The banner features a background image of a University of Florida campus with a prominent brick clock tower and a red-roofed building. In the top left corner, the 'UF' logo is displayed in large blue letters, followed by a target icon and the text 'ON TARGET CLASSIFICATION PROJECT'. Below this, the slogan 'Good Job. Right Title. Great Results.' is written in a smaller font.

UF **ON TARGET**
CLASSIFICATION PROJECT
Good Job. Right Title. Great Results.

HR MANAGER INFORMATION SESSION

Brent Goodman | Associate Director, Classification & Compensation, Human Resources Services

UF UNIVERSITY of FLORIDA

SESSION OBJECTIVES

- Explain the On Target project
- Review TEAMS Titles website
 - Discuss important changes to titles
- Discuss On Target mapping timeline
- Clarify expectations for campus HR representatives & supervisors
- Discuss best practices for transiting employees
- Demonstrate the UF On Target file and other resources



UF "ON TARGET" CLASSIFICATION PROJECT

- Designed to identify job titles for TEAMS employees that more accurately reflect what they do
- When implemented:
 - More meaningful job titles
 - Clearer career paths because similar jobs can be more easily grouped to show potential promotional opportunities
 - Training and development plans aligned with job classifications to help employees get the training they need
 - More meaningful performance evaluations tied to the jobs being performed
 - Will help recruit great candidates when jobs are vacant because qualified applicants will more readily understand what our job titles mean



PARTICIPANTS

- | | | |
|--|--------------------------------------|--|
| • College of Engineering | • Business Affairs | • Health Affairs |
| • Physical Plant Division | • Harn Museum of Art | • College of Health and Health Professions |
| • Housing & Residence Education | • College of Education | • College of Law |
| • Facilities, Planning, and Construction | • University Relations | • Enrollment Management |
| • IFAS | • Contracts and Grants | • Florida Natural History Museum |
| • College of Liberal Arts and Sciences | • College of Medicine | |
| • Human Resource Services | • University Libraries | |
| • Shands Communications | • Finance and Accounting | |
| • College of Journalism and Communications | • Development and Alumni Affairs | |
| • College of the Arts | • UF Health Cancer Center | |
| • Department of Surgery | • Office of Research | |
| • Department of Pediatrics | • College of Veterinary Medicine | |
| • College of Nursing | • Environmental Health & Safety | |
| • Department of Medicine | • College of Medicine – Jacksonville | |
| • OBGYN | • Student Healthcare Center | |
| • College of Pharmacy | • COM – Physician Compliance | |
| | • Department of Neurological Surgery | |
| | • College of Dentistry | |



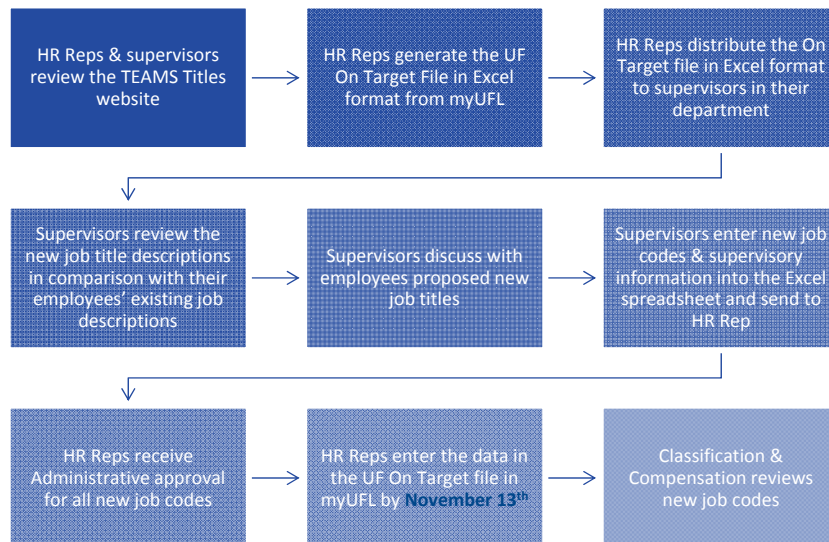
TIMELINE

- **September 25** – deadline for reclassification requests
- **October 7 – October 21**: Open comment & feedback period from university community
- **October 7 – November 13**: HR Managers and Supervisors complete UF On Target file for all TEAMS employees
- **November – February**: Implementation will be phased by job family starting in November into early February

