

EXAMPLES IN THE LABOR FIELD (Skilled and Unskilled)

- 2 months: I dig trenches and post holes with a pick and shovel. Mr. Brown, my straw boss, tells me where to dig and when to stop.
1 month: I fill wheel barrows with sand or gravel and take it to the concrete mixer. I tamp concrete after it is poured into forms.
1 month: Etc. I ride a ten ton flat bed truck and help the truck driver load and unload bags of cement, heavy rock, reinforcing steel and so forth. We generally haul from the warehouse yards to job in the 10th District. I wash the truck . . . etc.
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- 5 months: Etc. I mow lawns at the.....State Hospital. I help Mr. Ralph Smith by mowing and sprinkling lawn for him. I spread fertilizer and spade around shrubs. I carry, etc. . . .
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- 3 months: I operate heavy construction equipment.
1 month: Heavy road grading with a $\frac{3}{4}$ -yard gas shovel.
1 month: Hoisting work with a two or three drum hoist. (Vacation relief.)
2 months: Etc. Pile driving for retaining walls, excavations and foundations. Sometimes I . . . etc.

EXAMPLES IN THE MECHANICAL FIELD

- $\frac{1}{3}$: I machine iron, steel, brass, or copper parts for pumps, motors, and heavy equipment, according to a blue print or a sketch which we get from the engineering office.
 $\frac{1}{3}$: Etc. Most of the time I use machine tools—lathes, planers, shapers and milling machines. I operate . . . etc.
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- 50%: I repair autos, trucks and gas motors. I specialize in ignition work, but do all kinds of motor repair.
10%: Testing ignition systems, tracing shorts, timing motors, installing brushes and armatures, putting in new points . . . etc.
5%: Tearing down motors, fitting bearings, crank shafts, and pistons, and installing rings.
5%: Etc. Grinding valves.
Honing cylinders . . . etc.
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- 25%: Making and repairing storm windows, doors, shelves, and partitions. Laying floors. I do this from measurements that I take myself or occasionally from rough sketches.
5%: Installing door and window locks and doorstops.
10%: Etc. Operating woodworking machinery such as band and circular saws, shapers, and planers.

EXAMPLES IN THE ENGINEERING FIELD

- 50%: I am in charge of a field survey party of four people, making preliminary surveys for paving, grading, and grade crossing elimination. We establish center lines, run profiles, stake curves, set grade stakes and do cross-sectioning. I work from established monuments and bench marks. I personally keep the field notes, etc.
10%: Etc. Office work consists of . . . etc.
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- 6 months: I lay out and trace plan-profile sheets for road improvements. I reduce survey notes, balance traverses, and plot maps from the field books sent in by the field survey parties, also plot cross-sections and planimeter for cut and fill areas.
2 months: Etc. 1 draft . . . etc.
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- 65%: Etc. I design concrete and steel beam and girder bridges, retaining walls, culverts, and under and over passes. The general type of structure and foundation is determined by Mr. Brown, but I make all computations, etc.
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- 60%: I hold chain or tape on surveys, relocations, and construction work.
20%: Etc. I also act as rodman which includes . . . etc.

EXAMPLES IN THE CLERICAL AND RELATED FIELDS

- Average 4 hrs. per day: I type vouchers (Form F-9D) in duplicate to accompany invoices, after they have been approved by Mr. Jones and extensions checked by Miss Smith.
2 hrs.: I type reports from rough pencil copy.
1 hr.: Etc. I also . . . etc.
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- 2 days: I file purchase orders chronologically and by department and vendor.
1 day: Etc. I segregate . . . etc.
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- 10%: I take dictation from Mr. Brown, including letters, memoranda, and draft of speeches, but Miss White takes all his technical engineering dictation.
5%: Etc. I file . . . etc.
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- 1 hr.: I classify all correspondence, according to subject and enter the code number for filing.
3 hrs.: I type out an index card, giving names, code number, date, and a summary for each letter, etc.
1 month: Etc. Each year I review the files, pull all old correspondence, and revise the subject code to meet current needs. I . . . etc.

EXAMPLES IN THE ACCOUNTING FIELD

- 10%: Supervising three clerks assigned to the cost accounting system for highway construction and maintenance.
10%: Assembling job record reports (forms 65 and 39) from the field, post to summary sheets, and do other routine work.
5%: Tabulate and prove material for weekly, monthly and annual operating reports.
2%: Etc. Compile . . . etc.
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- 10 complete days each month: Posting tax receipts by posting machine on ledger cards showing assessments as debit items and payments as credits. I am responsible for about 20,000 active accounts. Payments are posted monthly just after tax receipt period.
3%: Etc. Proving out account balances by running a journal sheet and checking against blocks of ledger cards, etc.
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- 75%: I audit books in the field, checking books of account against substantiating documents to determine whether such accounts are correct, and proper reports have been made to the State. If I run into difficulty I call in Mr. Brown, and if we can't straighten it out we go to Mr. Smith.
25%: I work in the office, doing . . . etc.