

If job are identified that are not represented in the Job Framework during the appeals process, new titles/Standard Job Descriptions will be created by the TTC Planning Team.

Mapping Workbook & Resources (Slides 19 - 34)



There are around 700 titles in the Job Framework. The titles are organized first by Job Family. There are 24 Job Families.

Each Job Family has Sub-Families. Specific titles are found under each Sub-Family. Most titles exist as a standalone title. A small percentage of the 700+ titles are part of a title set—a title and level 1, 2, 3 etc.

Job Families

- Academic Services and Student Experience
- Administration
- Advancement
- Animal Care Services
- Arts
- Athletics
- Clinical Faculty
- Communications and Marketing
- Compliance, Legal, and Protection
- Dining, Events, Hospitality Services, and Sales
- Equity, Diversity, and Inclusion
- Executive Leadership
- Facilities and Capital Planning
- Faculty
- Finances
- Health and Wellness Services
- Human Resources
- Information Technology
- Libraries, Archives, and Museums
- Outreach and Community Engagement
- Public Broadcasting
- Research
- Sponsored Programs, Grants, and Contracts
- Teaching and Learning

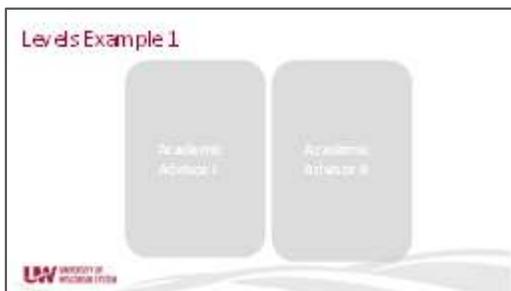
A complete listing of Job Families and associated Job Sub-Families can be found on the [TTC website](#).



Most job titles will not have levels. When there are levels, it is because there are notable differences in the work performed. When determining placement of an employee between two levels, you will want to look carefully at the job summary and responsibilities in the Standard Job Description.

Moreover, levels do not necessarily represent increasing level on the pay grade. A level 2 does not necessarily indicate a higher salary grade than a level 1 of the same title. The assigned pay grade for each title depends on the typical market rate for those titles.

NOTE: Progression/promotion as processes are still under discussion. If asked, progression and promotion opportunities will still exist in the future state, but the processes will look different. These changes will be described in the Salary Administration Guidelines and will be covered in HR Training Part 2.



Look at Example 1

Academic Advisor I (AA1)	Academic Advisor II (AA2)
Job Summary:	Job Summary:
<p>Engages students in decision making processes and promotes appropriate and responsible choices on academic matters, such as course selection and degree requirements. Maintains appropriate confidentiality, updates student advising records and contributes to the development of academic advising related programming. This individual will work to ensure students receive accurate, timely and holistic advising services in support of promoting student success, retention and program completion.</p>	<p>Engages students in decision making processes and promotes appropriate and responsible choices on academic matters, such as course selection and degree requirements. Maintains appropriate confidentiality, updates student advising records and contributes to the development of academic advising related programming. This individual will work to ensure students receive accurate, timely and holistic advising services in support of promoting student success, retention and program completion.</p>
Responsibilities:	Responsibilities:
<p>1. Receives, processes and responds to academic inquiries according to established policies and procedures.</p>	<p>1. Receives, processes and responds to academic inquiries according to established policies and procedures.</p>
<p>2. Serves as a main point of contact for students; providing information about educational options, academic requirements identifying and assessing interests, skills and values to match appropriate field of study/career options and refers to appropriate institutional resources.</p>	<p>2. Serves as main point of contact for students; providing information about educational options, academic requirements identifying and assessing interests, skills and values to match appropriate field of study/career options and refers to appropriate institutional resources.</p>
<p>3. Implements academic advising programs, such as, workshops, panel discussions and guest speakers.</p>	<p>3. Implements academic advising programs, such as, workshops, panel discussions and guest speakers.</p>
<p>4. Maintains confidentiality and accurate student records as well as processes and responds to academic inquiries according to established institutional and FERPA policies.</p>	<p>4. Maintains confidentiality and accurate student records as well as processes and responds to academic inquiries according to established institutional and FERPA policies.</p>
	<p>5. Participates in campus-wide advising community providing input to leadership regarding the development of advising, recruitment or co/curricular programs offered by the school/college.</p>
	<p>6. Leads the day-to-day operational activities of an academic advising unit.</p>

How would you describe the difference between the two jobs?

