



UNDERSTANDING WORKDAY JOB PROFILES

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The
University
of Akron

OUTLINE

- New job architecture overview
- Assignment of profiles
- Leveling document
- Next steps



OVERVIEW OF NEW SYSTEM

CURRENT SYSTEM	NEW SYSTEM
Positions largely grouped by department	Positions grouped by functions and duties Allows for leveraging of transferrable skills
Titles cover broad duties and skill levels	Job profiles reflect duties and responsibilities
Limited career pathways	Built in career pathways and advancement

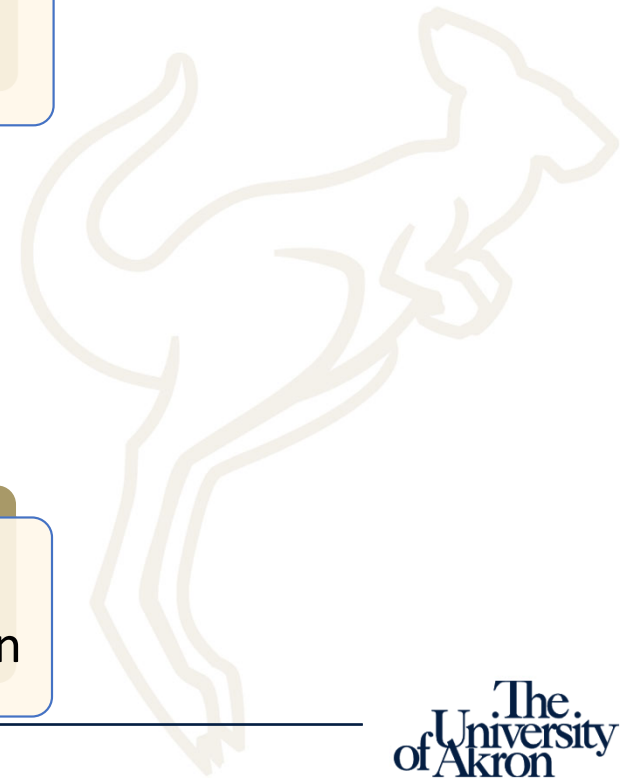
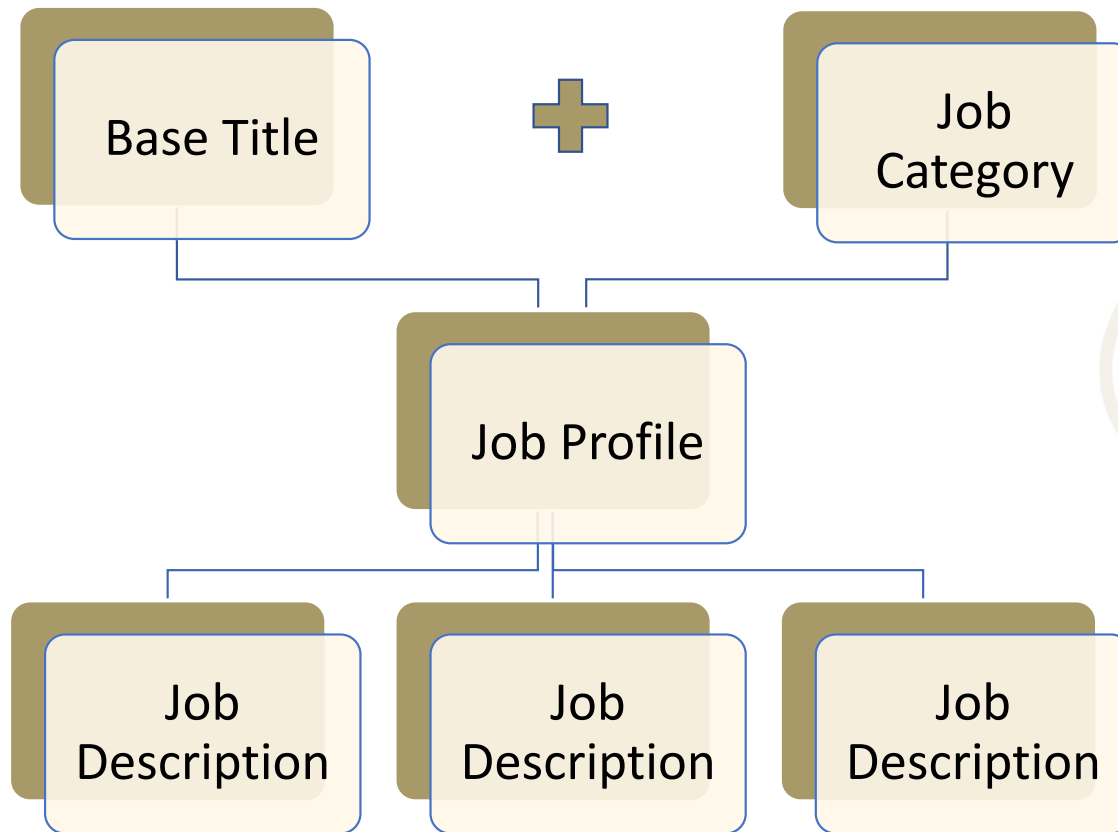
FOUNDATION

