1	0	0			1
208.588B	Typewriter Perforator Operator	5	1	0	1		1
209.588	General Clerk	6	0	1	2		2
209.688	Proof Reader	2	0	0	1		
210.388	Bookkeeper	11	0	0	3		6

		<u>EMPLOYEES</u>	<u>VACANCIES</u>	<u>TRAINEES</u>	<u>Sh.</u>	<u>Ad.</u>	<u>Surp.</u>
381.887	Janitor	15	0	0	1	1	
403.883	Farm Hand, Sugarcane	20	5	0	1		
409.883	Farm Equipment Operator	6	2	0	1		
521.885	Feed Grinder	6	2	0	2		
522.885	Sugar Processing Equipment Tender	11	1	0	1		
529.381	Cheesemaker	14	2	0	1	1	
529.684	Expansion Man	6	0	0	1		
529.782	Dairy Processing Equipment Operator	32	2	4	2		8
529.732B	Buttermaker	2	0	0			2
529.885	Ice Cutter	5	1	0			1
529.887	Laborer, Meat	1675	36	0			1
600.280F	Machinist	24	4	6	2		
603.280	Grinding Machine Operator	1	0	0	1		
605.385	Milling Machine Set Up Operator	1	0	0	1		
620.281L	Automobile Mechanic	5	0	0			1
620.281G	Tractor Mechanic	3	0	0	1		
633.281A	Scale Mechanic	2	0	0	1		
637.281	Refrigeration Mechanic	1	0	0	1		
638.281	Maintenance Mechanic	33	2	0	1		1
699.337	Oiler	7	0	0	1		
710.281A	Instrument Repairman	2	0	0	1		
741.884	Painter, Spray	10	0	0			
801.781	Structural Steel Worker	13	0	0	1		
804.281	Sheet Metal Worker	19	6	0	1		1
810.184	Welder, Arc	4	0	0	1		
812.387	Welder, Combination	9	0	0	1		

	<u>EMPLOYEES</u>	<u>VACANCIES</u>	<u>TRAINEES</u>	<u>Sh.</u>	<u>Ad.</u>	<u>Surp.</u>
214.488B Billing Machine Operator	4	0	0		2	
215.388 Bookkeeping Machine Operator	5	0	0	1	2	
219.388 General Office Clerk	1	0	0		1	
222.387 Shipping and Receiving Clerk	1	0	0	1		
222.587 Shipping Clerk	1	0	0		1	
223.387 Stock Clerk	1	0	0	1		
235.862 Telephone Operator-PBX Operator	1	0	0		1	
237.368B Receptionist	1	0	0		1	
254.258 Sales Representative	4	0	0		2	
258.358B Salesman, Advertising	14	3	1	6	1	
289.358A Salesman, Genreal	10	10	4	1		
331.887 Janitor	1	0	0	1		
627.281 Linotype Machinist	4	0	1	2	2	
643.885 Bindery Worker	25	1	0	1	4	
650.582 Linotype Operator	25	1	1	5	4	
651.782A Offset Pressman	57	16	7	13	4	
651.782B Platen Pressman	7	1	0	3	2	
651.782C Cylinder-Press Man	4	2	0	1		
653.732 Folding Machine Operator	26	3	2	4	5	
659.130 Foreman, Printing Shop	22	1	1	5	10	
659.732 Embosser	1	0	0		1	
690.885 Cutting Machine Tender	1	0	0		1	
906.883 Truck Driver, Light	1	0	0	1		
971.381 Photoengraver	5	0	0	2	1	
971.381B Stripper	9	1	3	1	2	
972.381 Transferrer	1	0	0		1	
972.382 Photograpner-Lithographic	16	1	1	5	5	1
973.381A Compositor-Typeographer	42	2	3	6	6	
973.381B Job Printer	6	0	1	2	1	
973.381C Make Up Man	3	0	1		2	
977.884 Bookbinder	9	1	0	3	1	
979.381 Paste Up Man	1	0	1		1	

	EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
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C. CONCRETE MATERIALS

210.388	Bookkeeper	5	0	0		2
219.388	General Office Clerk	3	0	0	1	1
276.358D	Salesman, Bldg & Cons Equip & Su.	2	0	0	1	
570.825	Concrete Mixer Operator	3	0	0	1	
617.782	Bending Machine Operator	4	0	0		1
810.792B	Welder, Spot	5	0	2	1	
900.883	Concrete Mixing Truck Driver	10	0	0		1
905.883	Truck Driver, Heavy	3	0	0	2	
929.887	Material Handler	12	0	0	2	

D. FABRICATED METAL PRODUCTS

001.281	Draftsman, Architectural	7	0	0		1
007.231	Draftsman, Mechanical	3	0	0		1
201.368B	Secretary	11	0	0	1	4
202.388	Stenographer	2	0	0		1
203.588A	Typist and Clerk Typist	6	0	0		1
209.588	General Clerk	6	0	0		2
210.388	Bookkeeper	4	0	0		4
213.138	Supervisor, Machine Room	1	0	0		1
213.138	Keypunch Operator	2	0	0		1
213.782	Tabulating Machine Operator	1	0	0		1
214.488A	Accounting Clerks	5	0	0		2
214.488B	Billing Machine Operator	1	0	0		1
215.388	Bookkeeping Machine Operator	2	0	0		2
216.488	Statistical Clerks and Compilers	2	0	0		1
219.388	General Office Clerk	3	1	0	1	2
222.387	Shipping and Receiving Clerk	7	0	0		3
223.387	Stock Clerk	1	0	0		1
235.862	Telephone Operator-PBX Operator	2	0	0		1
237.368B	Receptionist	1	0	0		1
254.258	Sales Representative	1	0	0	1	
289.358A	Salesman, General	8	0	0		1



		EMPLOYEES	VACANCIES	TRAINees	Sh.	Ad.	Surp.
500.330	Plater	4	0	0	1		
500.732	Plater, Barrel	2	0	0		1	
500.336	Laborer, Electroplating	4	0	4		1	
513.331	Coremaker	6	0	0		1	
513.732	Machine Molder	14	0	5		1	
600.230B	Machinist	9	2	0	2	2	
600.331	Lay-Out Man	5	0	0		1	
601.230	Tool and Die Maker	4	1	0	1	1	
603.230	Grinding Machine Operator	2	1	0		1	
604.300	Turret Lathe Set-Up Operator	1	0	0		1	
604.865D	Screw Machine Operator, Production	10	1	0	1		
604.330B	Screw Machine Set-Up Man, Prod.	3	0	0	1		
605.335	Milling Machine Set-Up Operator	5	0	0		1	
606.732	Drill Press Operator	5	0	0		1	
609.331	Inspector, Floor	1	0	0		1	
609.634	Inspector, General	7	0	0		1	
609.335	Production Machine Operator	35	3	0	2		
616.380E	Set-Up Man, Job Setter	34	0	0		2	
616.330C	Die Setter	3	0	0		1	
617.335	Punch Press Operator	5	0	0		1	
633.231	Maintenance Mechanic	21	1	0	1	3	
706.334	Assembler, Product	6	0	0		1	
706.337	Assembler, Production	57	0	0		1	
741.334	Painter, Spray	11	0	0		2	
801.731	Structural-Steel Worker	25	0	0	1	1	
804.231	Sheet Metal Worker	93	3	4	2	2	
810.134	Welder, Arc	16	0	0		1	
810.732	Welding Machine Operator, Arc	3	0	1		2	
810.334	Welder, Heliarc-Gas Shielded Arc	2	1	0		1	
812.337	Welder, Combination	33	0	0		1	
369.337	Construction Worker	1	0	0		1	
929.337	Material Handler	34	0	0	1	1	

D. MACHINERY, INCLUDING ELECTRICAL

003.131	Electronic Technician	290	21	0	3	2	
003.231	Draftsman, Electronic	34	23	2	3	1	
007.131	Mechanical Engineering Technician	23	0	0	3	3	
007.231	Draftsman, Mechanical	107	0	11	4	4	
011.231	Metallurgist, Assistant-Tech	2	0	0		1	
012.163	Systems Analyst	5	0	0	1	1	
020.133	Programmer	13	0	3	2	2	

		EMPLOYEES	VACANCIES	TRAINERS	Sh.	Ad.	Surp.
201.368B	Secretary	45	0	0	2	7	
202.388	Stenographer	60	0	0	4	4	
203.538A	Typist and Clerk Typist	266	0	0	2	6	
207.782B	Duplicating Machine Operator	4	0	0		4	
209.588	General Clerk	81	0	0	2	7	
210.388	Bookkeeper	7	0	0	1	5	
213.133	Supervisor, Machine Room	4	0	0	1	3	
213.332	Digital Computer Operator	71	0	0			
213.582	Keypunch Operator	107	0	0		2	
213.782	Tabulating Machine Operator	4	0	0	2		
214.438A	Accounting Clerks	30	0	1	2	4	
214.438B	Billing Machine Operator	9	0	0	1	4	
215.388	Bookkeeping Machine Operator	3	0	0	1	3	
216.388	Statistical Clerks and Compilers	1	0	0		1	
216.488	Calculating Machine Operator	1	0	0		1	
221.168	Production Coordinator	10	0	0	1		
221.388	Production Clerk	7	0	0	1		
222.387	Shipping and Receiving Clerk	70	0	0	2	7	
223.887	Stock Clerk	93	0	0	1	2	
235.862	Telephone Operator-PBX Operator	10	0	0	2	4	
237.368B	Receptionist	7	0	0	1	4	
254.258	Sales Representative	44	0	1	1	2	
381.387	Janitor	117	5	0	1	1	
504.782	Heat Treater	12	0	0	1	2	
600.280A	Patternmaker, Metal	4	3	10	1	1	
600.280B	Machinist	181	3	3	6	5	1
600.331	Lay-Out Man	36	0	0		5	
601.280	Tool and Die Maker	89	5	4	7	4	
601.281	Inspector, Gage	5	0	0	1	1	
603.280	Grinding Machine Operator	34	0	0	4	2	
604.380	Turret Lathe Set-Up Operator	169	3	6	5	3	
604.782	Screw Machine Set-Up Operator	29	3	0	2	1	
605.385	Milling Machine Set-Up Operator	67	4	7	4	2	
606.782	Drill Press Operator	80	7	11	2	5	1
609.380A	Engine Lathe Set-Up Operator	32	2	1	3	3	
609.381	Inspector, Floor	77	0	0	1	6	
609.634	Inspector, General	62	1	0	1	3	
729.381	Tester, Systems	570	45	0	1		
609.385	Production Machine Operator	130	0	12	1		

