

Job Leveling Framework

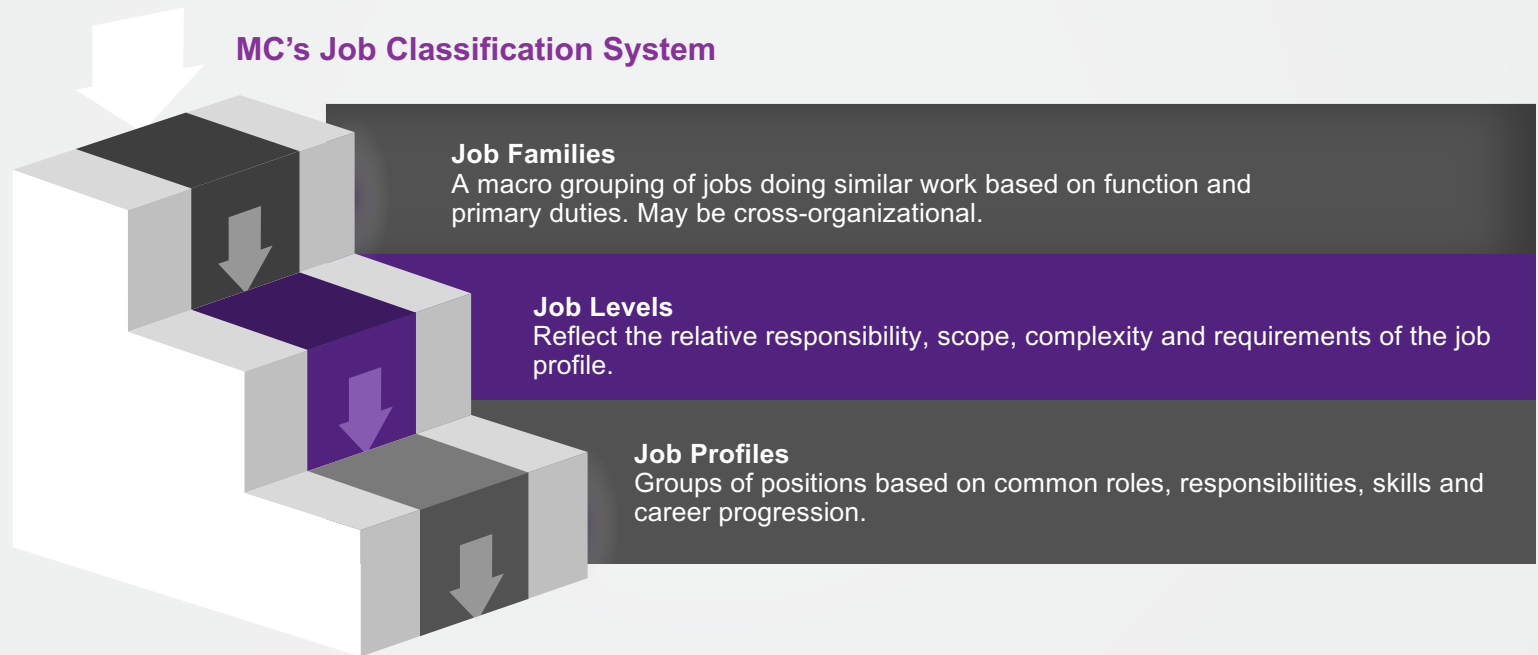
HRSTM – Strategic Talent Management and Organizational
Development

Classification and Compensation

September 1, 2023

Job Classification System

A systematic way of organizing the type and level of work performed within the College. These elements combined create a holistic view of a job.



What is job leveling?

- Systematic and transparent approach to categorizing jobs based on their relationship to one another on a collegewide basis.
- Broad, cross-functional characteristics are grouped into levels according to the job's required knowledge, skills, and competencies.
- Job levels reflect the *internal* alignment of the job whereas the salary structure reflects the *external* alignment to the market.
- The job level is one component of the job classification system.

Job Level Guide

- ✓ Categorizes jobs doing **similar level work**
- ✓ Provides a tool for developing **career paths** and internal mobility
- ✓ Enables more **strategic and consistent decisions** about hiring, promoting and retaining employees
- ✓ Assists with alignment of **new jobs** and consistent titling
- ✓ Promotes **consistency** and internal equity
- ✗ Doesn't require each level to be used for all job families
- ✗ Doesn't translate to a specific grade or pay range
- ✗ Doesn't represent the level of the incumbent, but is job focused
- ✗ Doesn't replace a career ladder
- ✗ Doesn't reflect each discipline

Leveraging the Job Level Guide

- Helps to frame communication – everyone has a common understanding
- Promotes trust, fairness and confidence – standard methodology for assigning job levels and titles
- Greater transparency – better understanding of job placement
- Consistency in internal analyses (i.e., identification of similarly situated roles to be used for comparison)
- Easily identifiable job levels assist with recruiting strategies
- More strategic pay administration if job level is a factor

MC Job Classification System

- Job Family Examples
 - Business and Finance
 - Full-time Faculty
 - Library Services
 - Trades and Maintenance
- Job Level Examples
 - Support I, II, III
 - Professional I, II, III
- Job Profile Examples
 - Accountant I
 - Librarian II
 - HVAC Mechanic II

MC Job Classification - Example

- Job Family: Trades and Maintenance
- Job Level: Support II
- Job Profile: HVAC II