

# BENCHMARKING USER GUIDE

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# Introduction

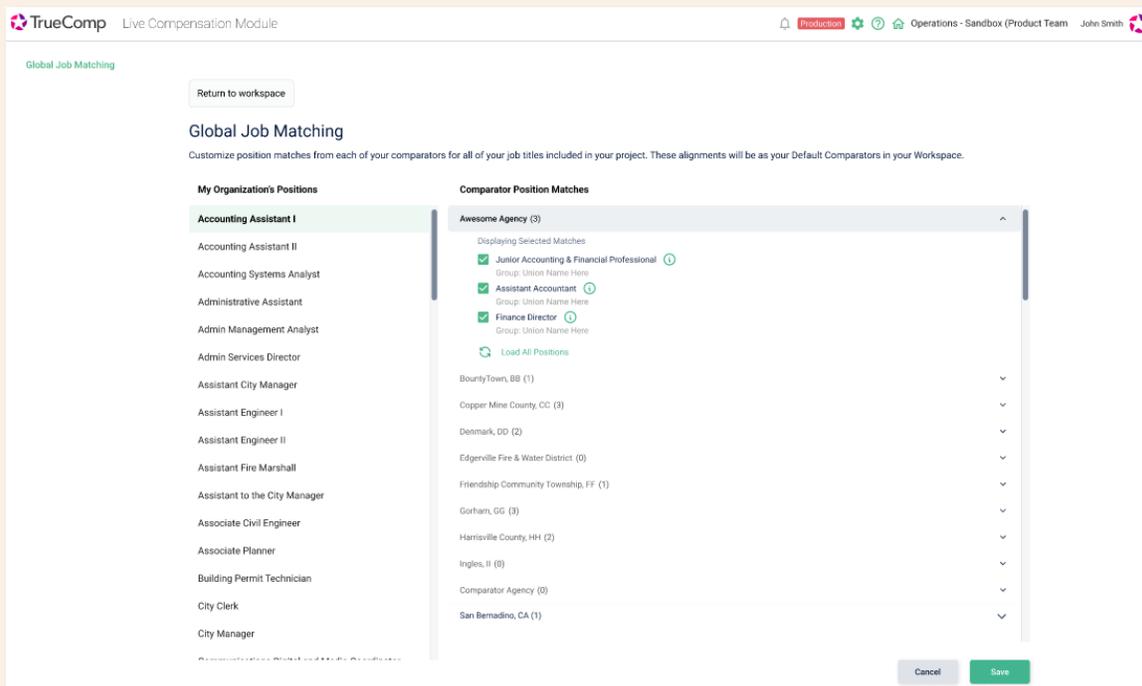
TrueComp Benchmarking is the process of comparing the salaries, benefits, and total compensation packages of your employees with those offered by other agencies in your locality. The goal is to help you identify best practices, assess competitiveness, and optimize your compensation strategy to attract and retain top talent.

## Setup

### Global Job Matching

This backend process helps you to customize a set of position matches from each of your comparators for all of the job titles included in your project. These alignments will be visible in your Workspace when viewing your Default Comparators. Default Comparators will always show the latest data available for your job titles and their matches.

- Click **Setup** from the top left corner of the Workspace Control Panel.
- Select the position you'd like to set up comparator matches to in the **My Organization's Positions** column.
- Click the dropdown arrow next to each comparator in the **Comparator Position Matches** column to view the pre-selected matches. You can choose to keep the matches, remove them, or Load All Positions to view more matches.
  - Select the information icon to the right of each position to view the job description, if available.
  - **\*Tip** - Use CTRL + F to quickly search through long lists of matches.
- Once you have made your selections for each position, click **Save**.
- See [Best Practices](#) for a helpful tip!



# Workspace

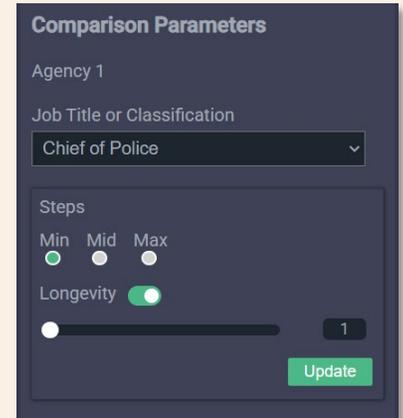
## Detail View

### Setup

Click to access [Global Job Matching](#).

