



## Historical Overview

- ▶ History and Governance
- ▶ State University System of Florida (SUS)

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## Historical Overview Continued

- ▶ University job classifications (titles, descriptions and minimum qualifications, etc.) were maintained on the Board of Regents (BOR) website.
- ▶ Major issues with this legacy system:
  1. Classifications were outdated (minimum qualifications);
  2. Job descriptions for the level of responsibilities;
  3. Some classifications no longer met the business needs of the University; and
  4. It was difficult to update, add or delete any classification(s).

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## Classification Redesign Our Journey

- ▶ November of 2014, our office began the work of launching the University's Classification Redesign Initiative.
- ▶ We partnered with all key stakeholders (i.e., Vice Presidents, etc.) to review and update every job code for all University Support Personnel System (USPS) and Administrative and Professional (A&P) classifications.
- ▶ Created transparency and awareness.
- ▶ Leveraged technology to create an online system that was accessible to both our internal and external stakeholders.

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## Classification Redesign Our Journey Continued

**As with any campus-wide initiative, educating the campus community on the pros and cons of the redesign were essential.**

- ▶ Explained the redesign would not:
  1. Effect salary or change current job codes numbers;
  2. Change any FLSA designations;
  3. Impact any collective bargaining agreements;
  4. Effect any established pay grades;
  5. Increase operating budgets; or
  6. Alter current faculty classifications.

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# Classification Redesign Our Journey Continued

**However, the redesign would:**

1. Align job codes with Standard Occupational Codes (SOCs): IPEDS, DOL & CUPA-HR;
2. Allow minimum qualifications to be updated;
3. Add, delete or modify existing classifications based on business needs;
4. Cross walk pay grades to establish FAMU pay levels;
5. Reflect hierarchy for career progression purposes;
6. Establish a competitive compensation system that would attract/retain talent; and
7. Launch Class Spec Manager.

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# Classification Redesign Our Journey Continued

**BOR Screenshot:**

STATE UNIVERSITY SYSTEM OF FLORIDA  
CLASS SPECIFICATION  
ADMINISTRATIVE AND PROFESSIONAL  
CLASS CODE 9217  
COLLECTIVE BARGAINING STATUS: Out-of-Unit  
EFFECTIVE 3/2/90

**EXECUTIVE ASSISTANT**

**DESCRIPTION**  
Responsible to the Chancellor, Vice Chancellor, President, Provost, Executive Vice President, or Vice President.

Responsible for performing a variety of administrative duties and professional support services. Assists and advises in the development, evaluation, and implementation of goals and objectives within the functional area(s) to which assigned.

Provides research support and conducts special studies and investigations. Makes recommendations for changes to existing policies and procedures as appropriate.

May coordinate budget preparation and administration and related fiscal matters.

May serve as liaison between the program area and other departments/units, state agencies, and outside groups and organizations. May serve on a variety of councils or committees as a representative of the executive.

**MINIMUM QUALIFICATIONS**  
Master's degree in an appropriate area of specialization and three years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and five years of appropriate experience. Additional college course work may substitute at an equivalent rate for the required experience.

<http://www.fbog.edu/resources/ditr/classifications/specsap.php#9217>

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## Classification Redesign Our Journey Continued

- ▶ [Class Spec Manager](#)

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## Pay Structures Pay Grades vs. Pay Levels

### Pay Grades:

- ▶ FAMU had approximately thirty-nine (39) pay grades with extremely broad minimums and maximums (e.g., Custodial Worker pay grade 10: Minimum \$17,318.71/Maximum \$39,129.00).
- ▶ Pay grades ranges did not present a realistic view of the external labor market (e.g., A Custodial Worker would not earn \$39,129.00 within higher education).
- ▶ Some supervisors would establish positions based solely on salary minimums; thus misplacing classifications.
- ▶ Classifications were difficult to benchmark. Past HR practice relied on desk audits to determine position worth from an external equity standpoint.

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## Pay Structures Pay Grades vs. Pay Levels

Sample Pay Grades Screenshot:

Administrative & Professional (A&P)		
Pay Grade	Minimum	Maximum
01	\$23,643.72	\$70,012.66
02	\$27,867.45	\$83,021.56
03	\$32,971.74	\$98,573.49
04	\$38,120.25	\$116,580.99
05	\$45,451.54	\$138,213.36
06	\$53,430.57	\$160,664.27
07	\$62,271.69	OPEN

  

University Support Personnel System (USPS)		
Pay Grade	Minimum	Maximum
10	\$17,318.71	\$39,129.00
11	\$17,384.24	\$40,601.00
12	\$17,481.52	\$42,386.00
13	\$17,576.96	\$44,355.00
14	\$17,673.90	\$46,083.68
15	\$18,067.92	\$48,299.07
16	\$18,822.91	\$50,812.03
17	\$19,694.20	\$53,556.00
18	\$20,837.08	\$56,549.63

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## Pay Structures Pay Grades vs. Pay Levels

### Pay Levels:

- ▶ We took thirty-nine (39) pay grades and cross walked into eight job categories pay levels. Athletics and Public Safety have their own pay levels. Faculty were not included.
- ▶ Pay levels are based on the level of responsibility within the classification and not solely on job duties, benchmarked medians and FAMU budgeted resources.
- ▶ By doing so, we were able to do the following:
  1. Create awareness concerning job value/worth;
  2. Benchmark effectively (realistic present day medians);
  3. Determine if we were lagging, leading, or matching employer within each classification; and
  4. Create Pay Level Manager.

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## Pay Structures Pay Grades vs. Pay Levels

- ▶ Pay Level Manager Demonstration

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## Contact Information

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