

# GOT-IT

## Glossary of Titles-Inquiry Tool

### 1. Title Search

Research title-specific information, including the title's salary grade, job description and qualifications, examination information (if applicable), agency use, locations, and related career mobility options.

Enter either the title of interest or the keyword of the title. This will provide you with a comprehensive list of all titles containing the keyword or title searched. You may then select the specific title you are seeking. In addition, you may also perform a search by selecting the jurisdictional class, salary grade, and/or Agency. When searching by salary grade, include both a minimum and maximum number to get the most focused results.

### 2. Agency Search

Research titles at a specific agency. Once you select an agency, you will be provided with the agency's website address, the number of titles and positions at the agency, as well as the listing of titles. Select a title to see information including the title's salary grade, job description, qualifications, examination information (if applicable), agency use, locations, and related career mobility options.

Using the agency window, select the agency you are interested in. You will then be provided with a listing of titles at this agency. Click on a title for detailed title information. For additional agency contact information, the general State agency telephone directory may be accessed at: <http://phonedirectory.ny.gov/telecom/phones/>, or you may access agency websites at: [www.ny.gov/agencies](http://www.ny.gov/agencies).

**\*Please note: The number of positions referenced in GOT-IT is approximate and represents the number of positions established (both filled and vacant). It is not an indication or reference to position type or duration, or intent to be filled.**

### 3. Occupation Search

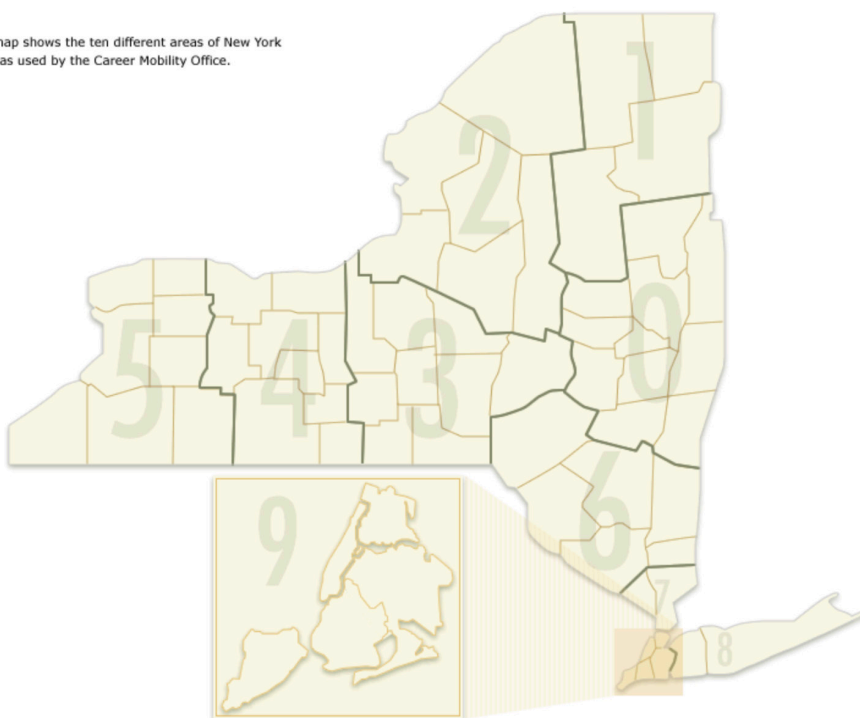
Research title information by occupation. The Occupational Directory is based on the New York occupational codes found in the New York State Title and Salary plan. By selecting an occupation, you will be provided with a listing of titles within that occupation. Select a title to see the title's salary grade, job description, qualifications, examination information (if applicable), agency use, locations, and related career mobility options.

Select the occupation you are interested in. You will then be provided more specific sub-categories of that occupation. Select the sub-category you are interested in to view titles within this category. Select a title to see the title's salary grade, job description, qualifications, examination information (if applicable), agency use, locations, and related career mobility options.

### 4. Geographic Search (Search by County)

The geographic search allows you to search title and agency information by county.

This map shows the ten different areas of New York State as used by the Career Mobility Office.



Select a county by clicking on the map or select from a list of counties in New York State. Next, you may either select an agency within your chosen county, or an area within a certain county (i.e. city), and then you may select an agency in that specific location.

When selecting an agency, you will be provided with the agency's website address, title and position information, physical address, phone number as well as mapping services. You may then select a specific title to see the title's salary grade, job description, qualifications, examination information (if applicable), agency use, locations, and related career mobility options.



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