Position Management and Compensation

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University of Colorado
Boulder
Learning Objective

Learning Objectives

• To describe general position management and compensation policies and procedures used at CU Boulder and the College of Arts and Sciences.

• How to access and navigate Avature for staff position management.
HR Position Management Timeline

**Position Management/Compensation**
University Staff and Classified Position Review Process

1. Manager or dept liaison drafts or updates job description in Position Management Portal and submits to PMC.

2. PMC reviews and provides feedback, asks questions about job structure and organization.

3. PMC conducts market salary analysis based on job level and responsibilities.

4. Approval proceeds with email notifications in Position Management Portal. Up to 5-7 business days

5. If occupied, a job code change offer letter is routed for approval in CU Boulder Jobs. HCM changes are made by HR.

6. If position is vacant and moving to recruitment...

   Recruitment

   Once approved in Position Management Portal, an HR recruiter will contact the department hiring manager or liaison to begin the search process.

7. After recruitment...

   The offer letter, background check, and HCM entry processes will be initiated by HR in the CU Boulder Jobs system.

*Priority preference is given to new and vacant positions needing recruitment. Timelines may be longer if additional review is needed within the department.

For additional resources go to [https://www.colorado.edu/hr Position Mgmt Portal](https://www.colorado.edu/hr) [https://colorado.avature.net/positions](https://colorado.avature.net/positions)
Getting Started

Need to fill a vacancy?

Need to create a new position?

Need to update a current position description?

Unit will need to consult with A&S Personnel Coordinator to receive initial steps
Position Management Portal - Avature

Position Management Portal

A&S Policies and Procedures for Staff Recruitment
Position Management Portal - Avature

Filling a vacancy
Updating a filled position

Creating new position description
Position Management Portal - Avature

- Filling a vacancy
- Updating a filled position
- Creating new position description
Required PDQ Content

• Position Summary
  • Working Title
  • Employment Group (Classified or University)
  • Job Code
  • Department Name and Number
  • Position Reports to – Title
  • Position Reports to – Position Number
  • Hiring Manager
  • Will this position be located in Boulder?

• Job Summary
• Job Duties with Percentage Weights
• Minimum Requirements
• Competencies/Knowledge, Skills, and Abilities
• Preferred Qualifications
• Additional Details
• Salary, Incumbent Data, Approval Workflow, and Recruitment
Required PDQ Content – Position Summary

**Position Summary**

- Working Title
- Employment Group (Classified or University)
- Job Code
- Department Name and Number
- Position Reports to – Title
- Position Reports to – Position Number
- Hiring Manager
- Will this position be located in Boulder?

[Classified Staff Job Codes](#)
[University Staff Job Codes](#)
Brief description of the primary purpose of the position
• Contains 1 -2 paragraphs
• Summarizes the main points of the job description which may include key responsibilities, functions, and duties.
The Job Duties section is comprised of two main elements:

- Duty Statements – sentences that provide additional information about the tasks and duties. This will include supervisory responsibilities, if any.
- Percentages of Time: an estimate of the time that is spent on a particular function. The total should add up to equal 100%.
Required PDQ Content – Job Duties

Writing Tips

• Think of the job in terms of its main responsibilities and functions. Typically, a job will have 5 – 8 duty statements. Not every possible assignment needs to be defined, instead, group like duties together under a general heading.

Here are some examples:
  o Budget Management
  o Facilities Maintenance
  o Event Coordination
  o Administrative Support

• After establishing the general heading, generate specific job duties associated with each. These are the individual tasks or duties with a focus on the highest level duties performed by the position. For example, specific administrative support duties might include:
  o Order office supplies
  o Coordinate logistical support for meetings, seminars, and departmental events
  o Make travel arrangements
For Classified Staff the minimum requirements should always be what the State Personnel Board has set as the position’s minimum requirement.

Writing Tips

- Minimum requirements are the least amount of education and/or experience necessary to successfully perform the job and they should be tied to the job duties.
- Candidates must meet the minimum requirements or equivalent combination of education and experience to be considered for a position.
- The minimum qualifications allow you to create a reasonably large and diverse pool of applicants that may be further screened via the preferred qualifications and other methods.
- List of competencies related to the position and skills necessary for the employee to be successful in the position.
- The preferred qualifications include additional job-related education, experience, skills, competencies, and credentials desired by the hiring department.

