



The University of North Carolina Wilmington

## CAREER-BANDING FACT SHEET

*October, 2007*

### **What is it?**

Career-Banding is a new classification and compensation system for North Carolina State Government. Jobs performing similar kinds of work with similar knowledge, skill and ability requirements (KSA's) – *competencies* – are organized into broad classifications with wide pay ranges. Pay ranges are based on labor market information. By May, 2008, all UNCW SPA staff employees will be transferred into the Career-Banding system.

### **How is it different?**

Career-Banding reduces the number of classifications, making it a more manageable system. It also encourages Career Development for employees. Employees may stay in the same banded classification (and often in the same position) without having to move to another classification through promotion or reclassification for career advancement. Based on organizational need, employees may seek to increase their competency levels through Career Development rather than change jobs. This can be beneficial to both the employee and UNCW.

Career-Banding collapses traditional classifications into banded classifications based on similarity of roles and potential for employee career advancement. Here is an example:

| <u>Traditional Classification</u>  | <u>New Banded Classification</u>     |
|------------------------------------|--------------------------------------|
| Applications Analyst Programmer I  |                                      |
| Applications Analyst Programmer II | Business & Tech Applications Analyst |
| Applications Programmer I          |                                      |
| Applications Programmer II         |                                      |

In the example above, the new banded classification of Business and Technology Applications Analyst is part of the Information Technology *Job Family*. The other Job Families are:

|                                 |                                  |
|---------------------------------|----------------------------------|
| Administrative & Managerial     | Institutional Services           |
| Law Enforcement & Public Safety | Operations and Trades            |
| Human Services                  | Engineering and Architecture     |
| Information and Education       | Natural Resources and Scientific |
| Medical and Health              |                                  |

### **How is it being developed?**

University and Agency Human Resources specialists, subject matter experts, managers, supervisors and employees statewide have been involved in the development of the criteria for each class concept, as well as, the relevant competencies and tools in conjunction with the Office of State Personnel and final approval by the State Personnel Commission. Information Technology and Public Safety Officer Bands have been implemented statewide and many universities including UNCW have also completed Scientific Research, Paralegal and Social Research classes. Office Support, Institutional Services and Trades classes have been approved by the State Personnel Commission and will be implemented next while the additional classes are under development.

### **How is employee pay determined?**

Each banded class is assigned a set of KSA's (competencies) defined at three levels: Contributing, Journey and Advanced. Pay is based partly on the employee's demonstration of competencies overall. This is in turn tied to established market pay rates or ranges at each of the three levels.

However, KSA's (competencies) and market are not the only factors which determine employee pay. When making pay decisions, Human Resources and managers/supervisors must consider these Pay Factors:

1. Financial Resources (how much money a manager has to work with);
2. Appropriate Market Rate (what the job's labor market pays for the employee's competency level);
3. Internal Pay Alignment (consideration of the pay of other employees who are performing similar work);
4. Required KSA's (skills that management determines are needed for the job, and are then demonstrated by the employee on the job.)

\*\*\*\*\*

See UNCW/HR web site for additional information on Career Banding and future informational sessions. HR will be conducting class specific training for supervisors and employees during the implementation. Members of the Career Banding Advisory Team are available to help with communication to HR on issues concerning Career-Banding or contact HR Classification and Compensation staff.