



OneUSG Connect Job Codes & Changes to UGA Compensation

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OneSource
UNIVERSITY OF GEORGIA

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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)



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

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

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



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: F=Clinical; U=Senior; X=None
 - Fifth Position Modifier: V=Visiting
 - Sixth position modifiers:

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")

Open Georgia Snap Shot

The screenshot shows the Open Georgia website interface. At the top, there is a navigation menu with links for Home, Search Applications, Reports, Contact, and Help. The main header features the State of Georgia seal and the text "Open Georgia Transparency in Government". A descriptive paragraph explains that the site provides information on state spending and revenues. Below this, there is a section titled "Salaries & Travel Reimbursements" with a small image of people working. A search bar is present with "Back to Search" and "Advanced Search" buttons. A message indicates "1 total record(s)". A table displays the search results with columns for Name, Title, Salary, Travel, Organization, and Fiscal Year. The first record is for Thomas, Parker B., with a title of HR/EEO/OD PARAPROFESSI... and a salary of \$0.00. A red oval highlights the Title and Salary columns. At the bottom, there are links for "Download: CSV" and "Download All Salary Travel Data", along with a footer containing "Private Policy | Site Map" and "Copyright 2008 DOAA. All rights reserved."

Home Search Applications Reports Contact Help

 **Open Georgia**
Transparency in Government

Open Georgia is a gateway for obtaining information and key documents about how the State of Georgia spends tax dollars and other revenues to provide services to Georgians. The information maintained on this site comes from various state agencies and is updated annually.

Salaries & Travel Reimbursements

Back to Search Advanced Search

1 total record(s).


Name	Title	Salary	Travel	Organization	Fiscal Year
THOMAS, PARKER B.	HR/EEO/OD PARAPROFESSI...	\$0.00	\$0.00	UNIVERSITY OF GEORGIA	2017

Download: [CSV](#) | [Download All Salary Travel Data](#)

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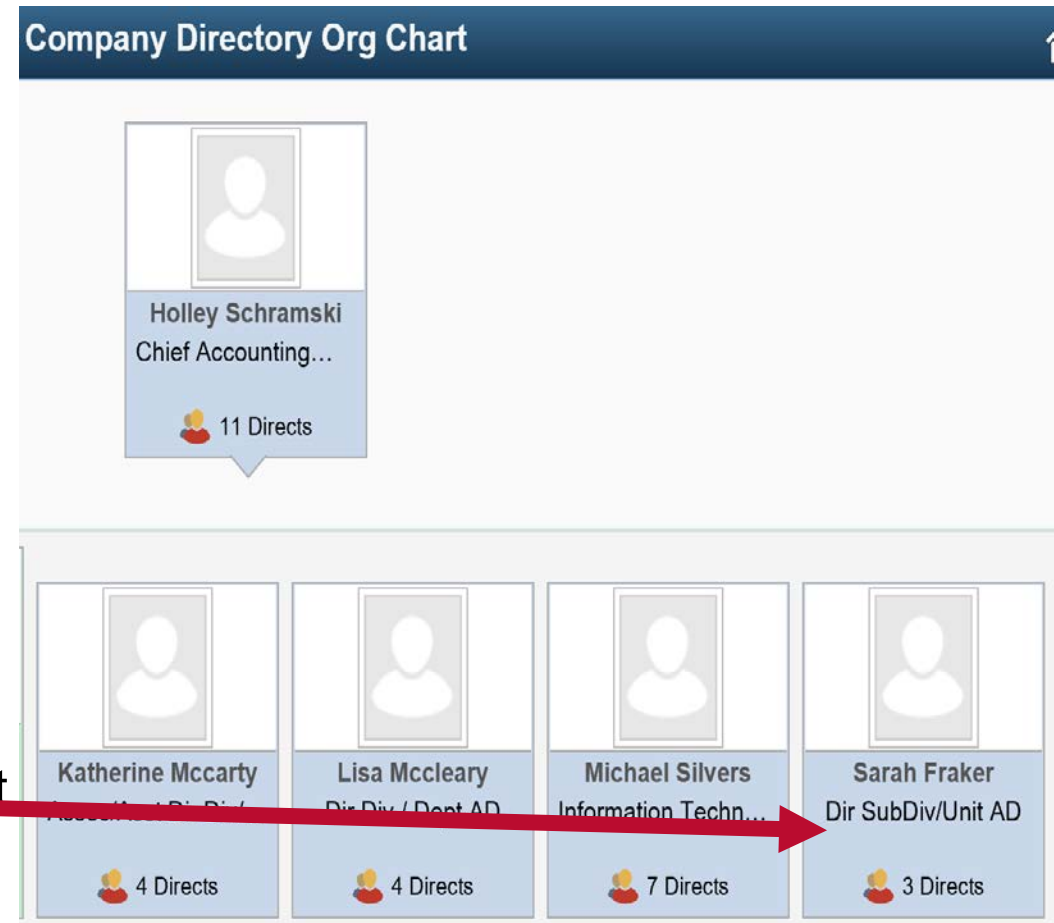
UGAJobs Position Snap Shot

