

Job Architecture Overview

Collection of jobs recognizable across an organization and industry sectors. Each has a distinct purpose in the organization. Ex: Information Technology

Subset of jobs with a distinct purpose within a function. Usually requires a distinct body of knowledge. Ex. Data Management

Group of jobs having the same nature of work. May be specific to internal needs or commonly found in external market. Ex. Database Administration

Group of jobs that share certain characteristics. Ex. General Administration, Academic Administration, Technical/STEM

Level used to differentiate jobs within a career track based on autonomy, complexity, experience, knowledge, and scope of impact. Ex. G1, G2, G3, G4, G5

Protocol used to create common internal job titles and provide consistency in the HR system.

Can be used on an employee's business card or email signature. Typically determined by HR and managers.

FUNCTION

SUB-FUNCTION

DISCIPLINE

CAREER TRACK

**CAREER TRACK
LEVEL**

**SYSTEM
TITLE**

**WORKING
TITLE**