



Managing Your Career Using Job Code Detail

Career Exploration for Employees

What is Job Code Detail?

[Job Code Detail](#) is comprised of a number of tools designed for easy reference and comparison of jobs across the Staff Compensation Structure. It is intended to help employees better understand different components such as job families, functions, sub-functions and titles in order to further support career planning. Job Code Detail can be used to assist you in the following:

- Determining which job serves a specific departmental need
- Finding the right person to perform what the job requires
- Assisting you in understanding your role and responsibilities
- Managing your career
- Gaining a better understanding of the Staff Compensation Structure

There are two distinct components to how jobs are broken out within the Staff Jobs Toolkit, in addition to simply Job Title: Job Family and Job Title Grouping.

1. Job Family

As the broadest category of positions within the system, *Job Families* are organized based upon common vocations or professions such as Human Resources or Finance.

- Click on Staff to explore a list of every Job Family in the System.

Within each Job Family, you will find a set of three different resources:

The Nature of Work

This is a broad statement describing the nature of work of all jobs in the family without regard to specific focus or level.

The Job Leveling Guide

The *Job Leveling Guide* tool focuses on the *level* at which the work will be performed, and provides extensive information on each job in that particular family. Please note that the leveling guides are designed to describe what the qualifications are for each job. An employee very well could meet the qualifications and have the skills for jobs at a higher level, but that does not mean that is where an employee should be placed.

The Job Hierarchy

The Job Hierarchy is a chart that provides a visual “map” of potential career paths. The hierarchy is color coordinated based on the four sub-functions: Support Task Expert, Subject Matter Professional, Management and Leadership.

2. Job Title Groups

Under the Job Families, each job is divided into Title Groups based on the work done in those jobs. Similar to the Job Families, the Job Title Groups also have a Nature of Work that includes statements to describe the *type* of work performed, without regard to level.

Why would you use Job Code Detail?

Job Code Detail allows you to explore ways to progress, assess and even revise your career path. Knowing how the various jobs at the university fit together can help you explore:

- Jobs that are at a higher level than your current position and to understand what skills you may need to develop
- Jobs that are the same level as yours to understand how you may be able to expand your skills
- Jobs that are in a completely different job family than yours to understand what options are out there in other areas

How do I use Job Code Detail in managing my career?

Job Code Detail provides you with an outline of how to develop your [Career Management Plan](#) and prepare yourself for a new position. When exploring jobs on the Job Leveling Guide, there are a couple of strategies to make sense of the information.

Look up your current job

You can look up information on your current job in Job Code Detail. This strategy can be helpful if you like your current job and want to be in a similar position but perhaps with a different level of responsibility. This can also serve as a way to self-check your skills and abilities with those that the university expects of an individual in your position.

[Locate your job information](#) in myHR.

Look up an aspirational job

Look up a job you aspire to have one day. Doing so will give you a realistic picture of what that job entails including the knowledge, skills and abilities you will need to develop. If you are interested in attaining a certain position within the university system, using Job Code Detail can help you set career goals to prepare you for that new position.

Start with a broad search

Start with a broad search of different jobs, which you can do in several ways, including:

- Begin by looking at the different job families and picking several families outside your own that you find interesting. Explore the positions within these Job Families.
- Find your current position in a different Job Family and compare the two positions. This type of search is useful if you enjoy your current job but would like to expand your knowledge of a different area of the university.

References and Links

- Job code detail (<https://www.umsystem.edu/apps/hr/compensation/detail/compSearch/>)
- Career management plan (https://www.umsystem.edu/ums/hr/my_career_plan)
- Locate your job information (https://www.umsystem.edu/totalrewards/compensation/locating_your_job_information)

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