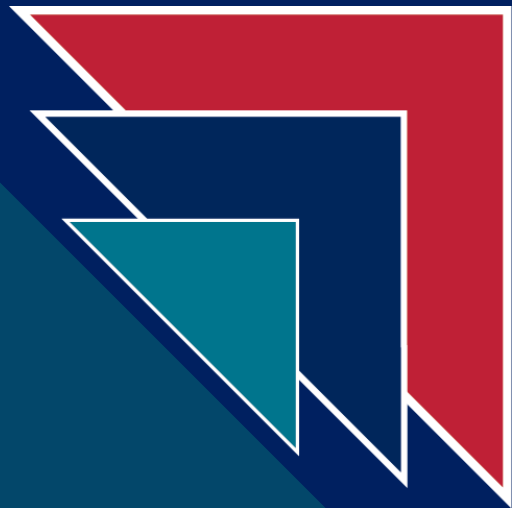




THE UNIVERSITY
OF ARIZONA



UNIVERSITY
CAREER
ARCHITECTURE
PROJECT

LEARNING OBJECTIVES

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

WHY UCAP? PROJECT OBJECTIVES



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

EQUITY

Positions performing similar responsibilities grouped together in jobs providing clearer equity comparisons.

INFORMED

Pay grades linked to market data.

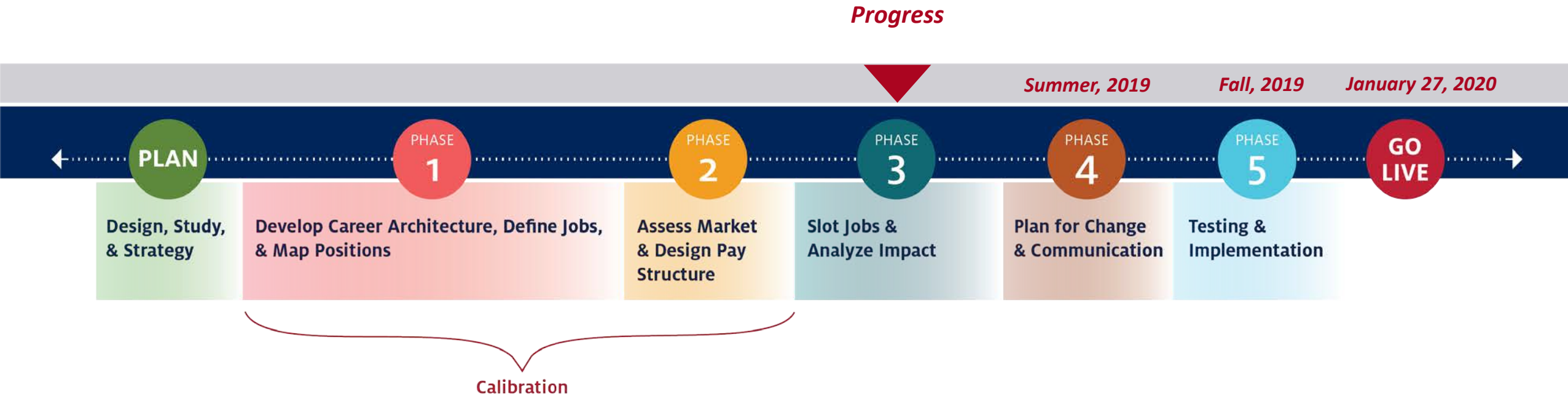
CAREER

Career paths are clear and define opportunities for advancement.

SHARED

One employment category with consistent employment conditions and benefits.

