UC Davis Career Tracks
Manager/Supervisor Toolkit

A resource for discussing Career Tracks placement with employees
November 2017
Background

Career Tracks is a replacement classification system

- Not a salary program
- All UCs participating
- 2014 - UC Davis effort begins
- Dec. 2017 - UC Davis goes live
Purpose of Career Tracks

Employee career development

• Consistent job expectations by job title
• Clearer understanding of job duties and skills required
• Improved ability to career plan
• Improved ability to target professional development

UC classification consistency

• Accurate position descriptions
• Jobs aligned with competitive market
• Comparable positions at all UC locations assigned same classification, level and grade
The 3 “C”s of Career Tracks

Clear
Classification system that clarifies career paths

Current
UC Davis job descriptors date back to 1975

Consistent
Consistency across job families and functions
Career Tracks is not . . .

For represented staff

• Career Tracks does not impact represented employees, academic personnel, senior management, or student employees

A salary program to give raises

• It is a new salary structure reflecting the local labor market
Advantages for Employees

• Consistent expectations by job title within and across all UC departments and campuses

• Clear understanding of representative job duties and the knowledge, skills and abilities required

• Opportunities for targeted career planning, with a library of job standards listing representative duties and knowledge, skills and abilities
Advantages for Managers

• Aligns human resources with organizational needs
• Streamlines administrative work by managers and Human Resources staff
• Enhances reporting and analytic capabilities for Human Resources monitoring and planning
• Expanded and detailed job description library for career planning
By the Numbers

- 6,170 non-represented positions transitioning to the Career Tracks system:
  - 3,810 positions at Davis Campus
  - 2,360 positions at UC Davis Health
- Approximately 30% of non-represented positions have already transitioned
- Final 4,400 (approximate) positions to be transitioned on Dec. 1, 2017
  - 2,500 positions at Davis Campus
  - 1,900 positions at UC Davis Health
Results of Transition to Career Tracks

• Most non-represented staff will see a change to payroll job title only.
• No change to base pay, working title or job duties.
• Some employees will see changes to their exemption status or their personnel plan.
• Approximately 85% of employees will be assigned to a Career Tracks salary grade with a higher salary maximum than their current salary range.
What is Classification?
Systematic arrangement in groups or categories, according to established criteria
Career Tracks is a Classification System

• Grouping jobs of a common nature with similar duties and responsibilities.
• Based on objective elements of a position, including: nature, scope, level of responsibility, supervision given/received, exercise of independent judgment, etc.
• Position descriptions are the primary tool used to describe current duties and responsibilities of a position, and are the foundation of the classification process.
• For purposes of career development and assignment to an appropriate pay range.
Moving to a Career Tracks Payroll Title
From Analyst to...

Current Classification
Analyst

Career Tracks Job Family
Research Administration
General Administration
Student Services
Finance

Career Tracks Job Function
Contracts and Grants
Academic Program Management
Administrative Operations
Project and Policy Analysis
Student Services Advising
Financial Aid
Financial Analysis
Procurement
How Are Career Tracks Titles Assigned?

HR worked with existing position descriptions and HR representatives across UC Davis to identify the correct attributes of each position, starting with the correct family and ending with the job standard.

**Family**
- A group of jobs in the same general occupation
  - General Admin
  - Information Technology
  - Student Services (42 Total)

**Function**
- A more specific area within a family
  - Business Analysis
  - Applications Programming
  - Audio Visual IT (24 Total)

**Category**
- Following the Individual Contributor or Leadership Series
  - Supervisory
  - Management
  - Professional

**Level**
- Based on the degree of autonomy and specialized knowledge required
  - Expert
  - Advanced
  - Experienced
  - Intermediate
  - Entry

**Standard**
- Based on the scope, key responsibilities, knowledge and skills required

**Applications**
- Programmer
- Programmer 3

Involves writing programs in a computer language, designing related databases, web interfaces and content, or multimedia processes. Design, develops, modifies, tests and evaluates and maintains computer programs. Work includes test-to-production processes, quality assurance, maintenance and documentation of applications. Includes web application...
What is a Job Standard?

Job standards describe the roles and responsibilities of a position, and Career Tracks is standardizing them across UC. All job standards are posted on the Career Tracks site and can be used to help plan your career at UC.

