



**WISCONSIN**  
UNIVERSITY OF WISCONSIN-MADISON

**UNIVERSITY OF  
WISCONSIN SYSTEM**





# **Project Update for the Advisory Council**

**Title and Total Compensation Study**

**November 21, 2017**

# Agenda

1. Introduction and Roll Call
2. Project Timeline
3. Project Status Update
4. Job Framework
5. Salary Structure Development
6. Modernizing Job Descriptions
7. Engagement activities – UW System and UW-Madison
8. 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"> <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>Create/update job descriptions</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

- Initial HR review of job level descriptors
- Development and training for JDXpert teams
- UW System Institutions completed initial review of Job Family and Sub-Family descriptions
- UW-Madison Job Family teams completed initial review of the Job Families and Sub-Families and prepared presentation materials for listening sessions

## Upcoming

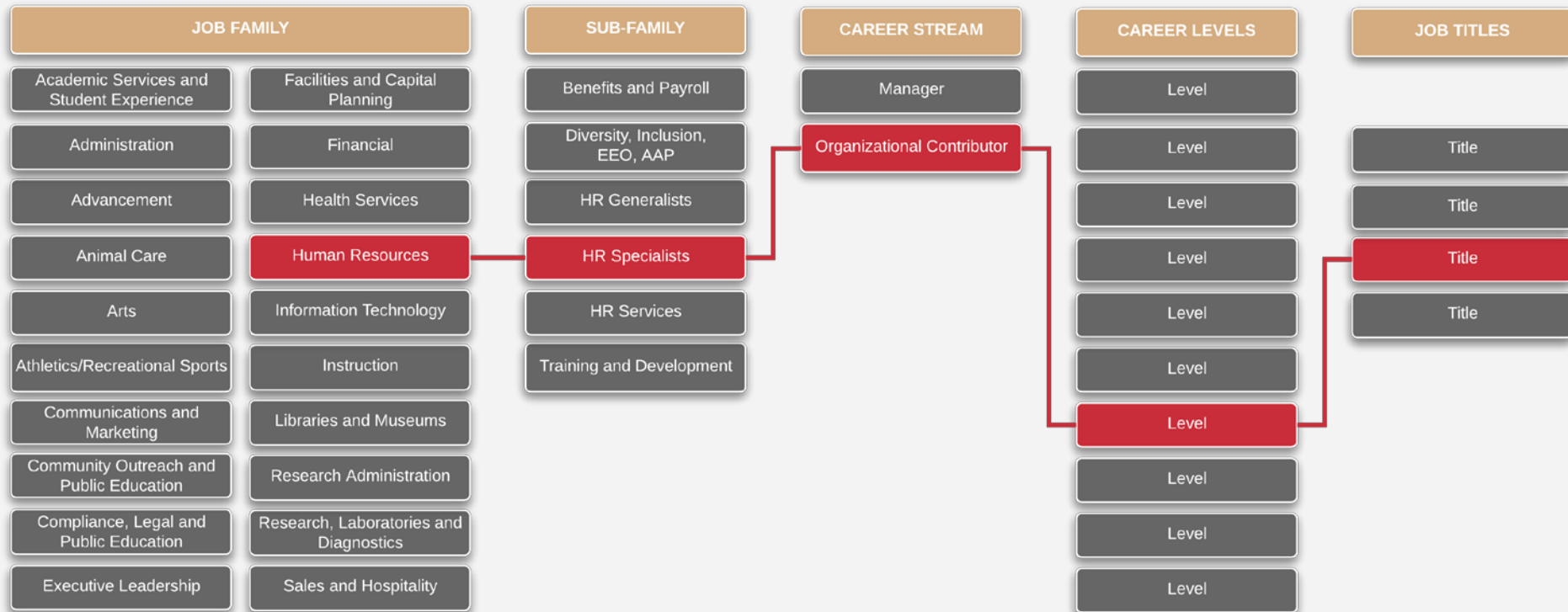
### November/December

- JDXpert Job Description Software Tool
  - Set-up and design
- UW-Madison will hold listening sessions for job family and sub-family review
- Revisions and Convergence (UW System and UW-Madison) of job families and sub-families
- Continued refinement of job level descriptors

### January

- Job Framework Review

# Job Framework



# Salary Structure Development

## Job Framework and Job Titles



## Market Survey Data Collection



## Jobs Matched to Market and Salary Structure

- Salary Structure
  - Linked to jobs matched to market data
  - Internal foundational structure to guide consistent pay practices

## Jobs Without Market Data

- Jobs without market data:
  - Consider Experience, Knowledge, and Expertise
  - Consider leveling guide
  - Ensure fair and equitable administration of salaries

# Modernizing Job Descriptions

- Job descriptions are important for a variety of talent management reasons.
  - Foundations for identifying the necessary skills and experience to perform the job and therefore also identifying the appropriate candidates.
  - Used to ensure employees are in the appropriate job and equitably treated.
  - Critical piece in evaluating a job for appropriate placement in the salary structure.
  - Necessary to establish performance expectations.
  - Tool to identify and guide employees regarding career progression and development.





