

HR Contacts Meeting Notes for 10/14/15

News & Updates – Linda Thai Schlossman

- The November HR Contacts meeting will be rescheduled, pending a date change of an EVC-related meeting. New date to be announced soon.
- Future HR Contacts Meeting agendas include: Record Retention, Staff Education & Development (January & February meetings)
- **Call for Diversity Awards Nominations** will be going out soon. Please think about submitting your nominations. Deadline and details to be announced.
- Linda is on the SEOEP application review committee. The application for the next cycle will be different and easier for users and applicants.
- Official Campus Closure will be as follows: <http://blink.ucsd.edu/HR/benefits/time-off/closures.html>
- **Exceptions to campus holiday closure** to be sent to Linda's office by November 6th. Please see Lucy Laguna's email dated 10/7/15 for details (or ask Carla).
- **NOTE:** If a department needs to remain open during the official campus closure period, kindly provide the following:
 - If you want to remain open during December 24-31, 2015 – submit a "Request for Exception to Campus Closure"
 - If you will be open on January 01, 2016 – submit a "Notification to Remain Open During Campus Closure"
- **Academic Affairs website:** Instructions on how to route a PARC job card on VC website – **under classification.**
- Equity module has been updated to reflect PPSM-30 –
- Equity Module update includes expansion of reasons for the equity request.
- Equity Module update includes: Title code will populate by name now
- Equity Module has more instructions, more details; more information for consistency to document EVC requirements.

PHASE 2 OF CAREER TRACKS – Mary Paul (Compensation)

- Career Tracks website has been updated on Blink. See: <http://blink.ucsd.edu/HR/comp-class/classification/careertracks/#UC-San-Diego-Implementation>
- Mary Paul will be the lead on mapping Phase 2 of Career Tracks, along with Melody Chiles, Pearl White-Reyes, Mila Goff.
- The goal of Career Tracks is to organize general job titles and give them occupation-specific groupings called "families."
- The goal is also consistency of job descriptions and levels within the job families at each location, UC-wide.
- The first "family" to be mapped was the Information Technology (IT) Group. It had 600 positions to map and there are still a few outstanding.
- The matrices for the IT group have been finalized, but are not in the Job Builder yet, so please get them in ASAP if you haven't already.

- **The next “families” being mapped for Phase 2 will include: Communications, External Affairs, Government Relations, Legal, and Marine.**
- **Jobs that deal with Events, fundraising, marketing, and Communications are the main job duties affected.**
- Going forward, families will be mapped 5 at a time until all positions are mapped.
- The goal is to have **every position** mapped by end of 2016/ early 2017 and submitted to OP for approval.
- **Each department will be responsible for identifying positions that fall within any one of the 5 families currently being mapped, and for listing these jobs on the Excel spreadsheet provided by Compensation (example attached), and returned, if possible, by October 31st, 2015. (A new form will be sent out with drop down capabilities for employee numbers and JD numbers).**
- The Career Tracks Mapping Processes and Procedures for Phase 2 are attached to this email.
- Make sure all affected job descriptions are **updated** to ensure percentage of time worked on a particular job function accurately reflects the amount of time actually worked in that area, otherwise the job title cannot be properly mapped; **PARTICULARLY SUPERVISORS** (see notes below).
- **IMPORTANT:** The mapping title will be based on an accurately updated job description.
- **Only update a job description if it is wrong** – please do not update all job descriptions. You can use the Career Tracks job builder to help.
- **Levels will be determined by Compensation, but department should note level of expertise for a given function.**
- Some job titles, depending on job description may be returned to the Unions, but no jobs will come out, for now.
- **RECLASSES** - Please try to get in as soon as possible/complete before you submit the spreadsheets.
- **New Job Cards** – Use Career Tracks Language to help with future mapping.
- **During Mapping Process** – Compensation will classify jobs – there will be no delegated authority allowed.
- **Departments** – will be asked to identify positions.
- **Compensation** – will identify the level of new job title within family
- **Not every matrix has every level, so Compensation will map based on the Job Description.**
- **In order to be mapped as a SUPERVISOR, the job card must reflect at least 50% management as a job function** (i.e. function name must be “Supervisory” with at least 50% time reflected, otherwise it may be mapped otherwise).
- **Identify what % of job is supervision and update accordingly.**
- **Working title can be Supervisor, even if Career Tracks title is not.**
- **HEERA designation will still be on both SUPVR and Non-SUPVR job titles.**

MISC. NOTES:

- More than 50% time = the position is part of that job family
- Career tracks Manager or designated SUPV needs to be more than 50% of their job
- We will need to really look at how much time is spent supervising, think managing responsibly.
- There are specification sheets available.
- Entry level for some families will be a represented position in Career Tracks
- We’re going to have to communicate the new SUPV roles.
- Verify that the affected JD’s are current.

- We have to stop using “Manager” and “Director” for Admin Analyst and below
- New IT jobs should use the Career Tracks language
- Some jobs might go back to the Union, but no jobs will come out for now.
- Dept. Role: Department responsible for mapping phase 2
- Dept. Resp. for updating job description
- Dept Resp. for advising: - Entry level
 - Intermediate level
 - SUPV designation

Based on updated job descriptions.

- Deadline for New Family Identification: Oct 31st, 2015 (Department is responsible)
- Mapping: Nov 2015 (EVC & Compensation to identify levels)
- Complete New JD: Dec 2015 (Goes to UCOP)