



Cascade Employers  
Association

# Regional Pay Survey Instructions

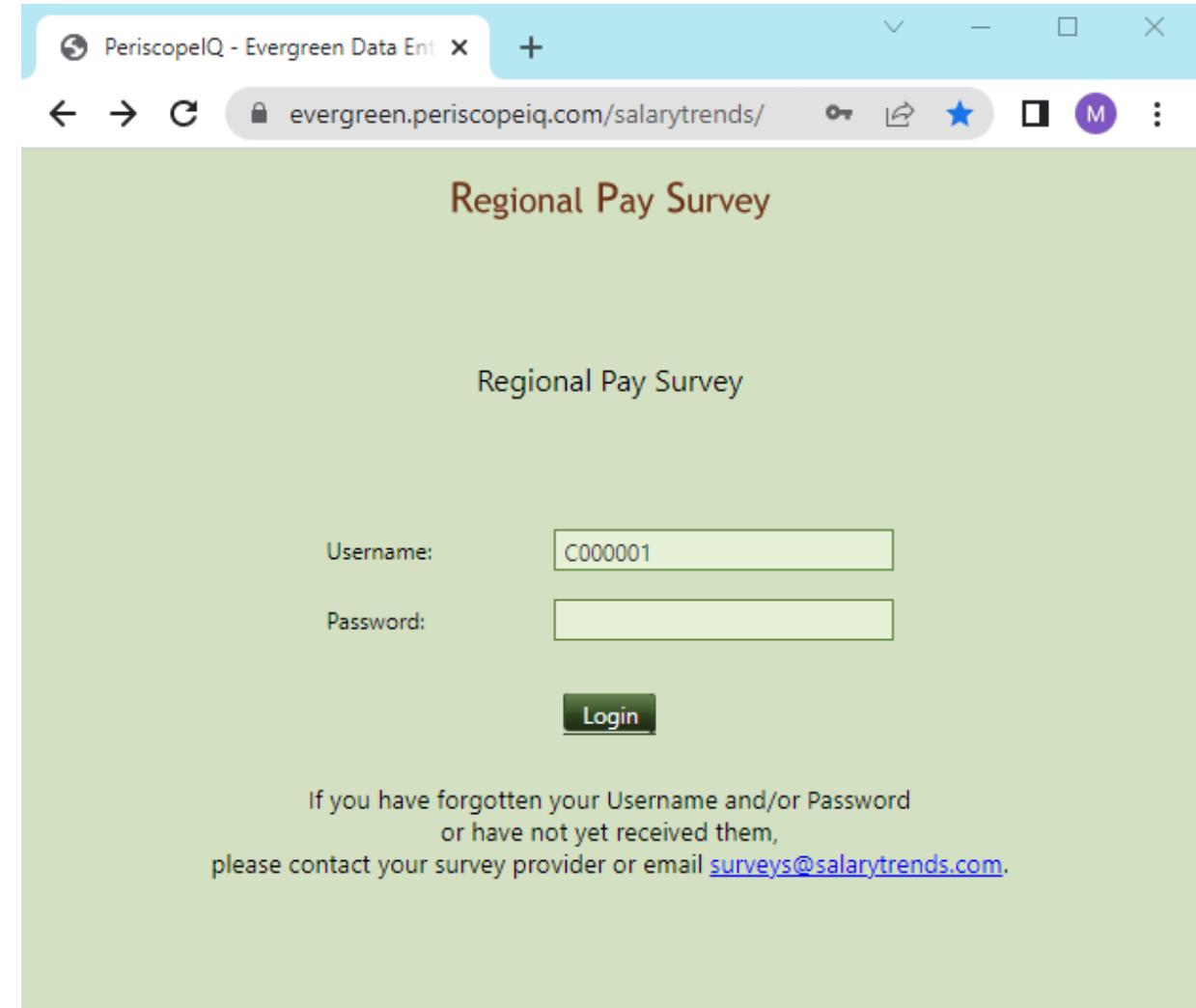


*Building better workplaces through compliance, culture, connection*

# Logging in Basics

**Survey Link:**  
[evergreen.periscopeiq.com/salarytrends/](http://evergreen.periscopeiq.com/salarytrends/)

- You need a unique username and password for your organization.
- If you are new or forgot your login, contact [marnold@cascadeemployers.com](mailto:marnold@cascadeemployers.com) with your organization name and preferred contact email for your login.



# Company Information Page

- The first page after logging in is for company information
- Enter all information on your company
  - Especially make sure to enter data for all drop-down questions
- Click “Save” at the bottom when you are done with this page

Regional Pay Survey

Edit Company Info Match Jobs/Enter Data Help/Downloads Status Logout

**zz-TEST ORG NAME**

Organization Name: zz-TEST ORG NAME

Address:

City:  State:  Zip Code:

Primary County: Select County

Operations in more than one county [?](#)

Required: Enter the Zip Code associated with the mailing address for the organization you are reporting on.

