

Data processing salaries highest

The Administrative Management Society, a nonprofit organization, has published a 1978 survey of office salaries in the United States and Canada. That the 30th annual survey conducted by the AMS International Salary Survey Committee, includes averages for 20 of the most representative office jobs, based upon salaries in effect as of Feb. 1, 1978.

In brief, the statistics reflect the salaries of 13 clerical positions and seven data processing positions, covering 32,646 employees in 4,880 companies in 127 states.

The 13 clerical classifications are mail clerk, general clerk, A and B, accounting clerk, A and B, bookkeeping machine operator, office duplicating machine operator, telephone switchboard operator,

typist clerk, stenographer, secretary, A and B, and correspondence secretary.

The seven data processing classifications are key punch operator, A and B, tabulating machine operator, computer operator, A and B, programmer, and systems analyst.

WHERE THERE are two positions with the same name lettered A and B, A is top level, the more responsible of the two. All earnings were converted to weekly rates for purposes of comparison.

Overall, the high average salaries are found in the data processing positions, and among them, with two exceptions—in Canada, in eight of the 13 clerical positions, the Canadian averages are also somewhat

higher than those in the United States—\$10 a week higher, or more, in six of the eight.

Where the U.S. averages were higher than the Canadian, the other five clerical positions—the difference was never more than \$6 a week.

The highest average clerical salary in the United States was earned by the top level (A) secretaries—\$194. Their Canadian counterparts earned an average of \$192.

THE SECOND HIGHEST paid clerical position in the United States was that of top level (A) accounting clerk, averaging \$181. The same position in Canada paid \$182 on the average.

The lowest paid clerical position in both countries was mail clerk file clerk, averaging \$118 weekly in the U.S. and \$123 in Canada.

Salaries for data processing jobs in the United States ranged from \$148 weekly on the average for key punch operator (B) to an average of \$304 for a systems analyst. In Canada the average for key punch operator (B) was exactly the same—\$148 and the average for systems analyst, \$314.

In only one of the other six data processing jobs did the U.S. average exceed the Canadian, that for programmer, which averaged \$251 in the U.S. compared with \$232 weekly in Canada.

The rankings for the 20 positions by salary, starting at the top, follow, and are parallel between them in the United States and Canada is striking.

Ranking of Positions by Salary

- | Rank | United States | Canada |
|------|-------------------------------------|-------------------------------------|
| 1 | systems analyst | systems analyst |
| 2 | programmer | programmer |
| 3 | computer operator | computer operator |
| 4 | secretary (A) | secretary (A) |
| 5 | computer operator (B) | computer operator (B) |
| 6 | accounting clerk (A) | accounting clerk (A) |
| 7 | tabulating machine operator | tabulating machine operator |
| 8 | secretary (B) | secretary (B) |
| 9 | general clerk (A) | general clerk (A) |
| 10 | key punch operator (A) | key punch operator (A) |
| 11 | key punch operator (B) | key punch operator (B) |
| 12 | typist clerk | typist clerk |
| 13 | bookkeeping machine operator | bookkeeping machine operator |
| 14 | general clerk (B) | general clerk (B) |
| 15 | mail clerk file clerk | mail clerk file clerk |
| 16 | stenographer | stenographer |
| 17 | telephone switchboard operator | telephone switchboard operator |
| 18 | office duplicating machine operator | office duplicating machine operator |
| 19 | correspondence secretary | correspondence secretary |
| 20 | mail clerk | mail clerk |

The Administrative Management Society divides the United States into five geographical areas. Though the differences among areas are in some cases slight, the survey indicates that in seven of the 13 clerical positions, average salaries were higher in the western states, tied for first in number and second in four other job classifications.

The situation is similar in the data processing functions, except that here, the average western salaries are highest in six of the seven job classifications and second in the remaining one by only \$1.

The complete survey also includes information on the length of the work week, paid holidays, overtime pay, vacation length, and paid vacations, and figures on such benefits as salary incentive plans, profit sharing, bonuses, pension plans, group life insurance, hospitalization, medical benefits and major medical and disability provisions.

The complete survey may be ordered by writing the Administrative Management Society, Maryland Road, N. Little Rock, Pa. 17660.

The complete survey is free to members of AMS and costs \$60 for nonmembers.