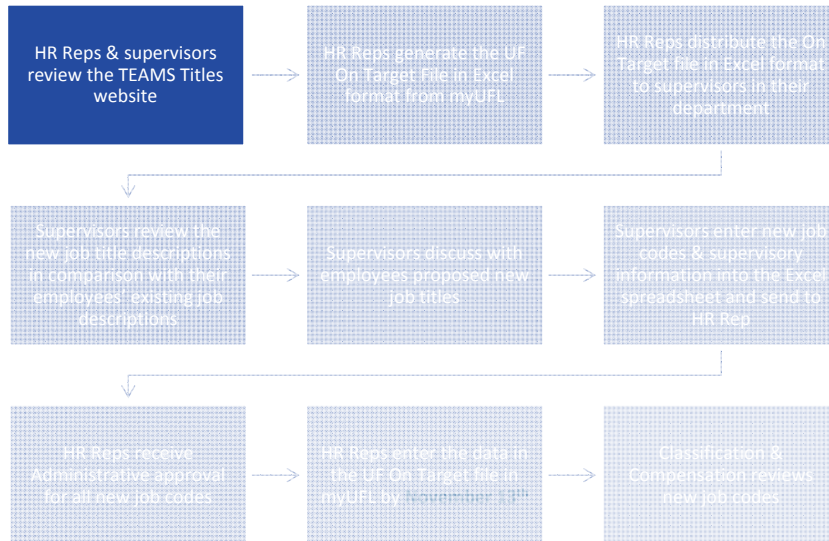
New Job Codes **MUST** be entered into myUFL by **November 13th**



ON TARGET PROCESS OVERVIEW



LET'S GET STARTED!

www.hr.ufl.edu/teams-titles


TEAMS TITLES WEBSITE


[TEAMS Titles website](http://www.hr.ufl.edu/teams-titles)

- Launching pad for managers and campus HR representatives to identify new titles
- Provides information about expected next steps to be taken by work units across campus
- Provides resources, time frames, and FAQs to support campus
- www.hr.ufl.edu/teams-titles



TEAMS TITLES

- New job family structure
 - Jobs classified by job function and duties rather than by location or organization

Functional vs. Organizational



DISTINCT JOB CLASSIFICATION LEVELS

Category Archives: | Accountant

Accountant I
 ⓘ August 17, 2015 ⓘ Accounting and Finance, / Accountant ⓘ Willard
 This is work performing routine professional-level accounting functions, such as purchasing and disbursements, audit and reconciliation, budget preparation, accounts and record keeping, and financial reports.

Accountant II
 ⓘ August 20, 2015 ⓘ Accounting and Finance, / Accountant ⓘ Willard
 Responsible for intermediate level professional financial support. Solves a variety of straightforward problems with interpretation and application of standard procedures.

Accountant III
 ⓘ August 20, 2015 ⓘ Accounting and Finance, / Accountant ⓘ Willard
 Provides senior level professional financial support. May serve as subject matter expert in a specialized area. Solves complex problems.

Accountant IV
 ⓘ August 20, 2015 ⓘ Accounting and Finance, / Accountant ⓘ Willard
 Provides lead or expert level professional financial support. Interprets internal or external business issues and recommends solutions and best practices. Solves complex problems requiring considerable depth and breadth of experience and expertise.

Series in This Job Family

- (Accountant (X)
- (Accounting Administration (X)
- (Controller (X)
- (Fiscal Assistant (X)
- (Purchasing Agent (X)
- (Specialized Roles (X)
- (Finance Management (X)
- (Financial Analyst (X)
- (Purchasing Management (X)

Many of the new classifications have defined levels.

