TECC Job Matching Guidance

The "Job Matching" process of TECC is a key component, since it facilitates TECC comparisons between jurisdictions for roughly comparable jobs.

This Job Matching process involves two sets of questions: The first focuses on "Minimum Qualifications" and the second focuses on "Job Duties."

For the first section, you will answer 7 to 8 questions for that job title's minimum qualifications based on your jurisdiction's official job description. The second section will ask you to decide which of the 70 pre-loaded TECC Standard Jobs is closest to yours by determining how many of a job's general duties align with the actual duties for your Job Title.

The TECC database already contains information for every Job Title you initially entered. _You can match all, most, or just some of your Job Titles._ Even a single match – e.g, a patrol officer – can provide valuable comparisons, but remember, the more matches you make, the more comparisons that will be available to you. Most jurisdictions start this process by matching their 10-40 most common or important Job Titles – e.g., police officer, administrative assistant, utility worker, etc. . You can always go back and match more.

If you have questions as you start this process, do not hesitate to contact the TECC team directly at tecc@pdx.edu. Most TECC subscribers find that after the first few job matches, it typically takes just a few minutes to go through each Job Title. And if nothing seems to match, we advise users to simply skip that Job Title for now and move to the next one.

TECC | TOTAL
EMPLOYER
COST OF
COMPENSATION

Step-by-Step Job Matching Instructions

1. To get started, go to the Home page of your TECC account and select ***Step 3: Match Jobs to the TECC 3.0 standard job list***.

2. Then, select the appropriate Fiscal Year, and choose an Employee Group. All the Job Titles associated with that Group will appear in the subsequent drop-down menu. Select one job.

3. Based on your previous answers, Question 1 about FLSA status (Exempt, or Non-Exempt) will likely already be answered. If not, answer it.

4. Proceed to then answer Questions 2-7 in the "Minimum Qualifications" piece of the survey. Depending on your answer to Question 2, you may also need to answer question 2A. Answer all questions as best you can, knowing that some questions are quite specific (e.g, minimal education requirements as listed in the job description) while others require some degree of qualitative judgment (e.g. degree of hazard involved in the job or impact of errors).

   Keep in mind that these are the *minimum* qualifications needed to hire the position in your organization, not the *desired* qualifications.

Important: **Based on your Job Title, the software may generate a list of "potential matches." *Do not select any of these at this time.* Instead, see if one or more *might* be a possibility – you might even take note of that – and then proceed to answer the Minimum Qualification questions.**

   As you answer Questions 1-7, notice how the list of Standard Jobs on the left side of the screen will shrink, as certain possibilities are eliminated based on your answers. The goal is to have one or more of these Standard Jobs remain visible after you've finished this section. (If none remain, you will get a message asking whether you want to "Force" a match; if you get this message at this stage, see the discussion under Step 8, below).

5. If you have "pre-identified" a likely Standard Job, and it is still available on the left side of your screen, then select that choice -- or simply select one of the remaining Standard Jobs that seems closest to yours in terms of likely duties.

   After you click on that chosen Standard Job, you will see a list of 6-8 "Job Duties" under the heading *SELECT CORE DUTIES*. Examine the list of duties to see if 60% or more of the duties align with the duties of your job. Match as many of the listed job duties as you believe are justified. Recognize that there's some qualitative judgment involved here – for example, having your Job Title involve *every* particular aspect within one of the duties is less important than determining if that particular duty or set of duties generally align with those of your Job Title.

   If the duties listed do not generally align with the duties of your Job Title, then try another Standard Job. Do this until you find a Standard Job where at least some of the duties seem to roughly align. If you can't find one after 3-4 tries, we recommend you simply move on to another Job Title.

6. If 60% or more of that Standard Job's job duties seem to align with those of your Job Title, the result will be something we call an "Organic Match." You will know this has happened, because "Question 9" at the bottom asking whether you want to do a "Forced Match" will disappear. If this is the case, simply hit "Submit" and then move on to the next job you want to try to match.

