Career Tracks Family Implementation Process

1) Compensation announces the CT phase with the specific families to be implemented
   a) Compensation staff meet with the VC HR Contacts, Department HR Contacts, Business Officers and Supervisors (as requested) to introduce the new families and explain the process.
   b) Function summaries are distributed and matrices for the families to be implemented are posted on Blink.
   c) VC HR Contacts forward the announcement and instructions to the appropriate departments

2) Identification of Positions by departments
   a) Departments identify staff currently in generic/legacy titles (i.e., the Administrative Analyst series) to be mapped into the new families
   b) VC offices gather the Mapping Worksheets and send them to Compensation by a given deadline.
   c) If necessary, the departments should update job descriptions to reflect current duties for positions to be mapped to any of the next families.

3) Compensation Analysts do preliminary mapping based on the current job descriptions

4) As necessary, positions discussed with Office of the President to ensure systemwide consistency.

5) Subject Matter Expert (SME) review

6) VC and Department Review
   a) Compensation sends preliminary mapping spreadsheets to VCs to review with departments.
   b) Compensation staff and a SME meet with the VC Offices to review the preliminary mapping
   c) Any concerns or questions will be discussed. Where there may be a disagreement, Compensation will consult with UCOP to ensure systemwide consistency.

7) Supervisor and Employee Discussion (after the mapping is completed)
   a) Supervisors review the spreadsheets with the preliminary mapping against the matrices and current job descriptions of employees.
   b) Supervisors discuss preliminary mapping with incumbent
   c) Supervisors are to also advise employees that title changes for this project are considered lateral reclasses and therefore, no salary increases will take place.
   d) If the Department Head and Supervisor do not agree with the preliminary mapping, the Compensation Analyst should be contacted for assistance.
   e) After discussion, if the department does not agree with Compensation’s recommendation, then a meeting will be scheduled with the department, SME, and Compensation Analysts to discuss the preliminary payroll title and level.
   f) If the employee still does not agree with the outcome after discussions with Compensation Analysts and the SME, they can request reconsideration by submitting a written request with a justification. This will require the supervisor, department and VC endorsement.

8) Departments Create Job Descriptions

9) Once jds are classified by Compensation and submitted to the Library, the departments make the PPS entries moving the employees from the legacy titles to the new CT payroll titles.