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Choose the appropriate links to visit the site features you wish to use.

- **Job Descriptions:** This section allows you to view job descriptions for all the jobs in each category, for both municipal and county governments.
- **Reports:** This section allows you to view the results of the Wage and Salary Survey as published in booklet form by DCA.
- **Query:** This section allows you to search the survey results for more specific information.
- **Help:** This page assists you in learning to use the web site.

Job Descriptions

The Job Descriptions section contains information on job duties and responsibilities for each job reported. Job descriptions are grouped by both jurisdiction and category, as some job titles exist in more than one category and have different descriptions.

Select whether you are interested in city or county jobs in the 'Type of Jurisdiction' drop-down list, and which category you want in the 'Job Category' drop-down. Then click on 'View Job Descriptions' to get a table containing all the job titles and descriptions for the jurisdiction/category you selected.

If you want to print this information, you can use the 'Print' button on your browser. To view more job descriptions, perhaps in a different category, you can either use the 'Back' button on your browser, or click on the 'Job Descriptions' icon; both of these will take you back to the initial selection screen.

Reports

The Reports section contains the information from the Wage and Salary Survey as printed in booklet form. Information is listed by job, while jobs are listed by jurisdiction type (city or county) and category.

To select a job and view its statistics, first choose whether you are interested in city or county jobs in the 'Type of Jurisdiction' drop-down list. Then choose one of the four categories in the 'Job Category'. Click on the button labeled 'List Jobs For This Category' to display a list of all the jobs in the category you selected. Select a job, or if you want to view jobs for a different category, repeat the steps above until the job you are interested in appears in the list. Finally, press 'View Report' to generate a report for the job you selected.

A summary of the job information is reported first, with jurisdictions grouped by population and with totals displayed. Next, a more detailed table is presented, with information listed for each jurisdiction, listed alphabetically and grouped by population.

If you want to print this information, you can use the 'Print' button on your browser. To view more information, perhaps for a different job, you can either use the 'Back' button on your browser, or click on the 'Reports' icon; both of these will take you back to the initial selection screen.

Query

The Query section is perhaps the most complex section to use. It allows you to get more specific information than you might get in the standard reports. To enter a query, you must know something of what you are looking for, so that you will know how to interpret the data displayed.

You may query on either cities or counties; options for each are listed side-by-side on the initial selection screen. For either one, the options are the same:

- Choose a range of years for the information you want. Only years for which a survey has been taken are listed.
- Choose which cities you are interested in seeing. To select multiple items, you may select the first item, then Shift-click on the last item; this will select all the ones in between. Or, to select multiple individual items, you can Ctrl-click on the ones you want.
- **OR**, after choosing a range of years, you can choose from a list of population groups as opposed to choosing individual jurisdictions. If you use this option, any individual selections you made will be ignored; instead, all the jurisdictions in the population group you selected will be displayed. Use this if you are interested in seeing data for groups of jurisdictions.
- Select which job(s) you are interested in. By default, "All Jobs" is selected, showing all the jobs for whatever jurisdictions you have selected. If you are only interested in certain jobs, you can select them from the list, or only show jobs within certain salary ranges by entering the values you want. These two options are not mutually exclusive; if you select four jobs, and enter upper and lower limits for the salary ranges, you will only get results for jobs *of those four* that fit within the salary ranges.
- Click on 'Get Results' to view the information you have selected, or 'Reset' to set the form to its default values.

If you want to print the information displayed, you can use the 'Print' button on your browser. To submit another query, you can either use the 'Back' button on your browser, or click on the 'Query' icon; both of these will take you back to the initial selection screen.