NEW TIMELINE



UNIVERSITY STAFF



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



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



RETIREMENT OPTIONS



EMPLOYMENT-AT-WILL

CAREER ARCHITECTURE FUNDAMENTALS

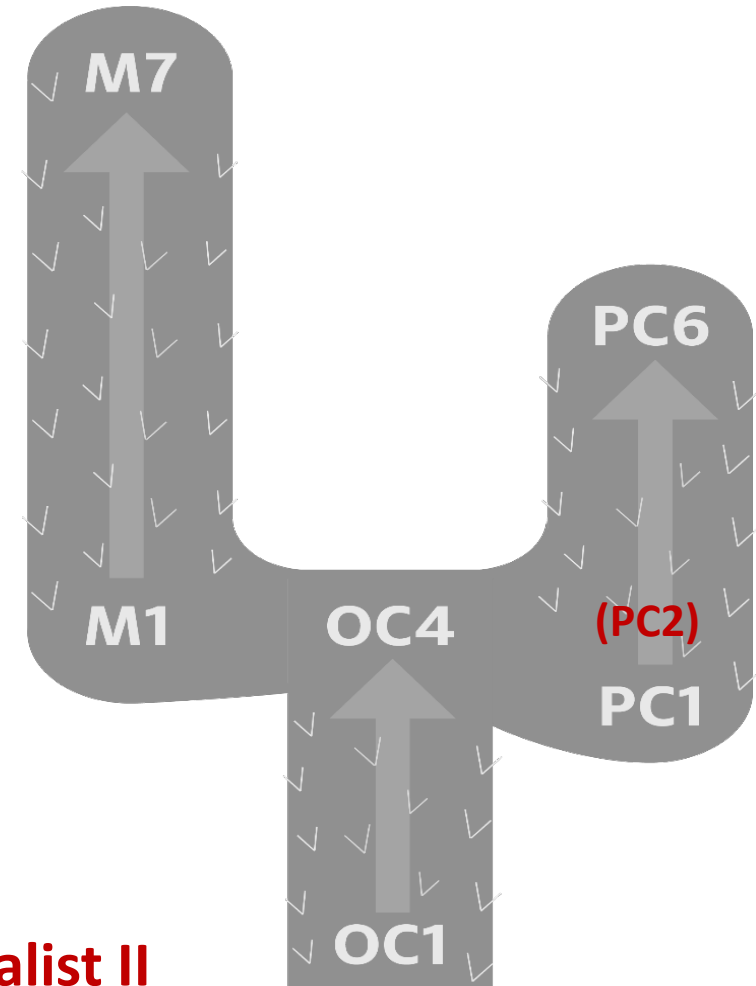
JOB FUNCTIONS

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

JOB FAMILIES

Communications	Marketing
Content Development	Media Relations
Interpretation	Multimedia
University Press	