### Comparison Parameters

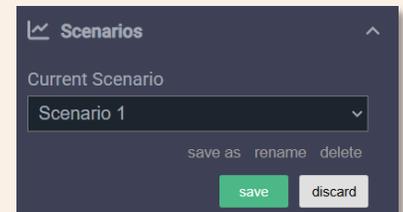
- **Job Title or Classification** – Select the intended benchmark from the dropdown for review.
- **Steps** – This selection represents placement within defined salary ranges according to source documents from every comparator.
  - **Min** – The minimum step or salary range. This is often helpful for assessing competitiveness for recruiting purposes.
  - **Mid** – The calculated midpoint between the min and max salary data points. This is often helpful for assessing competitiveness for new experienced hires coming in at the middle of the salary range or for retaining employees that are not close to the max.
    - **\*Note** - This calculated midpoint may vary from the middle step of a salary schedule, where if a plan has 5 steps, the midpoint will be calculated using steps 1 and 5 which may not equal to step 3.
  - **Max** – The maximum step or salary range. This is often helpful for assessing competitiveness for retention purposes.
  - Click **Update** to refresh results.
  - **\*Note** - Upon loading/refreshing the module, “Min” will always be selected by default.
- **Longevity** - Toggle employee years of service to see what longevity benefits are provided, if available.
  - Click **Update** to refresh results.



### Scenarios

You can create Scenarios to keep snapshots of specific benchmarks, allowing you to access them later, even if the data gets updated.

- **Save** – Save a brand-new scenario or update the current scenario with your changes.
- **Discard** – Remove any changes made to this scenario and return to the Default Comparators.
- **Save As** – Save your changes as a brand-new scenario.
- **Rename** – Change the name of the current scenario. This new name cannot match an existing scenario name.
- **Delete** – This will permanently delete the current scenario.

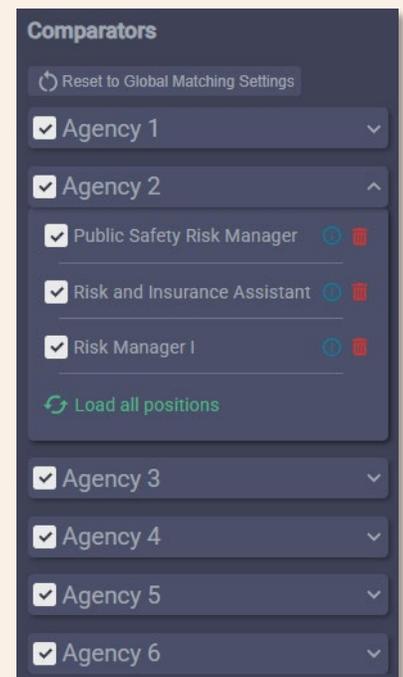


### Comparators

If you have not already set up your [Global Job Matches](#), the system will select three job titles at each comparator agency for comparison against your selected benchmark. If you did set them up, the matches you selected will appear.

Toggle the matches on/off as needed but note that any changes made in the workspace will not be saved if the page is refreshed. Selected matches are only saved through Global Job Matching.

- **Reset to Global Matching Settings** – This will reset the matches you adjusted back to the Global Matching saved defaults.
- **Information Icon** – Click to view the job description, if available.



- **Trashcan** - Click to delete that job title from the current scenario.
  - This icon only appears on custom scenarios, not the Default Comparators scenario.
  - **\*Note** - This will not permanently delete the job title from your setup, just from this current scenario.
- **Load All Positions** - This will load all positions available for that comparator.
  - **\*Tip** - Use CTRL + F to quickly search through long lists of matches.

## Overview

### Setup

Click to access [Global Job Matching](#).

### Market Summary Report

Leveraging the defined matches in the [Global Job Matching](#) settings, the Market Summary Report allows you to compare and analyze all of your job titles to all of your comparators at once.

Click the green **Download Market Summary Report** button to access the report.

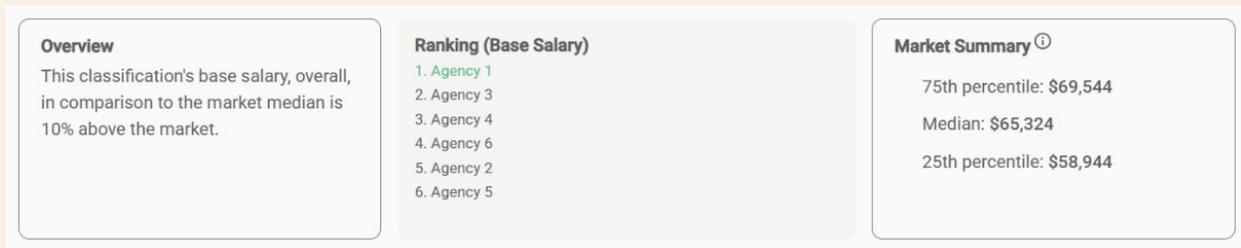
- **Blue** indicates a difference **greater than 5% above** the market median.
- **Green** indicates a difference **within ±5%** of the market median.
- **Red** indicates a difference **greater than 5% below** the market median.

