



Division of Human Resources

MEMORANDUM

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: October 4, 2022

RE: **Classification and Compensation Job Alignment Project Overview (Communication #4)**

The Division of Human Resources is redesigning the University of South Carolina’s classification and compensation system. The goal is to create a more administratively efficient and market-driven employment structure that will assist in attracting and retaining top talent. People are our university’s most valuable asset, and we are dedicated to developing a consistent pay structure that more fairly and equitably compensates employees.

As a review, the following steps are completed:

- **Job Analysis** – University staff positions were reviewed and PayScale recommended alignment of positions into a consolidated list of job families and position titles.
- **Job Family Alignment** – Descriptions for the consolidated job families were developed by identifying essential duties and responsibilities, as well as minimum knowledge, skills, and abilities that are shared across substantially similar work.
- **Job Function Definition** – Each job family was further delineated into a series of job functions by identifying specific areas of responsibility or specialty.
- **Employee Mapping** – HR Contacts reviewed all staff positions to ensure that each employee’s role within the university is accurately mapped to the appropriate job family based on the expectations for the position.

- **Job Level Guide Creation** – This guide contains descriptions for the consolidated job levels, identifying typical education and experience requirements and expected scope of responsibility for jobs. This resource is used to identify growth and development of positions within the university as well as establishing career paths for employees.

MAJOR IMPACT – Each staff employee will be given a new USC market title.

- **Market Pricing** – The consolidated list of positions was benchmarked against data collected from other organizations to determine competitive external salaries paid to similar jobs in the broader labor market.
- **Market Ranges** – Results of the benchmarking exercise were used to create position-specific ranges that balance external market value with the ranges established by the State.

MAJOR IMPACT – Each staff employee will have a new USC market salary range associated with the new USC market title, and this next phase of implementation is coming in January.

This implementation phase is exciting news because it better aligns the university's pay structure with market salaries. A [recent article](#) was posted regarding the study and its importance to the university.

Outlined below are the next steps that will be occurring over the month of October. During this critical time in our implementation, we will be relying heavily on you as HR Contacts, as well as all supervisors, to communicate these changes to staff employees.

Important Note: In preparation for these changes, we ask that you refrain from submitting any additional actions for the 10/16 payroll effective today. If actions have been submitted already, they will be held until the next payroll cycle. This cutover period is needed to ensure that all system changes can be made without interruption.

Next Steps:

October 12th, 2022 - 9:30am – 11:30am – MANDATORY webinar on expectations and communications for all HR College/Division/Campus Contacts – A meeting invitation will be sent separately.

October 12th – 14th, 2022 – Classification and Compensation will send the final mapping spreadsheets containing the new USC Market Titles for each staff employee to College/Division/Campus HR Contacts.

October 17th – 31st, 2022 – Supervisors/HR Contacts should communicate with employees. A communication guide will be provided.

October 31st, 2022 – PeopleAdmin will have new titles live in the system. The current classifications table will be replaced with the new USC Market Titles. Position descriptions and open postings will be updated.

The [project website](#) continues to be updated with information and resources. If you have any questions, please contact the Classification and Compensation Office at HRCLSCMP@mailbox.sc.edu