JOB ROLES at UAB

Executive Director, Compensation
Bradley Bridges

JOB ROLES

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.

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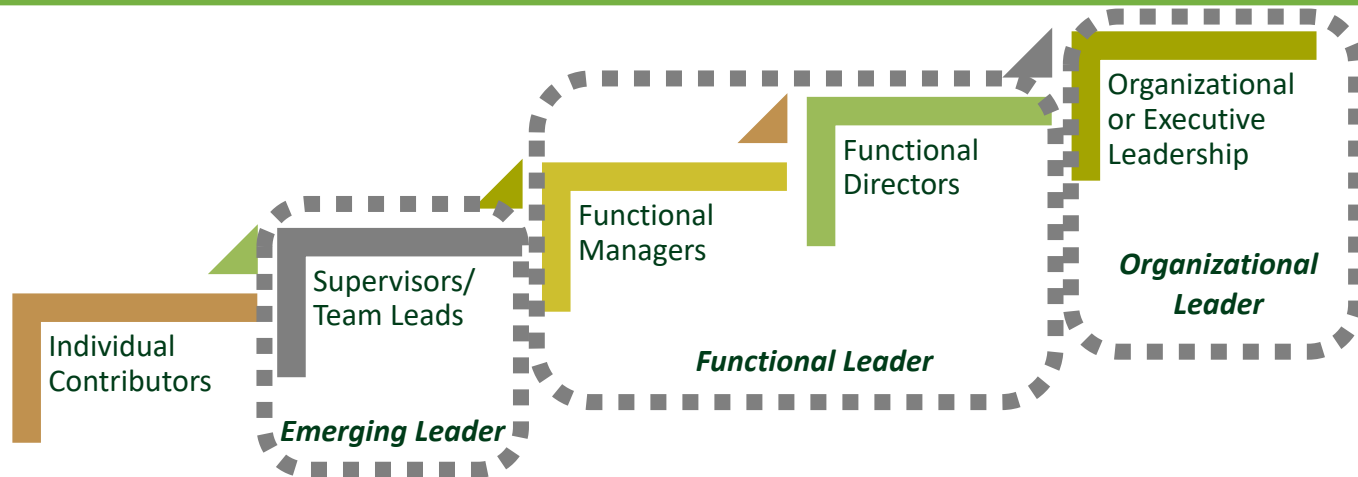
Job Role Defining Criteria:

- *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.

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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.

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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

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