



**OneSource**  
**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)



# Position Numbers

- **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)



# UGA Classification Structure

- 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

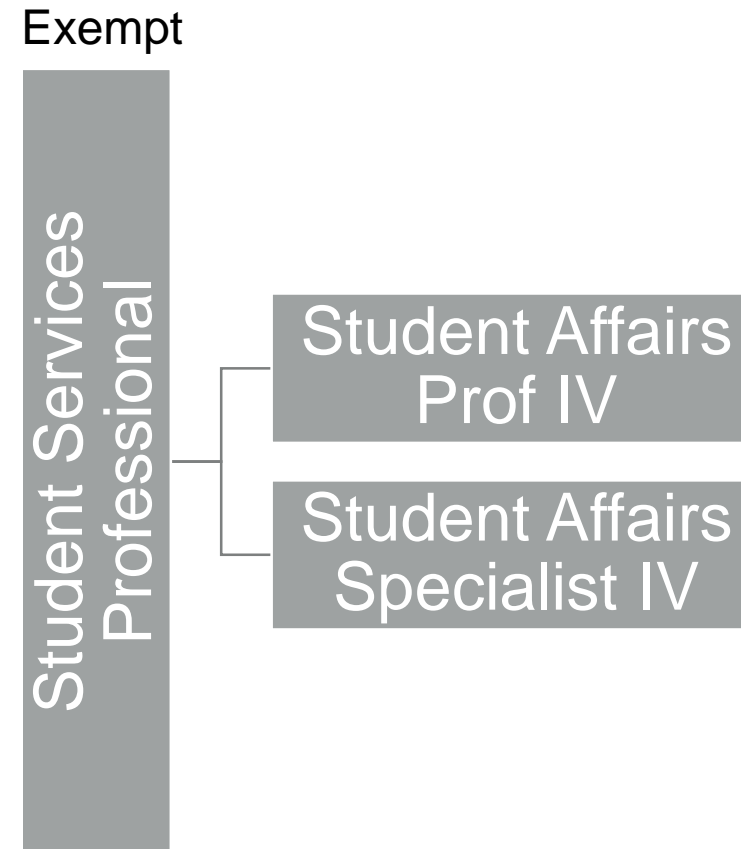
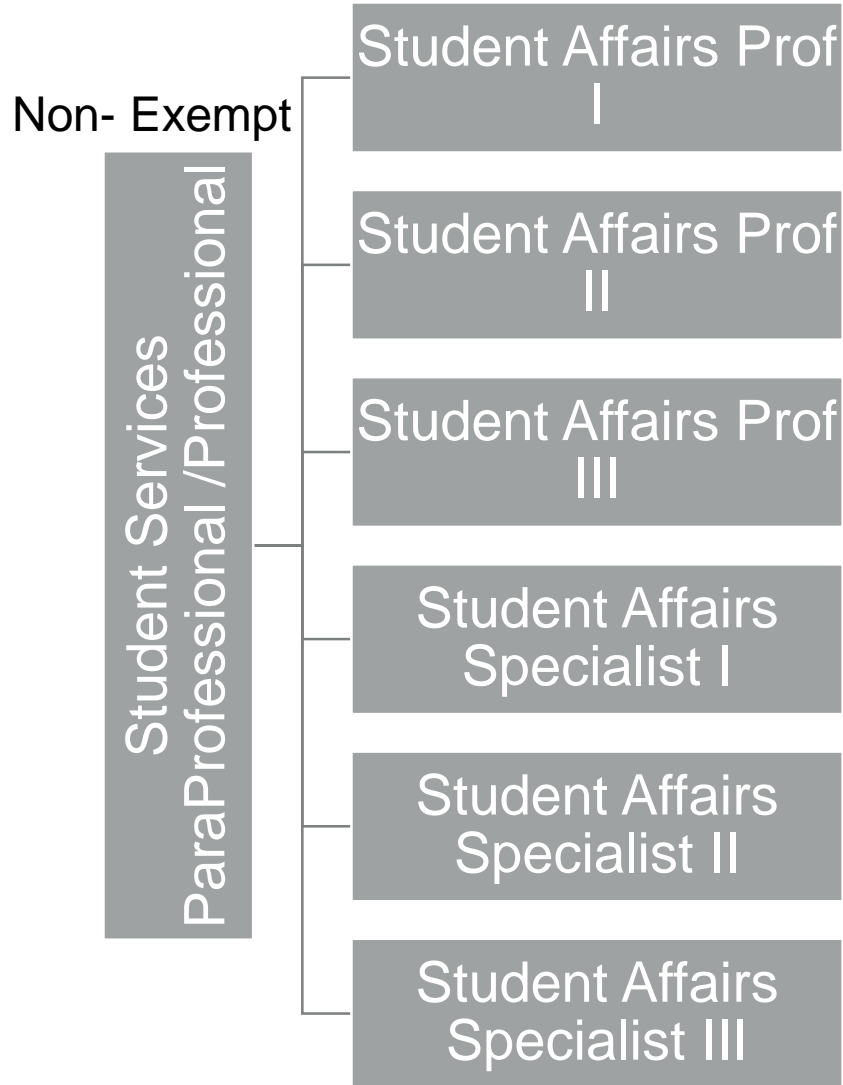


