

OVPR Administrative Support Staff Meeting

February 24, 2011

W401 PBB

New Classification System

- A more **descriptive job classification** system will provide the foundation for building the new compensation structure:
 - Better job information to use when applying the **new evaluation criteria to assign jobs** to the new structure of pay ranges.
 - Better job information for **collecting market data on benchmark jobs** used to create pay ranges and the market zones within.
 - A common University pay structure with **flexibility** to recognize variations in funding and local unit needs.

This redesign will produce a new framework for making future classification and salary decisions for the 5500 non-organized P&S staff.

Talent Management Spectrum

Compensation Management is one element



Job Classification Terms

- **Job Function:** A major service or discipline, such as finance or IT.
- **Job Family:** A subset of functions or a series (progression) of related job classifications that require like skills and serve a similar purpose.
- **University Classification:** A job typically held by one or more individuals by its key areas of responsibility. A series of job classifications within a job family reflect a typical career path.
- **Working title** may be more consistent with common practice or peers in a profession and/or discipline.

Research = Function

Research Professional = Family

Research Assistant = Classification

Administration = Function

Administrative Services = Family

Administrative Services Coordinator = Classification

Key Areas of Responsibility (KAR's)

- Groups of tasks designed to produce some key results of the function.
- Key area of responsibility are focused on the outcomes produced.

Examples of KAR's

Research Professional KAR's

- Research, Conduct Experiments, Analyze Summarize Data, Equipment management & Supervision

Administration KAR's

- Operational, Information, Communication Management, HR, Financial, & Strategic planning

February 24, 2011 –Announcement to Supervisors & HR Unit Reps

- Supervisors and HR Unit Reps will receive an email directing them to run a report through Self Service.
- Report will show:
 - Employee name
 - Old Classification
 - New Classification
 - Appeal rights of the employee
- This information is **not to be shared** with staff at this time. The information is to give the supervisor and HR Rep an opportunity to digest the information before it is rolled out to all staff.

February 28, 2011

- Staff members will be informed of their initial job function, job family and job progression assignment = Self Service.
- The new classifications will be different from the current classifications.
- No information about pay will be available.
- Campus wide listings of job classification assignments will not be posted until after individual employees have the opportunity to appeal and the placements are finalized.
- Sharing placement information
 - Consistently remind people that where other people are placed has no bearing on the individual's placement or appeal.

3-Step Review

As a staff member, how should I review my classification assignment?

- Examine the three components together in a 3-step review process:
 - Read the job function purpose statement for the function assigned to you.
 - Read the job family purpose statement for the family assigned to you.
 - Study the key areas of responsibility for the classification assigned to you

Is this the “**best fit**” for what you do?
Is it the **right job family**?
Is it the **right function**?

Appeals

- Individuals may appeal their assignment through Self Service if they completed a Job Information Form (JIF).
 - Dept workflow paths have been set up
- The only basis for appeal is the relative match of the documented job duties (JIF, PDQ), and (KAR's).
- Final decisions will be made by University Human Resources.
- Final decisions are expected to be made in April-May, for implementation after July 1, 2011.
- Organizational Deadline for Appeals is Tuesday, March 22nd.

Who has Appeal Rights?

Situation	Eligible to Appeal?	Rationale
Employee completed JIF	Yes	As communicated.
Employee transferred to different position but completed JIF in former position	Yes	Because we failed to be precise about this situation; it also reinforces if they completed a JIF they are eligible to appeal
Employee did not complete JIF (includes when employee was reclassified or moved to a different position)	No	No JIF, no appeal
New Position or New Employee to the University—no JIF by previous incumbent	No	No JIF by incumbent, no appeal
New Employee to the University—JIF completed by previous incumbent	No	No JIF, no appeal
Merit and SEIU to P&S Reclassifications	No	No JIF, no appeal

Timeline

Classification Phase

Targeted communications to educate unit HR representatives, supervisors and employees about the University classification assignments	February 2011
Notice to supervisors and HR Unit Reps regarding new classification assignments	February 24, 2011
Notice to employees regarding new classification assignments	February 28, 2011
Employee appeals initiated:	February 28- March 22, 2011
Appeals due to OVPR:	March 22, 2011
Appeals due to University HR:	March 29, 2011
HR review of employee appeals	April-May 2011
Reclassification Requests to OVPR	March 21, 2011
Moratorium on Reclassifications	April to October 2011
Transition to new classification structure	After July 1, 2011

Timeline

Compensation Phase

Develop new compensation structure

Ongoing

July 1 salary decisions based on current compensation structure

July 1, 2011

New compensation structure in place for making salary decisions for new hires, etc.

