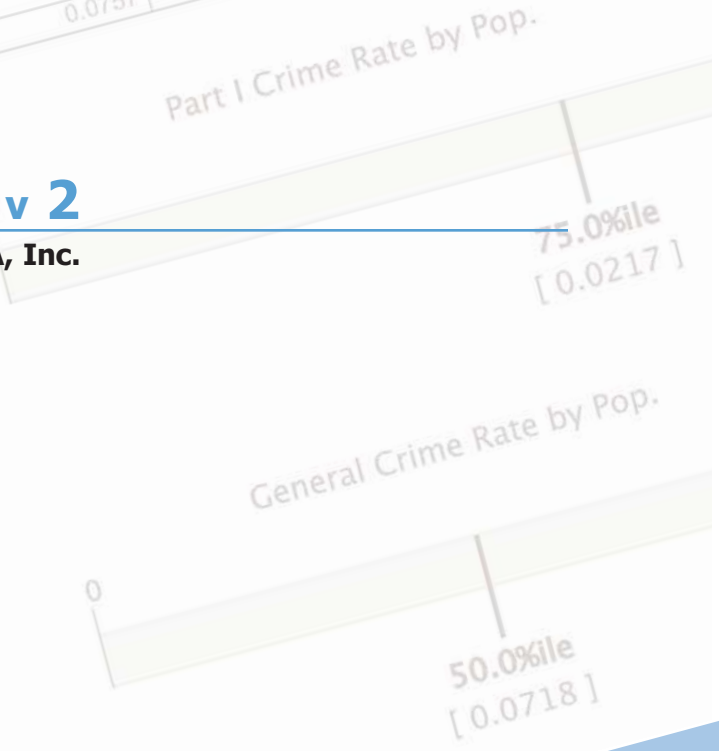
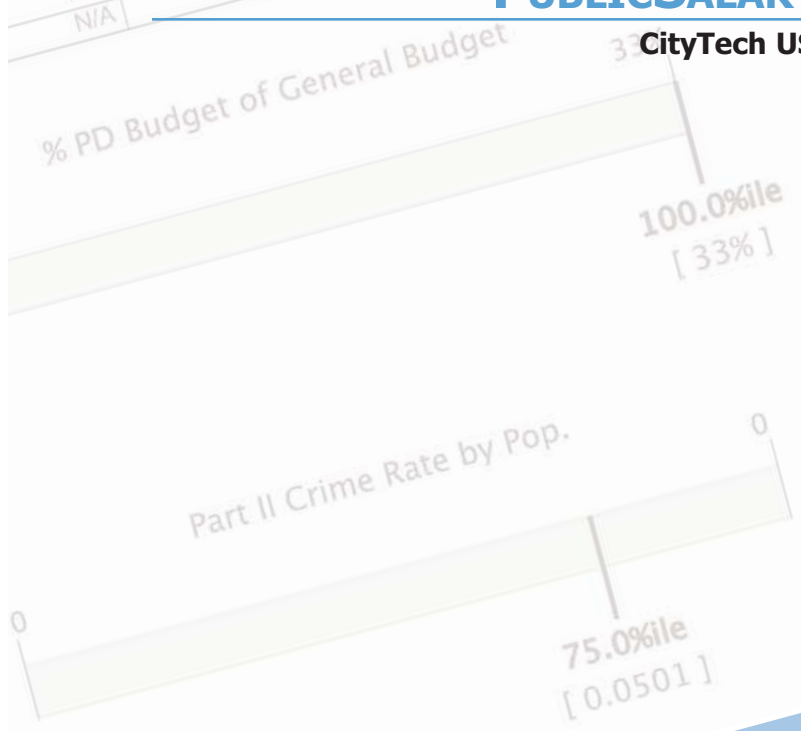


PD Empl / Sq MI	Res. / Empl	% PD of Gen Buddg	Exp. / Empl	Pt I Crime / Pop.	Pt II Crime / Pop.	Gen Crime / Pop.	Civ. Prsnl / Total	% Civ. Prsnl
N/A	N/A	33%	N/A	0.0217	0.0501	0.0718	N/A	22%
N/A	N/A	30%	N/A	0.0124	0.0191	0.0315	N/A	47%
N/A	N/A	27%	N/A	0.0746	0.0141	0.0887	N/A	20%
N/A	N/A	31%	N/A	0.0187	0.0757	0.0944	N/A	0%

PUBLICSALARY v 2

CityTech USA, Inc.



