

INDEX OF OCCUPATIONS

This index is based upon the occupational designations returned on the schedules at the Twelfth, Thirteenth, and Fourteenth Censuses of the United States. It has been supplemented, however, by designations gleaned from various occupational glossaries and from other sources. The classification in the index, shown on pages 18 to 32, conforms rather closely to that followed in the detailed tables of the Fourteenth Census report on occupations. However, the 224 main occupations and occupation groups of that classification have here been reduced to 217, and the total 572 occupations and occupation-groups of that classification have been reduced to 557. The reduction has consisted, principally, in combining occupations which, it is believed, will not be so returned on the census schedules that they can be classified separately with any high degree of accuracy, and in combining occupations pursued by relatively small numbers of workers. On the other hand, to make possible a tabulation of the occupations by industry, certain composite occupation groups shown at the Fourteenth Census have been subdivided by industry. As stated in the footnotes on pages 19, 20, and 27, some of these subgroups will be combined in tabulating.

The index is printed in two forms—classified and alphabetical—a separate volume being devoted to each form. In the classified index the occupational designations are arranged in classified form, each under its proper occupation or occupation group, while in the alphabetical index the occupational designations are arranged alphabetically and each designation is followed by a symbol indicating to which of the 557 occupations and occupation groups of the classification it belongs. The index will be used by the Bureau of the Census in classifying the occupations returned on the population schedules at the Fifteenth Census, and in classifying the occupations returned on birth and death certificates.

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INSTRUCTIONS FOR USING THE INDEX

Occupational designations and symbols.—Each complete return of an occupation, as "Weaver—silk mill," is called an "occupational designation." Each occupational designation is divided into two parts, the first part giving the occupation of the person and the second part the industry, business, or place in which the person works. Each occupational designation is represented in the index by a code symbol. Every complete symbol has either four figures, or else two figures followed by the abbreviation "Ind." The first two figures of each 4-figure symbol represent the occupation, and are called the "occupation symbol"; the last two figures represent the industry, and are called the "industry symbol." Thus, in the symbol for "Glass blower—glass factory"—85 02—the "85" stands for "Glass blower" and the "02" for "Glass factory."

On the census punch card, the letters and figures from which the symbols are formed are printed in four vertical columns, each column containing the letters V and X and the figures 0 to 9. Together, these four columns are called the occupation field of the punch card.

OCCUPATION FIELD OF PUNCH CARD			
OCCUPATION		INDUSTRY	
V	V	V	V
X	X	X	X
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

In general, the occupation symbols are formed by combining each letter or figure in the first column of the occupation field of the punch card in turn with each letter or figure in the second column. Similarly, the industry symbols are formed by combining each letter or figure in the third column in turn with each letter or figure in the last column.

Many occupations, such as "Carpenter" and "Blacksmith," are pursued in a number of industries, and some, such as "Clerk" and "Stenographer," are pursued in all industries. For the purposes of this classification, occupations pursued in a number of industries are

termed "repeaters." To facilitate the work of coding occupations, sorting the occupation cards, and compiling the statistics, each "repeater" occupation was assigned a special symbol. With some exceptions, this special symbol was used for the particular "repeater" occupation in every industry in which the occupation is pursued, and it was not used for any other occupation. Thus, 71 is the symbol for the "repeater" occupation "Stenographer" in every industry, and this symbol is used for no other occupation.

The symbols for "repeater" occupations were formed by combining in turn each of the first 10 letters and figures (excepting the letter X) of the first column of the occupation field of the punch card with each letter and figure in the second column. In this manner 108 "repeater" symbols were formed.

In addition to "repeater" occupations, each pursued in a number of industries, there are other occupations each of which is peculiar to a certain industry. Each of the last two figures in the first column of the occupation field of the punch card was used in combination with the respective letters and figures in the second column to form symbols for occupations each of which is peculiar to a certain industry. Thus, in the case of each industry distinguished in the classification, 24 symbols were available for occupations peculiar to the industry. In most of the industries, however, only a small proportion of these available symbols were used, and in many of the industries none of them was used.

