

Job Family Project - Frequently Asked Questions

What is the purpose of the job family project?

The purpose of the job family project is to develop a classification system that will help in creating consistency in how positions are classified across campuses and institutes. The project will also prepare UT for a market competitive assessment of pay. Before we are able to conduct a market competitive assessment, we need to have positions classified into roles and levels that reflect the work.

What is a job family?

A job family is a description of a group of jobs that have similar types of work that require similar knowledge, skills, abilities, competencies and education.

What positions will be included?

This phase of the project includes regular staff positions only. Positions not included are students, faculty, post-doctoral research associates and temporary positions.

What impact will this have on my pay?

The job family project is budget neutral, which means there will be no changes in pay—upward or downward.

Will my title change?

Your working title will not change, unless you currently use a system job title as your working title. If that's the case, a working title may be selected that is more specific to the work you are doing. System titles will be changed to reflect the appropriate job family, role and level for positions.

What is the difference between system and working titles?

A system title is the title used to classify a position into the job family, role and level. A working title is typically more specific to the work being performed. It is the title that is often used on business cards and email signatures.

If I have dual roles, which job family will I be placed in?

Positions that have dual roles will be placed in the family that describes the majority of the work being performed—where the greatest percentage of time is spent.

Will I have an opportunity to provide feedback?

There are several avenues to provide feedback on the project. The project website allows for you to comment using a brief survey on the posted job family drafts. You will also find information about your campus' job family work team member, whom you may contact with questions. You may also provide feedback via the project email jobfamilyproject@tennessee.edu.

What is the timeline for the project?

The job family development phase of the project is scheduled to continue through the summer of 2018. After job families are developed, and positions have been allocated to

the job family, role and level, reports will be shared with leaders on each campus. At that time, human resources will work with divisions and departments to verify allocations.

Work will begin in late summer on the benchmarking and market competitiveness assessment phase for staff positions. This process is scheduled to be completed in fall 2018. Full implementation of changes is scheduled for early 2019.

What is involved in a market competitiveness assessment?

UT has partnered with Sibson Consulting to conduct a market competitiveness assessment. During this assessment, we will be identifying benchmark jobs that will be used to gather pay information from peer institutions, regional and/or local markets. An assessment will be conducted to identify how the pay for positions at UT compare to pay for comparable positions at other peer institutions and within the local/regional markets.

What is a benchmark job?

Benchmark jobs are those that have a substantial portion of their work that is comparable to positions found at other higher education institutions or other local/regional organizations. Benchmark jobs have pay data this is readily available in salary surveys. Benchmark jobs are matched on actual duties of the position and are not matched on titles alone. A match is considered an acceptable match where at least 70 percent of the job duties are comparable.