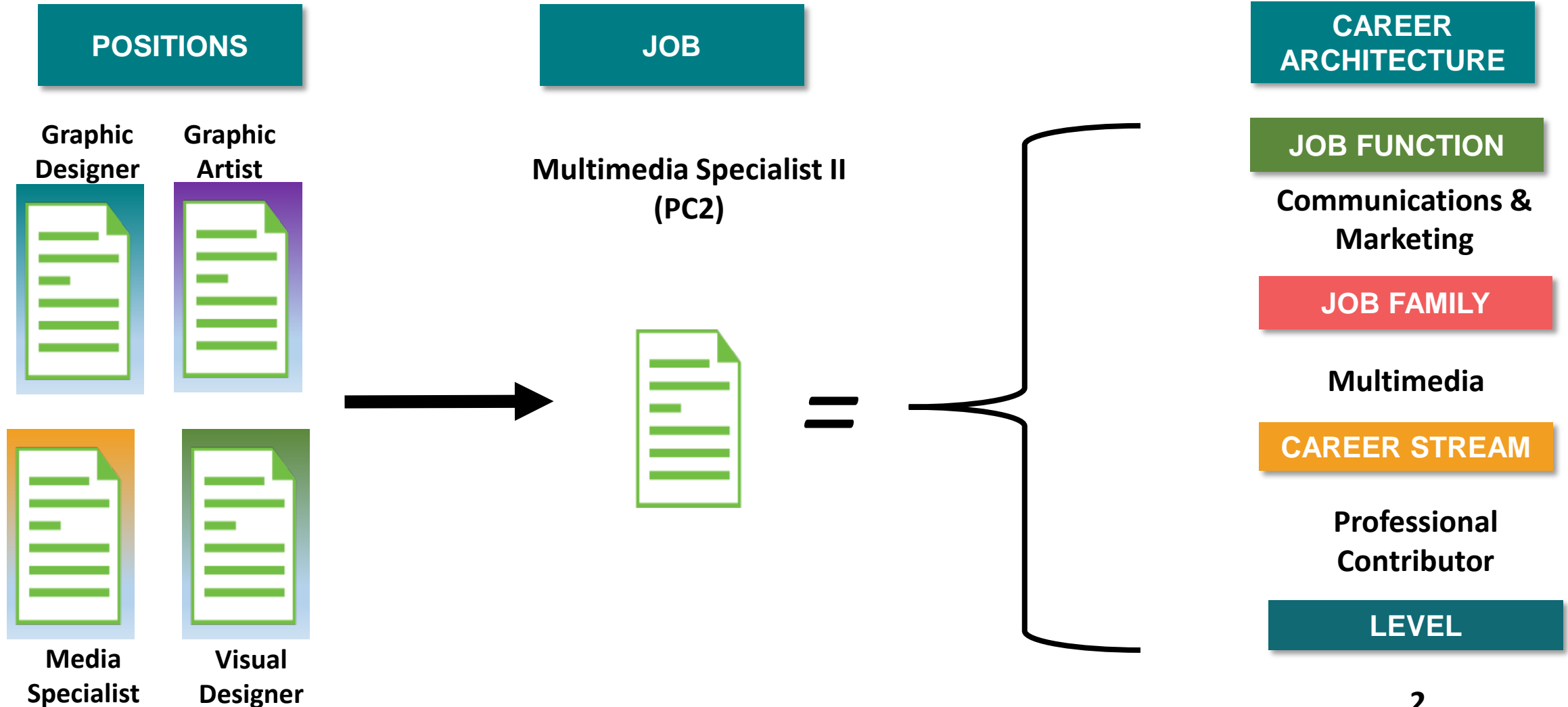
CAREER STREAMS AND LEVELS



**Multimedia Specialist II
(PC2)**

CAREER ARCHITECTURE FUNDAMENTALS

MAPPING POSITIONS



CAREER ARCHITECTURE FUNDAMENTALS

ASSESS MARKET AND DESIGN PAY STRUCTURE

JOB

Multimedia Specialist 2
(PC2)



ASSESS
MARKET



PAY
STRUCTURE

Grade	Min	Mid	Max
1	\$	\$\$	\$\$\$
2	\$	\$\$	\$\$\$
3	\$	\$\$	\$\$\$
4	\$	\$\$	\$\$\$
5	\$	\$\$	\$\$\$
6	\$	\$\$	\$\$\$
7	\$	\$\$	\$\$\$
8	\$	\$\$	\$\$\$
9	\$	\$\$	\$\$\$
10	\$	\$\$	\$\$\$
11	\$	\$\$	\$\$\$
12	\$	\$\$	\$\$\$

