Title Discussion Talking Points

Individual employees receive title assignment, the result of linking meetings, via email. It is expected that employee and manager meet to discuss the title assignment. Below are talking points for title discussion meetings.

If the employee and/or manager would like to request additional review, they may request a review. Note this process is optional. If employee and manager agree on title assignment, it is considered final.

Meeting Preparation

- Review the P&S Class/Comp Review Project [website](#)
- Review tools & resources provided

Linking How-To

1. Determine type of work (job family)
2. Determine job category (management, individual contributor, support contributor)
3. Determine level of work (e.g. developing vs senior)

Reminders

- Linking is not intended to address performance.
- Job level is not directly linked to pay grade.
  - Job profiles will be linked to pay grades based on market value. A higher job level does not necessarily equal a higher pay grade.
- Pay will not be discussed.
  - The goal of linking meetings is to accurately link positions to the new job framework. Linking without pay ensures that each employee will be matched appropriately at Go-Live.
- Business titles (working titles) can be used.
- For major concerns, contact HR Delivery on possible next steps.

Tools & Resources

- Job profile title list
- Job profile descriptions
- Level guidelines
- Workday organization charts
- Class/Comp team members
- Extended Project team members

Considerations

- Does the job profile fit the majority of the job responsibilities?
- Are direct reports supervisory or non-supervisory?
- Does the job have full budget responsibility and/or recommend policy? At what level?
- Does the job have sole responsibility for a department or work group?
- Is the job doing the same or similar work to those being supervised and thus a working supervisor?
- How does skill/complexity level compare to other jobs in its job family?
- Does the job require specialized knowledge or expertise?
- What are potential next jobs that this job might move into?
- Consider if you are taking away a promotional opportunity.