Minimum Requirements - Classified
The section provides hiring managers/supervisors the opportunity to provide additional details of the position, including Funding, Additional attributes, and Required Checks.

Also, this section includes Functional Attributes (physical/mental demands and environmental conditions/hazards) of the job duties. This should include any extraordinary conditions applicable to the job such as travel, heavy lifting, evening work hours, exposure to extreme temperatures.
An updated organizational chart is required for any position description review. This chart provides A&S and Central HR greater context for their review.
Required PDQ Content – Salary and Approval Workflow

**Classified Staff**: If the unit is unsure what to request, they are advised to at least request the required minimum for Classified Staff.

**University Staff**: If the unit is unsure of what to request, they are advised to at least provide a range of what they estimate is acceptable for their unit.

**Courtesy Copies**: The unit should also add the Hiring Manager as a copy and any others the unit would like to include.

**Approval Workflow**

1. Personnel Coordinator **ALWAYS**
2. Chair/Director **ALWAYS**
3. Bernadette Stewart **ALWAYS**

Personnel Coordinator **ALWAYS**

1/3/20
Submitting PDQ for Review

[Image of a PDQ submission form]

Would you like a department reviewer to review the position details prior to submitting to Position Management? *
- Yes

Department Reviewer *
- Perez, Tamara (Personnel Coordinator)

Will you request recruitment for this position? *
- Yes

If position is anything other than a reallocation or transfer, please forward to recruitment for advisement.

Do you want to add any comment before submitting?

Submit Position
Central HR Position Management
# Classified and University Staff

<table>
<thead>
<tr>
<th>Classified Staff</th>
<th>University Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔹 Governed by the State of Colorado Personnel Board Rules and Administrative Procedures</td>
<td>🔹 Governed by the University of Colorado Board of Regents, University Administrative Policy Statements, and Boulder Campus policies</td>
</tr>
<tr>
<td>🔹 Salary ranges, merit increases and benefits are governed by state rules</td>
<td>🔹 Compensation and merit increases are governed by Regent laws and policies</td>
</tr>
<tr>
<td>🔹 Department of Personnel and Administration (DPA)</td>
<td>🔹 Positions must meet statutory exemption criteria</td>
</tr>
<tr>
<td>🔹 Titles, minimum qualifications, pay ranges, and selection practices</td>
<td>to be created as University staff positions</td>
</tr>
<tr>
<td></td>
<td>◦ Professional</td>
</tr>
<tr>
<td></td>
<td>◦ Officers</td>
</tr>
<tr>
<td></td>
<td>◦ Reports to an Officer</td>
</tr>
<tr>
<td></td>
<td>◦ Funded 100% by grants, gift, etc.</td>
</tr>
</tbody>
</table>
Why is the position review process important?

So as a hiring manager you don’t:

• Find yourself ready to recruit without a job description
• Prolong the process to fill your vacant position by skipping steps
• Set minimum qualifications that eliminate qualified applicants
• Believe common myths such as seeking the “magic” words to describe the job assignment
The Position Description

- Snapshot of current duties and organizational relationships
- Group like duties into 8-10 statements – total 100%
- Foundation for recruitment, selection, compensation, training, ADA and performance evaluations
Compensation
Classified Compensation

How does the State determine pay?

• Salary Survey
  • Conducted annually by DPA
  • Collects data on pay rates across regional job market

• State Legislature
  • Gets recommendations from DPA based on salary survey; final results dependent on vote.

• Classified Merit Process
  • Merit increases are determined each year by DPA
  • Follow merit matrix based on performance scores and place within current salary range.
# State Classified Compensation Plan