*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



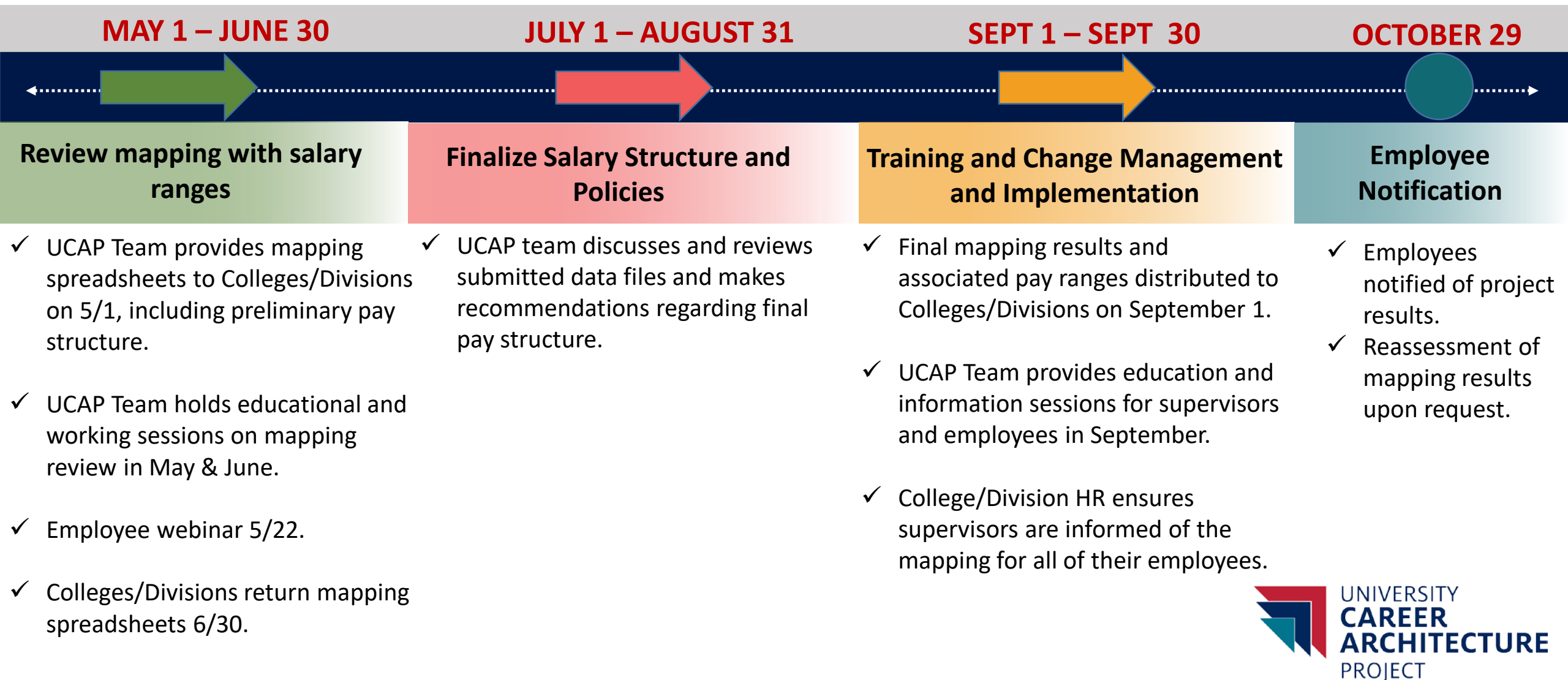
ADMINISTRATIVE



**COMPUTER
RELATED**

MAPPING EXERCISE

NEXT STEPS



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

<i>UCAP Knowledge and Engagement</i>	<i>Employees</i>	<i>Supervisors</i>	<i>Leadership</i>	<i>CABO/UFO</i>	<i>Local HR and/or Business Manager</i>
Knowledgeable about benefits to the University and its employees of implementing UCAP					
Knowledgeable about UCAP timeline and next steps					
Understands career architecture concepts (job functions, job families, career streams, levels, exemption criteria)					
Understands compensation concepts such as internal equity, market targets, and pay structures.					
Understands the ramifications of the changes to moving UCAP eligible employees to a new employee group - University Staff					
Views UCAP as a positive change					

UCAP ENGAGEMENT - DESIRED

<i>UCAP Knowledge and Engagement</i>	<i>Employees</i>	<i>Supervisors</i>	<i>Leadership</i>	<i>CABO/UFO</i>	<i>Local HR and/or Business Manager</i>
Knowledgeable about benefits to the University and its employees of implementing UCAP					
Knowledgeable about UCAP timeline and next steps					
Understands career architecture concepts (job functions, job families, career streams, levels, exemption criteria)					
Understands compensation concepts such as internal equity, market targets, and pay structures.					
Understands the ramifications of the changes to moving UCAP eligible employees to a new employee group - University Staff					
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