



THE OHIO STATE UNIVERSITY

HUMAN RESOURCES

Career Roadmap Pay Ranges

Manager Training November 2021



Today's Objective

Equip managers with Career Roadmap information related to pay structures and pay ranges to be able to review mapping data prior to the employee review phase.

1

Career Roadmap Recap

2

Market Pricing and Salary Structure

3

Geographic Differences in Pay

4

Position Mapping Tools and Next Steps



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Career Roadmap Recap



During October 2021 manager training we shared...

Career Roadmap Journey

- 1 Created three important tools: Career Framework, Career Band and Level Guide, and Job Catalog
 - 2 Mapped positions to the newly established framework and ensured consistency
 - 3 Priced Ohio State jobs to the external market to ensure competitiveness
 - 4 Review the mapping in relationship to new pay ranges
 - 5 Understand impacts of the regulatory compliance such as FLSA and CCS
 - 6 Employee Review
 - 7 Implementation
- Complete
● Not Started

Manager Checklist

Manager Readiness		<ul style="list-style-type: none">✓ Managers understand Career Roadmap Framework and Position Mapping✓ Data is ready to show up in employee notification letters✓ Manager, Unit Leader, and HR Partner alignment has taken place
Understand Career Roadmap Framework & Position Mapping	<ul style="list-style-type: none"><input type="checkbox"/> Know the basics of Career Roadmap<input type="checkbox"/> Understand the high-level employee review process<input type="checkbox"/> Review the tools and materials provided to ensure understanding<input type="checkbox"/> Ask questions and identify any missing gaps regarding the process	
Review Position Mapping for Direct Reports	<ul style="list-style-type: none"><input type="checkbox"/> Review your team's position mapping using the tools and training provided<input type="checkbox"/> Identify any needed changes for your direct report and provide justification	
Consult with Leader/HR Partner for Possible Mapping Changes	<ul style="list-style-type: none"><input type="checkbox"/> Consult with your HR partner on the review you completed and understand the thought process behind the current position mapping for your reports<input type="checkbox"/> Discuss & Identify if changes are needed to the position mapping & work with HR to make updates as needed<input type="checkbox"/> Gain alignment with your unit leader(s) and HR partner	

Actions Career Roadmap has taken since the October 2021 manager training:

- ✓ Added recording from last training to Career Roadmap website
- ✓ Refreshed existing and added new FAQs
- ✓ Added new data to the Position Mapping tool e.g., salary ranges, classified status, exempt/nonexempt status, etc.
- ✓ Refreshed existing and added more resources regarding FLSA, CCS
- ✓ Created this training on pay ranges to ensure you have the information needed to provide feedback on position mapping



Ohio State is creating a compensation and talent framework that is consistent, transparent, and sustainable to attract, develop, and retain employees

Market and Internal Alignment

- Structure that aligns Ohio State jobs to market
- Foundation for compensation decision-making
- A common way to describe jobs and career levels across the Campus and the Medical Center

Talent Development

- Visible career path opportunities
- Better staff development discussions
- Foundation for succession planning

Risk Mitigation

- Improved FLSA and Classified Civil Service compliance
- Meaningful, proactive pay equity analysis



Career Framework



Job Catalog



Salary Structure



Compensation Policy



Annual Review Process



Participants in this training manage at least one in-scope staff



In Scope
for
Career Roadmap

Unclassified Staff

Civil Service Staff



Out of Scope
for
Career Roadmap

Physician

Student employee

Faculty member

Athletic coach

Executive

Bargaining unit

Research Scientists

Visiting Scholars

Note: You may be required to review mapping for any in scope direct report positions



Job Function	Broad group of occupational disciplines e.g., Finance				
Sub Function	Recognized occupational discipline e.g., Accounting				
Career Band	Individual Contributor Series			People Leader Series	
Career Band	Technical	Clinical	Specialized	Managerial	Executive *
Career Level					E5 N/A
					E4 N/A
					E3 N/A
					E2 N/A
					E1 N/A
				Manager 5, Accounting	
			Accountant 6	Manager 4, Accounting	
			Accountant 5	Manager 3, Accounting	
		C4 N/A	Accountant 4	Manager 2, Accounting	
		C3 N/A	Accountant 3	Manager 1, Accounting	
		C2 N/A	Accountant 2		
	Accounting Coordinator 4	C1 N/A	Accountant 1		
	Accounting Coordinator 3				
	Accounting Coordinator 2				
	Accounting Coordinator 1				

Career Framework

More information about the Career Framework can be found on the Career Roadmap website <https://hr.osu.edu/career-roadmap/career-framework/>

Reminder

To be in the Managerial Career Band, total reports must equal 2 FTE (4:1 ratio for student employees) and majority of work is accomplished through other people