Use of the abbreviation "Ind".—The substitution of the abbreviation "Ind" for the industry part of a complete symbol signifies that the *occupation* part of the symbol applies in each industry, unless exceptions are specified, and that the industry part of the symbol varies according to the industry in which the occupation is pursued. Thus, the symbol for "Blacksmith (except in the Army or Navy)" is "00 Ind." This symbol means that every blacksmith not in the Army or the Navy is to be given the occupation symbol 00, and that, in each particular case, the industry symbol to be assigned is the symbol for the industry in which the blacksmith is employed. If he is employed in a steel mill, it is 24; if in a car shop, it is 25; and if in a shipyard, it is 26.

Use of dotted line.—Whenever a dotted line, "-----," is used in the industry column of the alphabetical index in place of the industry or business, the symbol given applies, regardless of what the return may be in the industry column of the schedule. Thus, "Actor," "Actor—theater," and "Actor—vaudeville," each should be given the same symbol, "80 7V."

Use of parentheses.—The terms given in parentheses after certain occupational designations, such as “(any company),” “(any),” “(steam),” etc., usually will not be found on the schedule. They are used to explain or qualify what immediately precedes them. Thus, in the occupational designation, “Agent—insurance (any kind),” the term “(any kind)” signifies that every insurance agent is to be given the symbol “88 85,” although one agent may be returned on the schedule “Agent—life insurance,” another “Agent—fire insurance,” another “Agent—marine insurance,” etc. But a term given in parentheses as part of a designation may or may not be found on the schedule. In either case, the designation on the schedule is to be assigned the symbol given in the index. Thus, the index designation, “Spooler (tender)—cotton mill—77 5V,” means that the symbol “77 5V” is to be assigned whether the return on the schedule is “Spooler tender—cotton mill” or merely “Spooler—cotton mill.”

Use of (n. s.).—Many of the occupational designations in the index are followed by “(n. s.),” meaning *not specified*, as, for example, “Sewer—(n. s.),” “Employee or worker—cotton mill (n. s.),” etc. The abbreviation “(n. s.)” in such cases means that the occupation is *not specified* on the schedule, otherwise than as written in the index.

“Not specified” symbols.—Never give an occupation a not specified “(n. s.)” symbol until you have exhausted every available resource in trying to find to what specified group it belongs.

Use of (n. o. s.).—Certain occupational designations in the index are followed by “(n. o. s.),” meaning *not otherwise specified*, as, for example, “Bender—woodworking factory (n. o. s.)—77 45.” The abbreviation “(n. o. s.)” in this case means that a bender in any woodworking factory other than those specified in the index is to be given the symbol 77 45.

Use of (n. e. c.).—Certain occupational designations in the index are followed by “(n. e. c.),” meaning *not elsewhere classified*, as, for example, “Operative—ice factory (n. e. c.)—77 68.” The abbreviation “(n. e. c.)” in this case means that every *operative* in an ice factory, not elsewhere classified in the index, is to be given the symbol 77 68, regardless of the exact form of the return on the schedule.

Class of worker.—Some of the occupational designations are followed in the second column of the index by an abbreviation for the class of worker or by the class of worker, as “E” (employer), “W” (wage or salary worker), “O” (own account), or “NP” (unpaid family worker). In each such case the symbol for this designation should be assigned a corresponding designation on the schedule only when the designation on the schedule is followed in column 27 by an abbreviation for the same class of worker. For example, the return “Gardener (E)” should be given the symbol VV VV, while the return “Gardener (W)” should be given the symbol V1 VV.

Agricultural laborers with class of worker not stated.—A child 17 years of age or under, or a woman of any age, who is enumerated with the home family on a farm and is returned as a farm laborer, a garden laborer, or other agricultural laborer, but with no return of the class of worker in column 27, should be considered an unpaid family worker (NP), unless there is evidence to the contrary. Any other person returned as a farm laborer, a garden laborer, or other agricultural laborer, but with no return of the class of worker in column 27, should be considered a wage worker (W). In each case the coding clerk should enter the proper class of worker symbol in column 27.

Farm schedule as evidence of class of worker.—In the case of such a return as "gardener," "dairyman," or "ranchman," with no return of the class of worker, it may be difficult to determine whether the person is a proprietor or a laborer. If column 32 shows that a farm schedule was returned for the person, classify him as a *proprietor*. Otherwise, classify him as a *laborer*.

