

## STAFF ADVISORY COUNCIL MEETING

August 12, 2015 at 11:00am

CAMPUS CENTER, ROOM 302

Present – A. Bretch, S. Carter, T. Christman, D. Curley, M. Davis, J. Etheredge, J. Gordy, J. Lambert, N. Lott, M. Miller, S. Pitts, S. Robinson, J. Robinson, E. Shooks, A. Skinner, A. Lewis, M. Parham, and M. Ertzberger

Absent – K. Ballard, Z. Green, K. Hemphill, D. Liverman, J. Morgan, T. Morris, J. Nichols, I. Pounds, T. Puckett, H. Roberts, R. Smith, E. Smith, Sgt. B. Smith, A. Udin, and K. Willingham

1. Call to order by Ashley Lewis – 11:00am
2. Special Guests/Discussions

### **Human Resources: Classification and Compensation study, job descriptions, tiered systems – Laquna Marrable (Assistant Director) & Sandra Huey (Class & Comp Specialist)**

Compensation Study Career Progression Plan & Position Descriptions:

In 2008 we hired Mercer to perform a compensation study. They reviewed position descriptions and classifications. Human Resources provided the information and it led to the results that we currently have. This time there is a committee that will be selecting from seven vendors bring the most qualified to the campus. The selected vendor and the committee will look at the current market for the market and compare it to the description for UWG. Determinations will be made as to position requirements. They will first look at UWG as a whole, then the division (mission critical), how to assess, how it ties to funding; then the Department, position, and skill set. It's all about the position and how or what it provides to accomplish the University Mission.

Currently UWG pays at the 25<sup>th</sup> percentile of the market and the goal with this study is to get everyone up to the minimum pay grade.

What can the departments do to prepare for this study? Managers need to review and validate position descriptions.

Human Resources is going to help with the Career Progression Plans. Generally you would have turnover within 10 years, here we have people here for 30 years. Career Progression plans provide a path for progression for your department. These are created based on department need. For this you need to consider: the department needs, must be measurable, look at budgets, and professional development.

Leadership Competencies – We have people that have been here for a long time, but do they have the skills we need or can we help them to excel.

Professional Competencies – Does the person you want to put in these positions have the skills needed – ADP, etc. or can we provide them the training.

Assessing potential – How to determine if this is the right person. How do they perform, do they have a desire to lead, or are they ready to advance. Positions are not created around employees they are created

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around departmental needs.

Creating new positions? The Department Managers need to contact Sandra Huey and then the action is entered into PeopleAdmin. You need to know: If you need to have a position reviewed (Desk Audit), the nature of the work, Qualifications (education, skills/experience, KSA's, Certifications/licenses, physical requirements/ADA compliance, budgetary responsibility, decision making & consequences of errors, duties & responsibilities.

Human Resources is there for assistance: Denise Fowler, Rebecca McGee, Sandra Huey, and Laquna Marrable

The Department Managers can find position descriptions in PeopleAdmin or HR can pull them up. There is a line on the bottom that shows the last time the description was reviewed.

### 3. Business - **Committee Updates**

#### **Benefits – Meggie Miller**

Benevolence - will have an update at the next meeting.

Marketplace – creating a user guide to help make it more user friendly.

Book Scholarship - now available and any UWG employee who is taking classes (either at UWG or somewhere else) can qualify for the scholarship.

#### **Bylaws Committee Update – Alexandra**

No update

#### **Public Relations Committee Update – Erin**

Back to School edition of the newsletter is out. Copies were given to those who do not have access to email. Allyson is stepping down as chair, but will assist committee where needed. Will consider co-chairing.

#### **Staff Development – Nancy Lott**

We are meeting on Tuesday with Dr. Marrero and others to define the vision. We also need to meet with Human Resources to get their definition for this too. Per Dr. Marrero, this will be for staff and supervisors of less than 5 employees (who do not participate in the LDI meetings). We plan to use the CBE area for in-house training. We will send a proposed course offering once it is completed.

#### **Election Committee – Ashley**

This committee will be starting up as we are nearing the end of the current term.

