

**UCAP FAQs FOR SUPERVISORS**

**DURING THE POSITION MAPPING PROCESS**

*How do I explain:*

**What is UCAP?**

The University Career Architecture Project, or UCAP, represents a complete redesign of the current job and compensation system for classified staff and appointed professionals at UA. The goal of the project is to create a clear job framework, or “architecture,” that will help employees envision their possible paths to career advancement, in addition to creating a framework to match market or external compensation analysis.

**Why are we position mapping?**

The position mapping process sets the foundation for UCAP to create a more straightforward and easy-to-understand career structure that supports career progression and makes it possible to match UA positions with jobs in the external market for compensation analysis. Currently, the career architecture is in a draft state and will continue to evolve throughout this process. Until position mapping is complete, we cannot progress to **Phase 2 of UCAP**.

**What are job functions and families?**

All positions will be mapped into job functions and families. Job functions are broad categories of work that can be logically grouped together based on having similar characteristics or prerequisite skills (e.g., IT). Job Families are the unique occupations within a job function that can be performed at various levels based on scoping factors (e.g., Systems Administrator). [You may review the Career Architecture here.](#)

*I’ve reviewed the architecture and am not able to map an existing position to the architecture. What do I do next?*

Within the UAccess Mapping Tool resource, there is an option to select “unable to find job match.” The project team is monitoring positions that supervisors have indicated are unable to be mapped, and will reach out for additional information.

Additional information may include a request for a current position description, or summary of the duties, and minimum requirements for the position.
What will remain the same for existing employees?

- Retirement plan elections for existing employees will not change.

- We are not reducing employees’ existing vacation accrual rates or vacation balances. We are evaluating how we set accrual rates under the new structure.

- Existing titles will not be taken away upon implementation. Positions will be mapped to a job and job title within the architecture, but employees will have the ability to maintain existing titles as a working title under the new structure.

- Pay will not be reduced as a result of the project. Employees frequently ask, “if I am mapped to a new job, and my salary is over the maximum of the new salary range, will my pay be reduced?” And the answer is no, pay will not be reduced.

How do I find additional information about the project?

More information is available at ucap.arizona.edu. For information specific to position mapping, click here.