



TITLE AND TOTAL COMPENSATION STUDY

PROJECT UPDATE FOR THE ADVISORY COUNCIL

August 15, 2017

AGENDA

1. Introduction and Roll Call (5 minutes)
2. Project Status Update from Mercer (15 minutes)
3. Discussion of engagement activities – System and Madison (15 minutes)
4. Advisory Council Charge (5 minutes)
5. Monthly Advisory Council Report-Out (5 minutes)
6. Upcoming Advisory Council Meetings and Q&A (15 minutes)

Appendix

- ✓ Recap of Job Framework Design Elements

PROJECT PLAN OVERVIEW

WHERE ARE WE TODAY



I. Design and Study Strategy	II. Assess Positions and Develop New Job Title Structure	III. Create Compensation Structure	V. Implement New Structures
- Review Data - Develop project plan - Stakeholder interviews and focus groups - Compensation philosophy guiding principles - Preliminary communication and change management strategy	- Job titling framework - Map positions to the titling framework - Create/update job descriptions - Stakeholder briefings	- Analysis of compensation - Salary structure - Preliminary cost analysis - Salary administration guidelines - Stakeholder briefings	- 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			
- Analysis of work/life and leave benefits - Gap analysis and recommend solutions - Stakeholder briefings			

PROJECT UPDATE

Completed

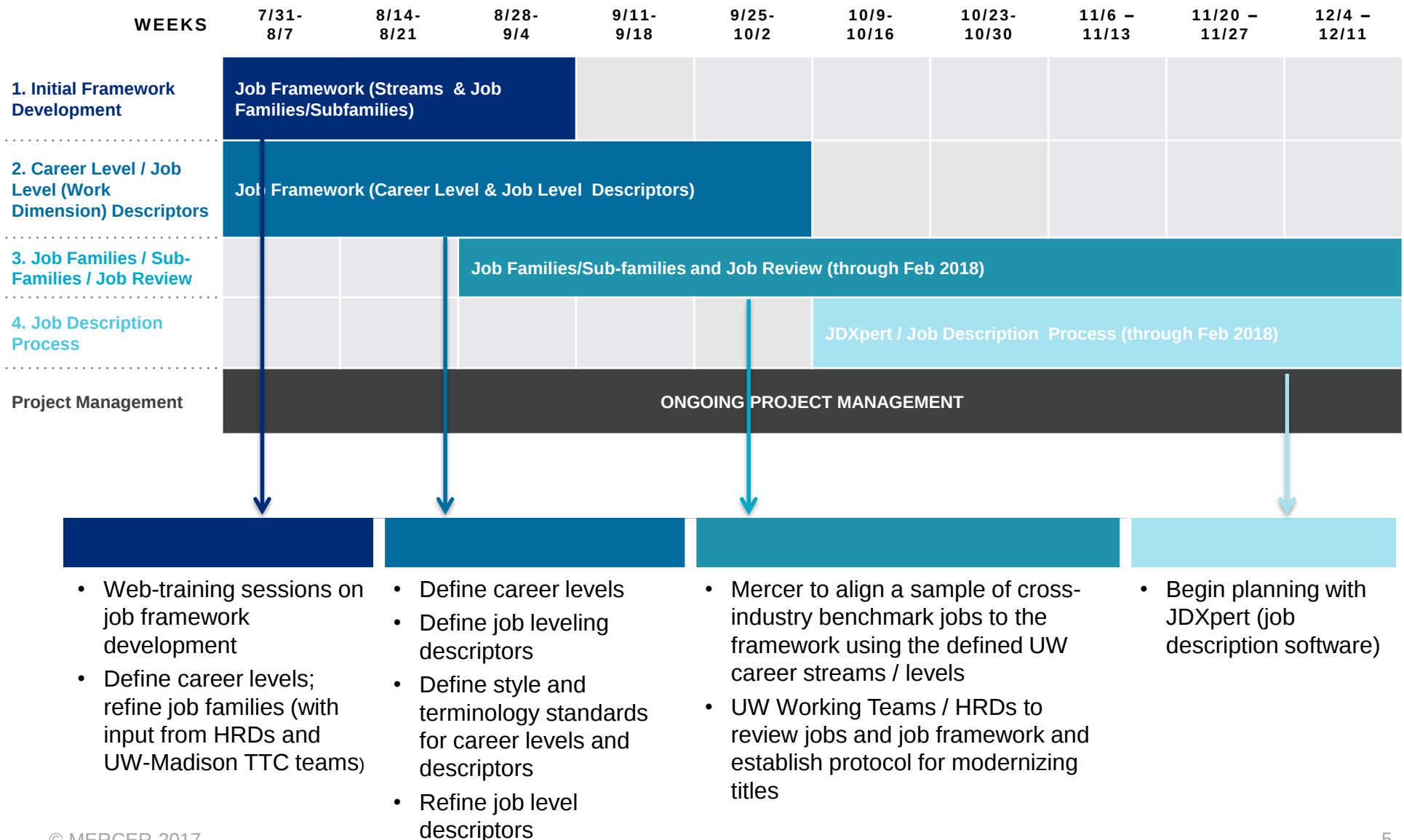
- Job Framework Working Sessions in July
 - Continued discussions with TTC Planning Team to refine framework components:
 - Career levels and job level descriptors
- Demo of JDXpert Job Description Tool with TTC Planning Team and began discussions on process and customization for UW
- Completion of detailed project plan for Phases I and II