SOC	11-9033
Job Code	193
BOR Name	Director Division/Dept Ad
Job Family	Human Resources
Job Family2	1A2
Annual Minimum	\$76,500
Annual Midpoint	\$124,500
Annual Maximum	\$172,500
Is this a Position of Trust?	No
Classification Description	Director Division/Dept AD
Minimum Qualifications	

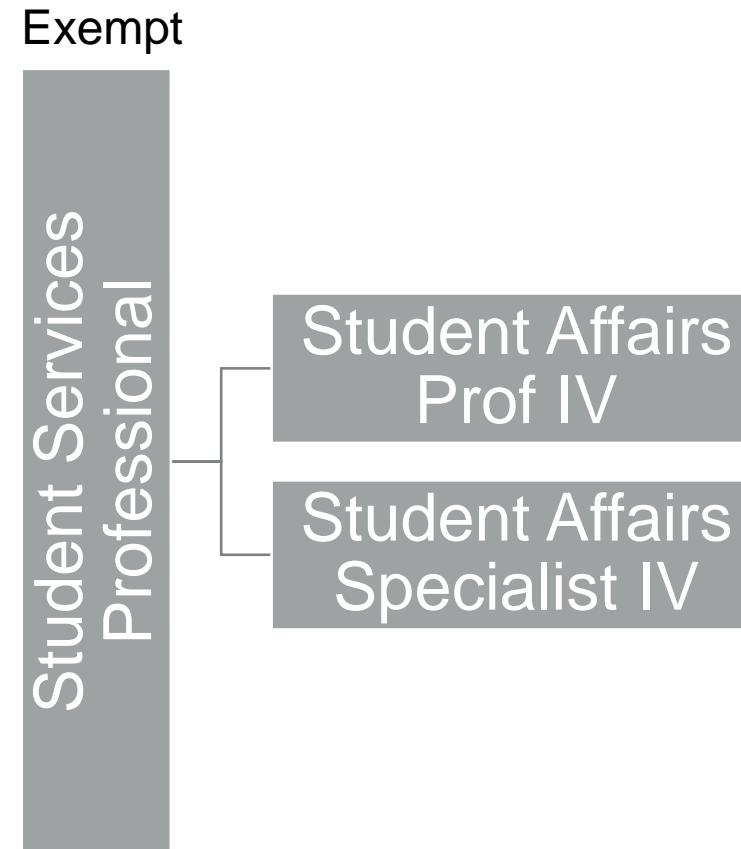
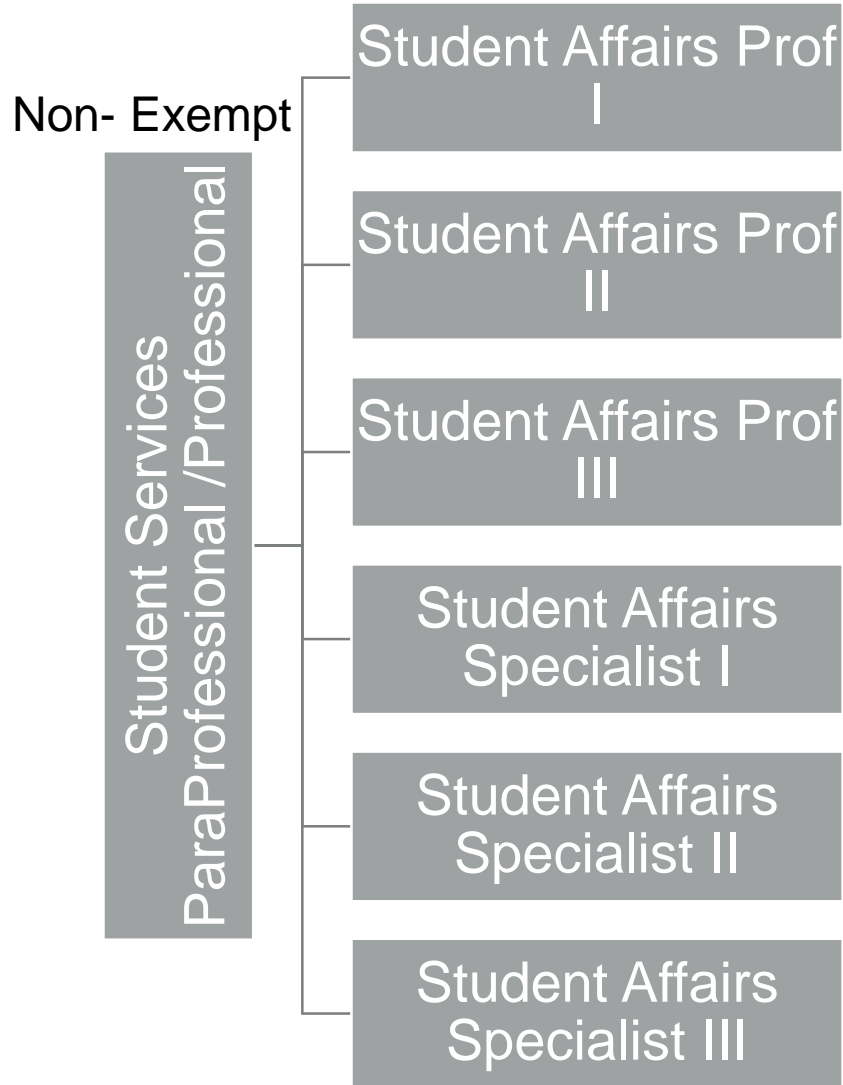
 Position Details

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 Exempt/Non-Exempt





USG Job Codes (B-CATS)

NO CHANGES to salary or pay rates

Faculty Job codes already broad, no changes

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



USG Job Codes (B-CATS)

Benefits:

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



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.



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

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



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 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.

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, timeliness of work, and achieves results with oversight.	Development & Continual Learning	Displays an ongoing commitment to personal improvement; desiring and making use of new knowledge or skills for work.
Adaptability & Flexibility	Adapts to changing business needs, changes 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 through 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 organization's strategy.	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

Example Competencies Cont.



Flexible Behavior

The ability to change one's behavioral style and/or views in order to attain a set goal.



Focus on Quality

Setting high quality standards and striving for continuous improvement and quality assurance.



Forming Judgment

The ability to balance facts and potential approaches taking the appropriate criteria into account.



Identification With Management

The ability and willingness to understand, accept and carry out decisions and measures from managers.



Independence

The ability to perform actions and make statements that reflect an opinion or view of one's own; not to fawn.



