Career Tracks Project

1. What is Career Tracks?
Career Tracks is a new job classification framework that aligns jobs at the University to their respective labor market by occupation and supports the development of possible career paths designed to enhance career mobility. Levels for individual contributor, supervisory and management roles within each distinct functional area are defined consistently across occupations and with the labor market for comparable jobs.

2. Who will be impacted by the Career Tracks project?
All UC staff who are not represented by unions and are not part of the Senior Management Group (SMG) will be mapped to the Career Tracks structure.

3. Why is Career Tracks being implemented?
Our current classification system is built on UC systemwide classifications that have become outdated. Career Tracks will more accurately reflect current job duties, organized within job families and functions. This new structure will set the foundation for a more transparent classification and career planning process going forward and allow us to better align our jobs to the external labor market.

4. How will Career Tracks affect employees?
Each employee will be assigned a new job title that is part of a designated job family and function. Each job title will be assigned a personnel program (MSP or PSS), an exemption status and new salary grade and range. The personnel program and exemption status will be applied consistently throughout UC as locations transition into Career Tracks job titles.

5. For different job families and functions, there are categories of jobs, and career levels in the new job structure. What do those terms mean?
The terms in the proposed job structure distinguish the work that people perform. By looking at the differences in scope and responsibility between jobs, we can describe each job more accurately in relation to other jobs.

- The **family** is a group of jobs that involve work in the same general occupation. These jobs have related knowledge requirements, skill sets, and abilities. Finance is an example of a family. It is a general way to organize job functions into bigger groups to ease searching through the numerous job functions available.

- The **function** is a more specialized area within a family. In a function, the same or relatively similar work is performed, a similar skill set is required, and it is possible to move within the
function with minimal training. For example, Purchasing is a function within the Finance family.

- The **category** defines the type of work performed, as opposed to the occupation or subject matter. The three categories are: 1) Operational & Technical, 2) Professional, 3) Supervisory & Managerial. A job function can include more than one type of work, so within Purchasing, you could have jobs in both professional and supervisory & managerial categories.

- The **career level** reflects the amount of responsibility, impact, and scope that a job has. We have determined the appropriate number of levels within each category per job function by looking at market survey data and working with subject matter experts for that family and function. For example, a Buyer in the Professional job category could be a level 1, 2, 3, 4, or 5 professional. In the Supervisory and Managerial category, there are a possible total of 6 levels. Establishing the appropriate number of levels based on category facilitates comparison of UC jobs with comparable jobs in market salary surveys. At the same time, not all functions will require the full number of levels. The number of levels in the Career Tracks job structure for each function is reflective of how the work is currently organized at UC.

6. **What if a Job Standard does not fully represent an individual’s job duties?**
   The “boiler-plate” or generic job standards rarely reflect the unique work each individual may be asked to perform as part of his or her regular responsibilities. The work performed by an individual reflects the organizations goals and structure. The goal is to capture at least 50% - 60% of the predominant job duties for a given job. Supervisors and managers can use the job standards as a starting point in developing customized job descriptions that reflect the individual’s unique responsibilities, yet still align to the job standards for all UC staff in that job.

7. **Is Career Tracks a systemwide initiative?**
   Yes. All locations (Office of the President, campuses and medical centers) are required to implement. This will provide greater career mobility and transparency within and across all UC locations.

8. **Will working titles change as a result of Career Tracks?**
   No. Career Tracks only changes **payroll** titles. Employees may still use the current working titles of coordinator, assistant director, director, etc., as appropriate.

9. **Will job duties change as a result of Career Tracks?**
   No. Actual job duties and expectations will not change. Employees will be assigned a job title in the new Career Tracks structure that best fits the current job/role performed.

10. **Will my pay change as a result of Career Tracks?**
No, there will be no immediate impact to pay (either upward or downward), although the new classification system will provide a better foundation for determining appropriate market-based salaries in the future. Ongoing reviews will occur for those employees whose compensation is outside the salary range.

11. Will staff be able to review the classification change before it goes into effect, and how will they be informed?

Employees will receive individual notices delivered by their supervisor or manager informing them of their new title codes, job standards and pay grades, prior to implementation in the payroll system. Managers will be notified prior to general employee communications.