Position	Sample	Starting Total Compensation				Midpoint Total Compensation				Max Total Compensation						
		Agency Name	25th P	Median	75th P	% from Median	Agency Name	25th P	Median	75th P	% from Median	Agency Name	25th P	Median	75th P	% from Median
ADMIN ASSISTANT	LAFF 2080 n=13	\$3,988	\$3,477	\$3,862	\$3,982	9.7%	\$4,903	\$4,611	\$4,903	\$5,111	9.3%	\$6,568	\$6,799	\$6,559	\$6,761	0.6%
ADMINISTRATIVE COORDINATOR	LAFF 2080 n=13	\$4,104	\$3,982	\$4,343	\$4,396	-5.5%	\$5,232	\$5,368	\$5,713	\$5,929	-8.4%	\$6,961	\$6,712	\$7,167	\$7,326	-11.2%
ADMINISTRATIVE SUPPORT SPEC	LAFF 2080 n=13	\$3,376	\$3,380	\$3,649	\$3,874	-7.5%	\$4,304	\$4,478	\$4,869	\$5,265	-11.6%	\$5,233	\$6,479	\$6,073	\$6,745	-10.7%
APPLICATIONS & DATA SERVICES AFD	LAFF 2080 n=10	\$6,063	\$5,895	\$6,811	\$6,754	-8.3%	\$7,882	\$7,878	\$8,763	\$9,020	-10.1%	\$9,701	\$9,371	\$10,868	\$11,411	-10.7%
ASSISTANT CITY ATTORNEY	LAFF 2080 n=9	\$7,369	\$6,537	\$7,070	\$7,326	4.2%	\$9,580	\$8,743	\$9,169	\$9,814	4.5%	\$11,791	\$10,934	\$11,151	\$12,537	5.7%
ASSISTANT CITY MANAGER	LAFF 2080 n=6	\$11,054	\$9,168	\$9,710	\$12,139	13.8%	\$14,646	\$12,089	\$13,972	\$16,707	4.8%	\$18,239	\$14,866	\$18,031	\$21,590	1.2%
ASSISTANT TO FIRE CHIEF	LAFF 2080 n=10	\$4,309	\$3,590	\$4,083	\$4,336	5.5%	\$6,404	\$4,922	\$5,478	\$5,619	0.9%	\$6,979	\$5,232	\$6,072	\$7,033	-2.8%
ASSISTANT TO PUBLIC WORKS CHIEF	LAFF 2080 n=8	\$4,359	\$3,952	\$4,054	\$4,360	8.3%	\$6,484	\$4,737	\$5,439	\$5,914	1.4%	\$6,979	\$5,871	\$6,765	\$6,949	-1.6%
ASSISTANT TO POLICE CHIEF	LAFF 2080 n=12	\$5,774	\$3,956	\$4,105	\$4,461	40.7%	\$7,596	\$5,390	\$5,485	\$5,879	26.8%	\$9,209	\$5,691	\$6,833	\$7,247	33.2%
ASSISTANT PROGRAM COORDINATOR	LAFF 2080 n=12	\$4,534	\$3,794	\$4,209	\$4,604	5.2%	\$5,768	\$4,921	\$5,675	\$5,548	1.7%	\$7,013	\$5,074	\$5,996	\$6,253	0.2%
BUILDING FACILITIES MANAGER	LAFF 2080 n=14	\$6,966	\$4,778	\$5,972	\$6,720	6.6%	\$8,276	\$6,439	\$8,047	\$8,746	2.9%	\$10,186	\$8,123	\$10,049	\$10,965	1.4%
BUILDING FACILITIES TECH	LAFF 2080 n=9	\$3,545	\$3,494	\$3,832	\$4,032	-7.5%	\$4,520	\$4,407	\$5,112	\$5,387	-11.9%	\$5,485	\$5,600	\$6,360	\$6,745	-10.6%
BUILDING OFFICIAL	LAFF 2080 n=12	\$7,019	\$5,979	\$6,840	\$7,500	2.6%	\$9,124	\$7,996	\$9,151	\$9,956	-0.3%	\$11,230	\$10,018	\$11,551	\$12,467	-2.8%
BUSINESS MANAGER OF HUMAN RES	LAFF 2080 n=7	\$6,063	\$5,515	\$6,289	\$6,552	-3.6%	\$7,882	\$8,358	\$8,571	\$8,852	-8.0%	\$9,701	\$10,539	\$10,691	\$11,411	-9.3%
CARE TEAM CASE MANAGER	LAFF 2080 n=0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CARE TEAM NURSE	LAFF 2080 n=8	\$3,958	\$4,448	\$4,816	\$5,265	-18.9%	\$4,963	\$5,745	\$6,097	\$7,031	-18.3%	\$6,058	\$7,142	\$7,377	\$8,701	-17.9%
CHEF DEPUTY BUS TAX	LAFF 2080 n=9	\$4,750	\$4,670	\$5,841	\$6,445	-18.7%	\$6,176	\$5,890	\$8,177	\$8,730	-24.5%	\$7,801	\$7,209	\$10,513	\$10,892	-27.7%
