JOB ROLES at UAB

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What are Job Roles?

- Job Roles help categorize different types of jobs into profiles that have similar competencies associated with them and/or similar expectations that are specific to that job grouping.
- Job Roles are basically another level of Job Family grouping, general examples being Accounting family or Nursing family.

Why use Job Roles?

- Large and/or complex organizations that have many jobs need an efficient and effective communication channel that delivers timely information to those that need the information.

How are Job Roles used?

- Job Roles help create a focused communication channel. Examples of focused communication channels would be for the delivery of information related to learning & development services, for policy updates, for cascading of organizational initiatives, and other similar items.
- Compliance reporting.
**Job Role Defining Criteria:**

- **Responsibility:** The level of instruction, direction, and guidance required for self and others to achieve consistent and desirable outcomes.
- **Accountability:** The level of answerability for self and others as measured by expected outcomes.
- **People:** The level of influence one has over the work environment, task assignment, performance appraisal and career development of others.
- **Budget:** The level of influence one has over the procurement, budget, and finances of a function, department or the organization.
- **Processes:** The level of influence one has over the change of processes within a department, or the process flow between departments or within the organization.
- **Initiatives:** The level of influence one has over the development of goals and objectives for self, functions and the organization.
- **Leadership Role:** Individual Contributor, Emerging Leader, Functional Leader or Organizational Leadership.
- **Reports to:** Relates to the scope of job relationships and reporting structures.
- **Jobs:** Relates to job titles found within the role definition.
How will these new Job Roles be used at UAB?

• Generally used internally by HR.
• Effective and efficient with communications by being more direct and focused with those that need the messaging. *(Engagement Survey initiative)*
  • Assignment of performance assessment types
    • Leader vs Individual Contributor
  • Instruction during the Performance Management process.
  • Compliance reporting *(State Ethics Reporting)*
  • Learning & Development, examples:
    • Executive Coaching
    • New Leader training

How will these new Job Roles NOT be used at UAB?

• No direct effect on pay grade, wages, merit or exemption status.
Next Steps:

• Completed a ‘First Pass’ assignment for all jobs
  • Always open to discussion and more vetting if assignment is viewed as incorrect or confusing
  • Job Roles are job focused and not people focused
• Send out details related to Job Role assignment guidelines
• Send out details of Job Role assignments by org/unit/dept
• Working to establish Job Role on job descriptions