# USG Job Codes (B-CATS)

- **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 Exempt/Non-Exempt





# USG Job Codes (B-CATS)

No Changes to salary or pay rates

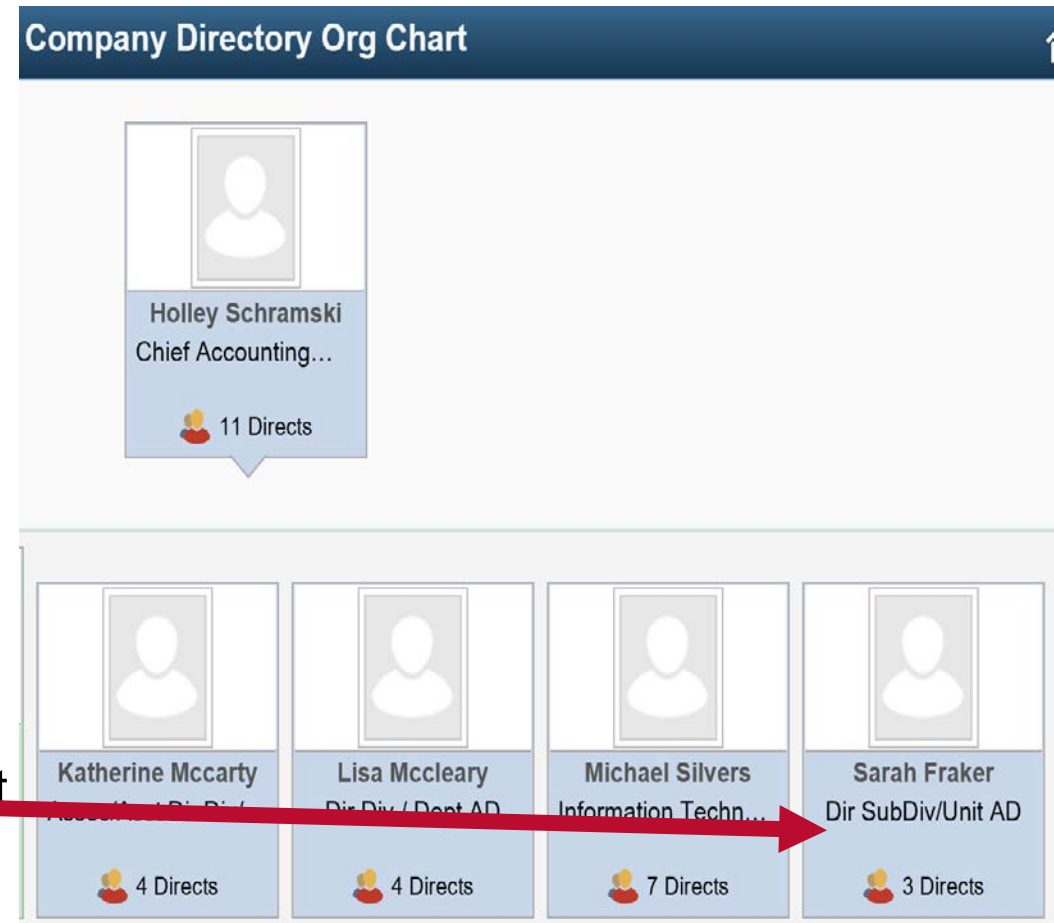
Faculty Job codes already broad, few changes (Ex. clinical faculty code in process)