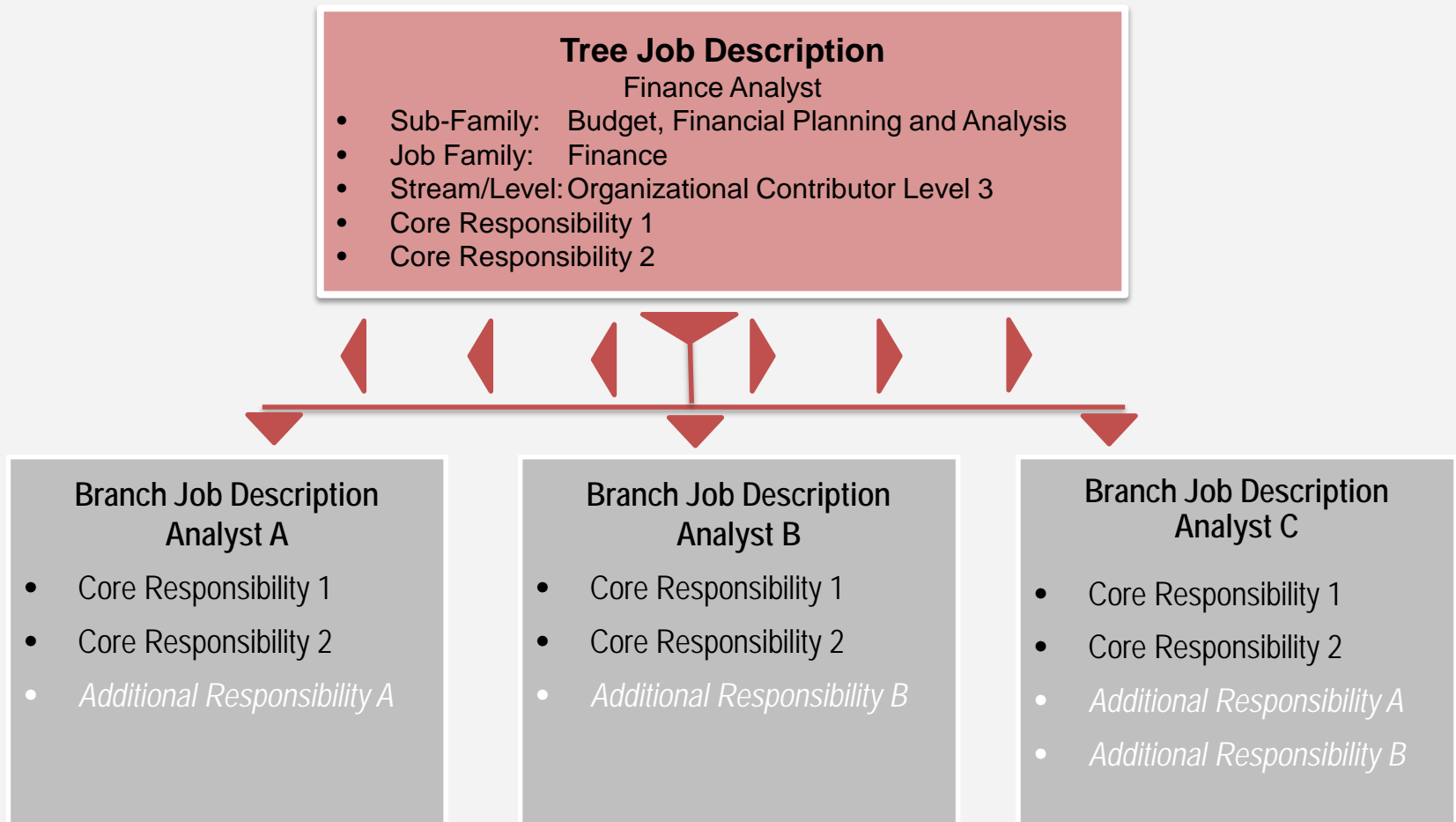
# Typical Elements in a Job Description

A job description is a critical output. Below are typical elements in a job description.

TYPICAL ELEMENTS IN THE JOB DESCRIPTION	CONTENT
Heading	Connection to job framework: job family, job sub-family, career stream, job level, and title
Job Level Requirements	High level description of the nature of work (Leadership & Talent Management, Knowledge & Experience, Complexity of Work, Organization Impact, Independence & Supervision)
Job Summary Statement	Overall summary of the job describing the main reason that this job exists within the organization
Responsibility Statement	Responsibility statements describing the essential duties of the job (typically 6 to 8)
Qualifications	Education, experience and additional knowledge, skills, licensures, certifications, etc.
Working Conditions and Physical Requirements	Description of the physical expectations of the individual performing the job including lifting, standing, sitting, exposure to risks, weather elements, etc.

*Are there other elements that we should consider?*

# Leveraging a Core Job Description Across the System – Illustrative Purposes Only



# Engagement Activities

## *UW System*

- Presented to Joint Governance on 11/03/17.
- Each institution completed its review of the 22 job families including sub-families with subject matter experts.
- Each institution is beginning socialization of the level descriptors.
- Each institution continues to refine communication strategies with its stakeholders.
- Institutions holding various meetings with its stakeholder groups.
- Continue weekly Title and Total Compensation teleconferences with the Project Steering Committee
- Continuous refinements to communication plan in consultation with UW-Madison and Mercer

## *UW-Madison*

- Job Family Teams
- Communication Regarding Study and Listening Sessions:
  - Deans/Directors
  - HR Reps
  - Shared Governance
  - Managers
  - Employees(Inside UW-Madison articles, multi-lingual flyers, Working at UW-Madison)
- Socialization of Study and Career Leveling Concepts
  - Academic Staff Governance
  - HR Reps
  - Faculty Committee
- Bi-monthly updates at HR Representatives meetings

# 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!