The possible elements contained within each job bulletin are described in more detail below. Each is represented in a provided annotated job class.

* + - A. Job Class Title: The title of the particular class (e.g., Systems Analyst, Carpenter)
    - B. Job Class Number: The 4-digit code that corresponds to the job class.
      * Format: #### (Note: Some classes have three non-zero digits — e.g., 0162. These will take the form of a zero-padded number 0###)
    - C. Job Duties
      * A summary of what someone does in the particular job
    - Requirement sets

In order for an applicant to apply for a particular job, they must meet one requirement set. Sets are comprised of one or more main requirement criteria and one or more sub-requirement criteria. Due to the hierarchical and sometimes rather complex nature of requirements, one job class may have several different requirement sets. As noted in the Description section, competitors’ output will have one record for each requirement set.

* + - * D1. Overall requirements sets. These include a description of mandatory requirements. Some classes will only have a single requirement set, while others will have options. These options will be separated by a conjunction - or/and (Element E1)
      * D2. Sub-requirement sets. These are sub-requirements within an overall requirement set. Like the overall requirement set, sub-requirement sets are distinguished by a conjunction - or/and - to specify whether the sub-requirements are one of many options for a corresponding requirement or if all sub-requirements must be met (Element E2).
    - Requirement conjunctions: The **And** or **Or** that separates requirement sets, suggesting options for entry into the job class or multiple requirements to satisfy
      * E1. Overall requirement conjunction, separating overall requirement sets
      * E2. Sub-requirement conjunction, separating sub-requirement sets
    - F. Education Years: Years required in a particular education program. These are contained within requirement sets.
    - G. School Type: School type required (e.g. college or university, high school). These are contained within requirement sets.
    - H. Education Major: Major or concentration required (e.g. Computer Science, Accounting)
    - I. Experience Length: Years required in a particular job class or external role. Some classes may specify months. These should be transformed to years (e.g. 6 months should be entered as .5)
    - J. Full-time/part-time: Whether the required experience is full-time or part-time
    - Job function of previous job(s):   
        
      This section of the requirements looks for specific job experience that an applicant will need in order to apply for a particular City job
      * K1: Job class title of Internal City job that one must hold to satisfy a requirement (e.g. Management Assistant)
      * K1b: Job class function of acceptable alternate class to K1 (e.g. a class at that level performing X)
      * K2: Job experience of City or non-City specific jobs (e.g. accountant)  
          
        Note: In some cases, the City may have a job class title that is identical to the job class function. For example, one job class may require that you have qualifying experience as an Accountant (City-specific job class and annotated as K1) or have had experience as an accountant (either in another City job class or in non-City jobs)
    - L. Course count: The number of courses in a specified field required
    - M. Course length: The semester or quarter unit count needed. This should take the form of #Q (for the number of quarter units) and #S (for the number semester units)
    - N. Course subject: The necessary subject(s) of required courses
    - O. Miscellaneous course details: An unstructured string of miscellaneous course-specific requirements not captured in elements O–Q.
    - Driver’s license details
      * P1: Whether a driver’s license is required, possibly required, or not required (note: the job class will most likely not explicitly say if a license is not required)
      * P2: The specific driver’s license type (e.g., Class B)
    - Q. Additional licenses required: Additional licenses specified, apart from driver’s licenses
    - R. Examination Type: Whether the job class is open to all, promotional only between departments, promotional only within departments, or open and competitive promotional between departments.
    - S. Salary Ranges
      * S1: General salary range  
          
        Note: Unlike most City of Los Angeles departments, the Department of Water and Power (DWP) has its own HR functions, retirement system, and salary structure. As such, job classes will contain one or more salary ranges for DWP and one more for all other City departments.
      * S2: DWP salary range
    - T. Opening Date: The date the job bulletin opened