Compensation and Classification Glossary of Terms

**Benchmark Job** – A job that is commonly found and defined, used to make pay comparisons, either within the organization or to comparable jobs outside the organization.

**Business Title/Working Title** – Title specific to a position when a classification title is not descriptive enough. While working titles aim to be more descriptive, they should not misrepresent the level of work being performed.

**Career Progression** – Process designed to formally progress an employee to a higher level of job responsibility within their current position and job profile series.

**Job Profile Description** – Broad description that describes the general nature and level of work of a job, which encompass several positions across a variety of settings.

**Compensation Philosophy** – Statement that creates a framework for compensation programs that support an organization's culture, business strategy, and objectives.

**Compensation Strategy** – Principles that guide design, implementation and administration of a compensation program at an organization. The strategy ensures that a compensation program, consisting of both salary and rewards, supports an organization's mission, goals and business objectives. It may also specify what programs will be used and how they will be administered.

**Individual Contributor** – Job category for employees who provide oversight of the design, implementation and delivery of processes, programs and policies using specialized knowledge and skills normally acquired through advanced education or specialized training.

**Job Family** – A group of jobs having the same nature of work (e.g., engineering) but requiring different levels of skill, effort, responsibility or working conditions (e.g., entry-level vs. senior engineer).

**Job Level** – Describes the characteristics of a job that describe responsibility, including impact to the university, complexity and leadership responsibility, as well as knowledge and experience requirements required of a job (e.g. entry level to senior).

**Job Categories** – Nature of work performed (i.e. support contributor, individual contributor, management).

**Job Series** - A grouping of related job profiles, as to a specialized line of work and qualification requirement(s) within a job family, which allow for career progression. Ex. Accountant Series (Accountant I; Accountant II; etc.).

**Linking** – Method of reviewing jobs and assigning job profiles based on major responsibilities and level of work.

**Management Level** – Provide contributions to organizational missions and accomplish goals and accountabilities through the direction and management of staff.

**Manager/Supervisor** – Individual who accomplishes goals and accountabilities primarily through the management of staff in operational or strategic roles. Individual spends majority of time overseeing areas of responsibility, planning, prioritizing and/or directing the responsibilities of employees.
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**Market** – Where the university competes for talent which may consider a combination of the following factors: (1) geography (i.e., local, regional, national, international); (2) industry; (3) education, experience and licensing or certification required; and (4) function or occupation.

**Market Pricing** – Relative to compensation, the technique of creating a job worth hierarchy based on the "going rate" for benchmark jobs in the market(s) relevant to the organization.

**Minimum Qualifications** – Minimum amounts of education or experience, in addition to the minimum level of knowledge, skills, abilities, licensures, certifications and other job-related requirements, that must be met for a candidate to be considered for a position. The following are important factors considered in the development of minimum qualifications:

- Need to be practical and obtainable in the general labor market.
- Should NOT be too restrictive that they present artificial barriers.  
- Should NOT exclude candidates who reasonably have the ability to complete job duties successfully.

**Pay Grade** – One of the classes, levels or groups into which jobs of the same or similar value are grouped for compensation purposes.

**Position Description** – A description of the most important features of a position, including the general duties, responsibilities, and level (e.g., skill, effort, responsibility and working conditions) of the work performed. A job description should describe and focus on the position, not on any specific individual who might fill the position, and typically includes position specifications that detail characteristics required for successful performance of the position.

**Support Contributor** – Provide organizational-related support or service, or roles operating in a “hands on” environment in support of daily operations.

**Sample Job Hierarchy**

![Job Hierarchy Diagram]

- **Job Family**
  - Human Resources
    - Job Profile: Benefits
      - Position 1
      - Position 2
    - Job Profile: Talent Acquisition
      - Position 1
      - Position 2
    - Job Profile: Employee and Labor Relations
      - Position 1
      - Position 3