Person Completing Survey:

Telephone:

Fax:

Email: marnold@cascadeemployers.com

Person to Receive Results:

Receiver Email:  Password: Test001

Principal Product/Service:

Industry Type: Select Industry

Other Industry Type:

Union Status: Select Status

Organization Type: Select Status

Number of Employees: Select Employee Count

Work Hrs/Week:

Organization Revenue: Select Revenue

Organization names will not be linked to pay data in survey reports nor will individual participant data be shared with any other organization. However, if you do not want your organization name included on the list of survey participants, please click the box below.

Do not list my organization as a participant in this survey

[Survey Privacy Policy](#)



# Company Information Page

## TIPS & TRICKS

- Under “Primary County,” the “OR-Washington” option is for Washington county in Oregon. It is NOT an OR/WA state combination option.
- Hover your mouse over a question field and a small tooltip box will appear with an explanation for the field.

Regional Pay Survey

Edit Company Info Match Jobs/Enter Data Help/Downloads Status Logout

**zz-TEST ORG NAME**

Organization Name: zz-TEST ORG NAME

Address:

City:  State:  Zip Code:

Primary County: OR-Washington

Operations in more than one county [?](#)

Person Completing Survey:

Telephone:

Fax:

Email: marnold@cascadeemployers.com

Person to Receive Results:

Receiver Email:

Password: Test001

Principal Product/Service:

Industry Type: Select Industry

Other Industry Type:

Union Status: Select Status

Organization Type: Select Status

Number of Employees: Select Employee Count

Work Hrs/Week:

Organization Revenue: Select Revenue

Required: Use the dropdown box to indicate if ANY members of your organization are represented by a union.

Organization names will not be linked to pay data in survey reports nor will individual participant data be shared with any other organization. However, if you do not want your organization name included on the list of survey participants, please click the box below.

Do not list my organization as a participant in this survey

[Survey Privacy Policy](#)

Save Cancel



# Finding Job Matches

- Under the “Match Jobs/Enter Data” tab is where you enter your compensation data.
- Jobs are sorted into job families on the left-hand side. Clicking on a job family will bring up all the positions in that family.
- Clicking on a position in the middle screen will bring up the job description below.
  - A position is considered a reasonable match if the core duties of your job match up with **at least 70%** of the core duties listed in the job description.

Regional Pay Survey

Edit Company Info Match Jobs/Enter Data Help/Downloads Status Logout

My Job Matches [?](#)

All Survey Jobs [?](#)

- Arts, Music, Theater, and Related Services
- Assembly, Finishing, Processing
- Banking, Financial Services
- Construction, Real Estate Services
- Engineering, Scientific, Chemical, R & D, Technical, De
- Executive, Administrative, Legal, Staff, General Office** [?](#)
- Fabrication, Welding
- Finance, Accounting, Billing, Credit, Payroll
- Human Resources, Recruiting, Compensation, Safety,
- Info Systems, Data Processing, Systems Analysis, Soft
- Machine Operation, Tooling
- Maintenance, Repair, Installation, Cleaning (Facilities-
- Material Handling, Shipping, Receiving, Warehouse
- Medical, Nursing, Child Care, and Related Services
- Mental Health, Counseling, and Related Services

Job Code	Job Title	Match	Data Saved	Last Update
14750	Chief Executive Officer			
14770	Chief Operating Officer			
14790	Chief Executive Multi-Function Responsibility			
14810	Chief Operations Executive Non-Manufacturing			
14830	Chief Staff Legal Counsel			
14850	Chief Government Relations Executive			

K 1 2 3 4 5 6 7 > > Page size: 10 67 items in 7 pages

Job Description

**14750 - Chief Executive Officer** - Determines the basic objectives of the organizational unit; formulates plans and policies and allocates resources for the achievement of these objectives. Interprets and applies policies established by the owners of the enterprise or their representatives (Bd. of Directors, Trustees, etc.). Organizes the unit and determines allocation of duties and authorities to subordinates. Exercises controls to see that objectives are achieved in accordance with basic organization policy. Fully accountable for the results of the activity of the organizational unit. This is usually a single incumbent position.

