

Career Roadmap Fundamentals

Employee Training February 2022



Agenda and Presentation Team

Today's Objective

Provide an overview of the Career Roadmap initiative to in-scope employees and equip employees to prepare for the next steps



Introduction to Career Roadmap



Career Roadmap Components

Tools, Position Mapping and Job Profile Standards



Resources and Next Steps



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Introduction to Career Roadmap

Our current state is not sustainable...

Internal Job Classification:

Current Structure designed in mid 1970s

Over **2,000** disconnected job classifications results in wide use of working titles and title inflation

Lack of internal equity within similar jobs across units

Market Relevancy:

Lack of standardization of job classifications makes it difficult to compare internal jobs the external market

Inconsistent market pricing causes us to lose talent

Employee Perception:

transparent career paths
as well as requirements and
experiences needed for
growth opportunities

In recent CR surveys:

73% of respondents indicated they were not confident salary ranges reflected market competitive pay

56% of respondents indicated they could not see a potential next step in their career in the current job catalog

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Introduction to Career Roadmap

Program Manager Job Description

To plan and manage a major continuing education or community service program, project or series

Classification Title

Program Manager

Outdated Salary Grade

\$38K - \$63K



Various Working Titles

Alumni Relations Manager College Registrar

Asst Dir Recruit & Diversity Svc Digitization Program Manager

Asst Dir Trust & Estate Admin Fire Safety Manager

Basketball Video Manager Insurance Administrator

Salaries

\$41K - \$127K



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
- Standards for consistent alignment of work across enterprise

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



~26,000

Unclassified Staff

Civil Service Staff



Physician
Student employee
Faculty member
Athletic coach
Executive
Bargaining unit
Research scientist
Visiting scholars
Postdoctoral scholar
Assistant vice provost

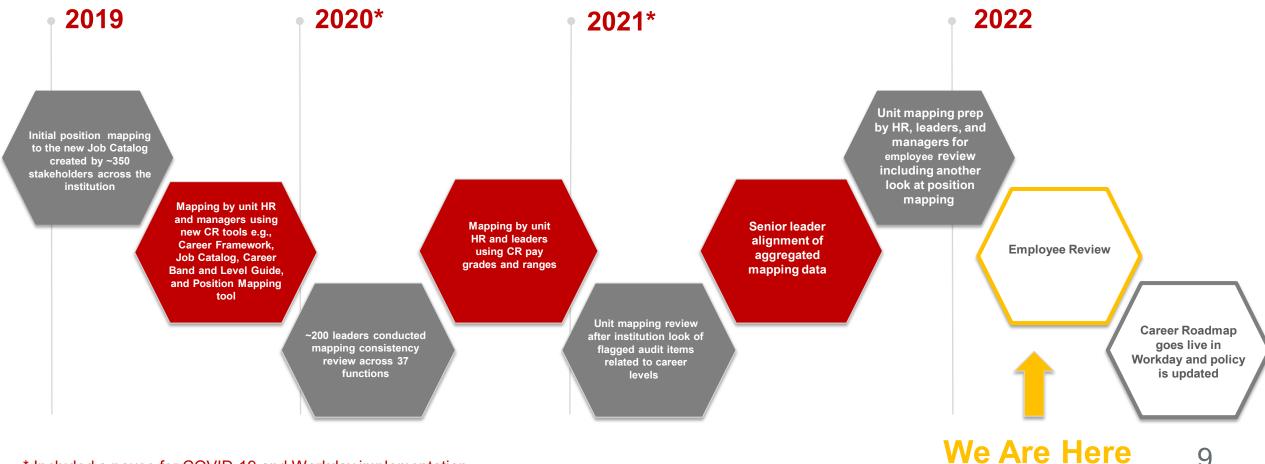
Not changing as a part of Career Roadmap...

