UCI Career Tracks Project Overview

- ***A link to today's presentation will be shared at the end of the session***
- Mute computer (mute speaker icon on bottom right on computer screen) or mute phone when not actively speaking to minimize background noise
- Please ask questions during section breaks over phone or chat
- Do not place us on "hold" to take another call – please drop off and rejoin

CAREER TRACKS

UCI Human Resources

Agenda

Career Tracks Overview

Transition to New Structure

Career Tracks Job Attributes

Our Labor Market

Next Steps

Resources

What is Classification?

A process by which jobs of a common nature with similar duties and responsibilities are grouped together

Based upon objective elements of a position, as defined in the Position Description

Focused on the position not the individual performing the role

Career Tracks Overview

Job Classification	Alignment with Market
Career Tracks	
Career Paths	Development

Senior Management Group, academics, represented staff and students are not affected.

Career Tracks will not affect job duties or function, working ("business card") title or current base pay.

CAREER TRACKS

UCI Human Resources

Advantages

Market based salary ranges reviewed annually for alignment with local labor market

Increased transparency and ease of movement within and across departments/locations

Clear understanding of requirements for promotion to next level within a function

Alignment between job duties and performance expectations

Expanded and detailed job description library for Career Planning
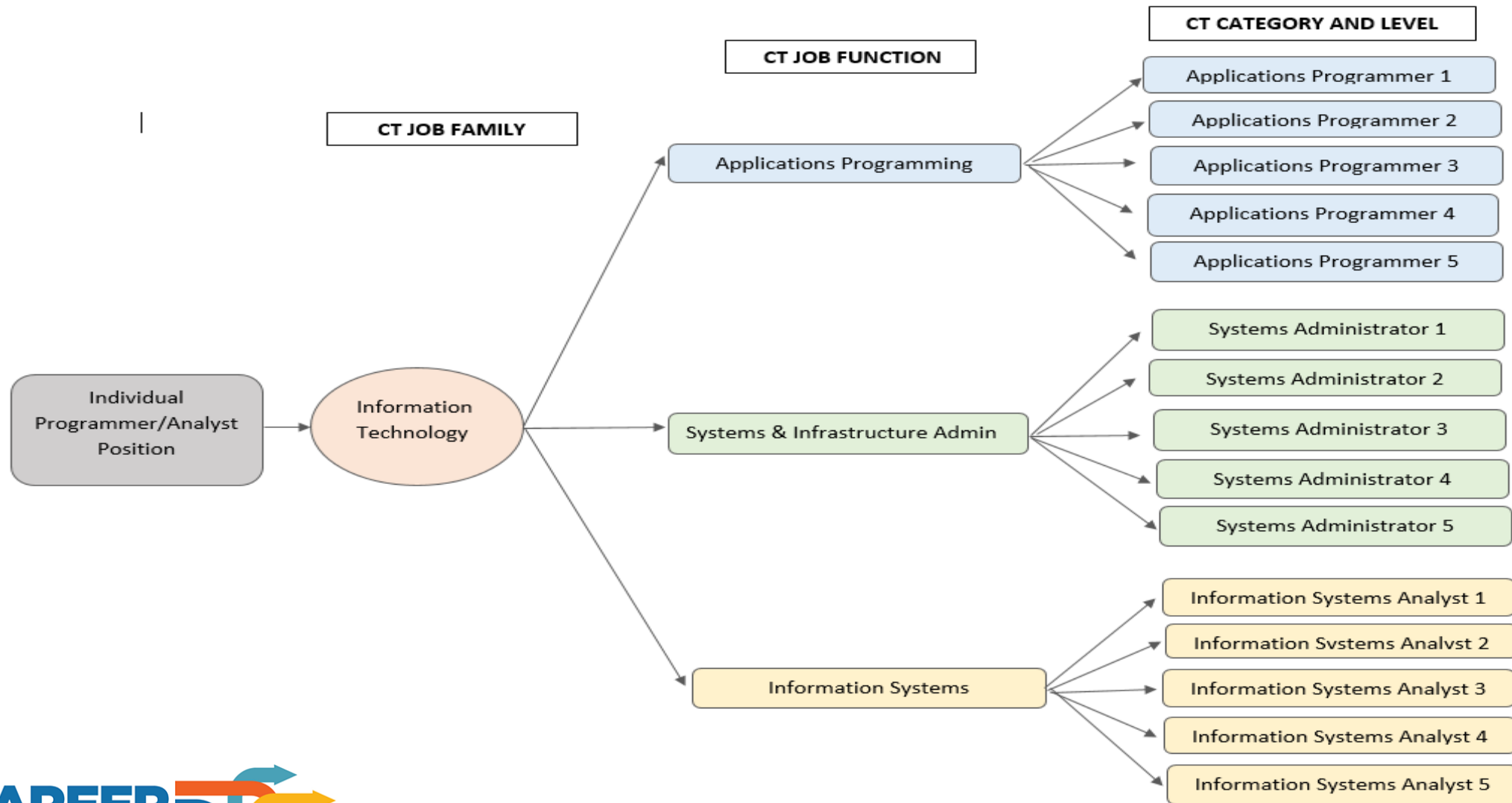
Career Tracks Structure