Base Title

- Approximately 70 base titles
- Reflects the type of work performed
 - General to emphasize commonalities across campus
- Combines with job categories, families and family groups to add details on functional area and services performed at the University



POSITION



EXAMPLE

Job Profile: Coordinator 3, Student Enrollment Services

Coordinator 3 = Base Title + Level

Student Enrollment Services = Job Category

Business Title: Student Progress Manager



JOB PROFILE: COORDINATOR 3, STUDENT ENROLLMENT SERVICES

Independently coordinates and executes tasks in support of a program, event, service or department. Serves as point-of-contact to internal and external parties providing both information and assuring service delivery. Must foresee and rectify complications preemptively and in real time.

Student Services is responsible for the enrollment life-cycle of a student encompassing admissions, financial aid, registration, and records. This specialty covers the strategic and operational management for activities and services related to the successful recruitment, enrollment and transition of students through the institution; student financial aid counseling, award verification and determination; supporting the creation, maintenance and retention of academic records including, but not limited to, registrations, transcripts, schedules, course descriptions and curriculum records. These positions provide customer service, counseling and coordination to prospects, students, alumni, families, external organizations and collaborate with other student support offices; may develop, implement and administer plans, programs and events for general and targeted student groups in support of organizational goals for recruitment and retention; ensure compliance with applicable regulations and policies; and provides data services internally and externally in compliance with policies and regulations.

COORDINATOR 3, STUDENT ENROLLMENT SERVICES

Education: Bachelor's Degree

Experience: 2-4 years

Skills: Active Listening; Speaking; Social Perceptiveness; Reading Comprehension; Service Orientation; Writing; Critical Thinking; Active Learning; Coordination; Persuasion; Complex problem-solving; Time-management

Coordinator 3, Student Services



- Overview
- Qualifications
- Pay

- Overview
- Characteristics
- Compensation

Edit

Inactive	No
Effective Date	04/11/2023
Date of Last Change	08/26/2022 02:28:19.924 PM
Job Profile Name	Coordinator 3, Student Services
Job Code	J-0199
Include Job Code in Name	No
Job Profile Summary	Level 3 positions typically demonstrate proficient and comprehensive knowledge of defined skill areas/applications to integrate from other specialties into work assignments; apply knowledge of principles, practices, and procedures of a particular field or

