



**WISCONSIN**  
UNIVERSITY OF WISCONSIN-MADISON

**UNIVERSITY OF  
WISCONSIN SYSTEM**





# **Project Update for the Advisory Council**

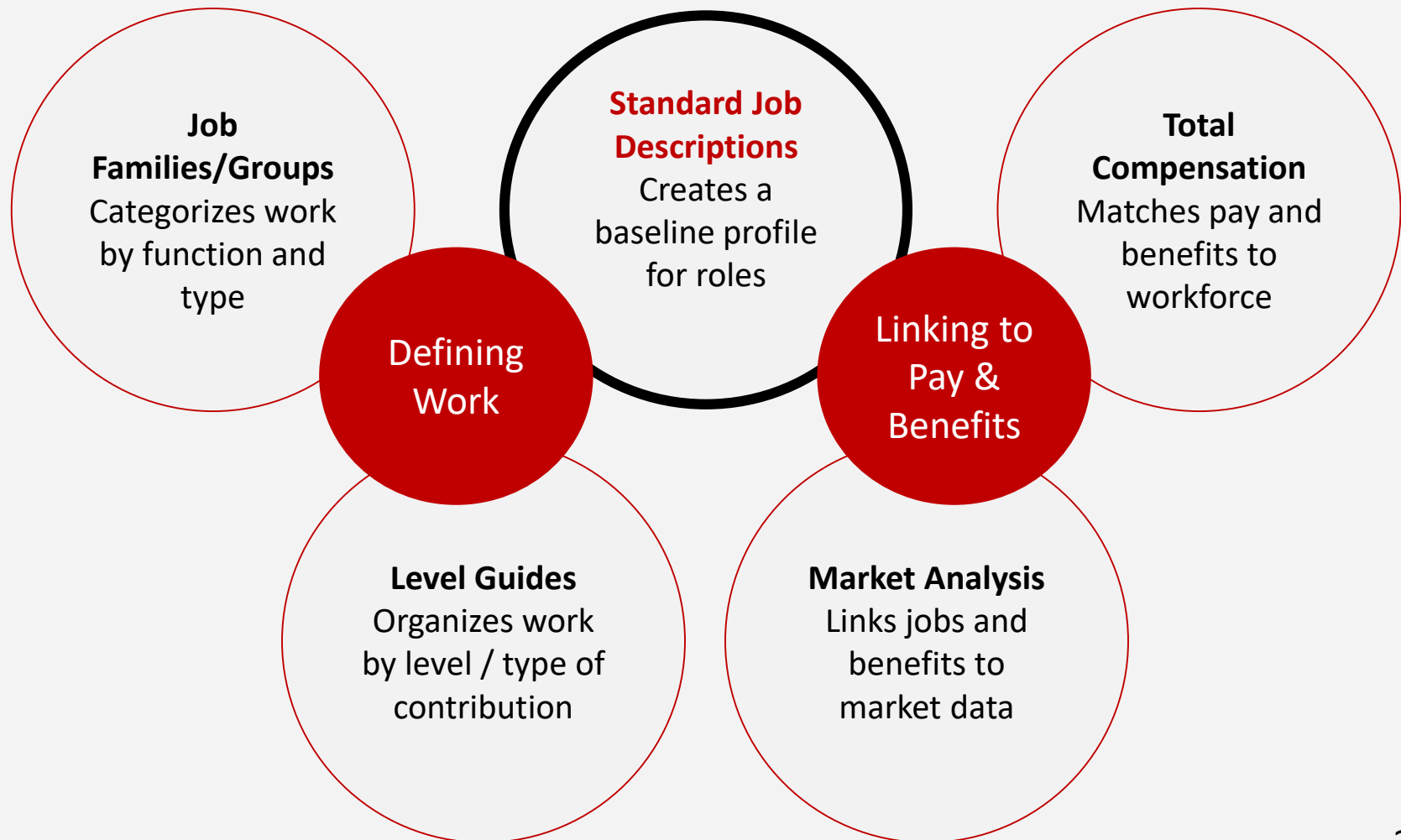
**Title and Total Compensation Study**

**November 13, 2018**

# Agenda

1. Welcome and Introductions
2. Core Components
3. Standard Job Description Development Progress
4. Benefits Strategy and Preparation Development
5. Next Steps