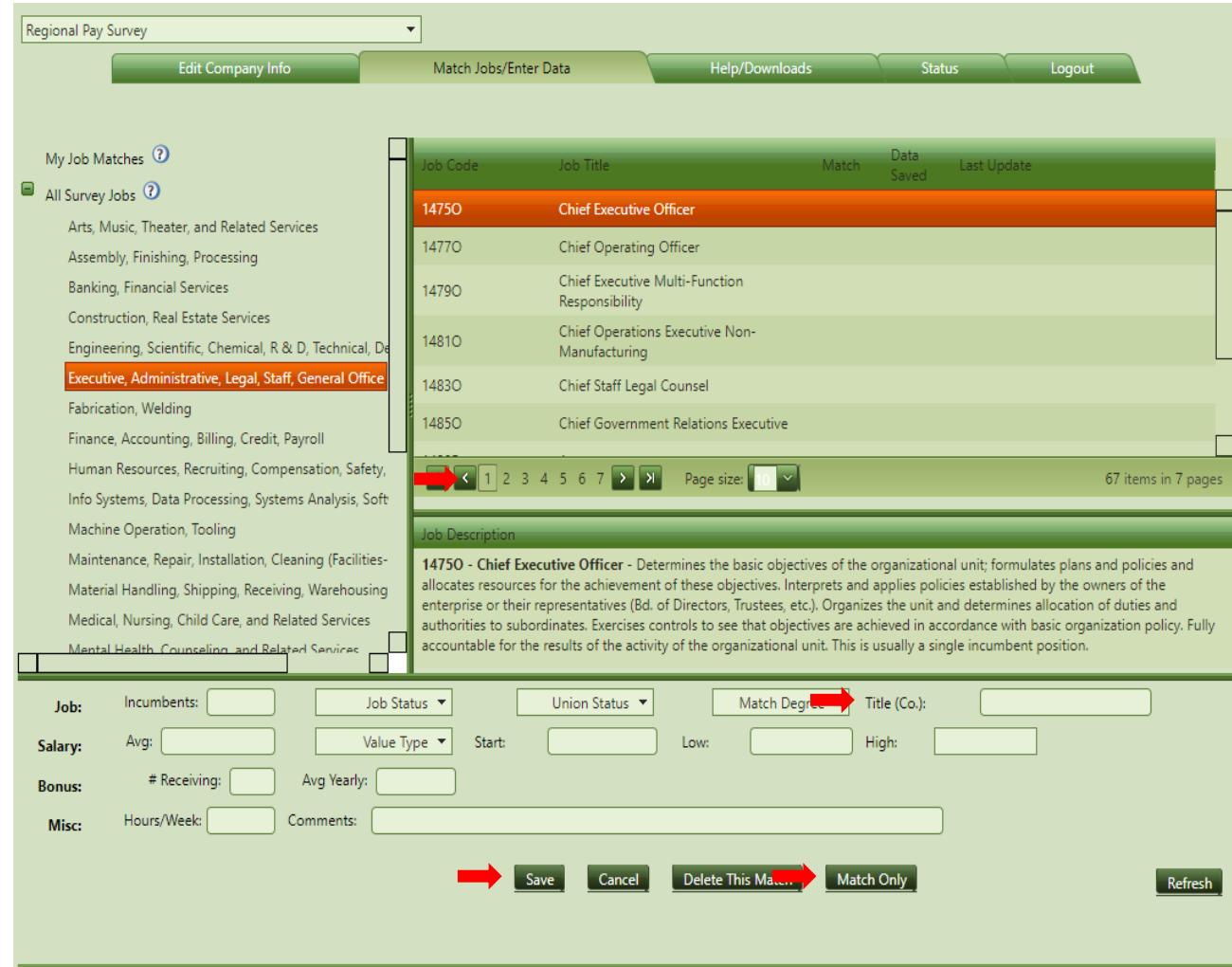
Job: Incumbents:  Job Status:  Union Status:  Match Degree:  Title (Co.):   
Salary: Avg:  Value Type:  Start:  Low:  High:   
Bonus: # Receiving:  Avg Yearly:   
Misc: Hours/Week:  Comments:

Save Cancel Delete This Match Match Only Refresh



# Finding Job Matches

- When you find a position that is a good fit, you can either enter your compensation data now and click “Save,” **OR** you can click the “Match Only” button to save as a match and enter compensation data later.
- Don’t forget there are normally multiple pages of jobs listed in each job family, so the job you are looking for might be a little farther back.



The screenshot shows a software interface for the "Regional Pay Survey". The top navigation bar includes "Edit Company Info", "Match Jobs/Enter Data" (which is the active tab), "Help/Downloads", "Status", and "Logout". The main content area is titled "My Job Matches" and shows a list of job codes and titles. A red box highlights the "Executive, Administrative, Legal, Staff, General Office" category. The table lists the following jobs:

Job Code	Job Title	Match	Data Saved	Last Update
1475O	Chief Executive Officer			
1477O	Chief Operating Officer			
1479O	Chief Executive Multi-Function Responsibility			
1481O	Chief Operations Executive Non-Manufacturing			
1483O	Chief Staff Legal Counsel			
1485O	Chief Government Relations Executive			