How to map Ohio State position mapping to the Career Roadmap Framework

Job Description

Functions as the Financial Operations Senior Advisor overseeing the financial and accounting operations of the central administration and multiple units for the College of Arts and Sciences (ASC) including the following fiscal services: financial systems, reporting and internal controls, policies and regulations. Approves financial activity according to the designated signature authority. Develops and maintains central budget systems and budgetary policies. Supports the college in budget preparation, forecasting, identifying and implementing strategic initiatives. Oversees the college commitments, including tracking mechanisms, the preparation and dissemination of financial reports, and performs financial analysis. Collaborates with central leadership to create and analyze reports against performance goals to inform strategic planning and further initiatives. Works closely with college leadership including Deans, finance, human resources and advancement staff. Collaborates with unit Chairs, Directors, and Business Operations Managers on projects. Maintains financial databases, data interfaces and budget models within ASC for various funding initiatives. Participates and pro-actively engages as part of the ASC Finance team, working closely to coordinate efforts on budgeting and university policies and procedures and provide finance training support. Responsible for central administration financial and operational audits, enforcing compliance with established procedures and laws. Works with Internal Audit, units and ASC leadership to resolve audit and compliance matters. Compiles and submits internal audit responses.

1

Job Function Name	Job Function Code	Job Function Description
Academic Administration	ACA	Academic Administration provides a range of strategic and administrative enrollment processes and support programs and services that ensure effective intake of students, provide the means for success during the academic experience and after graduation. Includes development, delivery, measurement, evaluation, and continuous improvement to optimize effectiveness with relevant audiences. In any area, roles may focus on processes or programs serving domestic or international populations, underrepresented groups, honors and scholars, cross-disciplinary initiatives, etc.
Agricultural Operations	AGO	Agricultural Operations is responsible for managing programs, facilities, and sites devoted to improving soil, crop, plant, animal and environmental resources. Operations include farms, arboreta (or arboreta), greenhouses, branch facilities, forests, gardens and related areas. Supports educational, research and community programs. Provides agricultural businesses with resources for successful planning and management.

2

Read the Function and Subfunction description available in the job catalog

Career Band Guide

Individual Contributor Series			People Leader Series	
Work is primarily achieved through individual efforts or by participation on functional or project teams.			Work is primarily achieved through others with direct accountability for setting direction and deploying resources.	
May coordinate, influence or review the work of others.			Responsible for leading people including conducting performance management, reviewing pay and typically making employment decisions.	
May be the primary owner/authority on a given program or process.				
Technical	Clinical	Specialized	Managerial	Executive
Requires work of technical (i.e., clerical, operational or administrative) nature	Requires the application of specialized expertise within a clinical profession to achieve results	Requires the application of specialized expertise within a profession to achieve results	Accountable for business or operational processes and/or program management	Leads a significant segment of the organization (function, unit, college)
Formed within clearly defined guidelines and standards	Emphasizes in-depth knowledge, problem-solving and influencing skills	Emphasizes in-depth knowledge, project management and influencing skills	Utilizes business acumen and industry or discipline knowledge to directly or indirectly influence others	Creates the vision and develops the strategy for the segment being led
Execution of work is dependent on guidance and decisions made by others	At more seasoned levels, may lead functional or project teams or act as a working supervisor to other clinicians	At more seasoned levels, may manage one or two direct reports or cultivate relationships to produce optimal results	Manages a team of three or more individuals who deliver work product related to an expected core competency of the leadership role	Broad authority to act and commit the segment in regard to contracts, budgets and operational objectives
Lead level may coordinate and review day-to-day work of others	Typically requires a university degree and clinical license, certification or training	Typically requires a university degree or equivalent work experience that provides knowledge of fundamental theories, principles and concepts		
Typically does not require a university degree but post-secondary education or training may be useful or required				

3

Use the Career Band Guide to identify the correct band

Start with the Position description

Career Level Guide

Career Band: Individual Contributor Series - Specialized

Career Level	Entry	Experienced	Senior
Profile	Applies knowledge of theories, practices and procedures gained through education	Relies on a degree of professional experience	Fully experienced professional
	Still acquiring higher level knowledge and skills	Typically the most prevalent job level within Career Band	
	Develops competence by performing structured work assignments	May serve as informal resource for less experienced colleagues	
	Applies basic concepts, principles and technical capabilities to perform routine tasks	Applies industry knowledge and a thorough understanding of concepts, principles and technical capabilities to perform tasks and projects	
Complexity	Works on projects of limited scope and complexity; generally follows set procedures	Works on projects of moderate scope and complexity; applies judgment within defined parameters	Works on complex projects of large scope; may refer to precedents and defined parameters
Autonomy	Works under supervision and receives instructions	Receives general guidance; may receive more detailed instruction on new projects	Completes routine work independently; receives general guidance on new projects
		Work reviewed for sound reasoning and accuracy	Work reviewed for purpose of meeting objectives