USER'S GUIDE

I. General Description

1.1 User Account Management

PublicSalary offers members full control over their account, including viewing account balance, payment information, billing address, and account contact person. More importantly, members may cancel their membership without losing data in case a return to the program is anticipated.

Account management allows a member to create, assign, and manage multiple user accounts under their membership.

1.2 Cross-sector Design

PublicSalary gives you the ability to compare across sectors. A member may compare and research data from different types of public agencies including municipalities, park districts, community colleges, counties, and forest preserve districts.

1.3 Multiple Comparables

PublicSalary allows members to create and select as many comparable groups as desired. This is beneficial when there are multiple needs to compare data against different sets of agencies, e.g., fire unions, clerical employee unions, etc. In addition, this new feature offers even more attractive options for selecting comparable agencies from different sectors as the sector boundaries are eliminated.

1.4 Comprehensive Analysis of Benefit Data

One of the major improvements in *PublicSalary*, is the benefits section. It allows members to create and compare benefits by user-defined items based on contribution levels in hours, percentage, or direct dollars. More importantly, members may associate a benefit to a particular position(s) so that a full cost description of the position(s) can be demonstrated; making the analytical data obtained from *PublicSalary* an invaluable factor for the decision-making process.

1.5 Advanced Data Entry & Navigation

Salary data is stored under a two-tier structure: position category and position template.

Category: even though it appears similar to departmental structure, it is unique to each type of public agencies and helps categorize/group positions accordingly. For example, Park District, there will not be a fire department category. When creating a new position, identify the sector first, then select a proper category.

Position Template: under each category, there are position templates such as *Finance Director*, *Accountant I*, *Administrative Assistant*, etc. The number of templates under each category varies on the type of public agency. This template comprises a typical title and generic description which may be modified to better suit the agencies specific title or description.

Job Title: for each position template, a generic title has been added. For example, a position may be titled "*Executive Secretary*," and the same position may be titled as "*Executive Administrative Assistant*." The template feature allows public agencies to make meaningful comparison although the position titles may be different.

Job Description: for each position template, a generic job description has been added. Users may modify the generic job description to reflect the nature of the position in their agency.

It is suggested that unless there is significant difference between the generic job description

and that of your agency, the generic job description remain unchanged.

1.6 General Data Entry Rules

Always **SAVE** your work. *PublicSalary* is an application that resides on the Internet. Remember, any new data and/or changes made will be lost if you fail to save the work before you move away from the page.

Properly format data. Watch for specific field formats. For example, the format indication, mm/dd/yyyy, means that the date should be entered as 01/01/2007.

Dollar fields: the program automatically formats your entry with \$ signs, correct comma and decimal point placement. Example, when you wish to enter "\$40,000.00", you may enter "\$40,000.00", "40000.00", "40000", or "\$40000".

Required Fields: These type of fields require data before continuing or saving your data. They denoted with a **bold** label.

II. Navigating the Application

1. Logging In

PublicSalary uses member's **email addresses** as the username. In the event a member forgets her/his password, click "*Resent a lost password*," and enter your email address, the application will send your password to the email address associated with it.

2. Program Components

PublicSalary is divided into seven (7) main functions:

- Dashboard
- Membership Management
- Organization
- Selection of Comparables
- Positions
- Benefits
- Document Management

To move among these functions, simply click the item on the menu bar (with the exception of Membership Management). Please make sure that if changes are made, save the change *before* moving away from the function.

3. Introduction to Components

❖ *Dashboard:*

Default page a user sees after logging in; it serves as a portal, or member bulletin board where program announcements, member events, and technical notes are posted.

❖ *Membership Management:*

Available only to the master account holder.

My Account: (in the upper, right-hand corner; next to "**Logout**"). Click "**My Account**", to enter this section. In the **Taskbar** (right, vertical navigation bar), there are four (4) management options:

Account Information: gives the master account holder an overview of their membership, including items such as subscription date, current balance, conferences, default sector, etc. They may also take the time to manage billing and contact information for their membership.