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
609.732	Tape Control Machine Operator	12	0	0	1		
616.380B	Set-Up Man--Job Setter	41	1	0	2	2	
616.380E	Die Setter	21	0	0	1	1	
616.380D	Sheet Metal Fabricating Machine	5	0	0	1		
617.885	Punch Press Operator	1	0	0	1		
638.281	Maintenance Mechanic	39	0	0	4	4	
726.731	Electronics Assembler	1,845	186	94	1		
706.834	Assembler, Product	8	0	0	1	1	
706.387	Assembler, Production	110	2	10	1	1	
710.281B	Electro-Mechanical Technician	7	0	0	2		
741.884	Painter, Spray	65	0	0	3	3	
804.281	Sheet Metal Worker	111	6	20	1	4	
809.381	Lay Out Man	2	1	1	1		
810.134	Welder, Arc	152	1	3	2	3	
810.782	Welding Machine Operator, Arc	35	0	0	1		
810.884	Welder, Heliarc-Gas Shielded Arc	37	5	0	4	2	
811.884	Welder, Gas	62	1	0	1	2	
812.887	Welder, Combination	28	0	0	1	5	
829.281	Electrical Mechanic	4	0	0	1		
905.883	Truck Driver, Heavy	1	0	0		1	
922.883B	Industrial Truck Operator	6	0	0		1	

F. OTHER

001.281	Draftsman, Architectural	15	0	0	2		
003.181	Electronic Technician	13	0	4	3	1	
007.181	Mechanical Engineering Technician	6	0	0		3	
007.281	Draftsman, Mechanical	6	2	0	5		
012.168	Systems Analyst	1	0	0	1		
022.281	Chemical Laboratory Technician	1	0	0		1	
143.062B	Photographer, Commercial	1	0	0	1		
201.368B	Secretary	21	0	0	2	9	
202.388	Stenographer	23	0	0	1	5	2
203.588A	Typist and Clerk Typist	21	0	0	1	5	
207.782B	Duplicating Machine Operator	5	0	0		5	
209.588	General Clerk	13	0	0		6	
210.388	Bookkeeper	7	0	0	1	4	
213.582	Keypunch Operator	9	0	0	3	2	
213.782	Tabulating Machine Operator	4	0	0		2	

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
214.488A	Accounting Clerks	31	-	-	2	4	
214.488B	Billing Machine Operator	2	0	0		1	
215.388	Bookkeeping Machine Operator	4	0	0		2	
216.388	Statistical Clerks and Compilers	29	0	0		3	
216.488	Calculating Machine Operator	4	0	0		1	
222.387	Shipping and Receiving Clerk	16	0	0	1	6	
223.387	Stock Clerk	2	0	0		5	
235.362	Telephone Operator-PBX Operator	5	0	0		5	
237.368B	Receptionist	5	1	0	1	4	
254.258	Sales Representative	251	40	0	2	1	
258.358	Salesman, Signs	2	1	0	0		
274.358B	Salesperson, Furniture	2	0	0		1	
289.358A	Salesman, General	6	1	0	1	1	
289.458	Salesperson, General	14	0	0		1	
381.887	Janitor	1	0	0		1	
512.782	Furnace Operator	2	1	0	1		
513.381B	Molder	5	3	0	1		
556.782	Injection Molding Machine Operator	4	0	0			1
600.230B	Machinist	15	1	1	1	3	
601.280	Tool and Die Maker	6	2	0	3		
603.280	Grinding Machine Operator	5	0	0		2	
604.330	Turret Lathe Set-Up Operator	9	0	0		1	
605.885	Milling Machine Set-Up Operator	3	0	0		3	
606.782	Drill Press Operator	2	0	0		3	
609.684	Inspector, General	6	0	0		2	1
616.380B	Set-Up Man--Job Setter	4	0	0	2		
616.380C	Die Setter	5	0	0		3	
630.281	Maintenance Mechanic	53	2	20	4	2	
649.780	Machine Set Up Man Paper Goods	1	0	0	1		
651.782A	Offset Pressman	1	0	0	1		
652.732	Box Printer	4	2	0	1		
660.200	Cabinet Maker	16	2	2	2	1	
669.380	Millman	5	0	0		1	
669.782	Woodworking-Machine Operator	6	2	1	2		
690.885	Cutting Machine Tender	3	0	0	1		
706.884	Assembler, Product	6	0	0			1
726.781	Electronics Assembler	3	0	0		1	
729.884	Electric Sign Assembler	15	0	0		1	

	EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
741.334 Painter, Spray	16	0	0	2	3	
763.331 Furniture Finisher	14	0	1	1	2	
785.331B Seamstress	2	2	0	1		
787.782A Sewing Machine Operator, All Aro.	3	1	0	1		
787.782B Sewing Machine Operator, Reg. Equ.	3	1	0	1		
804.231 Sheet Metal Worker	138	0	0	2		
810.134 Welder, Arc	3	0	0	2		
810.732 Welding Machine Operator, Arc	13	0	0		3	
810.834 Welder, Heliarc-Gas Shielded Arc	19	0	0	2	1	
812.837 Welder, Combination	4	0	0	2		
822.231B Combination Man	2	0	0		1	
829.231 Electrical Mechanic	2	0	0		1	
860.331 Carpenter	4	0	0			
869.331B Sign Erector	5	0	0		1	
869.334 Awning Hanger	2	2	0	1		
899.331 Maintenance Man, Building	2	0	0		1	
905.333 Truck Driver, Heavy	4	0	0		3	
906.333 Truck Driver, Light	9	0	0		3	
929.887 Material Handler	4	0	0		1	
950.732 Stationary Engineer	1	0	0			

#### IV. TRANSPORTATION, COMMUNICATION AND PUBLIC UTILITIES

##### A. TRUCKING, LOCAL AND LONG DISTANCE

201.363B Secretary	6	0	0	1	3	
203.588A Typist and Clerk Typist	6	1	0	1	1	
209.533 General Clerk	13	0	0		1	1
210.333 Bookkeeper	2	0	0		2	
211.363 Cashier-Bank	1	0	0		1	
215.333 Bookkeeping Machine Operator	1	0	0		1	
219.333B Rate Clerk, Freight	3	0	0		2	
219.388E Billing Clerk	2	0	0	1	1	
222.433 Manifest Clerk	2	0	0	1	1	
235.862 Telephone Operator-PBX Operator	1	0	0		1	
254.253 Sales Representative	2	0	0		2	
255.253 Traffic Agent	2	0	0	1	1	
289.353A Salesman, General	1	1	0			

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
521.885	Feed Grinder	2	0	0	1		
620.201H	Transmission Mechanic-Diesel	2	0	0		1	
625.281B	Diesel Mechanic	6	1	2	1		3
807.281	Truck-Body Builder	3	0	0	1		1
904.883	Tractor-Trailer Truck Driver	71	5	2	2		6
905.883	Truck Driver, Heavy	72	1	0	1		8
906.883	Truck Driver, Light	11	0	0	1		2

E. OTHER TRANSPORTATION

201.368B	Secretary	2	0	0			2
209.588	General Clerk	1	0	0			1
210.388	Bookkeeper	3	0	0			3
249.368	Reservation Clerk	5	1	0	1		1
289.358A	Salesman, General	3	0	0			1
290.877	Salesperson, Food	1	0	0			1
316.884	Meat Cutter- Butcher	8	0	0	1		1
620.281A	Automobile Mechanic	2	0	0			1
913.463A	Bus Driver	12	2	1	1		1
913.463B	Taxi Driver	26	0	0			1
914.138	Foreman, Pipe Line Maintenance	2	0	0			1
914.381	Gager	1	0	0			1
914.732	Station Engineer, Main Line	4	0	0			1
919.168	Dispatcher, Motor Vehicle	5	0	0			1
919.887	Cleaner-Automobile	1	0	0	1		
920.885	Packager-Machine	1	0	0	1		

C. COMMUNICATIONS AND PUBLIC UTILITIES

003.187	Radio-Television Engineer	5	0	0			2
159.148	Radio-Television Announcer	3	0	0			2
201.368E	Secretary	10	0	0			7
202.388	Stenographer	1	0	0			1
207.782E	Duplicating Machine Operator	1	0	0			1

		<u>EMPLOYEES</u>	<u>VACANCIES</u>	<u>TRAINEES</u>	<u>Sh.</u>	<u>Ad.</u>	<u>Surp.</u>
209.580	General Clerk	6	0	1			5
210.308	Bookkeeper	9	0	0			8
211.368	Cashier-Bank	1	0	0			1
214.488A	Accounting Clerks	4	1	0			2
214.488B	Billing Machine Operator	5	0	1			2
219.388	General Office Clerk	4	0	0	1		2
219.388E	Billing Clerk	1	0	0			1
219.488	Cost Clerk	1	0	0			1
223.387	Stock Clerk	1	0	0	1		
237.368B	Receptionist	3	0	1			3
254.258	Sales Representative	3	0	0			1
278.250	Home Service Representative	1	0	0			1
289.358A	Salesman, General	3	0	0			1
729.281	Electric Meter Repairman	2	0	1	1		
821.381	Lineman	3	0	0			1
821.887	Groundman	2	0	0			1
822.281B	Combination Man	25	1	2	4		4
822.381	Telephone Installer	7	1	2	1		3
829.281	Electrical Mechanic	1	1	0	1		
859.782	Earth Boring Machine Operator	1	0	0			1
905.883	Truck Driver, Heavy	3	0	0			1
912.887	Lineman	1	0	0			1

