

Examples of Adequate and Inadequate Information

for
Occupation

INADEQUATE

Accounting; accounting work

Adjuster

Agent

Analyst; Analyzer

Caretaker; Custodian

Claim examiner;
Claim investigator;
Claims adjuster
Adjuster Claims;
Analyst; Claims
Authorizer

Clerical; Clerical work;
Clerk

Data Processing

Doctor

Engineer

ADEQUATE

Certified public accountant, accountant, accounting machine operator, tax auditor, accounts-payable clerk

Brake adjuster, machine adjuster, merchandise complaint adjuster, insurance adjuster.

Freight agent, insurance agent, sales agent, advertising agent, and purchasing agent.

Cement analyst, food analyst, budget analyst, computer systems analyst

Janitor, guard, building superintendent, gardener, groundskeeper, sexton, property clerk, locker attendant

Unemployment benefits claim taker, insurance adjuster, right-of-way claims agent, merchandise complaint

Stock clerk, shipping clerk, sales clerk. A person who sells goods in a store is a salesperson or sales clerk – do not report them merely as clerk.

Computer programmer, data typist, keypunch operator, computer operator, coding clerk, card tape converter operator.

Physician, dentist, veterinarian, osteopath, chiropractor.

Civil engineer, locomotive engineer, mechanical engineer, and aeronautical engineer.

INADEQUATE

Entertainer

Equipment operator

Factory Worker

Farmworker

Firefighter

Foreman/Forewomen

Graphic Arts

Group Leader

ADEQUATE

Singer, dancer, acrobat, musician

Road grade operator, bulldozer operator, trench operator.

Electric motor assembler, forge heater, turret lathe operator, weaver, loom fixer, knitter, stitcher, punch-press operator, spray painter, riveter.

Farmer: For the owner, operator, tenant or sharecropper who is self- employed.

Farm manager: For the person hired to manage a farm for someone else.

Farm foreman/ forewoman: For the person who supervises a group of farm hands or helpers.

Farmhand or farm helper: For those who do general farmwork for wages. Fruit picker and cotton chopper are examples of persons who do a particular kind of farmwork.

When the place of work is a ranch, indicate specifically rancher, ranch manager, ranch foreman, forewoman, ranch hand or help, as shown in the case for similar types of farmworkers

Locomotive fire stoker, city fire fighter, (city fire department), stationary fire engineer, fire boss.

Specify the craft of activity involved: foreman/forewoman carpenter, and foreman/forewoman truck driver.

Illustrator, commercial artist, poster artist, art layout specialist

Group leader on assembly line, harvest crew boss, clerical group leader, labor gang leader, recreation group leader

INADEQUATE

Heavy equipment operator

Helper

IBM Clerk;
IBM machine operator;
IBM operator

Interior decorator

Investigator

Laborer

Layout worker

Maintenance Worker

Mechanic

Nun

Nurse; Nursing

ADEQUATE

Specify the type of equipment, such as:
clam-shovel operator, derrick operator,
monorail crane operator, dragline
operator, Euclid operator

Baker's helper, carpenter's helper, janitor's
helper.

IBM card puncher, IBM tabulator, sorting
machine operator, proof machine
operator

differentiate between the interior
decorator who plans and designs interiors
for homes, hotels, and those who paint,
paperhang

Insurance claim investigator, income tax
investigator, financial examiner,
detective, social welfare investigator

Sweeper, cleaning person, baggage porter
janitor, stevedore, window washer, car
cleaner, section hand, hand trucker.

Pattern maker, sheet-metal worker,
compositor, commercial artist, structural
steel worker, boilermaker, draftsman,
coppersmith.

Groundskeeper, janitor, carpenter,
electrician.

Auto engine mechanic, dental mechanic,
radio mechanic, airplane structure
mechanic, or office machine mechanic.

Specify the type of work done, if possible,
such as grammar school teacher,
housekeeper, art teacher, organist, cook,
laundress, or registered nurse.