October 1, 2011

July 1 salary increase decisions based on new compensation structure

July 1, 2012

Optional Use of Working Titles

- More flexibility in allowing for the use of a working title in both internal and external communications.
- A “working title” may be used to describe the role and position in terms that would be better understood by internal and external constituencies, and more accurately describes the role or function of the job.
- Working titles may be used in lieu of the University classification title for:
 - Searches and job postings
 - Local job descriptions and employee personnel records
 - Regular business correspondence
 - The public University directories, both printed and online.
 - The University classification title will be the default if no working title is created

Working Titles - Guidelines

- A working title **must** be:
 - Consistent with the University's job function, family & classification assignment.
 - Consistent with professional/industry practice and/or market comparisons.
 - Consistent with other working titles within a job family and/or department/org
- A working title **cannot**:
 - Duplicate a title used in another employee group, e.g. Merit or SEIU
 - Misrepresent the University or the authority of the position in any way.
 - Be the same as another professional and scientific classification in name and scope.
- Working titles must be **approved by the Senior HR Leader** for each position through workflow. Departmental review may also be required.

Working Title examples

Job Function/Family	Univ Classification Title	Potential Working Titles
Human Resources/HR Specialty Services	Senior HR Specialist	Compensation Manager
		Senior Benefits Specialist
Information Technology/Sys. Admin.	Senior Systems Administrator	Senior UNIX administrator
		Director, Windows Administration

Compensation System

- Will be built using new job classifications.
- Classifications will be assigned to pay levels using new evaluation criteria (replacing existing point factor system):
http://www.uiowa.edu/hr/classcomp/redesign/eval_criteria.html
- Survey data will be used to market price benchmark jobs in a pay level to create ranges and market zones within ranges.

Compensation System, cont.

- No salaries will be decreased.
- Nor will salaries increase automatically.
- Future increases will be driven by individual performance and relationship to market zone, within the resources available.
- Market corrections may need to occur over time, depending upon resources.
- Working to support the new compensation structure with an enhanced *performance management system*.

Compensation and Classification Redesign Project

- Questions or concerns for discussion?

