Position Mapping Supervisor Info Sheet
Talking with your direct reports about Career Roadmap

About Career Roadmap

Career Roadmap is a comprehensive job family model and pay structure designed to attract and retain talent at Ohio State. It will provide employees, managers, unit leaders and HR with:

- Visible career paths for better talent discussions with employees.
- Common language for describing jobs and career levels across the university and medical center.
- Alignment of pay ranges to the external market to understand competitive salaries and facilitate informed decision-making.

Approximately 22,000 administrative & professional and classified civil service staff across the university and medical center are in scope for Career Roadmap.

Physicians, student employees, faculty, athletic coaches, executives and employees in bargaining units (unions) are not included. Some of those groups are covered by other initiatives or contracts.

What will not change when current positions are mapped to the new framework?

- Your job duties.
- Your pay.
- Your direct reports.
- Your supervisor.

In addition, the university will continue to identify, develop, retain and reward talent through the annual merit compensation process.

Career Roadmap implementation may happen concurrently with other organizational initiatives specific to your college or unit and is unrelated to those initiatives.

What will change as part of Career Roadmap?

- More confidence about where each staff position fits in the broader organization. Staff will have more clarity about what qualifications are needed for the next step in their career.
- New job function, subfunction, career band and career level for each staff position. (Definitions at hr.osu.edu/career-roadmap/resources)
- New job titles.

Background about titles

Titles will change for most staff. Career Roadmap job titles were created to provide internal consistency, clear ties to the career framework and a common language to describe jobs.

When necessary, working titles will remain an option in order to:

- Provide a more relevant or specific job title.
- Describe work performed more accurately.
- Facilitate business communications.
- Reflect professional or industry norms.

The titles in the current working draft of Career Roadmap are not final. An advisory group, comprised of college and business unit representatives reviewed and made recommendations, including moderate flexibility on working titles.

The new titles align Ohio State with most other large employers and our higher education benchmarks. This will make it easier for applicants to evaluate Ohio State opportunities. It will also enable current staff to know where their position fits in the organization and envision a future career path.