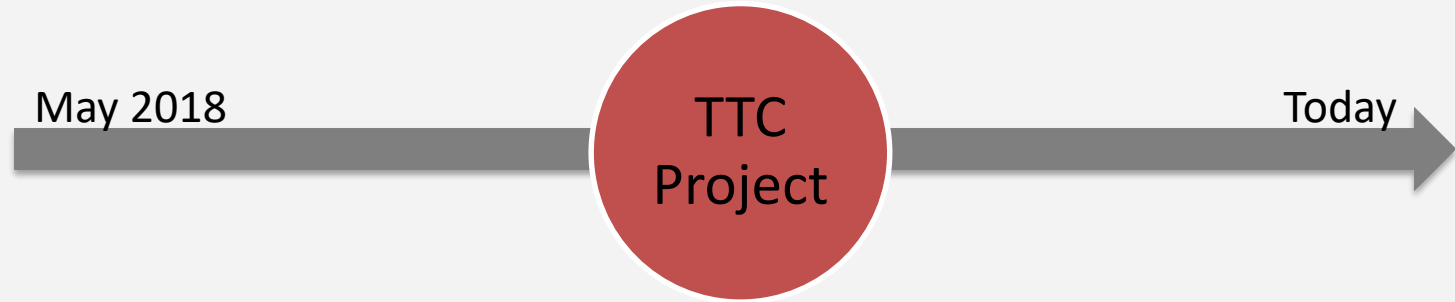


TITLE AND TOTAL COMPENSATION PROJECT UPDATE

SEPTEMBER 20, 2018

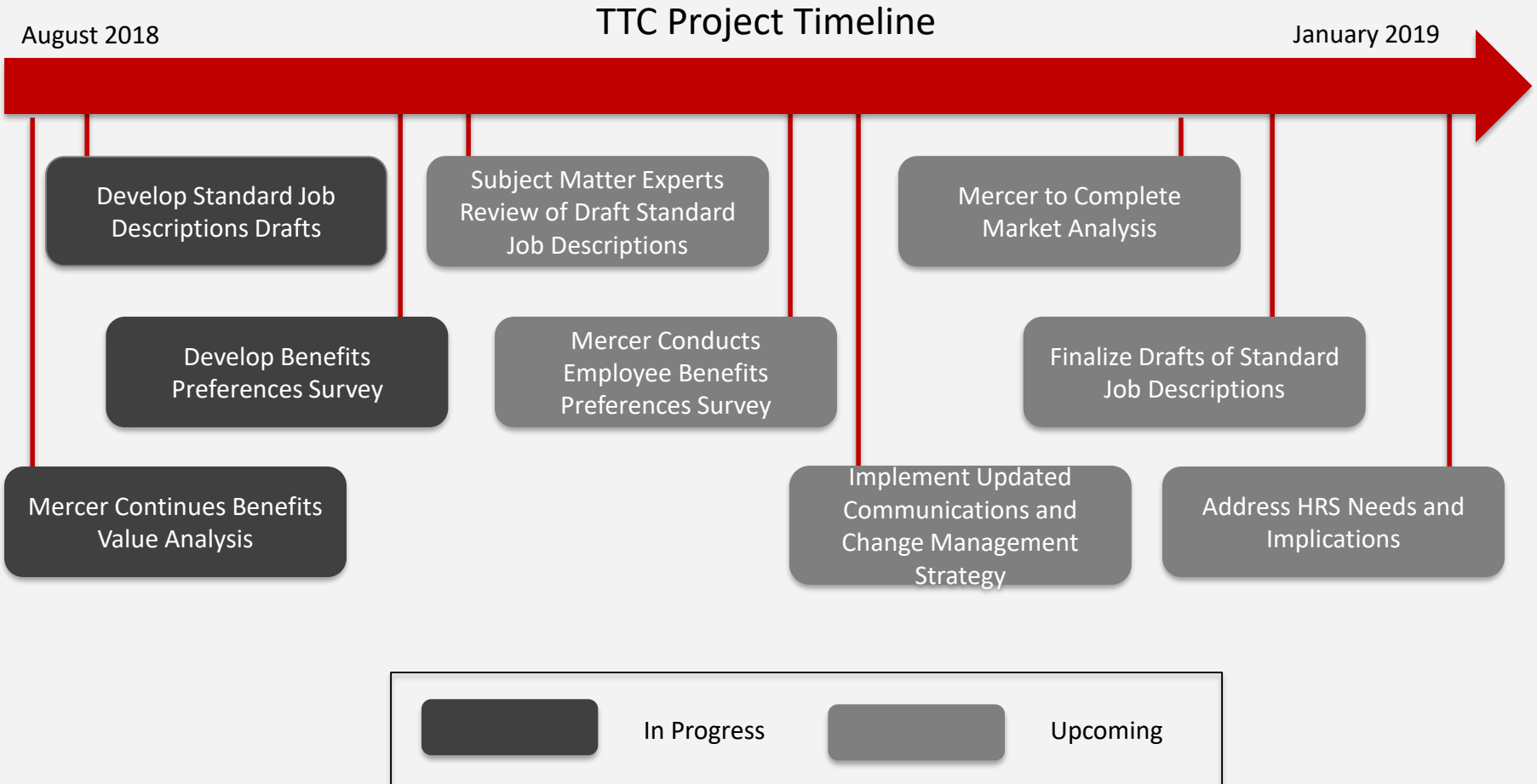
TTC Project Recalibration



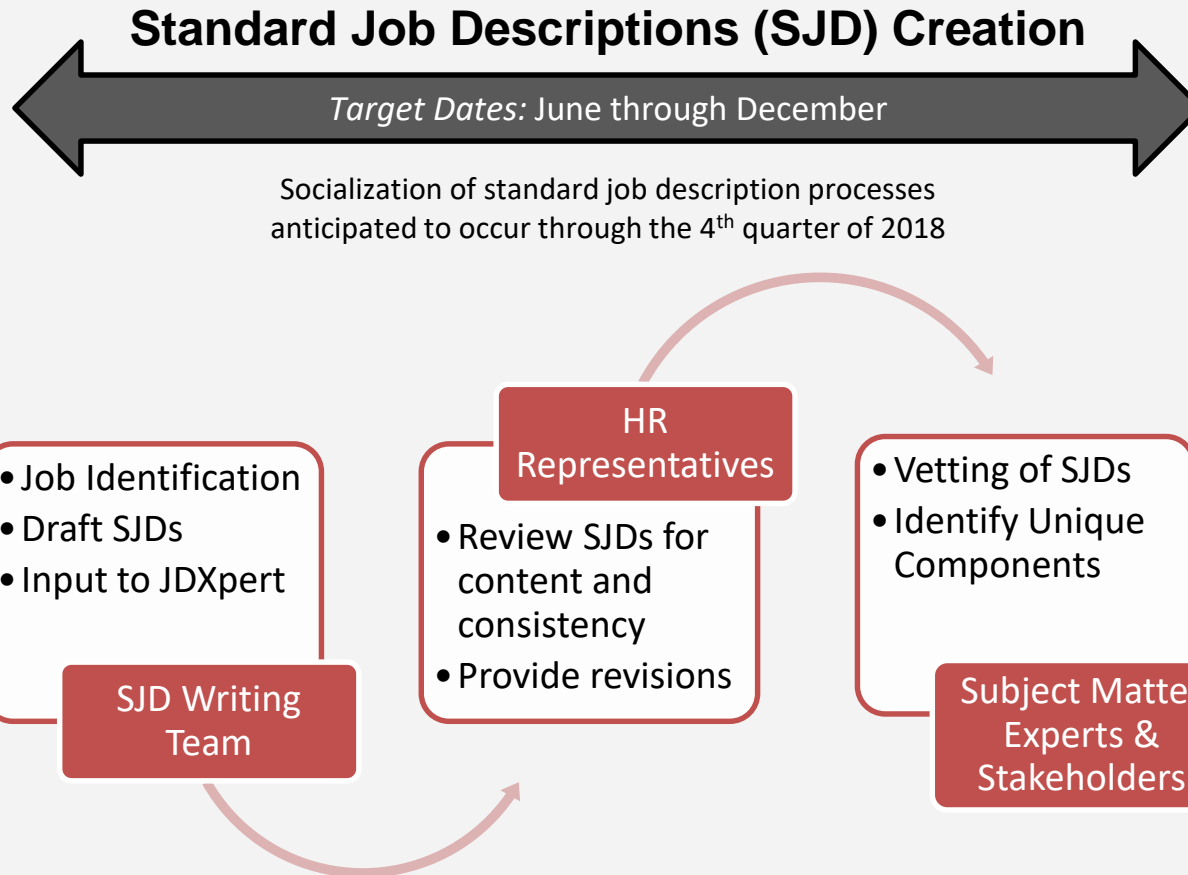
Recalibration Activities:

- Reviewed and updated the project plan, activities and timeline
 - Additional work steps identified that are crucial to successful implementation and sustainability were identified
- Identified resources and process improvements to respond to standard job description (SJDs) completion
 - Created process to ensure consistent outcomes with validation checkpoints
 - Adjusted timeline for standard job descriptions (SJDs) completion

TTC Recalibrated Project Work



Standard Job Description Process



Standard Job Description Overview

Why:

Today, many of our descriptions are out of date, long, and don't clearly show the work employees do.

Definition:

A standard job description represents work that is core to the job, commonly done in the role, and regularly needed within the institution. The majority of the work done by an employee will be described via their standard job description.



Charge:

Standardize the format and components of job descriptions, so they are consistent, clear, and concise.

Standard Job Descriptions include...

