

# 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.**