Job Family	A group of jobs in the same general occupation (ex: Information Technology)		
Job Function	**A more specific area within a family (ex: Applications Programming)**		
Job Category	Individual Contributor Series		Leadership Series
	Operational & Technical	Professional	Supervisors & Managers (2+ FTE)
Career Level	Level 1	Entry Level 1	Supervisor 1
	Level 2	Intermediate Level 2	Supervisor 2
	Level 3	Experienced Level 3	Manager 1
		Advanced Level 4	Manager 2
		Expert Level 5	Manager 3
			Manager 4
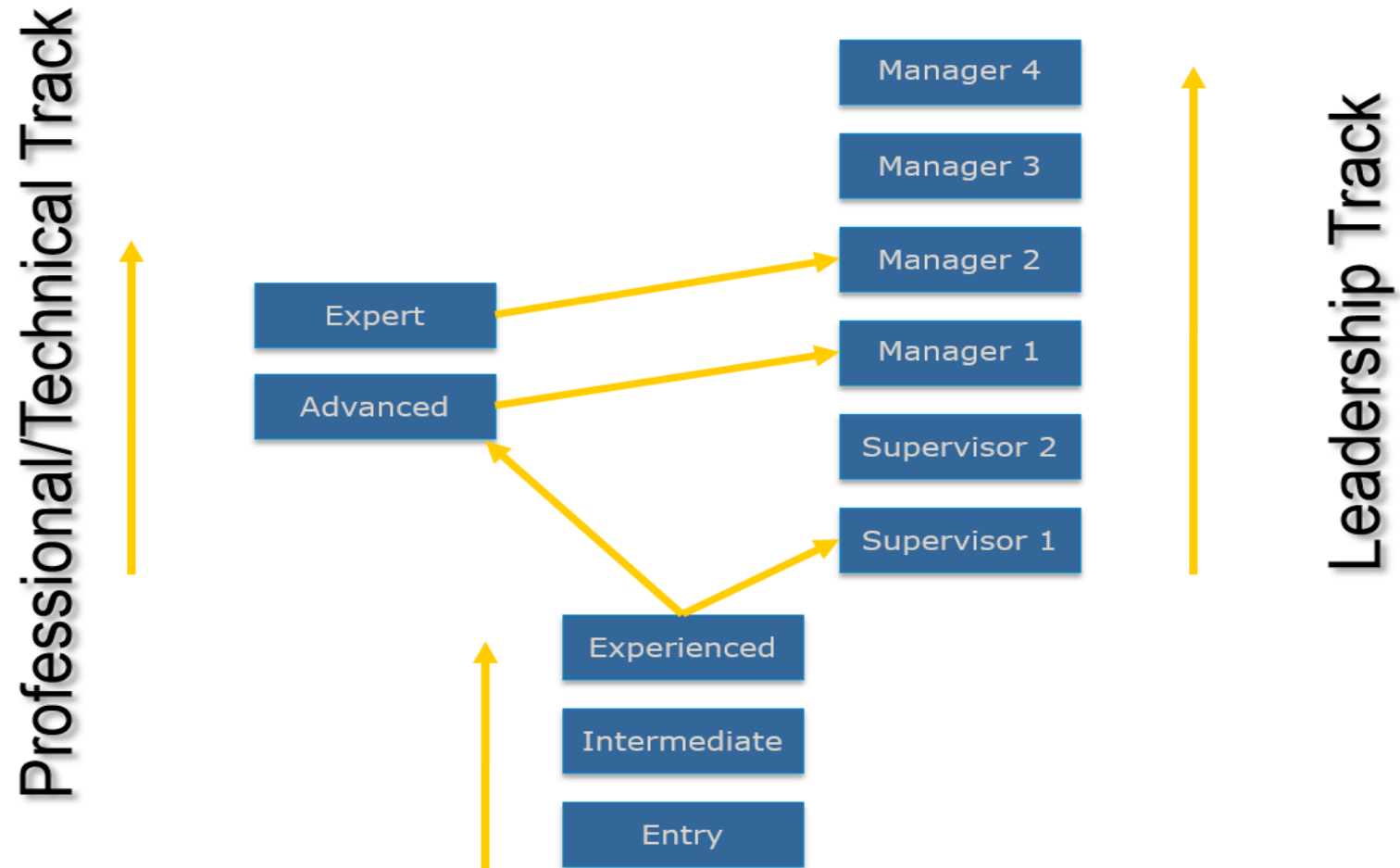
Categories