- Base pay for current employees will not be reduced by Career Roadmap.
- Job duties of current employees will not be changed.
- Managers of current employees will not be changed.
- Working titles at go-live of initiative
- Eligibility and enrollment for retirement, health benefits (medical, vision or dental) and life insurance

Changing as a part of Career Roadmap...

- More clarity about where each staff position fits in the career framework. Staff will have more confidence about where a job fits within the broader organization and what qualifications are needed for the next step in their career.
- New job function, subfunction, career band and career level associated with each staff position.
- New job profile name.

The institution has been through several mapping stages to get position mapping right and ensure alignment and consistency across the entire organization



Q&A



Career Roadmap Components

Career Roadmap Tools
Career Framework, Career Band and Level Guide, and Job Catalog

Position Mapping
Current positions mapped to the newly established framework

Job Profile Standards
Job Profile Name, Working Title, Pay Grade, Pay Range, FLSA, and Job Family

Components – Career Framework Tool

Job Function	Broad group of occupational disciplines e.g., Finance				
Subfunction	Recognized occupational discipline e.g., Accounting				
Career Band	Ind	ividual Contribu	itor Series	People Lea	der Series
Career Band	Technical	Clinical	Specialized	Managerial	Executive *
					E5 N/A
					E4 N/A
					E3 N/A
					E2 N/A
					E1 N/A
				M5	
			S6	M4	
Career Level			S5	М3	
		C4	S4	M2	
		C3	S3	M1	
		C2	S2		
	T4	C1	S 1		
	Т3				
	T2				
	T1				

Career Framework

More information about the Career Framework can be found on the Career Roadmap website 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 volunteers) and majority of work is accomplished through other people

The elements of the career framework add up to a job profile





Components – Career Framework Tool

Job Function

Subfunction

Broad group of occupational disciplines e.g., Finance

Recognized occupational discipline e.g., Accounting

Clinical Support

Development and Engagement

Education

Environmental Health and Safety

Facilities, Engineering and Acquisition

Finance

Accounting

Accounts Payable

Accounts Receivable

Budgeting

Bursar

Business Transactions and Services

Clinical Finance Case Management

Cost Accounting

Debt Management

Finance

Finance establishes financial controls and policies, ensures controls are implemented and effective, executes financial operations, prepares and interprets financial and operational reports, and supports strategic decisions.

Accounting

Accounting properly records the organization's financial transactions, assets, liabilities, revenue and expenses in accordance with generally accepted accounting principles (GAAP). Maintains and reconciles general ledger accounts. Significant emphasis on creation of financial statements, such as balance sheets, income statements and cash flows, with the corresponding supporting schedules. Provides financial and operational reports and analytics and may act as subject matter expert for system implementations. Serves as liaison to financial and operational leadership. Participates in month-, quarter- and year-end close activities. Develops the organization's financial controls, and provides oversight.



Components – Career Band and Level Guide Tool

Career Band	In	People Leader Series		
Career Band	Technical	Clinical	Specialized	Managerial
Career Band Description	Performs work of technical (i.e., skilled trade), operational or administrative nature Work is performed within clearly established guidelines and procedures Execution of work is dependent on guidance and decisions made by others Lead level may coordinate and review day-to-day work of others Typically, does not require a university degree but post-secondary education or training may be useful or required	Typically requires a university degree and clinical license, certification or training	Requires the application of specialized expertise within a profession to achieve results Emphasizes in-depth knowledge, project management and influencing skills At more seasoned levels, may manage one or two direct reports or cultivate relationships to produce optimal results Typically requires a university degree or equivalent work experience that provides knowledge of fundamental theories, principles and concepts	Accountable for business or operational processes and/or program management Utilizes business acumen and industry or discipline knowledge to directly or indirectly influence others Manages a team of two or more individuals who deliver work product related to an expected core competency of the leadership role

