Guidelines for Creating Career Tracks Job Descriptions

1. When changing current titles to the new Career Tracks (CT) payroll titles, the reason for the job description is "Reclassification to Career Tracks Job Standard." This is to be a lateral reclassification.

2. The previous job description number should be the same as the previous job description number shown on the mapping spreadsheet. If different, put in a comment as to why under the Classification tab.

3. Current and new payroll titles should match what is shown on the mapping spreadsheet.

4. In order for a working title to include "manager" or "director," it must be an exempt position.

5. Requested HEERA designation:
   a. Managerial:
      i. If the position is management and has more than 50% management on the job description, and is responsible for policy development, budget and strategic planning, a managerial HEERA designation can be requested.
      ii. In order to be designated as Managerial under HEERA, the job description should reflect some of the official managerial language. Reference: http://blink.ucsd.edu/_files/HR-tab/compensation/heeramanageriadesignation1.pdf

   b. Supervisory:
      i. If the position is supervisory and (a) supervises at least two career FTE positions, (b) the standard supervisory language is on the job description, and (c) the duties are significantly different than the duties of the position's subordinates, a supervisory HEERA designation can be requested.
      ii. Supervisory designation may be given to some positions that are supervising but are not classified in an official supervisory payroll title. This is due to the fact that P4 and S2 levels are typically the same grades. In this case, the payroll title would not be a supervisor title, but the HEERA designation will be supervisory and it can include Supervisor in the working title.
      iii. Supervisory positions should include the official supervisory language. Reference: http://blink.ucsd.edu/_files/HR-tab/compensation/heerasupervisorydesignation.pdf

6. Customization:
   a. There must be customization in the Position Overview, Key Responsibilities and Knowledge, Skills & Abilities (KSAs). The CT Custom Scope becomes the Position Overview and can be edited or even replaced.

   b. CT job standards (key responsibilities) are typically general, and should be supplemented with details sufficient to be able to recruit and manage the position. If adding department-specific tasks to a CT job standard, put directly after the key responsibility standard language.

   c. The CT job standards should represent at least the preponderance of the key responsibilities (at least 51%).

   d. If a current function/task is covered by a CT job standard, let the job standard cover it. Provide examples, such as specific systems, applications used, etc.

   e. If the current function/task is not thoroughly covered by the job standard language, find the job standard that is the "best fit" and add custom text on the end of that job standard. Multiple functions/tasks may end up under the same job standard.

   f. If a current function/task does not apply to any of the job standards, create either a new key responsibility or a new Area of Responsibility.

   g. Note that some job standards have multiple tasks in the same standard, that may not all apply. Evaluate the entire job standard, not just the first line. This may be particularly true in the Info Systems specialty which has some general tasks which can potentially encompass multiple IT disciplines. The custom text should help clarify which tasks do apply to the position.

h. Be aware that too many job standards with zero percentages may affect the classification and may require additional review.

i. A new Area of Responsibility and the percentage assigned may affect the classification if it exceeds 50%.

j. The need for customization is more likely when it is a non-hybrid specialty (i.e., Systems, Applications, etc.).

k. If there is only one specialty, there is a choice of either having a list of key responsibilities or grouping them by Areas of Responsibilities.

l. If a position is 60% one specialty, even if the other 40% is divided between two specialties, the position would be mapped to the specialty that is over 50%, not the hybrid specialty. (i.e., 60% Systems Admin; 20% Bus Tech; 20% Applications. This would be mapped to Systems Admin, not Info Systems.)

m. Headings for Areas of Responsibility should reflect what the different specialties are (i.e., Systems Admin, Business Tech Support, Applications, etc.).

n. A truly hybrid job (i.e., Info Systems) would not have one specialty over 50% (i.e., 40% Systems Admin; 30% Bus Tech; 30% Applications).

o. KSA's regarding specific UC knowledge/experience should be preferred or acquired, not required.

7. Effective Dates:
    a. The effective dates are different for exempt and non-exempt positions, regardless of when the job description is submitted:
        i. Exempt effective date is 6/1/15;
        ii. Non-exempt effective date is 6/7/15.