October 11, 2018

Job Codes
OneUSG Connect
Aligning with USG

• USG Employee IDs

• Position Numbers

• USG Job Categories (Job Codes)
USG Employee IDs

- **We will adopt USG Employee IDs (Empl_ID)**
  - Already seen in Financials
  - Starts with 180 if converted, may be different if former USG employee or created after December 2018
  - Already assigned to all UGA employees
  - Would follow an employee if they moved to another USG institution
  - Ex: 180XXXX

- We will keep the UGAID (81x) in addition to this code because of other University needs

- This is just another layer of identity.
  - SSN (federal) <> EmplID (USG) <> UGAID/81x (UGA)
• We will adopt USG Position Numbers

• Numeric without smart coding
  • Example: 118XXXXX
  • These are automatically assigned by the OneUSG Connect system when a new position is approved through UGAJobs
  • Already assigned to all UGAJobs positions
  • All positions will be converted in Nov. 2018. This includes staff, faculty, PT/LT Faculty, Adjunct Faculty, Graduate Students, Post Docs, Student Workers and Temporary employees.

• We will discontinue use of the UGA position numbers
  • Ex 196 CLRM 01A
Job Titles and Jobs

• Today we have three Job Codes/Titles

1. Working Titles
2. USG Job Code (Used for USG reporting)
3. UGA Job Classifications (ex. Student Affairs Prof IV)
The Staff Classification and Pay Plan, as administered by UGA, dates back to the 1970s.

The basic classification structure and plan design have remained unchanged throughout the history of the plan.

Salary ranges have been increased periodically and efforts have been made to update administrative procedures.

The classification system at UGA encompasses approximately:
- 1591 Classifications across 20 job families.
- 67% have 0 or 1 incumbent
- 10% have 10 or more incumbents
USG Job Codes (B-CATS)

• **We will fully adopt USG Job Codes on December 16th**
  • Established in 2002, used by other USG institutions
  • We will align with all other schools

• Coded by Job Category and other descriptors
  • Examples:
    • 410X00 = Student Services Professional (Exempt)
    • 657X00 = Student Services Paraprofessional/Professional (non-exempt)

• Job Codes are broader than our UGA Job Classifications
  • Approximately 300 Job Codes based on converted data

• Code used in OneUSG Connect and UGAJobs
USG Job Codes (B-CATS)

• **We will discontinue use of the UGA Job Classifications**
  - Ex: Student Affairs Prof IV and Student Affairs Specialist IV

• All current employees will see a change from Job Classification to Job Code

• We will retain all current Working Titles – these may have been specialized like “OneSource Change Lead”, if not, reflects current Classification.

• No FLSA changes will be made as a apart of the change

• New Job Codes will be used on Postings starting Dec 16th
USG Job Codes (B-CATS)

No Changes to salary or pay rates
Faculty Job codes already broad, few changes (Ex. clinical faculty code in process)

Beginning Dec 16th:
- Employees will see these codes in OneUSG Connect
- Job classifications in UGAJobs will be replaced with Job Codes

- Working Titles will remain in UGAJobs
Sarah Fraker  
Working Title: Change Management Lead  
Classification: 77260 (Project Director)  
USG Job Code (BCAT): Director Subdivision/Unit
USG Job Codes (B-CATS)

Benefits:
- **Broad Job Code Pay Ranges**
  - Give us more flexibility in compensation, allows movement within Job Code

- **More Consistent Classification of Positions**
  - Less re-classifications; less specialized classifications
  - Hiring – Allows applicants across the spectrum. Hire the individual you want without re-classifying the job.

- Allows for responses to changes in environment

- **Employee**
  - Career development using competency bands
  - Employees at top of current job classification tier could have bandwidth to grow within new job code
Compensation Changes

- Pay Grades are being expanded into pay bands
- All positions will be slotted into new bands
- Pay will not be reduced as a result of moving to bands
- Job responsibilities and reporting relationships remain the same
- Promotions and professional growth are redefined
Competency Framework

- Competency Based Pay: Where the institution pays for the employee’s range, depth, and types of skills and knowledge rather than for the job title he or she holds.

- Competencies: Demonstrable characteristics of person, including knowledge, skill and behaviors, that enable performance.
Pay Structure

• With the adoption of the new OneUSG Job Codes we are able to eliminate our current classification structure and realign our current pay structure.