Summary	<ul style="list-style-type: none"> • A clear, concise statement explaining the major functions of the position • Describes the overall end-result the job produces and why it exists • 1-2 sentences to give an overview of the job's main purpose
Responsibilities	<ul style="list-style-type: none"> • Brief statements which summarize work performed that is critical to the job's existence and success • Typically 4-7 responsibilities listed

They do NOT include...

-  Long lists of tasks
-  Every possible responsibility the job title may have

Tasks will be identified and developed in supplementary personnel materials (e.g. performance management expectations, standard operating procedures).

Sample Outcome: Job Description (Before)

Job Title: Firefighter I

Summary:

This entry level position in the UW Fire Department performs entry level firefighting tasks. This position is responsible for performing tasks relating to standardized, routine response team activities at the scenes of emergencies, the maintenance and repair of fire engines, excluding the fire engine and pump systems, and the monitoring of fire alarms. The work is performed under direct supervision of the Firefighter II and Firefighter III titles, including firefighting tasks at the scene of the emergency, assignments resulting from the evaluation of the scene upon arrival, and responding to life threatening medical emergencies. The UW-Madison Fire Department covers a response area of 94 square miles with over 105,000 households.

This position is physically demanding and will require routinely handling 80 to 100 lbs. of equipment. At the scene, firefighters will constantly evaluate personal safety by examine structures and equipment, and will require certification in CPR. This position will also be required to perform paramedic duties, and to obtain specific information about victims, load victims into an ambulance, and locate and free trapped victims.

This position functions under direct supervision. The person in this position must be prepared to receive orders, follow a regimented set of processes, and carry out orders without question. Personal preference for hair length, nail length, and jewelry may be overruled for firefighter safety. Individuals in this position must be prepared to work in unusual or catastrophic events.

Responsibilities:

- Enter burning structures and follow instructions of team leads to search for victims, fire source
- Carry 80 to 100 lbs. of equipment including, but not limited to, hoses, axes, ladders, chain saws, etc.
- Make forced entries into grounds and structures by cutting locks, breaking doors, windows, or roofs
- Operate tools such as axes, hammers, and battering rams to assist response teams
- Use ladders to reach inaccessible structure areas or to reach victims
- Clean up fire scenes, carrying burnt furniture, clothing, appliances, etc. from buildings to reduce fire hazards
- Use systematic approaches to locate and rescue trapped victims
- Determine safest path of evacuation for rescued victims and perform necessary emergency medical care
- Maintain fire station and keep equipment in excellent operating condition under guidance from supervisors or leads
- Assist with inspections for fire code violations

- Inconsistent structure, length, and level of detail
- Difficult to comprehend quickly

- Varying number of listed responsibilities
- Includes either too much or too little detail
- Inconsistent grammatical structure

Sample Outcome: Standard Job Description

Job Title: Firefighter I

Summary: _____

Engages in firefighting and fire prevention activities and maintains fire department property and equipment, under direct supervision to support response team firefighting efforts.

- Concise summary
- Clear purpose
- Drawn from responsibilities

Responsibilities: _____

- Responds to fire alarms and fights fires by using various types of firefighting equipment
- Maintains and repairs station emergency equipment by following established guidelines and operating procedures
- Monitors fire station fire alarms and transmits alarms to response teams
- Assists in delivering fire prevention community outreach activities

- Focuses on 4 to 7 core responsibilities
- Consistent structure
- Active tense
- Bullets summarize similar work performed

Upcoming Spotlight: Benefits Preference Survey

About:

This survey is designed to assess employee preferences regarding available benefits. The results of this survey will be used to evaluate employee benefit preferences and determine if current programs are meeting employees' diverse needs. Companion piece to the Benefit Value Analysis (BVA)

Purpose:

To provide faculty and staff the opportunity to communicate their preferences and satisfaction with current benefits and share their desires for future benefit updates.

Details:

- All full-time benefits eligible employees will have the opportunity to participate
- **Target survey dates are November 26, 2018 – December 14, 2018**
- Results anticipated in February, 2019
- Will be administered electronically with anonymous responses
- Translation sessions will be available

Your Benefits

Please indicate the degree to which you agree or disagree with the following statements.

	Strongly Disagree				
	Disagree				
	Neither Agree nor Disagree				
	Agree				
	Strongly Agree				
2. XYZ Co's benefits as a whole are as good as, or better than, the benefits offered by other companies in the local marketplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The benefits offerings played a significant role in my decision to work at XYZ Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The overall amount I pay for medical and prescription drug coverage (payroll deductions plus out-of-pocket expenses like deductibles and coinsurance) is reasonable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I would like to reduce the value of some benefits I receive in order to increase the value of other benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The benefits offered by XYZ Co meet my needs (including those of my dependents, if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I can easily find answers to questions I have about my XYZ Co benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. XYZ Co does a good job communicating benefits information to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Next Steps: January Through May 2019

