

POSITION MAPPING FAQs

Q. What if we do not find an appropriate job match to map our positions?

A. The first step would be to reference the crosswalk mapping worksheet. If after review, an appropriate job is not identified within the architecture, supervisors can select “unable to find job match” in the UAccess UCAP Mapping tool. Supervisors may also elect to submit a position description to HR-UCAP@email.arizona.edu for Compensation to review and advise.

Q. What if a position falls across more than one job family?

A. A position should be mapped to a job where the majority of time is spent. Supervisors should consider which job family more closely aligns with the minimum qualifications required to be successful in the position, as well as the career path for the position.

Q. Why are not all levels available within all job families/job series?

A. The anchor points for the architecture are based on reviewing external market data/salary surveys to identify benchmark jobs. The starting point for creating the architecture is based on the number of levels identified in the market data. We evaluate the need and risk of adding levels that are not market referenced, as we want to ensure a market referenced architecture. If you are unable to map based on a missing level, please email HR-UCAP@email.arizona.edu

Q. How can the position description web form be used to map positions to the architecture?

A. The position description web form is a tool to help supervisors identify principal responsibilities, minimum requirements, and work dimensions to compare to the career architecture developed in JDXpert. This tool will help facilitate conversations between supervisors and employees in determining the correct mapping.

Q. How much is the employee vs. the supervisor or manager expected to drive the decisions around the position mapping? Should this be very collaborative?

A. Supervisors and employees should review and discuss the position documentation and the mapping results. It is intended to be collaborative, and employees should not be surprised by the mapping decision. Ultimately, the mapping decision lies with the College/Division approver and Leadership decisions during University wide mapping calibration sessions. Once mapping has been completed and the pay structure has been developed, employees will receive notification of the mapping results. At this time, there will be a review process for employees who are concerned with the mapping results.