

UCAP Spring 2019

How will this benefit members of the UA community?

- **Shared Language (Consistent job titles):** Common career models, level descriptors, title guidelines and compensation ranges allow for transparent dialogue. You will see how your position and assigned UCAP job compares to positions across the University because positions performing similar responsibilities will be grouped together in similar job titles.
- **Career Possibilities (Advancement opportunities):** Career paths will be more defined and the skills and abilities are needed to seek advancement opportunities will be more evident. This will facilitate career progression opportunities for the vast array of professions at the University.
- **Informed Decisions (Data-informed pay):** Relevant market data for UA, managers, and employees to make quicker and more informed decisions. Pay ranges will be linked to market data. Pay will not change as a result of UCAP. However, a financial impact analysis and pay equity study will be conducted when the project is complete.

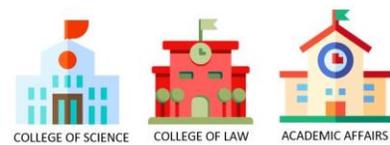
What is NOT changing?

- You may retain your current title as a working title
- Your pay will not change as a result of UCAP
- Your retirement plan elections can remain the same
- Your vacation accrual rates and balances will not be reduced

What is changing?

- **University Staff:** All employees in scope of the project (most appointed professionals and classified staff) will be placed in a new employee group, University Staff.
- **Career Architecture:** Positions will be placed into a new career architecture and assigned to a job function, job family, career stream, and level.
- **Jobs** will be assigned a new title and pay range. Individual pay will not change.

What is the status of the project?



In the Summer and early Fall, more than 10,500 of UA's appointed positions classified staff and were mapped to the career architecture by their supervisor during the **job mapping** process.

In the fall, more than 50 **functional calibration** sessions were held. In functional calibration UCAP brought together subject matter experts to review jobs with like responsibilities to ensure consistent leveling and placement.

We are currently completing **organizational calibration**. Organizational calibration brings college or division leadership together to review mapping across functions within a college or division to ensure consistent leveling and placement in the appropriate job functions and families

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Project Timeline



The UCAP Project team will review the timeline once organizational calibration is complete. While the original target date for completion was July 2019, the project team, with subject matter experts and college and division leadership, have thoroughly reviewed positions and have taken extended time to gather feedback and identify the unique demands of various positions during calibration sessions. It is possible appointed professionals will have contracts extended into fiscal year 2020.

How can I learn more about the project?

- ucap.arizona.edu
- Attend employee information sessions – more information and dates to come
- Email UCAP team with questions hr-ucap@email.arizona.edu

What is next?

- **Pay Structure:** Assessing market data and designing a new pay structure, including pay grades and ranges.
- **Policy Review:** Policies impacted by UCAP will be considered for revision where applicable.

For more information on project status and next steps, [visit the UCAP website](#).

Looking ahead

- **Architecture Implementation:** The new pay grades and structures, University staff policies and procedures, and position mapping will be implemented. Resources will be developed to support the transition to the new Career Architecture.
- **Employee Notification:** All employees in scope of the project will receive notification of how their position was mapped to the architecture and its corresponding pay grade. Employees who are currently classified staff have the option to remain Classified Staff. At this point, employees will have opportunity to ask questions.
- **Review Process:** Employees were encouraged to engage in UCAP by completing their position description. There will be a process for employees and supervisors to request an additional review of the placement of a position in the architecture.