Coordinator 3, Student Services ⋮

- Overview
- Qualifications**
- Pay

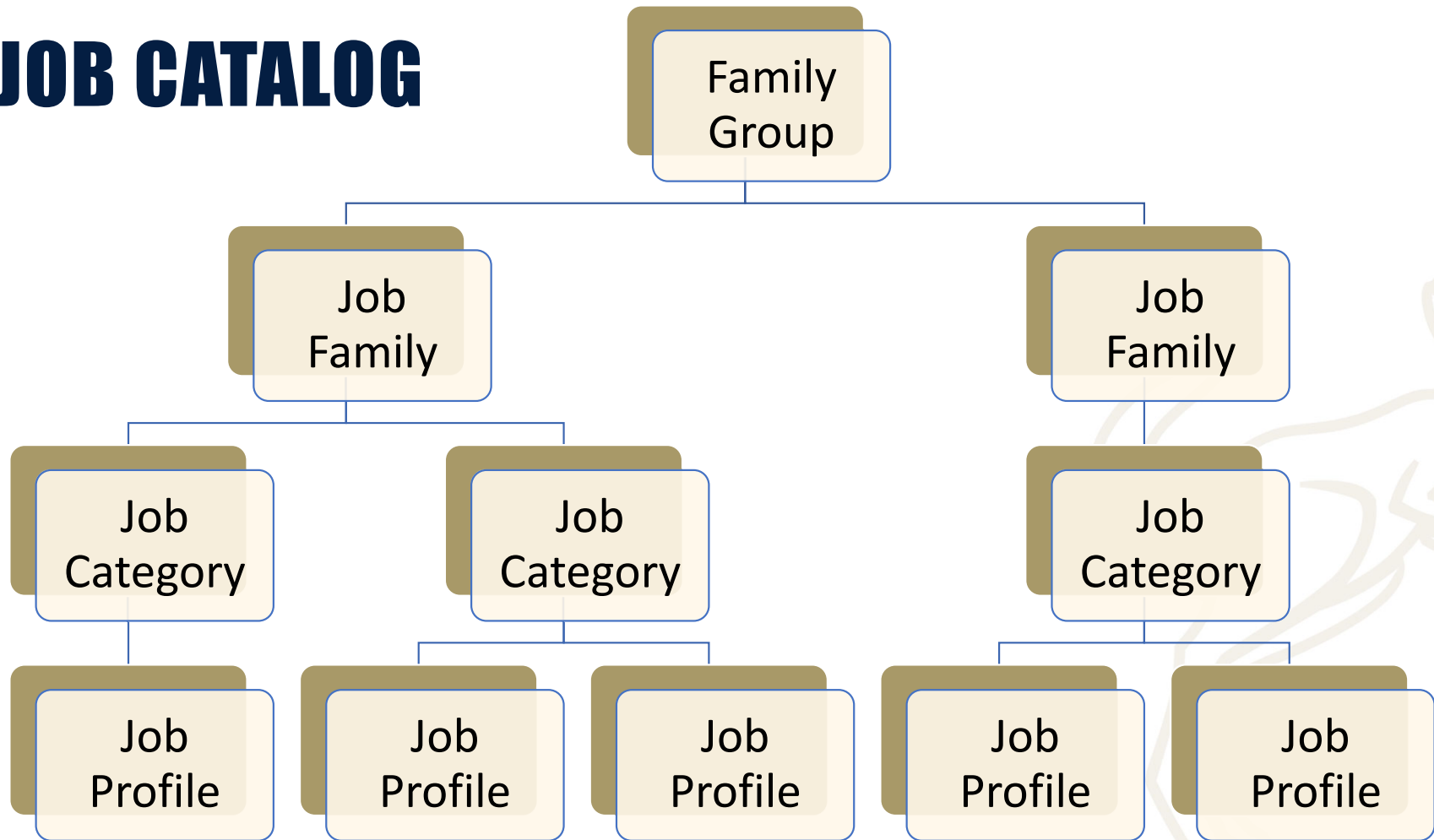
- Certifications**
- Competencies
- Education
- Languages
- Responsibilities
- Training
- Work Experience

Certification 0 items

Required	Country	Certification (Predefined)	Certification (Not Predefined)
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No items available.

JOB CATALOG



JOB CATALOG – FAMILY GROUPS

Business & Administration

Campus Services

Faculty

Research, Scientific & Engineering

Student Athletics

Student Services

Student Employees



JOB CATALOG



Job Catalog

Job Family Group

[Business & Administration](#)

[Campus Services](#)

[Faculty](#)

[Research, Scientific & Engineering](#)

[Student Athletics](#)

[Student Services](#)



ASSIGNMENT OF PROFILES

- Type of duties performed within department or office
 - May not reflect current title or class spec
 - From class spec and survey responses
- No hierarchy or ranking between profiles
 - May see a career pathway as additional duties and responsibilities are undertaken
- Details regarding structure will be available on the Organizational Analysis website - <https://www.uakron.edu/hr/organizational-analysis/>



WORKDAY CLASSIFICATIONS

PeopleSoft
Unclassified
Classified
Bargaining Unit
Contract Professional
Faculty

Workday
Unclassified (part-time/temporary staff)
Classified (non-exempt staff)
Bargaining by Union (SBU, CWA, FOP, IATSE)
Professional (all exempt staff)
Faculty