Each level has a unique classification specification that describes the duties of the position.

Levels are based on a progression of job duties and not necessarily the length of time an employee has been in the position.



ADMINISTRATIVE SUPPORT OCCUPATIONS

Home	Proposed Job Families	Campus HR Reps	Supervisors	Resources	FAQ
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Office & Business Administration

Proposed Job Titles

ADMINISTRATIVE SERVICES MANAGEMENT

Assistant Director, Administrative Services

Associate Director, Administrative Services

Director, Administrative Services

ADMINISTRATIVE SERVICES SPECIALIST

Administrative Services Specialist I

Administrative Services Specialist II

Administrative Services Specialist III

ADMINISTRATIVE SUPPORT ASSISTANT

Administrative Support Assistant I

We have proposed significant changes to several positions in this family.

- Administrative Assistant – defined in a manner more consistent with a traditional Admin Assistant role
- Discontinued the use of several titles
 - Secretary
 - Sr. Secretary
 - Clerk
 - Sr. Clerk
 - Word Processing Operator
 - Sr. Word Processing Operator



GRANTS OCCUPATIONS

Current Job Title	FSLA	MQ	FTE
GRANTS AST	Non-Exempt	HS + 4	25.00
GRANTS SPECIALIST	Non-Exempt	HS + 5	39.00
GRANTS SPECIALIST, SR	Exempt	HS + 7	52.88
GRANTS SPECIALIST SPV	Exempt	HS + 8	3.00

Proposed Titles
Research Administration Assistant
Clinical Research Assistant
Research Regulatory Assistant (Core Office)
Research Regulatory Specialist (Core Office)
Department Research Regulatory Assistant
Department Research Regulatory Specialist

Some may become Administrator/Coordinators with degree equivalency ("or an equivalent combination of education and experience")?



PROGRAM ASSISTANT

Program Assistant

Fiscal Assistant

Student Financial Assistant

Marketing Assistant

Library Assistant

Agricultural Assistant

Program Assistant

Academic Assistant

Human Resources Assistant

University Registrar Services Assistant

Administrative Support Assistant



HYBRID JOBS

Possible Scenarios	Solution
1 One set of duties constitutes over 50% of the job.	Use the job family that constitutes over 50% of the job.
2 No set of duties constitutes over 50% of the job, but one set of duties is greater than any other.	Use the job family that has a greater % of duties than any other job family.
3 No set of duties clearly predominates.	Use the job family that you would emphasize when recruiting for the position.
4 No set of duties clearly predominates, and the combination of duties is captured in a "multi-functional" job family.	If the combination of duties is captured by a defined "multi-functional" job family, and such job family is a better match than other, more specific, job families, use the "multi-functional" job family.





MINIMUM QUALIFICATIONS & DEGREE WAIVERS

UF UNIVERSITY of FLORIDA

WORKING TITLE POLICY

Classification and Compensation in the Office of Human Resource Services will review proposed working titles when approving personnel actions to ensure the working title reasonably reflects the responsibilities and level of the employee in question.

Working title parameters:

- Do not use another University of Florida Classification as part of a working title.
- Do not misrepresent the level of authority or responsibility of the position.

Working titles may be used to:

- Provide a more specific description of the function or work performed to better facilitate business communications.
- Align with professional/industry practice.



EXEMPT VS. NON-EXEMPT

To be exempt from overtime, the employee typically:

- Must be paid at least \$455 per week regardless of the number of hours worked
- Must spend a significant portion of time performing the job duties that are considered Executive, Administrative, Professional, and/or certain types of Computer-Related Activities



EXAMPLES



EXAMPLE

Job Duties

- Department Graduate Coordinator
- Coordinate tuition funding sources
- Finalize Course Offerings
- Reserve Classrooms
- Assist faculty with course evaluation set-up

Currently a
Program Assistant

New Title: Academic Assistant

Because the duties of this position are **Academic** in nature, this employee would be reclassified as an **Academic Assistant**.