4

Use the Career Level Guide to identify the correct level

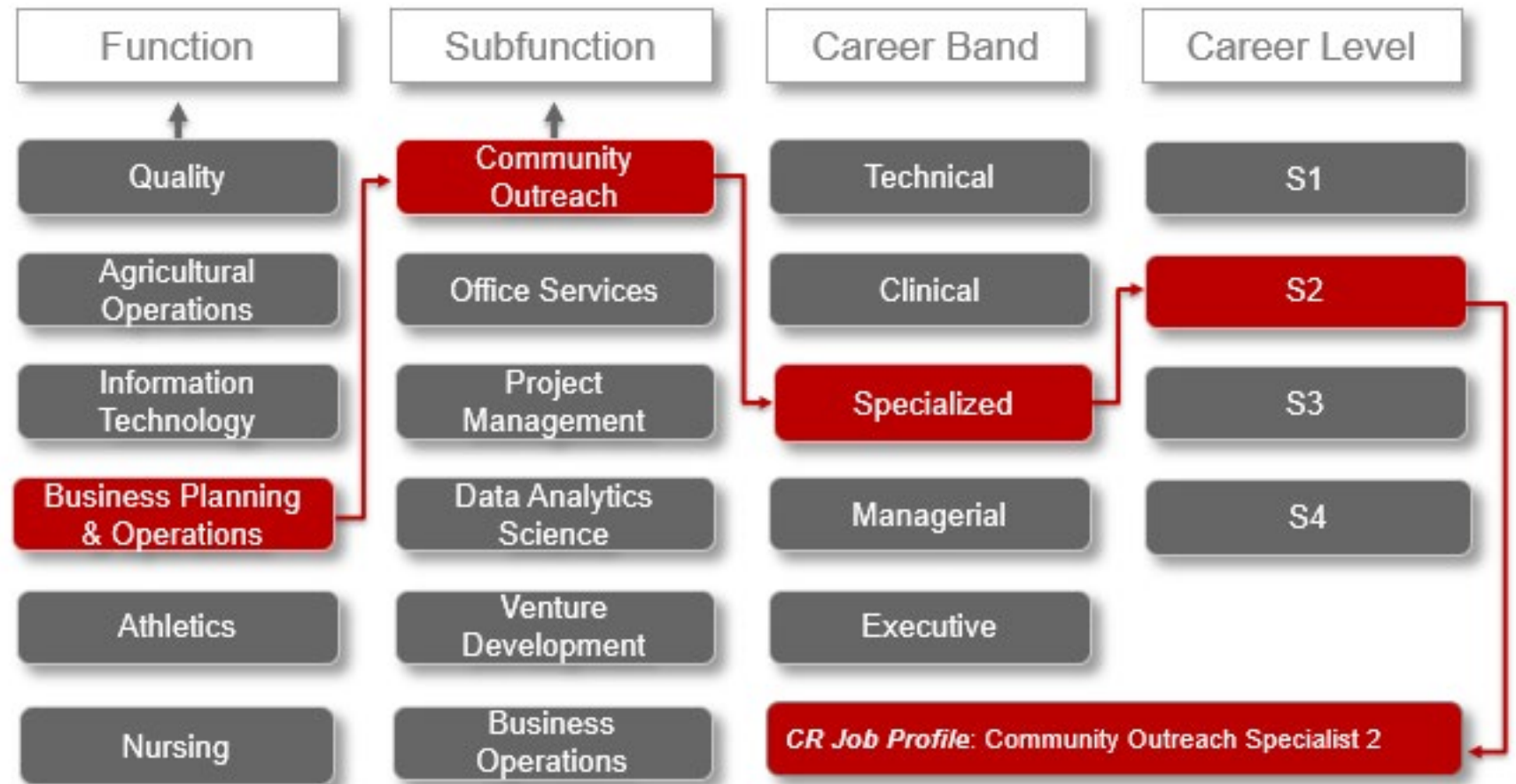


Watch out!
Hybrid Roles
Outdated PDs



Position #1

- **Current Classification:** 6820
Program Manager
- **Working Title:** Program Manager
- **Reports to:** Associate Professor
- **Position Description:** Program Manager provides professional and administrative support to the program such as assisting with agenda creation for meetings, partnering with chairpersons to run the meetings, facilitate communication between the OSU program and external agencies. Promote the program's work via various channels. prepare annual report with recommendations for the improvement of the OSU program that assists specific groups in the community.
- **Total Reports:** 1





Career Framework & Position Mapping

Job Function	Broad group of occupational disciplines e.g., Finance				
Sub Function	Recognized occupational discipline e.g., Accounting				
Career Band	Individual Contributor Series			People Leader Series	
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		C3 N/A	Accountant 3	Manager 1, Accounting	
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	Accounting Coordinator 4	C1 N/A	Accountant 1		
	Accounting Coordinator 3				
	Accounting Coordinator 2				
	Accounting Coordinator 1				

Position



Employee



Mapping should focus on the position and the duties in the position description.