• The new salary structure will allow for more flexibility as it consolidates pay grades into fewer structures with wider salary ranges.
### OneUSG Job Codes & UGA PayStructure

<table>
<thead>
<tr>
<th>UGA JCC (CURRENT)</th>
<th>UGA TITLE</th>
<th>UGA GRADE</th>
<th>MIN</th>
<th>ENTRY</th>
<th>25th</th>
<th>MID</th>
<th>75th</th>
<th>MAX</th>
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</thead>
<tbody>
<tr>
<td>10679</td>
<td>STUDENT AFFAIRS PROF IV</td>
<td>066</td>
<td>$34,988</td>
<td>$40,236</td>
<td>$45,187</td>
<td>$65,585</td>
<td>$75,784</td>
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<td>11985</td>
<td>STUDENT AFFAIRS SPECIALIST IV</td>
<td>072</td>
<td>$40,577</td>
<td>$46,664</td>
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<td>$64,233</td>
<td>$76,061</td>
<td>$87,889</td>
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<td>75th</td>
<td>MAX</td>
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<tr>
<td>00628</td>
<td>STUDENT AFFAIRS PROF I</td>
<td>053</td>
<td>$25,383</td>
<td>$29,190</td>
<td>$32,782</td>
<td>$40,180</td>
<td>$47,579</td>
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<tr>
<td>00629</td>
<td>STUDENT AFFAIRS PROF II</td>
<td>056</td>
<td>$27,335</td>
<td>$31,435</td>
<td>$35,302</td>
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<td>$51,235</td>
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<td>01939</td>
<td>STUDENT AFFAIRS SPECIALIST I</td>
<td>060</td>
<td>$30,171</td>
<td>$34,697</td>
<td>$38,965</td>
<td>$47,760</td>
<td>$56,554</td>
<td>$65,348</td>
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<tr>
<td>00630</td>
<td>STUDENT AFFAIRS PROF III</td>
<td>061</td>
<td>$30,926</td>
<td>$35,565</td>
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<td>01940</td>
<td>STUDENT AFFAIRS SPECIALIST II</td>
<td>063</td>
<td>$32,489</td>
<td>$37,362</td>
<td>$41,960</td>
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<td>$60,901</td>
<td>$70,371</td>
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<tr>
<td>01941</td>
<td>STUDENT AFFAIRS SPECIALIST III</td>
<td>067</td>
<td>$35,863</td>
<td>$41,242</td>
<td>$46,317</td>
<td>$56,771</td>
<td>$67,225</td>
<td>$77,679</td>
</tr>
</tbody>
</table>

**NEW CODE** | **NEW TITLE** | **MIN** | **MID** | **MAX** |
<table>
<thead>
<tr>
<th></th>
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<th></th>
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</tr>
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<tbody>
<tr>
<td>410X00</td>
<td>Student Services Professional</td>
<td>$34,988</td>
<td>$61,439</td>
<td>$87,889</td>
</tr>
<tr>
<td>657X00</td>
<td>Student Services Paraprofessional/Professional</td>
<td>$25,383</td>
<td>$51,531</td>
<td>$77,679</td>
</tr>
</tbody>
</table>
USG Job Codes

Next Steps:

• Map current UGA Classifications to USG Job Codes
  • Complete for most UGA Staff – visible in UGAJobs
• Realign Current Pay Structure
• Working with IO Department to develop Competency Pay Structure
• Evaluate and author pay polices
Establish a competency Framework

• Utilize survey data and work derived from HRIO Job Analysis project to identify competencies and complexities to be established within each broad classification level based on required skills.

• Employees are placed into the classification and level based upon their competency levels and ability to perform the complexity required.
# Competency Examples