Initiative

The ability to recognize and create opportunities and to act accordingly. Rather starting something than waiting passively for it to happen.



Innovative Power

The ability to direct one's inquisitive mind toward initiating new strategies, products, services, and markets.



Insight

Having and gaining insight into situations, problems and processes. Deconstructing problems and systematically investigating the various components. Having a complete picture of the context and overview of the whole problem.

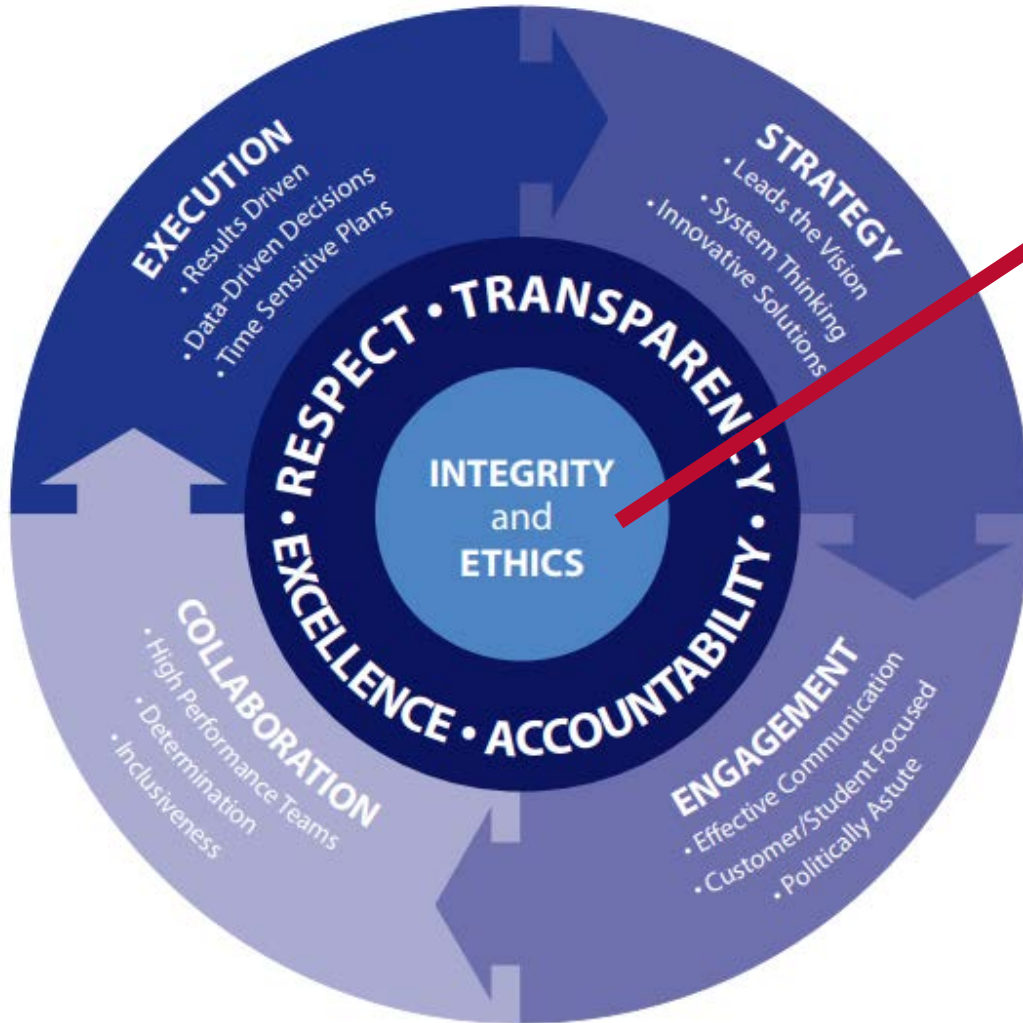


Integrity

Adherence to the standards, values and rules of conduct associated with one's position and the culture in which one operates. Being incorruptible.