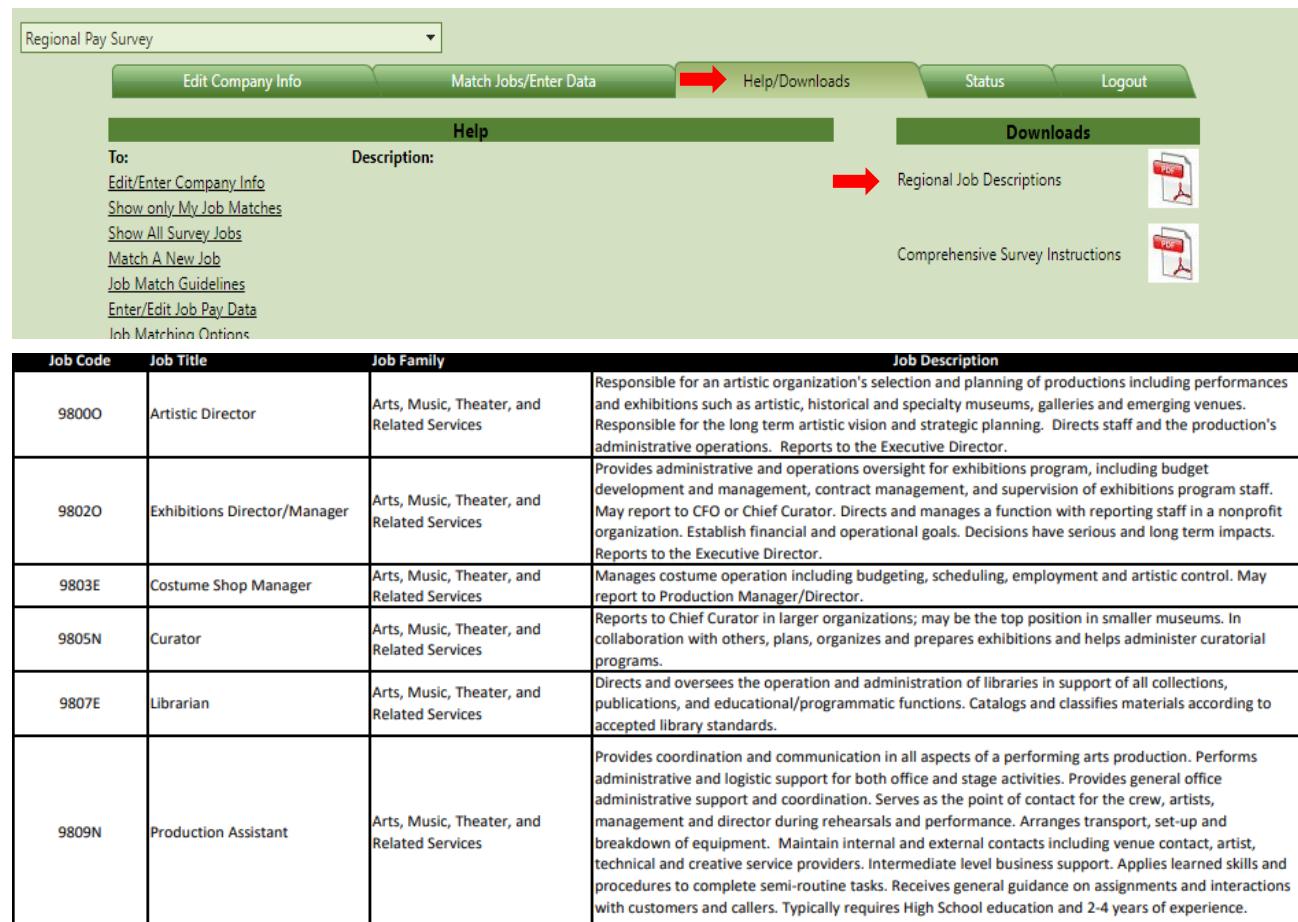
Below the table, a red arrow points to the page navigation buttons (1-7). The page size is set to 10, and there are 67 items in 7 pages. A "Job Description" section for "1475O - Chief Executive Officer" is shown, detailing the job's responsibilities. At the bottom, search filters for "Job", "Incumbents", "Job Status", "Union Status", "Match Degree", "Title (Co.)", "Salary", "Avg.", "Value Type", "Start", "Low", "High", "Bonus", "# Receiving", "Avg Yearly", "Misc", "Hours/Week", and "Comments" are available. Red arrows point to the "Match Degree" dropdown, the "Save" button, and the "Match Only" button.



# Finding Job Matches

## TIPS & TRICKS

- Under the “Help/Downloads” tab, download a .pdf file called “Regional Job Descriptions” on the right-hand side. This is a list of all the jobs in the survey with their job code, family and description.
- Do a **ctrl+f** search for key words to make job matches easier. Once you have found a match in the .pdf, you can use your knowledge of the job code and family to find the job in the survey and enter the data.



The screenshot shows a software interface for the "Regional Pay Survey". The top navigation bar includes "Edit Company Info", "Match Jobs/Enter Data", "Help/Downloads" (which is highlighted with a red arrow), "Status", and "Logout". The "Help" section on the left lists various links: "Edit/Enter Company Info", "Show only My Job Matches", "Show All Survey Jobs", "Match A New Job", "Job Match Guidelines", "Enter/Edit Job Pay Data", and "Job Matching Options". A red arrow points to the "Regional Job Descriptions" link under the "Downloads" section. The main content area displays a table of job descriptions with columns: Job Code, Job Title, Job Family, and Job Description. The table lists six job entries, each with a detailed description of their responsibilities and reporting structure.