Operational & Technical	Professional	Supervisory & Managerial
• Includes support, operational, technical, skilled or semi-skilled positions • Skills acquired through vocational education and/or apprenticeships, certifications, on-the-job training • Problems solved through knowledge of past practices, procedural guidelines, or knowledge gained through a certification or licensing program • Typically covered by bargaining unit	• Requires a theoretical and conceptual knowledge of specialization • Problems are typically solved through analysis and strategic thinking • At more senior levels, incumbents may independently manage or administer professional or independent programs, policies and resources	• Incumbents primarily achieves department objectives through the coordinated achievements of subordinate staff who report to the incumbent. • Must supervise or manage 2 or more FTE • Exercises independent judgment regarding key human resource decision making

CAREER TRACKS

Professional Levels*

Entry Professional 1	Intermediate Professional 2	Experienced Professional 3	Advanced Professional 4	Expert Professional 5
Limited or no prior experience	Assignments of moderate scope and complexity Judgment within defined guidelines	In depth understanding of field Independently performs full range of function	High degree of knowledge in field Specialized knowledge High degree autonomy Lead	Organizational-wide impact Significant Impact on program / policy Substantial consequences of success or failure
PSS	PSS	PSS/MSP	PSS/MSP	MSP
Non-Exempt	Non-Exempt	Exempt	Exempt	Exempt

*Exceptions may apply to exemption status guidelines.

Supervisor Levels*

DESCRIPTION	SUPERVISOR 1	SUPERVISOR 2
Level Definition	Provides supervision to operational staff	Provides supervision to professional or skilled staff
Personnel Program	PSS	PSS/MSP
Exemption Status	Typically Exempt	Exempt

*The supervisor primarily achieves department objectives through the coordinated achievement of subordinate staff and must exercise independent judgment in determining work of at least 2 FTE.

Exceptions may apply to exemption status guidelines.

Manager Levels*

| DESCRIPTION	MANAGER 1	MANAGER 2	MANAGER 3	MANAGER 4
Level Definition	Primary Manager of unit, manages other supervisors and professionals	Manages large department or several smaller units, or manages highly specialized technical function/team	Senior Manager of large, complex department or with multiple disciplines / occupations	Director of multiple large, complex, critical programs impacting major constituencies across organization
Personnel Program	MSP	MSP	MSP	MSP
Exemption Status	Exempt	Exempt	Exempt	Exempt

*Manager level is determined based on the size, scope and nature of the role.

