



Georgia Tech Working Title Guidelines

The Institute's compensation and classification system provides job titles that reflect the purpose and level of the role. Georgia Tech uses as many generic job titles as possible to pay equitably and comparably within the Institute and against external markets.

However, when a more specific title serves the unit's operational or recruiting interests, a working title may be used to describe the function of the position in greater detail or make the role more recognizable in internal and external communications.

A working title should provide a more immediate understanding of a role by describing the function, responsibilities, or scope more clearly or precisely. Units may use working titles to differentiate between similar roles in a workgroup or similar specialties within a classification. Working titles should follow the standard naming conventions established by the Institute and use terms recognized and understood by internal and external constituencies.

Improper use of working titles may lead to unintended consequences and risks. These titles can sometimes be "inflated" to represent perceived role authority and overlap with existing titles, with an employee performing actions based on that perceived authority. Employees may make assumptions about salary or grade based on the working title, possibly leading to employee relations issues based on perception of internal inequities.

These guidelines are developed to support the appropriate use of working titles while minimizing unintended consequences or risks for employees or the Institute.

Acceptable use of working titles

Working titles may be used in lieu of the Institute classification title for:

- Searches and job postings for effective recruitment
- Regular business correspondence, both internal and external to the Institute
- Unit/department-level job descriptions and employee records

The Institute job classification title is the "official title" or "title of record" in OneUSG.

A working title should

- Provide a more specific description of the function or work performed to better facilitate business communications.
- Add clarity to the Institute's classification assignment in describing the individual role.
- Be consistent with professional/industry practice.
- Be consistent with other working titles within a job family and/or work unit.

A working title cannot

- Duplicate another job title or classification.
- Be the name of a business process.
- Misrepresent the Institute, purpose, or level of the role. The use of "inflated" titles creates inaccurate expectations of the role.
- Use any title used and recognized as Institutional officers (i.e. President, Provost, General Counsel, Dean, Registrar, etc.). These titles are governed by the Institute and Board of Regents Policies and require specific permission and approval.



Determining the need for a working title

When identifying the need for a working title, the supervisor and employee should consider the following:

- Does the Institute's job classification title adequately describe the function of the job assignment or professional communications inside and/or outside the Institute?
- Are there terms that would more specifically and accurately describe the function of the job assignment and provide more immediate recognition?
- Would a working title provide a more accurate understanding of the relationship between jobs and/or functions within a work unit or organization?

Working Title Naming Principles and Examples

Strong working titles are typically composed of 2-3 parts:

1. Office or Specialty Distinction (i.e., GTHR, Student Life, Collections, Well-being) and/or
2. Level Indicator (i.e., Senior Manager, Associate Director); and/or
3. Role Description (i.e., Accountant, Researcher)

Examples of strong working titles include:

- Office + Role - GTHR Financial Analyst, Research Financial Analyst
- Specialty Distinction + Role – Employee Well-being Specialist
- Level + Role – Senior Manager, Accounts Payable
- Office + Level + Role – College of Science Associate Director, Budgeting & Finance
- Specialty Distinction + Level – Director, Center for Economic Development Research
- Office + Level + Role – Business Development Manager, Information & Cyber Sciences Directorate (ICSD)
- Office + Role – Electrical Engineer, Electro-Optical Systems Laboratory (EOSL)

Working Title Record-Keeping

Staff members and supervisors should discuss their interest in a working title with their departmental leadership and unit human resources professional. All working titles should follow the Institute's expectations, and any additional organizational guidelines established within a specific college or division.

Once an appropriate working title that complies with the outlined guidelines has been identified, units are responsible for keeping that information on file at the unit level. The respective supervisor(s), Human Resources representative, and designated senior officer in each unit should review existing and proposed working titles to ensure compliance with the Institute's guidelines and adjust if necessary. GTHR may contact a unit to update a working title to ensure compliance with these guidelines and relevant Georgia Tech and USG policies.