Job Code	Job Title	Job Family	Job Description
98000	Artistic Director	Arts, Music, Theater, and Related Services	Responsible for an artistic organization's selection and planning of productions including performances and exhibitions such as artistic, historical and specialty museums, galleries and emerging venues. Responsible for the long term artistic vision and strategic planning. Directs staff and the production's administrative operations. Reports to the Executive Director.
98020	Exhibitions Director/Manager	Arts, Music, Theater, and Related Services	Provides administrative and operations oversight for exhibitions program, including budget development and management, contract management, and supervision of exhibitions program staff. May report to CFO or Chief Curator. Directs and manages a function with reporting staff in a nonprofit organization. Establish financial and operational goals. Decisions have serious and long term impacts. Reports to the Executive Director.
9803E	Costume Shop Manager	Arts, Music, Theater, and Related Services	Manages costume operation including budgeting, scheduling, employment and artistic control. May report to Production Manager/Director.
9805N	Curator	Arts, Music, Theater, and Related Services	Reports to Chief Curator in larger organizations; may be the top position in smaller museums. In collaboration with others, plans, organizes and prepares exhibitions and helps administer curatorial programs.
9807E	Librarian	Arts, Music, Theater, and Related Services	Directs and oversees the operation and administration of libraries in support of all collections, publications, and educational/programmatic functions. Catalogs and classifies materials according to accepted library standards.
9809N	Production Assistant	Arts, Music, Theater, and Related Services	Provides coordination and communication in all aspects of a performing arts production. Performs administrative and logistic support for both office and stage activities. Provides general office administrative support and coordination. Serves as the point of contact for the crew, artists, management and director during rehearsals and performance. Arranges transport, set-up and breakdown of equipment. Maintain internal and external contacts including venue contact, artist, technical and creative service providers. Intermediate level business support. Applies learned skills and procedures to complete semi-routine tasks. Receives general guidance on assignments and interactions with customers and callers. Typically requires High School education and 2-4 years of experience.



# Entering Your Data

- Back on the “Match Jobs” tab, you can find the positions you saved as a match under the “My Job Matches” field.
- Enter your compensation data for the selected job in the fields at the bottom of the page. Provide as much data as possible.
- When you have finished a position, click “Save” – you must save each position individually, it will not save as you go.

Regional Pay Survey

Edit Company Info Match Jobs/Enter Data Help/Downloads Status Logout

My Job Matches

Executive, Administrative, Legal, Staff, General Office Info Systems, Data Processing, Systems Analysis, Soft Medical, Nursing, Child Care, and Related Services

All Survey Jobs

Arts, Music, Theater, and Related Services Assembly, Finishing, Processing Banking, Financial Services Construction, Real Estate Services Engineering, Scientific, Chemical, R & D, Technical, De Executive, Administrative, Legal, Staff, General Office Fabrication, Welding Finance, Accounting, Billing, Credit, Payroll Human Resources, Recruiting, Compensation, Safety, Info Systems, Data Processing, Systems Analysis, Soft Machine Operation, Tooling Maintenance, Repair, Installation, Cleaning (Facilities)

Job Code	Job Title	Match	Data Saved	Last Update
14750	Chief Executive Officer			
17900	Chief Information Officer			
9090E	Nurse Practitioner			

Job Description

**9090E - Nurse Practitioner** - Examines and treats patients independently and in autonomous collaboration with other health care professionals. This includes performing examinations, ensuring proper diagnostic tests, establishing diagnosis and prescribing medication. Also instructs patient or family members about continuing care. Typically requires State Registered Nurse licensure and licensure as an Advanced Registered Nurse Practitioner.

Job: Incumbents: Job Status: Union Status: Match Degree: Title (Co.):

Salary: Avg: Value Type: Start: Low: High:

Bonus: # Receiving: Avg Yearly:

Misc: Hours/Week: Comments:

Save Cancel Delete This Match Refresh



# Entering Your Data

## FREQUENTLY ASKED QUESTIONS

- Enter current compensation data as of the day you are participating.
- Incumbents is the number of employees in that position.
- In the salary row, your average pay rate **MUST** match the salary value type
  - If you enter an hourly rate, you need to select hourly in the value type. If you enter an annual rate, you need to select annual in the value type.

