PURPOSE: WHY UCAP?

- MAKE EQUITY ANALYSIS POSSIBLE
- ALLOW US TO COLLECT MARKET DATA
- CREATE CAREER PATHS

www.ucap.arizona.edu
PROJECT OVERVIEW

**IN SCOPE:** Appointed professionals (academic, service & administrative) and classified staff

**OUT OF SCOPE:** Faculty, graduate assistants, post docs, student employees, continuing status/eligible and career track employees
KEY DELIVERABLE

Appointed Professionals + Classified Staff = University Staff
CURRENT STATE

Number of classified staff and appointed professionals in scope
10,998

Number of unique job titles
2,940

Number of single incumbent titles
2,176
CAREER ARCHITECTURE: AN ANALOGY

BEFORE

AFTER
Illustrative Example

Job Family Title: Systems Developer III
Working Title: Senior PeopleSoft Developer
WORK DIMENSIONS

UA WORK DIMENSIONS

- **Complexity of Work**: Degree and difficulty level of problem solving and innovation required in the job.
- **Communication**: Scope and nature of internal and external interpersonal contact.
- **Operational Latitude & Impact**: Extent of oversight for and implications of decision making required of the job.
- **Knowledge, Education & Experience**: The understanding of the job content required.
- **Leadership & Influence**: Scope of management responsibilities and impact with respect to strategy, operations, and people.

*A career level guide describing sample detailed expectations for each job level is embedded within JDXpert*
CURRENT MAPPING STATUS & ASSISTANCE

95% HAVE COMPLETED SOME PHASE OF THE MAPPING PROCESS

- Pending with College: 24%
- Mapping Complete: 67%

W/ DEPT. 4%
W/ SUP. 5%

NEED MAPPING ASSISTANCE? CALL THE UCAP HOTLINE: (520) 621-2669 OR EMAIL: HR-UCAP@EMAIL.ARIZONA.EDU
MAPPING CALIBRATION

**WHAT IS CALIBRATION:** Subject matter expert review of position mapping to promote consistency in the use of the career architecture tools to map positions. This process evaluates similar jobs across functions and families, identifying mapping trends and outliers.

**FUNCTIONAL:** Brings together subject matter experts from a function and family to review jobs with like responsibilities.

**ORGANIZATIONAL:** Calibration brings leadership together to review mapping across functions within a college or division to ensure consistent leveling and placement in the appropriate job functions and families.
SOME THINGS WON’T CHANGE FOR CURRENT EMPLOYEES

- **RETIREMENT PLAN ELECTIONS:** Retirement plan elections can remain the same

- **VACATION ACCRUAL RATES:** Vacation accrual rates and balances will not be reduced

- **EXISTING TITLES:** Individuals may retain current titles as working titles

- **PAY:** Pay will not be reduced
UCAP TIMELINE

PROJECT TIMELINE

Preliminary: Design Project Strategy

Step I: Develop Career Model, Define Jobs and Map Employees

Step II: Assess Market and Design Pay Structure

Step III: Benchmark Jobs and Evaluate Cost

Step IV: Plan for Change and Communication

Testing and Implementation

WHAT’S NEXT?

• Complete position mapping process and revise architecture, as needed
• Facilitate calibration sessions to review overall position mapping and outliers
• Assessment of market information and the design of a new pay structure
• Mapping jobs to the new pay structure
• Evaluate impact
• Pay Equity Analysis
• Employee notification process
WHAT ADDITIONAL QUESTIONS OR INPUT DO YOU HAVE?
CAREER STREAMS AND LEVELS

CAREER STREAM DEFINITIONS

Manager & Leader (M1 – M7):
oversee area of responsibility, plan, prioritize and/or direct responsibilities of employees and/or manages strategy and policy development for a major UA function. Typically have 3+ direct reports.

Professional Contributor (PC1 – PC5):
oversee the design, implementation or delivery of processes, programs and policies using specialized knowledge or skills typically acquired through advanced education or equivalent advanced learning attained through experience. Typically salaried positions, though entry levels may include hourly jobs.

Organizational Contributor (OC1 – OC4):
provide organizational related support or service (administrative or clerical OR operate in a “hands-on” environment in support of daily activities (e.g., technical, craft, etc.). Typically hourly positions.