Study Update
for the Advisory Council
Title and Total Compensation Study

February 13, 2018
Agenda

1. Introduction and Roll Call
2. Project Timeline
3. Project Status Update
4. Engagement activities – UW System and UW-Madison
5. Advisory Council – Temperature Check
6. Job Description Process and JDXpert Demonstration
7. Monthly Advisory Council Report-Out (Only if time permits)
## Project Timeline

|----------|---------|---------|---------|---------|

### I. Design and Study Strategy
- Review Data
- Develop project plan
- Stakeholder interviews and focus groups
- Compensation philosophy guiding principles
- Preliminary communication and change management strategy

### II. Assess Positions and Develop New Job Title Structure
- Job titling framework
- Map positions to the titling framework
- Design master job description template in JDXpert
- Create/update job descriptions using JDXpert
- Stakeholder briefings

### III. Create Compensation Structure
- Analysis of market data
- Pay range development
- Salary administration guidelines
- Stakeholder briefings

### V. Implement New Structures
- Presentation to stakeholders
- Finalize program based on stakeholder feedback
- Finalize communication and change strategy
- Deliver Targeted communications
- Training for ongoing program administration

### IV. Review Benefits / Work-life and Leave Structures
- Analysis of work/life and leave benefits
- Gap analysis and recommend solutions
- Stakeholder briefings
Project Status Update

**Completed**

**January/February**
- JDXpert Job Description Software Tool
  - Design of job description template
  - Training on writing standard job descriptions
- BVA Data Cuts determined and sent to Mercer
- Vetting of Job Framework
  - Institutional Stakeholders

**Upcoming**

**February/March**
- Continued Vetting of Job Framework
  - Institutional Stakeholders Vetting
- Executive Sponsor Review
- JDXpert Job Description Software Tool
  - Design work flow processes
  - Develop standard job descriptions
  - Develop training for job description rollout to managers and employees
## On-going Engagement Activities

### UW System
- Joint Governance Presentation
- Met with the President’s Cabinet
- Update the Chancellors
- Institutions socializing with stakeholders the following:
  - Converged Job Families and Sub-Families
  - Converged Levels and Level Descriptors
- Began discussing a methodology and plan to gather information on the work performed across the UW System institutions
- Continue weekly Title and Total Compensation teleconferences with the UWS Project Steering Committee

### UW-Madison
- Job Family Teams
  - Outreach and Collaboration
  - Working Team
  - OHR Collaboration Team
- Update to Deans and Directors and Human Resources Professionals. Article on study progress *Inside UW*
- Socialization of study concepts to include Job Framework and Job Description methodology and process
  - University Staff Congress & PPC
  - Academic Staff Assembly & Executive Committee
  - University Committee & Faculty Senate
  - VCFA, AC, Deans & Directors
- Bi-monthly updates at HR Representatives meetings
  - Provided education session and materials to foster Division discussions
Job Framework

**Job Family**
- Academic Services and Student Experience
- Administration
- Advancement
- Animal Care Services
- Arts
- Athletics
- Clinical Faculty
- Communications and Marketing
- Compliance, Legal and Protection
- Dining, Events, Hospitality and Sales
- Equity, Diversity and Inclusion
- Executive Leadership

**Sub-Family**
- Academic Advising
- Academic and Student Registration and Records
- Academic and Student Services Administration
- Academic Skills Development
- Admissions and Recruitment
- Information Technology
- Libraries, Archives and Museums
- Outreach and Community Engagement
- Public Broadcasting
- Research
- Sponsored Programs, Grants and Contracts
- Teaching and Learning

**Career Paths & Levels**
- Organizational Contributor Level 8
- Organizational Contributor Level 7
- Organizational Contributor Level 6
- Organizational Contributor Level 5
- Organizational Contributor Level 4
- Organizational Contributor Level 3
- Organizational Contributor Level 2
- Organizational Contributor Level 1

**Job Titles**
Advisory Council – Temperature Check

As members of the Advisory Council, please share your individual thoughts

– The Proposed Job Framework
  • Job Families and Sub-Families
  • Career Path Levels
  • Level Descriptors

– Communication, information sharing, building awareness and managing expectations

– Readiness to move to the next step.
Modernized Job Description Process

Advantages of the New Process

- Greater consistency in job descriptions for similar jobs
- Less time spent in creation of job descriptions
- Legal compliance with FLSA and ADA
- Modernizing our standard job description
- Career advancement transparency
JDXpert DEMO
State-of-the-Art Job Description Tool

Content library and reusable lists
Provides a rich content library of over 1,200 jobs and web content for roughly half a million jobs. Researched content makes job description development more effective and efficient.

Job analytics
Provides detailed metrics on where similar jobs exist across our system. Also provides workflow analytics regarding revisions and revision time.

Job comparison highlighting
Advanced tools allow comparison of job descriptions or versions of a job description. The system highlights the differences between them.

Cross institution collaboration
Allows sharing of job description data across all UW Institutions. Allows use of core job description elements to automatically populate job descriptions (i.e., equity & diversity values, management expectations)
Advisory Council Report Out *(Only if time permits)*

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!