<table>
<thead>
<tr>
<th>Competency Title</th>
<th>Competency Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountability &amp; Dependability</td>
<td>Takes personal responsibility for the quality and timeliness of work, and achieves results with oversight.</td>
</tr>
<tr>
<td>Adaptability &amp; Flexibility</td>
<td>Adapts to changing business needs, changes work responsibilities and works with a variety of situations, individuals, groups, and various needs.</td>
</tr>
<tr>
<td>Advocating Causes</td>
<td>Influences others to act in support of ideas or causes.</td>
</tr>
<tr>
<td>Analysis/Reasoning</td>
<td>Examines data to grasp issues, draws conclusions and solves problems.</td>
</tr>
<tr>
<td>Attention to Detail</td>
<td>Diligently attends to details and pursues excellence in accomplishing tasks.</td>
</tr>
<tr>
<td>Business Alignment</td>
<td>Aligns the direction, products, services, and performance of a business line with the organization.</td>
</tr>
<tr>
<td>Decision Making &amp; Judgment</td>
<td>Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.</td>
</tr>
<tr>
<td>Developing Others</td>
<td>Willingness to delegate responsibility, work with others, and coach to develop their capabilities.</td>
</tr>
<tr>
<td>Development &amp; Continual Learning</td>
<td>Displays an ongoing commitment to personal and professional growth and development, including new knowledge or skills for work role.</td>
</tr>
<tr>
<td>Empowering Others</td>
<td>Conveys confidence in employees, their potential, and their ability to be successful, especially with new and challenging assignments, allowing employees freedom to accomplish their goals and resolve problems.</td>
</tr>
<tr>
<td>Enforcing Laws, Rules, &amp; Regulations</td>
<td>Enforces laws, rules, and regulations in an effective manner. Ensures that enforcement actions are in a way that is fair, objective, and reasonable.</td>
</tr>
<tr>
<td>Ethics &amp; Integrity</td>
<td>Earns others' trust and respect through consistent honesty and professionalism in all interactions.</td>
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<tr>
<td>Facilitating Groups</td>
<td>Enables cooperative and productive teamwork among work groups.</td>
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<tr>
<td>Fiscal Accountability</td>
<td>Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.</td>
</tr>
<tr>
<td>Leadership</td>
<td>Promotes organizational mission and goals, and shows the way to achieve them.</td>
</tr>
<tr>
<td>Planning &amp; Organizing</td>
<td>Coordinates ideas and resources to achieve goals.</td>
</tr>
<tr>
<td>Relationship Building</td>
<td>Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.</td>
</tr>
<tr>
<td>Staff Management</td>
<td>Manages staff in ways that improve their ability to succeed on the job.</td>
</tr>
<tr>
<td>Teamwork</td>
<td>Diplomatically handles challenging or tense interpersonal situations.</td>
</tr>
</tbody>
</table>
Job Code Details
Job Codes

Staff Job codes

• First 3 numbers
  • Root BCAT

• Fourth character
  • Sub-category

• Fifth and Sixth character
  • 00 Standard/Shared Job Code

410X00 = Student Services Professional

Faculty Job codes

• For BCATS 200-204:
  • Fourth position modifiers: F=Clinical; U=Senior; X=None
  • Fifth Position Modifier: P=Part-time; V=Visiting

• For BCATS 206-996:
  • Fourth position modifiers: D=Assistant; E=Associate; F=Clinical; U=Senior; X=None
  • Fifth Position Modifier: P=Part-time; V=Visiting
  • Sixth position modifiers: D=Assistant; E=Associate; 0=None (Note D, E are used when 4th position modifier is already in use)
Job Codes – first 3 digits

410X00 = Student Services Professional

JOB CATEGORIES

• 100 Executives/Administrators (Exempt)
• 200 Faculty/Academics (Exempt)
• 300 Other Administrative Professionals (Exempt)
• 400 Other Professionals (Exempt)
• 500 Clerical/Secretarial (Non-Exempt)
• 600 Technical/Paraprofessional/Professional (Non-Exempt)
• 700 Skilled Crafts (Non-Exempt)
• 800 Service/Maintenance (Non-Exempt)
• 900 Other Positions (Exempt or Non-Exempt)
Job codes – 4th letter

410X00 = Student Services Professional
USG Job Codes (B-CATS)

![Diagram showing HCM Department, HCM Reports - To, and IPED](image)

BCAT
Logic Used to Crosswalk UGA Job Code to OneUSG Connect HCM Job code

- **IPEDS Cat 1A and 1B**
  - (Asst Provost/VP through chief officer for a designated area of the university)
  - Determined by role assigned

- **IPEDS Cat 1C**
  - Must qualify for all 3 of the following:
    - Reports directly to individual in 1A or 1B (used “Reports To” info provided by departments for UGAJobs)
    - Directs a customarily recognized department (used established departments in legacy to determine “customarily recognized”; could change depending on HR department results)
    - Directs the work of other professional employees (used “Reports To”)

- **IPEDS Cat 3A**
  - Items 1 through 3 must apply in most cases; Item 4 is exception for professional supervision and sub-department authority
  - Is subordinate to individual in Cat 1 (used “Reports To”)
  - Administrative responsibility for customarily recognized division/department (used established departments in legacy; used org charts to determine subdivisions/units as available; for example, Travis would be 300X00 as director, subdivision/unit AD since he directs a customarily recognized unit of HR – Benefits - with professional staff)
  - Spends the majority of effort managing rather than directly performing duties
  - Qualifies for Cat 1 except the position is leading a unit/subdivision of a department OR does not supervise professional employees (used “Reports To”)

...
What other questions do you have?