What should a position description include?

- A shared understanding of position responsibilities and performance expectations
- Functional or technical expertise required of an individual
- Attributes or behaviors that support employees in being successful

When should a position description be updated?

- If there is substantial and permanent change between what is documented in the position description and what the position requires. Considerations:
 - Does the position require operating with a higher level of knowledge, complexity, autonomy/impact, and/or interaction?
 - Is there a business need for a higher level?
 - What level may be needed if position is backfilled?

The position description is the driver for mapping positions to the Career Roadmap framework.



For Career Roadmap, the objectives are:

- 1) Mapping positions accurately
- 2) Getting current employees and new hires to the pay range minimum

When does the manager consider the employee in seat?

- For the purposes of position mapping, the position is the focus
- Once the position is mapped accurately, identify if the employee's current salary falls within the pay range

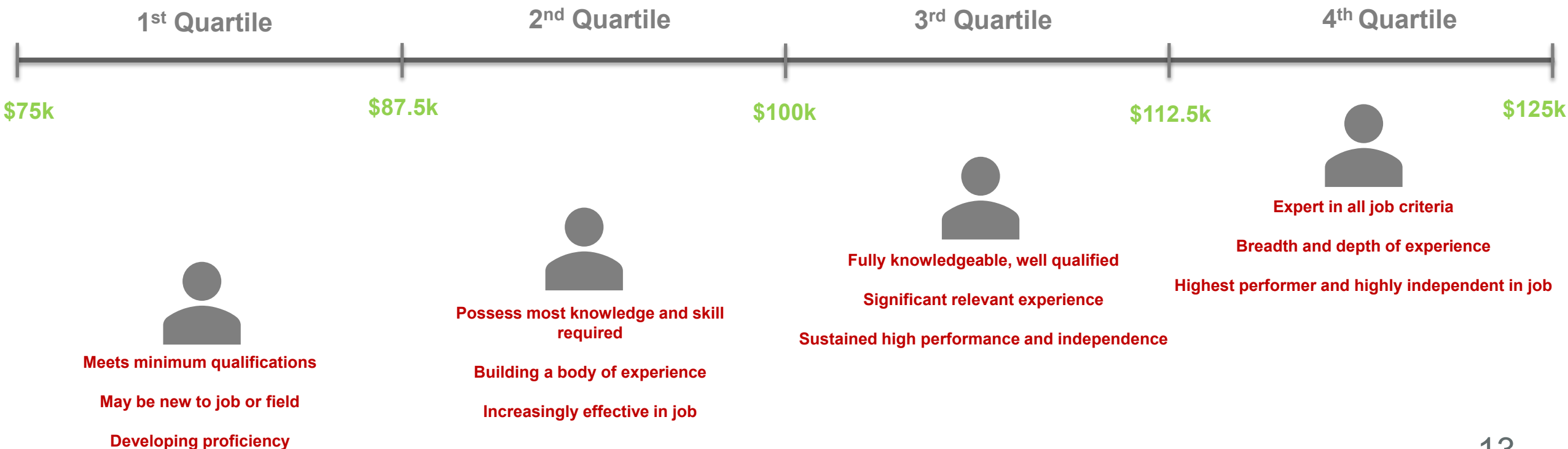
After implementation, how do managers use Career Roadmap to develop your team?

- Managers should help their employees understand the Career Band and Level guide and how to use it for their own career development opportunities
- Additional information on position in pay range highlighted on the next slide



How to use quartiles?

- Represents typical characteristics for employees found within each of the range quartiles
- This can be used after Career Roadmap implementation for evaluating the placement of individuals within pay range. The priorities for Career Roadmap should be 1) mapping positions accurately and 2) getting current employees and new hires to the pay range minimum





Implementation Topic	Coordinated Approach
Above Pay Range Maximum	<ul style="list-style-type: none">Salaries above pay range maximum will be frozen until the pay range advancesOne-time payments (i.e., lump sum merit) will be offered in lieu of salary increases during annual merit
Below Pay Range Minimum	<ul style="list-style-type: none">No central funding provided to offset raise-to-minimum costsUnits <u>not</u> required to immediately move incumbents to range minimum - grace period to be defined *Below minimums will be addressed during grace period—merit, promotions, adjustments, and backfills
New Hires	<ul style="list-style-type: none">New hires and promotions must meet range minimums and maximums after Career Roadmap go-liveDuring grace period, new hires/promotions may be temporarily below minimum if similar peers are (limited)
Vacation Accrual Benefit	<ul style="list-style-type: none">Levels M3 / S5 + are designated as Sr A&PCurrent Sr A&P employees not mapped at M3 / S5 + maintain legacy benefit while in position

