

Introduction to Compensation

DIVISION OF STUDENT AFFAIRS

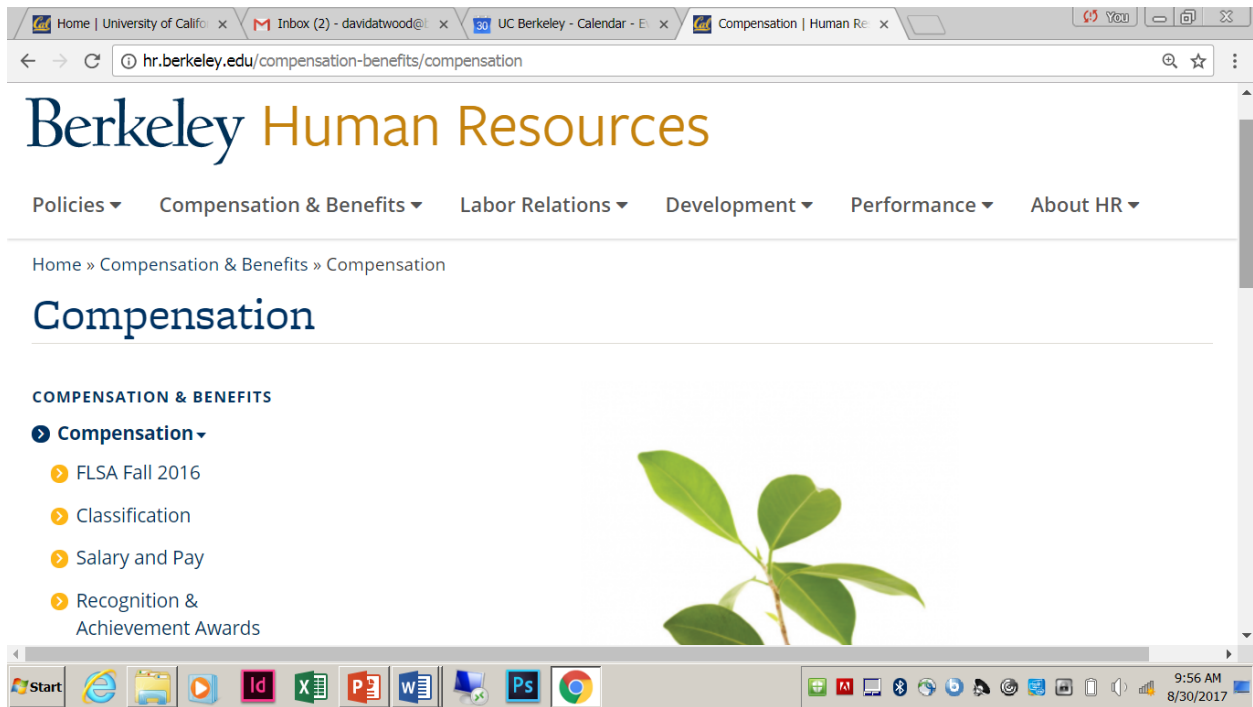
Objective of UC Berkeley Compensation Program

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

Compensation Resources

The *Berkeley Human Resources – Compensation* website is the source of all the information presented in this class. Everyone can access this site at:

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



Notes:

PPSM Salary Example (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 |

Notes:



CAREER COMPASS

Job Fields and Job Families

HUMAN RESOURCES

UNIVERSITY OF CALIFORNIA, BERKELEY

| | |
|--|--|
| <p>FIELD: COMMUNICATIONS</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Broadcast Communications Electronic Communications General Communications Media Communications Publications and Production Visual Communications Written Communications | <p>FIELD: INFORMATION TECHNOLOGY</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Applications Programming AV IT AV IT Engineering Business Systems Analysis Business/Technical Support Comm & 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 |
| <p>FIELD: EDUCATIONAL SERVICES</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Early Childhood Education Museum Education Professional Development Public Education Services | <p>FIELD: LIBRARY SERVICES</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Library |
| <p>FIELD: ENGINEERING</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Aerospace Engineering R&D Engineering Structural Engineering | <p>FIELD: MUSEUM SERVICES</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Conservation Museum Curatorial Museum Preparation/Exhibition Museum Registration/Collection |
| <p>FIELD: EXTERNAL AFFAIRS</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Events External Relations Fundraising Marketing | <p>FIELD: PERFORMING ARTS</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Performance Performing Arts Prod & Admin |
| <p>FIELD: FACILITIES DEVELOPMENT/EH&S</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Environmental Health & Safety Facilities Project Management Inspection Planning | <p>FIELD: RESEARCH ADMINISTRATION</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Academic Program Management Contracts and Grants Intellectual Property Research Compliance |
| <p>FIELD: FINANCE</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Accounting Audit Enterprise Risk Management Financial Analysis Financial Services Institutional Research Payroll Purchasing | <p>FIELD: RESEARCH AND LABORATORY</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Field Research Lab Instruction Lab Mechanician Lab Research Laboratory Animal Care Research Data Analysis Survey |
| <p>FIELD: GENERAL ADMINISTRATION</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Administrative Operations Contract Administration Executive Advising Executive Assistance Legal Ombuds Organizational Consulting Project/Policy Analysis | <p>FIELD: SECURITY AND PUBLIC SAFETY</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Dispatching and Records Parking Ops and Enforcement Police Security |
| <p>FIELD: GENERAL SERVICES</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Custodial/Housekeeping Facilities Management Food Services General Services - Other Landscaping/Groundskeeping Mail Services Recycling and Refuse Services Storekeeping Transit Services | <p>FIELD: SKILLED CRAFTS AND TRADES</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Carpenter Electrician Painter Plumber Skilled Crafts - Other Skilled Crafts & Trades Mgt |
| <p>FIELD: HEALTH CARE</p> <p>FAMILIES:</p> <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 | <p>FIELD: STUDENT SERVICES</p> <p>FAMILIES:</p> <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 |
| <p>FIELD: HUMAN RESOURCES</p> <p>FAMILIES:</p> <ul style="list-style-type: none"> Academic Human Resources Benefits Compensation Employee Relations Employment Equal Employment Opportunity HR Generalist Labor Relations | |

NOTES:

• Subject to slight modifications.

