

Introduction to Compensation

DIVISION OF STUDENT AFFAIRS

Introduction to Compensation

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

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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

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Agenda

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

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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.

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Total Rewards

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

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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**

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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

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Starting Salaries / New Hire Salaries

Factors that are considered include:

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

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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

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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.

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Job Field
Job Family
Job Standard
Job Description

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 CAREER COMPASS Job Fields and Job Families	
HUMAN RESOURCES	
FIELD: COMMUNICATIONS FAMILIES: <ul style="list-style-type: none"> Broadcast Communications Electronic Communications General Communications Media Communications Publications and Production Visual Communications Written Communications 	FIELD: INFORMATION TECHNOLOGY FAMILIES: <ul style="list-style-type: none"> Applications Programming AV IT AV IT Engineering Business Systems Analysis Custom & Network Technology Data Systems Management Database Administration Information Systems IT Architecture IT Security Production Control QA/Release Management Systems/Infrastructure Admin Technical Project Management User Experience Design
FIELD: EDUCATIONAL SERVICES FAMILIES: <ul style="list-style-type: none"> Early Childhood Education Museum Education Professional Development Public Education Services 	FIELD: LIBRARY SERVICES FAMILIES: <ul style="list-style-type: none"> Library
FIELD: ENGINEERING FAMILIES: <ul style="list-style-type: none"> Aerospace Engineering R&D Engineering Structural Engineering 	FIELD: MUSEUM SERVICES FAMILIES: <ul style="list-style-type: none"> Conservation Museum Curatorial Museum Preparation/Exhibition Museum Registration/Collection
FIELD: EXTERNAL AFFAIRS FAMILIES: <ul style="list-style-type: none"> Events External Relations Fundraising Marketing 	FIELD: PERFORMING ARTS FAMILIES: <ul style="list-style-type: none"> Performance Performing Arts Prod & Admin
FIELD: FACILITIES DEVELOPMENT/EH&S FAMILIES: <ul style="list-style-type: none"> Environmental Health & Safety Facilities Project Management Inspection Planning 	FIELD: RESEARCH ADMINISTRATION FAMILIES: <ul style="list-style-type: none"> Academic Program Management Contracts and Grants Intellectual Property Management Research Compliance
FIELD: FINANCE FAMILIES: <ul style="list-style-type: none"> Accounting Audit Enterprise Risk Management Financial Analysis Financial Services Institutional Research Payroll Purchasing 	FIELD: RESEARCH AND LABORATORY FAMILIES: <ul style="list-style-type: none"> Field Research Lab Instruction Lab Mechanician Lab Research Laboratory Animal Care Research Data Analysis Survey
FIELD: GENERAL ADMINISTRATION FAMILIES: <ul style="list-style-type: none"> Administrative Operations Contract Administration Executive Advising Executive Assistance Legal Ombuds Organizational Consulting Project/Policy Analysis 	FIELD: SECURITY AND PUBLIC SAFETY FAMILIES: <ul style="list-style-type: none"> Dispatching and Records Parking Ops and Enforcement Police Security
FIELD: GENERAL SERVICES FAMILIES: <ul style="list-style-type: none"> Custodial/Janitorial Facilities Management Food Services General Services - Other Landscaping/Groundskeeping Mail Services Recycling and Refuse Services Storekeeping Transt Services 	FIELD: SKILLED CRAFTS AND TRADES FAMILIES: <ul style="list-style-type: none"> Carpenter Electrician Painter Plumber Skilled Crafts - Other Skilled Crafts & Trades Mgt
FIELD: HEALTH CARE FAMILIES: <ul style="list-style-type: none"> Athletic Training Clinical Laboratory Clinical Nursing Counseling/Psychology Health Care Administration Health Care Clinic Operations Health Education Massage Therapy Nurse Practitioner Optometry Pharmacy Physical Therapy Physician Physician Assistance Radiology Social Work 	FIELD: SPORTS AND RECREATION FAMILIES: <ul style="list-style-type: none"> Coaching Intercollegiate Athletics Recreation
FIELD: HUMAN RESOURCES FAMILIES: <ul style="list-style-type: none"> Academic Human Resources Benefits Compensation Employee Relations Employment Equal Employment Opportunity HR Generalist Labor Relations 	FIELD: STUDENT SERVICES FAMILIES: <ul style="list-style-type: none"> Academic Achievement Counseling Admissions/Recruitment Career Services Curriculum Planning Financial Aid K-14 Academic Preparation Student Academic Advising Student Academic Support Student Disability Services Student Life & Development Student Services Advising

