Agenda

1. Introduction and Roll Call
2. Project Timeline
3. Project Status Update
4. Job Framework
5. Salary Structure Development
6. Modernizing Job Descriptions
7. Engagement activities – UW System and UW-Madison
## Project Timeline

<table>
<thead>
<tr>
<th>I. Design and Study Strategy</th>
<th>II. Assess Positions and Develop New Job Title Structure</th>
<th>III. Create Compensation Structure</th>
<th>V. Implement New Structures</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Review Data</td>
<td>- Job titling framework</td>
<td>- Analysis of market data</td>
<td>- Presentation to stakeholders</td>
</tr>
<tr>
<td>- Develop project plan</td>
<td>- Map positions to the titling framework</td>
<td>- Pay range development</td>
<td>- Finalize program based on stakeholder feedback</td>
</tr>
<tr>
<td>- Stakeholder interviews</td>
<td>- Create/update job descriptions</td>
<td>- Salary administration guidelines</td>
<td>- Finalize communication and change strategy</td>
</tr>
<tr>
<td>and focus groups</td>
<td>- Stakeholder briefings</td>
<td>- Stakeholder briefings</td>
<td>- Deliver Targeted communications</td>
</tr>
<tr>
<td>- Compensation philosophy guiding principles</td>
<td>- Preliminary communication and change management strategy</td>
<td>- Stakeholder briefings</td>
<td>- Training for ongoing program administration</td>
</tr>
</tbody>
</table>

### IV. Review Benefits / Work-life and Leave Structures

- Analysis of work/life and leave benefits
- Gap analysis and recommend solutions
- Stakeholder briefings

### Feb 2017
- Jul 2017
- Feb 2018
- Aug 2018
- Mar 2019
Project Status Update

**Completed**

- Initial HR review of job level descriptors
- Development and training for JDXpert teams
- UW System Institutions completed initial review of Job Family and Sub-Family descriptions
- UW-Madison Job Family teams completed initial review of the Job Families and Sub-Families and prepared presentation materials for listening sessions

**Upcoming**

**November/December**

- JDXpert Job Description Software Tool
  - Set-up and design
- UW-Madison will hold listening sessions for job family and sub-family review
- Revisions and Convergence (UW System and UW-Madison) of job families and sub-families
- Continued refinement of job level descriptors

**January**

- Job Framework Review
Salary Structure Development

Job Framework and Job Titles

Market Survey Data Collection

Jobs Matched to Market and Salary Structure

- Salary Structure
  - Linked to jobs matched to market data
  - Internal foundational structure to guide consistent pay practices

Jobs Without Market Data

- Jobs without market data:
  - Consider Experience, Knowledge, and Expertise
  - Consider leveling guide
  - Ensure fair and equitable administration of salaries
Modernizing Job Descriptions

• Job descriptions are important for a variety of talent management reasons.
  – Foundations for identifying the necessary skills and experience to perform the job and therefore also identifying the appropriate candidates.
  – Used to ensure employees are in the appropriate job and equitably treated.
  – Critical piece in evaluating a job for appropriate placement in the salary structure.
  – Necessary to establish performance expectations.
  – Tool to identify and guide employees regarding career progression and development.
Typical Elements in a Job Description

A job description is a critical output. Below are typical elements in a job description.

<table>
<thead>
<tr>
<th>TYPICAL ELEMENTS IN THE JOB DESCRIPTION</th>
<th>CONTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heading</td>
<td>Connection to job framework: job family, job sub-family, career stream, job level, and title</td>
</tr>
<tr>
<td>Job Level Requirements</td>
<td>High level description of the nature of work (Leadership &amp; Talent Management, Knowledge &amp; Experience, Complexity of Work, Organization Impact, Independence &amp; Supervision)</td>
</tr>
<tr>
<td>Job Summary Statement</td>
<td>Overall summary of the job describing the main reason that this job exists within the organization</td>
</tr>
<tr>
<td>Responsibility Statement</td>
<td>Responsibility statements describing the essential duties of the job (typically 6 to 8)</td>
</tr>
<tr>
<td>Qualifications</td>
<td>Education, experience and additional knowledge, skills, licensures, certifications, etc.</td>
</tr>
<tr>
<td>Working Conditions and Physical Requirements</td>
<td>Description of the physical expectations of the individual performing the job including lifting, standing, sitting, exposure to risks, weather elements, etc.</td>
</tr>
</tbody>
</table>

Are there other elements that we should consider?
Leveraging a Core Job Description Across the System – Illustrative Purposes Only

Tree Job Description
Finance Analyst
- Sub-Family: Budget, Financial Planning and Analysis
- Job Family: Finance
- Stream/Level: Organizational Contributor Level 3
- Core Responsibility 1
- Core Responsibility 2

Branch Job Description
Analyst A
- Core Responsibility 1
- Core Responsibility 2
- Additional Responsibility A

Branch Job Description
Analyst B
- Core Responsibility 1
- Core Responsibility 2
- Additional Responsibility B

Branch Job Description
Analyst C
- Core Responsibility 1
- Core Responsibility 2
- Additional Responsibility A
- Additional Responsibility B
Engagement Activities

**UW System**

- Presented to Joint Governance on 11/03/17.
- Each institution completed its review of the 22 job families including sub-families with subject matter experts.
- Each institution is beginning socialization of the level descriptors.
- Each institution continues to refine communication strategies with its stakeholders.
- Institutions holding various meetings with its stakeholder groups.
- Continue weekly Title and Total Compensation teleconferences with the Project Steering Committee
- Continuous refinements to communication plan in consultation with UW-Madison and Mercer

**UW-Madison**

- Job Family Teams
- Communication Regarding Study and Listening Sessions:
  - Deans/Directors
  - HR Reps
  - Shared Governance
  - Managers
  - Employees
  (Inside UW-Madison articles, multi-lingual flyers, Working at UW-Madison)
- Socialization of Study and Career Leveling Concepts
  - Academic Staff Governance
  - HR Reps
  - Faculty Committee
- Bi-monthly updates at HR Representatives meetings
Advisory Council members provide updates on TTC-related engagement activities:

- Ways in which you engaged constituent groups (e.g. group email, focus group, face-to-face, stakeholder meetings, web-postings, blogs, etc.)
- Interactions you had with your institution HR directors? Project teams? Workgroups?
- Specific concerns employees raised with you about the study
- Other issues or concerns would you like to bring forward
Thank you!