New Job Description
Frequently Asked Questions
Q. Why change the Job Descriptions?
A. The primary purpose of the Job Description is to clarify the distinctions between types of jobs at the University through standard and consistent job description language. Most of the currently used exempt job descriptions are at least ten years old and maybe out of date. As part of the project, one goal is to make job descriptions contemporary and easily available to managers and employees.

Q. Why is the Job Description important?
A. The job description supports the University in attracting, engaging, and developing the best employees by laying the foundation for integration of job descriptions with recruitment, career planning, employee development, workforce planning, performance management, and compensation.
Q. Who will be impacted by the project’s job descriptions?
A. New exempt job descriptions will be created for all staff employees currently in grades C through K, and will be implemented using a phased in approach over the next few years. At this time, nonexempt, senior leadership, faculty, and students are not included in project, but access to the nonexempt jobs from the tool is available.

Q. What will the new Job Description not do?
A. The new Job Descriptions do not change an employees pay, pay level, title, or job duties. Jobs are neither increased nor decreased in value. The tool is not a pay or promotion project. Rather, the tool provides clearer definition of how employees should already be functioning.
Q. Who created this new structure?
A. This tool was initially developed by Human Resources. It was presented to campus HR leaders, focus groups, and subject matter experts whose feedback has been incorporated in the final version. The new Job Description design is in line with similar projects at other institutions of higher education, including UMB peer institutions, and is developed to incorporate best best practices.

Q. What are the anticipated key outcomes of the New Job Description?
A. Anticipated key outcomes include:

• Employees and Managers will be able to explore what jobs exist across the University and how they’re grouped together by the type of work and level of work.
• Employees and Managers will be able to access and use job descriptions to assist in career planning, employee development, and performance management.
Q. When will the Job Description project be implemented?
A. The Job Description project will be implemented by job or sub family, depending on size. It began in July 2017 and estimated to take about three years to complete review of all (~800) exempt jobs. A schedule of job family implementations has been developed focusing on job and subfamilies with most employees before single incumbent jobs.
Job Description Components

Q. What is a job description?
A. A job description is a useful, concise, practical tool that describes purpose and expectations of a job. It consists of primary duties, qualifications, knowledge/skills/abilities and describes the position to someone who is unfamiliar with the job, department, and organization.

- A job description is not an exhaustive list of duties; it focuses on key, critical activities of the job written a factual style.
- It provides important information for consideration under American’s with Disabilities Act (ADA) and Fair Labor Standards Act (FLSA).

Q. What is primary duty?
A. A primary duty is a key, critical activity, of the job. A primary duty should represent at least 5% of a full time workweek (at least 2 hours in a 40 hour work week).
Q. What are minimum qualifications?
A. The minimum qualifications are the lowest level of qualification required to perform the primary duties of the job. Minimum qualifications include education, experience, certification/licensure, and special skill sets.

Q. What is a job family approach to job descriptions?
A. The Job Description design uses a job family approach to creating consistent job descriptions. Jobs are organized into four main components:

1. Job family
2. sub-family
3. Career Point
4. Job Role Level
Q. What is a job family?
A. A job family is a group of occupations that perform similar nature of work. Each job family has a predefined definition and has been vetted with subject matter experts.

- An example of a job family is Research or Information Technology.

Q. What is a job sub-family?
A. A job sub-family is a subset of a job family. It is a more specific area of specialization within the job family. Each sub-family has a predefined definition and has been vetted with subject matter experts.

- Examples of a Research sub family are Clinical, Laboratory, and Analysis.
Q. What is a career point?
A. Career points describe the type and level of work performed, as opposed to occupation or specialization. Each career point has a predefined definition and has been vetted with subject matter experts.

- There are two career points:
  - Professional and
  - Senior Professional.

Q. What is a job role level?
A. Within each career point there are four job role levels. Each level describes the incremental changes in job scope, responsibilities, and qualifications. Each job role level has a predefined definition and primary duties and minimum qualifications and has been vetted with subject matter experts.
Q. There are four job role levels in each career point. How were the number of levels determined?
A. The job role levels were determined based on higher education and industry best practice, as well as internal analysis of the existing UMB classification structure.

Q. Does this mean that every sub family has two career points and eight total job role levels?
A. Not all sub-families are the same. For example, some sub-families have only one career point or a couple job role levels. It depends on the breadth of jobs at the University that perform that kind of work in a particular sub-family.
Q. What will the new Job Description tool look like?

A. The new job description will consist of a job family, sub-family, career point, and job role level. The job role level includes primary duties and minimum qualifications. The job description is reviewed and vetted with subject matter experts.

The job description includes:

- a job summary with the definitions of the job family and sub-family;
- a scope of role section that includes the definition of the career point and the job role level;
- primary duties,
- minimum qualifications, and
- general knowledge, skills, and abilities
Employee Specific Questions

Q. How do I gain access to the job descriptions?
A. An online web application is available that allows all employees and managers to view a job description by selecting a job family, sub-family, career point, and job role level.