Career Tracks Job Title Attributes
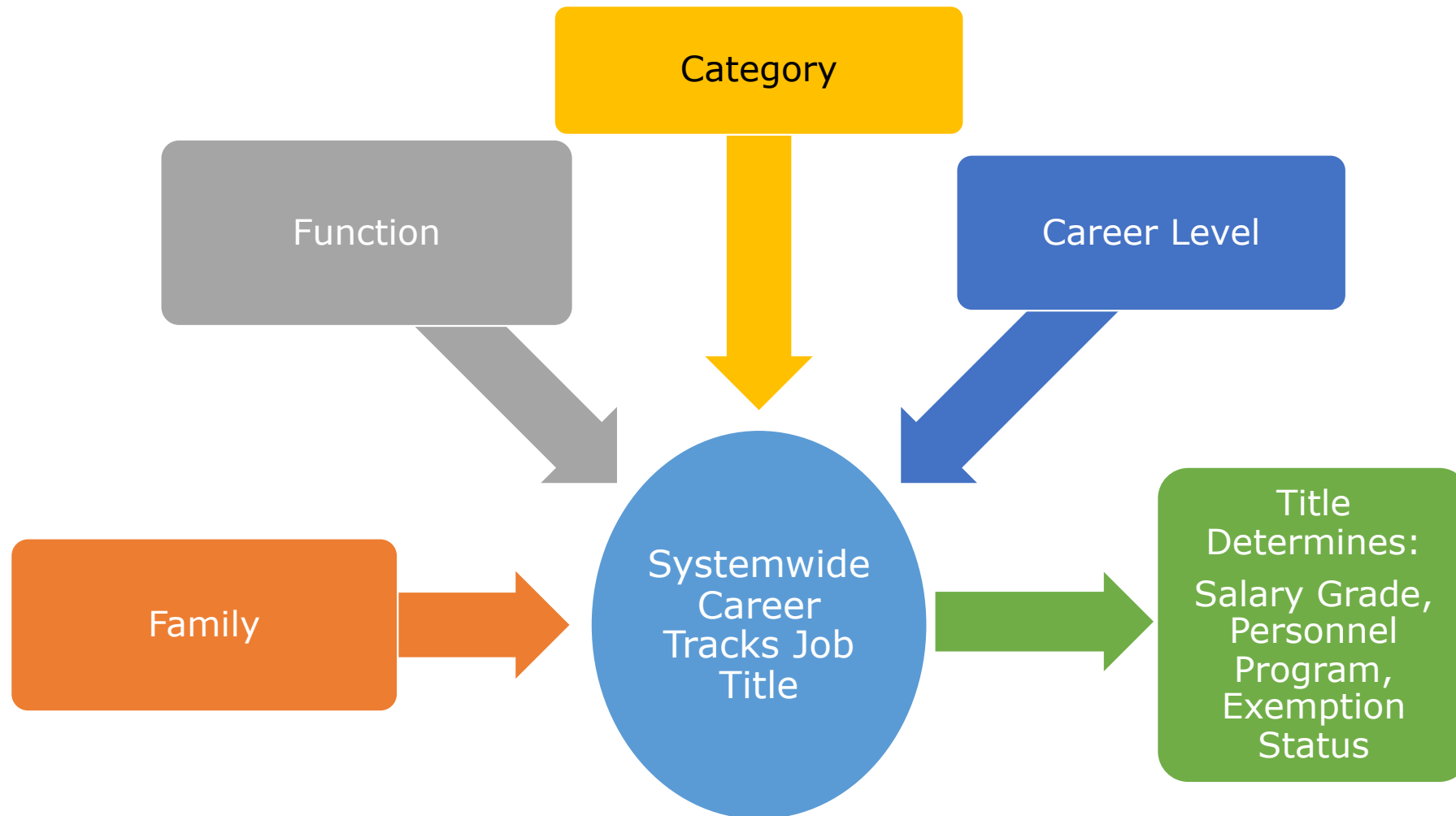
Preview of Changes

Job Title Attributes (MAY CHANGE)
- Personnel Program (MSP or PSS)
- FLSA Exemption status
- Non-Represented to Represented

Salary Grade & Structure (WILL CHANGE)
- Payroll Title / Classification
- Structure consistent across UCs
- Salary ranges aligned with local labor market

WILL NOT CHANGE
- Current job duties
- Current working title
- Current base pay

CAREER TRACKS

Personnel Program

If Personnel Program is changing...	
From PSS To MSP	**From MSP To PSS**
Increased vacation accrual rate and all other employment provisions will apply in accordance with the MSP policy, effective upon the date of moving to Career Tracks job title.	Vacation accrual rate will be grandfathered. Current available vacation balances will not change at date of implementation. All other employment provisions will apply in accordance with the PSS policy, effective upon the date of moving to Career Tracks job title.