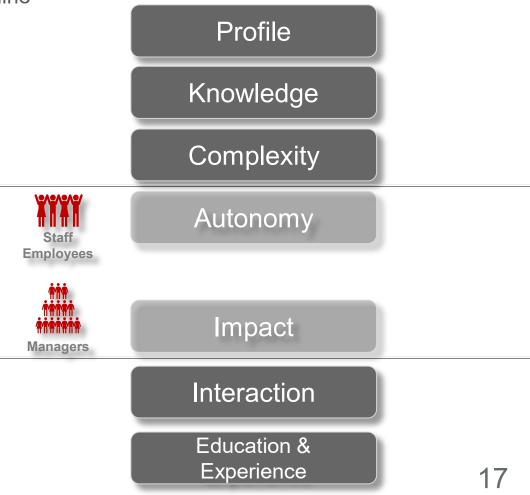
Components – Career Band and Level Guide Tool

Work dimensions determine appropriate career level

Work dimensions describe aspects common to all jobs and ensure a structured framework for career level discussions

Work dimensions must be applied uniquely to each occupational discipline

Career Band	Technical	Clinical	Specialized	Managerial
				M5
			S6	M4
Career			S5	M3
Level		C4	S4	M2
		C3	S 3	M1
		C2	S2	
	T4	C1	S1	
	Т3			
	T2			
	T1			



The Career Roadmap Job Catalog can be accessed in three ways on the Career Roadmap Website:

- Excel hr.osu.edu/wp-content/uploads/osu-job-catalog-and-job-code-table.xlsx
- hr.osu.edu/wp-content/uploads/osu-job-catalog-and-job-code-table.pdf 2. PDF
- **Online** apps.hr.osu.edu/career-roadmap-job-catalog (recommended, screen shot below)

Career Roadmap Job Catalog Use the fields below to search the 3,800 Career Roadmap job titles. To find one specific job title, complete all four dropdowns - Function, Subfunction, Career Band and Career Level. You can also select any combination to view multiple job titles. If you are unsure which job title you want, you can use the search options for the job title or description. **Filters** Function: (any) Subfunction: (any) (any) Career Band: (any) Career Level: Job Title: Description: (Searches job title for each word in any order) (Searches job description for exact match) Q Search **D** Reset

Q&A

Career Roadmap Tools
Career Framework, Career Band and Level Guide, and Job Catalog

Position Mapping
Current positions mapped to the newly established framework

Job Profile Standards
Job Profile Name, Working Title, Pay Grade, Pay Range, FLSA, and Job Family

Components - Position Mapping

Your position mapping in the new Career Roadmap Framework

Position mapping is based on the responsibilities of the position as outlined in the position description. The employee's qualifications are considered when determining their pay.

Position



Position Description (PD) - Outreach Program Manager

- Oversee program activities for an established community program that advocates for an underrepresented group within the state of Ohio.
- Gather data from program team members and conduct data analysis.
- Assist in bi-monthly meetings create agenda and partner with leadership to facilitate meetings.
- Promote the work of the specific program via various channels (social media, newsletter, conference presentation).
- Maintain online training website for members.
- Prepare annual report and recommend improvements on the specific program designed for the community.
- Requires 2 years of experience and Bachelor's degree.

Employee



Employee's Qualifications

- Managed programs in various states for a similar initiative
- Master's degree
- 6 years of work experience
- 4 years' experience at Ohio State

Where is my current PD in Workday? Cloud icon → View Profile → Job → Jobs Tab → Position link

Outdated PD? Work with your manager to update

Components - Position Mapping

Function and Subfunction

Using the Job Catalog, compare your position description to the Function and Subfunction description.

Position Description – Outreach Program Manager

- Oversee program activities for an established community program that advocates for an underrepresented group within the state of Ohio
- Gather data from program team members and conduct data analysis
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- Promote the work of the specific program via various channels (social media, newsletter, conference presentation)
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- Prepare annual report with recommended improvements on the specific program designed for the community
- Requires 2 years of experience and Bachelor's degree

Function and Subfunction Description

Business Planning and Operations is responsible for the strategic planning, analysis and ongoing operations of colleges and units. Reporting and analytics support is provided to inform strategic planning and business operations; project management support is provided as a means of executing on the strategic plan. Additionally, administrative assistance and office services provides administrative support to executives, managers, and departments such as clerical support, office mail, and copy center services.