**CITY OF FARMINGTON
SPECIAL MEETING**

**COMMUNITY DEVELOPMENT BLOC GRANT
1977-78 FISCAL YEAR**

PUBLIC HEARING

A Special Meeting of the Farmington City Council was held on Monday, October 28, 1978 at 7:00 P.M. in the Council Chambers, 23600 Liberty Street, Farmington, Michigan, at which time a Public Hearing was held to hear all interested citizens regarding the Federal Community Development Grant Fund Application for the fiscal year 1977-78.

The meeting was called to order at 7:00 P.M. by Mayor John H. Richardson.

ROLL CALL: Bennett, Richardson, Tupper, present.

ABSENT: Hartsock, Yoder.

CITY OFFICIALS PRESENT: City Manager Deadman, Clerk Vane.

Mayor Richardson asked City Manager Deadman to review the programs which had been proposed at the Public Hearing held September 20, 1978.

City Manager Deadman stated the following programs had been proposed:

1. Community Housing Repair/Interest Subsidy and Grant Program
2. Local Street and Road Repair Program
3. Rehabilitation of Recreational Equipment
4. Additional Parking/Central Business District
5. Senior Citizens Telephone Reassurance Service

Mayor Richardson opened the public hearing and asked for comments from the audience. There were approximately 30 citizens in attendance.

Suggested programs from the audience included Senior Citizens Housing Senior Citizens Center, Improved Transportation, Repairs to Shawanawee and Farmington Road intersection and establishment of an Historic Museum.

The public hearing was closed and Mayor Richardson called for a short recess. After reconvening there was a Motion by Bennett, supported by Tupper, to adopt the following resolution:

BE IT RESOLVED

That the Farmington City Council hereby adopts the Fiscal Community Development Bloc Grant Program for the 1977-78 Fiscal Year.

AYES: Bennett, Richardson, Tupper.

NAYS: None.

ABSENT: Hartsock and Yoder.

RESOLUTION DECLARED ADOPTED October 28, 1978.

The meeting was adjourned at 8:00 P.M.

JOHN H. RICHARDSON, Mayor
NEDRA VIANE, City Clerk

CITY OF FARMINGTON

LAST DAY FOR ABSENTEE BALLOT APPLICATIONS

SATURDAY, OCTOBER 30, 1978 2:00 P.M.

OFFICE OF CITY CLERK 23600 LIBERTY STREET, WILL BE OPEN THIS DATE FROM 9:00 A.M. TO 2:00 P.M.

NEDRA VIANE, City Clerk

GENERAL ELECTION

To the Qualified Electors:

NOTICE IS HEREBY GIVEN, That a General Election will be held in the

City of Farmington, County of Oakland

State of Michigan

ON

TUESDAY, NOVEMBER 2, 1978

AT THE PLACE OR PLACES OF HOLDING THE ELECTION IN SAID CITY AS INDICATED BELOW, VIZ:

PRECINCT 1—Farmington City Hall, 23600 Liberty Street

PRECINCT 2—American Legion Hall, 21775 Grand River Avenue

PRECINCT 3—Farmington Senior High School, 21000 Shawanawee

PRECINCT 4—Flanders Elementary School, 25600 Flanders Street

PRECINCT 5—Langens Elementary School, 26830 Arundel Street

PRECINCT 6—Farmington Junior High School, 23000 Thomas Street

FOR THE PURPOSE OF ELECTING THE FOLLOWING OFFICERS, VIZ:

NATIONAL President and Vice-President of the United States

CONGRESSIONAL United States Senator, Representative in Congress.

LEGISLATIVE State Representative.

STATE Two Members of the State Board of Education, Two Regents of the University of Michigan, Two Trustees of Michigan State University, Two Governors of Wayne State University.

COUNTY Prosecuting Attorney, Sheriff, County Clerk, County Treasurer, Register of Deeds, Drain Commissioner, Surveyor, County Commissioner and such other Officers as are elected at that time.

AND ALSO ANY ADDITIONAL OFFICERS THAT MAY BE ON THE BALLOT

AND ALSO TO VOTE ON THE FOLLOWING NONPARTISAN OFFICERS, VIZ:

THREE JUSTICES OF THE SUPREME COURT

JUDGE OF THE COURT OF APPEALS

CIRCUIT COURT JUDGE

PROBATE COURT JUDGE

DISTRICT COURT JUDGE

AND ALSO TO VOTE ON THE FOLLOWING STATE PROPOSALS:

PROPOSAL A

PROPOSED LAW TO PROHIBIT THE USE OF NON-RETURNABLE BOTTLES AND CANS FOR SOFT DRINKS AND BEER, TO REQUIRE REFUNDABLE CASH DEPOSITS FOR SOFT DRINK AND BEER CONTAINERS, AND TO PROVIDE PENALTIES FOR VIOLATION OF THE LAW.