Exemption Status

If Exemption Status is changing...	
From Exempt To Non-Exempt	**From Non-Exempt To Exempt**
Upon the effective date of the new Career Tracks job title, any position classified as non-exempt under Career Tracks is eligible for overtime pay in accordance with federal guidelines (Fair Labor Standards Act). Going forward, all overtime must be pre-approved by the employee's supervisor.	Upon the effective date of the new Career Tracks job title, any position classified as exempt under Career Tracks is not covered by overtime regulations.
Pay frequency changes from monthly to biweekly	Pay frequency changes from biweekly to monthly

CAREER TRACKS

UCI Human Resources

Salary Structure

New range is effective at time employee transitions to new Career Tracks job title (October 2020)

Salary Range represents a proxy for competitive range of pay for comparable jobs in the labor market
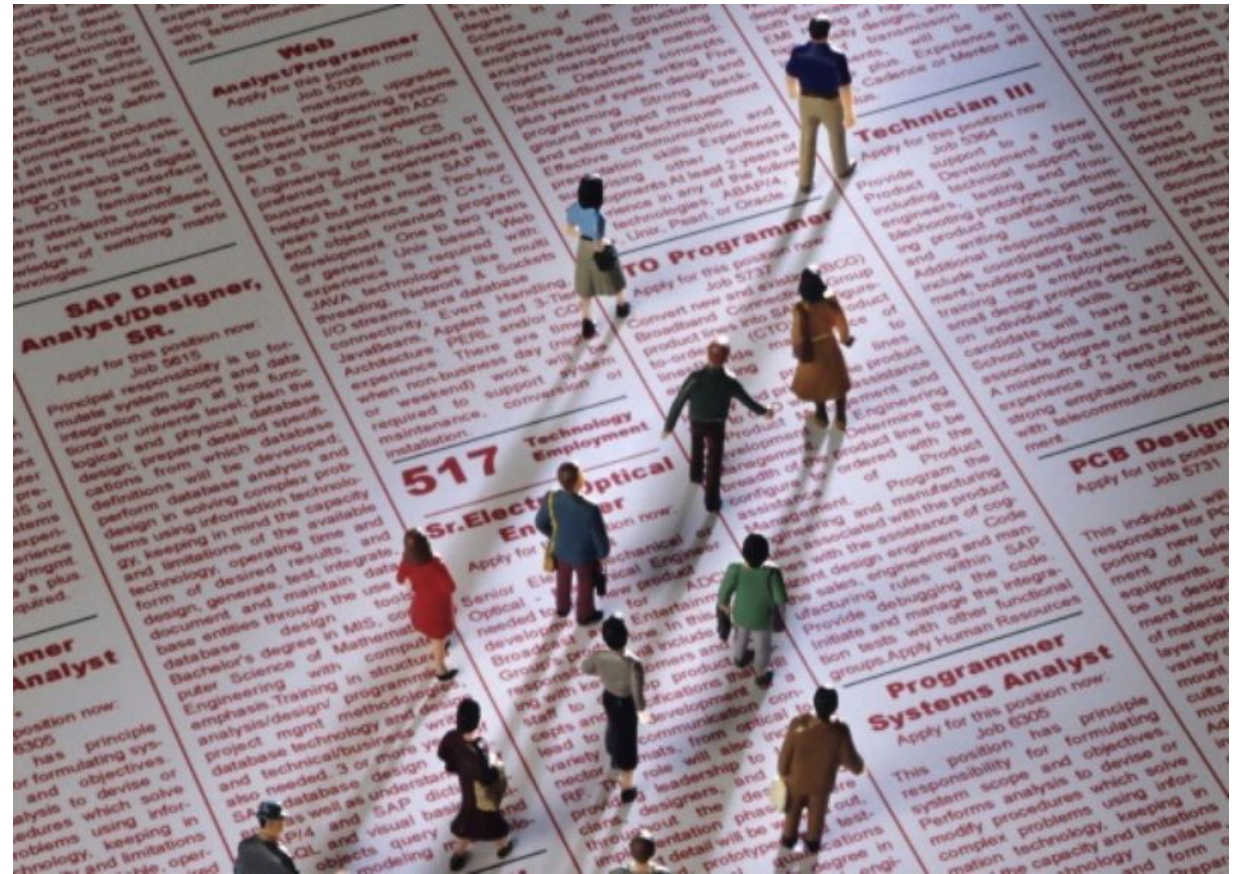
UCI Career Tracks Salary Structure