Upcoming

- Enhancements to job framework (job families and sub-families) based on HRD and UW-Madison TTC team input
- Review and further refine compensation guiding principles
- Development of career stream summaries and job level descriptors
 - Discuss process to gather input and refine descriptors
- Demos for JDXpert Job Description Software Tool for HRDs across System and TTC Study teams at UW-Madison

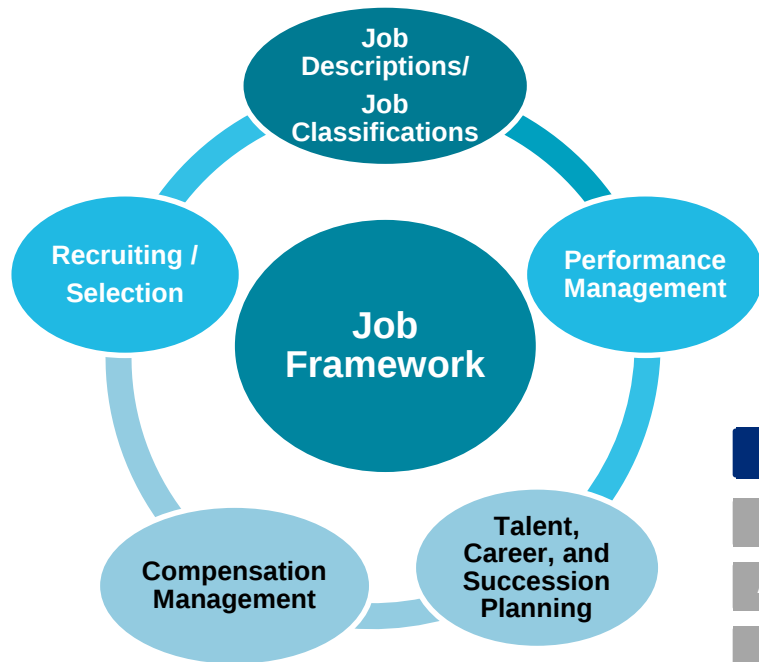
NEXT STEPS-OVERVIEW OF PHASE 2

ASSESS POSITIONS/ MODERNIZE TITLE STRUCTURE



UTILIZING THE JOB FRAMEWORK SUPPORTS MULTIPLE IMPORTANT ACTIVITIES

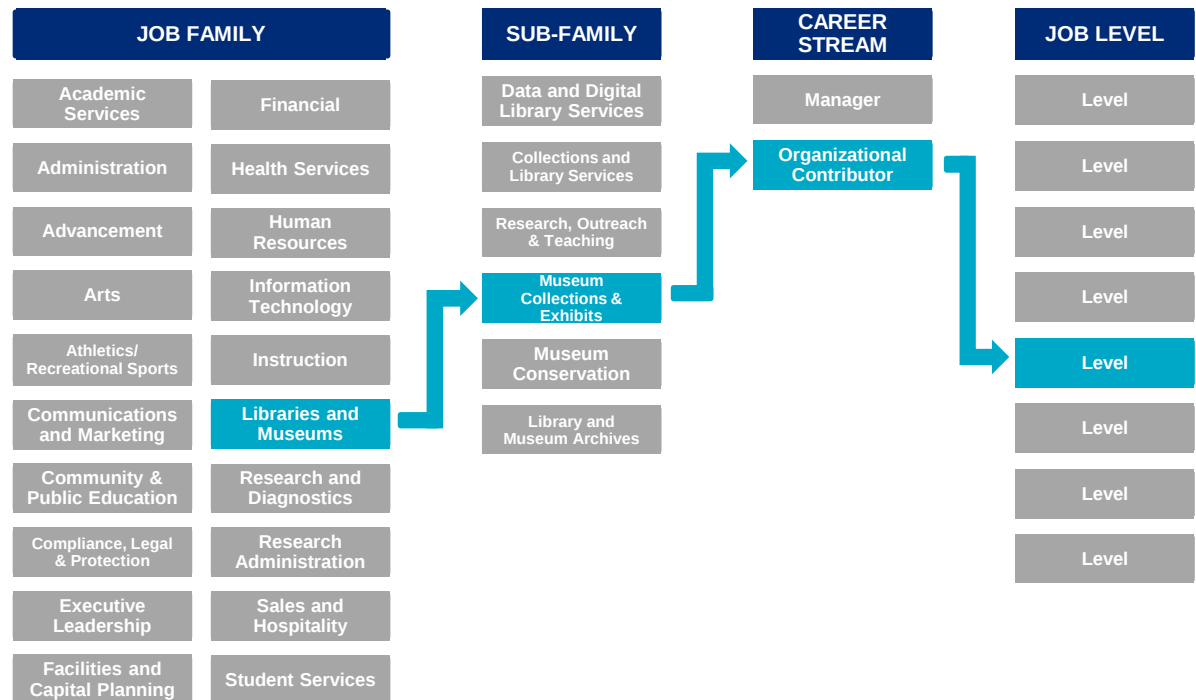
– Illustrative –



Career Streams and Job Levels

Broadly describe the nature of the roles at UW

Describe incremental changes in job scope and responsibilities



DISCUSSION AND ENGAGEMENT ACTIVITIES - UW SYSTEM

- Monthly communicate with Chancellors
- Weekly teleconferences with institution HR Directors
- Institution Title and Total Compensation Project Teams
- Institution communication plans being developed
- Website updates

DISCUSSION AND ENGAGEMENT ACTIVITIES – UW–MADISON

- Weekly Project Team meetings (Project Leadership, Working Team, Collaboration and Outreach Team and OHR Alignment Team)
- Five Campus Forums in September/October (2 multi-lingual, 2 English, 1 online)
- Bi-monthly updates at HR Representatives meetings
- Study communications and Forum planning underway (Dean & Directors/Shared Governance emails, *Inside UW-Madison* article, *Working at UW-Madison* article, multi-lingual flyer distribution to employees by managers, multi-lingual all employee email)
- Long-term communications plan in development with UW System and Mercer
- Website updates

ADVISORY COUNCIL CHARGE

The Advisory Council will play a strategically key role in guiding the study. This will include reviewing the draft request for proposals (RFP) to engage external technical resources that will support the substantial internal resources we will devote to this review.

Some of the specific tasks the Advisory Council members will assist with are as follows:

1. Advise on vision and mission for the project, including the distinctions between the needs of UW-Madison and the balance of the UW System;
2. Act as representative of, and liaison to, their respective stakeholder groups;
3. Advocate for the project with all stakeholders;
4. Endorse the business case for the project;
5. Advocate for resources;
6. Advise on the development of the request for proposal for an external organization to assist with the study;
7. Participate in meetings of the Advisory Council;
8. Review status and provide advice to help the study progresses; and
9. Advise and support the study project team.

MONTHLY ADVISORY COUNCIL REPORT-OUT

During future monthly meetings of the Advisory Council, there will be time for Advisory Council members time to provide updates on TTC-related engagement activities

The following should guide the updates:

