CAREER TRACKS MAPPING PROCESS AND PROCEDURES – PHASE 3
Revised March 8, 2016

Timeline:

The following families will be implemented in Phase 3, beginning Second Quarter 2016.
1. **Audit, Compliance and Ethics**
2. **Educational Services**
3. **Library Services**
4. **Museum Services**
5. **Performing Arts**
6. **Security and Public Safety**

Matrices for the next families to be implemented are posted on Blink.

Process

1) **Introductory meetings and distribution of Function Summaries:**
   a) Compensation staff will 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 will be distributed to the VC Offices and HR Contacts in the VC's and departments that have positions in those families.
   c) Matrices for the families to be implemented will be posted on Blink.
   d) VC HR Contacts will forward the instructions to the appropriate departments

2) **Identification of Positions to be mapped in Phase 3:**
   a) Departments will identify staff currently in generic titles (i.e., the Administrative Analyst series) that will be mapped into the new families.
   b) Positions should be identified by those where the preponderance of duties falls within the new function/specialty. Example: A position that is administrative and includes events, but the events responsibilities are less than 50% of the duties, would NOT fall within the Events function.
   c) VCs and Departments will identify which positions should be mapped in new CT families, and enter the positions on the Mapping Spreadsheets. (see Documents and links – Career Tracks Mapping Worksheet (Excel)
   d) VC offices should gather the Mapping Spreadsheets and send them to Compensations by **March 31, 2016.**
   e) Departments will update job descriptions as necessary to reflect current duties for positions to be mapped to any of the next families.
   f) Compensation Analysts will work with SMEs and Department HR Contacts to do preliminary mapping based on current job descriptions.
   g) Preliminary mapping spreadsheets will be sent to the VC HR Contacts to distribute to the departments.
   h) Compensation Analysts will meet with the VC offices first and then departments, as requested, to review mapping results.

3) **Compensation and Subject Matter Expert (SME) Review:**
   a) Compensation Analysts will review matrices and current job descriptions of employees, validate specialties and identify appropriate Career Tracks payroll title and level for each employee in collaboration with the SME's, and Department and VC HR Contacts.
   b) Compensation Analysts will consult with the VC SME's for that family. As appropriate, a second SME from another VC area will also be involved in the review.
   c) As necessary, positions will be discussed with Office of the President to ensure systemwide consistency.
   d) Compensation Analysts will complete the Mapping Worksheets showing all affected employees' names, current and proposed payroll titles, etc.
   e) Compensation will send mapping spreadsheets to the VC's to review before distributing to the departments.

4) **VC Review**
   a) Compensation staff and a SME will meet with the VC Offices to review the preliminary mapping of their departments.
   b) Any concerns or questions will be discussed. Where there may be a disagreement, Compensation will consult with UCOP to ensure systemwide consistency.

5) **Department Review**
   a) Supervisors will review the spreadsheets with the preliminary mapping against the matrices and **current** job descriptions of employees.
   b) Supervisors will discuss preliminary mapping with incumbent.
   c) Supervisors will 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.

6) **Supervisor and Employee Discussion (after the mapping is completed)**
   a) Supervisors will discuss the final outcome with the employee and advise them of their new payroll title.
   b) If the employee disagrees with the new title, the supervisor should contact their Compensation Analyst to discuss.
   c) If the employee 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.

7) **Departments Create Job Descriptions**
   a) Departments will create job descriptions with the new Career tracks payroll titles and language, using the new JDOnline System/Job Builder.
   b) Departments should customize by adding specific departmental information as appropriate.
   c) Contact the Department HR Contact or Compensation Analyst if the preparer or user has questions while creating the job descriptions.
   d) Compensation will determine the effective dates for both biweekly and monthly paid employees for the lateral reclassifications.

e) HR Contact will submit job descriptions to Compensation.

f) Once the job descriptions are submitted, classified and sent to the job description library, the department can make the PPS entry for the lateral reclassification changing the payroll title to the new Career Tracks title.

g) VC Offices will determine the official deadline for submitting the job descriptions to Compensation.

8) Classification

a) The job descriptions created for positions in the families being implemented will be classified by the Central Compensation Analysts, not through delegated authority.

9) Levels and Matrices

a) Please note that every function/specialty will not have all levels (professional, supervisory or managerial). It will vary based on the specialty/function.

   i) Some matrices may not have all levels represented on the matrix. In some cases, the lower levels such as level 1 (entry) may have been determined to actually be represented work, and will not be included on the matrix; (i.e., General Communications and Written Communications).

   ii) In some of the more advanced specialties such as Government Relations, it was determined UC systemwide that the knowledge, complexity and scope of certain specialties/functions are advanced and do not have specialists at the lower levels. Lower level positions in these specialties would probably be in another specialty/function. In order for a position to fall within one of these specialties that only have higher levels shown, they must have advanced knowledge and extensive experience.

   iii) Every specialty/function will not have all of the matrices for Professional, Supervisory or Managerial. For example, some may only have a Professional matrix, and no Supervisory or Managerial matrices. UC systemwide discussions revealed that campuses do not have supervisors over certain specialties. The supervisors of those specialties/functions are typically more generalized and have more than one specialty/function reporting to them.

   iv) Each family will have a generic or hybrid "catch all" specialty/function that is the combination job for the family.

10) Career Tracks Grades and Ranges

a) The new Career Tracks levels do not necessarily correlate to our current series levels (i.e., 5 levels of the Administrative Analyst series). It is important to read the matrices to understand the levels.

b) The Career Tracks grades and ranges will be determined by, and based on, market data for the individual specialties. Therefore, even though positions may be classified at the same level now, they may end up in different ranges based on the market data.

c) Career Tracks salary ranges are only to be used for those positions that have been officially mapped to the new Career Tracks titles. Once a family is implemented, then the Career Tracks titles and salary ranges should be used for all current and future positions in that family.

11) Titles

a) With the implementation of Career Tracks, we will no longer have the AVC or Director payroll title. These titles will be replaced with one of the Managerial levels. So depending on the specialty/function, the position will be either a Manager 1, 2, 3 or 4. This will apply to all

Director positions once they are mapped into Career Tracks payroll titles; however, nothing prevents people from using the Director *working* title. It just will not be a payroll title.

b) With the implementation of Career Tracks, Manager and Director working titles will no longer be available for non-exempt positions.

c) As specialty and generic titles (i.e., Programmer Analyst) are replaced with Career Tracks payroll titles, the previous payroll titles will no longer be used for the positions. Current generic payroll titles (i.e., Administrative Analyst) will only be used for those positions not yet mapped to the Career Tracks payroll titles.

d) Once the new CT titles are implemented, generic payroll titles such as Administrative Specialist will no longer be appropriate for those positions.