Beginning Dec 16<sup>th</sup>:

- Employees will see these codes in OneUSG Connect
- Job classifications in UGAJobs will be replaced with Job Codes
- Working Titles will remain in UGAJobs

# OneUSG Connect Snap Shot

**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

UGA JCC (CURRENT)	UGA TITLE	UGA GRADE	MIN	ENTRY	25th	MID	75th	MAX
10679	STUDENT AFFAIRS PROF IV	066	\$34,988	\$40,236	\$45,187	\$55,386	\$65,585	\$75,784
11985	STUDENT AFFAIRS SPECIALIST IV	072	\$40,577	\$46,664	\$52,405	\$64,233	\$76,061	\$87,889

NEW CODE	NEW TITLE	MIN	MID	MAX
410X00	Student Services Professional	\$34,988	\$61,439	\$87,889

UGA JCC (CURRENT)	UGA TITLE	UGA GRADE	MIN	ENTRY	25th	MID	75th	MAX
00628	STUDENT AFFAIRS PROF I	053	\$25,383	\$29,190	\$32,782	\$40,180	\$47,579	\$54,977
00629	STUDENT AFFAIRS PROF II	056	\$27,335	\$31,435	\$35,302	\$43,269	\$51,235	\$59,202
01939	STUDENT AFFAIRS SPECIALIST I	060	\$30,171	\$34,697	\$38,965	\$47,760	\$56,554	\$65,348
00630	STUDENT AFFAIRS PROF III	061	\$30,926	\$35,565	\$39,940	\$48,954	\$57,968	\$66,982
01940	STUDENT AFFAIRS SPECIALIST II	063	\$32,489	\$37,362	\$41,960	\$51,430	\$60,901	\$70,371
01941	STUDENT AFFAIRS SPECIALIST III	067	\$35,863	\$41,242	\$46,317	\$56,771	\$67,225	\$77,679

NEW CODE	NEW TITLE	MIN	MID	MAX
657X00	Student Services Paraprofessional/ Professional	\$25,383	\$51,531	\$77,679





# 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

Competency Title	Competency Description		
		Decision Making & Judgment	Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.
		Developing Others	Willingness to delegate responsibility, work with others, and coach to develop their capabilities.
Accountability & Dependability	Takes personal responsibility for the quality and timeliness of work, and achieves results with oversight.	Development & Continual Learning	Displays an ongoing commitment to personal and professional improvement; desiring and making use of new knowledge or skills for work.
Adaptability & Flexibility	Adapts to changing business needs, conditions, work responsibilities and works with a variety of situations, individuals, groups, and various needs.	Empowering Others	Conveying confidence in employees to be successful, especially with new assignments, allowing employees freedom to do what it takes to accomplish their goals and resolve issues.
Advocating Causes	Influences others to act in support of ideas, projects or causes.	Enforcing Laws, Rules, & Regulations	Enforces laws, rules, and regulations and takes enforcement actions in a way that is perceived as fair, objective, and reasonable.
Analysis/Reasoning	Examines data to grasp issues, draw conclusions, and solve problems.	Ethics & Integrity	Earns others' trust and respect through consistent honesty and professionalism in all interactions.
Attention to Detail	Diligently attends to details and pursues high quality in accomplishing tasks.	Facilitating Groups	Enables cooperative and productive group interactions.
Business Alignment	Aligns the direction, products, services, and performance of a business line with the overall strategy of the organization.	Fiscal Accountability	Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.
			Ethics & Integrity
			Leadership
			Planning & Organizing
			Relationship Building
			Staff Management
			Teamwork



