LEARNING OBJECTIVES

- Why UCAP?
- Career Architecture Fundamentals
- Project Plan and Deliverables
- Role of Human Resources
- Principles of Compensation Administration
WHY UCAP? PROJECT OBJECTIVES

INFORMED DECISIONS

CAREER POSSIBILITIES

SHARED LANGUAGE
WHY UCAP?

**CURRENT STATE**

- Positions performing similar responsibilities found in multiple job titles limiting equity comparisons.
- Pay grades not linked to market data.
- Paths for career advancement are unclear.
- Two employee categories with different employment conditions/benefits are confusing.

**FUTURE STATE**

- Positions performing similar responsibilities grouped together in jobs providing clearer equity comparisons.
- Pay grades linked to market data.
- Career paths are clear and define opportunities for advancement.
- One employment category with consistent employment conditions and benefits.
NEW TIMELINE

Progress

Summer, 2019  Fall, 2019  January 27, 2020

PLAN
Design, Study, & Strategy

PHASE 1
Develop Career Architecture, Define Jobs, & Map Positions

PHASE 2
Assess Market & Design Pay Structure

PHASE 3
Slot Jobs & Analyze Impact

PHASE 4
Plan for Change & Communication

PHASE 5
Testing & Implementation

GO LIVE

Calibration
UNIVERSITY STAFF

COMPETITIVE AND CONSISTENT POLICIES AND PROCEDURES (Recruitment, Pay Administration, and Performance Management)

RETIREMENT OPTIONS

CONSISTENT AND ENHANCED LEAVE PROGRAMS (22 Days Vacation for University Staff)

EMPLOYMENT-AT-WILL
CAREER ARCHITECTURE FUNDAMENTALS

### JOB FUNCTIONS
- Academic Admin
- Ag & Extension
- Arts & Creative
- Athletics
- Broadcasting & Journalism
- Communications & Marketing
- Cultural Institutions
- Exec Leadership
- Facilities, Grounds & Infrastructure
- Faculty (OUT OF SCOPE)
- Finance
- Health Care & Wellness
- Human Resources
- Information Technology
- Instruction & Assessment
- Legal & Compliance
- Libraries
- Organizational Admin
- Outreach & Community Engagement
- Planning & Analysis
- Protection & Safety
- Research
- Student Services
- University Advancement
- University Operations
- Vet & Animal Care

### JOB FAMILIES
- Communications
- Content Development
- Interpretation
- Marketing
- Media Relations
- Multimedia
- University Press

### CAREER STREAMS AND LEVELS
- Multimedia Specialist II (PC2)

- University Press
CAREER ARCHITECTURE FUNDAMENTALS
MAPPING POSITIONS

POSITIONS

- Graphic Designer
- Graphic Artist
- Media Specialist
- Visual Designer

JOB

Multimedia Specialist II (PC2)

CAREER ARCHITECTURE

JOB FUNCTION

Communications & Marketing

JOB FAMILY

Multimedia

CAREER STREAM

Professional Contributor

LEVEL

2
Benchmark jobs are matched to market survey data

Compensation strategy and market data determine pay ranges
FLSA – EXEMPTIONS

Step 1: Salary Basis Test
Step 2: Minimum Salary Threshold
Step 3: Duties Test

EXECUTIVE
PROFESSIONAL
OUTSIDE SALES
ADMINISTRATIVE
COMPUTER RELATED
MAPPING EXERCISE
**NEXT STEPS**

- **Final mapping results and associated pay ranges distributed to Colleges/Divisions on September 1.**

- **UCAP Team provides education and information sessions for supervisors and employees in September.**

- **College/Division HR ensures supervisors are informed of the mapping for all of their employees.**

**MAY 1 – JUNE 30**

- Review mapping with salary ranges
  - UCAP Team provides mapping spreadsheets to Colleges/Divisions on 5/1, including preliminary pay structure.
  - UCAP Team holds educational and working sessions on mapping review in May & June.
  - Employee webinar 5/22.

**JULY 1 – AUGUST 31**

- Finalize Salary Structure and Policies
  - UCAP team discusses and reviews submitted data files and makes recommendations regarding final pay structure.

**SEPT 1 – SEPT 30**

- Training and Change Management and Implementation
  - Final mapping results and associated pay ranges distributed to Colleges/Divisions on September 1.
  - UCAP Team provides education and information sessions for supervisors and employees in September.
  - College/Division HR ensures supervisors are informed of the mapping for all of their employees.

**OCTOBER 29**

- Employee Notification
  - Employees notified of project results.
  - Reassessment of mapping results upon request.
HUMAN RESOURCES ROLES
FINALIZE MAPPING AND ANALYZE IMPACT

1. Support or Partner with CABO/UFO member in reviewing mapping of all employees and returning mapping spreadsheet with changes.

2. Support or Partner with CABO/UFO member in providing position descriptions for positions where College/Division is challenging UCAP recommended mapping or for positions moving from a non-exempt position to an exempt position.

3. Update UACCESS MAPPINGS (Supervisory Notification will be turned off).
HUMAN RESOURCES ROLES
TRAINING/EDUCATION

1. Promote and attend training/educational sessions.

2. Deliver educational sessions and/or materials regarding UCAP to staff utilizing materials provided by UCAP team.

3. Keep staff up-to-date with UCAP by reviewing communications and UCAP website. Answer staff questions or direct them to appropriate resources.
HUMAN RESOURCES ROLES IMPLEMENTATION

1. Communicate to managers and staff regarding changes. Answer questions regarding new career architecture and associated policies and structures.

2. Assist managers and staff with mapping, FLSA exemption, and pay questions. Facilitate requests for additional review. Help classified staff with “opt-in” questions.

3. Promote the benefits of UCAP to all staff.
IMPLEMENTATION DISCUSSION
## UCAP ENGAGEMENT - CURRENT

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