GRADE	MINIMUM	MIDPOINT	MAXIMUM
31	$140,300	$277,400	$414,400
30	$123,100	$243,300	$363,600
29	$112,300	$213,500	$314,700
28	$102,300	$187,400	$272,400
27	$93,200	$164,300	$235,400
26	$86,000	$146,600	$207,200
25	$79,800	$130,900	$181,900
24	$74,300	$117,000	$159,600
23	$68,500	$104,300	$140,200
22	$61,100	$93,100	$125,000
21	$54,600	$83,300	$112,000
20	$49,600	$75,600	$101,700
19	$45,100	$68,700	$92,200
18	$41,000	$62,400	$83,800
17	$37,200	$56,800	$76,400
16	$33,900	$51,700	$69,400
15	$30,900	$46,900	$63,000

CAREER TRACKS

UCI Human Resources

21

Hypothetical Example

Career Tracks Job Title by Salary Grade				Salary Grade	Personnel Program	
				30	MSP	
	Brain Surgery Mgr 3			29	MSP	
		Air Traffic Mgr 4		28	MSP	
	Brain Surgery Mgr 2			27	MSP	
Brain Surgeon 5		Air Traffic Mgr 3		26	MSP	
Brain Surgeon 4	Brain Surgery Mgr 1			25	MSP	
Brain Surgeon 3		Air Traffic Mgr 2	Air Traffic Controller 5	24	PSS	MSP
		Air Traffic Mgr 1	Air Traffic Controller 4	23	PSS	MSP
	Beekeeper Mgr 1		Air Traffic Controller 3	22	PSS	MSP
	Beekeeper 4	Beekeeper Supv 2	Air Traffic Controller 2	21	PSS	
	Beekeeper 3	Beekeeper Supv 1		20	PSS	
	Beekeeper 2			19	PSS	
				18	PSS	
	Beekeeper 1			17	PSS	
				16	PSS	
				15	PSS	

Our Labor Market

Diverse
- Public
- General Industry
- Higher Education

Local or National
- Varies by position
- Applicant pool
- Adjusted for local cost of labor

Data Driven
- Reputable, third-party salary surveys provide pay practices for comparable jobs

Guides Pay Decisions
- Framework to establish fair and equitable salaries

CAREER TRACKS

UCI Human Resources

Cost of Labor

Most employers, including UC, use cost of labor to establish salary guidelines for different geographic locations. Cost of labor measures pay levels (i.e. wages, payroll and other taxes, and benefits) for a given location relative to the national average.

Location	Cost of Labor
San Francisco	126%
Irvine/Orange	**112%**
Merced	105%

Key Roles

UCOP

- Serve as systemwide SME on Career Tracks
- Provide Change Management tools and communications resources
- Preliminary placement of UCI staff into Career Tracks job family, function, and level

Enterprise Total Rewards Project Team

- Serve as location SME on Career Tracks
- Serve as first point of contact for questions from clients regarding mapping/ classification
- Partner with Mapping Partners and Campus HR to ensure deadlines are met

Mapping Partners

- Manage department review and submission of mapping updates
- Distribute project communications and updates to staff
- Partner with ETR and Campus HR for resolution or discussion of specific questions
- Ensure department meets project deadlines

Supervisors & Managers

- Serve as SME regarding employee job duties/job mapping
- Become familiar with Career Tracks project by visiting the Career Tracks website
- Communicate with employees regarding process and outcomes

