To ensure accurate comparisons in the **Classification Salary Comparison Calculator**, please follow the instructions below when entering data manually. This data is critical for determining salary alignment with comparable counties.

**Step 1: Identify the Comparable Classification**

* Locate the **Placer County classification** that you are analyzing.
* Identify the **most comparable classification** in each of the **nine comparable counties** by reviewing job descriptions. Hyperlinks should take you to the relevant HR websites to look for the **Salary Schedule** and **Job Descriptions**.
	+ **Note:** Titles may not always match exactly; choose the classification with the closest job duties and responsibilities.

**Step 2: Enter Data in the Required Fields**

You will need to complete the following fields:

1. **Date** – Enter the date you are entering the data.
2. **Classification** – Enter the job title as listed on the **comparable county's salary schedule** (not just the Placer County title).
3. **Top Step Pay** – Input the **highest annual base salary** for the classification from each comparable county.
	* **If no comparable classification is found, enter "N/A"** in the **Top Step Pay** column.

**Important Notes:**

* Only enter data for the specified fields. The calculator will automatically compute the **average and median** salary comparisons.
* Ensure accuracy by cross-referencing salary schedules and job specifications from the comparable counties.
* If you have questions about determining comparability, please document your reasoning for selecting a classification.
* Some employers use different timeframes for the comparable pays (i.e. hourly vs. month vs. annually). Be ready to provide like comparisons of annual base salary.
	+ 2080 hours per year (used for hourly rate)
	+ 12 months per year for monthly

Once all data is entered, the calculator will generate the necessary comparison results. Let me know if you have any questions.