

नेपाली / NEPALI

BASCOM HALL

कार्य शीर्षक र कुल तलब (TTC) परियोजना

मानव संसाधन कार्यालय

अप्रिल २०२१



कार्यसुची (Agenda)

- ०१ | स्वागत र रूपरेखा
- ०२ | परियोजनाको नयाँ समयरेखा
- ०३ | कर्मचारी कुराकानीहरू
- ०४ | सूचनापत्र
- ०५ | कार्य शीर्षक अपील प्रक्रिया
- ०६ | सिक्ने अवसर र संसाधनहरू



परियोजनाका मुख्य लक्ष्यहरू



बजार-सूचित कार्य शीर्षक, तलब र सुविधा संरचनाहरूको स्थापना
अझै सूचित कुल पुरस्कार निर्णयहरू बनाउने



एउटा बलियो जगको स्थापना
कार्य संरचना बनाउने



कार्य विवरणहरूको लागि छोटो, मिल्दो बनावटको सिर्जना
लामो, अलग अलग कार्यपद विवरणहरूलाई घटाउने



तलब उत्कृष्टता केन्द्रको सिर्जना
स्कूल, कलेज र विभागहरूलाई संसाधनको रूपमा सेवा दिने



कर्मचारी आवश्यकताहरूको लागि उत्तरदायी
कर्मचारीबल कायम राख्ने उद्देश्य लिएर दीर्घकालीन सुविधा र तलब तरिका स्थापना गर्ने



एकदम राम्रो मान्छेहरूको आकर्षण र कायम
उच्च गुणस्तर र विविध कार्यबललाई आकर्षण, भर्ती, र संलग्न गराउने संसाधन बन्ने



के बदलिँदैछ ?

- कामको बनावट
- तलब संरचना
- व्यक्तिगत कार्य शीर्षक (हालमा कामको शीर्षकहरू भनिएका)
- कार्यपद विवरणहरू
- तलब प्रशासन मार्गदर्शनहरू
- अझै राम्रा सुविधाहरू (भविष्यमा)

के उस्तै रहने छ ?

- कामका कर्तव्यहरू
- शुरू गर्दाको तलब
- सम्बन्धहरूको रिपोर्ट
- कार्यप्रदर्शन र विकासका लक्ष्यहरू
- कर्मचारी वर्ग (उदाहरण *US, AS, LI*)
- विस्कन्सिन राज्यका कर्मचारी सुविधाहरू (स्वास्थ्य, आँखा, दाँत, जीवन बीमा, अवकाश)

TTC नोभेम्बर ७, २०२१ मा कार्यान्वयन हुने



TTC परियोजना कार्यान्वयन

11/7

आज

कर्मचारी
कुराकानीहरू पूरा
9/10

तलब संरचना
पोस्ट गरिएको
11/1

अपीलहरूको
समाधान
11/22-5/31/22

कर्मचारी कुराकानीहरू
अहिले-9/10

IT प्रणालीको
अपडेट
9/10-10/11

सूचनापत्र
10/11-11/5

अपीलहरू बुझाउने
11/22-12/31

Campus
Engagement

April
Forums

Summer
Forums

Fall
Forums



कर्मचारीहरूका लागि मुख्य मितिहरू

अहिले-सेप्टेम्बर २०२१

- कार्य शीर्षक, स्थापित कार्य विवरण र कार्यपद विवरणहरूको पुष्टी गर्न कर्मचारी कुराकानी
- सेप्टेम्बर १०, २०२१ भित्रमा कर्मचारी कुराकानीहरू पूरा हुनु पर्दछ

नोभेम्बर २०२१

- तलब संरचना अन्लाईन हेर्न उपलब्ध
- कर्मचारीहरूले आधिकारिक सूचना पत्रहरू पाउने
- नयाँ कार्य शीर्षक र तलब संरचना प्रभावकारी हुने
- कार्य शीर्षक अपील प्रक्रिया शुरू

कर्मचारी कुराकानी प्रक्रिया



Supervisors
confirm titles or
suggest changes

Employee/supervisor
conversations

Employees receive
notification letters
with their new titles

HR matches
employees to new titles
and Standard Job
Descriptions (SJD)