Community Outreach develops and coordinates community engagement and educational programs that will assist in addressing the needs of the community and surrounding areas. Creates and plans programs to engage and support the community, students and employees. Promotes fundraising and volunteer recruitment. May involve researching and implementing community engaged learning programs. Develops relationships with community leaders and can serve as the organization's liaison with volunteers and the community.

Components – Position Mapping

Career Band

Using the Career Band and Level Guide, compare your assigned Band to the description

Position Description - Outreach Program Manager

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Career Band Description

Individual Contributor – Specialized Work is primarily achieved through individual efforts or by participation on the functional or project teams. May coordinate, influence, or review the work of others. May be the primary owner/authority on a given program or process. Requires the application of specialized expertise within a profession to achieve results. Emphasizes in-depth knowledge, project management, and influencing skills. At more seasoned levels may manage one or two direct reports or cultivate relationships to product optimal results. Typically requires a university degree or equivalent work experience that provides knowledge of fundamental theories, principles, and concepts

Reminder

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

Components – Position Mapping

Career Level

Using the Career Band and Level Guide, compare your assigned level to the work dimensions outlined

Position Description – Outreach Program Manager

- Oversee program activities for an established community program that advocates for an underrepresented group within the state of Ohio
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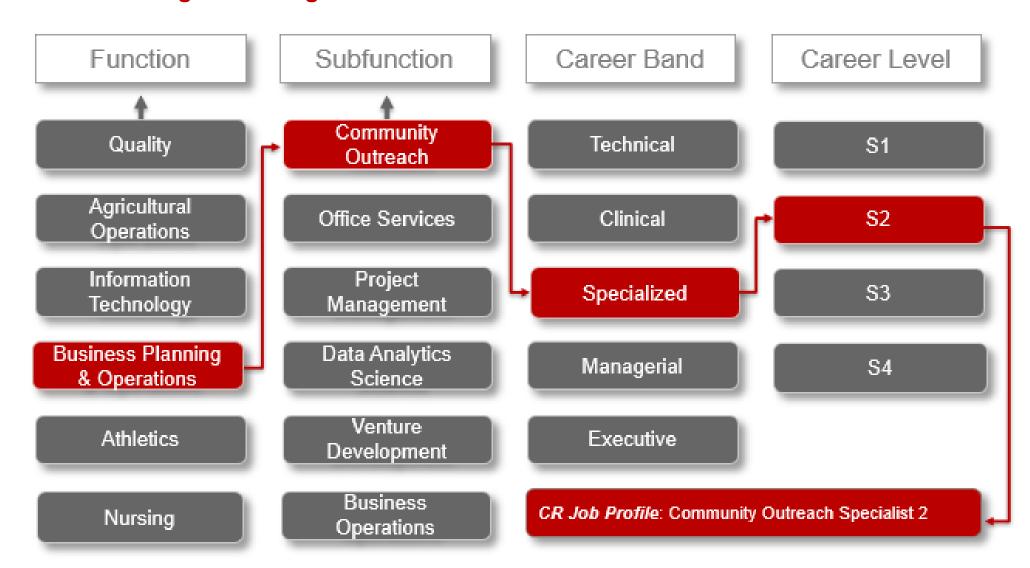
Career Level Description

S2 Experienced

Relies on a degree of professional experience. Still acquiring higher level knowledge and skills. Utilizes general industry knowledge and professional experience in the application of concepts, principles, and technical capabilities to perform varied tasks. Works on projects of moderate scope and complexity; applies judgment within defined parameters. Receives general guidance; may receive more detailed instruction on new projects. Work reviewed for sound reasoning and accuracy. Exchanges information on routine and non-routine matters.