* Exceptions may apply e.g., grant funded positions



Q & A



Market Pricing and Salary Structure



Market Pricing Basics

- Ohio State provides data on our jobs to salary survey vendors. Other state, regional and national employers, including higher education and health systems, also provide data on their pay practices.
- For certain jobs outside of the standard surveys, Ohio State participates in other salary assessments.
- Ohio State matches internal jobs to the relevant sectors identified by the survey vendor.
- Based on those matches, we get market data which informs our pay ranges

Higher Education



Example: Academic Administration

Health System



Example: Allied Health Specialties

General Industry/Operations



Example: Finance



Reflecting the market through pay ranges

1

Sample Job:

Function: Finance
Subfunction: Accounting
Band/Level: S2
Title: Accountant

2

Market Reference Value of Job
= **\$66,500**

- FINACTS2 = Grade 17
- Grade assignments and salary structure reviewed annually based on data trends and salary movement

4

Career Roadmap Working Salary Structure

Grade Profile	Minimum (75% of Mid)	Midpoint	Maximum (125% of Mid)
12	36,900	49,200	61,500
13	38,700	51,600	64,500
14	40,650	54,200	67,750
15	42,675	56,900	71,125
16	46,125	61,500	76,875
17	49,800	66,400	83,000
18	53,775	71,700	89,625
19	58,050	77,400	96,750
20	62,700	83,600	104,500
21	67,725	90,300	112,875
22	73,125	97,500	121,875

3

****Salary structure is only for illustration purposes.**



We have three salary structures: **Clinical, Staff and Nursing.**

- The structure used for a given job will be indicated by the letter that is in front of the grade.
 - C08 = Clinical Structure Used; A10: Staff Structure; N57: Nursing Structure
- Non-exempt jobs will be assigned to an hourly pay range; exempt jobs will be assigned to an annual pay range

Clinical Salary Structure					Spread	Staff Salary Structure					Spread	Nursing Salary Structure (Specific CR Jobs only)					Spread
Rounded - Final				Rounded - Final				NOT Rounded									
Min	Mid	Max		Min		Mid	Max		Grade	Min		Mid	Max				
C00	\$ 18,304	\$ 23,712	\$ 29,640		A00	\$ 18,304	\$ 23,712	\$ 29,640		N00	\$ -	\$ 500,000	\$ 1,000,000				
C01	\$ 23,000	\$ 28,700	\$ 34,500	50%	A01	\$ 21,600	\$ 28,700	\$ 35,900	66%	N37	\$ 51,376	\$ 71,989	\$ 88,442	51%			
C02	\$ 24,100	\$ 30,200	\$ 36,200	50%	A02	\$ 22,600	\$ 30,200	\$ 37,700	67%	N38	\$ 52,312	\$ 71,677	\$ 91,062	54%			
C03	\$ 25,300	\$ 31,700	\$ 38,000	50%	A03	\$ 23,800	\$ 31,700	\$ 39,600	66%	N39	\$ 57,554	\$ 78,853	\$ 100,173	54%			
C04	\$ 26,600	\$ 33,300	\$ 39,900	50%	A04	\$ 25,000	\$ 33,300	\$ 41,600	66%	N40	\$ 52,832	\$ 71,947	\$ 91,062	53%			
C05	\$ 27,900	\$ 34,900	\$ 41,900	50%	A05	\$ 26,200	\$ 34,900	\$ 43,700	67%	N41	\$ 53,768	\$ 73,684	\$ 93,600	54%			
C06	\$ 29,300	\$ 36,700	\$ 44,000	50%	A06	\$ 27,500	\$ 36,700	\$ 45,800	67%	N42	\$ 59,155	\$ 81,058	\$ 102,960	54%			
C07	\$ 30,800	\$ 38,500	\$ 46,200	50%	A07	\$ 28,900	\$ 38,500	\$ 48,100	66%	N43	\$ 38,584	\$ 50,939	\$ 63,294	49%			
C08	\$ 32,300	\$ 40,400	\$ 48,500	50%	A08	\$ 30,300	\$ 40,400	\$ 50,500	67%	N46	\$ 59,613	\$ 80,943	\$ 102,274	53%			
C09	\$ 34,000	\$ 42,500	\$ 51,000	50%	A09	\$ 31,800	\$ 42,500	\$ 53,100	67%	N48	\$ 62,400	\$ 79,820	\$ 97,240	44%			
C10	\$ 35,568	\$ 44,600	\$ 53,500	50%	A10	\$ 33,400	\$ 44,600	\$ 55,700	67%	N49	\$ 59,426	\$ 79,882	\$ 100,339	51%			

- For Internal Resource Pool jobs (e.g., WMC substitute workers), structure is a flat dollar amount. Min, Mid and Max should match



What is a Pay Range? Amount of pay an employee could earn for performing a particular job. A pay range has a minimum and a maximum reflecting labor market, level of skill required, employer need and other criteria.

