UNIVERSITY OF WISCONSIN – MADISON

TITLE AND TOTAL COMPENSATION

Project Update
01 | CORE COMPONENTS
02 | COMPENSATION PHILOSOPHY
03 | JOB FRAMEWORK RECAP
04 | STANDARD JOB DESCRIPTION
05 | MARKET ANALYSIS
06 | BENEFITS ANALYSIS
07 | PROJECT TIMELINE
Core Components Focus

- **Job Families/Groups**: Categorizes work by function and type.
- **Defining Work**
- **Standard Job Descriptions**: Creates a baseline profile for roles.
- **Linking to Pay & Benefits**
- **Level Guides**: Organizes work by level / type of contribution.
- **Market Analysis**: Links jobs and benefits to market data.
- **Total Compensation**: Matches pay and benefits to workforce.
Compensation Philosophy

A compensation philosophy is a written statement that lays out an organization’s guiding principles for its compensation program.

1. Ensures the compensation programs work in harmony
2. Creates a framework for compensation policy
3. Structures organizational approach to different total rewards elements
4. Ensures consistency in the pay practices used throughout the organization
UW-Madison Compensation Philosophy

Provide competitive and equitable salaries to attract, retain and engage highly qualified individuals into a wide range of occupations.

01 Clear and accessible
02 Flexibility
03 Competitive compensation opportunities
04 Recognize and reward
05 Support career growth
06 Continuous monitoring and review

Employees will not lose jobs or have a reduction in pay as a result of this project.
Job Framework

A job framework is the overall organization of jobs for administering compensation and managing career progressions.
Steps to create UW-Madison’s Job Framework

01. Stakeholders assembled to create job groups and sub-groups based on current jobs

02. Listening sessions with SMEs for input on sub-group placement

03. Forums for team and employee input in fall of 2017
Job Framework
Job Framework Example

Job Group: Financial

Sub-Group:
- Accounting, Fin Ops, Reporting
- Financial Planning and Budgeting
- Bursar
- Procurement

Job Titles:
- Financial Supervisor
- Financial Assistant III
- Financial Assistant II
- Financial Assistant I

Contribution Level:
- Manager I
- Organizational Contributor IV
- Organizational Contributor III
- Organizational Contributor II
Standard Job Description (SJD)

A standard job description is a statement of facts about:

- Scope of the work
- Accountabilities (outcomes) of the work that are essential to a job’s existence

1. Communicate an overall picture of the nature of work performed
2. Communicate the position’s role in the organization
3. Determine the kind of work, level of difficulty, accountabilities and working conditions required of the job
4. Focus on the requirements of the job and not any specific incumbent who might fill the position.
SJD Components

01 Summary

02 Typical Responsibilities

03 Career Path and Level

04 Qualifications

05 Physical Demands and Working Conditions
Employee Level/Position Descriptions (Current State)

- Employee A
- Employee B
- Employee C
- Employee D

Position Description A
Position Description B
Position Description C
Position Description D
Job Level/Job Descriptions (Future State)

Employee A
Employee B
Employee C
Employee D

Standard Job Description
Standard Job Description D
### Standard Job Description Overview

**Why:**
Today, many of our descriptions are out of date, long, and don’t clearly show the work employees do.

**Definition:**
A standard job description represents work that is core to the job, commonly done in the role, and regularly needed within the institution. The majority of the work done by an employee will be described via their standard job description.

**Charge:**
Standardize the format and components of job descriptions, so they are consistent, clear, and concise.

### Standard Job Descriptions include...

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<th>Summary</th>
<th>Responsibilities</th>
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| • A **clear, concise** statement explaining the major functions of the position  
• Describes the overall end-result of the work that the job produces and why it exists  
• **1-2 sentences** to give an overview of the job’s main purpose | • Brief statements indicating what the major work responsibilities are and why they are taken.  
• Typically **4-7 responsibilities** listed |

### They do NOT include...

- Long lists of tasks
- Every possible responsibility the job title may have

Tasks are identified in supplementary personnel materials (e.g. performance management expectations, standard operating procedures).
SJD Creation & Revision Process

Standard Job Descriptions (SJD) Creation

Revised Target Dates: June through December

Socialization of job descriptions is anticipated to occur through the 4th quarter of 2018

- Job Identification
- Draft SJDs
- Input to JDXpert

SJD Writing Team

- Review SJDs for content and consistency
- Provide revisions

HR Representatives

- Vetting of SJDs
- Identify Unique Components

Subject Matter Experts & Stakeholders
Market Analysis

01
Pay rate data that is collected through compensation surveys.

02
Provides an overview of pay rates paid for specific jobs throughout different regions and types of organizations.

03
Used to place a job into a pay range centered around a compensation target such as the 50th percentile to ensure that employees are paid competitively.
Salary Survey

Compensation pay data are collected from employers and is analyzed to develop an understanding of the amount of compensation paid.

- Median or average compensation paid to employees in one or more jobs.
- Reports data by industry, field of work, geographic area, etc.
Benefits Strategy Preparation and Development
The Project includes an in-depth review benefits/work-life and leave structures to reshape benefits strategy. This includes:

• Conduct a leading practices and comparative analysis of value in the market place via the Benefits Value Analysis with Mercer Consulting
• Conduct the Benefits Preferences Survey with Mercer Consulting
• Develop options and conduct analysis to support recommendations
• Decide on long term benefits strategy
About:
This survey is designed to assess employee preferences regarding available benefits. The results of this survey will be used to evaluate employee benefit preferences and determine if current programs are meeting employees’ diverse needs.

Purpose:
To provide faculty and staff the opportunity to communicate their preferences and satisfaction with current benefits and share their desires for future benefit updates.

Details:
• All benefits eligible employees will have the opportunity to participate
• **Target survey dates are November 26, 2018 – December 14, 2018**
• Results anticipated in February, 2019
• Will be administered electronically with anonymous responses
• Translation sessions will be available
Next Steps: January Through Summer 2019

TTC Estimated Project Timeline

January 2019

- Develop Salary Structure with Mercer
- Baseline Mapping to Standard Job Description
- Analyze Benefits Preference Survey Results

Summer 2019

- Develop Options for Future Benefits Program
- Vetting Baseline Mapping with HR and Department Managers
- Develop Job Description Training Plan for Employee/Managers
- Start Job Description Training for Employee/Managers
- Begin Employee/Managers Review Standard Job Descriptions

Upcoming
Additional Questions?

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