# Core Components Focus



## Project Status Update

### Completed

- Developed and delivered TTC Fundamentals workshops to 400 HR staff across the UW enterprise
- Completed development of approximately 660 draft standard job descriptions
- Identified approximately 500 subject matter reviews across enterprise who will review and provide input for to the draft standard job descriptions
- Developed a platform utilizing JDX as a repository of the draft job descriptions and Qualtrics as a mechanism to collect feedback from the reviewers
- Developed training for the review process and began deliver of it to the reviewers
- Coordinated employee and leadership forums for Mercer to conduct focus groups in preparation of the benefits preferences survey
- Begin communicating to employees to encourage participation in the benefits preferences survey

### Upcoming or In-process

- Continue with implementation of communications strategy in support of the benefits preferences survey
- Follow up with Mercer regarding the benefits value analysis to obtain executive reports
- Work with Mercer to implement results of market mapping to benchmark jobs
- Provide support and follow up to the 500 subject matter reviewers as they conduct their review to end of year 2018
- Utilize the feedback from SJD reviewers to enhance the job descriptions
- Begin completion of FLSA questionnaire in the JDX system in preparation for Mercer's analysis
- Add resources to team; Don Schutt-Change Management, Lindsay Lemmer, Communications and Lauren Bridges, UWSA Project Coordinator
- Develop robust change management and communication strategy
- Continue recalibration of project with the assistance of a project manager from the Office of Strategic Initiations at Madison

## Engagement Activities

### *UW System*

- Conducted six TTC Fundamental Workshops for HR staff
- Continue weekly Title and Total Compensation teleconferences with the UWS Project Steering Committee
- Continue to discuss and develop the change management tool kit for institutions – subgroup formed
- Identify plan to and develop JDX platform in preparation for the employee and manager conversations regarding the standard job descriptions
- Updating UWSA TTC website

### *UW-Madison*

- Conducted seven TTC Fundamentals Workshop for HR staff
- Complete development of approximately 660 draft Standard Job Descriptions and conducted review process with UWSA participation
- Continue meeting with Working Team and others to provide TTC input and assess development of deliverables
- Provided employees with TTC update sessions and opportunity to discuss TTC during benefits fair supplemented with handouts and FAQ documents
- Revised and relaunched TTC website

### *Collaboration UW System & UW-Madison*

- Continue weekly Title and Total Compensation Planning Team meetings including time with Mercer
- Continue discussions on the recalibrated project plan and implementation requirements
- Continue discussions about socializing standard job descriptions and related impacts to HR workforce tools such as applicant tracking, employee data management, etc.
- Provide updates to Joint Governance

# SJD Creation and Revision Process

## Standard Job Description (SJD) Creation

June through Spring of 2019

We are here



### SJD Standardization

- SJD Writing Team reviews current JDs & survey data
- SJD Writing Team drafts initial SJDs
- TTC creates SJD summary and responsibility standards
- Comp & Title and SJD team edits drafted SJDs to align with guidelines

### SJD Drafting

- SMEs review & provide feedback on SJDs
- SJD Writing Team analyzes and implements feedback

### SME Review

### SJD Revision

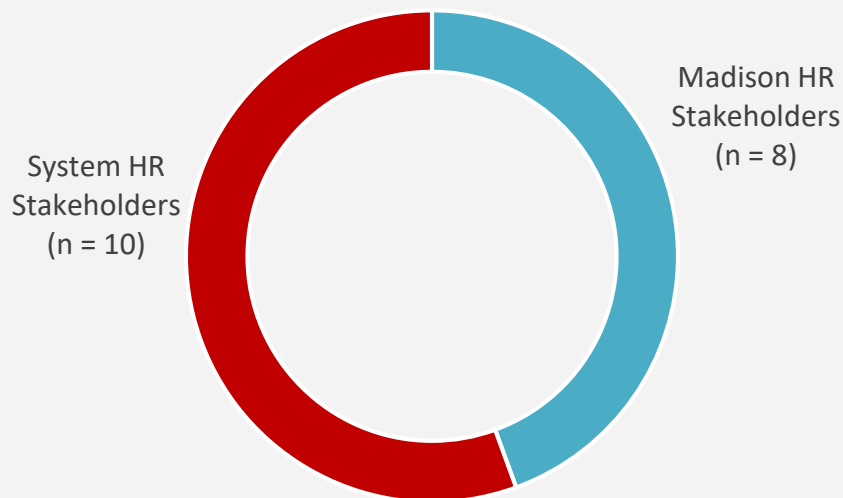
- SJD Writing Team aggregates SME feedback
- SJD Writing Team edits SJDs to incorporate feedback



