IT Job Family Study Implementation and Impact

Employee Information Session
May 2013
Agenda

• IT Job Family Study Summary Results
• IT Classification and Salary Structure
• Implementation
• Appeal Process
• Impacts
• Q&A
IT Job Family Study Results

- Total number of positions mapped: 934
- Distribution by Employee Group
  - Civil Service: 268
  - P&A: 658
  - Labor Represented: 8
- Distribution by type of moves
  - Civil Service to Civil Service: 263
  - Civil Service to P&A: 497
  - P&A to Civil Service: 5
  - P&A to P&A: 161
  - Civil Service to Labor Represented: 8
IT Job Family Study Results

- Distribution by IT Career Ladders

- Acad Tech, 33
- BA/SA, 156
- DEV, 205
- Support, 219
- Security, 15
- ITM, 87
- Infrastructure, 50
- Sys/DB Admin, 146
- Distribution by IT Career Ladders

Office of Human Resources

University of Minnesota
Driven to Discover
IT Job Family Study Results

• Impact on Salary
  • No impact: 826
  • Below the range minimum: 57
  • Above the range maximum: 51
## Current IT Classification System

<table>
<thead>
<tr>
<th>Individual Contributor</th>
<th>Information Technology CS Class and Salary Range</th>
<th>Information Technology P&amp;A Class and Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>8635 Info Tech Prof. Band 1</td>
<td>$38,688-$64,480</td>
<td>9775 Info Tech. Prof. (PA)</td>
</tr>
<tr>
<td>8635 Info Tech Prof. Band 2</td>
<td>$46,509-$77,501</td>
<td>9371 Analyst</td>
</tr>
<tr>
<td>8636 Info Tech Prof. Band 1</td>
<td>$55,952-</td>
<td>9370 Senior Analyst</td>
</tr>
<tr>
<td>8636 Info Tech Prof. Band 2</td>
<td>$63,648-</td>
<td>9354 Coordinator</td>
</tr>
<tr>
<td>8205 Executive Assistant</td>
<td>Rate assigned</td>
<td>9747 Assistant Education Specialist</td>
</tr>
<tr>
<td>8206 Admin Professional</td>
<td>Rate assigned</td>
<td>9745 Education Specialist</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisory</th>
<th>Information Technology CS Class and Salary Range</th>
<th>Information Technology P&amp;A Class and Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>7637 Info Tech Supervisor</td>
<td>$54,850-$91,458</td>
<td>9776 Info. Tech. Supervisor (PA)</td>
</tr>
<tr>
<td>7636 Info Tech Supv. Band 1</td>
<td>$57,658-</td>
<td></td>
</tr>
<tr>
<td>7636 Info Tech Supv. Band 2</td>
<td>$74,610-</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Management</th>
<th>Information Technology CS Class and Salary Range</th>
<th>Information Technology P&amp;A Class and Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>0636 Info Tech Mgr. Band 1</td>
<td>$80,205-</td>
<td>9381 Info. Tech. Mgr. (PA)</td>
</tr>
<tr>
<td>0636 Info Tech Mgr. Band 2</td>
<td>$106,933-</td>
<td>9334 Director Campus/College Level</td>
</tr>
<tr>
<td>9336 Assistant Director Cmp./Col.</td>
<td>$34,043-</td>
<td>9340 Program Director</td>
</tr>
<tr>
<td>9339 Assistnt Department Director</td>
<td>$34,043-</td>
<td></td>
</tr>
</tbody>
</table>
New IT Job Family Structure

IT Individual Contributor Track

IT Management Track

Outcomes

- Well defined career ladders with meaningful classification specifications
- Clear definition between Civil Service and P&A
- Salary range competitive to external markets
## New IT Structure - Individual Contributor Track

<table>
<thead>
<tr>
<th>Levels</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>P&amp;A Exempt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS Non E</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Level 4</td>
<td>Level 5</td>
</tr>
<tr>
<td>Labor Rep.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End User Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA/SA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System/DB Admin.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acad Tech</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Career Ladder**

*University of Minnesota*

*Driven to Discover*
New IT Structure - Management Track

Levels

IT Management 1
IT Management 2
IT Management 3
IT Management 4

Management Track

P&A Exempt
P&A Exempt
P&A Exempt
P&A Exempt
Individual Contributor and Management Range

Note: Academic Technology range is from $44,520 (min. of level 2) to $103,036 (max. of level 4)
Implementation Principles and Guidelines – Employee Group

• Employees will be provided with options to stay with their current employee groups

• Exceptions:
  • Non-exempt positions must move to Civil Service
  • Positions determined to be labor-represented must move to labor-represented class