MOST COMMON JOB PROFILES

Classified & SBU

- Assistant
- Coordinator

Unclassified

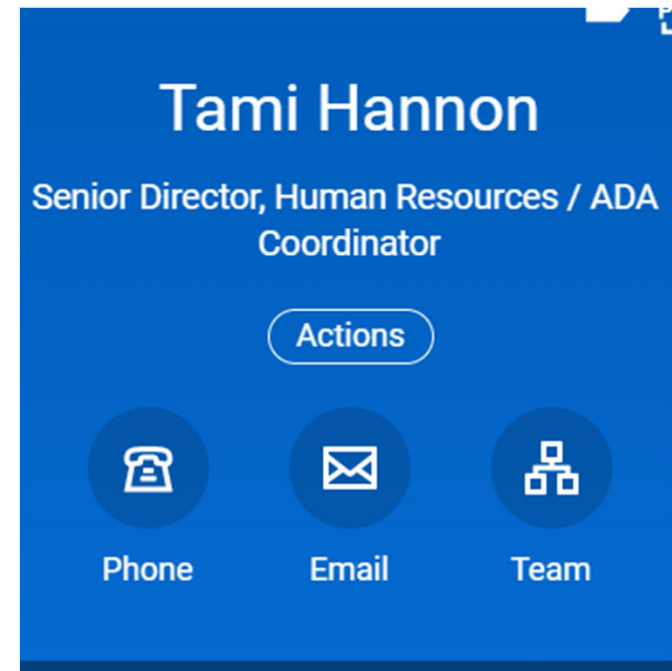
- Assistant
- Tutor
- Specialist

Professional

- Analyst
- Coordinator
- Functional
Manager
- Manager
- Specialist

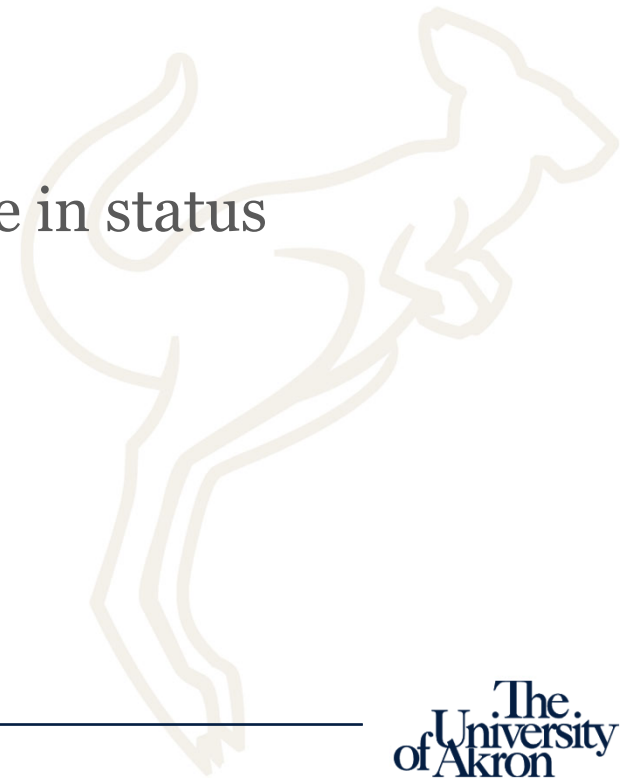
BUSINESS TITLES

- Business title comes from existing title
- Visible on Worker Profile
- Job postings searchable by either
- Guidance on new business titles will be coming



PAY GRADES

- Will be visible in Workday
 - Currently a placeholder
 - Does not impact current pay
- Small percentage may be impacted by a change in status (hourly/salary, exemption)
 - Will be notified of any change



LEVELING

- Assigned based on:
 - Duties performed within role
 - Related roles University wide
 - Progressions within union
- NOT reflective of how performing or value to University
- What does this **position** do vs. What is this **person** able to do
- Leveling document available on the Organizational Analysis website - <https://www.uakron.edu/hr/organizational-analysis/>

