

THIS GUIDE IS FOR HR PARTNERS AND MANAGERS AND SUPERVISORS OF A/P FACULTY

To comprehend **JOB ARCHITECTURE**, you need to understand the big picture. On this page is the purpose of the project.

“ This foundation is how we hire, pay, develop, and advance our workforce through clear career paths and competitive and equitable compensation strategies.

1

First, explain **JOB ARCHITECTURE 101**. Specifically, what it does and does not include.

- 1. This is a standardized framework to classify jobs based on the nature of the work and the level of the work completed. As jobs are classified, they are sorted into smaller categories.
- 2. Career Tracks and Career Track Levels provide clarity on how employees can develop and progress in an organization.



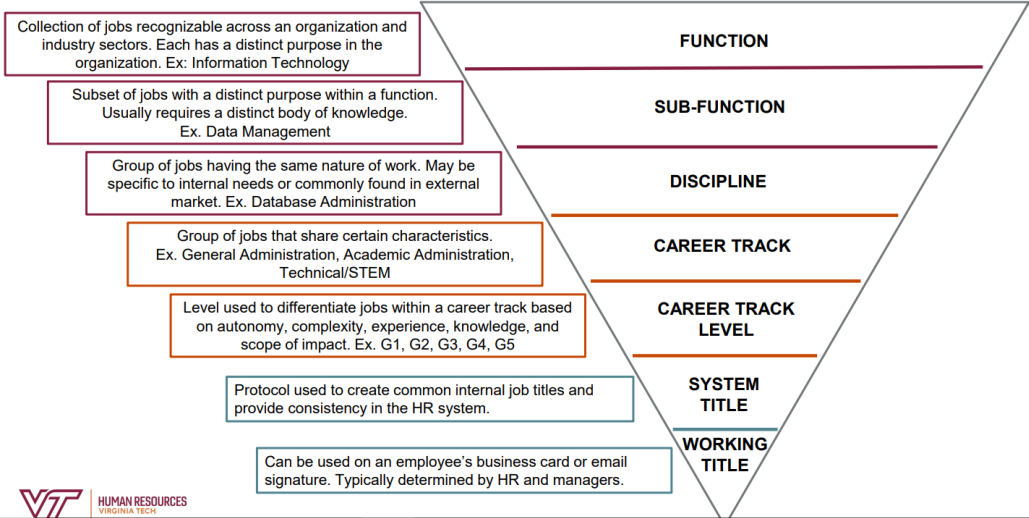
FERGUS, THE COMP TEAM MASCOT, SAYS

Pay attention to the differences between **job architecture** versus **organization reporting structure** as well as **system title** versus **working title**.

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Job Architecture Overview



On this page, there is **a visual representation** that will help you explain the terms and how they cascade down the framework.

2

Second, review the

A/P FACULTY JOB ARCHITECTURES page.

1. On this page are the 16 primary functions of the university.
2. It further goes into the sub-functions for each primary function and any unique discipline associated with those sub-functions.

As you are working with distinct areas, select the primary function that is associated with the **discipline you are working with. Explain the primary function, and chat about the sub-function, then discuss the discipline level.**

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Function: A collection of jobs recognizable across an organization and industry sectors – each having a distinct purpose in services of the organization (e.g., Information Technology)

Sub-function: A subset of jobs with a distinct purpose within a function that usually requires a distinct body of knowledge (e.g., Data Management)

Discipline: A group of jobs having the same nature of work; may be specific to internal needs or commonly found in external market (e.g., Database Administration)

3

Third, explore the **CAREER TRACK LEVELS** page. This goes into what characterizes the specific track.

1. Career tracks represent a group of jobs with distinct responsibilities.
2. Virginia Tech has 5 career tracks: academic, clinical, development, general administration, and technical/STEM.
3. An A/P faculty member's role is based on 5 factors: autonomy, complexity, experience, knowledge, and scope of impact.

Check out the **JOB ARCHITECTURE DEFINITIONS DOCUMENT, specifically pages 3 through 6. This is what defines the progression of A/P faculty roles.**

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4

Fourth, now that you are in the field, take the time to explain in depth.

1. This is the area that most A/P faculty will refer to when working on career development.
2. Open the links to each track on this page as you talk through their role mapping.

Being mindful of the differences in job architecture vs. organizational structure, note that regardless of the senior management area, the primary responsibilities of the job define the position's career track.

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For example, if an A/P faculty member is in an academic unit, but is a development officer, you would scroll to the Development Track to find their current level.

5

Fifth, tour the **MANAGER/LEADERSHIP TRACK**. This track overlaps all tracks.

1. It begins at the manager level and advances to the executive level.
2. Note the position requirements on this page. These follow the Department of Labor's guidelines.

If you need further resources, check out the **GLOSSARY and **FREQUENTLY ASKED QUESTIONS** pages.**

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