EXAMPLE

Job Duties

- Prepare employment forms
- Completes payroll set up
- Certifies payroll
- Reviews time cards
- Maintains employee database
- Maintains campus contact list

Currently a
Program Assistant

New Title: HR Assistant

Because the majority of the duties associated with this position are **Human Resource** functions, this employee would be reclassified as a **Human Resources Assistant**.



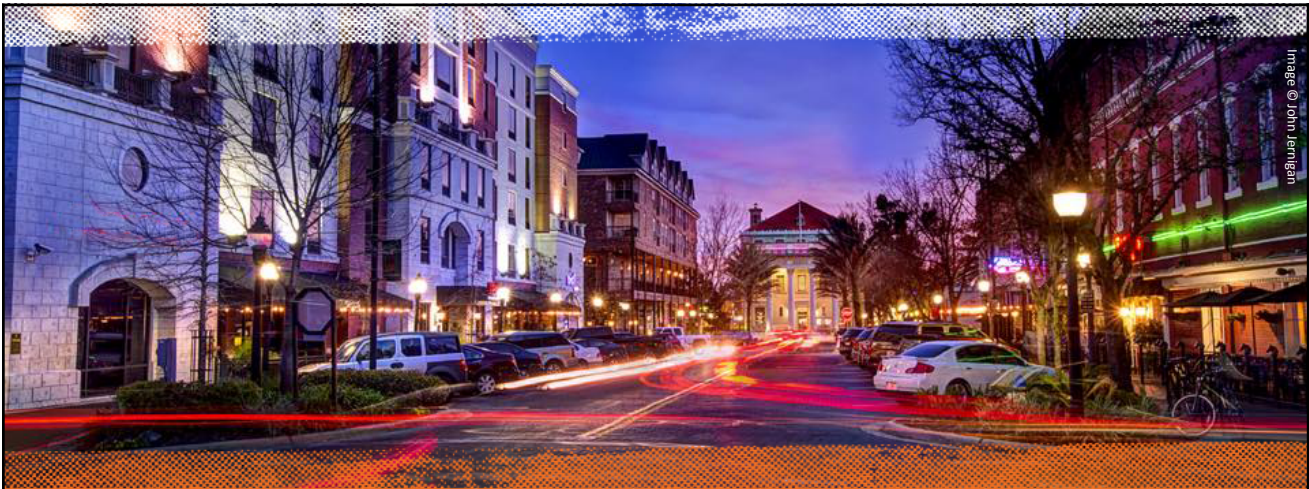
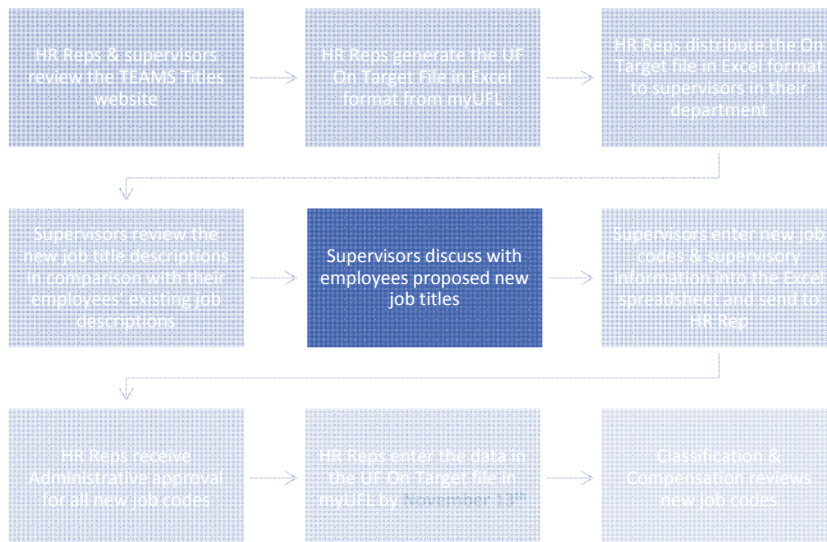