CAREER TRACKS

Key Milestones
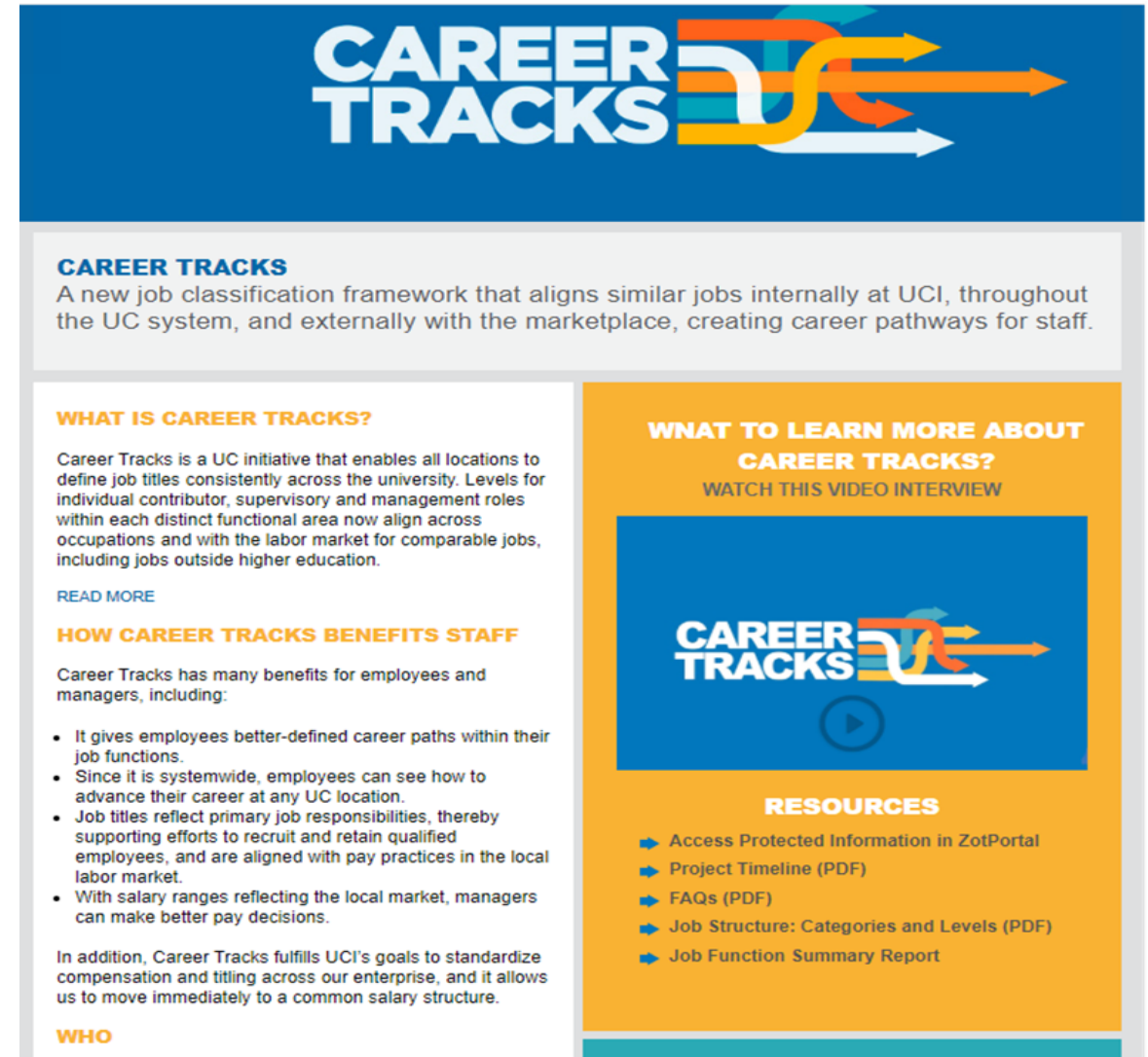
PHASE	ACTIVITY	DATE
Round 1 Mapping	Encompasses both the departmental review of the mapping spreadsheets and their recommendations for changes; as well as the follow up review by project team. This round focuses on review of current job duties to find best match in new structure.	3/25/20 -4/30/20
Round 2 Mapping	Reflects approved input from Round 1. Encompasses both the departmental review of the mapping spreadsheets and their recommendations for changes; as well as the follow up review by project team. This round will include assigned grades/salary ranges.	6/16/20 - 7/17/20
Classification Pause	Classification pause in legacy system to allow proper placement in new Career Tracks structure during Round 2.	7/1/20 – 9/30/20
New Positions	Begin using new Career Tracks job description templates to post open requisitions.	9/1/20
Announce Final Mapping	Notification letters will be distributed to Employee's Supervisor for communication to Employee. Additional training and resources provided.	9/10/20 - 9/21/20
GO LIVE!	Date of the new classifications that will be effective in payroll.	10/1/20
Existing Positions	Begin using new Career Tracks job description templates to update existing position descriptions.	10/1/20
Reconsideration	Timeframe a supervisor can submit additional documentation in support of a different classification than was mapped. Review is completed in the month following the Reconsideration Period.	9/25/20 -10/30/20

CAREER TRACKS

UCI Human Resources

Career Tracks Website *UPDATED*

- NEW: Access Job Standards in ZotPortal (password protected)

- Project Timeline

- Frequently Asked Questions (FAQs)

- Categories and Levels

- Job Function Summary

- Additional resources will be added periodically, including this presentation

  hr.uci.edu/partnership/careertracks/

For more information

Please contact your local

HR professional or visit

the Career Tracks web

page

CAREER TRACKS