



**WISCONSIN**

UNIVERSITY OF WISCONSIN-MADISON

**UNIVERSITY OF  
WISCONSIN SYSTEM**





# **Study Update**

# **for the Advisory Council**

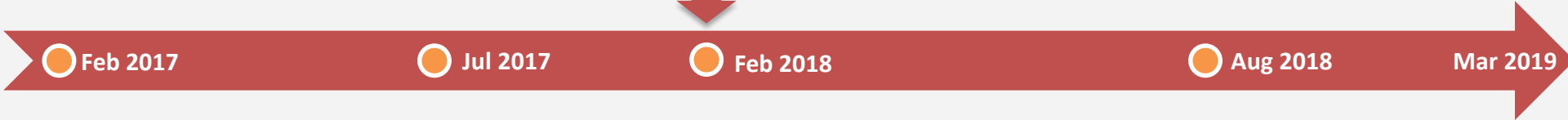
## **Title and Total Compensation Study**

**February 13, 2018**

# Agenda

1. Introduction and Roll Call
2. Project Timeline
3. Project Status Update
4. Engagement activities – UW System and UW-Madison
5. Advisory Council – Temperature Check
6. Job Description Process and JDXpert Demonstration
7. Monthly Advisory Council Report-Out (Only if time permits)

# 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"> <li>Review Data</li> <li>Develop project plan</li> <li>Stakeholder interviews and focus groups</li> <li>Compensation philosophy guiding principles</li> <li>Preliminary communication and change management strategy</li> </ul>	<ul style="list-style-type: none"> <li>Job titling framework</li> <li>Map positions to the titling framework</li> <li>Design master job description template in JDXpert</li> <li>Create/update job descriptions using JDXpert</li> <li>Stakeholder briefings</li> </ul>	<ul style="list-style-type: none"> <li>Analysis of market data</li> <li>Pay range development</li> <li>Salary administration guidelines</li> <li>Stakeholder briefings</li> </ul>	<ul style="list-style-type: none"> <li>Presentation to stakeholders</li> <li>Finalize program based on stakeholder feedback</li> <li>Finalize communication and change strategy</li> <li>Deliver Targeted communications</li> <li>Training for ongoing program administration</li> </ul>
	<b>IV. Review Benefits / Work-life and Leave Structures</b>		
	<ul style="list-style-type: none"> <li>Analysis of work/life and leave benefits</li> <li>Gap analysis and recommend solutions</li> <li>Stakeholder briefings</li> </ul>		

# Project Status Update

## *Completed*

### **January/February**

- JDxpert Job Description Software Tool
  - Design of job description template
  - Training on writing standard job descriptions
- BVA Data Cuts determined and sent to Mercer
- Vetting of Job Framework
  - Institutional Stakeholders

## *Upcoming*

### **February/March**

- Continued Vetting of Job Framework
  - Institutional Stakeholders Vetting
- Executive Sponsor Review
- JDxpert Job Description Software Tool
  - Design work flow processes
  - Develop standard job descriptions
  - Develop training for job description rollout to managers and employees