# Standard Job Description Consistency Review Completed

UW Madison and UW System Human Resources stakeholders have completed a structured quality assurance review making revisions of all currently available standard job descriptions (SJDs). Stakeholders reviewed SJDs for:

- **Consolidation** opportunities
- **Titling** accuracy
- **Summary accuracy** and consistency
- **Responsibility accuracy** and consistency



Originally Drafted: 663  
Standard Job  
Descriptions



Quality Review  
Results:  
645 Standard Job  
Descriptions

- 1800 current descriptions exist
- 18 SJDs were consolidated during review process
- SMEs are reviewing SJDs and expected to identify improvements and the need to develop additional standard job descriptions



# Subject Matter Experts Review has Launched

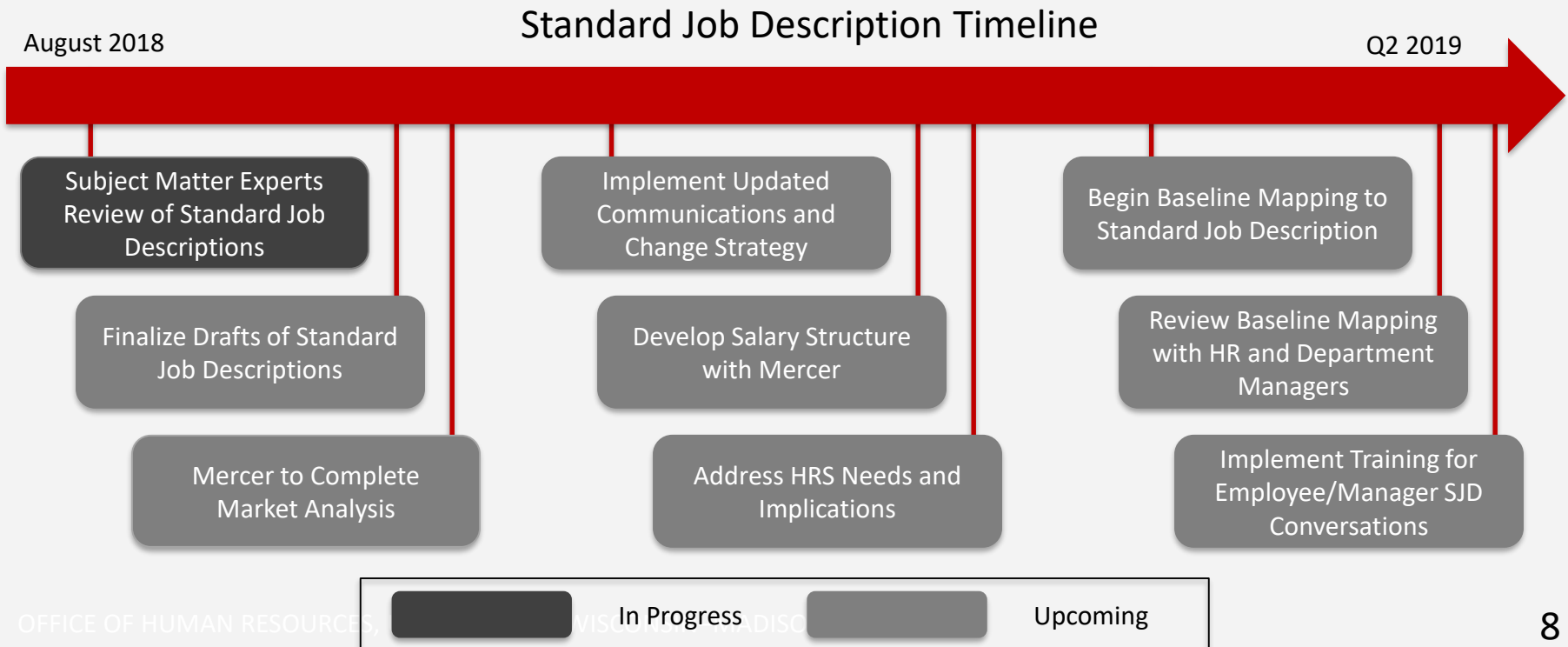
- Over 450 subject matter experts (SMEs) have been identified to review nearly 650 standard job descriptions
- SMEs will review the SJDs for the group/family for which they are an expert
- SME input will be collected via completion of a Qualtrics questionnaire