Lowest salary to
be paid to jobs
falling in a pay
range or grade

Representative of
the market
median for a
given job

Highest salary to
be paid to jobs
falling in a pay
range or grade

Minimum

Midpoint

Maximum

\$75k

\$87.5k

\$100k

\$112.5k

\$125k

- A grade points to a pay range in a salary structure.
- A pay grade (e.g., A12) will have the same Min – Mid – Max regardless of the job profile.
- An exception to this is if a geographic differential is applied.



Q & A



Geographic Differences in Pay



Geographic Differential Indicator is a premium or discount applied to a salary structure to account for the variation in cost of labor between locations.

There are three groups who will have a salary structure different than the rest of the population working in Columbus (determined based on work location):

1. **Regional Campuses:** each regional campus assigned a GDI
2. **Remote Workers:** Statewide GDI applied
3. **Extension:** all 88 counties have been assigned a GDI

Regional Campuses

Regional Campus	GDI
Lima Campus	GD95
Newark Campus	GD100
Mansfield Campus	GD90
Marion Campus	GD90
Wooster	GD95

Remote Workers

State	FINAL GDI
Alabama	GD95
Arkansas	GD90
Arizona	GD95
California	GD115
Colorado	GD100
Connecticut	GD110
Florida	GD95
Georgia	GD95
Iowa	GD90
Idaho	GD90
Illinois	GD105
Indiana	GD95
Kansas	GD90
Kentucky	GD90
Louisiana	GD95
Massachusetts	GD110

Extension Workers

County	Final GDI
Adams	GD90
Allen	GD95
Ashland	GD90
Ashtabula	GD90
Athens	GD90
Auglaize	GD95
Belmont	GD90
Brown	GD95
Butler	GD100
Carroll	GD95
Champaign	GD95
Clark	GD95
Clermont	GD100
Clinton	GD95

Note:

Ranges displayed in the position mapping tool do not account for geographic differential. Please apply the GDI based on the scenario



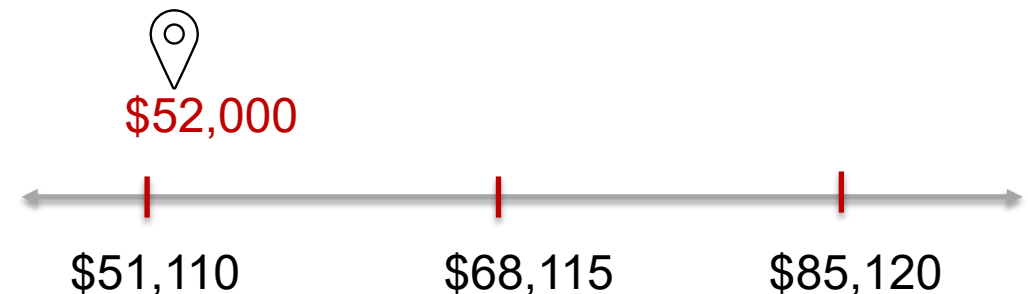
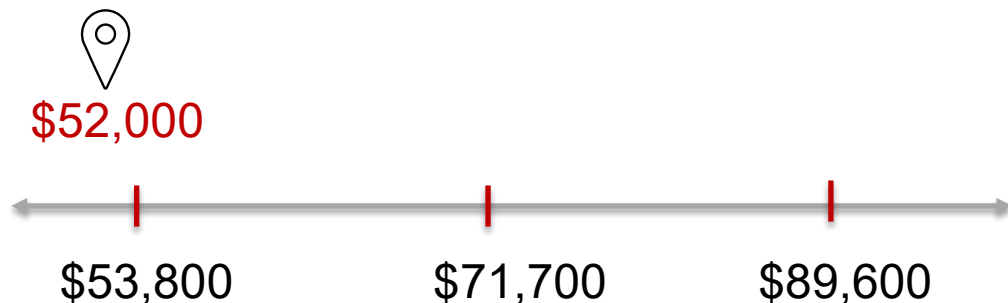
GDI Example:

Salary Structures will either be discounted or adjusted with a premium. This will apply to the Min, Mid and Max

Name	Olivia P.
Current Title	Senior Research Analyst
Mapping	RESRSCS2
Main Campus	GD100
Range	A18 = \$53,800 \$71,700 \$89,600
Annual Salary	\$52,000
Relative to Range	= \$1,800 below min



Mapping	RESRSCS2
Lima Campus	GD95
	<ul style="list-style-type: none">Range discounted by 5% to reflect the differenceExample: $\\$53,800 - (\\$53,800 \times .05) = \\$51,110$
Adjusted Range	A18 = \$51,110 \$68,115 \$85,120