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Class Code</th>
<th>Min</th>
<th>Minimum Q2</th>
<th>Range Midpoint</th>
<th>Minimum Q3</th>
<th>Minimum Q4</th>
<th>Max</th>
<th>Salary Lid</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTODIAN I</td>
<td>D8B1TX</td>
<td>$26,736</td>
<td>$29,556</td>
<td>$32,388</td>
<td>$35,208</td>
<td>$38,028</td>
<td>$14,654</td>
<td></td>
</tr>
<tr>
<td>CUSTODIAN II</td>
<td>D8B2XX</td>
<td>$28,752</td>
<td>$31,788</td>
<td>$34,812</td>
<td>$37,848</td>
<td>$40,872</td>
<td>$14,654</td>
<td></td>
</tr>
<tr>
<td>CUSTODIAN III</td>
<td>D8B3XX</td>
<td>$41,268</td>
<td>$45,624</td>
<td>$49,980</td>
<td>$54,324</td>
<td>$58,680</td>
<td>$14,654</td>
<td></td>
</tr>
<tr>
<td>CUSTODIAN IV</td>
<td>D8B4XX</td>
<td>$47,700</td>
<td>$52,728</td>
<td>$57,756</td>
<td>$62,784</td>
<td>$67,812</td>
<td>$14,654</td>
<td></td>
</tr>
</tbody>
</table>

All actions must be within classified salary range and follow state rules.
University Staff Compensation

- Exempted from the State system if position is:
  - Officer
  - Professional
  - Gift, Grant or Auxiliary Funded
- Individual pay ranges set by Human Resources
- Pay should be within HR approved salary range
- Merit pool
Compensation Data

- Aon Radford
- State of Colorado
- Mountain States Employer Council (MSEC) Specialty Surveys
  IT, Construction, Public Sector
- Cupa-hr
- US MERCER SIRS® BENCHMARK SURVEY
- IBM Kenexa CompAnalyst®
- Internal Data
- MSEC Colorado Compensation Survey
- payfactors®
PMC Review Results

After Central HR has finished their review they will provide:

- Appropriate Classified or University job code and working title
- Minimum and preferred qualifications
- Salary range
- Other feedback

A&S Personnel Coordinator to submit the position description back to Central HR for approval routing
Position Description Approval

Position descriptions are routed for approval through Avature, **not** DocuSign.

Please Approve Position First-Year Academic Advisor, #00769779 in Academic Advising Center

- Getting too much email? Unsubscribe
- Flag for follow up.

CU Boulder Position Management <no-reply@colorado.edu>
Wed, 11/6/2019 7:37 AM
Tamara D Perez IV

Hello,

The First-Year Academic Advisor position description, #00769779 in Academic Advising Center is ready for approval. You have been identified as an approver for this position. Please log into the Postion Management Portal to review the job description and provide your approval. A drop-down menu will be available on the top right corner of the page where you can indicate your approval of the position.

Here are the final Position Management decision points for the position:

- Salary:
  - Minimum
  - Midpoint
  - Maximum

- FLSA Status:
  - Exempt - Administrative

- Required Background Checks:
  - Criminal

- Job Code/Title:
  - 2248 - Academic Services Professional
Position Description Approval

**Approved Position for your Records:** Position #00102457, Administrative Assistant, in 10228 - Classics

- Getting too much email? Unsubscribe
- Flag for follow up.

**CU Boulder Position Management <no-reply@colorado.edu>**
Mon 11/4/2019 3:46 PM
Tamara D Perez

![Administrative Assistant Position Description](48 KB)

Hello,

Position #00102457, Administrative Assistant, in 10228 - Classics has been fully approved. Please find the approved PDF of the position description attached. The final position description will also be archived by HR in OnBase.

If recruitment was requested, a member of our Talent Acquisition team will be in touch with you to discuss the next steps in the hiring process.

Thanks,

Peter Wingate
Peter.Wingate@Colorado.EDU

Position Management
CU Boulder Human Resources
Takeaways

Reach out to A&S Personnel Coordinator when...
• You know of a position change, vacancy or compensation question
• You need guidance prior to beginning the position review process, pay changes and recruitments.
Common Questions Answered

• I want to post my position as soon as possible. What do I need to do?
  
  *Update position description in Avature.*

• I need to write a position description. Where do I start?
  
  *Go to your position management portal*

• Can all classified employees convert to university staff positions?
  
  *No. Only professional, auxiliary, gift and grant funded positions.*

• Can I change my classified employee into a university staff position, if eligible?
  
  *No. It is the employee’s option to convert from a classified position.*

• Do I need to write a lengthy description of the work?
  
  *No. Please limit to 8-10 most important functions/duties/responsibilities*

• What magic words will get the position to the level I think it should be?
  
  *There are no magic words!*
Questions?