Supervisors
create position
descriptions (PD)
customized to
employees

Supervisors
receive feedback
from employees



स्थापित कार्य विवरणहरू

- Describes work at a high level
- Lists responsibilities someone in the job typically performs
- Applies to multiple employees

Includes:

Job Title

Job Summary

Typical Responsibilities

Typical Education

तपाईंको कार्यपद विवरण

- Describes work at a high level
- Lists typical and additional responsibilities you perform
- Applies to your position

Includes:

Standard Job Description



Any Additional Responsibilities

Optional Fields:

- + Additional education/certification
- + Physical demands
- + Working conditions
- + Tasks

कर्मचारी कुराकानी प्रक्रिया



Supervisors
confirm titles or
suggest changes

**Employee/supervisor
conversations**

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notification letters
with their new titles

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employees to new titles
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Descriptions (SJD)

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from employees



कर्मचारी सूचना पत्र

पत्रमा समावेश छन्:

- नयाँ कार्य शीर्षक
- हालको प्रति घण्टाको ज्याला/वार्षिक तलब
- अनौपचारिक कार्य शीर्षक
- तलब श्रेणी
- *FLSA* छूट स्थिति (प्रति घण्टा र वार्षिक तलब)



21 N Park Street
Madison, WI 53715

DATE

FIRST NAME LAST NAME
ADDRESS
EMAIL

Dear FIRST NAME:

Thank you for your continued service to the University of Wisconsin–Madison. This is official notice that your title of record is JOB CODE DESCRIPTION-LONG NAME with an effective date of July 1, 2020. Your pay remains at SHOURLY RATE/ANNUAL SALARY. Employment category as a result of this will not change. Your UW benefits offerings will remain the same.

Business Title:
Salary Grade:
FLSA/Exemption Status:

If you feel that the majority of the work you do falls outside of the responsibilities noted in the standard job description (SJD) for this title, contact your Human Resources Department or [visit this link](#) to begin the job title appeals process.

To review the Standard Job Description library and learn more about the Title and Total Compensation (TTC) Project, visit go.wisc.edu/TTCProject.

We truly appreciate all that you do and look forward to helping you achieve your career goals at the University of Wisconsin–Madison.

Sincerely,

MARK WALTERS
Chief Human Resources Officer
Office of Human Resources
UW-Madison

Office of Human Resources
University of Wisconsin–Madison 21 N. Park Street Suite 5101 Madison, Wisconsin 53715-1218
608-265-2257 Fax: 608-262-8436 hr.wisc.edu



कार्य शीर्षक अपीलहरू

के अपील गर्न पाइँदछ ?

- नयाँ आधिकारिक कार्य शीर्षक

के अपील गर्न पाइँदैन ?

- तलब वा तलब श्रेणी
- कार्यपद विवरण वा *SJD* मा रहेको भाषा
- *FLSA* छुट (*exemption*) स्थिति

कार्य शीर्षक अपील प्रक्रिया





सिक्ने अवसर र संसाधनहरू

- तथ्यपानाहरू
- थोरै थोरै प्रशिक्षण
- भिडियोहरू
- व्यवस्थापक सुपरभाईजरहरूको लागि संसाधन
- धेरै सोधिएका प्रश्नहरू

The screenshot shows the 'TITLE AND TOTAL COMPENSATION PROJECT' website for the University of Wisconsin-Madison. The page is titled 'RESOURCE LIBRARY' and features a search bar at the top right. The navigation menu includes 'HOME', 'TTC & YOU', 'ABOUT', 'TITLE AND STANDARD JOB DESCRIPTION LIBRARY', 'EVENTS', 'RESOURCE LIBRARY' (which is underlined), 'FAQS', and 'NEWS'. Below the navigation, there is a main heading 'RESOURCE LIBRARY' and a featured article titled 'Title and Total Compensation (TTC) Project Implements November 7, 2021' dated April 5, 2021. The page is divided into two columns: 'LEARNING SERIES' and 'BENEFITS'. The 'LEARNING SERIES' column lists various topics such as 'What Is the TTC Project?', 'What to Expect During Employee Conversations', 'Task vs. Responsibility', 'What is a Salary Structure', 'What Stays the Same? What is Changing', 'Business Title Guidelines', 'How to Prepare for Employee and Supervisor Engagement', 'Appeals Process', 'Progression and Promotion', and 'Standard Job Description (SJD) and Position Description (PD)'. Below this is a 'VIDEOS' section with links for 'Employee Conversations' and 'The Job Title Process'. The 'BENEFITS' column has a section for 'Benefits Preferences Survey Results' with a paragraph explaining the survey and its purpose, and another section for 'Benefits Valuation Analysis Results' with a paragraph explaining the analysis.