CHEF DEPUTY PROF TAX	LAFF 2080 n=8	\$4,750	\$5,569	\$6,063	\$6,555	-21.9%	\$6,176	\$7,754	\$8,364	\$9,743	-28.3%	\$7,801	\$9,925	\$10,647	\$10,885	-28.8%
CHEF INFORMATION OFFICER	LAFF 2080 n=10	\$10,235	\$7,820	\$9,542	\$10,179	7.3%	\$13,561	\$10,216	\$13,290	\$14,651	2.3%	\$16,888	\$12,813	\$16,868	\$15,576	0.5%
CITY ASSESSOR	LAFF 2080 n=9	\$8,135	\$5,941	\$7,126	\$7,586	14.0%	\$10,795	\$8,177	\$9,373	\$10,121	14.9%	\$13,406	\$10,513	\$12,020	\$12,637	15.4%
CITY ATTORNEY	LAFF 2080 n=13	\$10,235	\$11,227	\$15,653	\$15,885	-34.0%	\$13,561	\$18,223	\$30,329	\$30,671	-33.3%	\$16,888	\$20,561	\$25,804	\$26,116	-30.9%
CITY ENGINEER	LAFF 2080 n=11	\$7,738	\$7,018	\$7,282	\$7,708	6.7%	\$10,293	\$9,379	\$9,738	\$10,159	4.5%	\$12,768	\$11,817	\$12,386	\$12,746	3.1%
CITY MANAGER	GNAM 2080 n=1	\$11,938	\$16,659	\$17,854	\$20,983	-33.1%	\$15,818	\$19,788	\$24,112	\$24,730	-34.4%	\$19,688	\$19,788	\$24,112	\$20,477	-18.3%
COMBINATION INSPECTOR I	GNAM 2080 n=1	\$4,534	\$3,864	\$4,032	\$4,363	12.2%	\$5,768	\$5,629	\$5,436	\$5,586	6.1%	\$7,013	\$6,326	\$6,609	\$6,961	6.1%
COMBINATION INSPECTOR II	GNAM 2080 n=13	\$4,988	\$4,032	\$4,267	\$4,365	16.9%	\$6,484	\$5,382	\$5,477	\$5,715	18.4%	\$7,881	\$6,609	\$6,817	\$7,048	17.1%
COMMUNICATIONS DIRECTOR	GNAM 2080 n=12	\$6,684	\$5,553	\$7,809	\$9,472	-14.4%	\$8,690	\$7,444	\$10,325	\$12,628	-15.8%	\$10,695	\$9,356	\$12,841	\$15,613	-16.7%
CRISIS COUNSELOR	GNAM 2080 n=0	\$3,958	-	-	-	-	\$4,963	-	-	-	-	\$6,058	-	-	-	-
DEPUTY REGISTRAR	GNAM 2080 n=12	\$3,545	\$3,202	\$3,562	\$4,109	1.2%	\$4,520	\$3,957	\$4,789	\$5,593	5.6%	\$5,485	\$4,760	\$5,037	\$5,895	-9.0%
DIR OF HUMAN SERVICES	GNAM 2080 n=12	\$9,477	\$6,861	\$7,513	\$8,738	26.1%	\$12,587	\$9,965	\$10,136	\$11,767	29.9%	\$15,637	\$11,208	\$12,961	\$14,730	20.5%
DIR OF PUBLIC WORKS AND UTIL	GNAM 2080 n=8	\$10,235	\$8,948	\$9,862	\$11,494	5.6%	\$13,561	\$12,196	\$14,200	\$15,219	-4.5%	\$16,888	\$15,237	\$18,124	\$17,718	-6.8%
DIR REDEV HOUSING	GNAM 2080 n=12	\$10,235	\$5,889	\$6,678	\$9,860	17.0%	\$13,561	\$8,143	\$11,489	\$13,657	18.0%	\$16,888	\$10,428	\$14,225	\$17,176	18.7%
ELIGIBILITY SPECIALIST	GNAM 2080 n=9	\$3,958	\$3,800	\$3,874	\$3,935	0.9%	\$4,963	\$4,871	\$4,837	\$5,395	0.9%	\$6,058	\$6,001	\$6,121	\$6,916	-1.0%
EQUIPMENT OPERATOR -WS	GNAM 2080 n=0	\$3,545	-	-	-	-	\$4,520	-	-	-	-	\$5,485	-	-	-	-
EXEC ASST TO CITY MANAGER	GNAM 2080 n=7	\$5,774	\$3,981	\$5,557	\$5,677	3.9%	\$7,596	\$5,485	\$7,365	\$7,890	1.9%	\$9,209	\$6,969	\$9,172	\$10,116	0.7%
FISCAL COORDINATOR	GNAM 2080 n=9	\$4,534	\$4,134	\$4,670	\$4,880	-3.1%	\$5,768	\$5,436	\$5,960	\$6,573	-3.7%	\$7,013	\$6,523	\$7,309	\$8,277	-4.1%
FISCT CAS MANAGER	GNAM 2080 n=7	\$3,958	\$4,241	\$4,670	\$5,107	-16.3%	\$4,963	\$5,467	\$5,990	\$7,328	-16.8%	\$6,058	\$6,672	\$7,209	\$8,459	-17.1%
GIS ADMINISTRATOR	GNAM 2080 n=13	\$4,359	\$4,867	\$5,907	\$6,553	-27.1%	\$6,484	\$6,502	\$7,714	\$8,743	-28.3%	\$6,979	\$9,426	\$9,659	\$10,584	-30.7%