	Number of SMEs	Number of Jobs
Academic Services and Student Experience	34	65
Administration	51	25
Advancement	13	22
Animal Care Services	16	9
Arts	12	4
Athletics	11	25
Communications and Marketing	19	47
Compliance, Legal, And Protection	20	43
Dining, Events, Hospitality Services, and Sales	17	25
Equity, Diversity, and Inclusion	14	14
Facilities and Capital Planning	26	48
Financial	29	22
Health and Wellness Services	20	57
Human Resources	22	35
Information Technology	44	52
Libraries, Archives, and Museums	13	23
Outreach and Community Engagement	26	17
Public Broadcasting	9	8
Research	22	70
Sponsored Programs, Grants, and Contracts	20	9
Teaching and Learning	31	26
<b>TOTAL</b>	<b>469</b>	<b>645</b>

*Note: SME totals include Madison and System SMEs*

# SME Review Process – Key Dates and Next Steps

- SMEs are required to attend training sessions which began on **November 7<sup>th</sup>** and conclude **November 20<sup>th</sup>**
- Training is being delivered either in person or through Zoom teleconferencing
- By **December 31<sup>st</sup>**, SMEs will complete the SJD review process to provide input
- SME feedback will be utilized to modify SJDs. Complete SJDs will be posted at each institution in Q1 2019



# Benefits Strategy and Preparation Development

## Benefits Valuation Analysis (BVA)

**UW benefits** data **compiled, analyzed, and compared** against peer organizations\*

**Purpose:** Analysis of benefit offering competitiveness

## Benefits Preferences Survey

**UW Employees Participate** in benefits preferences survey 11/26 – 12/14

**Purpose:** Identification of what our employees value

## Long-Term Benefits Strategy

Mercer to provide comprehensive analysis of both BVA and Benefits Preferences Survey

UW to review BVA and Benefits Preferences Survey to develop options

Options and recommendations vetted with UW Stakeholders

Recommendations presented to leadership

*\* Peer organizations include public and private higher education institutions as well as private sector employers*

# TTC – Benefits Preferences Survey: Samples

Choose up to five (5) items in each column. Read the whole list before you choose your answers.

5 most attractive before starting		5 most attractive today
<input type="checkbox"/>	Specific type of work	<input type="checkbox"/>
<input type="checkbox"/>	UW's reputation	<input type="checkbox"/>
<input type="checkbox"/>	Competitive pay	<input type="checkbox"/>

Choose how much you agree or disagree with the statements.

	Strongly Disagree				
	Disagree				
	Neither Agree nor Disagree				
	Agree				
	Strongly Agree				
The pay at UW is competitive with other organizations in my geographic area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# TTC – Benefits Preferences Survey: Samples

## Your Preferences

For each question, choose the one (1) item that is **most important** and the one (1) item that is **least important**

### EXAMPLE

Most valuable		Least valuable
	Career advancement / continuous learning opportunities	X
X	Healthcare benefits	
	Job security	

Choose how satisfied you are with:

						Not Applicable
					Very Dissatisfied	
					Dissatisfied	
					Not satisfied or dissatisfied	
					Satisfied	
					Very Satisfied	
Salary / hourly pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type / variety of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# TTC – Benefits Preferences Survey: Samples