TITLE AND TOTAL COMPENSATION PROJECT
University of Wisconsin-Madison

HOME TTC & YOU ABOUT TITLE AND STANDARD JOB DESCRIPTION LIBRARY EVENTS RESOURCE LIBRARY FAQS NEWS

RESOURCE LIBRARY

Title and Total Compensation (TTC) Project Implements November 7, 2021
April 5, 2021

LEARNING SERIES

- [What Is the TTC Project?](#)
- [What to Expect During Employee Conversations](#)
- [Task vs. Responsibility](#)
- [What is a Salary Structure](#)
- [What Stays the Same? What is Changing](#)
- [Business Title Guidelines](#)
- [How to Prepare for Employee and Supervisor Engagement](#)
- [Appeals Process](#)
- [Progression and Promotion](#)
- [Standard Job Description \(SJD\) and Position Description \(PD\)](#)

VIDEOS

- [Employee Conversations](#)
- [The Job Title Process](#)

BENEFITS

Benefits Preferences Survey Results

Starting in the fall of 2018, UW-Madison faculty and staff were invited to participate in a Benefits Preferences Survey as part of the Title and Total Compensation Project. The Benefits Preferences Survey results will be used to develop a long-term benefits strategy for UW-Madison to provide a competitive and attractive benefits program for current and prospective staff.

Benefits Valuation Analysis Results

The Benefits Valuation Analysis quantifies the relationship of the value of the University of Wisconsin's benefits to the value



कार्य शीर्षकहरू कहाँ हेर्ने ?

- कार्य शीर्षक वा कार्य सारांश अनुसार खोज
- कार्य समूह वा कार्य उपसमूह अनुसार चयन
- बढाएर हरेक कार्य शीर्षकको स्थापित कार्य विवरण हेर्ने
- शब्दावलीहरूको विवरण समीक्षा गर्ने

TITLE AND STANDARD JOB DESCRIPTION LIBRARY

Title and Total Compensation (TTC) Project Implements November 7, 2021
April 5, 2021

This library for UW-Madison and the University of Wisconsin System contains proposed standardized job titles and job descriptions for Academic Staff, University Staff, and Limited Appointees.

A standard job description describes work at a high level and connects UW jobs to similar jobs in the market. It is a general set of responsibilities, without regard to any specific employee, that describes the work an employee performs and their role and impact to the organization.

To learn more about standard job descriptions, visit the [Title and Total Compensation \(TTC\) Resource Library](#) or review the [SJD Library Definitions](#).

Some job titles and job descriptions are *not* changing as a result of the project. If you have any questions please contact your [local HR](#).

[Print this page](#)

Title - 1157 results

Q Search job titles and summaries

Job Group: All

Job Subgroup: All

Reset

TITLE	JOB GROUP	JOB SUBGROUP	DETAILS
AV Technician I	Information Technology	Audiovisual Technology	+
AV Technician II	Information Technology	Audiovisual Technology	+
AV Technician III	Information Technology	Audiovisual Technology	+
AV Technician Supervisor	Information Technology	Audiovisual Technology	+



सहयोग कहाँ पाउने ?

Employee Assistance Office र ***Life Matters***

hr.wisc.edu/employee-assistance-office/lifematters/

कर्मचारी र व्यवस्थापकहरूको लागि गोप्य कार्यस्थल परामर्श

Division of Continuing Studies मार्फत पेशा परामर्श

continuingstudies.wisc.edu/career-planning/

पेशा खोज्ने र योजना बारे परामर्श



सहयोग कहाँ पाउने ?

Ombuds कार्यालय

ombuds.wisc.edu/

कार्यस्थल चिन्ताको गोप्य मार्गदर्शन

व्यावसायिक विकासका अवसरहरू

hr.wisc.edu/professional-development/courses/

परिवर्तनको सञ्चार र प्रबन्धन बारेमा कक्षाका अवसरहरू



उपस्थित हुनु भएकोमा धन्यवाद!