Job Family Project FAQs

Streamlining Job Creation

Clarifying Career Development

Updating Market Ranges
FAQs

1. How was the project accomplished? Who was involved?
   a. Project teams across Grounds reviewed the types of positions within 15 job families, developed a list of subfamilies capturing the occupations within the job family, proposed a list of new UVA Job titles reflecting the current and future needs of the University, and drafted summary sheets for each title, explaining the essence of the work.

2. What Is A Market Range?
   a. A market range is a salary range for a UVA Job Title, based on market pay survey information. This data reflects salary levels for similarly situated positions in the talent pool from which the University recruits its employees. Each range has a lower reference, a competitive range, and an upper reference.

3. How were the market pay ranges determined?
   a. Best practice market pricing methodology was used to develop the market pay ranges.
   b. CUPA, Towers Watson, EduComp, CompData and Onet were frequently used salary survey sources, consistent with past practice.

4. What if an employee’s pay is significantly below the Lower Market Reference assigned to the new UVA Job Title?
   a. No pay changes are associated with movement to the new UVA job structure.
   b. No changes have been made to University Staff Compensation Policy which guides compensation decisions.

5. Which employee types are covered by this project?
   a. University and Classified staff, and Administrative and Professional Faculty will be assigned a new UVA Job Title as a result of this project.

   For Classified staff, the Classified Role Title will typically not be changed as a result of this project, and the UVA Job Title designation has impact only as an indicator of the title they would have if switching to University staff.

6. What is a UVA Job Title? Is it the same as my Working Title?
   a. UVA Job Titles are not the same as Working Titles. A UVA Job Title defines the typical work performed in a position, and allows us to price the job against similar work conducted in the external market.

   On the other hand, a Working Title is the best verbal description of someone’s specific position. For example, someone might hold the UVa Job Title of Marketing Specialist, but the Working Title could be Director of Marketing for the Eastern Research Institute.
7. How will my job be slotted into its new UVA Job Title?
   a. The first step that your management/HR contact will perform is to determine the correct
      Job Family for your position. The new titles focus on type of work, not the specific
      organization that houses the job. So one family might employ people across multiple
      organizational units, depending on the type of work they perform.
   b. After the Job Family has been determined, your position duties and discretion/decision-
      making will be reviewed and a determination will be made as to which UVA Job Title
      Summary is the best general description of the work that is performed by your position.
   c. Job Slotting recommendations will be reviewed and approved by University Human
      Resources to ensure consistent and fair implementation of the new job structure across the
      University.

8. Will my pay change as a result of this change in UVA Job Title?
   a. There are no salary changes directly associated with this work. Market ranges will change
      for all staff during this exercise; an adjustment in market range does not trigger a pay
      increase. Updating market ranges is a natural part of our work and we must refresh the data
      periodically.

9. So, what is in this project for me?
   a. Moving forward, this project makes it easier to:
      • Determine which job openings represent promotional opportunities;
      • Establish and post a new job;
      • Maintain up to date market pay ranges;
      • Understand the relationship between similar jobs and what it will take to progress in
        your career. Take a look at http://www.hr.virginia.edu/job/empview to see how
        your job is described and the full market range for that job. You can also compare
        your job to any other position at the University, to see what the typical work,
        education, and pay might be for your next position at UVa. Want to see what other
        people like you do at UVa? Visit www.myuvajob.com and get to know your
        colleagues.

10. What’s Next?
    a. In a few months, a new Center for Leadership Excellence, part of the President’s
        Cornerstone plan will be mapping career development opportunities to each job family, one
        of the many new resources coming from this new initiative.

11. More questions?
    a. Please speak with your manager, HR representative or the HR Service Center.