V. WHOLESALE TRADE

A. GROCERIES AND RELATED PRODUCTS

201.368B	Secretary	1	0	0			1
209.580	General Clerk	1	1	0	1		
210.308	Bookkeeper	2	1	0	1		1
214.488A	Accounting Clerks	1	0	0			1
215.388	Bookkeeping Machine Operator	1	0	0			1
223.387	Stock Clerk	2	0	0			1
262.358B	Salesman, Food Products	0	2	0	1		1
316.884	Meater Cutter-Butcher	6	0	0	1		1

		<u>EMPLOYEES</u>	<u>VACANCIES</u>	<u>TRAINEES</u>	<u>Sh.</u>	<u>Ad.</u>	<u>Surp.</u>
905.883	Truck Driver, Heavy	14	2	0	2		
906.883	Truck Driver, Light	2	0	0			1
920.885	Packager-Machine	3	0	0			1
922.887B	Laborer, Stores	2	0	0			2

**B. FARM PRODUCTS--RAW MATERIALS**

180.118	Field Man	1	0	0	1		
201.363B	Secretary	2	0	0			2
209.588	General Clerk	4	0	0			3
210.388	Bookkeeper	9	0	1	3		3
219.388	General Office Clerk	2	0	0			1
261.258	Salesman, Livestock	1	0	0			1
413.884	Farm Hand, Livestock	1	0	0			1
521.885	Feed Grinder	5	1	0	1		4
525.887	Hide Handler	19	0	2			1
869.887	Construction Worker	1	1	0	1		
905.883	Truck Driver, Heavy	14	1	0	1		5
919.887B	Yardman, Stockyard	2	0	0			1
922.887C	Yardman-Lumber Yard	5	1	0	1		1
929.887	Material Handler	2	0	0			1

**C. MACHINERY, EQUIPMENT, AND SUPPLIES**

162.158	Purchasing Agent	1	0	0			1
201.363B	Secretary	5	0	0			4
202.388	Stenographer	1	0	0			1
203.588A	Typist and Clerk Typist	7	0	0	1		
209.588	General Clerk	5	0	1	3		1
210.388	Bookkeeper	6	0	0	2		3
215.388	Bookkeeping Machine Operator	1	0	0			1
216.388	Statistical Clerks and Compilers	1	0	0			1
219.388	General Office Clerk	5	0	0	1		1
219.388E	Billing Clerk	2	0	0	1		



		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
222.387	Shipping and Receiving Clerk	7	0	0	2	2	
222.387B	Receiving Clerk	1	0	0		1	
222.587	Shipping Clerk	2	0	0		1	
223.387	Stock Clerk	1	2	0	1	1	
247.368E	Receptionist	1	0	0		1	
249.368D	Order Clerk	1	0	0		1	
254.258	Sales Representative	16	2	1	1	1	
276.358A	Salesman, Hardware Supplies	6	1	0	1		
276.358C	Salesman, Construction Machinery	3	0	2		1	
277.358B	Salesman, Farm Equipment	4	0	0		1	
282.258	Salesman, Medical Equi & Supplie	7	0	0	1	1	
289.358A	Salesman, General	14	3	1	1	1	
289.358B	Salesperson, Parts	8	0	1	1	2	
289.458	Salesperson, General	1	0	0		1	
381.887	Janitor	1	0	0		1	
620.281J	Engineering Equipment Mechanic	3	0	1		1	
620.281M	Automotive Maintenance Equip Ser	6	2	2	1		
624.231	Farm Equipment Mechanic	4	1	2	1		
624.381	Farm Machinery Set-up Man	2	0	2	1		
626.231	Machine Repairman, Maintenance	0	1	0	1		
860.331	Carpenter	4	0	0			3
861.331B	Silo Erector	9	6	2	1		
906.883	Truck Driver, Light	3	0	0		2	
976.331	Reproduction Technician	5	1	1	1		

D. OTHER

1.281	Draftsman, Architectural	2	0	1		1	
5.281B	Draftsman, Structural	6	1	2		1	
142.051	Interior Designer & Decorator	1	0	0		1	
162.15C	Purchasing Agent	6	0	0	1	4	
201.368E	Secretary	29	0	1	4	17	
202.383	Stenographer	10	1	0	3	4	
203.583A	Typist and Clerk Typist	11	0	0		5	
207.782A	Multilith Operator	1	0	0		1	
207.782B	Duplicating Machine Operator	1	0	0		1	

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
208.588A	Transcribing Machine Operator	1	0	0		1	
209.468	Sales Attendant	1	0	0		1	
209.538	General Clerk	23	2	2	5	10	
209.588C	Price Clerk	6	0	1		3	
210.338	Bookkeeper	41	2	0	7	32	
211.368	Cashier-Bank	1	0	0	1		
213.138	Supervisor, Machine Room	1	0	0		1	
213.382	Digital Computer Operator	4	0	1		2	
213.582	Keypunch Operator	3	0	0		2	
214.438A	Accounting Clerks	11	0	0	2	5	
214.438B	Billing Machine Operator	7	0	0	1	5	
215.338	Bookkeeping Machine Operator	2	0	0		2	
215.438	Payroll Clerk	1	0	0	1		
216.338	Statistical Clerks and Compilers	9	2	1	1	2	
216.438	Calculating Machine Operator	6	0	0	1	2	
219.338	General Office Clerk	14	0	0	2	5	
219.338C	Coding Clerk	1	0	0		1	
219.338E	Billing Clerk	1	0	0		1	
219.438	Cost Clerk	2	1	0		1	
221.338	Production Clerk	1	0	0		1	
222.387	Shipping and Receiving Clerk	32	5	1	6	11	
222.387B	Receiving Clerk	3	0	0		2	
222.587	Shipping Clerk	4	0	0		1	
223.387	Stock Clerk	25	6	2	6	9	
223.337B	Stock Control Clerk	4	0	0	1	1	
235.362	Telephone Operator-PBX Operator	2	0	0	1	1	
237.368B	Receptionist	4	0	0		4	
249.368C	Credit Clerk	2	0	0		1	
s54.258	Sales Representative	47	3	0	2	11	
260.458	Salesperson, Flowers	2	0	1		1	
262.358	Salesman Grain & Feed Products	3	0	0	1		
263.458C	Salesperson, Millinery	4	0	0		1	
265.358	Salesman, Paper and Paper Produc	4	2	0	1		
267.358	Salesman, Petroleum Products	1	0	0	1		
271.358	Salesman, Abrasives	3	0	0	1		
276.358A	Salesman, Hardware Supplies	9	0	0	2	1	
276.358B	Salesperson, General Hardware	5	0	0	1	2	
276.358D	Salesman, Bldg & Cons Equip & Su	12	0	0		2	

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
278.358B	Salesman, Radio and Television P	8	1	0	1	1	
278.358C	Salesperson, Television & Appli	2	0	0		1	
280.358B	Salesman, Automobile Parts	14	0	1	1	3	
281.358	Salesman, Office Machines	6	1	1	1		
289.358A	Salesman, General	45	1	2	5	6	
289.458	Salesperson, General	20	3	0		6	
292.358	Salesman-Driver	8	0	0		2	
299.478	Delivery Boy	1	0	0		1	
381.887	Janitor	5	0	0		3	
406.168	Jurseryman	3	1	0	1		
406.181	Flower Grower	5	0	0	1		
406.887	Nursery Worker	8	0	0		1	
521.885	Feed Grinder	2	0	0	1		
600.280B	Machinist	7	0	3		2	
609.885	Production Machine Operator	20	2	0		1	
615.885	Shear Operator	1	1	1	1		
620.281A	Automobile Mechanic	15	3	0	3	1	
620.331	Automotive Tune-Up Mechanic	2	0	0		1	
625.281B	Diesel Mechanic	8	3	1	1	1	
633.281	Office Machine Serviceman	2	0	1		1	
637.281C	Gas Serviceman	1	0	0		1	
720.281	Telecision and Radio Serv and Re	8	1	0	1	1	
726.781	Electronics Assembler	2	0	0		1	
804.281	Sheet Metal Worker	1	0	0		1	
810.884	Welder, Heliarc-Gas Shielded Arc	14	2	0		1	
828.281	Electronics Mechanic	16	4	0	1	1	
865.781	Glazier	15	2	3	1		
869.281	Furnace Installer and Rpmn, Hot	1	0	0		1	
903.883	Tank Truck Driver	12	1	0	2	3	
905.883	Truck Driver, Heavy	38	0	0		13	
906.883	Truck Driver, Light						
915.867	Automobile Service Station Atten	3	1	0	1		
920.887	Packager, Hand	3	0	0		2	
921.883	Crane Operator-Electric Bridge	1	1	0	1		
922.887A	Warehouseman	5	0	0	1		
929.887	Material Handler	34	1	0		2	

