

# Core Job Family Update



ACADEMIC



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# Today's Update

- ▶ Overview of Job Families at Northwestern
- ▶ Development Process
- ▶ Implementation Update

# What are Job Families, Why now?

Job families are discipline-specific hierarchies of related jobs that provide clear definition, differentiation, and clarification of roles, responsibilities, knowledge, skill and ability requirements. Implementing the job family process has enabled Northwestern to:

- ▶ Improve consistency and uniformity of staff jobs
- ▶ Define career paths, training and development requirements and opportunities
- ▶ Develop standardized language for job accountabilities, knowledge, skills and education
- ▶ Establish salary grades aligned with both the external pay market and internal pay practices
- ▶ Promote consistency in titles within associated job duties and responsibilities



# Existing Job Families at Northwestern



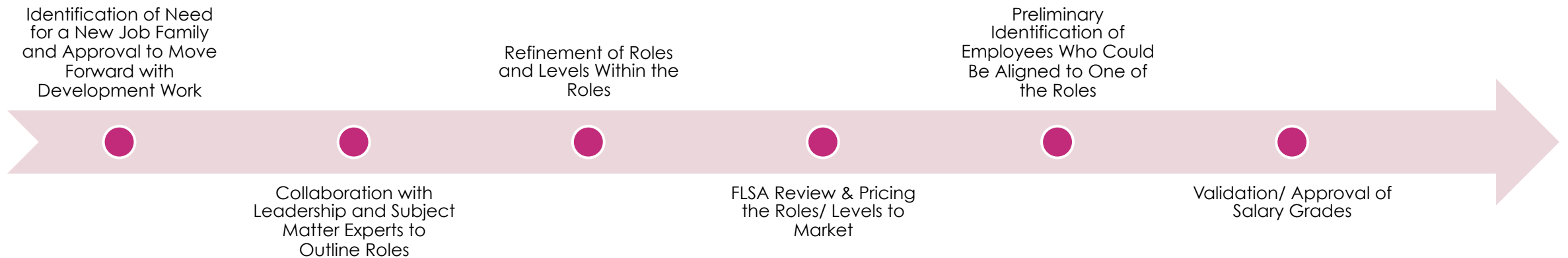
**The creation of job families has been a multi-year collaborative process. To date, the following job families have been defined and implemented, with 43% of our staff aligned onto one of these:**

- Administrative Support
- Animal Health Technicians
- Animal Husbandry
- Business Administrators
- Alumni Relations and Development
- Finance, Accounting, Audit, and Budget
- Office of Sponsored Research
- Program and Project Administration
- Research Administration
- Research Study
- Research Technologists



# Process Overview

**Core Leadership, the Office for Research, and Central HR/ Compensation have worked through the process of creating this new Job Family**



# Implementation Status

## Exempt Role

### Level 1 – Entry

Asst. Core Scientist/ Asst. Core Engineer

### Level 2 – Intermediate

Core Scientist/ Core Engineer

### Level 3 – Lead or Mgr.

Core Mgr./ Core Engineer Lead

## Non-Exempt Role

### Level 1 – Entry

Asst. Core Tech/ Asst. Core Specialist

### Level 2 – Intermediate

Core Tech/ Core Specialist

### Level 3 – Senior

Sr. Core Tech/ Sr. Core Specialist

### Two roles have been created:

- An exempt role with three levels; and
- A non-exempt role with three levels





# Where are we now?

- ▶ All work has been completed on the role and level development
- ▶ Communication will begin to ensure that managers are aware of the job family and how to align prospective staff members onto one of the roles
- ▶ Formal implementation (i.e., alignment of employees onto one of the roles) may begin after 09/01/17