



Career Tracks 101

UCSB

Purpose of Career Tracks:

www.hr.ucsb.edu/compensation/career-tracks

Replace outdated system	Most of our legacy titles and Series Concepts were created between 20 and 40 years ago.
Define positions according to the way work exists today	Career Tracks contains functionally specific titles along logical career paths. It also provides key responsibility statements and notes the knowledge, skills & abilities that are required at each level that clearly defines the work as it is typically found in the market.
Align positions with the labor market	Career Tracks titles are aligned with the labor market, which consists of data from large 3 rd party surveyors of public, private and higher education employer data.
Align salary structure with labor market	Career Tracks salary grade structure is aligned with labor market, which consists of data from large 3 rd party surveyors of public, private and higher education employer data. Salary structure is adjusted to account for a 10% geographic differential for the Santa Barbara region.
Create consistency and transparency systemwide	All UC campuses use the same Career Tracks framework, job standards, titles, base salary grade structure, and mapping methodologies.

Mapping Methodology:

Current JD on file	Career Tracks titles were assigned according to the most recent job description on file.
Majority of Duties	Career Tracks titles were assigned according to where the majority of duties lie in the position. Most jobs contain a mix of levels and functions, but the majority of duties drives the classification function and level.
Alignment with Scope Definitions	Positions must meet the breadth, depth, scope of impact, and span of influence as described in the generic and custom scope definitions to be assigned that level.
Supervisor Title <i>(new & different)</i>	Having a Supervisory designated title in Career Tracks requires the following: <ol style="list-style-type: none"> 1. Supervision of at least 2.0 career FTE 2. Performance of at least three HEERA supervisory functions 3. 50% of duties and responsibilities must be supervisory related (achieving objectives through the efforts of others)
Manager Title <i>(new & different)</i>	Having a Manager designated title in Career Tracks requires the following: <ol style="list-style-type: none"> 1. Management of a unit or department (at least 2.0 career FTE) 2. Primary purpose of the position is to achieve objectives through the efforts of others 3. 50% of duties and responsibilities involve managing through subordinate managers, supervisors and professionals

Job Standards:

Job Titles	No correlation to current titles or levels (e.g. An Analyst 5 does not automatically equate to a Career Tracks title at the Professional 5 level).
Job Levels <i>(Intermediate, Experienced, Advanced, etc)</i>	ONLY pertain to how they're defined in the Job Standards – not how we individually define these labels, nor do these apply to individual experience levels.
Generic Scope & Custom Scope	Position must meet the breadth, depth, scope of impact, and span of influence as described in a levels "scope" definitions in order to be at that level.

Salary Grade Structure:

Salary Grade Structure	Midpoints align with the average market medians for the cost of labor. Minimums and Maximums are set by the campus based on specific campus needs.
-------------------------------	--



Career Tracks 101 (continued)



Common Misconceptions:

Career Tracks is a salary increase program	Career Tracks is NOT a salary increase program. There is no funding tied to Career Tracks. No salaries will be decreased as a result of Career Tracks. A small number of salaries will be adjusted to meet the minimum of the Career Tracks salary range.
Career Tracks will solve all of UCSB's pay & funding problems	How positions are funded and how money is allocated to the University is not a part of Career Tracks. Having a classification and compensation framework that is aligned to the labor market provides us with the data to support and strategically plan compensation programs that can help reshape campus pay practices and funding models over time.
UCSB pay should be based on cost of living	UCSB salary structure and pay approach is largely based on available resources and cost of labor for the Santa Barbara region. Cost of labor for SB region is approximately 10% higher, on average, than the average cost of labor nationwide. The cost of living , on the other hand, is much higher than the national average. There is a large gap between the cost of labor and the cost of living.

Employee Reconsideration:

If you believe your position should be aligned with a different Career Tracks title, there is a period of reconsideration.

Employee Role	<ol style="list-style-type: none"> 1. Review your JD for accuracy. Work with manager to update the JD if necessary. 2. Compare your JD to Career Tracks Job Standards. Identify how the majority of your duties and responsibilities align with the scope definitions AND key responsibilities of a specific level within a function. 3. Request a meeting with your manager to provide your analysis and evidence to support a change in title.
Manager Role	<ol style="list-style-type: none"> 1. Review new evidence and analysis from employee. 2. If Manager agrees, send a Request for Change form and supporting documents to the Control Point for review and approval. 3. If Control Point agrees, submit the form and documentation to HR by the deadline (Impacted Groups = June 15th; All Other =November 30th).

Where to go for help:

Supervisor or manager	To ask questions regarding Career Tracks mapping, get clarification on roles and expectations of your job that lead to the Career Tracks level/title, and to provide new information that should be considered in identifying the correct Career Tracks title. Request a meeting to open the lines of communication and create dialog.
Dept Head/Control point	To seek advice If the manager is unavailable/unwilling to engage.
Office of Ombuds	To seek advice regarding enabling communication with management.
ASAP Counselor (x3318)	To seek confidential assistance and advice with adjusting to change, psychological wellness, trauma, etc.
Compensation/HR	<p>To seek general information on Career Tracks framework, methodology, and mapping:</p> <ul style="list-style-type: none"> • Kathy Moore, Manager, x7137, Kathy.Moore@hr.ucsb.edu • Tamara Berton, Compensation Analyst, x4661, Tamara.Berton@hr.ucsb.edu • Linda Broen, Compensation Analyst, x4832, Linda.Broen@hr.ucsb.edu • Ashley Sumudio, Compensation Analyst, x7664, Ashley.Sumudio@hr.ucsb.edu • Amy Arnold, UC Path Analyst, x4068, Amy.Arnold@hr.ucsb.edu

Presentations/Training:

www.hr.ucsb.edu/compensation/career-tracks/presentationstraining