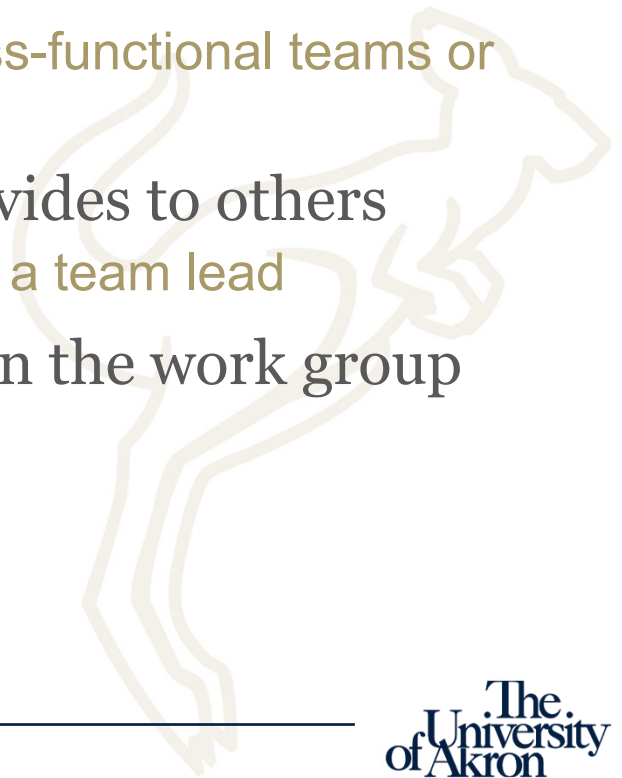
KNOWLEDGE

- The level of education, training, skill and experience required to perform the job to the expected standard.
- Not stated in terms of a formal degree
 - Degrees may still be required based on position
- Looks at depth, scope and application within field and, at some levels, across fields



TEAMWORK AND LEADERSHIP

- How the position must function in a group
 - From participating in a team through leading cross-functional teams or complex projects
- Level of guidance or direction the position provides to others
 - Informal training responsibilities to functioning as a team lead
- Looks at how the position functions both within the work group and across different work groups



INNOVATION AND PROBLEM SOLVING

- Position's responsibility for creating or introducing new ideas, methods, processes or programs
 - Can range from carrying out well defined tasks to identifying advanced or innovative solutions
- Level of skill and discretion need within the position to evaluate and solve problems
 - Can range from application of routine policies to creating solutions to highly complex or strategic problems that impact multiple areas



COMMUNICATION

- Looks at the type of information this position will communicate
 - Policies which require little explanation through highly complex information or creation of strategy, new policies or standards
- Considers skills needed for the necessary communications
 - Collegiality, discretion, ability to gain consensus or compromise across work groups
- Considers the position's role in communications outside of work group or with those outside UA



INDEPENDENT DECISION MAKING AND SELF-MANAGEMENT

- Considers the types of decisions made within the position and level of guidance provided for those decisions
 - Can range from following defined procedures to making tactical decisions
- The degree to which a position requires self direction and discretion
 - Can range from direct supervision to guidance for only the most complex situations

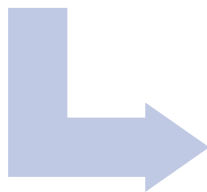


SUPERVISORY ROLE

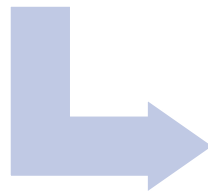
- Only applies to those with 2 or more full-time direct reports
- Looks at level of personnel supervised in that position
 - Work staff through supervising other managers
- Looks at footprint of area(s) supervised
 - Work group through multiple functional areas with significant institutional span
- Looks at the position's accountability for supervisees
 - Providing guidance to work staff, coaching and motivating or actively developing talent needed



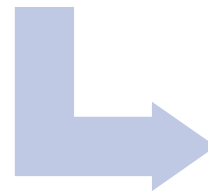
Coord 3, Student
Enrollment
Services



Coord 4, Student
Enrollment
Services



Functional
Manager 1, Student
Enrollment Services



Manager 1,
Student
Enrollment
Services

JOB EXAMPLE



REVIEW PROCESS

- Appeal process will be available
- Forms will be available through the Human Resources website
- Provide information regarding:
 - Current duties
 - Examples of duties performed that would show each area



FIRST STEPS – PROFILE UPDATE

- Confirm information in Workday
 - Dependents
 - Emergency contacts
 - Personal information
 - Tax Elections



NEXT STEPS

- Individual profile information
- Compensation study and recommendations
- Support Structure
 - Workday Training
 - www.uakron.edu/training – Register for Online Seminars
 - Management Training
 - Performance Evaluations – September 30
 - Career Growth and Development – Fall 2023

