P&S Classification and Compensation Review Update

P&S Seminar Series

April 14, 2020
Implementation Plan

• President and SVPs approved a 2 phased approach to implementation

• Phase I – Implementation of title ONLY
  • Employees classified based on the type and level of work they do at the university
  • Employees given an opportunity to request review of title and level only.

• Phase II – Full Implementation
  • Official “Go Live” in Workday; compensation grade and associated range visible
  • Managers work with HR Delivery develop strategies around compensation.
Project Update

• Identification of jobs – complete
• Benchmarking of jobs – complete
• Job Evaluation – complete
• Job Profile (i.e. classification) Development – complete
• Implementation – in progress
  • Linking meetings – in progress
  • BOR approval procedures – in progress
  • Manager/employee review – not started
• Communication – in progress
Linking Meetings Process

- HR Delivery is the primary point of contact within units and facilitators of the linking meetings.
- HR Delivery worked with leaders to outline a plan for linking meetings tailored to the individual College/Division.
- Leaders/managers involved in the linking meetings made employee classification decisions.
- HR Delivery will communicate back to UHR Classification and Compensation on issues, needs, questions, etc.
Manager/Employee Review Process

- Process will take place – delayed due to COVID-19
- Timeline for the process will be communicated as soon as it is known
- UHR will provide title assignments from linking meetings; managers/employees may request additional review.
- Process will be facilitated by UHR Class/Comp and HR Delivery
- Tools will be provided to help in the process:
  - Level Guidelines
  - Job Profile Descriptions
  - Tips for understanding title assignments
Job Leveling Guidelines

- Three sets of level guidelines
  - **Management** – provide contributions to organizational missions and accomplish goals and accountabilities through the direction and management of staff
  - **Individual Contributor** – 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.
  - **Support Contributor** – provide organizational-related support or service, or roles operating in a “hands on” environment in support of daily operations

- The purpose of the job level guidelines is to provide a methodology for determining the nature of a job using a consistent criteria
Job Level Guidelines

- Intended to create tracks of work; not intended to stack like a ladder
- Levels work in concert with each other to accomplish work
<table>
<thead>
<tr>
<th>Job Family</th>
<th>Job Profile Title*</th>
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<tr>
<td>Academic and Student Services</td>
<td>Assistant Director Academic Advising</td>
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<td>Academic and Student Services</td>
<td>Academic Advisor I</td>
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<td>Academic and Student Services</td>
<td>Academic Advisor II</td>
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<td>Academic and Student Services</td>
<td>Academic Advisor III</td>
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<td>Manager Accounting</td>
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*Working titles will be allowed; they should reflect level as closely as possible*
Sample Job Profile Description

Title/Job Profile Name: Communications II
Job Family: Communications and External Relations

Minimum Qualifications
Bachelor’s degree and 2 years of related experience

Summary
Works on internal and external communications projects. Provides general customer relations information to external clients or customers, usually not dealing with sensitive subject matter. May assist in providing communication consultation to internal departments.

Example of Duties
- Composes, reviews, edits, produces, and duplicates audio, visual, video, and/or printed program materials for distribution to target audiences.
- Reviews and/or edits layouts, drafts, and information in order to check for content, readability, and style.
- Works on internal and external communications projects, including website and intranet creation, management of media, public relations and press releases.
- Conducts the required research and analysis to prepare presentations and scripts/speeches for management.
- Provides general customer relations information to external clients or customers, usually not dealing with sensitive subject matter.
- Responsible for developing, implementing, and maintaining internal and external policies and programs to ensure that the organization is represented positively to the media, the general public, and stakeholders including media relations, government and regulatory liaison, company branding, events management, and internal employee communications.

Leveling Guidelines
Reminder of Key Messages

- The P&S Classification and Compensation project continues to move forward!
- **Primary Purpose** – to identify and better define P&S jobs in order to facilitate a more thoughtful approach to compensation
- **Overarching Goal** – to improve attraction and retention of P&S employees
- **Desired Outcome** – to provide better tools for classification and compensation (meaningful job profiles and competitive market-based pay)

*The project will NOT fix everything immediately. Improvements will be proactive and ongoing.*
Reminder of Key Messages

• The Class/Comp Review Project WILL NOT:
  • Affect an employee’s job
  • Result in promotions, demotions, etc.
  • Change an employee’s current pay

• The Class/Comp Review Project WILL:
  • Change your title
  • Change your pay grade
  • Change how we talk about classification and compensation
How to be Proactive

- Familiarize yourself with what has already been shared and ask questions!
- Reach out to your HR Delivery teams.
- Reach out to UHR Class/Comp.
- Reach out to Extended Project Team and Advisory Team members.
- Encourage others, including your manager, to familiarize themselves with available information.

_The more we hear from you, the more we can properly target resources and communication!_
Questions?

Visit Us Online!

Classification and Compensation Review
(http://www.hr.iastate.edu/ccreview)