VI. RETAIL TRADE

A. HARDWARE SUPPLIES AND LUMBER YARDS

001.281	Draftsman, Architectural	3	0	0	1	1
160.238	Estimator	1	1	0	1	
162.158	Purchasing Agent	1	0	0		1
201.368B	Secretary	5	0	0	2	3
209.468	Sales Attendant	4	0	0		1
209.588	General Clerk	4	1	0	2	2
210.388	Bookkeeper	15	0	1	1	12
214.488B	Billing Machine Operator	1	0	0		1
215.388	Bookkeeping Machine Operator	2	0	0	1	1
219.388	General Office Clerk	3	0	0		2
222.387B	Receiving Clerk	1	0	0		1
223.387	Stock Clerk	1	0	1		1
276.358A	Salesman, Hardware Supplies	7	0	0	1	2
276.358B	Salesperson, General Hardware	24	1	1	5	3
276.358D	Salesman, Bldg & Cons Equip & St	8	2	0	3	3
289.358A	Salesman, General	13	3	0	2	1
289.458	Salesperson, General	1	0	0		1
290.478	Sales Clerk	2	0	0		1
299.478	Delivery Boy	1	0	0		1
301.887	Janitor	1	0	0		1
521.885	Feed Grinder	1	0	0		1
624.231	Farm Equipment Mechanic	1	0	0	1	
627.231	Linotype Machinist	1	0	0		1
637.281	Refrigeration Mechanic	1	0	0		1
669.330	Millman	6	0	1		1
739.884	Picture Framer	1	0	0	1	
801.781	Structural-Steel Worker	2	0	0		1
823.231	Electronics Mechanic	1	0	0		1
860.331	Carpenter	19	4	0	3	3
862.381A	Plumber	3	0	0		1
863.884	Sider	1	1	0	1	

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
865.781	Glazier	4	0	0		1	
865.884	Glass Installer	2	0	0		1	
866.381	Roofer	2	0	0	1		
869.281	Furnace Installer and Rpmn, Hot	9	1	0	1	2	
905.883	Truck Driver, Heavy	40	2	0	7	7	
906.883	Truck Driver, Light	6	0	0	1	1	
922.887C	Yardman-Lumber Yard	6	0	0	3	3	

### B. FARM EQUIPMENT DEALERS

201.368B	Secretary	2	0	0	1	1	
209.588	General Clerk	1	0	0		1	
210.388	Bookkeeper	21	0	0	2	12	1
214.488A	Accounting Clerks	1	0	0	1		
216.388	Statistical Clerks and Compilers	1	0	0			
222.387	Shipping and Receiving Clerk	2	0	0	1		
223.387	Stock Clerk	22	5	1	4	10	
277.358	Salesman, Tractor and Farm Impl	22	8	1	6	7	
280.358	Salesman, Automobile	2	0	0		1	
289.358B	Salesperson, Parts	6	0	0	1	2	
299.478	Delivery Boy	2	0	0		1	
381.887	Janitor	2	0	0		1	
620.281A	Automobile Mechanic	6	0	0	1		
620.281G	Tractor Mechanic	6	2	0	2	1	
624.281	Farm Equipment Mechanic	83	26	12	14	7	1
624.381	Farm Machinery Set-Up Man	19	4	3	2	6	
625.281B	Diesel Mechanic	11	3	3	2		
723.884	Electrical Appliance Repairman	1	0	1	1		
905.883	Truck Driver, Heavy	4	1	0	2	2	
919.887	Cleaner-Automobile	2	0	0	1		
929.887	Material Handler	1	0	0	1		

C. DEPARTMENT STORES

201.368B	Secretary	7	0	0		3
202.388	Stenographer	1	0	0		1
207.782A	Multilith Operator	1	0	0		1
209.468	Sales Attendant	4	0	0		2
209.588	General Clerk	5	0	1	1	2
210.388	Bookkeeper	1	0	0		1
213.138	Supervisor, Machine Room	1	0	0		1
213.582	Key punch Operator	1	0	0		1
213.782	Tabulating Machine Operator	3	0	0		1
214.488A	Accounting Clerks	1	0	0		1
214.488B	Billing Machine Operator	6	0	1		2
216.388	Statistical Clerks and Compilers	1	0	0		1
216.488	Calculating Machine Operator	6	0	0		1
219.388	General Office Clerk	6	0	0	1	
222.387	Shipping and Receiving Clerk	17	0	0		3
223.387	Stock Clerk	8	0	0		2
235.862	Telephone Operator-PBX Operator	3	0	0		2
254.258	Sales Representative	3	0	0		1
263.358A	Salesman, Footwear	12	0	1		2
263.358B	Salesman, Mens and Boys Clothing	4	0	1		1
263.358C	Salesman, Womens & Firls Appael	12	0	3		1
263.458A	Salesperson, Mens & Boys Clothing	18	0	3		3
263.458B	Salesperson, Womens & Girls Apparel	64	0	2		2
274.358A	Salesperson, Dry Goods	13	0	3		2
274.358B	Salesperson, Furniture	5	0	0		
276.358B	Salesperson, General Hardware	10	0	0		1
278.358A	Salesman, Gas or Electric Appliance	2	0	0		1
278.358C	Salesperson, Television & Appliance	13	0	1		1
289.358A	Salesman, General	2	0	0	1	
289.458	Salesperson, General	37	0	2	1	6
290.478	Sales Clerk	84	1	8	1	7
299.468	Cashier-Checker	45	0	0	1	
627.281	Linotype Machinist	1	0	0		1
637.281	Refrigeration Mechanic	2	0	1		2
785.261	Master Tailor	1	0	0		
785.281	Alteration Tailor	2	0	1		1
828.281	Electronics Mechanic	1	0	1		1
864.731	Floor Layer	1	0	0	1	
922.887B	Laborer, Stores	21	0	1	1	1

EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
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D. FOOD STORES

209.468	Sales Attendant	9	0	2		2
210.383	Bookkeeper	1	0	0		1
211.468	Cashier	7	0	0	1	
263.458A	Salesperson, Mens & Boys Clothing	3	0	0		1
290.478	Sales Clerk	15	0	1		4
290.877	Salesperson, Food	7	0	0	1	2
299.468	Cashier-checker	45	0	3	1	10
299.478	Delivery Boy	1	0	0	1	
316.884	Meat Cutter-Butcher	22	1	1	3	7
381.887	Janitor	1	0	0		1
526,781	Baker	11	1	0	1	2
915.867	Automobile Service Station Attendant	2	0	0		1
920.885	Packager-Machine	6	0	0		3
922.887B	Laborer, Stores	50	1	5	2	9

E. MOTOR VEHICLE DEALERS

201.368B	Secretary	5	0	0	2	2
203.588A	Typist and Clerk Typist	1	0	0		1
209.588	General Clerk	6	0	1		5
210.388	Bookkeeper	28	2	1	5	13
214.488A	Accounting Clerks	1	0	0	1	
215.388	Bookkeeping Machine Operator	1	0	0	2	
219.388	General Office Clerk	7	0	0		2
222.387	Shipping and Receiving Clerk	1	0	0		1
223.387	Stock Clerk	33	3	2	8	8
243.368	Service Clerk	1	0	0		1
254.258	Sales Representative	8	0	0	3	
280.358	Salesman, Automobile	63	7	2	8	7
289.358A	Salesman, General	4	0	0	2	2
289.358B	Salesperson, Parts	5	0	0	2	1
289.458	Salesperson, General	0	0	0		
290.478	Sales Clerk	1	0	0	1	
381.887	Janitor	4	0	0		2

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
620.281A	Automobile Mechanic	138	18	15	20	12	
620.281B	Front End Alignment Man	9	2	0	7	2	
620.281C	Transmission Mechanic	5	1	0	4		
620.281L	Automobile Repair Service Salesman	16	0	0	1	2	
620.281D	Brakeman, Automobile	3	0	0	3		
620.281E	Automobile Air Conditioning Mechanic	2	0	0	2		
620.281F	Automobile Maintenance Mechanic	3	0	0	3		
620.381	Automotive Tune-Up Mechanic	13	1	1	6	1	
620.384C	Automobile Mechanic Helper	1	0	0		1	
624.281	Farm Equipment Mechanic	1	0	0		1	
807.381	Automobile Body Repair	42	6	5	10	3	
345.781	Automobile Spray Painter	7	1	2	3		
903.883	Tank Truck Driver	1	0	0	1		
915.867	Automobile Service Station Attendant	10	2	3	3	2	
915.887A	Porter, Used Car Lot	12	0	1	1	5	
915.887B	Lubrication Man	12	1	1	2	7	
919.883B	Tow Truck Operator	1	0	0		1	
919.887	Cleaner-Automobile	5	0	0	1	4	

F. GASOLINE SERVICE STATIONS

201.368B	Secretary	4	0	0	1		
210.388	Bookkeeper	3	0	0		3	
219.588	Posting Clerk	2	0	0	1		
292.358	Salesman-Driver	17	0	0		1	
381.887	Janitor	1	0	0		1	
620.281A	Automobile Mechanic	12	2	3	4	3	
620.281B	Front End Alignment Man	2	1	1	1	1	
620.281D	Brakeman, Automobile	6	1	1	1	1	
620.281E	Automobile Air Conditioning Mech	2	1	1	1		
620.281F	Automobile Maintenance Mechanic	11	5	1	4		
620.381	Automotive Tune-Up Mechanic	13	3	4	7	2	
637.281C	Gas Serviceman	3	0	0		1	
345.781	Automobile Spray Painter	1	0	0		1	
903.883	Tank Truck Driver	1	0	0	1		



		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
904.883	Tractor-Trailer Truck Driver	15	0	0			1
905.883	Truck Driver, Heavy	4	0	0			1
915.867	Automobile Service Station Attendant	109	153	9	5		10
915.884	Tire Repairman	1	0	0			1
922.887A	Warehouseman	2	0	0			2