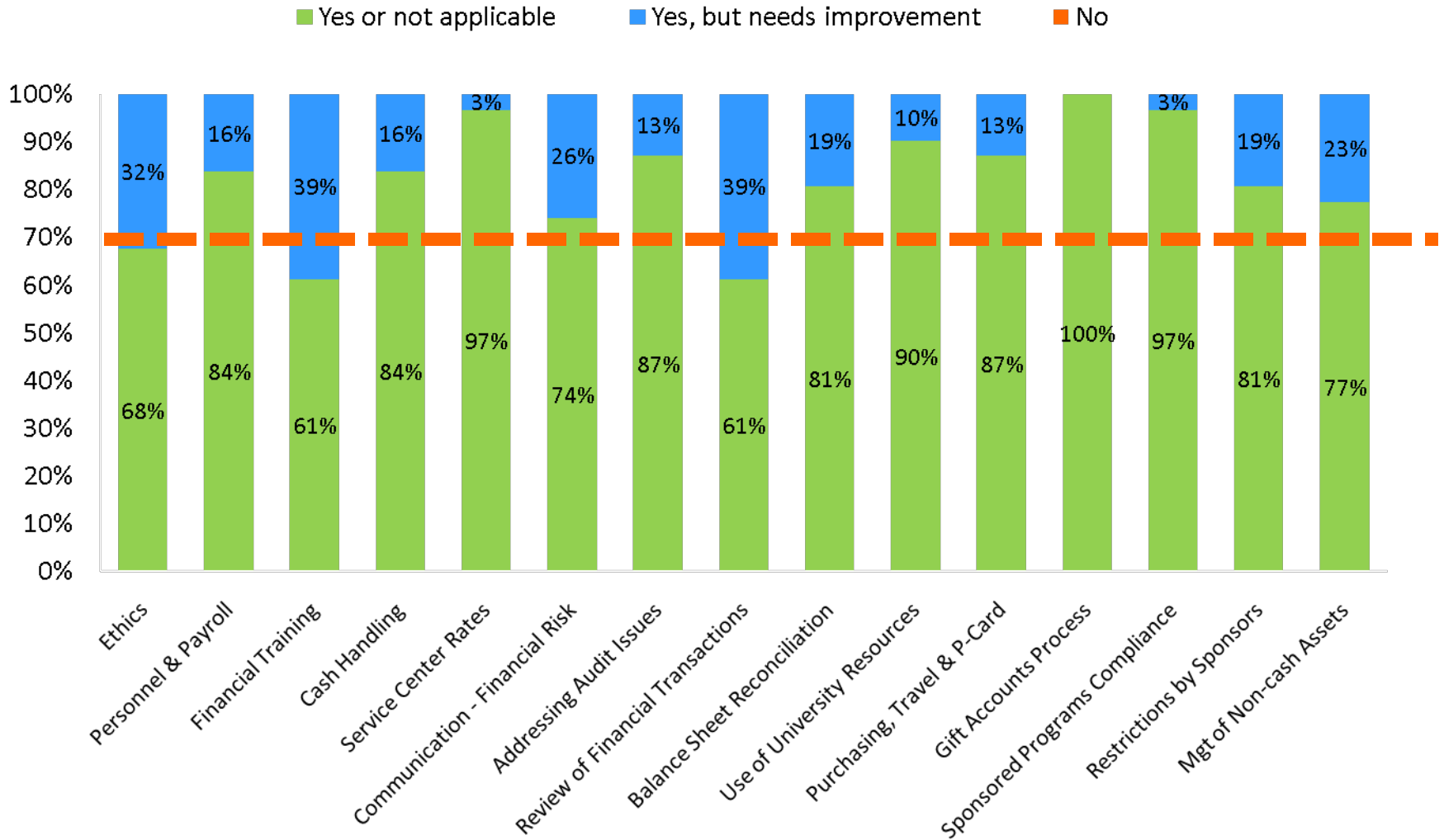
liveWell Information

- Reminder for Staff to take their annual **Personal Health Assessment** (via self service)
- **Group Health Coach Service** – [UI Wellness](#) is offering the opportunity to bring Group Health Coaching to your department. A small group of 6-12 would meet in the dept. for five 45-minute sessions over the course of 7-8 weeks.
 - To request more information, email livewell@uiowa.edu or call 353-2973.
- **Recreation Membership Incentive** - The incentive is 50% of a single membership rate. The current single rate for is \$25 per month. Faculty and staff in 50% or greater, regular positions who have taken their *liveWELL* Personal Health Assessment (PHA) within the calendar year or the past 90 days are eligible for the incentive.