Registered nurse, nursemaid, practical
nurse, nurse's aide, student nurse,
professional nurse.

INADEQUATE

Office clerk;
Office work;
Officer worker

Program analyst

Program specialist

Programmer

Research:
Research and Development;
Research and testing;
Research assistant;
Research specialist;
Research work

Salesperson

Scientist

Specialist

Shipping Department

ADEQUATE

Typist, secretary, receptionist,
computer operator, file clerk,
bookkeeper, physician's attendant.

Computer-systems analyst, procedure
analyst, vocational director,
manufacturing liaison planner

Program scheduler, data processing
systems supervisor, metal-flow
coordinator

Computer programmer, electronics data
programmer, radio or TV program
director, senior computer programmer,
production planner

Specify field or research, as research
chemist, research mathematicians,
research biologist. Also, if associate
or assistant, research associate chemist,
assistant research physicist, research
associate geologist.

Advertising sales, insurance sales, bond
sales, canvasser, driver-sales (route-
person), fruit peddler, or newspaper sales.

Specify field, for example, political
scientist, physicist, sociologist, home
economist, oceanographer, soil scientist

If the word specialist is reported as part of
a job title, be sure to include a brief
description of the actual duties in Q4. For
example, for a "transportation specialist"
the actual duties might be any one of the
following: "gives cost estimates of
trips", "plans trips or tours", "conducts
tours", "schedules trains", or "does
economic analyses of transportation
industry".

What does the worker do? Shipping and
receiving clerk, crater, order picker,
typist, wraps parcels

INADEQUATE

Supervisor

Teacher

Technician

Tester

Trucker

Works in stock room,
bakery, office

ADEQUATE

Typing supervisor, chief bookkeeper, steward, kitchen supervisor, buyer, cutting and sewing foreman/forewoman, sales instructor, and route foreman/forewoman.

Teachers should report the level of school they teach and the subject. Those below high school who teach many subjects may just report level. College teachers should report title. The following are some illustrations:

Level

Preschool
Kindergarten
Elementary
Elementary
Junior High
High School
College

Subject

Music
English
Physical Education
Mathematics professor

Medical laboratory technician, dental laboratory technician, x-ray technician.

Cement tester, instrument tester, engine tester, or battery tester.

Truck driver, trucking contractor, electric trucker, hand trucker.

Names of departments or places of work are unsatisfactory. The entry must specify what the worker does; for example, "shipping clerk" or "truck loader", not "works in shipping department", or "cost accountant " or "filing clerk", not "works in cost control".

Examples of Adequate and Inadequate Information
for
Industry

INADEQUATE

ADEQUATE

Agency

Collection agency, advertising agency, travel agency, insurance agency.

Aircraft components:
Aircraft parts

Airplane engine parts factory, propeller manufacturing, electronic instruments factory, wholesale aircraft parts

Auto or automobile components; auto or automobile parts

Auto clutch manufacturing, wholesale auto accessories, automobile tire manufacturing, retail sales and installation of mufflers, battery factory

Bakery

Bakery plant (makes and sells to wholesalers, retail stores, restaurants, or home delivery), wholesale bakery (buys from manufacturers or sells to grocers, restaurants, hotels), retail bakery (sells only on premises to private individuals; may bake its own goods on premises).

Box factory

Paper box factory, wooden box factory, metal box factory.

City or City government

City street repair department, City Board of Health, City Board of Education

Private club

Golf club, fraternal club, night club residence club.

Coal company

Coal mine, retail coal yard, and wholesale coal yard.

Credit company

Credit rating service, loan service, retail clothing store (sometimes called a credit company).

