Navigating the new
Job Code Detail webpage

Today's agenda

- Discuss new layout design
- Review new components for non-union staff positions:
  - Job Families
  - Job Title Groupings
  - Nature of Work Statements
  - Leveling Guides
  - Job Title Hierarchies
  - Position Description templates

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New layout design

Inside UM System » Human Resources » Human Resources Compensation » Job Code Detail »

Job Code Detail

Faculty Comparator Salary Survey

Job Code Search

Pay Matrices

UM Compensation Resources

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Due to requests from Staff Councils and the university's understanding of the value staff bring to our organization, we have been focused on providing more professional development tools to support staff members in planning for their careers. New and updated information about job details and career development within the Staff Compensation Structure are now available within this newly designed Job Code Detail page. You will still be able to access the old page (a link is located in the left hand column) during the transition period over the course of the next three to four months. Please work with your supervisor and your human resources professional in your campus Human Resources office if you have any questions.

| Staff | Union Eligible Staff | UM Health System | Academic | Student/Temps | Resources |

Navigate to the different employee groupings through tabs at the top

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Staff section

Once you click on the staff tab you will see a listing of the 26 different Job Families.

Click on each of the arrows to expand them to view the titles that are within each job family as well as the other available tools

Staff section, cont'd.

Nature of Work Statements: Generic Statement outlining nature of work by Job Family and Title Grouping

Leveling Guide: Criteria that distinguishes the difference in level of work between titles and grades

Job Family Hierarchy: visualization of career trajectories by job family.

Job Title Grouping: when there is more than one level of a job they are rolled into a job title grouping (i.e. Educational Program Associate I, II, III)

Position Description Templates: a combination of information from the Nature of Work Statements and Leveling Guides that describe the job. Ability to add additional information that describes the specific work of the position.

▼ Educational Support

Nature of Work statement

Provides support including the design, development, and publication of all educational support materials, classroom management, child guidance and curriculum planning at the university.

- Leveling Guide
- Job Family Hierarchy

Job Title(s) Grouping	Job Code	Levels	Details	Position Description Template	Nature of Work Statement
evelopment Aide	4125	Child Development Aide	🔍	📄	Performs semi-skilled tasks involving the cleaning and maintenance of equipment and facilities, and the custodial care of pre-school children.
Child Development Assistant	4130	Child Development Assistant	🔍	📄	Assists in planning, organizing, and conducting a child care program.
Child Development Specialist	4134	Child Development Specialist	🔍	📄	Provides support and acts as a resource to classroom teachers in the areas of classroom management, child guidance and curriculum planning at a university child development center.
Child Development Teacher	4131	Child Development Associate Teacher	🔍	📄	Coordinates, supervises and ensures the educational effectiveness of an assigned classroom. Focuses on cultural unity and acceptance within

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Union Eligible Staff section

Same functionality as the previous Job Code Detail page, but do not need to select Salary Admin Plan filter of S/M to show only Union Eligible titles.

UM Health System section

Same functionality as the previous Job Code Detail page, but do not need to select Salary Admin Plan filter of PAT or HMP to show titles used within the Health System setting.

Select Hospital and Clinics or Columbia Business Units

You can search by:
- Job Title
- Job Code
- Job Family
- Job Sub-Function
- Grade

Academic section

Similar to the functionality of previous Job Code Detail page, but do not need to select Salary Admin Plan filter T&R to only show Academic titles.

Job Code Detail - Academic

Faculty Comparator Salary Survey

Job Code Search

Job Code Search - Legacy App

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*Select a Location (Requir...

Submit Info

Please select your criteria.

Select your Business Unit/Campus

Job Code Detail - Academic

Faculty Comparator Salary Survey

Job Code Search

Job Code Search - Legacy App

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*Select a Location (Required):
Columbia

Submit Info

123 jobs found for COLUM

Title	Job Code	Details
EMERITUS	0074	
AGRICULTURE & RURAL DEVELOPMENT SPECIALIST	0095	
ADJUNCT ASSOCIATE PROFESSOR	0100	
ADJUNCT ASSISTANT PROFESSOR	0101	
ADJUNCT PROFESSOR	0102	
ADJUNCT INSTRUCTOR	0103	
AGRICULTURAL BUSINESS SPECIALIST	0302	
AGRONOMY SPECIALIST	0308	
ARCHIVIST I	0575	
ARCHIVIST II	0576	
ARCHIVIST III	0577	
ARCHIVIST IV	0578	

A listing of the Academic (Teaching and Research) Titles for your campus will display

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Student / Temps section

A listing of all Student and Temporary titles that are available for use.

Inside UM System » Human Resources » Human Resources Compensation » Job Code Detail »

Job Code Detail - Students/Temps

Faculty Comparator Salary Survey

Job Code Search

Job Code Search - Legacy App

Pay Matrices

UM Compensation Resources

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Job Title(s) Grouping	Job Code	Details	Nature of Work
High School Student	4021	🔍	
STUDENT ASSISTANT INFORMATION TECHNOLOGY	4029	🔍	
Student Assistant Clerical	4022	🔍	
Student Assistant Crafts and Service	4023	🔍	
Student Assistant Paraprofessional	4024	🔍	
Student Assistant Research	4025	🔍	
Student Assistant Teaching	4026	🔍	
Student Assistant Technical	4027	🔍	
Temporary Clerical	4076	🔍	
Temporary Crafts and Service	4077	🔍	
Temporary Professional	4079	🔍	
Temporary Technical	4078	🔍	

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Resources section

A listing of available resources for navigating and understanding the new components and tools available.