

Human Resources Competency-based Job Families and Career Planning

***Department Head Meeting
August 22, 2018***



Position Classification Review Process

- The HR Compensation Group has been reviewing and updating our job descriptions to ensure that all of the essential responsibilities and requirements of the job have been captured, identify the physical demands/work environment/equipment and add the new UMMS Core competencies.
- During this process, the job descriptions are being classified into specifically defined job career families.
- The goal is to provide UMMS career ladders to assist in learning and professional development as well as identify internal career opportunities that are aligned with a transparent pay structure.
- The updated job descriptions are currently being used by our HR Talent Acquisition Group to assist us in attracting top tier talent.
- We are also auditing each job description to ensure that they remain compliant with the Fair Labor Standards Act (FLSA)

Progress To Date

- There are over 600 positions in the Medical School within the scope of the project.
- Approximately 70% have been reviewed and updated, modified, or eliminated.
- Several Working Groups are still in progress. The project for the Medical School will be **completed by June 30, 2019**.
- There are 150 positions in Commonwealth Medicine within the scope of the project. The kickoff for the first group will be **October 1, 2018**. The project for CWM will be **completed by June 30, 2019**.
- The review of the MassBiologics job descriptions **was completed in October 2017**.

Transition to Competency-based Descriptions

- Beginning in December of 2017, as a part of “Manage and Lead,” the HR Professional Development Program for UMMS managers, the course *“Transitioning from Traditional to Competency-Based Job Description - How to Write a Competency-based Job Description”* was provided.
- The training was a practical “how to” transition from your department’s current job descriptions in Word format to the new electronic smart Excel Competency-based format.

Differences in formats:

- Core Competencies have been added
- Position specific competencies – what they are and when will we begin to add them to our performance review
- Addition of the Physical Demands/Work Environment/Equipment

Important Reminder

All of your job descriptions must be transitioned into the new Competency-based format by March 31, 2019.

If you have not already started transitioning your current Word job descriptions to the new Excel format, please begin this process now.

Additional information is available on the HR Compensation website under Quick Links.

You may also contact your compensation specialist for guidance.

EXAMPLE – Career Ladder Matrix

Criteria	Research Lab Technician	Research Associate	Research Associate I	Research Associate II	Sr. Research Scientist
Essential Functions	Under the supervision of the Principal Investigator or designee, the Research Laboratory Technician I, performs a variety of specimen preparatory techniques, dry lab data collection, and routine laboratory maintenance.	Under the direction of the Principal Investigator or Designee, the Research Associate performs a variety of complex research experiments.	Under the direction of the Principal Investigator or Designee, the Research Associate I performs a variety of complex research experiments.	Under the direction of the Principal Investigator or Designee, the Research Associate II performs a variety of complex research experiments and is responsible for overseeing laboratory operations within the Department.	Under the general supervision of the PI, performs laboratory research on topics pertinent to the interests of the research programs of the laboratory. Includes writing manuscripts and grant applications; designing and implementing research projects in th
Required Qualifications	Bachelor's degree in Biological Science or equivalent	Bachelor's degree in Biological Science, or equivalent 1 year relevant research experience	Bachelor's degree in Biological Science, or equivalent 3 years of relevant research experience	Bachelor's degree in Biological Sciences, or equivalent 5 years of relevant research experience	Bachelor's degree in Biological Sciences, or equivalent 7 years of research experience.
Preferred Qualifications				Masters degree with 2 years of relevant research experience	Masters degree with 4 years of relevant research experience or PhD degree with 2 years of relevant research experience
		Strong ability to analyze complex visual data in a quantitative and objective manner	Strong ability to analyze complex visual data in a quantitative and objective manner	Strong ability to analyze complex visual data in a quantitative and objective manner	Expertise in specific procedures and instrumentation necessary to complete specific research programs.
Position Specific Competencies					
Physical Demands/Work Environment					
Job Code	MR0004	MR2240	MR0008	MR0009	MR0010

Next Steps

- Complete the review of remaining Medical School job descriptions by **June 30, 2019**.
- Begin the review of the Commonwealth Medicine job descriptions by **October 1, 2018**.
- Complete the transition of all Word job descriptions for the Medical School, Commonwealth Medicine and MassBiologics to the new Competency-based Excel format by **March 31, 2019**.
- Based on information within the job descriptions, creation of **Career Ladder matrices** to assist Managers with employee discussions concerning advancement and career progression at UMass Medical School will begin on **April 1, 2019**.

A red ballpoint pen is shown writing the words "Thank you" in a cursive script on a white rectangular card. The card is positioned diagonally against a background of soft, overlapping blue waves. The pen is angled towards the bottom right, with its tip just finishing the word "you".

Thank you