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

NEXT STEPS

Upcoming Advisory Council Meetings

Key Agenda Items

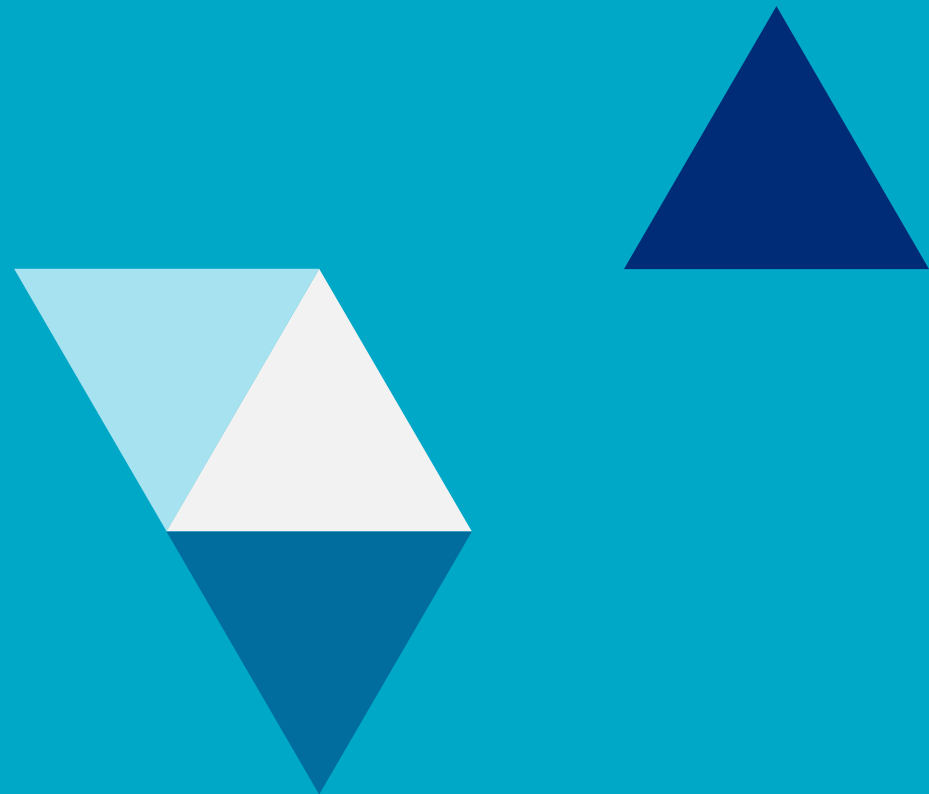
- September 19: Career Levels and Job Level Descriptors
- October 17: JDXpert Demonstration

Upcoming Project Steps for TTC Planning Team, HRDs and Working Teams

- Enhancements job families and sub-families based on HRD and UW-Madison TTC team input
- Review and further refine compensation guiding principles
- Development of career stream summaries and job level descriptors
- Demos for JDXpert Job Description Software Tool for HRDs across System and TTC Study teams at UW-Madison

APPENDIX

JOB FRAMEWORK DESIGN ELEMENTS



JOB FRAMEWORK DESIGN ELEMENTS

1. JOB FAMILY STRUCTURE

- **Job families** are groups of jobs involving work of the same nature and a similar skill set, and are distinct from departments. Examples of job families include Academic Services, Health Services, Finance, Human Resources, IT, Facilities, and Advancement
- **Sub-families** are more specific sub-sets within job families. Examples include Campus Police (within Compliance), and Alumni Relations (within Advancement)