Outreach Program Manager



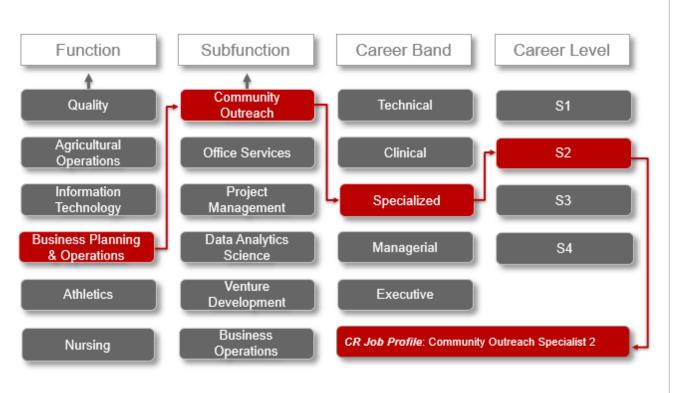
Q&A

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Job Profile Standards
Job Profile Name, Working Title, Pay Grade, Pay Range, FLSA, and Job Family

Each job profile has several standards as seen below on the right. All employees in the same job profile will share these standards



Current State Position Title

Outreach Program Manager



Standards

- Job Profile Name | Community Outreach Specialist 2
- 2. Working Title | Outreach Program Manager
- **3. Pay Grade** | A17
- **4.** Pay Range | \$46,100 61,500 \$76,800*
- 5. FLSA | Non-Exempt
- 6. Job Family Status | Unclassified

*Pay range may vary based on location of job

Job profile name and working title standards



^{*}Positions will transition to the recommended working title over time with promotions, new hires, retirements and other staff changes.

Components – Pay Grade and Range Standards

- Ohio State matches its job profiles to external job profiles
- Use credible survey vendors (shown below) to obtain salary data
- Salary data informs the Ohio State pay range, which points to a pay grade, to ensure Ohio State's pay is competitive

Higher Education









Example: Academic Administration

Health System









Example: Allied Health Specialties

General Industry/Operations







Example: Finance

Components – Pay Grade and Range Standards (

What is a Pay Range?

Range of pay an employee could earn for performing a particular job. A pay range has a minimum, midpoint and maximum.

What is a Pay Grade?

A combination of a letter and number that points to a pay range e.g., A17



Geographic Differences in pay may exist. Some employees may have a different pay range for the same job if the employee's location is due to a business reason.

Components – Pay Grade and Range Standards

Topic	Approach
Employees <u>Below</u> Pay Range Minimum	 The first step in implementing the new Career Roadmap pay ranges is to ensure all in-scope employees are at least at the pay range minimum. Units are not required to immediately move employees to range minimum; however, units are encouraged to use the 2022-2023 merit process to bring employees up to pay range minimum. Pay below the minimum can also be addressed through promotions, adjustments and backfills.
Employees <u>Above</u> Pay Range Maximum	 Employees whose pay is above the pay range maximum may be eligible to receive a lump-sum merit payment in lieu of a base salary increase during the merit process. As Career Roadmap pay ranges are adjusted based on annual market comparisons, the maximum of the range will catch up, and the employee may be eligible for base pay merit increases.
Employees <u>Within</u> Pay Range	 After achieving first step of implementing the new Career Roadmap pay ranges, units should begin to evaluate employees' position in range, based on the factors such as: Education and relevant experience Level of knowledge Performance
New Hires	 New hires and promotions must meet range minimums and not exceed maximums after Career Roadmap go-live. New hires/promotions may be temporarily below minimum based on pay of similar peers, in limited circumstances.