Highlight through discussion:

- Academic Advisor 2 performs two extra duties
- If employee does all of AA1 plus another responsibility of AA2, likely still AA1. But if employee does all of AA1 plus both of the extra duties, then likely AA2.
- Now, if employee performs additional duties on top of what’s described in AA2, does not mean that they should be an AA3 (which doesn’t exist)



Let’s look at Example 2.

Animal Care Technician I (ACT1)	Animal Care Technician II (ACT2)
Job Summary:	Job Summary:
Feeds animals and maintains animal quarters, records, and supplies to ensure compliance with animal care regulations and in support of research and instruction.	Collects samples and administers medication and treatments, in addition to feeding and maintenance responsibilities, to ensure compliance with animal care regulations and support research and instruction.
Responsibilities:	Responsibilities:
1. Inventories, cleans and maintains organization of animal holding spaces and supplies.	1. Cleans and maintains organization of animal holding spaces.
2. Assists with preparing food and formulas and feeds animals according to established schedules and specifications.	2. Prepares food and formulas and feeds animals according to established schedules and specifications.
3. Inspects and reports problems on equipment to ensure optimal and safe operation.	3. Inspects, maintains, and initiates complex repairs to equipment to ensure optimal and safe operation.

4. Maintains organization of and updates records related to research procedures.	4. Maintains organization of and updates records related to work unit procedures.
5. Observes animal behavior, performs basic animal care and reports concerns to the appropriate entities to contribute to the health and well-being of animals in support of research and instruction.	5. Observes animal behavior, performs animal care and reports concerns to the appropriate entities to contribute to the health and well-being of animals in support of research and instruction.
	6. Tracks inventory levels of animal supplies and places replenishment orders.
	7. Collects samples from animals, administers medications, injections and treatments according to established protocols and procedures to be used for diagnostic and research.
	8. Leads the day-to-day operational activities of an animal care work unit and facilitates staff trainings as needed.

How would you describe the difference between the two jobs?

Highlight through discussion:

- Some responsibilities overlap, but ACT2 performs at a more complex level (e.g., not just inspect equipment, but maintain and possibly getting equipment repaired)
- ACT2 performs additional duties like collect samples and administering medication that requires more skills
- ACT2 takes lead on operational activities

These are some EXAMPLES of levels, and do not capture all the ways that levels differ. You will need to look carefully at job summary and responsibilities like we did just now when you are determining level placement. Now that we have an understanding of the Job Framework, let's look at how we will use that knowledge to map employees.



Soon, institution HR departments will receive an Excel workbook with 4 tabs.

The first tab will list institution employees who have been mapped using the job crosswalk as a 1-to-1. Job to job mapping was done blind to employees. UW System HR was not looking at individual employees with current job titles, but simply the definitions of the job titles.

Here is a simplified version of what the tab would look like:

You will see the employee name, their current job title and the new job title that they have been mapped to. You will want to review the title and job description for that employee to ensure that the mapping is correct. If yes, then in the Agreement field, indicate “Yes”, and you are done.

If the assigned title and Standard Job Description does not match the employee’s actual job, then you will need to look through the SJD Library to find one that better describes that employee’s job. For example, an employee could have been hired into another job title, e.g. an employee was hired with the title of athletic trainer because there was no physical therapy job title.

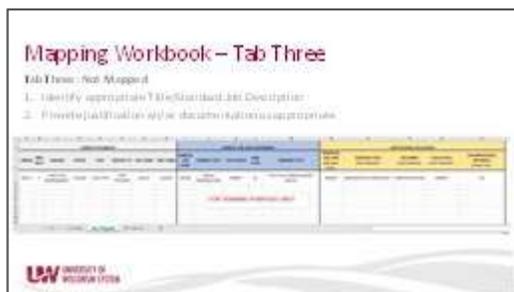


The second tab of the workbook will list employees who have been mapped to a few possible jobs, called 1-to-many.

For example, when creating the job crosswalk, we know that current Academic Advising Director Small, Medium, Large, should map to Academic Advising Director at the campus level or at the college/division level in the future state. At UW System HR, we don't know if an employee is an Academic Advising Director over the campus or over a college or school. You are closer to the levels of your institution, should be able to determine which title in the future state is appropriate. In this case, if an employee is a director over a school, indicate that in the Proposed Job Title column.