Joe **Programmer**
works in the **Library**



Sally **Programmer** works
in the **Finance Office**



Kelly **Programmer** works
in the **IT Department**

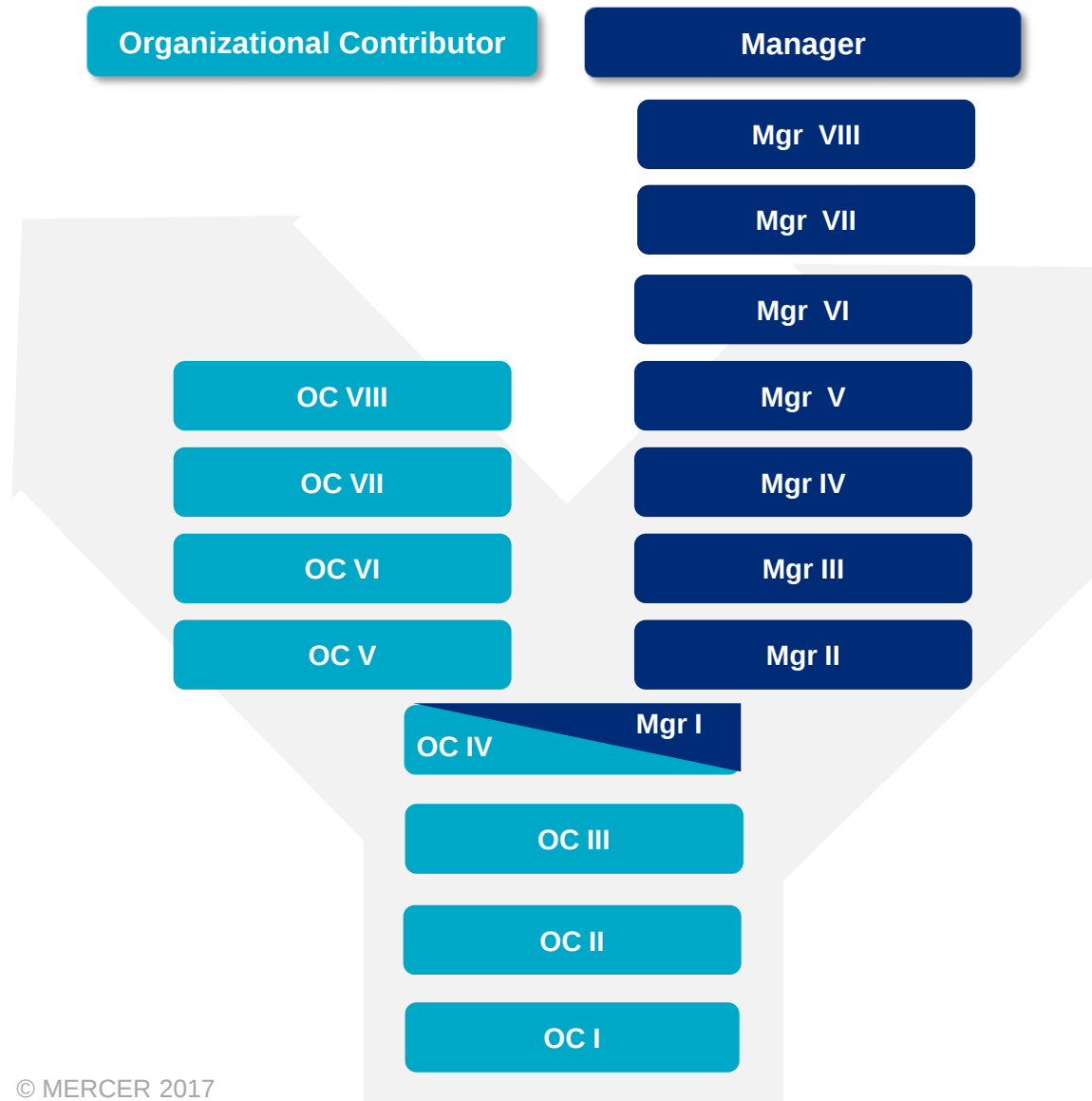


Joe, Sally and Kelly are all in the “Information Technology” job family despite working in different schools/departments at the institution

JOB FRAMEWORK DESIGN ELEMENTS

2. CAREER STREAMS

– Illustrative –



OVERVIEW

- 2 career streams with dual career paths
- Provides distinction between Organizational Contributor and Manager tracks
- 8 job levels per career stream as starting point

JOB FRAMEWORK DESIGN ELEMENTS

3. CAREER STREAMS AND JOB LEVEL DESCRIPTORS

– Illustrative–
First three levels of
Organizational
Contributor Job
Level Descriptors

	Sample Level Descriptor	Overview	Organizational Impact and Complexity	Independence / Supervision	Knowledge and Experience
OC3	Seasoned Contributor	Works under moderate supervision. Problems faced are varied but generally within the scope of the job's authority; policies and practices guide resolution	Work impacts team and potentially departments. Executes day-to-day operational plans. Participates in projects, programs, or systems' needs.	Works under general supervision.	Post high school degree or training required; Bachelor's degree preferred.
OC2	Experienced Contributor	Works under moderate supervision. Problems are typically routine but may at times require interpretation. Deviation from standard procedures requires supervisory approval.	Impact limited to own job or work unit. Issues are routine; solutions achieved through following established activities and processes.	Works under close supervision following specific instruction.	High school diploma or equivalent required. Relevant experience and/or basic knowledge of job-related standards and processes preferred.
OC1	Entry Contributor	Work is routine or follows standard procedures. Work is closely supervised. Problems faced are routine with clearly defined solutions.	Impact limited to own job or work unit. Issues are routine and solutions are clearly prescribed.	Works under close supervision following specific instruction.	General work experience preferred. High school diploma or equivalent required.



MERCER

MAKE TOMORROW, TODAY