IT SUPPORT TECH	GNAM 2080 n=10	\$4,104	\$3,812	\$4,044	\$4,327	1.9%	\$5,232	\$4,914	\$5,274	\$5,583	0.8%	\$6,361	\$6,291	\$6,659	\$6,761	-4.4%
LIFE COACH FULL-TIME	GNAM 2080 n=8	\$3,958	\$3,833	\$4,241	\$4,412	-7.9%	\$4,963	\$4,515	\$5,457	\$6,296	-8.7%	\$6,058	\$6,422	\$6,736	\$8,144	-10.1%
MAINTENANCE AND OPERATIONS S	GNAM 2080 n=10	\$3,958	\$4,133	\$4,305	\$4,600	-9.2%	\$4,963	\$5,504	\$5,696	\$6,312	-12.5%	\$6,058	\$6,954	\$7,117	\$7,882	-14.9%
MAINTENANCE MECHANIC	GNAM 2080 n=12	\$3,215	\$3,322	\$3,468	\$3,794	-7.3%	\$4,009	\$4,413	\$4,644	\$4,881	-11.7%	\$4,984	\$5,358	\$5,777	\$6,041	-13.7%
MOBILE INTEGRATED HEALTH COOR	GNAM 2080 n=8	\$4,988	\$4,362	\$4,726	\$5,507	5.5%	\$6,484	\$5,834	\$6,168	\$7,080	5.1%	\$7,881	\$7,249	\$7,655	\$8,669	4.3%
MULTIMEDIA DESIGNER	GNAM 2080 n=10	\$4,750	\$4,951	\$4,522	\$5,043	5.1%	\$6,176	\$5,391	\$6,052	\$6,533	2.0%	\$7,801	\$6,682	\$7,371	\$8,027	3.1%
NETWORK ADMINISTRATOR	GNAM 2080 n=12	\$6,063	\$5,210	\$5,823	\$6,088	4.1%	\$7,882	\$6,987	\$7,870	\$8,252	2.8%	\$9,701	\$8,784	\$9,607	\$10,385	1.0%
PARK MANAGER	GNAM 2080 n=11	\$3,545	\$4,139	\$4,782	\$5,618	-25.9%	\$4,520	\$5,469	\$6,346	\$7,427	-28.8%	\$5,485	\$7,032	\$7,919	\$9,136	-30.9%
PARKS SUPERINTENDENT	GNAM 2080 n=11	\$4,988	\$5,539	\$6,289	\$6,412	-20.7%	\$6,484	\$7,261	\$8,490	\$9,857	-23.6%	\$7,881	\$9,183	\$10,417	\$10,812	-23.4%
PERMIT TECHNICIAN	GNAM 2080 n=11	\$3,545	\$3,140	\$3,291	\$3,596	6.4%	\$4,520	\$4,128	\$4,611	\$4,741	-0.9%	\$5,485	\$5,088	\$5,447	\$6,065	0.9%
PRINCIPAL PLANNER	GNAM 2080 n=11	\$6,369	\$5,273	\$5,529	\$5,649	15.1%	\$8,276	\$7,229	\$7,365	\$7,689	12.4%	\$10,186	\$9,005	\$9,172	\$9,713	11.1%
PROGRAM SPECIALIST	GNAM 2080 n=10	\$4,534	\$3,675	\$3,869	\$4,008	16.9%	\$5,768	\$4,872	\$4,941	\$5,411	18.7%	\$7,013	\$5,972	\$6,190	\$6,815	13.3%
PROPERTY INSPECTOR	GNAM 2080 n=0	\$4,104	-	-	-	-	\$5,232	-	-	-	-	\$6,361	-	-	-	-
PUBLIC HOUSING ADMINISTRATOR	TRAK 2080 n=11	\$5,237	\$5,119	\$6,082	\$6,499	-13.9%	\$6,809	\$7,081	\$8,168	\$8,842	-16.6%	\$8,880	\$8,807	\$10,323	\$10,789	-16.8%
PUBLIC HOUSING COORDINATOR	TRAK 2080 n=7	\$3,376	\$3,729	\$4,066	\$4,324	-16.0%	\$4,304	\$4,870	\$5,180	\$5,969	-16.9%	\$5,233	\$6,011	\$6,296	\$7,614	-16.9%
SENIOR ELIGIBILITY SPEC	TRAK 2080 n=8	\$4,534	\$4,035	\$4,150	\$4,436	9.0%	\$5,768	\$5,147	\$5,499	\$6,150	4.9%	\$7,013	\$6,270	\$6,847	\$7,863	2.4%
SOCIAL WORKER	TRAK 2080 n=7	\$4,534	\$3,596	\$4,078	\$4,228	11.0%	\$5,768	\$4,748	\$5,362	\$5,593	7.6%	\$7,013	\$5,927	\$6,647	\$7,021	5.6%
SR ACCOUNTANT	TRAK 2080 n=12	\$4,750	\$4,654	\$4,927	\$5,351	-3.6%	\$6,176	\$6,244	\$6,549	\$7,158	-6.7%	\$7,801	\$7,793	\$8,218	\$9,011	-7.9%
TOURISM DEV SPECIALIST	TRAK 2080 n=6	\$4,534	\$3,860	\$4,709	\$5,770	-3.9%	\$5,768	\$5,255	\$6,339	\$7,974	-8.6%	\$7,013	\$6,649	\$7,919	\$10,178	-11.3%
UTILITY BILLING SPECIALIST	TRAK 2080 n=7	\$3,545	\$3,546	\$3,649	\$4,136	-2.9%	\$4,520	\$4,672	\$4,869	\$5,711	-7.2%	\$5,485	\$5,630	\$6,088	\$6,966	-9.8%

