

UMKC Job Title and Compensation Pilot Project

Frequently Asked Questions

1. What is the Student Services Job Family?

The *Student Services* job family encompasses professional and managerial jobs principally focused on students' out-of-the-classroom learning by providing social, cultural and educational programs and opportunities.

2. Which positions will be included in the Compensation Pilot Project?

The nearly 70 titles included in the Compensation Pilot Project affect about 155 employees in the Divisions of Student Affairs and Intercollegiate Athletics, and in other jobs related to student services across academic divisions.

3. What are the goals of the Compensation Pilot Project?

The goal is to review, revise, and improve our compensation and classification structure at UMKC. A project of this nature has not been conducted since 1972. An anticipated result of this project is to produce a meaningful hierarchy of the job titles being reviewed. This process is called *job evaluation*, and we will be utilizing a new job evaluation method during the pilot project.

4. Who is conducting the Project?

The team conducting the pilot project includes staff from Human Resources, consultants from Towers Watson, and designated representatives from the UMKC campus.

5. How do you go about evaluating jobs?

It is first determined whether a job is a supervisor, manager, or an individual contributor. Then the following seven factors are assessed to determine the job's role, resulting in a grade level:

- **Knowledge** required to perform the work
- **Expertise** in the job, the related areas affecting the job, and areas which the job affects
- **Leadership** required in the job
- **Independence** with which the job operates
- **Influence** of the job on other entities within the department, division and campus
- **Job Impact** – both the type of impact and the scope of impact on the work team, department, division and campus
- **Interpersonal and communication skills** required

6. When will this pilot project take place?

The project began in February 2010 and will run through the summer of 2010.

7. Will my pay be affected by the project?

No one's pay will decrease as a result of the project.

8. Will my performance evaluation be affected?

No. The Compensation Pilot Project is about the *work*, not the *worker*. Performance evaluation is about the employee's individual performance, and is not a part of the project.

9. Why is HR conducting this project under current budget constraints at the University?

The University is planning for the future, and the *Student Services* jobs are mission critical. While titles have been reviewed on an ad hoc basis, a comprehensive job evaluation review has not been conducted since 1972.

10. Will my title change?

Your job title could change.

11. Will my job duties change?

No. But many of our job descriptions are over 10 years old and need to be updated, and so the job description (classification specifications) and/or the title could change.

12. Will this affect my ability to advance in my career?

A career path for advancement may be clearer as a result of the project.

13. What will *not* change as a result of the project?

Existing organizational structures and reporting relationships will not change. And job duties will not change.

14. Will I have to complete a Position Classification Questionnaire (PCQ) as part of the project?

No. The PCQ will not be necessary.

15. How will you go about collecting information regarding specific jobs?

Existing job descriptions, organizational charts and other descriptive information used for recruiting and selection will be reviewed to determine specific job content. Additionally, managers or supervisors may be asked to provide up-to-date information regarding positions reporting to them.

16. How do the results of the job evaluation determine pay?

By identifying the UMKC jobs that can be matched to jobs that are common in the labor market (establishing benchmarks), we can compare our pay to market pay to determine our competitiveness.

17. How can I be kept informed of the results of the study?

The Human Resources website will provide information regarding the Compensation Pilot Project. You may also call Jill Reyes or Jane Allen of Human Resources if you have questions.