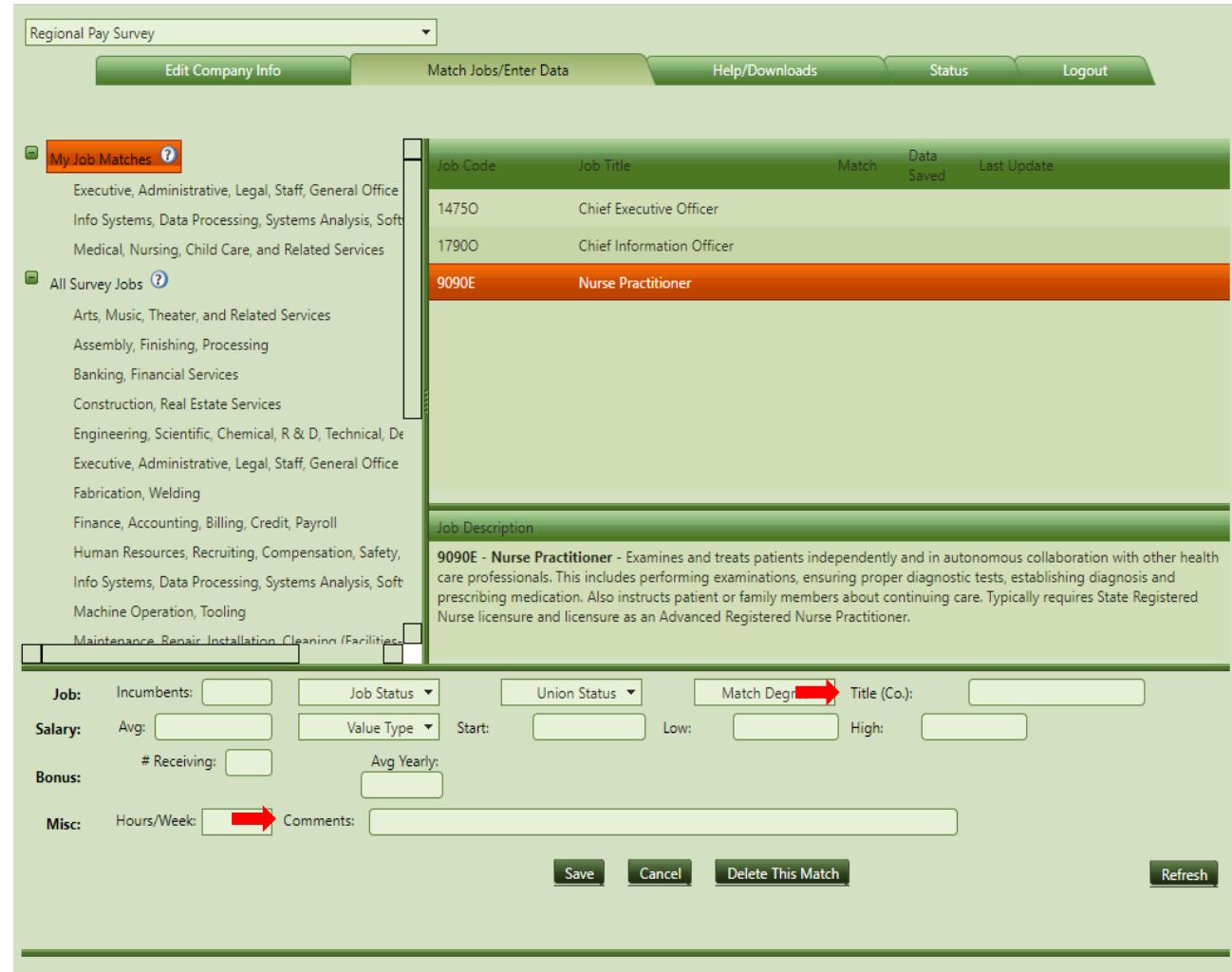
The screenshot shows a web-based application for entering compensation data. At the top, a navigation bar includes 'Regional Pay Survey', 'Edit Company Info', 'Match Jobs/Enter Data' (which is the active tab), 'Help/Downloads', 'Status', and 'Logout'. The main content area is divided into sections: 'My Job Matches' (listing various job codes and titles like 'Chief Executive Officer', 'Chief Information Officer', and 'Nurse Practitioner'), 'All Survey Jobs' (listing categories like Arts, Music, Theater, and Related Services), and 'Job Description' (providing a detailed description of the 'Nurse Practitioner' role). Below these is a data entry form with fields for 'Job' (Incumbents, Job Status, Union Status, Match Degree, Title (Co.)), 'Salary' (Avg, Value Type, Start, Low, High), 'Bonus' (# Receiving, Avg Yearly), and 'Misc' (Hours/Week, Comments). Red arrows point to the 'Incumbents' and 'Avg' fields, highlighting the requirement for them to match the salary value type.



# Entering Your Data

## TIPS & TRICKS

- Hovering over an input field will bring up a tooltip box with an explanation for what that field is asking for.
- Use the “Title (Co.)” or the “Comments” fields as notes for yourself. This can help you complete the survey the following year.
  - E.g. If our “Social Media Specialist” is a good match for your “Facebook Marketing Specialist,” you might write a note in the “Title” or “Comment” field that this was a match for the Facebook position.