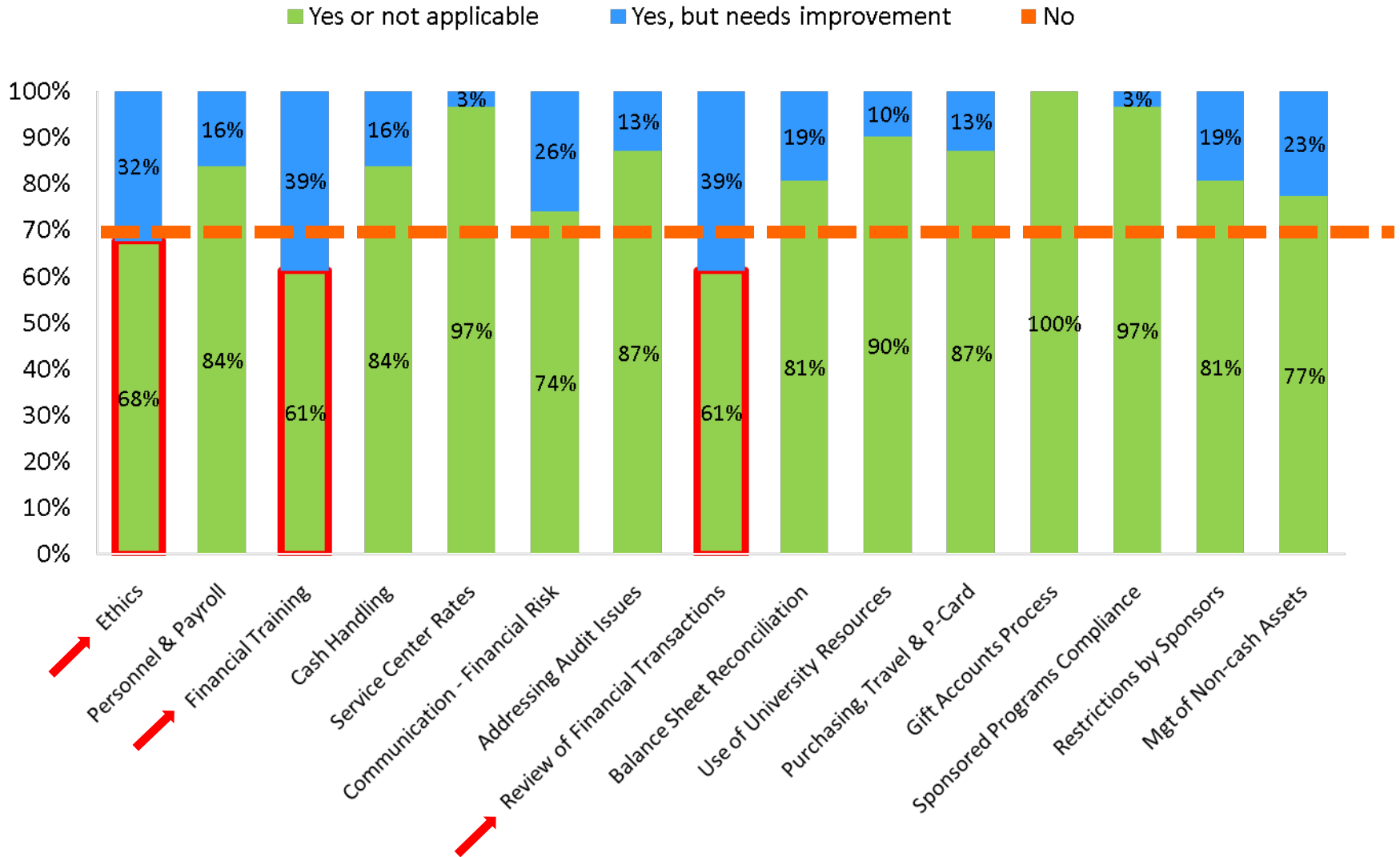
Merit Requisition

- When a merit requisition is sent to Employment Services the following documents need to be attached. Also check for completeness and appropriateness.
 - The Essential and Marginal Functional Analysis,
 - Each requested special qualification(s) including adequate justification and proposed work samples w/standards, and the
 - The Pre-interview Selection Criteria