• A temporary trainee level may be available in the above job families for career development purposes.

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<http://hrweb.berkeley.edu/compensation/classification>
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Job Field, Family, Standard/Category & Level

| | | | |
|--|---|----------------------|-----------------------------------|
| 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 | | | |

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 | | | |

Notes:

Simple Analogies for Job Categories

| Operational & Technical | | | |
|-------------------------|-------------------------------|--|--|
| Level | 1 | 2 | 3 |
| Analogy | Hammers nails into door frame | Reads building plans to measure hole for opening | Creates mechanical drawings using specialized software program |

| Professional Level | 1 | 2 | 3 | 4 | 5 |
|-----------------------------------|-------------------|--|---|-------------------------|--|
| Description | Entry | Intermediate | Experienced | Advanced | Expert |
| Analogy * | Learns about rope | Can tie basic knots, shown complex knots | Calculates rope strength, knows a lot about knots | Understands rope making | Knows more about rope than you ever will |
| Campus-Wide Leveling Guideline ** | 0% - 5% | 15% - 25% | 40% - 50% | 20% - 30% | 3% - 5% |

* Analogy excerpted from 2007 Radford Benchmark Survey.

** Guideline represents a typical distribution of levels across all job fields and families in an organization at completion of the mapping process. It is not intended for use for individual departments and units.

| Level | Supervisor | | Manager | | | |
|---|-------------------------------------|---|---|--|--|--|
| | 1 | 2 | 1 | 2 | 3 | 4 |
| Description | Immediate Supervisor of O&T staff | Direct Supervisor of professionals or skilled O&T staff | Primary manager of unit or department, manages other supervisors or professionals | Manages large department or several smaller units through other managers and supervisors | Senior manager of a large department or multiple departments managing through subordinate managers | Overall responsibility for a major function. Usually reports to Chancellor, Vice Chancellor, or Vice Provost |
| Analogy* | Escorts hikers on routine day trips | Guides team while rock climbing | Leads extended alpine mountain-climbing trips | Pilots expedition through unexpected snow storm | Controls search efforts to find missing hikers | Directs efforts of both air and ground search parties |
| Campus Wide Leveling Guideline** | 5% | 15% | 35% | 25% | 15% | 5% |

* Analogy excerpted from 2007 Radford Benchmark Survey.

** Guideline represents a typical distribution of levels across all job fields and families in an organization at completion of the mapping process. It is not intended for use for individual departments and units.

Job Descriptions

Include the following sections, based on the Job Standard:

- Job Summary
- Scope
 - Generic & Custom
- Key Responsibilities
 - Description & % of time
- Knowledge and Skills
- Education/Training, Licenses & Certifications
- Problem Solving
- Supervision

Notes:

Compensation Terms (More detailed definitions are available online.)

- **Represented:** An employee in a job for which terms and conditions of employment are bargained by a union.
- **Non-Represented:** An employee in a job for which terms and conditions of employment are covered by UC policies.
- **Employees Covered by Personnel Policies for Staff Members (PPSM):**
 - **PSS** – Professional Support Staff
 - **MSP** – Managers & Senior Professionals
- **Non-exempt employees:** Are eligible for overtime under the Fair Labor Standards Act (FLSA) and record their actual time worked. (Note: All overtime must be pre-approved by a supervisor.)
- **Exempt:** Employees are not eligible for overtime.
- **Merit Increases:** are granted to eligible employees in career, contract and partial year career positions based upon job performance.
- **Equity Increase:** is typically based on a salary inequity that cannot be corrected through the merit review cycle
- **Stipend:** 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.
- **Job Field:** A group of job families that involve work in the same general occupation. These jobs have related knowledge requirements, skill sets, and abilities.
- **Job Family:** Is a specific occupational area within a Job Field, where the same or relatively similar work is performed, a similar skill set is required, and it is possible to move within the family with minimal training. Jo
- **Job Standard:** Is a description of the scope, key responsibilities, knowledge and skill requirements, etc., of a specific **job level** within a **family**.
- **Categories:** Job Standards within families fall into one of three Categories. Within each category, various job levels (with corresponding generic scope descriptions) ensure consistent application of levels across campus.
 - **Operational and Technical** – This category includes support, operational, technical, skilled or semi-skilled positions, where the skills are typically acquired through vocational education and/or apprenticeships, certifications, specialized, or on-the-job training.
 - **Professional** – This category includes positions which require a theoretical and conceptual knowledge of the specialization.
 - **Supervisory & Managerial** – This category includes positions which require a theoretical and conceptual knowledge of the specialization.
- **Job Description:** Is a Job Standard that has been customized 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 Classification:** Is also called a Job Evaluation, and is the process of evaluating the Duties and Responsibilities of a position to determine the best appropriate job title at UC Berkeley.