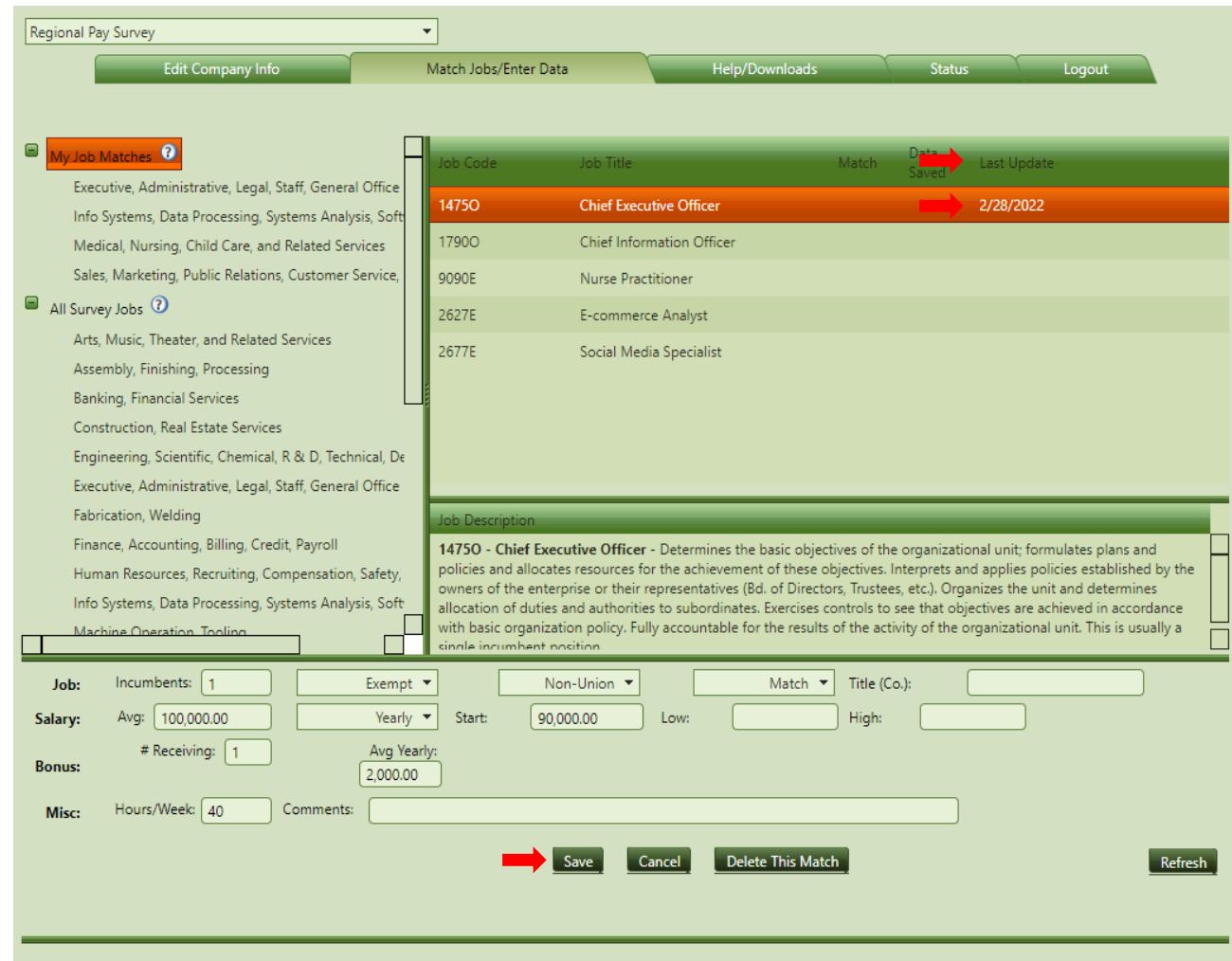


The screenshot shows a software interface for the "Regional Pay Survey". The top navigation bar includes "Edit Company Info", "Match Jobs/Enter Data" (which is the active tab), "Help/Downloads", "Status", and "Logout". A dropdown menu for "Regional Pay Survey" is open. The main content area is divided into sections: "My Job Matches" (listing various job titles and descriptions), "All Survey Jobs" (listing categories like Arts, Music, Theater, and Related Services), and a "Job Description" panel for "9090E - Nurse Practitioner". The "Job Description" panel contains a detailed description of the role. At the bottom, there are data entry fields for "Job", "Salary", "Bonus", and "Misc", with red arrows pointing to the "Title (Co.)" and "Comments" fields. Buttons for "Save", "Cancel", "Delete This Match", and "Refresh" are at the bottom right.



# Past Participants

- If you have participated before, please review and update any information on the Company Info page, then click “save.”
- When you click on your job matches, you will see the last time you updated your data for a position under the “Last Update” column.
- Update all positions that are out of date. Make sure to click “save” for each position.