As another example, there are currently a multitude of accountant titles. We know that accountants in current state should map to Accountant I, II, or III in the future state. But it will be up to you at the institution to review an employee's Position Description (PD) and determine whether his/her responsibilities best match the Standard Job Description of Accountant I, Accountant II, or Accountant III. In this case, after comparing an employee's PD to the Standard Job Descriptions, the employee's position best matches Accountant II.

NOTE: Accountant Senior doesn't necessarily translate to Accountant III. The position has to actually perform the duties described.



The third tab of the employee mapping workbook lists employees who were not mapped. These are employees who have universal job titles like administrative program specialist, director unspecified, or information processing consultant. Employees in these job titles have a wide range of roles and UW System HR cannot map them based on their current titles.

For example, an employee is currently a Senior Information Processing Consultant (IPC). After looking at his PD, and searching in the SJD Library, we determine that his title should be User Experience Architect III.

The actual Excel workbook you receive in late August will have more detailed information, like empl ID, current job code, empl category, current working title.



Tab 4 of the workbook will be the SJD Library. The SJD Library is an Excel file containing all 700 titles and Standard Job Descriptions in the Job Framework.

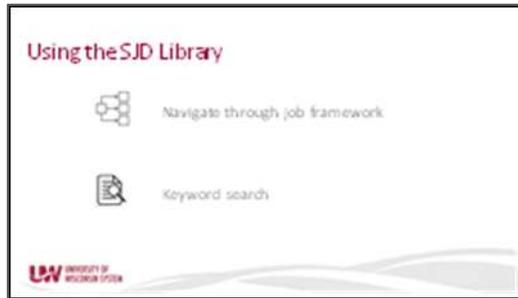
You will see these columns in the SJD Library tab of the Excel workbook.

This library is designed for use by both UW System and UW-Madison so you may see positions that do not exist at UW System. The language is also more universal so that it can apply to all the institutions. Standard Job Descriptions will not refer to specific organizational units or programs at your institution.

We will look at a sample of the SJD Library in a bit, and we will work on an exercise where you can play around in the SJD Library shortly.

The SJD Library is still being refined and will be finalized and shared along with the employee mapping workbook.

In the meantime, we recommend getting familiar with the Job Families and Sub-Families available on [TTC website](#).



There are two basic methods to find a title and Standard Job Description in the SJD Library.

First, you can navigate through the Job Framework starting with Job Family, Sub-Family, then titles within the Sub-Family.

Office manager example:

Let's say we need to find a title/SJD for an office manager. Looking at the 24 Job Families listed earlier in this workbook, which family would you look in? (Administration)

Open up **SJD Library** Excel file > filter Job Family column to Administration. Read Job Family summary.

Does that sound like the right category? (Yes)

Now let's narrow down the Sub-Family.

Click on Sub-Family drop down to show all Sub-Families under Administration.

Under Administration Job Family, here are the Sub-Families: Administrative Services, Analysis and Reporting, Project Management and Quality Improvement.

Which one do you think office manager will most likely fit into? (Admin Services)

Filter Sub-Family to admin services, read Sub-Family summary.

Does that sound like the right description? (Yes)

Now let's see if we can find a title that fits the office manager's job.

Scroll through and read job titles.

Which of these are likely matches? (Admin Assistant, Admin Specialist, Admin manager)

What we would do now then is read through the job summary of each title to get a sense of the job. We would also look at the listed responsibilities. Depending on the exact duties of our office manager, we can then identify one of these that best describes their work.

TIP: TTC website lays out Job Families and Sub-Families in a more reader-friendly way. You may want to start there, then come back to spreadsheet.

TIP: Note that the Job Framework does not mirror organizational structure (i.e. org charts). Even if our office manager works in the Athletics department, you will find their job under the Administration, not the Athletics Job Family.

Another method to find a title/SJD that complements navigating through Job Framework is using keyword searches in the SJD Library. Instead of searching through the entire library, you will likely get the best results if you search through a column.

If you're pretty confident about what a job will likely be called, you can search in the Job Title column. We had an example earlier of a physical therapy assistant. That is a pretty standard title, so we can search for physical therapy assistant in the job title column.

Clear all filters from each column of the spreadsheet > click on Job Title drop down > type "physical therap" in search box to get PT and PTA in search results.

TIP: As a quick double check after finding a title, look at the Job Family and Sub-Family it belongs to ensure that the job is what you think it is. There are similar titles across disciplines that refer to very different jobs. For example: customer service manager can be in the context of IT, hospitality or sales; technician can be found in health professionals, research, IT, facilities, media production.