Combinations.—For convenience, certain occupations, and certain industries or places of business, have been combined in the index. The principal combinations are:

Boat, ship, or vessel	Lead or zinc mine
Brick, tile, or terra-cotta factory	Manager or superintendent
Broom or brush factory	Marble or stone yard
Butter or cheese factory	Merchant or dealer
Car or railroad shop	Mineral or soda water factory
Cement or gypsum mill	Oil or gas well
Cigar or tobacco factory	Paper or pulp mill
Clock or watch factory	Piano or organ factory
Dyeing or finishing mill	Printing or publishing company
Electric light or power company	Rope or cordage factory
Employee or worker	Sail, awning, or tent factory
Foreman or overseer	Saw or planing mill
Fruit or vegetable cannery	Scrubber or sweeper
Gold or silver factory	Slaughter or packing house
Gold or silver mine	Sugar factory or refinery
Hemp or jute mill	Suit, cloak, or overall factory
Hosiery or knitting mill	Tinware or enamelware factory
Lamp or lantern factory	Wagon or carriage factory
Lead or zinc factory	Woolen or worsted mill

Learn these combinations, and in coding occupations treat each member of a combination as though it stood alone in the column.

Inverted forms.—So far as practicable, the occupational designations have been printed in the natural order. In some cases, however, the designations are printed in inverted order, as "Sorter—nails," "Dipper—chocolates," "Curer—fish," etc. Hence, if a designation is not found in the natural order, look for it in the inverted order.

Equivalent terms.—A separate designation is not always given in the index for each of the different ways of returning the same occupation or industry. The following is a list of equivalent terms:

Artificial silk	Rayon.
Bicycle factory	} ----- Iron manufactory.
Cutlery factory	
Hardware factory	
Machine shop	
Sewing-machine factory ..	
Tool factory	
Typewriter factory	} ----- Steel mill.
Bar mill	
Blast furnace	
Bessemer converter	
Open-hearth furnace	
Puddling mill	
Blooming mill	
Plate mill	
Sheet mill	} ----- Steel mill.
Tin-plate mill	
Boss	} ----- Equivalents.
Foreman	
Overseer ..	
Cartage company	Truck or transfer company.
Casket factory ..	} ----- Furniture factory.
Chair factory	
Table factory	
Day laborer	Laborer.
Drill hand	} ----- Driller.
Drill press (hand, operator, etc.) ..	
Employee ..	} ----- Equivalents.
Hand	
Operative ..	
Worker	
Gas fitter	} ----- Plumber.
Pipe fitter	
Steam fitter ..	
Machine hand	} ----- Equivalents.
Machine operator	
Machine worker	
Machine tender	
Manager	} ----- Equivalents.
Superintendent ..	
Mill	} ----- Equivalents.
Works	
Factory	
Plant	
Shop	
Pickle factory	Fruit cannery.
Sash and door factory	Planing mill.

Qualified occupations.—Often a separate designation is not given in the index for a form of return differing from the more common form only by having a qualifying adjective. Thus, "Laborer—*wire* nail mill," is not given a separate designation from "Laborer—nail mill," and should be given the same symbol; but great care must be exercised in all such cases. For example, "Driver, *logs*—log camp" and "Driver, *team*—log camp" are distinct and separate occupations and should be given separate symbols.

Occupations not covered by the index.—The index covers most of the important occupational designations. However, it is not exhaustive. In case an occupational designation is not found in the alphabetical index, or is not covered by it, reference to the classified index usually will indicate to what occupation or occupation group it belongs.

Participial forms of return.—Treat participial forms of return as though they were the noun forms. For example, "Caning—furniture factory," should be treated as though it were written "Cane—furniture factory"; "Chopping—turpentine farm" as though it were written "Chopper—turpentine farm"; "Farming—dairy farm" as though it were written "Farmer—dairy farm," etc.

Prepositions "of," "in," "at," etc.—Pay no attention to the preposition connecting the two words of an occupational designation in such returns as "Grader of lumber," "Laborer in cotton factory," "Clerk at post office," etc.

