DIVISION OF STUDENT AFFAIRS



Learning Objectives

- Understand the fundamental components of UC's compensation program, including: terms, structures, process flows, etc.
- Basic knowledge of the process and key components of writing/updating a job description



Ground Rules

- Focus is a basic level review of compensation
- Cannot discuss personal issues or specific situations
- Respect others' views and questions, and the time



Agenda

- Welcome & Overview
- Categories of Employees
- How Salaries are Determined
- Job Structure; Fields, Families, etc.
- Job Descriptions and Classification
- Writing Job Descriptions



Objective of the Compensation Program

• Establish salary rates comparable to the market and assist campus managers with salary decisions that help recruit, retain, and motivate highly qualified employees.



Total Rewards

- Compensation
- Medical, dental, etc., benefits
- Pension
- Work/life
- Campus location
- Work Environment
- Professional Development



Categories of Employees

- Represented vs. Non-Represented
- Covered by Personnel Policies for Staff Members (PPSM)
 - **PSS** Professional Support Staff
 - MSP Managers & Senior Professionals
- Non-Exempt vs. Exempt Employees



Salary Grades/Ranges PPSM (Effective 7/1/2017)

Salary Grade	Personnel Program		Salary Range	
		Minimum	Midpoint	Maximum
15	PSS	\$31,200	\$47,300	\$63,400
16	PSS	\$34,000	\$51,800	\$69,600
17	PSS	\$37,400	\$57,000	\$76,600
18	PSS	\$41,200	\$62,800	\$84,400
19	MSP/PSS	\$45,300	\$69,100	\$92,900
20	MSP/PSS	\$50,100	\$76,300	\$102,500



Starting Salaries/New Hire Salaries

Factors that are considered include:

- Budget
- What candidate brings to Berkeley
 - \circ Their knowledge, skills and experience
- Comparable internal salaries
- Market Rate (based on salary ranges)



Merit Increases

• Granted to eligible employees in career, contract and partial year career positions based upon job performance

Amount of increase depends upon:

- Budget
- Performance of assigned responsibilities and achievement of goals/objectives



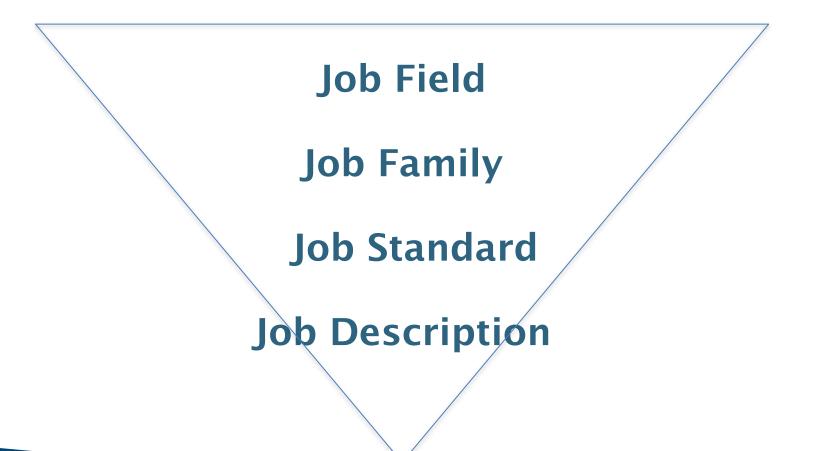
Equity Increases

• An equity increase is typically based on a salary inequity that cannot be corrected through the merit review cycle

Stipends

 Under PPSM, stipends may be granted to recognize temporary performance of higher-level duties or "other significant duties" not part of the employee's regular position.







CAREER COMPASS

Job Fields and Job Families

HUMAN RESOURCES

UNIVERSITY OF CALIFORNIA, BERKELEY

FIELD:	COMMUNICATION	15	FIELD. INFORMATION TECHNOLOGY					
FAMUES:	Electronic Communications	Publications and Production Visual Communications Written Communications	FAMILIES:	Applications Programming All (T All (T Displementing Business Systems Analysis Business/Technical Bupport	• IT Architecture • IT Security • Production Control • QA/Release Management • Systems Infrastructure			
FIELD:	EDUCATIONAL SERV	nces		Comm & Network Technology	Admin			
FAMILIES:	Early Childhood Education Museum Education	Professional Development Public Education Services		Data Bystems Management Database Administration Information Bystems	User Experience Design			
FIELD:	ENGINEERING		FIELD:					
FAMILIES:	Aerospace Engineering R&D Engineering	- Structural Engineering	FAMILIES:	LIBRARY SER - Library	ncea			
FIELD:	EXTERNAL AFFAI	**	FIELD:	MUSEUM SER	VICES			
FAMLIES:	Events Fundraising External Relations Marketing		FAMILIES:	Conservation Museum Curator Museum Prepara	ial tion/Exhibition			
FIELD:	FACILITIES DEVELOPME	NT/EH&S		Museum Registre	etion/Collection			
FAMLIES:	 Environmental Health Facilities Project Mars Impection 		FIELD: FAMILIES:	PERFORMING • Performance • Performing Arts I				
	- Planning							
FIELD:	FINANCE		FIELD:	RESEARCH ADMIN				
FAMLIES:	- Accounting - Audit - Enterprise Risk Menagement - Financial Analysis	 Financial Services Institutional Research Payroll Purchasing 	FAMILIES:		Intellectual Property Research Compliance			
		- Partnering						
00.0	GENERAL ADMINISTR		FIELD:	RESEARCH AND LA	BORATORY			
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Berkeley

