

CAREER TRACKS

Supervisor Toolkit

FAQ: Mapping Process

1. What does it mean to be “mapped” to the new Career Tracks job structure?

Mapping is the process of moving a job from UC Davis' legacy classification system into the new Career Tracks classification structure that is part of a designated [job family and function](#).

2. How did managers and supervisors participate in the mapping process?

To start the mapping process, the HR Compensation Teams, assisted by UCOP consultants made preliminary job mapping recommendations based on a review of each employee’s existing job description, when available. This preliminary work was done to assist unit leaders and managers with the task of reviewing and refining the recommended new job title for each employee.

Next, designated Mapping Partners, along with direct managers and supervisors (when applicable), reviewed current job responsibilities and expectations for each employee over the course of two separate review cycles. Managers may also have collaborated with peer managers within the unit to ensure that all managers applied a consistent approach to reviewing and finalizing these recommendations.

3. UC Davis has many positions where employees have responsibility for multiple specialist areas, or are in a 'hybrid position'. How were hybrid jobs mapped?

The major duties of a given job will determine how to map it to a new job function. The chart below recommends a solution for mapping each hybrid job to a new job family.

Hybrid Jobs	
Situation	Solution
One set of duties constitutes over 50% of the job.	Use the job function that constitutes over 50% of the job.
No set of duties constitutes over 50% of the job, but one set of duties is greater than any other.	Use the job function that has a greater % of duties than any other job family.

No set of duties clearly predominates.	Use the job function that you would emphasize when recruiting for the position.
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” function that is a better match than other, more specific job functions; use the “multi-functional” job function (e.g., Administrative Operations within General Administration; HR Generalist within Human Resources; Information Systems within Information Technology).

4. Will supervisors and managers still have flexibility to design jobs based on what is needed in the organization?

Yes. As a manager or supervisor, you will still have the flexibility to design jobs that make sense for your department, and we expect that the new job standards available to you will make this process easier.

5. Two employees are currently in the same legacy job title. Their new Career Tracks job titles are different. Why might this be the case?

HR Compensation found when comparing job descriptions for employees in the same job titles, that in some cases the responsibilities, scope, required knowledge and skills, staff size, or other key variables were different. Or, over time job duties changed for a given employee, but the job description on record was never updated to reflect assumption of additional responsibilities.

The implementation of Career Tracks job titles provides the organization with a fresh review of the current role and responsibilities for each employee. New titles were assigned in consultation with managers to ensure that the most current information for each job was taken into account for assigning a job title in the new structure.