G. APPAREL AND ACCESSORY STORES

201.368B	Secretary	1	0	0			1
203.588A	Typist and Clerk Typist	1	0	0			1
209.588	General Clerk	18	0	0	1		3
209.588B	Marker	1	0	0			1
210.388	Bookkeeper	10	0	0	2		7
211.468	Cashier	1	0	0			1
215.388	Bookkeeping Machine Operator	1	0	0			1
219.388	General Office Clerk	4	0	0			1
222.387	Shipping and Receiving Clerk	1	0	0			1
249.368C	Credit Clerk	1	0	0			1
263.358A	Salesman, Footwear	22	2	1	2		1
263.358B	Salesman, Mens and Boys Clothing	37	2	5	5		3
263.358D	Salesperson, Shoe	20	0	1	1		2
263.458A	Salesperson, Mens & Boys Clothing	6	0	1	1		1
263.458B	Salesperson, Womens & Girls Apparel	46	0	1			3
290.478	Sales Clerk	15	0	0	1		3
381.887	Janitor	2	0	0			1
785.261	Master Tailor	2	-	-	1		1
785.281	Alteration Tailor	8	1	0	4		1
922.887B	Laborer, Stores	2	0	0			1

H. FURNITURE, HOME FURNISHINGS & EQUIPMENT

020.188	Programmer	1	0	0			1
142.051	Interior Designer & Decorator	4	0	0			1
152.028	Teacher, Music	2	0	0			1

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
201.368B	Secretary	4	0	0			3
203.588A	Typist and Clerk Typist	4	0	0			3
209.588	General Clerk	4	0	0			4
210.388	Bookkeeper	16	0	0	3		10
213.582	Key punch Operator	1	0	0	1		
215.388	Bookkeeping Machine Operator	4	0	0	1		2
219.388	General Office Clerk	2	0	0			1
222.387	Shipping and Receiving Clerk	8	0	2	2		3
223.387	Stock Clerk	4	0	0			3
235.862	Telephone Operator-PBX Operator	5	0	2	2		1
274.358A	Salesperson, Dry Goods	1	0	0			1
274.358B	Salesperson, Furniture	29	0	0	3		4
278.358A	Salesman, Gas or Electric Appliance	5	0	0	1		3
278.358C	Salesperson, Television & Appliance	31	0	0	3		1
287.358	Salesman, Piano and Organ	2	0	0			1
289.358A	Salesman, General	16	0	0	1		2
289.358B	Salesperson, Parts	4	0	0	2		
290.478	Sales Clerk	9	0	1	1		1
299.381	Carpet Layer	5	0	1	2		
299.384A	Draperly Hanger	4	0	0	1		1
381.887	Janitor	3	0	0			3
627.281	Linotype Machinist	1	0	0			1
627.281	Refrigeration Mechanic	5	2	2	2		2
720.281	Television and Radio Service and Repair	13	5	7	1		
721.281	Electric Motor Repairman	1	1	0	1		
723.884	Electrical Appliance Repairman	8	2	0	4		1
730.281	Wind Instrument Repairman	1	0	0	1		
730.281B	Electric Organ Inspector & Repairman	1	0	0	1		
730.381	Piano Tuner	2	0	0			1
763.381	Furniture Finisher	1	0	0			1
780.381	Furniture Uphosterer	4	0	0	1		2
780.887	Uphostery Cleaner	3	0	0			1
787.782B	Sewing Machine Operator, Reg Equ.	2	0	0			1
823.884	Antenna Installer	1	0	0	1		
824.281	Electrician	3	0	0	1		
827.281	Household Appliance Repairman	7	1	0	2		2
827.381	Household Appliance Inst. Man	4	0	0			2
905.883	Truck Driver, Heavy	14	1	0	1		3
906.883	Truck Driver, Light	15	0	0			5
919.168	Dispatcher, Motor Vehicle	1	0	0			1
922.887A	Warehouseman	1	0	0			1

EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
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I. EATING AND DRINKING PLACES

201.368B	Secretary	3	0	0		2	
203.588A	Typist and Clerk Typist	1	0	0		1	
209.588	General Clerk	1	0	0		1	
210.388	Bookkeeper	8	0	0		6	
211.468	Cashier	25	1	3		7	2
215.388	Bookkeeping Machine Operator	1	0	0		1	
299.478	Delivery Boy	17	0	1		1	
310.868	Hostess	16	0	0		6	
311.878A	Waiter or Waitress	391	4	9	10	23	1
311.878B	Bus Boy	27	0	0	3	2	1
311.878C	Counterman	71	3	0	2	3	
311.878D	Floor Girl, Cafeteria	30	0	0		1	
311.878E	Car Hop	8	3	0	1		
312.878	Bartender	22	1	2	2	6	
313.131	Chef	13	0	1		5	
313.168	Executive Chef	21	0	1	1	4	
315.381	Cook	107	10	3	14	21	1
316.884	Meat Cutter-Butcher	9	0	0	1	4	
317.887	Cooks Helper	90	2	10	6	17	
318.887	Kitchen Helper-Washer	102	3	0	3	14	
352.868	Host	5	0	0		3	
381.887	Janitor	17	2	0	1	7	
526.781	Baker	13	0	0	2	5	
529.782	Dairy Processing Equipment Opera	2	0	0	1		
915.878	Parking Lot Attendant	1	0	0		1	

J. DRUG STORES

201.368B	Secretary	1	0	0		1	
202.388	Stenographer	1	0	0		1	
203.588A	Typist and Clerk Typist	1	0	0		1	
209.588	General Clerk	5	0	0		2	

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
210.388	Bookkeeper	4	0	0		3	
214.438A	Accounting Clerks	1	0	1		1	
222.387	Shipping and Receiving Clerk	2	0	0		2	
223.387	Stock Clerk	3	0	0			1
276.358B	Salesperson, General Hardware	9	0	0		2	
284.258	Salesman, Precision Instruments	3	0	0			
285.358	Salesperson, Photographic Suppli	4	0	0		1	
289.458	Salesperson, General	8	0	0	1		
290.478	Sales Clerk	80	1	1	3	10	
299.478	Delivery Boy	6	0	0		2	
311.878A	Waiter or Waitress	1	0	0	1		
315.381	Cook	1	0	0	1		
318.887	Ditchen Helper-Washer	2	0	0	1		
381.887	Janitor	1	0	0		1	
906.883	Truck Driver, Light	1	0	0	1		

K. FARM AND GARDEN SUPPLIES

201.368B	Secretary	2	0	0		2	
202.388	Stenographer	1	0	0	1		
209.588	General Clerk	2	0	0	1	1	
210.388	Bookkeeper	17	0	0	1	10	
215.388	Bookkeeping Machine Operator	1	0	0	1		
219.388	General Office Clerk	1	0	0		1	
223.387	Stock Clerk	1	0	0	1		
254.258	Sales Representative	0	1	0		1	
262.358	Salesman Grain & Feed Products	4	0	0	3	1	
267.358	Salesman, Petroleum Products	1	0	0		1	
276.358A	Salesman, Hardware Supplies	1	0	0			
276.358B	Salesperson, General Hardware	2	0	0	1		
277.358	Salesman, Tractor and Farm Impl	1	0	1	1		
289.358A	Salesman, General	1	0	0		1	
289.458	Salesperson, General	4	2	0	1		
290.478	Sales Clerk	5	3	0	1	1	
292.358	Salesman-Driver	1	0	0		1	

		EMPLOYEES	VACANCIES	TRAINING	Sh.	Ad.	Surp.
406.168	Nurseryman	3	2	0	1		
407.131	Landscape Gardener	2	2	0	1		
407.337	Laborer, Landscape	0	3	0	1		
521.335	Feed Grinder	9	1	0	5		5
529.637	Egg Candler	1	0	0			1
860.381	Carpenter	5	0	0	1		
903.833	Tank Truck Driver	1	0	0	1		
905.833	Truck Driver, Heavy	31	3	1	4		3
922.837A	Warehouseman	1	0	0			1
922.837C	Yardman-Lumber Yard	2	0	0	1		
929.337	Material Handler	1	1	0	1		

L. MISCELLANEOUS

142.001	Floral Designer	11	2	3	2		1
143.062	Photographer	1	0	0			1
201.363B	Secretary	7	0	0			6
203.533A	Typist and Clerk Typist	4	0	0	1		
209.533	General Clerk	22	0	0	1		3
210.363	Insurance Clerk	1	0	0	1		
210.333	Bookkeeper	16	1	2	2		13
214.433A	Accounting Clerks	2	0	0	1		
214.433B	Billing Machine Operator	1	0	0	1		
215.333	Bookkeeping Machine Operator	1	0	0	1		
222.337	Shipping and Receiving Clerk	3	0	0	1		1
223.337	Stock Clerk	2	0	0	1		
235.862	Telephone Operator-PBX Operator	1	0	0	1		
237.363E	Receptionist	3	0	0	1		1
254.258	Sales Representative	1	0	0	1		
260.453	Salesperson, Flowers	12	3	2	1		2
262.353	Salesman Grain & Feed Products	2	0	0			1
263.353A	Salesman, Footwear	0	0	0	1		
278.353A	Salesman, Gas or Electric Appli	3	0	0	1		1
233.353	Salesperson, Jewelry	16	1	0	2		2