Job Field, Family, & Standard/Category

Job Field:	A group of Jobs that involve work in the same general occupation							
Job Family:	A more speci	fic occupational	area within	a Job Field				
Job Standard/ Category:	Operational & Technical	Professi	onal	Supervisors & Managers				
Level:*	Level 1	Entry	Level 1	Supervisor 1				
	Level 2	Intermediat	e Level 2	Supervisor 2				
	Level 3	Experienced	Level 3	Manager 1				
		Advanced	Level 4	Manager 2				
		Expert	Level 5	Manager 3				
				Manager 4				
* Not all Job Fam	nilies have all Categories							



Job Field, Family, & Standard/Category

Job Field:		General Administration			
Job Family:	Administrative Operations				
Job Standard/ Category:	Operational & Technical	Professional	Supervisors & Managers		
Level:*	Admin Asst 1	Entry Level 1	Admin Supr 1		
	Admin Asst 2	Admin Officer 2	Admin Supr 2		
	Admin Asst 3	Admin Officer 3	Admin Mgr 1		
_		Admin Officer 4	Admin Mgr 2		
		Expert Level 5	Admin Mgr 3		
			Admin Mgr 4		
* Not all Job Fami	ilies have all Categories				



Job Descriptions

- A Job Description is a Job Standard that has been customized to reflect the key responsibilities of a job, for a **specific** employee or group of employees.
- It includes the general nature of the work performed, the level of the work performed, the skills and knowledge required for competent performance of the job and other elements.
- It describes and focuses on the job itself and not on any specific individual who might fill the job.



Job Descriptions (continued)

The purposes of a job description are:

- To communicate duties and responsibilities of a position to the employee
- To articulate the essential job duties for Americans with Disabilities Act (ADA) purposes
- To determine the proper classification or grade level for a position
- To describe skills, knowledge, and abilities (KSAs) for recruitment



Job Descriptions (continued)

The purposes of a job description are:

- To develop hiring specifications
- To design and restructure jobs
- To provide effective employee training and development
- To serve as a basis for performance expectations



Job Classification

 Classification, also called Job Evaluation, is the process of evaluating the Duties and Responsibilities, etc. of a position to determine the most appropriate job title/Salary Grade at UC Berkeley.

Classification Process

 Manager initiates request working with Human Resource Business Partner. Division approves or denies request. Approves = request sent to Central Compensation who reviews, approves or denies.



Questions?



Writing Job Descriptions Writing/Updating Job Descriptions



Writing/Updating Job Descriptions

Two scenarios:

- 1. You have a digital copy of the current Job Description
- 2. You do not have a digital copy



Job Builder http://hr.berkeley.edu/compensation-benefits/compensation/classification/job-

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Job Description Review (Handout)

- Header information
- 1. Job Summary
- 2. Scope
 - Generic
 - Custom
- 3. Key Responsibilities
 - List 6–8, using *action verbs* in the descriptions
 - Each should not be less that 5% of overall



Job Description Review (continued)

- 4. Knowledge and Skills
- 5. Education and Training
- 6. Problem Solving
 - Common
 - Less frequent and more complex
 - Problems/situations that are referred to this employee's supervisor
- 7. Supervision



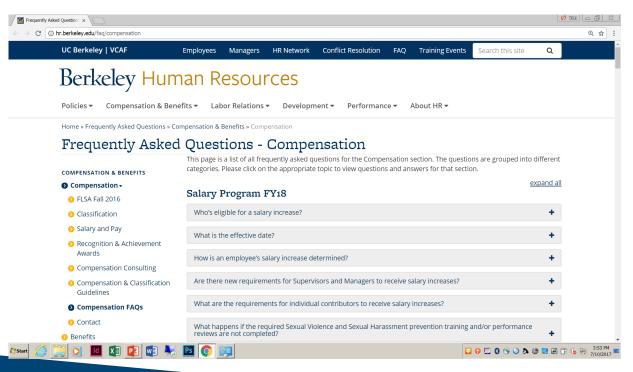
Job Description Writing Exercise

- Select one position and write1-2 examples in the following sections of the form
 - Key Responsibilities
 - \circ Knowledge and Skills
 - Problem Solving
- Be realistic in the % of overall time for key responsibilities, and do not list anything below 5%
- Problem solving examples should be <u>specific to</u> <u>differentiate</u> between levels



Frequently Asked Questions

<u>http://hr.berkeley.edu/faq/compensation</u>





Position Control Student Affairs

http://sa.berkeley.edu/businessoperations/workfo rce-planning-and-analysis

Career Compass Job Family Descriptions

http://hrweb.berkeley.edu/files/attachments/JobFa milyDescriptions.pdf

Job Family Descriptions

http://hrweb.berkeley.edu/files/attachments/JobFa milyDescriptions.pdf



QUESTIONS?



Wrap up.



THANK YOU!