NOTES:

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Job Field, Family, & Standard/Category

Job Field:	A group of Jobs that involve work in the same general occupation		
Job Family:	A more specific occupational area within a Job Field		
Job Standard/ Category:	Operational & Technical	Professional	Supervisors & Managers
Level:*	Level 1	Entry Level 1	Supervisor 1
	Level 2	Intermediate 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 Families have all Categories			

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Job Field, Family, & Standard/Category

(example)

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 Families have all Categories

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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.

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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

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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

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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.

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Questions?

Writing Job Descriptions

Writing / Updating Job Descriptions

Writing 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

Writing Job Descriptions

Job Builder

<http://hr.berkeley.edu/compensation-benefits/compensation/classification/job-standard/job-builder>

The screenshot shows a web browser window displaying the Berkeley Job Builder page. The browser's address bar shows the URL: hr.berkeley.edu/compensation-benefits/compensation/classification/job-standards/job-builder. The page header includes navigation links for UC Berkeley | VCAF, Employees, Managers, HR Network, Conflict Resolution, FAQ, and Training Events, along with a search bar. The main heading is "Berkeley Human Resources". Below this, there are dropdown menus for Policies, Compensation & Benefits, Labor Relations, Development, Performance, and About HR. The breadcrumb trail reads: Home » Compensation & Benefits » Compensation » Classification » Job Standards » Berkeley Job Builder. The main title is "Berkeley Job Builder". Under the heading "COMPENSATION & BENEFITS", there are several expandable sections: Compensation (with a sub-section for FLSA Fall 2016), Classification (with a sub-section for Job Standards), and Berkeley Job Builder (with sub-sections for "How to Use the Berkeley Job Builder" and "Supplemental Guidelines"). A prominent yellow button labeled "Berkeley Job Builder" is centered on the page. Below the main content, there are links for "How to use the Berkeley Job Builder" and "Accessible link to the Berkeley Job Builder" (noting that CalNet authentication is required). A "TOPICS" section lists "Compensation". The Windows taskbar at the bottom shows various application icons and the system clock indicating 1:20 PM on 7/10/2017.

Writing Job Descriptions

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 than 5% of overall

Writing Job Descriptions

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

Writing Job Descriptions

Job Description Writing Exercise

- Select one position and write 1–2 examples in the following sections of the form
 - Key Responsibilities
 - 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 specific to differentiate between levels

Writing Job Descriptions

Frequently Asked Questions

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

The screenshot shows a web browser displaying the UC Berkeley Human Resources website. The page is titled "Frequently Asked Questions - Compensation" and is part of the "Compensation & Benefits" section. The navigation bar includes links for "Employees", "Managers", "HR Network", "Conflict Resolution", "FAQ", and "Training Events". The main content area features a list of frequently asked questions under the heading "Salary Program FY18". The questions are expandable, with plus signs on the right side of each question box. The questions listed are:

- Who's eligible for a salary increase?
- What is the effective date?
- How is an employee's salary increase determined?
- Are there new requirements for Supervisors and Managers to receive salary increases?
- What are the requirements for individual contributors to receive salary increases?
- What happens if the required Sexual Violence and Sexual Harassment prevention training and/or performance reviews are not completed?

The page also includes a sidebar with a list of "COMPENSATION & BENEFITS" topics, such as "FLSA Fall 2016", "Classification", "Salary and Pay", "Recognition & Achievement Awards", "Compensation Consulting", "Compensation & Classification Guidelines", "Compensation FAQs", "Contact", and "Benefits". A search bar is visible in the top right corner of the website.

Writing Job Descriptions

Position Control Student Affairs

<http://sa.berkeley.edu/businessoperations/workforce-planning-and-analysis>

Career Compass Job Family Descriptions

<http://hrweb.berkeley.edu/files/attachments/JobFamilyDescriptions.pdf>

Job Family Descriptions

<http://hrweb.berkeley.edu/files/attachments/JobFamilyDescriptions.pdf>

Writing Job Descriptions

QUESTIONS?

Writing Job Descriptions

Wrap up.

Writing Job Descriptions

THANK YOU!