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
286.358	Salesman, Sporting Goods	2	0	0			1
289.358A	Salesman, General	8	0	1	1		1
289.358B	Salesperson, Parts	4	0	0	1		1
289.458	Salesperson, General	15	0	1			3
290.478	Sales Clerk	11	0	0			3
299.384B	Optician, Dispensing	3	0	0	1		
406.168B	Greenhouse Florist	2	0	0			1
521.385	Feed Grinder	1	0	0			1
620.281A	Automobile Mechanic	2	0	0			2
620.281K	Motorcycle Repairman	4	0	2			1
620.384	Truck Mechanic Helper	6	1	0	1		
620.384D	Wrecker	3	0	0	1		
637.281C	Gas Serviceman	2	0	0	1		
637.281D	Gas Appliance Serviceman	4	0	2	1		
700.281	Jeweler	5	0	0	2		1
715.281	Watch Repairman	8	1	0	4		2
782.782	Knitting-Machine Operator, Hand	4	0	0			1
807.281	Automobile Body Repair	2	0	0	2		
829.281	Electrical Mechanic	0	0	0	1		
905.883	Truck Driver, Heavy	21	3	0	3		4
906.883	Truck Driver, Light	9	1	1	3		2
919.883	Deliveryman, Car Rental	2	1	0	1		
919.883B	Tow Truck Operator	2	0	0			1

VII. FINANCE, INSURANCE, AND REAL ESTATE

A. BANKING

020.188	Programmer	10	1	1	1		
186.288	Loan Officer	12	0	2	2		3
201.368B	Secretary	56	1	0	5		19
202.388	Stenographer	16	1	0	3		4
203.588A	Typist and Clerk Typist	25	3	0	2		4
209.588	General Clerk	61	1	1	1		14
210.388	Bookkeeper	63	3	1	7		23
210.388B	Audit Clerk	4	1	0	1		

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
211.368	Cashier-Bank	39	1	2	1	15	
212.368	Teller	191	4	8	8	23	
213.382	Digital Computer Operator	16	1	2	1		
213.582	Keypunch Operator	16	0	1	1		
214.488A	Accounting Clerks	27	0	0	1	6	
214.488B	Billing Machine Operator	2	0	0	1	1	
215.388	Bookkeeping Machine Operator	58	1	3	5	17	
217.388	Proof-Machine Operator	3	0	0	3		
219.388	General Office Clerk	25	0	3	1	1	
223.387	Stock Clerk	1	0	0	1		
235.362	Telephone Operator-PBX Operator	2	0	0	1	1	
237.368B	Receptionist	10	0	0	2	2	
249.388B	Messenger, Bank	8	1	0	1		
381.887	Janitor	10	0	0		9	

#### B. CREDIT AGENCIES

186.288	Loan Officer	7	0	1	1	3	
189.168	Manager Trainee	1	1	0	1		
201.368B	Secretary	6	0	2		5	
202.388	Stenographer	1	0	0		1	
203.588A	Typist and Clerk Typist	3	0	0	1	1	
209.588	General Clerk	4	0	0		2	
210.388	Bookkeeper	7	0	1	2	4	
211.368	Cashier-Bank	2	0	1		1	
212.368	Teller	10	0	0	1	2	
214.488A	Accounting Clerks	11	0	1	1	2	
215.388	Bookkeeping Machine Operator	4	0	0		1	
216.388	Statistical Clerks and Compilers	8	0	0		1	
223.387	Stock Clerk	1	0	0		1	
237.368B	Receptionist	2	0	0		2	

#### C. INSURANCE

012.168	Systems Analyst	3	0	0		3	
020.188	Programmer	15	0	0		3	
162.158	Purchasing Agent	1	0	0		1	
169.188	Underwriter	16	0	2		1	
189.168	Manager Trainee	4	0	4		1	

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
201.368B	Secretary	34	1	0	1	11	
202.383	Stenographer	42	1	2		9	1
203.588A	Typist and Clerk Typist	115	1	8		5	1
207.782B	Duplicating Machine Operator	1	0	0		1	
209.588	General Clerk	163	0	4		5	
210.388	Bookkeeper	6	0	0		3	
210.388B	Audit Clerk	3	0	1		1	
211.368	Cashier-Bank	5	0	0		1	
213.138	Supervisor, Machine Room	4	0	0		4	
213.382	Digital Computer Operator	9	0	0		3	
213.582	Keypunch Operator	42	0	2		5	
213.782	Tabulating Machine Operator	3	0	0		3	
214.488A	Accounting Clerks	28	0	0		5	
215.388	Bookkeeping Machine Operator	6	0	0		4	
216.388	Statistical Clerks and Compilers	54	6	0		4	
216.488	Calculating Machine Operator	10	0	1			1
223.387	Stock Clerk	2	0	0		2	
235.862	Telephone Operator-PBX Operator	7	0	3		4	1
237.368B	Receptionist	7	0	0		4	
241.168	Claim Adjuster	31	0	1		2	1
250.258	Salesman, Insurance	8	0	0		2	
254.258	Sales Representative	8	1	0		2	
289.358A	Salesman, General	1	0	0	1		

D. REAL ESTATE

119.288	Law Clerk	2	0	0			1
201.368B	Secretary	10	0	0		7	
202.388	Stenographer	13	0	0		1	1
203.588A	Typist and Clerk Typist	3	0	0		3	
209.588	General Clerk	17	0	1		2	1
210.388	Bookkeeper	5	0	0		4	1
215.388	Bookkeeping Machine Operator	1	0	0		1	
219.388	General Office Clerk	1	0	0		1	
237.368B	Receptionist	2	0	0		1	1
250.358	Salesman Real Estate	19	4	0	2	1	
250.358B	Memorial Counselor	8	4	2	1		
260.458	Salesperson, Flowers	3	0	0		1	



		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Supp.
331.337	Janitor	26	0	0	5	5	
338.368	Elevator Operator	6	0	0		1	
407.334	Grounds Keeper	3	0	0		1	
407.337	Laborer, Landscape	10	0	0		1	
340.701	Painter	5	0	0		3	
359.333A	Heavy Equipment Operator O E	1	0	0		1	
399.331	Maintenance Man, Building	1	0	0		1	
905.333	Truck Driver, Heavy	1	0	0		1	

VIII. SERVICE

A. HOTELS AND OTHER LODGING PLACES

201.363B	Secretary	3	0	0	1	1	
210.333	Bookkeeper	5	0	1	1	2	
210.333D	Audit Clerk	2	1	2	1		
211.363	Cashier-Bank	2	1	0	1		
211.463	Cashier	3	2	2	1		
214.433A	Accounting Clerks	2	0	0	1		
219.333D	Timekeeper	3	1	0	1		
223.337	Stock Clerk	1	1	1	1		
235.862	Telephone Operator-PBX Operator	4	0	0	1		
242.363	Hotel Clerk	23	2	2	1	4	
310.363	Hostess	4	1	0	1	1	
311.373A	Waiter or Waitress	28	6	4	1	1	
312.373	Bartender	4	1	0	1		
313.163	Executive Chef	1	0	0	1		
315.331	Cook	16	5	5	1	2	
316.334	Meat Cutter-Butcher	1	1	1	1		
317.337	Cooks Helper	10	2	3	1	2	
318.337	Kitchen Helper-Washer	10	3	4	1	1	
321.133	Housekeeper	2	0	0	1	1	
324.373	Bellhop	2	0	0		1	
330.371	Barber	4	1	0	1		
355.373A	Tray Line Worker	4	0	0		1	
361.334	Laundress, Hand	1	0	0		1	
372.363	Guard	1	0	0		1	

EMPLOYEES      VACANCIES      TRAINEES      Sh.   Ad.   Surp.

301.387	Janitor	59	3	11	4	4	
526.781	Baker	1	1	1	1		
785.381	Seamstress, Linen Room	2	0	0	1		
899.381	Maintenance Man, Building	6	0	2	1	1	
950.782	Stationary Engineer	1	0	0		1	

D. PERSONAL SERVICES

1. Laundries and Dry Cleaning

209.588	General Clerk	6	0	2	1	3	
210.388	Bookkeeper	5	0	0	2	2	
211.468	Cashier	4	0	0		1	
214.488A	Accounting Clerks	1	0	0		1	
215.388	Bookkeeping Machine Operator	2	0	0	1	1	
222.478	Retail Receiving Clerk	6	0	0	1	3	
292.358	Salesman-Driver	13	1	0	2	4	
361.687	Classifier	1	0	0			1
361.885	Washer, Machine	5	0	0	3	2	
361.887	Laundry Laborer	10	0	0		3	
361.887B	Shaker, Wearing Apparel	1	0	0		1	
362.381	Spotter	3	1	0	1	2	
362.782	Dry Cleaner	17	2	3	4	4	
363.781	Silk Finisher	6	2	1	4	1	
363.782A	Presser Machine	34	2	0	2	5	
363.782B	Wool Presser	12	0	1	3	2	
363.885	Shirt Presser	7	0	0	2		1
369.687	Checker	11	0	0	2	2	
369.687B	Inspector	7	0	0	1	3	
369.887	Folder	7	0	0	1	1	
581.885	Extractor Operator	1	0	0		1	
583.885	Steam Press Operator	4	0	0	1		
629.281	Laundry Machine Mechanic	2	1	0	1	1	
785.381B	Seamstress	5	1	0	3	2	
899.381	Maintenance Man, Building	1	0	0		1	
906.883	Truck Driver, Light	7	1	0	1	2	
919.387	Cleaner Automobile	6	0	0		1	

	EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
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2. Barber and Beauty

97.228	Instructor, Cosmetology	9	0	1		2
201.368B	Secretary	2	0	0	1	1
210.388	Bookkeeper	1	0	0		1
237.368B	Receptionist	4	0	0		2
239.458	Salesperson, General	1	1	0	1	
330.371	Barber	23	1	4	1	5
332.271	Cosmetologist	67	7	1	3	8
332.381	Wig Dresser	1	1	0	1	
381.887	Janitor	4	0	0		2

3. Other

152.048B	Organist	1	0	0		1
201.368B	Secretary	1	0	0		1
338.381	Embalmer	4	1	1	1	
339.381	Lady Attendant	2	0	0		1
381.887	Janitor	3	0	0		1
919.887	Cleaner-Automobile	1	0	0		1
970.281	Photograph Retoucher	3	2	0	1	
976.381B	Developer	2	0	0	1	

