

Job Families Talking Points

for people leaders to their direct reports

Summary Statement:

The Job Families Wave 1 implementation is progressing forward. Executive sponsors are finalizing decisions, and the HR Partners are consulting with unit leaders before entering job code transactions to update job titles by mid-January. The first step of the job family implementation will move employees from their current job title to a job title in the new job family. This phase does not include salary adjustments.

Updates to Job Titles

- The biggest change we will see is to job titles. The work will require each role to be assessed and placed into the new job family. This may result in an updated job title. Some titles may not change.
- Each position on the **Job Classification and Compensation System (JCCS)** will transition to an updated position in the new job family. These updates may include new position titles, career levels, and updated salary structures.
- A position crosswalk “walks” existing job titles to their new job title. The crosswalk is currently being reviewed by executive sponsors for final approval before publication. The crosswalk will be published in mid-December.

Salary Impact

- The Job Families implementation is a budget neutral exercise which means no salary increases or decreases will occur as a direct result of a job family.
- Units may conduct an organizational review to identify salary adjustments or reclassifications based on the new job family, but waiting to see the results of job families is not necessary. People leaders should work with their HR and Finance teams to identify opportunities and incorporate potential compensation adjustments into the unit’s budget.
- Please proceed with job creation and/or hiring as usual for your unit or department as your strategic business needs and budget permits.

Next Steps

HR Partners will work with unit leaders to categorize staff into two categories below.

- **WAVE 1 READY** – Employee is currently in the right job and will be “crosswalked” to a new job title. Employees identified as “Wave 1 Ready” will move from their current role into an equivalent role in the new job family.
- **NOT READY** – Employee is currently in the INCORRECT job and should NOT be “crosswalked.” All supervisors of employees in an incorrect role should partner with their direct manager, unit executive, and finance and HR partners to identify a solution. This option represents a possibility of a

reclassification due to a strategic need of the unit/department or identifying the exact role an employee should be in now. **For each employee identified as "NOT READY," the unit should have a solution for how they plan to navigate forward by Friday, Dec. 13.**

- **NOT READY Example:** John Smith was hired as a Communications Officer I but works as a Web Developer. John should not be crosswalked into the Comm Officer I role. Instead, the correct job title should be identified for John to be reclassified.

WAVE 1 DECISION MATRIX			
	WAVE 1 READY	NOT READY	
		INCORRECT JOB TITLE	RECLASSIFICATION
Definition	If an employee is in the correct, current job, map directly into the new job code/title.	If an employee is not CURRENTLY in the right job by definition of the job responsibilities, they perform.	This may be an option if an employee should be in a different level OR job title than what is identified on the crosswalk.
Process	<ol style="list-style-type: none"> 1. Enter OneUSG Connect job code transaction to update the employee's job code/title. 	<ol style="list-style-type: none"> 1. Identify the correct job title using the current JCCS/Crosswalk file. 2. Discuss and approve the appropriate action with the HR Partner and Senior leader in the unit. 3. Determine if this process is considered a lateral job change or reclassification. Consult with your HR Partner for support. 	<ol style="list-style-type: none"> 1. Identify the new position for the employee using the current JCCS/Crosswalk file. 2. Discuss and approve with the HR Partner and Senior leader in the unit 3. Begin reclassification request process; no Wave 1 reclassification transactions will be processed until after January 13, 2025.
Comments			The unit must cover the budget.

Missing Employees

- If there are employees in your business unit who are in roles transitioning in Wave 1 and are not on the impacted employee list, inform your HR Partner during the review of your impacted employees.

Implementation Timeline

- **Nov. 22 to Dec. 13**
Executive sponsors review final job family crosswalk with their senior leadership teams, critical stakeholders, and HR Partners to identify any necessary changes.
- **Dec. 2 to 13**
HR Partners work with their unit leaders to review the list of impacted employees and identify if

the employee is **WAVE 1 READY** or **NOT READY** for Wave 1. For each employee identified as “not ready,” the unit will identify the appropriate solution by **Dec.13**.

- **Dec. 16 to Jan. 17, 2025**
Wave 1 employee job code transactions occur.
- **Dec. 18**
Wave 1 position crosswalk and job profile structure tool will be released on the Job Family website. The position crosswalk will show current and future titles. The job profile structure tool allows employees to review their new job profiles. A job profile brings together the job responsibilities and career level for a job to outline the job duties and career competencies of the job.
- **Jan. 13, 2025**
Reclassification transactions for Wave 1 employees can begin.

For more details, see the [Job Family Key Dates Infographic](#) for key activities timeline.

Visit hr.gatech.edu/job-families/ for the most up to date information, to submit feedback and see FAQs. People leaders and impacted employees will begin receiving regular updates each week.