Image © John Lemigan

EXAMPLES



SUPERVISOR ROLE



SUPERVISOR ROLE - MEET WITH EMPLOYEES

- Supervisors should meet individually with each of their employees to discuss the new proposed job title
- Address concerns or questions from employees about proposed title



SUPERVISOR ROLE – ENTER DATA INTO EXCEL SPREADSHEET



ON TARGET EXCEL SPREADSHEET

ps.xls [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Clipboard Font Alignment Number Styles Cells Editing

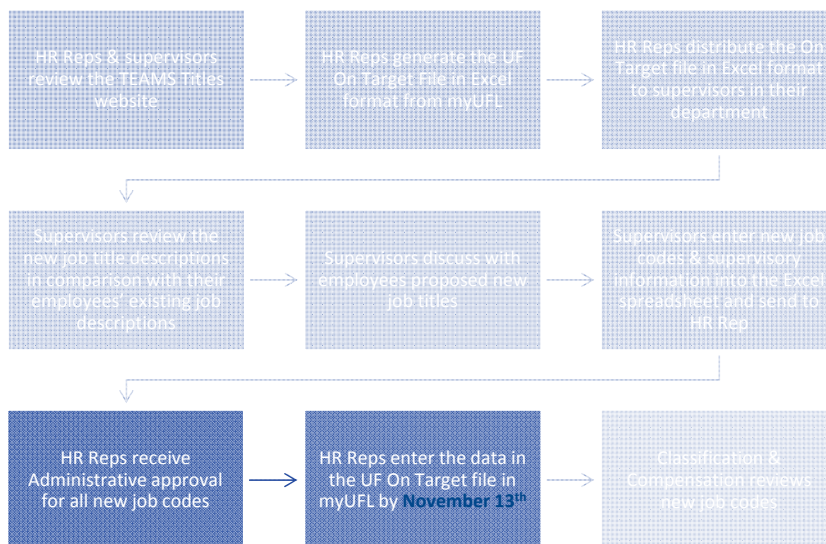
J21

	A	B	C	D	E	F	G	H	I	J
1	Process	Empl ID	Empl Record	Name	*Job Code	Description	*Salary Administration Plan	*Supervisor ID	Supervisor Name	*Supervisor Position Number
2	N	12345678	0	Employee 1	002525	Public Re	TA 12	56781234	Supervisor Name	00021798
3	N	23456781	0	Employee 2	002525	Instructio	TA 12	67812345	Supervisor Name	00021798
4	N	34567812	0	Employee 3	002525	Administr	TU2N	78123456	Supervisor Name	00021798
5	N	45678123	0	Employee 4	002525	Manager	TA 12	81234567	Supervisor Name	00021798
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READY



HR REPRESENTATIVE ROLE



HR REPRESENTATIVE ROLE

- Acquire proper approval from administration
- Enter data into the On Target Job Code file, located in myUFL by **November 13th**




TRANSITIONING TO NEW JOB POSTINGS

- Tuesday, October 6—Last day to post using “old” job codes
- Tuesday, October 6—On Target job codes go live in myUFL
- Wednesday, October 7—On Target myUFL file goes live
- **Wednesday, October 7—Begin to post using “new” job codes**



9/21/2015



The banner features a background image of the University of Florida campus, including the iconic Old Union Chapel and the tall, brick clock tower. In the top left corner, the 'UF' logo is displayed in large blue letters. To its right is a circular graphic containing a target symbol with an arrow hitting the bullseye. The text 'ON TARGET' is written in a bold, serif font across the middle of this graphic, with 'CLASSIFICATION PROJECT' in a smaller, sans-serif font below it. Underneath the graphic, the slogan 'Good Job. Right Title. Great Results.' is written in a small, italicized font.

UF **ON TARGET**
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QUESTIONS?

<http://hr.ufl.edu/teams-titles/>
ontarget@ufl.edu

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