Farmer or farm laborer.—In every case in which a person is returned as a *farmer* or as a *farm laborer*, in column 25 of the schedule, determine from the evidence in the other columns whether or not the return is correct. Occasionally you will find that the head of the family has been returned as "Farm laborer," and that column 32 shows that a farm schedule has been returned for him. In other cases you will find that a man who is not the head of the family and for whom no farm schedule has been returned is returned as a "Farmer," in column 25. In both the above cases the evidence on the schedule is rather contradictory; but, while actual cases like these are unusual, they are entirely possible. Therefore great caution must be used in such cases. If the enumerator seems not to have discriminated between "Farmer" and "Farm laborer" and to have thrown the farm workers indiscriminately into one class or the other, edit columns 25 and 26 according to the evidence in the other columns; but if the enumerator seems to have discriminated carefully between "Farmer" and "Farm laborer," accept his return of the occupation even though it is unusual.

"Laborer—odd jobs," etc.—In case a person *living in an unincorporated place* is returned as "Laborer—odd jobs," "Odd jobs," or "Working out," give him the symbol for farm laborer, unless it is evident that he is working in a railroad gang, a lumber camp, or at some other nonagricultural work.

Unusual occupations for children.—Whenever a child under 17 years of age is returned as following any occupation listed in the first column below, give it the symbol for the corresponding occupation of the second column.

Carpenter.....	Apprentice, carpenter.
Cook.....	Servant.
Cooper.....	Apprentice, cooper.
Dressmaker (not in factory).....	Apprentice, dressmaker.
Nurse.....	Child's nurse.
Printer.....	Printer's apprentice.
Tailor.....	Apprentice, tailor.

Whenever a child under 18 years of age is returned as following any occupation listed in the first column below, give it the symbol for the corresponding occupation of the second column.

Blacksmith.....	Apprentice, blacksmith.
Boilermaker.....	Apprentice, boilermaker.
Brick mason.....	Apprentice, brick mason.
Cabinetmaker.....	Apprentice, cabinetmaker.
Coppersmith.....	Apprentice, coppersmith.
Dairy farmer.....	Dairy farm laborer.
Designer.....	Apprentice, designer.
Draftsman.....	Apprentice, draftsman.
Electrician.....	Apprentice, electrician.
Farmer.....	Farm laborer.
Fruit farmer or grower.....	Laborer, fruit farm.
Gardener.....	Garden laborer.
Machinist.....	Apprentice, machinist.
Mechanic.....	Apprentice, mechanic.
Milliner.....	Apprentice, milliner.
Plumber.....	Apprentice, plumber.
Stock raiser.....	Laborer, stock farm.
Stonemason.....	Apprentice, stonemason.
Tinner.....	Apprentice, tinner or tinsmith.

Whenever a child under 18 years of age is returned as following an occupation the mental or physical requirements for the pursuit of which are not usually possessed by a child of such age, refer the case to your subsection chief. Examples of such occupations follow:

Banker.	Insurance agent.	Miller.
Captain.	Jeweler.	Mining engineer.
Civil engineer.	Lawyer.	Official (any).
Clergyman or preacher.	Locomotive engineer.	Physician.
Commercial traveler.	Locomotive fireman.	Proprietor.
Dentist.	Manager.	Real estate agent.
Editor.	Manufacturer.	Roofer.
Foreman.	Merchant or dealer.	Surveyor.

It is very unusual for a child actually to follow a proprietary, official, supervisory, or professional pursuit, or a skilled trade, *except* as an *apprentice* or a *helper*.

Boarding and lodging house keepers.—In case five or more boarders or lodgers are enumerated in a family and no member is returned as a boarding-house keeper or as a lodging-house keeper, the wife should be classified as a boarding-house keeper or a lodging-house keeper, unless she is returned as following an occupation.

Housekeeper.—In case the wife of the head of the family, or the mother of a large family of minor children, is returned as "Housekeeper," consider her not gainful, unless there is evidence that she is working out. In case an adult woman, other than the wife of the head of the family, or the mother of a large family of minor children, is returned as "Housekeeper," and there is no evidence to the contrary, give her the housekeeper symbol 6V Ind. In case a girl 18 years of age or under is returned as "Housekeeper," give her the symbol for a house servant 95 96 (unless there is evidence that she is simply doing housework at home, in which case consider her not gainful).

Peculiar occupations for women.—In case a woman is returned as following an occupation which is very peculiar or unusual for a woman, examine the schedule carefully to determine whether an error was made in the return, either of the sex or of the occupation.

