**Job Framework at-a-Glance**

**Job Framework** – the overall organization of jobs for administering compensation and managing career progressions.

**Job Group** – a set of work based on similar responsibilities and using similar skills, knowledge, and expertise.

**Job Sub-Group** – a further defined set of work within a job group.

**Job Title** – describes the work that is done in the standard job description role.

**Job Description** – each job within the job series will have its own Standard Job Description. A standard job description is a statement of facts about the scope and outcomes of the work that are essential to the job’s existence.

Below is an illustration of how jobs are placed within the job framework. The **Financial Assistant is a Job Title Series** that belongs to the **Accounting, Financial Operations, and Reporting Job Sub-Group**, which is part of the **Finances Job Group**.

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Office of Human Resources, University of Madison–Wisconsin

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