Cancel Your Subscription: allows a member to cancel their membership. **NOTE:** Once your membership has been cancelled, it will require the member to contact CityTech USA Inc., directly to reactivate the membership.

User Settings: manage member(s) by creating, editing, or deleting secondary accounts. This includes resetting a user's password.

User Security: manage current user's security levels from "**Read-Only**" to "**Edit**" capabilities by sections.

- ❖ *Organization:*
Includes general demographic and salary information for a member agency. Both summary and comparative reports can also be generated from this section.

- ❖ *Comps:*
Allows members to create various collections of comparable agencies for their analysis. Before meaningful reports can be generated, at least one collection must be established.

Collections may contain agencies from different sectors, e.g., municipalities, park districts, etc., and may be set for different employee groups, i.e., fire union, police union, clerical employees union, etc.

- ❖ *Positions:*
Contains a members' positions and salary information. *PublicSalary* offers many advanced features for members to enter, store, retrieve, and compare data. Please refer to "Working with Positions" for more detailed data entry and analysis operations.

- ❖ *Benefits:*
Allows members to enter a cost for any type of benefit and then associate it with any given position entered in the program for advanced analysis.

- ❖ *Document Management:*
Allows members to share any Human Resource related files. The advanced search functionality enables members to conduct very sophisticated searches among thousands of documents posted by other members.

III. Working with Positions

PublicSalary makes the task of data entry very simple. The following is a step-by-step example of entering a position for an **Asst. City/Village Manger**.

1. Create A New Position

- Click "**Positions**" (menu bar)
- Click "**Create New Position**" in **Taskbar** (right, vertical navigation bar)
- Click "**Sector**" and select "**Municipalities**" from the drop-down
- Click "**Category**" and select "**Administration**" (because Assistant City Manager is part of the **Administration** category)
- Select *Assistant City/Village Manager* from the "**Template**" window
- **Title:** Type in the exact title of your organization's position. For this exercise, enter **Special Deputy City Manager**
- If necessary, change the job description (you will see the changes against the original text on next screen)
- Click "**Save Changes**", (lower-left corner).

After clicking "**Save Changes**", four (4) additional position categories become available for data entry. The following is a list of some variables that may need to be defined.

- **Position Information**
 - Effective Date: the date this position's salary information and/or increase became effective.
 - Hours / year: total annual working hours.
- **Personnel Information**
 - Hire Date: the date the current staff member in the position was hired. (Only enter if one person resides in this position)
 - Description Match: how different your job description is from the default job description
 - Years in Position: how long the staff member has occupied the position. (Only enter if one person resides in this position)
 - Years in the Field: how many years the staff member currently in position has been in the given field
 - [Note: the above 2 fields may help explain the staff member's salary level]
 - # of Positions: Enter the current number or people in this position.
 - Actual Salary: Only enter if "**# of Positions**" is equal to one. Enter annually or hourly (e.g. "66560" or "32/hr").
 - Avg. Salary: Only enter if "**# of Positions**" is greater than one. Enter annually or hourly (e.g. "66560" or "32/hr").
- **Salary Information** – Salary ranges.
- **Supporting Documents**
 - Designed to hold the job description for this position.
 - Uploading a file containing all job descriptions? Please refer to the **Documents** section.

2. Planning with PublicSalary

Prospect a Position: is an advanced tool for planning pay increases, designing a new position among other salary and benefit related operations.

- Click "**Positions**" (menu bar)
- Click "**Prospect a Position**" in **Taskbar** (right, vertical navigation bar)
- Select a "**Comparable Collection**"
- Select a "**Sector**" (type of public agency)
- Select a "**Category**"
- Select a "**Template**"
- Click "**Use these settings**"

After choosing "**Use these settings**", a new Prospect box window will appear. If you need to change general setting, click "**Edit Setting**"; otherwise:

- Enter the projected **Value:** "60000" or **Percentile:** "60"
- Click anywhere outside the boxes to see the results
- Click "**Run Report**"

3. Advanced Features (Actions)

Range Increase and Quick Update: allow members to quickly update their salary information when changes take place each year.

