



UHD

University of Houston-Downtown
Employment Services
and Operations



UHD Career Ladder Program

UHD Career Ladder Program



- ❑ Committed to Staff Career Opportunities/Advancement
- ❑ Career Ladders Program formalizes career paths
- ❑ Launches April 2018

Career Ladders Definition



Formal process that allows career advancement to higher levels of salary, responsibility or authority. Once employees meet certain criteria, they are eligible to move into higher level roles.

Job Family



- ❑ Broadest job grouping within UHD
- ❑ Generally groups are based on division
- ❑ Nine job families

Academic Administration

Administrative Operations

Enrollment Management

Financial Services

Student Operations

Technical Services

External Relations

Administrative Support

ESO



Employment Services
and Operations

Job Sub-Family and Sub-groups



❑ Job Family divided into Sub-families

- ❑ Based on departmental structure or
- ❑ Specific job functions

❑ Sub-Group

- ❑ Job sub-families may be further subdivided based on job functions

Examples of Job Families/Sub-Families/Sub-Groups:

JOB FAMILY
DTA - Academic Administration
(A1) College Administration
(A2) Program Administration
(A3) Academic Affairs
(A4) Research
(A5) Library



JOB SUB-FAMILY
(A5) Library
A5A Library Administration
A5B Librarians
A5C Library Support



Employment Services
and Operations

Types of Career Ladders



- ❑ **Three Vertical Career Ladders**
 - ❑ Pre-Defined Career Ladders
 - ❑ In-Range Career Ladders
 - ❑ Individualized Career Ladders

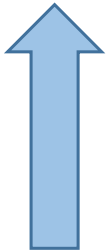
- ❑ **Program establishes job levels within job family or sub-family**
 - ❑ Nature of work is similar

- ❑ **Career Ladder outlines skills, knowledge, experience, etc., required for career advancement**

Pre-Defined Career Ladder



- ❑ Clearly defined hierarchy of positions exists with multiple levels
- ❑ Similar positions assigned to a sub-group within a job family
- ❑ Hierarchy based on job grade
- ❑ Limited to positions at or below the director level
- ❑ Example of a Pre-Defined Career Ladder

	Title	Job Grade
	Coordinator/Advisor	25
	Academic Advisor III	25
	Academic Advisor II	24
	Academic Advisor I	23
	Advising Assistant	21

In-Range Career Ladder



- ❑ No pre-defined track
- ❑ Employee takes on additional duties
- ❑ Job Analysis/Reclassification requested
 - ❑ New duties may result in title/grade change
 - ❑ New duties may result in salary adjustment

Individualized Career Ladder



- ❑ No pre-defined track
- ❑ Applies to positions at director level or above
- ❑ May be a lateral transfer (horizontal) or promotion (vertical)
- ❑ May also be part of succession plan

Example of In-Range and Individualized Career Ladders

Job Code	Job Title	Pay Plan Grade	FLSA Status	Career Ladder Program Type
4008	Director, Web and Digital Marketing	29	E	Individualized
2104	Manager, Web Development/Publications	26	E	In-Range
2750	Manager, Photography and Multimedia	26	E	In-Range
4212	Spec, Web Support/Publications	24	NE	In-Range
4141	Graphic Designer	22	NE	In-Range



Employment Services
and Operations

Job Family/Sub-Family



- ❑ Each position has been assigned to job family/sub-family
 - ❑ Based on similarities in positions
 - ❑ Pre-Defined Career Ladders developed where possible
 - ❑ All others assigned to In-Range or Individualized Career Ladders

- ❑ Job family/sub-family added to job descriptions, which include:
 - ❑ Experience/educational requirements
 - ❑ Competencies
 - ❑ Knowledge, skills and abilities
 - ❑ **Useful in developing career goals**

Employee Eligibility Requirements



- Regular benefits-eligible staff member
- Successfully completed probationary period
- Overall performance score of “Proficient/Meets Requirements” or higher
- Not on a Performance Improvement Plan (PIP) or disciplinary action within past year
- No outstanding or delinquent debts to UHS.

Career Ladder Program Provisions



- Available funding
- Demonstrated need for higher level job