USG Leadership Competency Model

USG Leadership Competency Model Reference Guide



Core Competencies

Personal Integrity and Ethics: Absolutely adheres to a strict moral code; Maintains high standards in undertaking a leadership role; principled.

Competencies - Behavioral Indicators

- **Models, Promotes and Supports the System's Values**
 - a. **Integrity** -honest, fair, impartial and unbiased in dealings both with and on behalf of the USG
 - b. **Excellence** - Performs duties in a manner that fosters a culture of excellence and high quality
 - c. **Accountability** – Trustworthy; safeguards resources; acts a good steward of the human, intellectual, physical and fiscal resources
 - d. **Respect** – Treats each person with fairness, compassion and decency
- **Values Transparency** - Creates an environment of openness; requires and expects others to be equally as open in their communication, with staff, faculty, students and other stakeholders.



Dec 16th Deliverables

- New OneUSG Classifications
- Compensation Bands
- Education & Awareness Sessions
 - January TBD
- Resource Guides
 - Evaluation Process for OneUSG Job Codes
 - Evaluation Process for Compensation Increases

Est. Project Time-Line





Roadmap

Next Steps:

- Map current UGA Classifications to USG Job Codes: IN PROGRESS
- Realign Current Pay Structure: IN PROGRESS
- Working with IO Department to perform Job Analysis on current classification structure: IN PROGRESS
- Working with IO Department to develop Competency Pay Structure: NOT COMPLETE

UGA Job Analysis

Source	Task	C2548CLRT C0	1.07CLRT C0	1.87CLRT C2	7.22CLRT C1	2.03CLRT C0	0:
ONET	Use computers for various applications, such as database management or word processing.	X	X	X	X	X	X
ONET	Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.		X	X	X	X	
ONET	Create, maintain, and enter information into databases.	X	X	X	X	X	X
ONET	Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.	X	X	X	X	X	X
ONET	Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment						
ONET	Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.		X	X	X	X	
ONET	Maintain scheduling and event calendars.	X	X	X	X		
ONET	Complete forms in accordance with company procedures.	X				X	
ONET	Schedule and confirm appointments for clients, customers, or supervisors.	X	X	X	X		
ONET	Make copies of correspondence or other printed material.						
ONET	Locate and attach appropriate files to incoming correspondence requiring replies.						
ONET	Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.		X		X		
ONET	Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.	X	X	X		X	X
ONET	Open, read, route, and distribute incoming mail or other materials and answer routine letters.						
ONET	Provide services to customers, such as order placement or account information.					X	
ONET	Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.	X			X		
ONET	Conduct searches to find needed information, using such sources as the Internet.						
ONET	Manage projects or contribute to committee or team work.		X				
ONET	Mail newsletters, promotional material, or other information.					X	

UGA Job Analysis Cont.

Source	Task	% Representati
ONET	Use computers for various applications, such as database management or word processing.	71
ONET	Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.	38
ONET	Create, maintain, and enter information into databases.	64
ONET	Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.	66
ONET	Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment	17
ONET	Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.	37
ONET	Maintain scheduling and event calendars.	45
ONET	Complete forms in accordance with company procedures.	35
ONET	Schedule and confirm appointments for clients, customers, or supervisors.	38
ONET	Make copies of correspondence or other printed material.	12
ONET	Locate and attach appropriate files to incoming correspondence requiring replies.	9
ONET	Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.	33
ONET	Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.	59
ONET	Open, read, route, and distribute incoming mail or other materials and answer routine letters.	21
ONET	Provide services to customers, such as order placement or account information.	26
ONET	Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.	14
ONET	Conduct searches to find needed information, using such sources as the Internet.	1
ONET	Manage projects or contribute to committee or team work.	18
ONET	Mail newsletters, promotional material, or other information.	8