Important: **If you get a "Forced Match" message at this point, refer to the discussion in Step 8, below.**

A useful tip: It is possible to match more than one of your Job Titles to the Same "Standard Job." For example, many jurisdictions have different "tiers" to classify certain employees – e.g., Utility Worker I, Utility Worker II, Utility Worker III or a similar variation. The duties may be roughly comparable, but there are education/certification or "seniority" requirements tied to advancement. If the same Standard Job is still available – and the duties still largely match – go ahead and make the match; the system will record all your "minimum requirement" answers if/when you need to understand the key differences between your jobs.

7. Think of a "Forced Match" as a "close, but not quite" comparison, that may still be useful for your organization in comparing TECC costs to other jurisdictions' job titles in the same arena. There are two circumstances that may result in something called a "Forced Match." The information in Step 8 below will help you determine what to do in either case – getting a "Forced Match" message during the "minimum job requirements" section, or one during the "Job Duties" section.

8. **Forced Match Scenarios**:
A) The first place a "Forced Match" can occur is during the **Minimum Qualifications section**. For example, your organization might require a bachelor's degree for a given job, where most other jurisdictions only require a high school diploma for a similarly-sounding job. In other cases, the software's "answer key" is different for one of the qualitative questions, such as "degree of hazard" of "impact of errors."

If the "Forced Match" message comes up at the end (or during) the "Minimum Qualifications" section, we suggest you do one of two things. If you think the failure might involve how you answered one of the qualitative questions, we suggest you go back and see if a different choice might be equally reasonable or valid. Adjusting an answer by just one degree might "bring back" (to the left side of your screen) a Standard Job you think might be the most appropriate match – in which case, you can simply go to Step 5, above and see if you can produce an "Organic Match" based on job duties.

However, if you are not comfortable changing any of your answers to produce such a result, then hit "Yes" to the Question of "Do you Want to Force a Match?" Once you do this, all 70 Jobs will now re-appear to the left. At this point, follow the directions given above for Step 5: choose a Standard Job and go through the job duty questions to see if 60% or more of its job duties aligns with the duties of your jurisdiction's job.

EXAMPLE #1: Some jurisdictions have union-represented jobs that are nonetheless "exempt" from overtime requirements under FLSA – but in all other aspects, there's a very close match for

that job. The system will know why the match was "forced" – i.e, the FLSA requirement – and you can still get valuable comparable information for TECC-related costs.

B) The second "Forced Match" scenario can occur during the **Job Duties section**. As noted earlier, an "Organic" match occurs if 60% or more of your Job Title's duties align with those noted in the Standard Job. (Typically, this will be 5 or more out of 7 or 8 duties). A "Forced Match" occurs if there's a less than 60% alignment, even for the Standard Job that seems most applicable to yours.

Before "Forcing a Match" during the Job Duties section, we recommend you search among the whole list to determine which Standard Job might be closest. You can do this by simply answering "Yes" to the question of whether you want to "Force a Match"; you can always decide not to submit if you can't find a suitable candidate. For example, if, after several attempts, you find that only 1 or 2 duties of any given Standard Job align with your particular Job Title, we suggest you simply skip that job and move to the next one. (Not all jobs have a match – though as we continued to improve TECC with additional Standard Jobs, these cases should diminish. Notify the TECC team about jobs you are unable to match, but think would be important to compare against other jurisdictions).

If 3 or 4 of 7 or 8 duties do match, then we recommend that you "Force" the Match to that Standard Job, and hit "Submit" to send that information to the system. You can then move to the next job title.

Important: **_While the Forced Match tool can be useful, we advise that you use it sparingly and with reason. If your job is only slightly different, or has a unique aspect that causes the desired standard job to fall off of the list, go ahead and force match it to ensure that the job can still be compared with other jurisdictions. But if you think it is too much of a reach, skip it and simply move on._**

Remember: you can start the job matching process with any Job Title you would like. Think about those Job Titles that might be the most straightforward and common; that is a good place to start.

If you have any questions, or would like to know how other jurisdictions commonly answered a particular minimum qualifications, or duties question, just contact us at: tecc@pdx.edu.