



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

**UNIVERSITY OF
WISCONSIN SYSTEM**





Study Update for the Advisory Council

Title and Total Compensation Study

April 10, 2018

Agenda

1. Introduction and Roll Call
2. Project Timeline
3. Project Status Update
4. Engagement activities – UW System and UW-Madison
5. New Job Description Format
6. Job Description Process – Training and Rollout
7. Monthly Advisory Council Report-Out

Project Timeline



I. Design and Study Strategy	II. Assess Positions and Develop New Job Title Structure	III. Create Compensation Structure	V. Implement New Structures
<ul style="list-style-type: none"> Review Data Develop project plan Stakeholder interviews and focus groups Compensation philosophy guiding principles Preliminary communication and change management strategy 	<ul style="list-style-type: none"> Job titling framework <ul style="list-style-type: none"> ➤ Map positions to the titling framework ➤ Create/update job descriptions Stakeholder briefings 	<ul style="list-style-type: none"> ➤ Analysis of market data (Mercer) <ul style="list-style-type: none"> • Pay range development • Salary administration guidelines Stakeholder briefings 	<ul style="list-style-type: none"> Presentation to stakeholders Finalize program based on stakeholder feedback Finalize communication and change strategy Deliver Targeted communications Training for ongoing program administration
	IV. Review Benefits / Work-life and Leave Structures		
	<ul style="list-style-type: none"> ➤ Analysis of work/life and leave benefits (Mercer) <ul style="list-style-type: none"> • Gap analysis and recommend solutions • Stakeholder briefings 		

Project Status Update

Completed

- Socialize and gain approval of Job Framework components
- Vetted and gained approval of Job Framework components
 - UW System-wide job families and sub-families
 - Career Paths: Level and Level Descriptors
- Design of job description template

Upcoming

- JDxpert Job Description Software Tool
 - Complete work flow processes
 - Complete work on standard descriptions
- Deliver information or training regarding the job description process
- Develop training and communications materials for the job description process rollout
- Continued mapping of current titles to job framework in conjunction with Mercer

Engagement Activities

UW System

- Email update to Joint Governance
- Monthly Chancellors' Update
- Institutions continue discussions of the Job Framework with individual institution stakeholders
- Email update to Joint Governance
- Continued discussing methodology and plan to gather information on work performed across UW System institutions
- Institutions began discussion of standard job descriptions
- Continue weekly Title and Total Compensation teleconferences with the UWS Project Steering Committee

UW-Madison

- Job Family Teams
 - Outreach and Collaboration
 - Working Team
 - OHR Collaboration Team
 - **NEW** Job Description Team
- Vetting of Job Framework with:
 - Academic Staff Assembly
 - University Staff Congress
 - Administrative Council
 - Vice Chancellor of Finance Advisory Council
 - Dean Council
 - Chancellor
- Rolling out Job Description Orientations in late April
- Bi-monthly updates at HR Representatives meetings
 - Provided materials to add Division discussions

New Job Description Format

Job Description Components

Job Information

Organization

Job Summary

Typical Responsibilities

Qualifications

- Education and Experience
- Skills and Abilities
- Licenses and Certifications

Job Description Process – Training and Rollout

Training Needs

Managers

Employees

Training Vehicles

Videos or on-line tools

Group presentations

Manager and Employee 1:1 discussions

TITLE AND TOTAL COMPENSATION STUDY



Traditional Position (Past Description)

Career Advising (75%)

- A. Provide career advising to admitted undergraduate students, Certificate students, Master students and alumni to help advance their professional and career development outcomes.
- B. Advise students on self-assessment, career and major exploration, resume and cover letter development, networking skills, interviewing and full-time and internship job search strategies.
- C. Conduct mock interviews with students.
- D. Advise students on the use of virtual recruiting technologies.
- E. Coach students as they move through the career development and decision-making process; help students set actionable goals and provide them with connections, tools, and resources.
- F. Collaborate with colleagues to plan, market and facilitate group advising sessions.
- G. Build relationships with key employers to provide relevant, in-depth information about career paths, the recruitment process and existing career opportunities.

Program Development (25%)

- H. Coordinate employer mock interview program each semester, which includes employer outreach and student promotion.
- I. Plan, promote and present career workshops to small and large groups on a variety of career topics.
- J. Participate in the design and delivery of the required career and leadership course.
- K. Consult on the development of career content.
- L. Co-instruct, facilitate and grade project for two sections of the course.
- M. Coordinate the student career and internship outcomes collection process in partnership with colleagues; partner with Data and Operations Analyst to interpret and publish data annually.
- N. Collaborate with advisors on career content for programming targeted toward pre-college and prospective college students.

New Format Representing Typical Job Responsibilities for Career Counselor

1. Provide career counseling including administering self-assessments, goal setting and planning, and providing one-on-one counseling (40%)
2. Foster relationships with employers and alumni to cultivate meaningful career outcome opportunities (20%)
3. Assist students in obtaining internships, employment, or advanced education by helping with resume preparation, interviewing skills, and graduate and professional school applications (20%)
4. Participate in the design and delivery of career and leadership courses and programming for prospective students (20%)

Advisory Council Report Out

Advisory Council members provide updates on TTC-related engagement activities:

- Ways in which you engaged constituent groups (e.g. group email, focus group, face-to-face, stakeholder meetings, web-postings, blogs, etc.)
- Interactions you had with your institution HR directors? Project teams? Workgroups?
- Specific concerns employees raised with you about the study
- Other issues or concerns would you like to bring forward

Thank you!