Campus Engagement & Validation

Subject Matter Expert Demographic Information

Name	Job Title	Years at GT	Years in Current Title	IRI
Buckner, Latanya S	Asst Dir-Business Ops	22.10	4.9	Georgia Tech Manufacturing Ins
Walden-Monroe, Traci E	Asst Dir-Business Ops	27.39	5.9	Inst for Elect & Nanotechgy
Williams, Lloyd	Asst Dir-Business Ops	20.06	16.4	Renewable Bioproducts Inst-RBI
Naramore, Julia	Dir-Financial Admin II	28.67	5.5	Provost & Executive VP for AA

Source	Task	% Represent
ONET	Use computers for various applications, such as database management or word processing.	7%
ONET	Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.	8%
ONET	Create, maintain, and enter information into databases.	9%
ONET	Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.	16%
ONET	Operate office equipment, such as file machines, copiers, or phone systems and arrange for repair when equipment fails.	17%
ONET	Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.	17%
ONET	Maintain scheduling and event calendars.	18%
ONET	Compile forms in accordance with company procedures.	19%
ONET	Schedule and confirm appointments for clients, customers, or supervisors.	21%
ONET	Make copies of correspondence or other printed material.	22%
ONET	Locate and attach appropriate file to incoming correspondence requiring replies.	23%
ONET	Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.	23%
ONET	Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.	25%
ONET	Open, read, route, and distribute incoming mail or other materials and answer routine letters.	25%
ONET	Provide services to customers, such as order placement or account information.	26%

List of Initial Essential Functions by Job Title in Validation Survey Format

Financial Administrator I:

Importance of Essential Functions for: Financial Administrator I.	Importance: 0=Not Important, 1=Minor Importance, 2=Important, 3=Critical
<p>Instructions: For each Essential Function, provide and Importance rating using the scale provided. The Essential Functions listed are specific to the above position only.</p>	
1. Within an academic/research unit, assemble financial data related to proposals, <u>grants and</u> contracts, general appropriations, endowments and other funds.	
2. May prepare data for use in budget amendments and other budget related reporting.	
3. Collect, reconcile and audit monthly unit expense transactions.	
4. Process travel requests to include review for accuracy and appropriate	

Behavioral Anchors

Performance Level 5: ROLE MODEL Consistently demonstrates performance that sets the standard of excellence and exceeds the job requirements.			
Performance Level 3: SOLID PERFORMER Consistently demonstrates performance that meets the job requirements			
Performance Level 1: BELOW EXPECTATIONS Demonstrates performance that clearly does not meet the job requirements.			
Financial Admin I			
Level 5	Regularly communicates in a clear and concise manner, both orally and in writing. Actively listens and interacts with others and consistently shares information with pertinent stakeholders in a timely manner.		
Level 3	Expresses ideas in a clear and concise manner, whether orally or in writing. Actively listens to others and shares information with pertinent stakeholders in a timely manner.		
Level 1	Displays frequent errors in sentence structure, spelling, and grammar. Speaks off message or off topic in a manner that is unprofessional. Does not actively listen to or interact with others. Regularly fails to disseminate information to stakeholders in a timely manner or fails to disseminate information at all.		
Financial Admin II			
Level 5	Consistently communicates in a clear and concise manner, both orally and in writing. Actively listens and interacts with others, utilizing their input and guidance in day-to-day activities and decisions. Consistently interacts with pertinent stakeholders in addition to consistently sharing information with pertinent stakeholders in a timely manner.		
Level 3	Regularly communicates in a clear and concise manner, both orally and in writing. Actively listens and interacts with others and consistently shares information with pertinent stakeholders in a timely manner.		
Level 1	Displays semi-frequent errors in sentence structure, spelling, and grammar. Occasionally speaks off message or off topic in a manner that is unprofessional. Does not actively listen to or interact with others on a consistent basis. Often fails to disseminate information to stakeholders in a timely manner, or fails to disseminate information at all.		
Financial Admin III			
Level 5	Serves as a role model for communicating in a clear and concise manner. Actively		