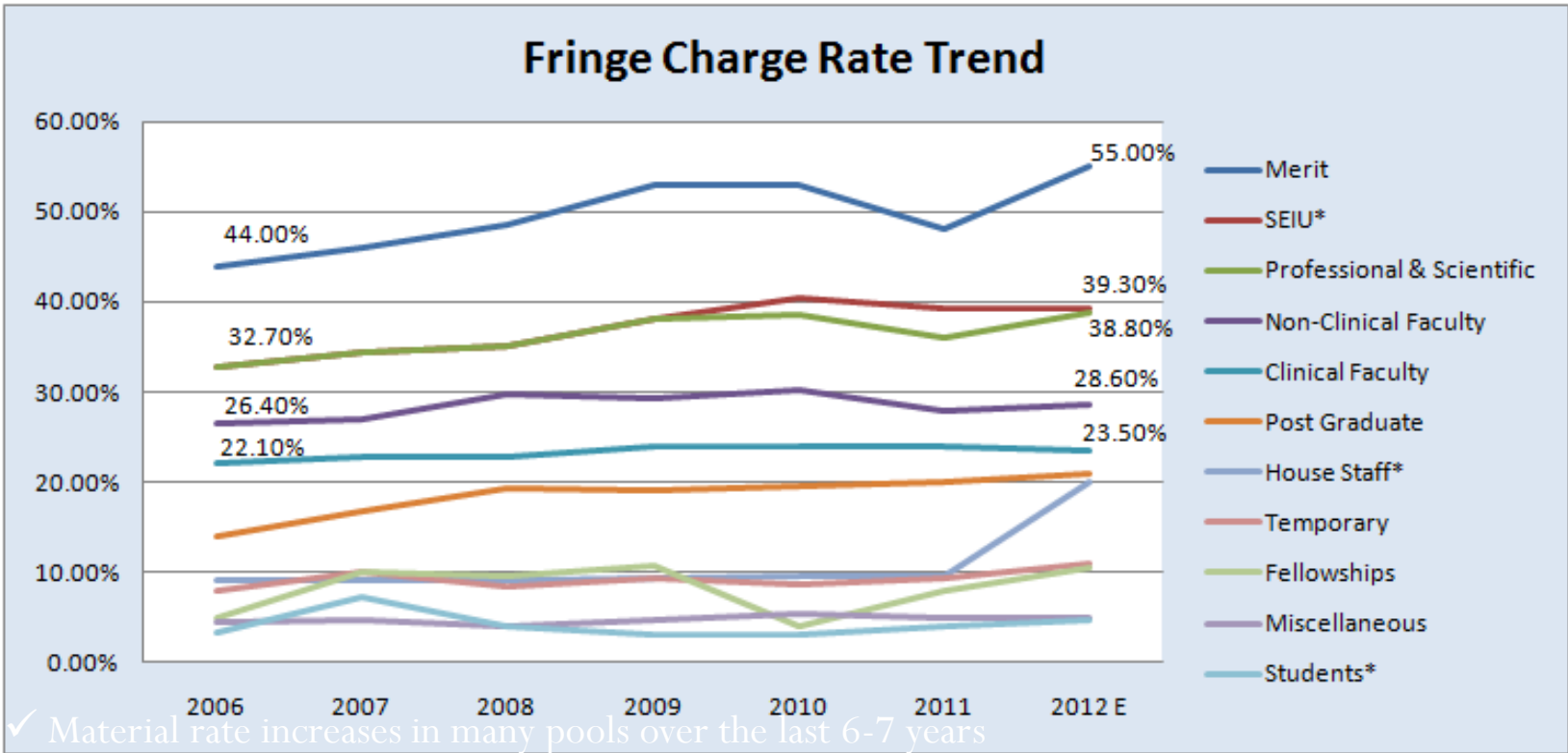
FSC - FY 2010 Results – Sub Certification



FSC - FY 2010 Results - Sub Certification



Fringe Rate Trend 2006-2012



Reconciliation Status Report

- Administrative report which allows you to view the reconciliation status of TDRs.
- Convenient search features that gives you results based on the scope of your role(s):
 - ✓ Budget Officer
 - ✓ Department Administrator
 - ✓ Sub-department Administrator
 - ✓ Account Owner
 - ✓ Account Reviewer

Lynda.com

- Lynda.com is a free online training library focused on technology-related content. It features more than 900 courses and over 55,000 tutorials on a wide variety of tech topics, including:
 - * Microsoft Office products
 - * Web design and graphical software
 - * Apple products
 - * Developer languages and tools
- <http://lynda.uiowa.edu/>

Financial Reports

- Jamie Cohen to demonstrate newly functional reports