### Questions/Concerns/Rumors?

*There will be a State of the University meeting on August 17<sup>th</sup> in TLC 1305 at 3:00PM.*

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*The new Fact book is now up and running*

*From Laquna – the Staff Development committee has done a great job with the staff training series. The first meeting in the series will be on October 23, 2015.*

Next SAC meeting is on Wednesday, September 9, 2015, at 11:00am – Campus Center Room 303.

Submitted by Michelle Ertzberger 8-31-15

# COMPENSATION STUDY, CAREER PROGRESSION PLANS, AND POSITION DESCRIPTIONS



The University of West  
Georgia Department of  
Human Resources

# Overview

- ▣ Compensation Study
- ▣ Why Develop a Career Progression Plan?
- ▣ What to Consider When Creating a Career Progression Plan
- ▣ Providing an Opportunity for Employees to Succeed and Grow
- ▣ Leadership Competencies
- ▣ Cross Functional Competencies
- ▣ Assessing Potential



# Overview

- ▣ Creating a New Position
  - Nature of Work
  - Qualifications
  - Preferred/Required
  - Education
  - KSA's
  - Certifications/License
  - Physical Requirements
  - Budgetary Responsibility
  - Decision Making and Consequences of Error
  - Duties and Responsibilities

# Compensation Study

- ▣ Committee
- ▣ Timeline
- ▣ What Can Departments Do to Prepare?

# Why Develop a Career Progression Plan?



# What to Consider When Creating a Career Progression Plan?

- ▣ Departmental Need
- ▣ Complexity of Work
  - Is it measurable?
- ▣ Short Term vs. Long Term Departmental Goals
- ▣ Budget, Forecasting, Sustainability
- ▣ Professional Development
  - Field Market



Providing an Opportunity for  
Employees to Succeed and Grow

# Leadership Competencies

- ▣ Communicates Effectively and Candidly
- ▣ Leads Change and Innovation
- ▣ Builds and Leverages Talent
- ▣ Plans and Acts Strategically
- ▣ Achieves Through Teamwork
- ▣ Leads Through Influence
- ▣ Executes for Results

# Professional Competencies

- ▣ Decisiveness
- ▣ Gathers and Uses Information
- ▣ Job Knowledge
- ▣ Leverages Resources
- ▣ Negotiation and Conflict Resolution
- ▣ Uses Technology Appropriately
- ▣ Relationship Management
- ▣ Continuous Learning
- ▣ Problem Solving and Innovation
- ▣ Self Reflection and Accountability

# Assessing Potential

- ▣ Track Record of Performance
- ▣ Learning Orientation
- ▣ Desire to Lead
- ▣ Job Relevant Experience
- ▣ Readiness to Advance

Are Positions Created Around Current  
Employees?



Does Time in a Position Constitute Advancement?

# Creating a New Position

- ❑ Department Manager must contact HR to begin the process
- ❑ Department Manager enters the action into PeopleAdmin:
  - Create new position
  - Position modification
- ❑ Department Manager submits the:
  - Personnel Action Request (PAR) Form to HR
  - Critical Hire (if applicable) to HR
  - Budget Amendment to Budget Services
- ❑ \*\*HR must approve Reorganization and Progression Plans



# Creating a New Position

Nature of Work



# Creating a New Position

- Qualifications
  - Education
  - Skills/Experience
  - KSA's
  - Certifications/Licenses

# Creating a New Position

## Physical Requirements and ADA Compliance



# Creating a New Position

Budgetary  
Responsibility



# Creating a New Position

Decision Making and Consequences  
of Error



# Creating a New Position

Duties and Responsibilities

# Resources for Assistance

- ▣ Denise Fowler- Human Resources Business Partner
  - 678-839-6412 or [rmcgee@westga.edu](mailto:rmcgee@westga.edu)
  
- ▣ Classification and Compensation Analyst
  - Sandra Huey or [shuey@westga.edu](mailto:shuey@westga.edu)
  
- ▣ Laquna Marrable- Assistant Director of Human Resources (Employment Services)
  - 678-839-2981 or [lmarrabl@westga.edu](mailto:lmarrabl@westga.edu)

