

# Job Families

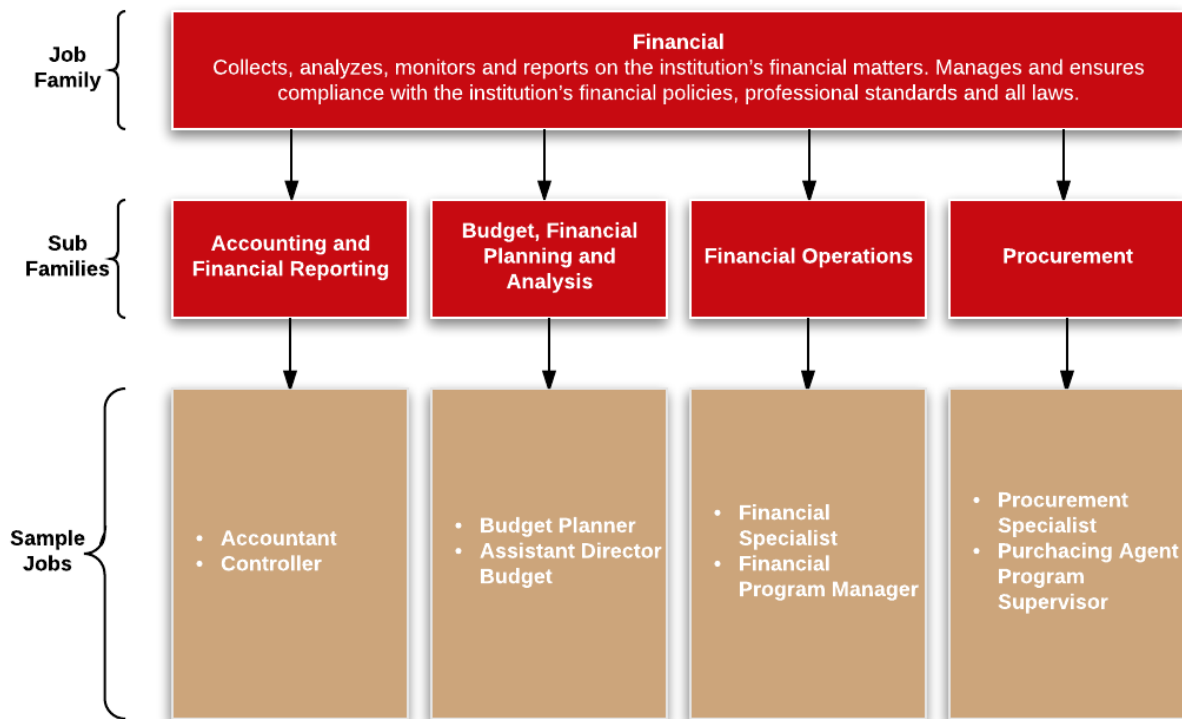
A **Job Family** is a group of jobs that involve similar work and require similar training, skills, knowledge, and expertise.

A **Sub-family** is a smaller group of jobs within a larger job family. Sub-families describe specialized functions.

Job families are helpful to compare and organize related jobs across UW-Madison.

## Example

Here is an example of the Financial Job Family with sub-families and sample jobs:



## How will my job fit into the job family structure?

Your job can only be in one job family. If you have duties that are in more than one family, you need to determine your **primary** job duties by asking all of these questions:

- Why does my position exist?
- What are my most important duties?
- What duties take up most of my time?

Jobs in a job family may not be unique to just one college, school, or division. For example, an Accountant job may be in multiple colleges, schools, or divisions.

## Why Are Job Families Useful?

Managers, employees, and human resources staff can use job families to:

- define career development opportunities within a current job family or another one
- discuss career planning, clarify specific training needs, and consider course enrollment and career advancement
- track job applicants and analyze data for reporting
- get accurate market pricing by understanding jobs and their requirements better
- evaluate jobs more consistently by comparing similar jobs in the same job family

The compensation and titling department can also use job family information to help department managers answer questions about internal equity and external competitiveness.