C. BUSINESS SERVICES

12.168	Systems Analyst	2	0	0		1
20.188	Programmer	11	0	0		1
29.281	Soils Tester	6	0	0		1
132.088	Copy Writer	2	0	0		1
141.081	Illustrator	4	0	0		1

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
201.368B	Secretary	2	0	0			2
202.388	Stenographer	6	0	6	2		
203.588A	Typist and Clerk Typist	33	0	2	1		4
207.782B	Duplicating Machine Operator	3	0	3			1
209.538	General Clerk	6	0	0			3
210.388	Bookkeeper	12	2	6	2		6
213.382	Digital Computer Operator	10	0	0			1
213.582	Keypunch Operator	1	0	0			1
216.388	Statistical Clerks and Compilers	2	0	2			2
219.388	General Office Clerk	6	0	0			1
240.368	Collector	2	0	0			1
240.388	Collection Clerk	7	0	0			1
259.358	Salesman, Soft-Water Service	1	0	0	1		
292.358	Salesman-Driver	7	0	2	2		1
331.887	Janitor	2	0	0			1
339.884	Exterminator	3	0	1	1		
620.281M	Automotive Maintenance Equip Ser	1	0	0			1
862.884A	Soft Water Serviceman	6	0	0	2		1
922.887D	Laboratory-Sample Carrier	5	3	0	1		

D. AUTOMOBILE REPAIR AND SERVICES

1. Body Repair Shops

201.368B	Secretary	2	0	0			2
210.388	Bookkeeper	2	0	0			2
223.387	Stock Clerk	2	0	0			2
620.281A	Automobile Mechanic	10	1	0	3		2
620.281B	Front End Alignment Man	2	0	0	1		1
620.281C	Transmission Mechanic	1	0	0	1		
620.281F	Automobile Maintenance Mechanic	1	0	0	1		
620.381	Automotive Tune-up Mechanic	3	0	0	2		1
807.381	Automobile Body Repair	9	2	0	2		1
825.281	Electrician, Automotive	2	0	0			1
845.781	Automobile Spray Painter	4	2	0	2		

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
	359.883A Heavy Equipment Operator O E	2	0	0		1	
	905.883 Truck Driver, Heavy	2	0	0		1	
2.	Other						
	201.368B Secretary	5	1	0	2	1	
	210.388 Bookkeeper	3	0	0	3		
	211.468 Cashier	3	0	0		2	
	237.368B Receptionist	1	0	0		1	
	620.281A Automobile Mechanic	3	0	0	1		
	625.281B Diesel Mechanic	7	2	0	2		
	307.381 Automobile Body Repair	5	0	0	1		
	359.883A Heavy Equipment Operator O E	3	0	0		1	
	905.883 Truck Driver, Heavy	2	0	0	1		
	906.883 Truck Driver, Light	2	0	0		1	
	915.367 Automobile Service Station Atten	1	1	0		1	
	919.47C Car Rental Clerk	6	1	1	1		
	919.883 Deliveryman, Car Rental	3	0	0		1	
	919.883B Tow Truck Operator	2	0	0	1		
	919.887 Cleaner-Automobile	6	2	0	1		
E. AMUSEMENT AND RECREATION							
	152.04C Musician	25	2	2	2	4	
	201.368B Secretary	1	0	0		1	
	209.588 General Clerk	2	0	0		1	
	210.388 Bookkeeper	2	0	0		2	
	211.468 Cashier	1	0	0		1	
	286.358 Salesman, Sporting Goods	4	0	0	1	1	
	307.878 Baby Sitter	1	0	0		1	
	311.878A Waiter or Waitress	24	1	0	1	3	
	311.878B Bus Boy	2	0	0		1	

	EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
311.878C	Counterman	10	0	0		2
312.878	Bartender	10	0	0	1	4
315.381	Cook	9	1	2	1	4
317.887	Cooks Helper	5	0	3	1	
318.887	Kitchen Helper-Washer	2	0	0	1	
340.368	Deskman, Bowling Floor	20	0	1	1	6
340.878	Pin Boy	3	0	0	1	
344.868	Ticket Taker	1	0	0		1
358.378	Checkroom Attendant	1	0	0		1
372.368	Guard	4	0	0		1
381.887	Janitor	7	0	0		4
407.884	Grounds Keeper	4	0	0		2
732.884	Sports Equipment Repairman	1	0	0	1	
829.281	Electrical Mechanic	5	1	0	1	2
899.381	Maintenance Man, Building	3	0	0		2
960.382	Motion Picture Projectionist	1	0	0		1

## F. MEDICAL SERVICES

### 1. Hospitals

012.168	Systemes Analyst	1	0	0		1
020.188	Programmer	1	00	0		1
078.368A	Dental Hegenist	1	0	0		1
078.368B	X-Ray Tech-Radiological Tech	39	3	35	2	4
078.381	Medical Laboratory Asst.	22	3	2	1	5
079.268	Inhalation Therapist	5	0	1		2
079.368	Medical Assistant	5	0	0		1
079.378A	Nurse, Associate Degree	277	20	198	3	
079.378B	Dental Assistant	2	0	0		1
079.378C	Nurse, Licensed Practical	200	27	66	5	1
079.378D	Surgical Technician	16	0	7	1	3
100.388	Medical Record Librarian	7	0	0	3	2
201.368A	Medical Secretary	45	1	0	4	2
201.368B	Secretary	49	0	0		4
202.388	Stenographer	12	0	0		2

	<u>EMPLOYEES</u>	<u>VACANCIES</u>	<u>TRAINEES</u>	<u>Sh.</u>	<u>Ad.</u>	<u>Surp.</u>
203.588A	Typist and Clerk Typist	36	0	0		3
207.782B	Duplicating Machine Operator	3	0	0		3
209.588	General Clerk	49	1	2		2
210.388	Bookkeeper	1	0	0		1
213.138	Supervisor, Machine Room	2	0	0	1	1
213.382	Digital Computer Operator	3	0	0	1	1
213.582	Keypunch Operator	6	0	0		3
214.488A	Accounting Clerks	9	0	2		4
214.488B	Billing Machine Operator	5	0	0		3
215.388	Bookkeeping Machine Operator	3	0	0		2
216.388	Statistical Clerks and Compilers	2	0	0		1
222.387	Shipping and Receiving Clerk	1	0	0		1
223.287	Stock Clerk	3	0	0		2
235.362	Telephone Operator-PBX Operator	34	0	0		3
237.368B	Receptionist	13	0	0		3
249.388A	Medical Record Clerk	28	0	0		4
313.131	Chef	3	1	0	1	1
313.168	Executive Chef	1	0	1		
315.381	Cook	9	1	2	1	1
318.887	Kitchen Helper-Washer	56	0	0		2
330.371	Barber	2	0	0		1
355.878	Orderlies & Nurses Aides	651	30	21	7	4
526.781	Baker	2	0	1	1	1
637.281	Refrigeration Mechanic	2	0	0	1	1
712.381	Dental Laboratory Tech	2	0	0		1
721.281	Electric Motor Repairman	2	0	0		1
828.281	Electronics Mechanic	1	0	0	1	
899.381	Maintenance, Man, Building	13	2	1	2	
2. Offices of Physicians and Surgeons						
078.368A	Dental Hygienist	2	0	0		2
078.368B	X-Ray Tech--Radiological Tech	4	0	0	1	
078.381	Medical Laboratory Asst.	2	0	0		1
079.368	Medical Assistant	8	0	0		5
079.378A	Nurse, Associate Degree	34	0	0	3	12
079.378D	Surgical Technician	1	0	0		1
079.378E	Orthoptist	1	0	0		1

		<u>EMPLOYEES</u>	<u>VACANCIES</u>	<u>TRAINEES</u>	<u>Sh.</u>	<u>Ad.</u>	<u>Surp.</u>
201.363A	Medical Secretary	4	0	0	1	2	
201.363B	Secretary	8	1	1	2	3	
202.388	Stenographer	3	0	0		2	
203.588A	Typist and Clerk Typist	1	0	0		1	
209.588	General Clerk	4	0	0		1	
210.368	Insurance Clerk	2	0	0		2	
210.388	Bookkeeper	5	0	0		5	
215.388	Bookkeeping Machine Operator	1	0	0		1	
219.388	General Office Clerk	7	0	0		3	
237.368B	Receptionist	13	0	0	1	8	
318.887	Kitchen Helper-Washer	1	0	0		1	
355.878	Orderlies & Nurses Aides	2	0	0		1	
381.887	Janitor	4	0	0	1	2	
407.884	Grounds Keeper	1	0	0	1		
713.381	Optician	1	0	0		1	
3. Convalescent and Rest Homes							
079.378A	Nurse, Associate Degree	26	5	5	6	7	
079.378C	Nurse, Licensed Practical	10	8	0	3	4	
201.368B	Secretary	1	0	0		1	
210.388	Bookkeeper	4	0	0		3	
315.381	Cook	21	0	0	1	11	
317.887	Cooks Helper	4	0	0		2	
318.887	Kitchen Helper-Washer	9	0	0	1	1	
355.878	Orderlies & Nurses Aides	54	4	0	3	4	
355.878A	Tray Line Worker	147	5	3	5	6	1
361.887	Laundry Laborer	9	1	0	2	3	
381.887	Janitor	10	1	0	2	4	
699.381	Maintenance Man, Building	1	0	0		1	
4. Other							
078.381	Medical Laboratory Asst.	1	0	0		1	
079.378A	Nurse, Associate Degree	1	0	0		1	
381.887	Janitor	1	0	0		1	