## Results View

### Summary Widgets

Summary widgets will update automatically based on the job title selected, compensation category being reviewed, as well as the selection of matches for comparison in the [Comparators](#) section. Only classifications with a value greater than 0 are included in these calculations.



### Overview

This lets you know how far above or below benchmark the selected job title is from the market based on your selected classifications.

### Ranking

This shows where the selected job title is positioned among your group of comparators in list format.

### Market Summary

Here you can see what levels the top market, bottom market, and market-aligned comparators are paying the selected job title.

- **75th Percentile** - This number will indicate what market compensation is at for the top 25% of comparators.
- **Median or Average** - Based on the selected benchmark in the [View Settings](#) section, this value represents either the median or the average market compensation, serving as a reference point for aligning with market standards.
- **25th Percentile** - This number will indicate what market compensation is at for the bottom 25% of comparators.

## Data Charts and Tables



### Compensation Categories

There are several different compensation categories to select from in the dropdown provided. If you are viewing a category and don't see a comparator's information, that is either because they do not offer that compensation or they roll it into a different compensation option.

- **Total Compensation** - This chart will show the sum of all quantifiable compensation included in the module such as base salary, longevity, special pay, health benefits, retirement benefits, and other benefits.
- **Base Salary** - This chart includes the base salary as disclosed in salary/step schedules or salary ranges.
  - COLAs will also be reflected, if applicable. For example, if a salary schedule effective date is 1/1/25 and the agency discloses a COLA taking effect on 7/1/25, once the COLA date passes the module will reflect the updated salary with the effective date showing as 7/1/25.

- **Longevity** – This chart reflects increased/additional pay for employees within a union/group based on their years of service. The longevity slider in the [Comparison Parameters](#) is where you can toggle employee years of service to see what longevity benefits are provided.
  - **\*Note** – This compensation category will only appear if a longevity benefit is applicable for at least one of the selected comparators, matching the level measured in the longevity slider.
- **Special Pay** – This chart shows a singular aggregated amount including costed benefits from the list below, but are not limited to:
  - **Certification Pay**
    - If a classification/group receives a pay incentive upon obtaining a certificate/training, the benefit will be included. This includes post-certification pay.
    - If the benefit only applies to employees who have certification/training and are on assignment, increases pay only for hours worked as a trainer on a certificate/training assignment, or is a reimbursement of costs related to obtaining certifications/trainings, the benefit will not be included.
  - **Deferred Compensation**
    - If the agency contributes funding, the benefit will be included.
    - If the agency has a deferred compensation plan but does not contribute funds, the benefit will not be included.
    - If an agency contribution requires match, special pay will include half of the maximum match limit. If an agency contribution does not require match, the total contribution will be captured.
  - **Education Pay**
    - If a classification/group receives a pay incentive upon obtaining an additional degree, the benefit will be included.
    - If a classification/group receives a reimbursement, the benefit will not be included.
  - **Performance Bonus**
    - If an agency provides a lump-sum amount to employees upon achieving high performance, the benefit will be captured at half of the maximum rate.
    - If an agency provides a pay increase upon high performance that is promotional in nature, is placed on a higher step on the pay scale, or the amount is discretionary and up to a team leader to determine the one-time amount, the benefit will not be included.
  - **Retirement Health Share Plans (RHSP)**
    - If an agency provides contributions to an RHSP while the employee is employed, not to retirees after retiring, the benefit will be included.
    - If the benefit is a payment to employees after retirement to fund healthcare premiums, the benefit will not be included.
  - **Uniform/Boot Allowance**
    - If an agency provides a recurring allowance/reimbursement for uniforms/boots/etc., the benefit will be included.
    - If an agency provides a per-occurrence reimbursement, the benefit will not be included.
  - **Wellness Benefit**
    - If the benefit is an outright contribution, the benefit will be included.
    - If the benefit only applies upon certain medical examinations/surveys in order to decrease healthcare premiums, this benefit will not be included.
- **Holidays** – This chart will include all agency holidays as well as floating holidays.
  - **Cash-Out Options**
    - If an agency allows for employees to convert accrued PTO into cash on a recurring basis, not upon separation/retirement, the Cash Out field will be captured as “Yes.”
    - If an agency only allows employees to convert accrued PTO into cash upon separation/retirement, the Cash Out field will be captured as “No.”
    - If an agency allows for one type of accrued leave to be converted into another type of leave, such as vacation hours converted into sick leave and vice versa, the Cash Out field will be captured as “No.”

