Core Job Family Update

July 7, 2017
Today’s Update

- Overview of Job Families at Northwestern
- Development Process
- Implementation Update
What are Job Families, Why now?

Job families are discipline-specific hierarchies of related jobs that provide clear definition, differentiation, and clarification of roles, responsibilities, knowledge, skill and ability requirements. Implementing the job family process has enabled Northwestern to:

- Improve consistency and uniformity of staff jobs
- Define career paths, training and development requirements and opportunities
- Develop standardized language for job accountabilities, knowledge, skills and education
- Establish salary grades aligned with both the external pay market and internal pay practices
- Promote consistency in titles within associated job duties and responsibilities
The creation of job families has been a multi-year collaborative process. To date, the following job families have been defined and implemented, with 43% of our staff aligned onto one of these:

- Administrative Support
- Animal Health Technicians
- Animal Husbandry
- Business Administrators
- Alumni Relations and Development
- Finance, Accounting, Audit, and Budget
- Office of Sponsored Research
- Program and Project Administration
- Research Administration
- Research Study
- Research Technologists
Core Leadership, the Office for Research, and Central HR/ Compensation have worked through the process of creating this new Job Family.
Two roles have been created:
- An exempt role with three levels;
- A non-exempt role with three levels.

Exempt Role

- Level 1 – Entry
  Asst. Core Scientist/ Asst. Core Engineer

- Level 2 – Intermediate
  Core Scientist/ Core Engineer

- Level 3 – Lead or Mgr.
  Core Mgr./ Core Engineer Lead

Non-Exempt Role

- Level 1 – Entry
  Asst. Core Tech/ Asst. Core Specialist

- Level 2 – Intermediate
  Core Tech/ Core Specialist

- Level 3 – Senior
  Sr. Core Tech/ Sr. Core Specialist
Where are we now?

- All work has been completed on the role and level development.
- Communication will begin to ensure that managers are aware of the job family and how to align prospective staff members onto one of the roles.
- Formal implementation (i.e., alignment of employees onto one of the roles) may begin after 09/01/17.