Q & A



Position Mapping Tools and Next Steps



Manager Readiness

- ✓ **Managers** understand Career Roadmap Framework and Position Mapping
- ✓ **Data** is ready to show up in employee notification letters
- ✓ **Manager, Unit Leader, and HR Partner** alignment has taken place
- ✓ **Due date: December 17, 2021** (units may establish earlier dates)

Understand Career Roadmap Framework & Position Mapping

- ☐ **Know** the basics of Career Roadmap
- ☐ **Understand** the high-level employee review process
- ☐ **Review** the tools and materials provided to ensure understanding
- ☐ **Understand** Ohio State's regulatory compliance with federal and state regulations specifically FLSA and the CCS rules
- ☐ **Ask** questions and identify any missing gaps regarding the process

Review Position Mapping for Direct Reports

- ☐ **Review** your team's position mapping using the tools and training provided
 - ☐ Review function, subfunction, band, and level for your direct report(s) with the context of pay ranges
 - ☐ View FLSA and CCS status of your direct reports
- ☐ **Identify** any needed changes in the function, subfunction, band/level for your direct report(s) and provide justification
- ☐ **Understand** where your direct report(s) are in the range and your unit's raise to minimum plan

Consult with Leader/HR Partner for Possible Mapping Changes

- ☐ **Consult** with your HR partner on the review you completed and understand the thought process behind the current position mapping for your reports
- ☐ **Discuss & Identify** if changes are needed to the position mapping, work with HR to make updates as needed
- ☐ **Gain** alignment with your unit leader(s) and HR partner

Several tools can be leveraged to assist managers

[illegible]

OSU Job Catalog

Career Level Guide			
Career Band: Individual Contributor Series - Specialized			
Career Level	Entry S1	Experienced S2	Senior S3
Profile	Applies knowledge of theories, practices and procedures gained through education	Relies on a degree of professional experience	Fully experienced professional
	Develops competence by performing structured work assignments	Still acquiring higher level knowledge and skills	Typically the most prevalent job level within Career Band
Knowledge	Applies basic concepts, principals and technical capabilities to perform routine tasks	Utilizes general industry knowledge and professional experience in the application of concepts, principals and technical capabilities to perform varied tasks	Applies industry knowledge and a thorough understanding of concepts, principals and technical capabilities to perform tasks and projects

Career Band & Level Guide

Career Roadmap Employee Review Period

Summary for Managers to Use with Their Teams

Career Roadmap Overview

The Career Roadmap is a modern performance and job classification model developed by Ohio State University. Ohio State's Career Roadmap provides transparent career paths and pay ranges for each position. Implemented Career Roadmap provides transparency and consistency in the following ways:

- Potential employees will be drawn to an organization with clear, visible career paths. consistency in the Career Roadmap, and career salaries that support a well-advanced philosophy
- Employee engagement and morale are increased by having a reliable, transparent career framework for employees


Recap of past activity

- Approximately 20,000 in-compass staff were mapped to the Career Roadmap framework and placed in classification that identified their knowledge, skillset, career band and level. These terms are new to Ohio State and defining them will be part of the training and communications for managers and employees
- Not included in the Career Roadmap are physical, career band, physical, executive, athletic coaches, and non-employees in bargaining units
- Managers, HR business partners and leaders provided input on how employees in their respective units would use this tool. This collaboration was helpful to ensure the mapping accuracy and consistency across the university.
- In addition, a functional alignment review of 200 functional leaders was done to ensure consistency across the organization.
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- A final review by leaders in spring and summer 2021 helped further improve the accuracy of the current staff that are mapped.
- A final review by leaders in spring and summer 2021 helped further improve the accuracy of the current staff that are mapped.

Employee Review Period


The Employee Review Period is the next important step toward thinking and implementing this multi-pronged initiative. Managers are to start to think about the content in the framework and agree to provide the following:

- Information suggesting a change
- Preparation for employee review meetings for managers and staff



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Manager Talking Points

Career Roadmap

Career Roadmap is a comprehensive job family model and pay structure that will provide visibility to career paths for managers and staff to foster equitable, consistent compensation practices across the university and medical center. Career Roadmap will enable Ohio State to recruit, retain and inspire the talent needed to fulfill our mission.

When complete, Career Roadmap will give staff and managers a powerful new tool to develop themselves and their teams and build successful career paths at Ohio State.

Building Career Roadmap will require further collaboration and the details will continue to be refined throughout the project, with a targeted launch date in mid-2022.

Updates on Career Roadmap and the progress being made will be shared on this web page as well as multiple university and medical center communication vehicles, such as HR Now, onCampus Today, OSU Health Beat and others.