It is unusual for a woman to follow any of these occupations:

Auctioneer.	✓ Foreman, livery stable.	Mate.
Baggageman.	Foreman, lumber camp.	Molder (any metal).
Blacksmith.	Foreman, mine or quarry.	Motorman.
Boatman.	Foreman, road or street building.	Pilot.
Boilermaker.	Forester.	Plasterer.
Boiler washer.	Freight agent.	Plumber.
Bootblack.	Furnace man.	Pressman, printing.
Brakeman.	Garbage man or scavenger.	Puddler.
Brass molder. ✓	Gas or steam fitter.	Raftsmen.
Brick mason.	Heater.	Railroad official.
Butcher.	Hostler.	Railway mail clerk.
Butler.	Inspector, mine or quarry.	Roofer.
Cabinetmaker.	Inspector, street railroad.	Sailor.
Captain.	Ladler or pourer (metal).	Sawyer.
Constable. ✓	Laborer, coal yard.	Slater.
Conductor, steam railroad.	Laborer, lumberyard.	Smelter man.
Conductor, street railroad.	Laborer, pipe line.	Soldier.
Cooper.	Laborer, road or street.	Stevedore.
Coppersmith.	Life-saver.	Stonecutter or stonemason.
Deck hand.	Locomotive engineer.	Street cleaner.
Ditcher.	Locomotive fireman.	Structural iron worker.
Electrician.	Loom fixer.	Switchman, railroad.
Engineer (any).	Lumberman.	Teamster.
Engine hostler.	Manager, mine or quarry.	Tinsmith.
Express messenger.	Marine.	Tool maker.
Fireman, fire department.	Marshal.	✓ Turfman or sportsman.
Flagman, railroad.	Master.	✓ Wheelwright.
		Woodchopper.

Two occupations for same person.—Whenever two occupations connected by “and” are returned for the same person, as “Farmer and agent,” “Editor and lawyer,” etc., treat them as though only the first-named occupation were given.

Distinctions to be observed.—Be careful to distinguish between the following:

- A blast furnace or iron rolling mill and an iron manufacturing establishment;
 - An iron foundry and a brass foundry;
 - A railroad repair shop or roundhouse and a car shop;
 - A felt hat factory and a straw hat factory;
 - A tin-plate mill and a tinware factory;
 - A steam railroad and a street railway;
 - A paper-box and a wooden-box factory;
 - A locomotive engineer and a stationary engineer;
 - A locomotive fireman and the fireman of a stationary boiler;
 - A wholesale and a retail merchant or dealer;
 - A jeweler in a factory and a jeweler working elsewhere;
 - A farm laborer working without pay and a farm laborer working for wages;
 - A clerk in a store and a salesman;
 - A contractor and a man working at the trade with his tools;
 - A machinist and a machine tender;
 - A painter of buildings, etc., and a painter in a factory;
 - A shoemaker in a factory and one working in a cobbler shop;
 - A dressmaker or seamstress in a factory or shop and one working elsewhere;
 - A practical and a trained nurse;
 - A child's nurse or a nursemaid and other nurses;
 - A paid *housekeeper* and a *housewife* in her own home;
 - A paid housekeeper and a servant girl;
 - A cook and a servant;
 - A laundress in a laundry and a laundress at home, in a hotel, or working out;
 - A proprietor and an employee;
- An *employee* following a hand trade and an *employer* or proprietor in the same industry—between, for example, baker (employee) and baker (employer or proprietor); tailor (employee) and tailor (employer or proprietor).

Evidence on schedule.—In classifying an occupational return, always consider in connection with it the other information given about the person, such as the relationship to the head of the family, sex, age, whether an employer or an employee, ownership of home, etc. In case you find such a return as “Dairy business” or “Grocery business,” or in case a person is returned as “Maker,” “Operator,” or “Manufacturer,” determine from the evidence on the schedule whether the person is a proprietor or an employee and classify him accordingly. Keep a close watch for inconsistencies.

Legibility.—In editing schedules, *it is very important that every symbol be written so clearly and perfectly that it will not be read wrongly by the punching clerk.* From the practical standpoint an illegible symbol is almost as bad an error as an incorrect one. Write the symbols *clearly and legibly.*