New Job Description Format

What is the New Job Description Format?
The new job description format provides clarity and distinctions between types of jobs at the University by defining standard and consistent job descriptions language, and making job descriptions easily accessible.

What it does not do?
The new job description format does not change an employee’s pay, pay grade, title, or primary duties and expectations. It is not a pay or promotion program. Only exempt jobs are impacted but nonexempt jobs are linked to a subfamily to provide career path opportunities.

Why new job description?
Consistent and standard job descriptions all the University to better integrate programs for attracting, engaging, and developing its employees. For example, employees may use the new job description to support career development and planning.

Who is creating the new job descriptions or revising the current job descriptions?
Key campus human resources leaders and subject matter experts are involved in the development, review, and implementation of the new/revised job descriptions.

How does this impact the employees?
No action is required of employees. The only impact is that the employee will be assigned to a job family, subfamily, career point, and job role level.

What is a Job Family, Subfamily, Career Point and Job Role Level?
Job Families are groups of occupations that perform similar nature of work.
Subfamilies are subsets of a job family based on specialization of work.
Career Point describe the type and level of work performed as opposed to occupation or subject matter. There are two exempt job career points.
Job Role Levels are subsets of a career point and describe incremental changes in job scope, responsibility, and qualifications.

How do I access the new job descriptions?
Implementation of the new job description will be phased in by subfamily. Job descriptions are available through online job tool.
Check it out: https://cf.umaryland.edu/hr-job-descriptions/

Want more information?
Visit online tool, review the program overview and FAQs, discuss with your manager, or contact the career development office at Careerdev@umaryland.edu