Components – FLSA and Job Family Standards

	Definition	Regulations
		Sets a 40-hour workweek
		Defines overtime rules and timekeeping requirements
		Establishes two FLSA statuses:
	Fair Labor Standards Act was created in 1938 to protect workers and is enforced by the U.S. Department of Labor	 Non-exempt: employee is eligible to receive overtime when more than 4 hours are worked in a workweek
	(DOL).	Exempt: employee is not eligible to receive overtime
		Requires employers to justify when a job profile is exempt from overtime and meets the law's specific tests – minimum salary threshold and duties
Job Family	Classified civil service (CCS) was introduced on state-wide basis in 1912 and the Civil Service Act was passed in 1913 to protect workers. The State Personnel Board of Review (SPBR) was created in 1959 to oversee Classified	 Prevents unlawful terminations, reductions in compensation, etc. Establishes process and rules for reduction in force Establishes specific leave accrual rates and maximum carry forward balance
	Civil Service.	Establishes probationary periods

Components – FLSA and Job Family Standards

Impacts to Positions and Employees

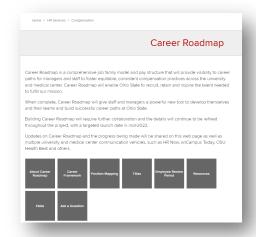
- Office of Human Resources (OHR) designates the FLSA status of exempt or non-exempt for each job profile as well as the Job Family (CCS, Unclassified A&P, Unclassified Sr. A&P).
- All positions and employees in the same job profile will have the same FLSA status and job family.
- Classified Civil Service employees are always non-exempt; some unclassified employees will also be non-exempt.
- Non-exempt employees:
 - Have an hourly rate and are paid on a biweekly pay frequency.
 - Must receive pre-approval from their manager to work overtime hours. Managers must review and approve timekeeping entries.
 - Must track and report all hours worked in a time clock or system and will receive overtime when more than 40 hours are worked in the
 workweek, which is Sunday through Saturday at Ohio State. Hours worked may include accepting phone calls after scheduled work
 hours end, required training and travel, etc.
 - May also automatically qualify for shift differential or weekend differential pay if they work during the evening or weekend.
- Within Unclassified, jobs that are S5, S6 or M3 and above career levels will be designated as Senior Administrative & Professional.

Q&A

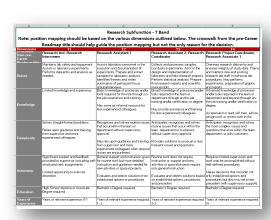


Resources & Next Steps

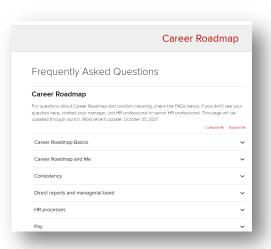
Resources and Next Steps



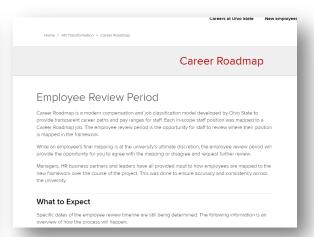
Career Roadmap Website



Career Band and Level Guide



Frequently Asked Questions Page



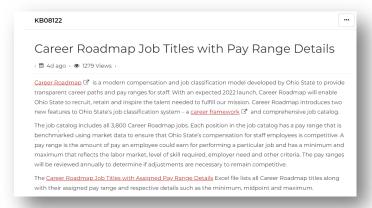
Employee Review Page



Short Learning Videos



Online Job Catalog



Pay Range Details

- □ Review Career Roadmap framework, job catalog, and career band and level guide
- ☐ Find and review your current position description in Workday
- □ Sign up for next training on the Employee Review Process February 22 or 24
- ☐ Review the Employee Review Period webpage to prepare for next training
- ☐ Check in with manager about your position mapping discussion after February 14

Q&A



For questions, reach out to...

Your manager

Unit HR Partner <u>hr.osu.edu/directory</u>

Career Roadmap Website hr.osu.edu/career-roadmap

Compensation Team HRCompensation@osu.edu

THANK YOU FOR YOUR PARTICIPATION!