Initial Implementation Information (July 2013)

We are in the final development stages for the new Online Job Description System, officially called "JDOnline", which will have a job builder feature that will assist in importing the information from the matrices directly into job descriptions. The job builder and new job description system are expected to be ready in September. At that time, departments will do the official mapping of the IT positions into the new Career Tracks titles, as shown on the matrices. While we are not yet starting the official mapping process until the new job description system is ready, we encourage supervisors to work with their Programmer Analyst Advisory Committee (PAAC) members who are the subject matter experts and participated in the development of the IT matrices. The PAAC members will be of great assistance in identifying the specialty/function and level for various positions.   Your Compensation Analyst worked in collaboration with PAAC in the development of the matrices, and is also available for consultation and/or questions on the matrices and the mapping process once it begins. We also encourage supervisors and managers to share the final matrices with their IT employees. Please note that the final matrices that are now posted on Blink replace any previous copies that were distributed.

Specific mapping information and tools will be forthcoming.   In the meantime, if you need to create or update a job description before the job builder is available for use, we encourage you to use the matrices as a starting point to develop the appropriate language and content for job descriptions in the IT family.   You will notice that the language on the matrices is more generic and broad than what we typically put on our job descriptions. This is one of the advantages of Career Tracks – to have more consistent job descriptions systemwide.   You can customize the job descriptions, although we encourage the use of more general statements rather than specific details. This will aid in significantly reducing the time that it takes to create and classify job descriptions. In the future, once the matrices are implemented for a Family (IT, Communications, General Services), job descriptions will be developed using the job builder rather than copying a previous job description.   As each family is implemented, payroll titles and title codes will change to be more specific to the specialty as defined by Career Tracks.

The Programmer Analyst titles will no longer be used once full implementation has taken place. Therefore, please identify either as the Working Title or in the Comments Section of a job description which IT specialty/function and level are appropriate for the position. We are currently waiting for UCOP to finalize the Supervisory and Managerial Leveling Criteria document for Career Tracks. Once this is received, this information will be posted on Blink for your reference. The leveling criteria defines what constitutes each level and defines the requirements for a supervisory or managerial position. Please note that every IT function will not have all levels of Professional, Supervisory or Managerial. It will vary based on the IT specialty/function and for professional positions, based on the specialization involved. For supervisory and managerial positions, the levels will also vary depending on the specialty/function.

Examples:
1) The new Career Tracks levels do not necessarily correlate to our current Programmer Analyst 1-5 levels. It is important to read the matrices to determine what the appropriate level is. The IT 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. For example, Programmer Analyst I will not necessarily map to level one in a new specialty/function. For example in the Business Technical Support family, a UC systemwide decision was made that level one work is considered represented work. Therefore you will see that for the Business Tech Support specialty/function, the matrix starts with level 2. Therefore it is critical for you to work with your PAAC representative and/or your Compensation Analyst to determine what level is appropriate.

2) The AV IT Engineer matrix starts at level 3. It was determined UC systemwide that the knowledge, complexity and scope of this specialty/function is advanced and does not have a specialist at the lower levels. If someone is at the lower level, they are probably in another specialty/function.

3) Information Systems is the generic or hybrid "catch all" specialty/function that is the combination job for the IT family. The lower levels of this specialty/function will be the training ground for the specialties such as AV IT Engineering or IT Security that do not have entry or intermediate levels. 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. You will notice that the Information Systems specialty/function has all five levels.

4) Every specialty/function will not have all of the matrices for Professional, Supervisory or Managerial. For example, Database Administration only has a Professional matrix, and no matrices for Supervisory or Managerial. UC systemwide discussions revealed that campuses do not have supervisors over just Database Administration. The supervisors of this specialty/function are typically more generalized such as Information Systems and have more than one specialty/function reporting to them.

5) With the implementation of Career Tracks, we will no longer have the Director payroll title. The Director title 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 does not only apply to IT, it will apply to all Director positions once they are mapped into Career Tracks titles; however, nothing prevents people from using the Director working title, it just will not be a payroll title.

Once the mapping officially begins and the job builder/job description system is ready, we will be providing more information and tools to assist you in the mapping process.

New IT salary ranges will be forthcoming in the future; however, you do not need them to do the position mapping. The positions should be assigned to levels based on the criteria on the matrices, not the salary range. As part of the Career Tracks development process for IT, a market study and analysis was conducted to determine whether or not we needed to realign our salary ranges for the IT family. New proposed ranges will be forthcoming. Currently the Programmer Analyst salary ranges are PSS IT 1-3, MSP A and B. We will have more ranges with the implementation of Career Tracks IT family since the ranges will be market based. This will enable us to recognize specific positions and their assigned specialty/function that are typically paid more in the market. With that being said, we anticipate that the majority of the IT positions on campus will be mapped over without a salary change and the cost impact will be neutral. On the other hand, there may be a few anomalies that are lagging significantly in the market and adjustments may be necessary.

Any questions that you have regarding mapping to the appropriate specialty/function, should be discussed with your PAAC representative and/or the Compensation Analyst for your VC area. We have been encouraging departments to have their PAAC representative look at the Programmer Analyst job descriptions that have been submitted in the last several months. In many cases, the PAAC members have assisted in the development of the job descriptions, using the new language and content, and identifying what specialty/function and level are appropriate for that position.

We will continue to update Blink as new information is available. In addition, a section called Frequently Asked Questions (FAQs) will be added shortly.