• HR will pursue exceptions for employees who want to move to P&A but do not have a degree.
Implementation Principles and Guidelines – Employee Group

• Civil Service employees who choose to stay in Civil Service move to a Civil Service no-new-entry classification.
  • This no-new-entry class will be subject to the same salary range.
  • These employees will need to move for future opportunities in P&A.
Implementation Key Dates and Events

• **May 8** – All employees received *email* with final results
  • Information sessions scheduled for employees to understand the new structure and implementation process
  • Supervisors discuss the results and impact with employees
• **By May 27** – Employees make decision regarding employee group, if applicable
• **June 17** – Pay period beginning date – activation of new job classifications
• **July 3** – Date by which employee can appeal the results
• **July 10** – Payday and pay changes, if applicable, appear on employee paychecks
Appeal Process

• Employee completes the Appeal Form with required supporting documentation
  • Appeal Form posted under Additional Resources on IT Job Family web page: [z.umn.edu/itjobfamily](http://z.umn.edu/itjobfamily)
  • Last day to submit an appeal form: July 3, 2013
• OHR Compensation Consultant reviews request and obtains advice when necessary from appeal panel
Impact on Employee Salary

• Most employees will see no impact on salary
• A small number are below the minimum or above the maximum salary range for their classification
  • **For those below range minimum**: Salary will be brought up to the range minimum
  • **For those above the range maximum**: Salary will be frozen for three years; if still above the range at that point, salary will be brought down to the top of the range
Impact on Seniority

• From Civil Service to Civil Service:
  • University and unit seniority will be retained

• From Civil Service to P&A:
  • Seniority does not apply to P&A
  • Length of service in Civil Service does not count toward P&A notice period for non-renewal
  • Length of service in Civil Service does count in severance calculation
Additional Classification Information

- IT Job Family Study web page [z.umn.edu/itjobfamily](http://z.umn.edu/itjobfamily)
  - Classification Specifications
  - Online Q&A
  - Civil Service/P&A Benefits Comparison
- Civil Service Employee Rules  
  [www1.umn.edu/ohr/policies/governing/civilrules/](http://www1.umn.edu/ohr/policies/governing/civilrules/)
- Administrative Policy for Appointments of Academic Professional and Administrative Employees  
  [http://www.policy.umn.edu/Policies/hr/Hiring/APPOINTPA.html](http://www.policy.umn.edu/Policies/hr/Hiring/APPOINTPA.html)

Questions? Contact Unit Human Resources  
or call 4-UOHR (612-624-8647)
## Impacts on Employee Benefits

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Impact?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health insurance (medical and dental)</td>
<td>No</td>
<td>All employees have the same medical and dental insurance options regardless of employee group.</td>
</tr>
<tr>
<td>Disability coverage and sick leave</td>
<td>Yes</td>
<td>Benefits differ for Academic Professional and Administrative (P&amp;A) employees versus Civil Service and labor-represented employees.</td>
</tr>
<tr>
<td>Life insurance</td>
<td>Yes</td>
<td>The University provides life insurance based on salary for all employees; some P&amp;A employees are eligible for an additional amount.</td>
</tr>
<tr>
<td>Vacation</td>
<td>Yes</td>
<td>Vacation accrues differently for P&amp;A employees versus Civil Service and labor-represented employees; Civil Service employees moving to P&amp;A will transfer up to 80 hours of vacation with remaining hours to be paid at their Civil Service pay rate.</td>
</tr>
<tr>
<td>Retirement benefits</td>
<td>Yes</td>
<td>Retirement plans differ for Academic Professional and Administrative (P&amp;A) employees versus Civil Service and labor-represented employees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees who are already participating in a retirement plan, and who move between P&amp;A and Civil Service employee groups, are entitled to a one-time, irrevocable election, which will permit them to remain in their current retirement plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• P&amp;A employees who are in the waiting period are not permitted to remain in the Faculty Retirement Plan, but must move to MSRS.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees who move to labor-represented positions that participate in MSRS must move to MSRS.</td>
</tr>
</tbody>
</table>
Additional Benefits Resources

• Employee Benefits: www.umn.edu/ohr/benefits
• Academic Disability Program: www.umn.edu/ohr/benefits/disability/academic/index.html
• Vacation and Leave: www.umn.edu/ohr/benefits/leaves/vacation/index.html
• Minnesota State Retirement Plan: www.msrs.state.mn.us or www.umn.edu/ohr/benefits/events/index.html#msrs
• Faculty Retirement Plan (P&A): www.umn.edu/ohr/benefits/retiresave/frp/index.html

Questions? Contact Employee Benefits at 4-UOHR (612-624-8647) or benefits@umn.edu
Thank you!

Questions?
Ask them now, or email itclass@umn.edu