- **Personal Admin Days** – This chart includes the sum of bereavement and personal leave.
  - If an agency requires employees to use accrued vacation/sick leave in the event of bereavement, this field will be captured as 0 days.
  - The same cash-out options included in the Holidays section will be reflected in this view.
- **Sick Hours** – This chart will include all sick leave accruals.
  - The same cash-out options included in the Holidays section will be reflected in this view.
- **Vacation** – This chart is only available in table format and includes paid leave accruals outside of holidays, personal admin days, and sick hours, separated by employee years of service.
- **Health Benefits** – This chart only captures family plan medical/dental/vision premium amounts paid for by employers that are not paid for by the employee.
  - If source documents disclose separate contribution amounts for medical/dental/vision, then the breakdown will be illustrated in the module.
  - If the employer contribution amount is a single lump sum or does not distinguish between medical/dental/vision, the module will reflect a single benefit amount shown as “Medical.”
  - We prioritize the most common plan, but if the most common plan is not disclosed, we refer to the plans with the highest employer contributions that are NOT HSA/FSA plans, unless explicitly noted by the agency directly as being the most popular/only available plan.
  - If the amounts are not disclosed or the only disclosures are a percentage amount, this field will be reflected as 0.
- **Retirement Benefits** – This chart reflects the statewide average of an employer’s normal cost contributions towards pension/retirement as disclosed by the [Public Plans Database](#). This is intended to directionally scale total compensation amounts in the module based on an employer’s pension contributions.
  - We use one statewide average rate for public safety, and a different rate for non-public safety. These vary by state and change yearly.
- **Other Insurance** – This chart reflects a single aggregate amount including certain fixed benefits/insurances that are not voluntary/supplemental to what is provided outright by the agency’s group plan. These benefits include Life Insurance, Funeral Benefits, Accidental Death & Dismemberment (ADD), and Short/Long-Term Disability.
  - The amounts in the module reflect a price-per-\$1000 benefit ratio based on the following standardized rates:
    - \$2.25 per \$1000 Life Insurance/ADD Benefit
    - \$5 per \$1000 STD/LTD Benefit
    - If amounts are not disclosed this field will be reflected as 0

## View Settings

- **Rate** – Select the frequency of dollar pay rates to be displayed throughout the module.
  - Annual
  - Monthly
  - Hourly
- **Benchmark** – Select what primary benchmark should be used for comparison purposes.
  - **Median** – This is selected by default due to being a more stable benchmark that is less sensitive to outliers and year-over-year changes, measuring the number at which 50% of the data is above or below this figure.
  - **Average** – This may be a more familiar benchmark for negotiating parties which measures the sum of all data points, divided by the number of data points.
- **Sort Order** – You are able to sort data alphabetically or in ascending/descending order.
- **View By** – Select to view the information grouped by comparator or individual classification.

The screenshot shows a 'View Settings' dialog box with the following options:

- Rate:** Annual (selected), Monthly, Hourly
- Sort Order:** A to Z (selected), Z to A, Highest to Lowest, Lowest to Highest
- Benchmark:** Median (selected), Average
- View By:** Comparator (selected), Individual Classifications

An 'Apply Settings' button is located at the bottom of the dialog.

## Chart View Options

- **Bar Chart** – By default, all data is shown in bar format.
  - The “Vacation” compensation category will be available in table format only.
- **Table** – You are able to switch to table view as needed.
- **Export** – Select to export this data as a .csv or .xls file.
  - **\*Note** - You can only export one benchmark for one compensation element for one step at a time. If you need Min AND Max information, you’d need to download two separate files.



