UNIVERSITY OF
South Carolina

Division of Human Resources

MEMORANDUM

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: April 13, 2022

RE: **Classification and Compensation Job Alignment Project Overview (Communication # 3)**

As you are aware, the Division of Human Resources is partnering with PayScale to redesign the University of South Carolina's classification and compensation system to make it more administratively efficient, market-driven and competitive. The new system will enable us to consistently attract and retain top talent and maintain a framework to ensure that employees are paid fairly and equitably.

The Following Steps are Complete or in Progress:

- **Job Analysis** – University staff positions have been reviewed and PayScale has recommended alignment of positions into a consolidated list of job families and position titles.

- **Job Alignment** – Descriptions for the consolidated job families have been developed by identifying essential duties and responsibilities and minimum knowledge, skills and abilities that are shared across substantially similar work.

- **Market Pricing** – The consolidated list of positions is now being benchmarked against data collected from other organizations to determine competitive external salaries paid to similar jobs in the broader labor market. Benchmarking is based on the review of duties, responsibilities and requirements that was completed at the beginning of the project.

Action Required:

The Classification and Compensation Office (Class and Comp) will be sending the consolidated job family list along with employee mapping to College/Division/Campus HR Contacts today.

- **Employee Mapping** – Please review these items with your managers to ensure we have accurately mapped each employee's role within the university to the appropriate job family based on your expectations for the position.

- **Job Family Review** – The full listing of job family descriptions to which positions have been mapped will be provided, including those that are not mapped to your specific employees. This allows you the opportunity to identify a better match if available, or to let Class and Comp know if no exact match exists. If you have any that you wish to discuss, please reach out to our office.

Of utmost importance, this step will be the basis for which your employees' position will be evaluated going forward for leveling comparability, pay equity, market value and career pathing.

Next Steps:

- **Job Leveling** – Once concurrence has been achieved for all job family mappings, the next exercise will be to review the job leveling. This is a new concept for the university and additional information will be shared on the use and interpretation of a level guide that is being developed. The level guide will be used to identify growth and development of positions within the university as well as career pathing for employees.

- **Market Ranges** – Finally, results of the benchmarking exercise will be used to create position-specific ranges that balance external market value with the ranges established by the State.

- **Implementation** – The work of the Classification and Compensation team is expected to be completed in June of 2022. Our recommendations will then be assessed, and a phased implementation plan for the new system will be developed. Additional information regarding implementation will be shared once it is available.

Additional Resources:

Updates regarding the project will be shared on a routine basis and will be posted to the project website. If you have any questions, please contact the Classification and Compensation Office at HRCLSCMP@mailbox.sc.edu.