- Select a position (use checkbox next to title) or a group of positions (Select: All, None)
- Click "**Range Increase**" or "**Quick Update**" in **Taskbar** (right, vertical navigation bar)

Clone An Existing Position: In some cases, certain positions are very similar. As a result, data entry can become repetitious. Therefore, cloning and editing the cloned position helps save a significant amount of time.

- Select a position (using checkbox next to title) or a group of positions (Select: All, None)
- Click "**Clone Positions**" in **Taskbar** (right, vertical navigation bar)

Snapshot: Allows changes to be made to a position prior to the effective date. By a future effective date, the system will automatically make the snapshot position current. In addition, when a snapshot is made to the current position, the system keeps a copy of the old data for various analyses, e.g., growth trend, growth rate, etc.

- Click the position **Title** to edit
- Click "**Make a new snapshot**" in **Taskbar** (right, vertical navigation bar)
- A date field is created
- Enter future effective date when changes will take place
- Click "**Create**"
- Click new snapshot date to activate it and start editing the position information on the left.

4. Reporting

The program provides four (4) types of reports:

- List member's own data
- List Organization / Salary information
- To run a comparative report
- To run Prospective report for planning purposes (See Section of *Planning with PublicSalary*)

The program provides a standard format for the report. If desired, members can download the data to a CSV file (a file that can be read by any spreadsheet application)

List Member's own Data

- Click "**Positions**" (menu bar)
- Select desired positions for report
- Click **List** in **Taskbar** (right, vertical navigation bar)

Note: the program lists a number of fixed fields. To add or remove fields, click **Change Settings**

Information about An Agency

- Click "**Comps**" (menu bar) Assuming there is at least one collection, and agencies in the collection are listed
- Click desired Comparable Collection name to open
- Click Agency Name to start report

Comparative Report

[At least one collection of comparable agencies needs to be in place]

- Click "**Positions**" (menu bar)
- Select desired positions for report (6 positions max)
- Click **Compare** in **Taskbar** (right, vertical navigation bar)

Note: the program lists a number of fixed fields. To add or remove fields, click **Change Settings**

IV. Working with Benefits

The benefit section of the program is designed to capture the cost to a given position in addition to salary. When comparing a position with that of another agency, the total cost of the position can be obtained.

When entering the benefit data, the benefit items need to be associated to positions to which the benefit applies. Below is a sample of benefit data entry process.

Benefit 1: Sample PPO Medical Insurance

- Click "**Benefits**" (menu bar)
- Click "**Create New Benefit**" in **Taskbar** (right, vertical navigation bar)
- Click "**Health Care**" from **Category** drop-down menu
- Enter **Title**, *PPO High Deductible*, for this exercise.
- Enter details in "**Description**" textbox. Example, "Under High Deductible option, employee will pay the first \$300 for single coverage; \$500 for family coverage.
- Click "**Save Changes**"

Take a moment to exam the next screen. The task for the next step is to show, under this newly created Low Deductible medical insurance option, how much the employee and the employer need to pay respectively.

- Click "**Make a new contribution level**" under Contribution Levels in **Taskbar** (right, vertical navigation bar)
- Select a pre-defined title (Click "**LowDeductible**") or enter a different preferred name
- Enter a monthly dollar amount for employer contribution, example: \$500
- Enter a monthly dollar amount for employee contribution, example: \$400
- Click "**Save Changes**"

After a benefit item is created, it needs to be associated to a position as explained previously. **Note:** the position needs to be created before a benefit item can be associated. For example, as several directors in the agency have this option, these positions need to have this medical insurance option assigned to them.

- Enter the word "**director**" in the search window under "**Manage Positions**"

Note: the system's search capability starts showing results as you type. When two or more letters are entered, the system will show resulting positions that contain these three letters. In this example, "dir" will pull all director positions up.

- Click "**add**" in front of the position title to be selected. If necessary, add multiple positions to this benefit item.

IV. Dormant Status

PublicSalary has been programmed with an audit feature to help members keep their data current. This feature runs monthly, detecting if data is older than 12 months. If items are found, a detailed notification is sent to the member regarding corrections.

If no action is taken, the next time the audit feature is ran, Dormant Status is automatically enabled, disabling all reporting functions, but allowing users to update the data in question. Once corrected, Dormant Status will be disabled and all reporting functions return to normal.