This project is focused on organizing approximately 2,100 Administrative and Professional (A/P) faculty positions that include 1,500 unique titles into a job architecture structure that achieves the following:

- Provides employees career pathing options to grow in their career.
- Creates a system that clearly articulates job functions, sub-functions, and disciplines.
- Introduces a consistent job titling methodology within these functions.
- Creates a structure for aligning market-based compensation.
- Produces a valid set of position summaries and related qualifications for recruitment resources.
JOB ARCHITECTURE: WHAT IT IS NOT

The job architecture project does NOT involve:

- Re-organization.
- Salary reductions or increases
- Changing working titles
- Assessment of staff positions:
  - The university acknowledges the blurred lines between some A/P faculty and staff positions.
  - Related issues will be addressed after the A/P faculty architecture is implemented.
WE ARE PILOTING OUR PROCESS

• The pilot will ensure the establishment of an effective and repeatable work process.

• The following four departments are participating in the pilot:
  
  ▪ Research
  ▪ Information Technology (IT)
  ▪ Advancement (Fundraising)
  ▪ Academic Advisors

• Pilot started in March and will conclude in July.

• Pilot departments represent approximately one-third of the A/P faculty employee population.
PROJECT TIMELINE – Pilot

February
Planning
Establish project plan, identify key stakeholders

March
Assessment
Assess current state, understand desired future state

April
Design
Complete Position Description Questionnaire (PDQ) process to inform job function architecture

May
Build
New job architecture, salary structure, and career maps

June

July

Incremental implementation will take place over time through spring 2023.

We are here.
WE ARE IN THE PILOT DESIGN PHASE

• Important information regarding current positions is gathered through HR and manager involvement.

• Managers complete position description questionnaires (PDQs) to gather this information.

• The PDQ is focused on understanding the position and the work.

• **Involvement of managers is critical!**
  
  ▪ This is the only way we can accurately assess each position.
  
  ▪ We cannot rely on current positions descriptions in our system; many are not reflective of the actual work being done by our employees.
THE PILOT BUILD PHASE COMES NEXT

- Ernst & Young (EY) will use the PDQ data you submit to design a recommended Job Architecture.
- We will begin a collaborative process with department leaders to refine the structure and Job Architecture.
- We will create a titling system that is part of the new Job Architecture and will be accessed in our Banner and PageUp systems.
- The job architecture will allow for career mapping. You will be able to help your team plan meaningful careers with this information.
Pilot will overlap with the start of remaining stages, which start July 2022.

Incremental implementation will take place over time through spring 2023.
KEY TAKEAWAYS

• HR is partnering with EY to review A/P positions and create a job architecture that:
  ▪ Provides employees career pathing options to grow in their career.
  ▪ Creates a system that clearly articulates job functions, sub-functions, and disciplines.
  ▪ Introduces a consistent job titling methodology within these functions.

• The project does NOT involve reorganization, title, or pay changes.

• We are piloting our process with involvement from area leadership, department managers, and HR representatives.

• The pilot is underway now and will conclude in July. The next stage will begin in July with other identified groups.

• This project will help make Virginia Tech a destination for talent help the university achieve its mission by:
  ▪ Providing a clear structure for A/P faculty jobs.
  ▪ Helping to retain current talent through clear career pathing.
  ▪ Attracting new talent to the university.
QUESTIONS AND CONTACTS

Thank you for your help on this important project. Your involvement and understanding is critical to our success. If you have any questions or comments please let us know. We are here to support you.

Project email: JobArchitecture@vt.edu

Project website: https://www.hr.vt.edu/compensation/job-architecture.html