1. Career Tracks is not a salary program, but will there be impacts to staff salaries? If yes, how will salaries be impacted?

Correct, Career Tracks is not a salary program and there will be no immediate impact to pay (either upward or downward), although the new classification system will provide a better foundation for determining appropriate market-based salaries in the future. In instances where the salary is below the minimum of the range, HR will work with management to bring the salary to the minimum of the range.

2. How do you envision this project helping with staff career advancement and mobility?

Career Tracks will provide transparency in the classification process; tools for managers to better plan for determining staffing classification levels; outlines “career paths” for employees; and alignment across the UC System based on job standards and common structure.

3. What is the rough timeline for mapping the respective positions and what are some of the challenges that make mapping the non-represented positions a two-year effort?

The estimated project completion is June 30, 2016. UC Davis has 6,000 positions to map to Career Tracks. The main challenge is the accuracy of the position descriptions that we have in People Admin (PA). As a best practice, we ask that position descriptions are no more than two years old. However, we are finding that there are a significant amount of positions that are outdated and/or have not been loaded into PA which came online in December 2008.

4. When do you anticipate including represented positions in Career Tracks?

Career Tracks is a systemwide effort and the main focus at this time is to map all UC non-represented staff first. The Office of the President will make the determination as to when the represented positions will transition to Career Tracks.

5. Will staff have the opportunity to review changes to their position before they take effect?

HR will meet with supervisors and managers as positions are mapped to Career Tracks. Supervisors and managers will then meet with staff informing them of their new title codes, job standards and pay grades, prior to implementation in the payroll system.
6. Is HR offering any training (online, classroom) on Career Tracks? If yes, to whom will the training be targeted and when will it be available?

   HR is not currently offering training on Career Tracks. However, HR has been presenting information on Career Tracks to managers.

7. Is HR currently posting new positions with Career Tracks titles without hiring supervisors being aware of the system?

   HR is not posting any positions classified into Career Tracks titles without hiring supervisors being aware of the new titles.

8. Have hiring managers been trained in the new job categories? If not, how can incoming staff effectively negotiate salary?

   When jobs are posted each has a salary range in which an individual’s salary would be placed. This will follow the same process that is currently in place today.

9. What other schools are presently engaged in a Career Tracks initiative? Do you know what any of their respective project timelines look like?

   All UC campuses and medical centers are working on their implementation plans for their locations. The Office of the President, UC Berkeley, UC Merced and ANR have implemented career tracks for their non-represented staff. Each campus is working with Office of the President on their timelines.

10. How will this project improve efficiency in job recruitment?

    Job titles will more closely align with titles used in the labor market and provide a clearer description of the job versus our current use of generic titles.

11. What new processes will a college, department or unit need to learn?

    Career Tracks only changes payroll titles and title codes. The process related to recruitment and PPS entry will remain the same.