Dairy

Dairy farm, dairy depot, dairy bar, wholesale dairy products, retail dairy products, and dairy products manufacturing

Discount house:

Retail drug store, retail electrical appliances

Discount store

Retail general merchandise, retail clothing store

INADEQUATE

Electrical components manufacturers
Electrical parts manufacturer

Engineering company

Express company

Factory, mill or plant

Foundry

Freight company

Fur company

Laundry

Lumber company

Manufacturer's agent;
Manufacturer's
Representative

ADEQUATE

Electronic tube factory, memory core
manufacturing, transistor factory,
manufacturer of tape readers

Engineering consulting firm, general
contracting, wholesale heating equipment,
and construction machinery factory.

Motor freight, railway express agency,
railroad car rental (for Union Tank car
Company), armored car service.

Steel rolling mill, hardware factory,
aircraft factory, flour mill, hosiery mill,
commercial print plant, cotton textile mill.

Iron foundry, brass foundry, aluminum
foundry.

Motor freight, air freight, railway, water
transportation

Fur dressing plant, fur garment factory,
retail fur store, wholesale fur store, fur
repair shop.

Own home laundry (for a person doing
laundry for pay in own home), laundering
for private family (for a person working
in the home of a private family),
commercial laundry (for a person working
in a steam laundry, hand laundry, or
similar establishment).

Sawmill, retail lumber yard, planing
mill, logging camp, wholesale lumber,
lumber manufacturer.

Specify product being sold, such as
jewelry manufacturer's representative,
lumber manufacturer's agent, electric
appliance manufacturer's representative,
chemical manufacturer's agent

INADEQUATE

Mine

Nylon or Rayon
Factory

Office

Oil company; Oil
Industry, Oil
Plant

Packing house

Pipeline

Plastic factory

Public utility

Railroad car shop

Repair shop

ADEQUATE

Coal mine, gold mine, bauxite mine, iron mine, copper mine, lead mine, marble quarry, sand, and gravel pit.

Nylon or rayon chemical factory (where chemicals are made into fibers); nylon or rayon textile mills (where fibers are made into yarn or woven into cloth); women's nylon hosiery factory (where yarn is made into hosiery); rayon dress manufacturing (where cloth is made into garments).

Dentist's office, physician's office, public stenographer's office.

Oil drilling, petroleum refinery, retail gasoline station, petroleum pipeline, wholesale oil distributor, retail fuel oil.

Meat packing plant, fruit cannery, fruit packing shed (wholesale packers and shippers).

Natural gas pipeline, gasoline pipeline, petroleum pipeline, pipeline construction.

Plastic materials factory where plastic materials are made, plastic products plant (where articles are actually manufactured from plastic materials)

Electric light and power utility, gas utility, telephone company, and water supply utility. If the company provides more than one service, specify the services; such as gas and electric utility, electric and water utility.

Railroad car factory, diesel railroad repair shop, locomotive manufacturing plant.

Shoe repair shop, radio repair shop, blacksmith shop, welding shop, auto repair shop, machine repair shop.

INADEQUATE

Research

School

Tailor

Terminal

Textile mill

Transportation
Company

Water company

Well

ADEQUATE

(1) Permanent-press dresses (product of the company for which research is done, when the company or organization does research for its own use), Brandeis University (name of University at which research is done for its own use), St. Elizabeth's Hospital (name of hospital at which medical research is done for its own use).

(2) Commercial research (if research is the main service which the company sells, and the research is done under contract to another company).

(3) National Geographic, Cancer Association, Brookings Institution (name of the nonprofit organization.)

City elementary school, private kindergarten, private college, state university. Distinguish between public and private, including parochial, and identify the highest level of instruction provided, such as junior college, senior high school

Dry cleaning shop (provides valet service), customer tailor shop (makes clothes to customer's order), men's retail clothing store.

Bus terminal, railroad terminal, boat terminal, airport terminal.

Cotton cloth mill, woolen cloth mill, cotton yarn mill, nylon thread mill.

Motor trucking, moving and storage, water transportation, air transportation, airline, taxicab service, subway, elevated railway, railroad, petroleum pipeline, car loading service.

Water supply irrigation system, water filtration plant.

Oil drilling, oil well, salt well, water well.