G. EDUCATIONAL SERVICES

020.133	Programmer	9
077.387	Pharmacy Helper	4
077.168	Dietitian	14
078.363B	X-Ray Tech--Radiological Tech	19
078.363C	Egg-Electroencephalograph-Tech	3
078.363D	Ekg-Electrocardiograph-Technici	1
078.381	Medical Laboratory Asst.	186
079.128	Occupational Therpy Aide	2
079.128B	Occupational Therapist	5
079.36E	Medical Assistant	1
079.378A	Nurse, Associate Degree	2
079.378C	Nurse, Licensed Practical	5
079.378E	Orthoptist	2
079.378E	Physical Therapist	5
100.363	Medical Record Librarian	1
132.033	Copy Writer	1
141.031	Illustrator	6
143.062B	Photographer, Commercial	6
152.023	Teacher, Music	35
160.233	Estimator	2
136.233	Loan Officer	1
137.133	House Mother	
139.163	Manager Trainee	
199.137	Radiation Monitor	1
201.363A	Medical Secretary	1
201.363B	Secretary	303
202.333	Stenographer	229
203.533A	Typist and Clerk Typist	67
205.363	Admissions Evaluator	13
208.533A	Transcribing Machine Operator	1
209.533	General Clerk	211
209.633	Proof REader	3
210.333	Bookkeeper	16
211.368	Cashier-Bank	14
211.463	Cashier	1
213.133	Supervisor, Machine Room	1
213.332	Digital Computer Operator	4
213.532	Keypunch Operator	13
214.433A	Accounting Clerks	6

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215.488	Payroll Clerk	2
216.388	Statistical Clerks and Compilers	5
219.388	General Office Clerk	1
219.388C	Coding Clerk	3
219.388F	Ward Clerk	40
219.488	Cost Clerk	2
222.387B	Receiving Clerk	3
222.587	Shipping Clerk	3
222.588	Traffic Clerk	1
223.387	Stock Clerk	21
223.388	Inventory Clerk	6
223.587	Laboratory Helper	57
230.878	Messenger	5
231.588	Mail Clerk	4
235.862	Telephone Operator-PBX Operator	17
237.368B	Receptionist	1
242.368	Hotel Clerk	2
249.368	Reservation Clerk	1
249.368E	Library Assistant	78
249.388A	Medical Record Clerk	1
289.358A	Salesman, General	
310.868	Hostess	2
311.878C	Counterman	2
311.878D	Floor Girl, Cafeteria	22
315.381	Cook	50
316.384	Meat Cutter-Butcher	8
317.887	Cooks Helper	17
318.887	Kitchen Helper-Washer	113
319.874	Caterer Helper	1
330.371	Barber	2
338.381	Embalmer	3
355.878	Orderlies & Nurses Aides	4
356.874	Animal Caretaker	14
361.885	Washer, Machine	3
363.782A	Presser Machine	8
363.886	Flatwork Finisher	11
365.3C1	Shoe Repairman	1

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EMPLOYEES      VACANCIES      TRAINEES      Sh. Ad. Surp.

EMPLOYEES	VACANCIES	TRAINEES	Sh. Ad. Surp.
369.637C Assembler	2		
369.887 Folder	1		
373.884 Fire Fighter	10		
381.837B Cleaner, Laboratory Equipment	7		
381.837 Janitor	253	I	
404.834 Tree Pruner	1	N	
406.168 Nurseryman	4	F	
406.887 Nursery Worker	2	O	
407.834 Grounds Keeper	1	R	
		M	
519.883 Larryman	6	A	
559.782 Utility Operator	1	T	
575.781 Glass Blower	1	I	
600.280B Machinist	13	O	
601.280 Tool and Die Maker	1	N	
609.684 Inspector, General	6		
617.835 Punch Press Operator	5	N	
620.281A Automobile Mechanic	9	O	
638.281 Maintenance Mechanic	7	T	
643.885 Bindery Worker	4		
650.582 Linotype Operator	8	A	
651.782A Offset Pressman	12	V	
653.782 Folding Machine Operator	3	A	
690.885 Cutting Machine Tender	1	I	
710.281A Instrument Repairman	12	L	
712.281 Orthopedic Appliance & Limb Tech	2	L	
720.281 Television and Radios Serv and Re	3	B	
729.281 Electric Meter Repairman	1	L	
785.381B Seamstress	1	E	
787.782B Sewing Machine Operator, Reg Equ.	2		
804.281 Sheet Metal Worker	7		
824.281 Electrician	22		
829.281 Electrical Mechanic	1		
829.281B Elevator Repairman	2		
840.131 Painter Foreman	1		
840.781 Painter	24		
842.781 Plasterer	4		
844.384 Cement Mason	4		
859.883A Heavy Equipment Operator O E	9		
860.131 Carpenter Foreman	22		
861.381 Bricklayer-Mason	1		

EMPLOYEES      VACANCIES      TRAINEES      Sh. Ad. Surp.

862.381B	Pipe Fitter	17
869.381	House Repairman	29
899.381	Maintenance Man, Building	16
905.883	Truck Driver, Heavy	9
906.883	Truck Driver, Light	16
913.883	Ambulance Driver	1
919.168	Dispatcher, Motor Vehicle	1
919.887	Cleaner-Automobile	1
922.883A	Coal Equipment Operator	1
922.883B	Industrial Truck Operator	4
929.887	Material Handler	38
950.782	Stationary Engineer	2
952.782	Turbine Operator	6
960.382	Motion Picture Projectionist	3
962.885	Film Inspector	3
971.782	Stencil Operator, Photographic	2
973.381A	Compositor-Typeographer	1
975.782	Sterotyper	1
976.381B	Developer	1
979.382	Photostat Operator	1

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H. NONPROFIT ORGANIZATIONS

201.368B	Secretary	30	1	0	8
202.388	Stenographer	1	0	0	1
203.538A	Typist and Clerk Typist	10	0	0	2
204.288	Correspondance Clerk	6	0	0	1
207.782B	Duplicating Machine Operator	1	0	0	1
209.588	General Clerk	23	0	1	4
210.388	Bookkeeper	7	0	0	7
214.488A	Accounting Clerks	2	0	0	1
215.388	Bookkeeping Machine Operator	1	0	0	1
216.388	Statistical Clerks and Compilers	3	0	0	1
219.388B	Rate Clerk, Freight	2	0	0	1
222.387	Shipping and Receiving Clerk	3	0	0	2
223.387	Stock Clerk	1	0	0	1
235.862	Telephone Operator-PBX Operator	1	0	0	1
237.368B	Receptionist	2	0	0	2
249.368B	Test Technician	1	0	0	1

	EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
276.358D	Salesman, Bldg & Cons Equip & Su	4	0	1		1
310.868	Hostess	1	0	0		1
311.878A	Waiter or Waitress	8	0	0		1
311.878B	Bus Boy	5	0	0		1
312.878	Bartender	12	0	0		3
315.381	Cook	3	0	0		1
318.887	Kitchen Helper-Washer	3	0	0		1
331.887	Janitor	2	0	0		2

I. MISCELLANEOUS

001.281	Draftsman, Architectural	21	7	7	7	1
003.281	Draftsman, Electronic	1	1	0	1	
003.281B	Draftsman, Electrical	1	0	1	1	
005.281	Draftsman, Civil	1	0	0		1
017.281	Draftsman, Map	16	3	2	3	
017.281B	Draftsman, Heating and Ventilation	2	0	2	1	
018.188A	Instrument Man	2	0	1		1
018.188B	Surveyor	2	1	2	1	
018.587	Rodman	5	1	0	1	1
018.687	Chainman	1	0	0		1
182.287	Construction Inspector	5	0	2	1	
201.368A	Medical Secretary	1	0	0		1
201.368B	Secretary	49	3	1	6	8
202.388	Stenographer	4	2	0	2	1
203.588A	Typist and Clerk Typist	5	1	0	1	2
209.588	General Clerk	3	0	0	1	2
210.368	Insurance Clerk	1	0	0		1
210.388	Bookkeeper	9	0	0	2	5
219.388	General Office Clerk	1	0	0		1
237.368B	Receptionist	3	0	0	1	2
274.358B	Salesperson, Furniture	2	0	0		1
615.782	Shear Operator-Set Up	1	0	0		1
617.380	Brake Operator Set Up	1	0	0		1
720.281	Television and Radio Serv and Re	6	1	0	1	

		EMPLOYEES	VACANCIES	TRAINEES	Sh.	Ad.	Surp.
721.281	Electric Motor Repairman	18	1	1	1		
720.331	Furniture Upholsterer	4	0	1			1
780.884B	Upholstery Cutter	1	0	0	1		
787.782B	Sewing Machine Operator, Reg Equ.	3	0	0	1		
810.884	Welder, Heliard-Gas Shielded Arc	3	0	0			1
812.887	Welder, Combination	5	4	1	1		
928.281	Electronics Mechanic	0	1	0	1		
905.883	Truck Driver, Heavy	1	0	0			1
905.887	Truck Driver Helper	1	0	0			1
929.887	Material Handler	3	0	0			1

IX. GOVERNMENT

005.281	Draftsman, Civil	4	0	0	2		1
079.378A	Nurse, Associate Degree	1	0	0			1
188.188	Assesor	2	0	0			1
201.368B	Secretary	2	0	0	1		
202.388	Stenographer	2	0	0	2		
203.588A	Typist and Clerk Typist	7	0	0			1
209.588	General Office Clerk	1	0	0			1
235.862	Telephone Operator-PBX Operator	8	0	0	2		
315.381	Cook	2	0	0	1		
355.873A	Tray Line Worker	10	2	0	1		
373.884	Fire Fighter	10	0	0	2		
375.268	Patrolman	26	2	0	2		
381.887	Janitor	3	0	0	1		
407.884	Grounds Keepr	1	0	0			1
850.887	Laborer, Road	28	0	0			1