The screenshot shows a software interface for the "Regional Pay Survey". The top navigation bar includes "Edit Company Info", "Match Jobs/Enter Data", "Help/Downloads", "Status", and "Logout". The main content area has two sections: "My Job Matches" and "All Survey Jobs". The "My Job Matches" section shows a table with columns: Job Code, Job Title, Match, and Last Update. A red arrow points to the "Last Update" column for the first row, which is "14750 - Chief Executive Officer" last updated on "2/28/2022". The "All Survey Jobs" section shows a list of various job categories. Below these sections is a "Job Description" for "14750 - Chief Executive Officer", which is a detailed text box. At the bottom of the page are several input fields for "Job", "Salary", "Bonus", and "Misc", and a row of buttons: "Save" (highlighted with a red arrow), "Cancel", "Delete This Match", and "Refresh".



# Past Participants

- Please click “save” even if a position hasn’t had any data change. This lets us know that the data is considered current as of the save date.
- If a position is no longer in your organization, you can select “Delete this Match” to remove the job.



The screenshot shows a software interface for the "Regional Pay Survey". The top navigation bar includes "Edit Company Info", "Match Jobs/Enter Data", "Help/Downloads", "Status", and "Logout". A dropdown menu is open, showing "My Job Matches" and "All Survey Jobs". The "My Job Matches" section lists several job codes and titles, with a red arrow pointing to the "Data Saved" column for the entry "14750 Chief Executive Officer". The "All Survey Jobs" section lists various industry categories. Below the list is a "Job Description" for "14750 - Chief Executive Officer", detailing its responsibilities. At the bottom, there are input fields for "Job", "Incumbents", "Exempt", "Non-Union", "Match", "Title (Co.)", "Salary", "Avg", "Yearly", "Start", "Low", "High", "Bonus", "# Receiving", "Avg Yearly", and "Misc", "Hours/Week", "Comments". A red arrow points to the "Save" button, and another red arrow points to the "Delete This Match" button.



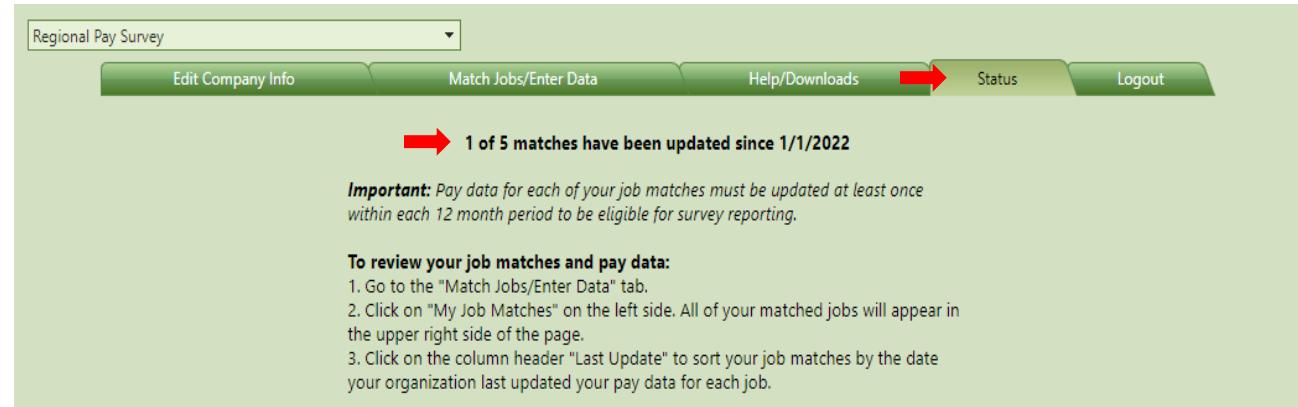
# Past Participants

## TIPS & TRICKS

- To verify you have updated all your positions, you can refresh the “Match Jobs” page once done and click on the “Last Update” column to sort by save date. Make sure all dates are current.
- You can also go to the “Status” tab. This will list the number of matches that you have and how many have been updated since 1/1 of the current year. Make sure all matches have been updated.



Job Code	Job Title	Match	Date Saved	Last Update
14750	Chief Executive Officer			2/28/2022
17900	Chief Information Officer			
9090E	Nurse Practitioner			
2627E	E-commerce Analyst			
2677E	Social Media Specialist			



**1 of 5 matches have been updated since 1/1/2022**

**Important:** Pay data for each of your job matches must be updated at least once within each 12 month period to be eligible for survey reporting.

**To review your job matches and pay data:**

1. Go to the “Match Jobs/Enter Data” tab.
2. Click on “My Job Matches” on the left side. All of your matched jobs will appear in the upper right side of the page.
3. Click on the column header “Last Update” to sort your job matches by the date your organization last updated your pay data for each job.



# Q&A

Contact McKenna Arnold at [marnold@cascadeemployers.com](mailto:marnold@cascadeemployers.com)  
or [surveys@cascadeemployers.com](mailto:surveys@cascadeemployers.com) with any questions,  
comments, etc.