Q. When will I have access to my new Job Description?
A. Implementation of the Job Description project job descriptions will be phased in by job family and sub-family and available in the fall of 2019. Some families may still be under construction. If you do not see your job description, please contact HRCompensation@umaryland.edu to obtain an older copy.
Q. What do I need to do?
A. No action is required of employees. Employees will be assigned a job family, sub-family, career point, and job role level. Employees are encouraged to read through the available resources and talk with their manager if they need further information.

Q. Will my pay be affected by the implementation of the new job description tool?
A. No. Employee pay will neither increase or decrease at the time the job description project is implemented. The project is not a pay or promotion project. Rather, the project provides clearer definition of how employees should already be functioning.

• Going forward, the project provides clear distinction between jobs that are able to be easily benchmarked to the labor market.
Q. Will my job pay range change as a result of the new job description?
A. No. All employees remain in their current pay range.

Q. Will my job duties change as a result of the new job description?
A. No. The duties may be updated to contemporary needs but primary duties do not change anything about an employee’s job duties. The tool provides clearer definition of how employees should already be functioning.

Q. Will my title change as a result of the new job description?
A. No. Employee titles will not change. Employees will also have a technical role which is a concatenation of the job family, sub-family, career point, and job role level. An example of a job title will remain Compensation Specialist and technical role will be identified as HR Compensation Professional II.
Q. How can I obtain a copy of my new job description?
A. The job description will be available through web-based application or your manager may also provide it to you.

Q. I supervise other staff employees. Why isn’t my position in the senior professional career point?
A. In order for a position to be classified into the senior professional career point, the primary function (>50%) of the job must include management level responsibilities beyond supervision of staff. For example, the position:

- Develops, implements, and manages strategic goals and objectives.
- Manages recruitment, engagement, performance, and development of staff.
- Participates in strategic planning.
- Determines and manages processes, practices, and/or policies.
- Manages operations, workflow, projects, and/or systems that have strategic impact.
Q. Am I locked in my current job or sub-family?
A. No. The project identifies families and subfamilies, as well as the primary duties and requirements of each level. The tool is designed to be explored within the same job family or between multiple job families. Employees may find that many of their skills, experience, and education might have relevance in a different job family or sub-family. Qualified employees are encouraged to apply to jobs of interest regardless of their current job or sub-family.

Q. I am currently in a nonexempt job description. Why aren’t the nonexempt job descriptions part of the new Job Description tool?
A. The first phase of the Job Description project focuses on exempt staff jobs. For employees and manager’s convenience, nonexempt job descriptions are linked within the tool to assist in reviewing job families.
Q. What if my job responsibilities cross more than one job family or sub-family?

A. If 50% or more of a job's responsibilities are in one area of specialty, then the job may be assigned to the corresponding sub-family. If no area represents 50% of the position duties, then a sub-family is selected based on which primary duties would be emphasized most when recruiting for the position. In some cases, a multi-functional sub-family may be created as appropriate.

Q. What if I have another question that hasn't been answered?

A. A good place to start would be to meet with your manager. Also, check out the rest of the FAQs, online job tool, or contact the Career Development Office at careerdev@umaryland.edu or HRCompensation@umaryland.edu
Manager Questions

Q. How will I find out my staff's assignments?
A. Human Resources will assemble a group of job family and/or job sub-family subject matter experts (SMEs) prior to the implementation of a job or sub-family. The SMEs are a representative group of experts in the particular job or sub family. They are responsible for reviewing and validating the new job descriptions and mapping of jobs. Mapping consists of assigning a job family, sub-family, career point, and job role level to a job. Mapping is done on a job basis, not individual basis.

Job descriptions will be made available in the web based application tool in Fall 2019 for a majority of the UMB jobs. Continuation of job description reviews will be ongoing.
Q. **What action is required of me?**

A. Managers are responsible for familiarizing themselves with the Job Description tool and its design. There are many resources available. Managers are also responsible for communicating to their staff the employee’s job family, sub-family, career point, and job role level.

Q. **What if I discover an error in my employee’s job description?**

A. Employees will be mapped to a job family, sub-family, career point, and job role level based on their job classification today. After employees are assigned a job family, sub-family, career point, and job role level and you find an error with the classification, please follow the normal process to request a classification review of the employee.
Q. Can I modify the job description?

A. No. The available job descriptions represent the primary duties and minimum qualifications of the job and have been vetted by subject matter experts. Keep in mind that not every task or specifics of a job are captured in the job description. If the listed primary duties do not accurately represent a job you are searching for, please contact HR Compensation. Managers will have the ability to specify area of work and preferred qualifications when a job is posted.