# 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

**410**X00 = 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)

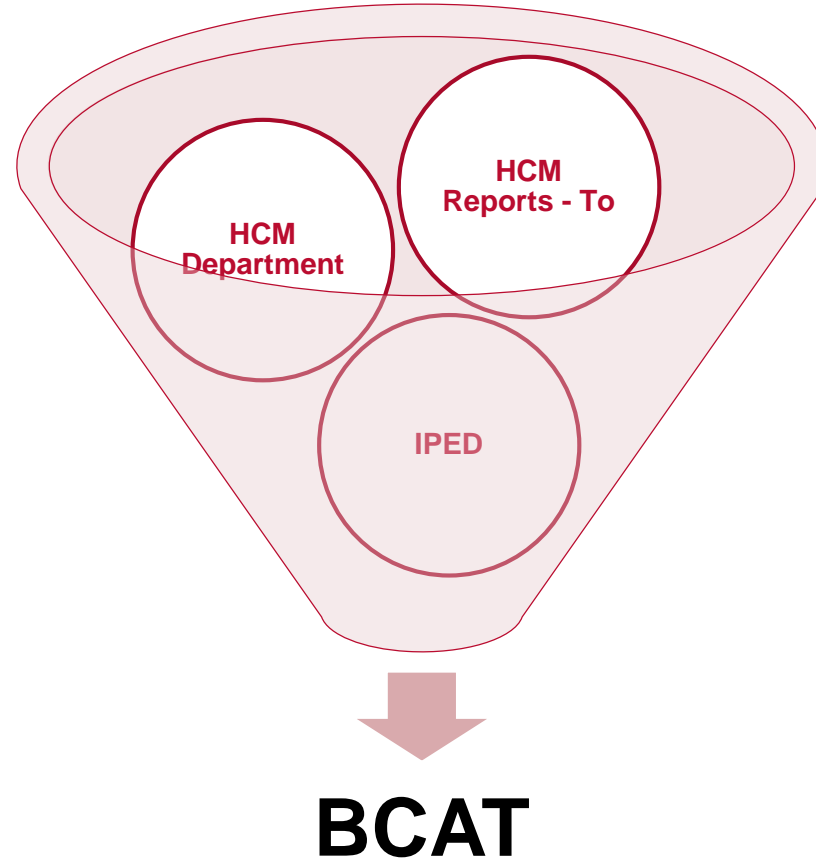
# Job codes – 4<sup>th</sup> letter

410X00 = Student Services Professional

BCAT SUB-ID	BOR SUBCAT	BCAT SubCategory
X		(none)
A		Acting
B		Adjunct
C		Apprentice
D		Assistant
E		Associate
F		Clinical
G		(not used)
H		Emeritus
I		<i>Leased (Augusta University only)</i>
J		Executive
K		Deputy
L		Head
M		Interim
N		Intermediate
O		(not used)
P		Lead
Q		Public Service
R		Part-time (less than 1/2 per BOR policy)
S		Regents
T		Research
U		Senior
V		Temporary
W		Visiting
Y		(not used)
Z		Rehired Retiree (less than 1/2 per BOR policy)
1		Distinguished University Chair
2		Distinguished Chair
3		Distinguished Professor
4		Distinguished Scholar
5		(not used)
6		Named Professor
7		Named Chair
8		(not used)
9		Eminent Scholar

J	Executive
K	Deputy
L	Head
M	Interim
N	Intermediate

# USG Job Codes (B-CATS)





## 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")



# USG Job Codes (B-CATS)

What other questions do you have?