# On-going Engagement Activities

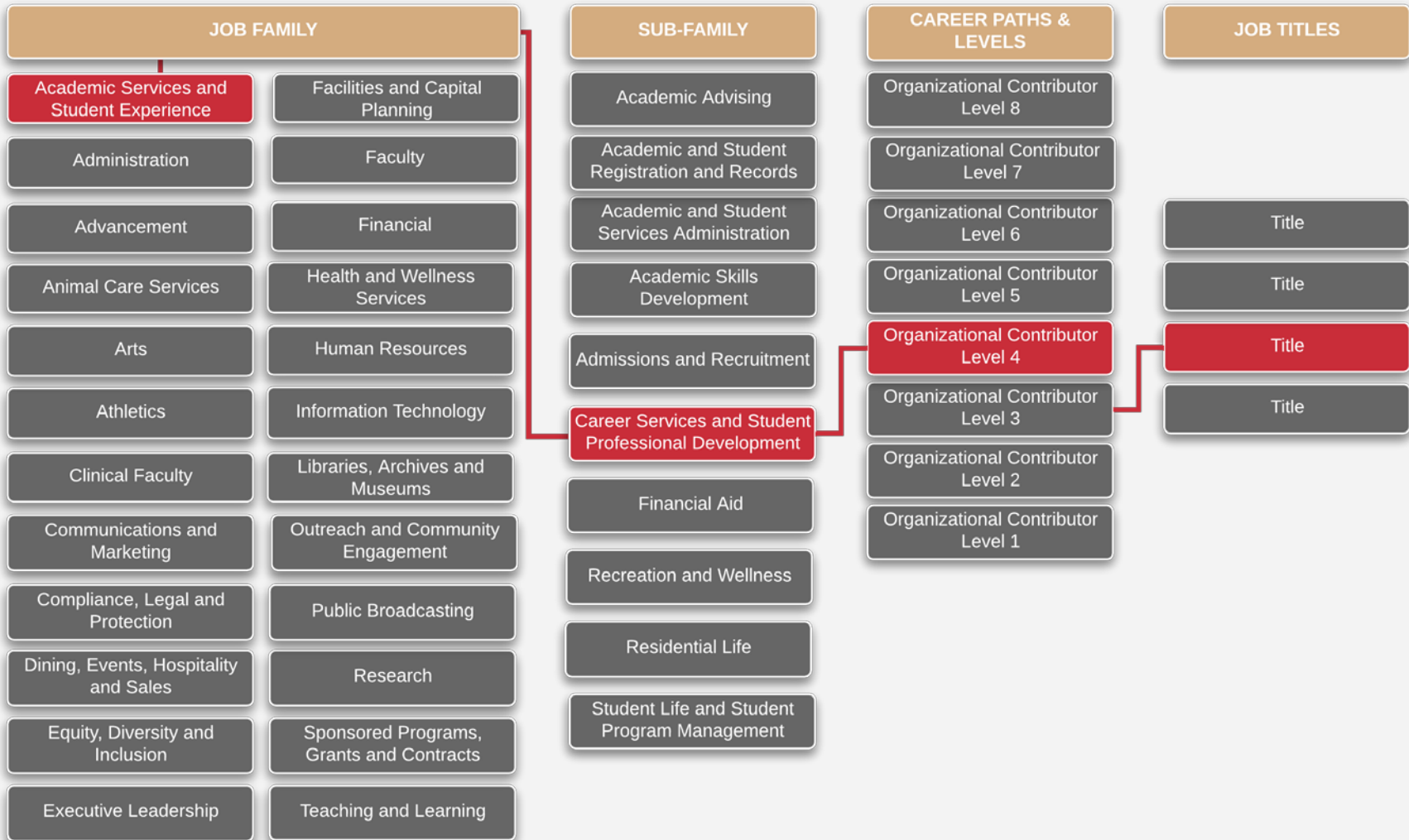
## *UW System*

- Joint Governance Presentation
- Met with the President's Cabinet
- Update the Chancellors
- Institutions socializing with stakeholders the following:
  - Converged Job Families and Sub-Families
  - Converged Levels and Level Descriptors
- Began discussing a methodology and plan to gather information on the work performed across the UW System institutions
- 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
- Update to Deans and Directors and Human Resources Professionals. Article on study progress *Inside UW*
- Socialization of study concepts to include Job Framework and Job Description methodology and process
  - University Staff Congress & PPC
  - Academic Staff Assembly & Executive Committee
  - University Committee & Faculty Senate
  - VCFA , AC, Deans & Directors
- Bi-monthly updates at HR Representatives meetings
  - Provided education session and materials to foster Division discussions

# Job Framework



## Advisory Council – Temperature Check

As members of the Advisory Council, please share your individual thoughts

- The Proposed Job Framework
  - Job Families and Sub-Families
  - Career Path Levels
  - Level Descriptors
- Communication, information sharing, building awareness and managing expectations
- Readiness to move to the next step.



# Modernized Job Description Process

Standard Job Description



Unique Job Descriptions



## Advantages of the New Process

- Greater consistency in job descriptions for similar jobs
- Less time spent in creation of job descriptions
- Legal compliance with FLSA and ADA
- Modernizing our standard job description
- Career advancement transparency

# JDXpert DEMO

## State-of-the-Art Job Description Tool

### Content library and reusable lists

Provides a rich content library of over 1,200 jobs and web content for roughly half a million jobs. Researched content makes job description development more effective and efficient.

### Job analytics

Provides detailed metrics on where similar jobs exist across our system. Also provides workflow analytics regarding revisions and revision time.

### Job comparison highlighting

Advanced tools allow comparison of job descriptions or versions of a job description. The system highlights the differences between them.

### Cross institution collaboration

Allows sharing of job description data across all UW Institutions. Allows use of core job description elements to automatically populate job descriptions (i.e..equity & diversity values, management expectations)

## Advisory Council Report Out **(Only if time permits)**

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!