

# *Career Tracks*

*Presentation to  
VCAA, VC-EDI, VCR, VCSEA*

**Compensation Team  
UC San Diego Campus Human Resources**

# Agenda

- **Demo: How to use the job builder tool to create a job card?**
- **What does Career Tracks mean for you as an employee, supervisor, HR Contact, Department Administrative Head, Campus HR representative**
- **What role do you have in the decision-making process?**
- **How does the mapping process work?**
- **What are the upcoming deadlines that affect you?**

# Job Builder Demo

# What does Career Tracks mean for you as...

## ○ Employee

- A career path road map, clearer development paths and transparency of how a job progresses
- A new-looking job card that reflects what you already do
- Grouping into “families” that more accurately describe what you do
- Consistency with use of payroll titles and grades campuswide and at all UC locations

## ○ Supervisor

- New job cards with “job standard” language for each of your direct reports
- Questions about Career Tracks from your employees
- Understanding HEERA designation vs CT Supervisor and/or Manager classification

# What does Career Tracks mean for you as...

## ○ **HR Contact**

- Refer to previous slide, plus...
- Easier preparation of job cards with “job standard” language as a baseline for the majority (51%) of the responsibilities, and include up to 49% customization of responsibilities

## ○ **Department Administrative Heads**

- Refer to above and previous slide, plus...
- Easier identification of comparable job cards for analysis
- Changes in Delegated Authority for Classification
- Responsibility to have all job cards mapped over (e.g. new job cards with “job standard” language and PPS updated with new CT title for each employee) within 60 days of receiving the final mapping decision
- Easier big-picture identification/assessment of organizational makeup of titles and responsibilities

# What does Career Tracks mean for you as...

- **Campus Human Resources**
  - Refer to all of the above, plus...
  - In partnership with employees, supervisors, HR contacts, Dept Administrative Heads, lateral retitling of job card classifications into CT titles

**What role do you have in the  
decision-making process?**

**Ensure  
the job card  
is accurate**

# Mapping Process

Departments and VC's identify positions that fall within the next families to be implemented.

Compensation completes the preliminary mapping of the positions to the appropriate CT family, specialty and level using the job description in the library (official record), the CT matrices and Categories and Levels document posted on Blink.

For each family, we consult with Subject Matter Experts (SMEs) designated by each VC for specific families.

We document proposed payroll titles on mapping worksheets which we review with the VC offices and SMEs.

We discuss any concerns or questions prior to finalizing the mapping.



# Mapping Process

Mapping worksheets are then sent to the departments to review.

Supervisor discusses proposed placement with incumbent

Departments prepare job descriptions using the new JDOnline system, which includes a job builder expediting the creation of CT job descriptions.

Job Builder makes job description creation, updating and review faster.

PPS entries for the lateral reclassification to the CT payroll titles is to be completed once the job description is classified by Compensation and sent to the job description library.

Intent is for the implementation to be salary neutral.

Goal: 12 families were mapped into the CT payroll titles by June 30, 2016; all campus positions (except represented, SMG and academic) are to be mapped by December, 2016.

# What are the upcoming deadlines that affect you?

*If the job card falls into any one of these areas of responsibility:*

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1. Finance
2. Human Resources
3. General Administration
4. Research Administration
5. Research and Lab

*Ensure the Job Cards are accurate by:*

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Mid- to late- August 2016



**August**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	

# Questions and Answers