Career Services Counselor

Job Description

JOB INFORMATION

Job Code Description:	Career Services Counselor
Working Title:	
Approved Date:	
Date Last Edited:	4/5/2018
Reports To Role:	

ORGANIZATION

Primary UDDS:	
Institution and Department	
Career Path and Level:	OC IV
Job Family/Sub-Family Description:	Manage, plan, develop, and implement thoughtfully-designed career development programs, courses, events, and experiential learning opportunities. Develop and facilitate employer and community relationships and job opportunities. Provide career counseling and advising across a continuum of developmental stages including self-awareness, exploration, goal setting, preparation, employment, and advanced education.
View Side-by-Side:	Career Services and Student Professional Development

JOB SUMMARY

Plans, develops and implements programs, activities and counseling services for career development including self-awareness, exploration, goal setting, preparation and placement.

Roles

Position of Trust

Typical Responsibilities

Typical Responsibilities	% TIME
• Provide career counseling including administering self-assessments, goal setting and planning, and providing one-on-one counseling	40%
• Foster relationships with employers and alumni to cultivate meaningful career outcome opportunities	20%
• Assist students in obtaining internships, employment, or advanced education by helping with resume preparation, interviewing skills, and graduate and professional school applications	20%
• Participate in the design and delivery of career and leadership courses and programming for prospective students	20%
Total Percentage:	100

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications Guidance

NOTE: UW SYSTEM WILL NOT HAVE SPECIFIED YEARS OF EXPERIENCE IN ITS DESCRIPTION OF KNOWLEDGE AND EXPERIENCE.

Education and Experience

Education/Experience Level	Details	Typical	Preferr ed	Requir ed
Bachelor's Degree	Academic administration, Business, Education, Counseling or related field	X		And
3+ to 5 Years	relevant work experience	X		Or
7+ Years	related experience and education	X		

Skills and Abilities

	<i>Description</i>
Collaboration and Teamwork	Participates in the development of team goals and plans. Reinforces and gives credit to team members for their contributions.
Communication	Ability to communicate effectively to all types of audiences through various communication mediums. Utilizes persuasive communication when appropriate. Presents and interprets complex information in a way that is meaningful to the audience.
Continuous Learning	Demonstrates commitment to professional development. Examines and incorporates best practices and cutting edge practices and approaches. Takes risks in learning, accepts unfamiliar or uncomfortable situation in order to learn.
Creativity and Innovation	Examines situations from multiple perspectives. Generates innovative solutions utilizing novel approaches to work problems and opportunities.
Critical Thinking and Problem Solving	Identifies, evaluates, and challenges assumptions that underlie existing thinking and behavior. Analyzes issues and solves problems with accuracy, clarity, depth, breadth, logic, open-mindedness, and fairness.
Customer Service	Creates strategies to serve internal and external customers more effectively. Considers both short and long-term interests of the customer in making service decisions, and takes risks to serve these interests.
Integrity and Trust	Demonstrates integrity in managing political and social pressures when making a wide variety of decisions and communicating decisions to others. Ensures that department processes and guidelines observe the highest ethical integrity.
Responsibility	Demonstrates a personal commitment to quality service, responsible stewardship of the institution's resources, and institutional excellence. Develops tools, processes and procedures to measure, track, and improve work practices and outcomes.
Self Management	Takes responsibility and ownership for the impact of decisions and actions on the results of projects, programs, and/or team. Recognizes personal and professional strengths and limitations and identifies opportunities and resources for improvement. Understands and communicates honestly and effectively concerning perspectives, values, and feelings, including during periods of stress and adversity.
Time Management	Demonstrates ability to effectively manage work, establish timelines and milestones, and involve stakeholders to deliver on time. Ability to identify needed adjustments in timelines and effectively consider and communicate implications.
Valuing Diversity and Inclusion	Appreciates and promotes diversity of gender, ethnicity, race, ability, religion, sexual orientation, age, culture, position, job function, and years of service as crucial components in the pursuit of excellence. Develops programs, practices, and policies that advance equity, inclusion, and diversity.

Career Path and Level Information

Career Path and Level: Organizational Contributor IV

Career Path and Level Description:

<i>Organizational Impact</i>	<p>Decisions typically guided by general outcomes, principles and standards. Typically responsible for defined projects/programs.</p> <p>Decisions typically impact own team, department, and potentially related areas. May contribute to business and operational decisions that affect the department.</p> <p>Sets objectives for own work to meet the goals of work unit and projects.</p>
<i>Complexity of Work</i>	<p>Work consists of diverse activities requiring analysis and judgement within defined boundaries to develop alternate solutions, both long and short term. Problems faced are varied and often complex but generally recognizable.</p> <p>Resolution requires interpretation of policies and analysis of facts and alignment with established principles and practices within a field or specialty. Decisions made address non-routine questions and situations, often requiring investigation and/or research of precedents.</p> <p>Uses patterns, trends, and precedents to analyze situations and determine appropriate course of actions.</p>
<i>Independence and Supervision</i>	<p>Work is accomplished with limited direction. Determines and develops approach to solutions.</p> <p>Plans and arranges own work, refers only unusual cases to supervisors or others.</p>

Career Path and Level Description:

	Work is evaluated upon completion to ensure objectives have been met.
<i>Leadership and Talent Management</i>	May guide the work of volunteers and/or student workers. Often responsible for guiding work of others on work activities. May manage projects requiring responsibility for the delegation of work and review of others' work product.
<i>Knowledge & Experience</i>	Typically requires broad knowledge of principles and practices in a field or specialty. Incumbents generally possess a Bachelor's and at least 3 years of relevant work experience or equivalent of education and work experience. NOTE: UW SYSTEM WILL NOT HAVE SPECIFIED YEARS OF EXPERIENCE IN ITS DESCRIPTION OF KNOWLEDGE AND EXPERIENCE.