## Financial Wellness

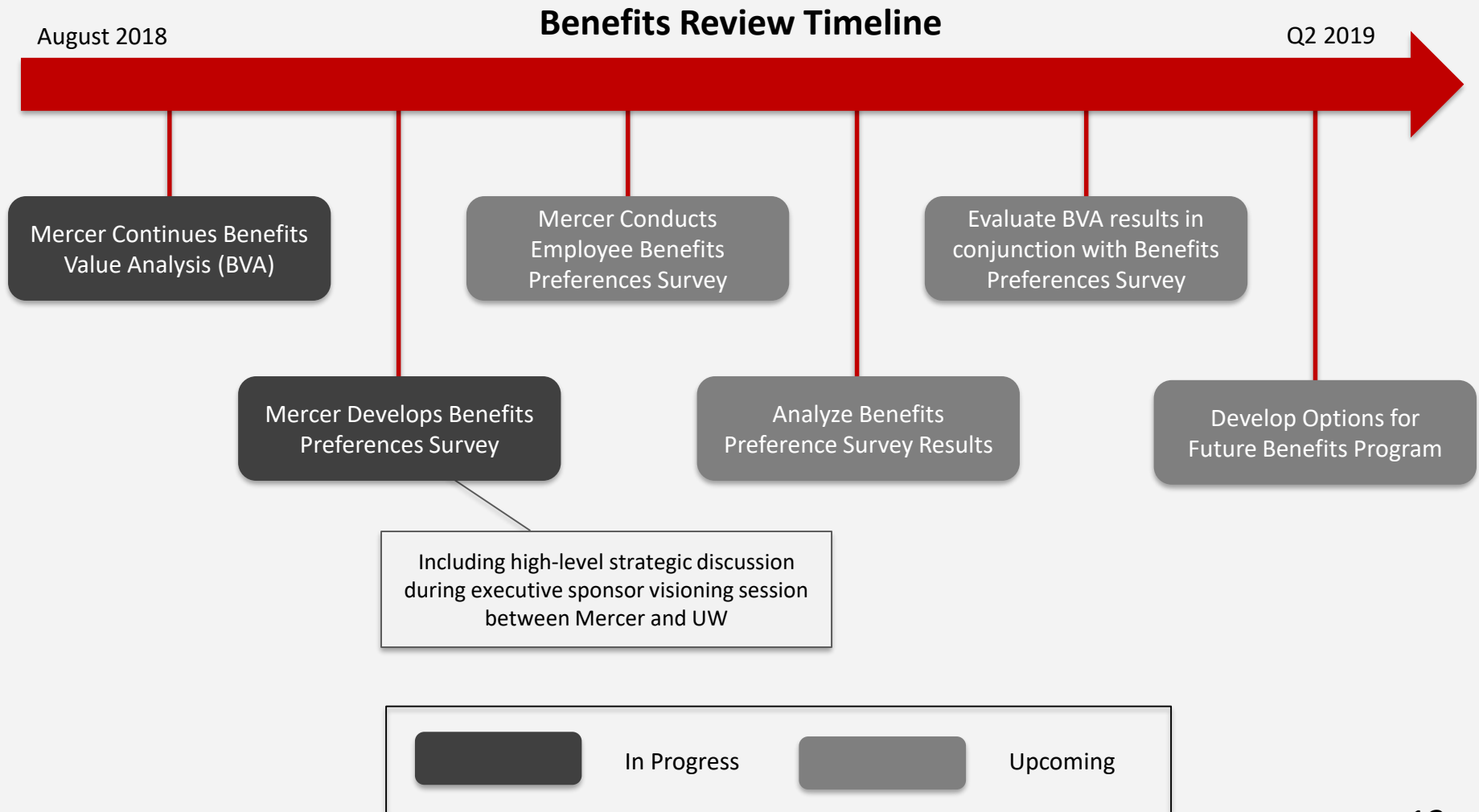
Choose how much you agree or disagree with each statement.

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I have a good understanding of UW's retirement savings plans. (WRS, 403b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am doing enough to prepare financially for retirement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Financial Wellness

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I am proud to work for the University of Wisconsin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel a strong sense of commitment to my UW employer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Benefits Review – Next Steps





# Our Ask of the Advisory Council

The Advisory Council's support and sponsorship is critical to the success of change management initiatives. We ask that you:

- Continue advocating for the TTC project
- Encourage participation in employee benefit preference survey
- Provide ideas on how to better engage and gather input from campus community
- Ask questions and voice concerns