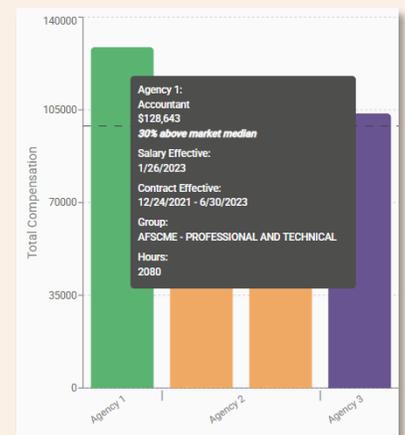
## Additional Graphical Information

Each agency is assigned a unique bar color, noted in the legend to the right of the chart, and all job titles selected for that agency will correspond to that color.

Note that the X-axis labels are removed when “Individual Classification” is selected in the [View Settings](#) or when a large number of matches are selected.

When you hover over a bar on the graph, you will be able to view additional information about that comparator. Some information that can be viewed in this popout include:

- Agency name
- Job title
- The number value of the compensation category being reviewed
- Where that particular job title is positioned against the primary benchmark of the group
- The salary effective date
- The contract effective date
  - This effective date references the terms included in collective bargaining agreements and indicate the effective date periods of most benefits in the module.
  - For agencies where there are no collective bargaining agreements, the module will reflect a validation date where we were able to confirm various benefits for the respective agency.
  - This will be unavailable for projects with only salary information.
- The union/group that the selected job title is classified with
- The number of annual hours for each selected job match
- The number of days/hours allotted and Cash Out information for Holidays, Personal Admin Days, and Sick Hours
- Additional Health Benefit information



## Best Practices

**Use Two Windows While Global Job Matching.** If you are on the fence about selecting a comparator job title, open the Global Job Matching screen on one tab with your workspace loaded on another. This can help you analyze job matches that are similar in pay for a more accurate comparison.

**Use Median for More Reliable Comparisons.** The median is generally more stable and less impacted by extreme values, making it a more reliable benchmark for salary comparisons.

**Regularly Review and Update Comparator Selections.** Ensure that your selected comparators remain relevant and reflective of your region and job market.

**Take Longevity and Special Pay into Account.** Base salary alone may not provide a full picture—be sure to consider longevity benefits, special pay incentives, and deferred compensation when analyzing total compensation.

**Save Scenarios for Historical Reference.** If you need to compare compensation trends over time, save scenarios at key intervals so you can track changes without losing older data.

**Consider Compensation Beyond Salary.** When making pay decisions, factor in total compensation, including benefits, bonuses, and additional perks that may influence an employee's overall earnings.

**Validate Your Data Before Making Decisions.** Always double-check your comparison parameters and data sources before making compensation-related decisions to ensure accuracy.

## FAQs

**How often is the benchmarking data updated?**

- Benchmarking data is updated periodically based on the latest available information from comparator agencies. Updates may occur bi-annually, or as new compensation data is published.

**What should I do if my data doesn't load properly?**

- Try refreshing the page and checking your internet connection. If the issue persists, ensure that your selected parameters (job title, compensation category, etc.) are correct. If the problem continues, contact [support](#).

**Can I export multiple benchmarks at once?**

- No, you can only export one benchmark for one compensation element at a time. If you need both Min and Max values, you will need to download two separate files.

**Will my saved scenarios be affected when data updates?**

- No, saved scenarios keep a snapshot of a specific benchmark, so you can reference them later even if new data is added to the system.

**Why do some comparators not have data in certain compensation categories?**

- If a comparator does not provide a particular compensation type or rolls it into a different category, that data will not appear in the results.

**What's the difference between Median and Average in benchmarking?**

- **Median:** The middle value where 50% of data points fall above and 50% fall below. This is the default benchmark as it is less sensitive to extreme values.
- **Average:** The sum of all data points divided by the number of data points. This can be useful for certain types of analysis but may be influenced by outliers.

# Glossary of Terms

## **Benchmark**

A reference point used to compare compensation levels across different agencies. Can be based on median or average values.

## **Comparators**

The agencies or organizations selected for salary and benefits comparison.

## **Global Job Matching**

A backend process that aligns job titles from different agencies to ensure accurate comparisons.

## **Longevity**

Additional pay or benefits provided to employees based on years of service.

## **Market Summary**

A snapshot of how a selected job title compares to the market, including 25th percentile, median/average, and 75th percentile compensation levels.

## **Scenario**

A saved snapshot of benchmarking data at a specific point in time, allowing for later review even if new data is added.

## **Step Pay Structure**

A salary structure where employees progress through predetermined pay steps based on tenure or performance.

## **Total Compensation**

The complete compensation package including base salary, benefits, bonuses, and other employer-provided perks.

## **View Settings**

Options that allow users to adjust the way benchmarking data is displayed, such as selecting between Median and Average benchmarks.

## Contact Information

### Training and Enablement Manager

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## Version Information

VERSION	DATE	AUTHOR	CHANGES MADE
1	2/6/25	Melanie Currid	Initial creation
2	3/12/25	Melanie Currid	- Updated Global Job Matching screenshot to reflect new view - Added a section for the Overview/Market Summary Report