<table>
<thead>
<tr>
<th>Job Family</th>
<th>Information Technology</th>
<th>Job Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Function</td>
<td>Applications: Programming</td>
<td>Involved in the development of server/OS/desktop/mobile applications and services including researching, designing, developing specifications for designing, writing, modifying, testing, debugging, troubleshooting and maintaining source code. Also having direct or related involvement in designing related databases, user interfaces, integration to other systems/applications, content or multimedia processes. Work includes analysis and design to post-production processes, quality assurance, maintenance and documentation.</td>
</tr>
<tr>
<td>Category</td>
<td>Professional</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Level</th>
<th>Entry</th>
<th>Intermediate</th>
<th>Experienced</th>
<th>Advanced</th>
<th>Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Applications Programmer 1</td>
<td>Applications Programmer 2</td>
<td>Applications Programmer 3</td>
<td>Applications Programmer 4</td>
<td>Applications Programmer 5</td>
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<tr>
<td>Job Code</td>
<td>7298</td>
<td>7299</td>
<td>7300</td>
<td>0652</td>
<td>0653</td>
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<tr>
<td>Tracking Code</td>
<td>A0415</td>
<td>A0416</td>
<td>A0417</td>
<td>A0418</td>
<td>A0419</td>
</tr>
<tr>
<td>Per. Program</td>
<td>PSS</td>
<td>PSS</td>
<td>PSS</td>
<td>MSP</td>
<td>MSP</td>
</tr>
<tr>
<td>FLSA</td>
<td>Non-Exempt</td>
<td>Non-Exempt</td>
<td>Exempt</td>
<td>Exempt</td>
<td></td>
</tr>
</tbody>
</table>

Generic Scope:
- Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making.
- Professional who applies acquired job skills, policies, and procedures to complete substantive assignments/projects/tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.
- Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions.
- Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues/problems without precedent and/or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.
- Recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. May direct programs with organization-wide impact that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level.
Understanding Your Career Tracks Letter

The level of responsibility associated with your new Career Tracks job title meets the Fair Labor Standards Act (FLSA) definition of Exempt work and your status will change from non-exempt to exempt accordingly. Please refer to the attached information sheet for a more detailed explanation of what this means.

The information below reflects changes that will apply to the position you hold when it converts to a Career Tracks job family and function. These changes will be effective beginning December 1, 2017, please refer to your specific effective dates on the Employee Information Sheet below.

<table>
<thead>
<tr>
<th>YOUR CAREER TRACKS CLASSIFICATION PROFILE</th>
<th>Current</th>
<th>Career Tracks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Title (will also appear on paycheck)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLSA Exemption Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary Grade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary Range</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This section summarizes any changes to the employee’s personnel status. Changes of significance are those affecting the employee’s exemption status and personnel program.

Read More About Changes to:
PERSONNEL PROGRAM and EXEMPTION STATUS

This section specifies the effective date for all changes outlined in the Classification Profile table.

Read more about PAYROLL EFFECTIVE DATES

The compensation profile covers several important details:

- **Payroll Title**: While Career Tracks doesn’t affect working titles, the title on your earnings statement will change.
- **FLSA Exemption Status**: This determines whether an employee is eligible for overtime. Exempt employees do not receive OT while non-exempt employees do.
- **Payroll Schedule**: Exempt employees are paid monthly at the Davis campus. Exempt employees in the PSS personnel program at UC Davis Health are paid bi-weekly.
- **Personnel Program**: Employees will either be assigned to the Managers and Senior Professionals (MSP) or Professionals and Support Staff (PSS) programs.
- **Salary Grade & Salary Range**: These scales are all posted on the HR site.
Earnings Statement Changes

At a Glance:

1. Payroll Title:
   All employees will see a change to their payroll title. This employee was mapped into the Career Tracks classification system as a Communications Specialist 3.

2. Pay Frequency:
   At the Davis campus, exempt employees will be paid on a monthly cycle, which ends on the last day of the month. Non-exempt employees will be paid on a bi-weekly basis. At UC Davis Health, all PSS employees will be paid on a bi-weekly basis, while MSP employees will be paid monthly.

3. Vacation & Compensatory Time Accrual:
   PSS and MSP employees accrue vacation at different rates. This employee is a PSS employee. Additionally, as an exempt employee, this individual is not eligible to earn OT or Comp Time.
Everyone Has a Role in Career Tracks

• Office of the President
  • Launched initiative, partnered with UC Davis

• Compensation Team
  • Provided Mapping support and Training.

• HR Business Partners, CAOs, Managers
  • Validate mapping through position descriptions

• Managers and Supervisors
  • Share information with employees

• Employees
  • Provide feedback, attend information sessions
Get More Information

HR is offering a variety of in-person presentations and webinars where you can get your specific questions answered.

A full schedule of presentations is available on the Career Tracks site, along with much more information about the Career Tracks project, including recordings and slideshows of earlier presentations.

November Information Sessions Listed at:
hr.ucdavis.edu/compensation/career_tracks.html
Send Your Questions to
careertracks@ucdavis.edu