About Career Roadmap

Career Framework

Position Mapping

Titles

Employee Review Period


Resources

FAQs

Ask a Question

Bite Size learning Videos
Employee Review webpage

OSU.EDU



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Careers at Ohio State

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Career Roadmap Website

Career Roadmap

View Career Roadmap Website

Email us your Questions or Concerns

To: HR Compensation Team <hrcompensation@osu.edu>

From: Lisa Kennedy <kennedy.299@osu.edu>

Ask your questions here!

Send Email

Position Mapping Tool

KB06122

Career Roadmap Job Titles with Assigned Pay Range Details

- 8m ago - 🔍 10 Views -

The **Career Roadmap** is a modern compensation and job classification model developed by Ohio State to provide transparent career paths and pay ranges for staff. With an expected 2022 launch, Career Roadmap will enable Ohio State to recruit, retain and inspire the talent needed to fulfill our mission. Career Roadmap introduces two new features to Ohio State's job classification system – **career frameworks**, and comprehensive job catalog.

The job catalog includes all 3,800 Career Roadmap jobs. Each position in the job catalog has a pay range that is benchmarked using market data to ensure that Ohio State's compensation for staff employees is competitive. A pay range is the amount of pay an employee could earn for performing a particular job; it has a minimum and maximum which reflects the labor market, level of skill required, employer need and other criteria. The pay ranges will be reviewed annually to determine if adjustments are necessary to remain competitive.

The **Career Roadmap Job Titles with Assigned Pay Range Details Excel** file lists all Career Roadmap titles along with their assigned pay range and respective details such as the minimum, midpoint and maximum of the pay range.

Sometimes pay is adjusted based on where the job is located. The Geographic Differential Indicator (GDI) is the premium or discount associated to a pay range to account for the variation in cost of labor between locations. Ohio State uses three groups grouped under work location – Regional Campus, Remote Workers and External Workers. For the Remote Worker group, the GDI is only applicable when there is a business need for an employee to work remotely. When an employee is working remotely by choice, the CDDO must be used.

The **Geographic Differential Indicator Excel** file provides the premium or discount percentage that be applied for each of these.

For more details about Career Roadmap, please visit [Position Mapping LP](#)








CR Job Profile with Pay Ranges Knowledge Base Article



1

Excel

PDF

	New Job Profile	Salary Grade	Salary Range
	Accountant 1 	A17	\$49,800 \$66,400 \$83,000
	Accountant 6 	A30	\$135,000 \$180,000 \$226,000
	Accountant 4 	A22	\$73,100 \$97,500 \$121,900

Log on to the Position Mapping Tool

2

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[Excel](#)
[PDF](#)

Export Data to Excel

3

Classification Change, if any

FLSA Change, if any

S	T	U	V	W
Future Job Family	Current Job Family	Current Job Family Group	Future FLSA	Current FLSA
Administrative & Professional	Administrative & Professional	Unclassified	Exempt	Exempt
Administrative & Professional	Administrative & Professional	Unclassified	Exempt	Exempt
Administrative & Professional	Administrative & Professional	Unclassified	Exempt	Exempt
Administrative & Professional	Administrative & Professional	Unclassified	Exempt	Exempt
Administrative & Professional	Administrative & Professional	Unclassified	Exempt	Exempt
	Administrative & Professional	Unclassified		Exempt
Sr Administrative & Professional	Administrative & Professional	Unclassified	Exempt	Exempt
Administrative & Professional	Administrative & Professional	Unclassified	Exempt	Exempt

View Changes

Items to note:

1. Please ignore column A Status "Not Validated"

2. If your direct report works at a regional campus, is an extension worker or remote worker (with business reason), please consider GDI.

A
Status
Not Validated
Not Validated
Not Validated



As part of position mapping, some employees will experience a change in their FLSA and/or Job Family status. Please refer to the October 2021 manager training for details. In addition, FLSA and Job Family video will be refreshed with updated content.

Transition to non-exempt:

- Pay for hours worked – eligible for overtime when working more than 40 hours in a workweek
- Provides managers with opportunities to help employees better prioritize their work to reduce excessive hours outside normal work schedule
- May receive differential pay when working evenings and weekends
- Required to track and report all hours worked

Transition to Classified Civil Service:

- Different vacation accrual rates
- Higher maximum vacation carryover
- Not an at-will employee which means more protection for their job



December

January

February

Career Roadmap Townhall presented by
USAC (12/1)

Position mapping feedback due from
Manager

(confirm with HR partner on exact due
date)

Manager training on Employee
Review phase

Employee training on Employee Review phase
(anticipated)



Q & A



For questions, reach out to...

Compensation Team HRCompensation@osu.edu

Unit HR Partner <https://hr.osu.edu/transformation/hrsd/unit-support/>

Career Roadmap Website <https://hr.osu.edu/career-roadmap/>

THANK YOU FOR YOUR PARTICIPATION!