PROPOSAL B

PROPOSAL TO CHANGE THE QUALIFICATIONS FOR THE OFFICES OF STATE SENATOR AND STATE REPRESENTATIVE.

PROPOSAL C

PROPOSAL TO LIMIT ALL STATE TAXES AND SPENDING TO 4.3 PERCENT OF THE COMBINED PERSONAL INCOME OF MICHIGAN.

PROPOSAL D

PROPOSAL TO REPLACE THE PRESENT FLAT RATE STATE INCOME TAX WITH A GRADUATED STATE INCOME TAX FOR CALENDAR YEAR 1979; THEREAFTER, RATES AND BASES FOR STATE INCOME TAXES TO BE DETERMINED BY THE LEGISLATURE.

ALSO ANY ADDITIONAL AMENDMENTS OR PROPOSITIONS THAT MAY BE SUBMITTED

Notice Relative to Opening and Closing of the Polls

ELECTION LAW, ACT 116, I.C.A. 1974

SECTION 726. On the day of the election, the polls shall be opened at 7 o'clock in the morning, and shall be continuously open until 6 o'clock in the afternoon and no longer. Every qualified voter present at the polls at the time provided for the closing thereof shall be allowed to vote.

THE POLLS of said election will be open at 7 o'clock a.m. and will remain open until 6 o'clock p.m. of said day of election.

NEDRA VIANE, City Clerk

Voter guides available now

The West Bloomfield Farmington Area League of Women Voters is currently distributing the Oakland County Voter Guide for the November general election. The guide includes candidate information for the offices of U.S. Senate, U.S. Representative, state supreme court, state educational board, Oakland County Probate Court, circuit court, district court, Oakland County offices and board of commissioners as well as the state ballot issues.

Voter guides contain biographical information and a response to questions pertinent to the office sought. All candidates running for the same office respond to the same questions. The guides provide the public with a means of comparing candidates' views and qualifications in an unbiased fashion. The public can study the candidates and issues in order that they may cast a more informed vote.

The sponsorship by Fidelity Bank of Michigan, Birmingham, Noy Associates, Twelve Oaks Mall, News and Pontiac Mail has helped defray the expenses involved in producing the primary and general election voter guides.

The West Bloomfield Farmington area LWV will be distributing 19,000 copies of the Oakland County Voter Guide through the two Farmington community libraries, the West Bloomfield and Westcoast libraries, elementary schools, churches, Farmington and Farmington Hills city halls and West Bloomfield Township Hall.

Anyone unable to obtain a copy should contact the league in West Bloomfield at 681-4254 or Farmington Hills at 625-4593.

Homeowners plan dinner dance

Westbrook Manor Homeowners Association plan a dinner dance on Nov. 3 in Glen Oaks Country Club. The event will get under way with cocktails at 7 p.m. Dancing will follow dinner, until 1 a.m.

Reservations, at \$10 a person, may be made with Mary Bertsch, 474-3294, until Oct. 31.

Residents of Westbrook Manor are encouraged to bring guests.

HE'S 8' TALL

SEE BIG FOOT PASSING OUT CANNY AT OUR FARMINGTON STORE

OCT. 31st

BOX TOWN

FARMINGTON PLACE

Don't Miss It! Only 1 year of Box Town!

NEED COPIES OR PRINTING?

Anvike

QUALITY PRINTING FAST SERVICE

FARMINGTON KWIKIE

32733 Grand River

478-0190

This employee will prove himself on the job every day

All hours of every day, Consumers Power employees do their best to give you uninterrupted gas and electric service.

Sometimes their work makes it necessary for them to come into your home and when this happens your cooperation is appreciated. But first, we want you to be sure that they are, indeed, Consumers Power employees. We realize that occasionally someone will misrepresent himself as an employee to gain entry, possibly with the intention of defrauding you in some way.

Ask him to identify himself before you let him in. Every employee is required to carry an identification card bearing his photo, the Consumers Power name and trademark. If he cannot show this to you, call your nearest Consumers Power office to verify his assignment.

We want you to have both service and protection.

A good idea...ask for the I.D.

Consumers Power Company

60-26-554-C