

From: [Siegfried, Elayne M.](#)
To: [Tibbs, Mariah K.](#); [Gilbert-Hammett, Brandi L.](#)
Subject: FW: Career Roadmap information
Date: Tuesday, June 11, 2019 12:01:11 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

Mariah,

This will be on this month's agenda.

Thanks,



Elayne M. Siegfried, J.D., SHRM-SCP

Human Resources Director

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From: Gilbert-Hammett, Brandi L. <gilbert-hammett.1@osu.edu>

Sent: Friday, June 7, 2019 11:32 AM

To: Siegfried, Elayne M. <siegfried.20@osu.edu>

Subject: RE: Career Roadmap information

Elayne,

This is good information. I think we should share it but it should be shared at a meeting where questions can be answered for all.

Brandi



Brandi Gilbert-Hammett

Human Resources Manager

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Pronouns: she/her/hers

Buckeyes consider the environment before printing.

From: Siegfried, Elayne M. <siegfried.20@osu.edu>
Sent: Tuesday, June 4, 2019 1:52 PM
To: Gilbert-Hammett, Brandi L. <gilbert-hammett.1@osu.edu>
Subject: Career Roadmap information

Brandi,

Here is some good information about Career Roadmap from Darrel Dupuis that I want to pass onto you: **(Not sure if it should be shared with all HR as it may cause more confusion than needed... your thoughts?)**

Following is some information in response to some questions we've received; much of it we've touched on in prior meetings or discussions and is also available on the Career Roadmap website:

Every Job Title will have a new Job Code. The new Job Profile will be used during the mapping process later this year and in 2020 get loaded to Workday. That Job Profile will include the Job Title, Job Code, Career level, Grade, FLSA, Function Summary, Sub-Function Summary, and the pre-defined criteria for the level e.g. S1, S2, M3, T4, etc. After Workday is loaded mid-2020, there will be the opportunity then to expand upon what is in the Job Profile at the individual position level; also to create the Working Title.

We've gotten some questions after we added the S4 in all the Sub-Functions as was suggested during a previous call. The purpose of adding the S4 is not to cause a change or expand any existing career paths if there is not a clear need nor if there are not responsibilities that satisfy the S4 criteria. It is not there to move a person up solely because they have more time in position.

We may or may not retain the S4 in every Academic Administration Sub-Function.

Staff who have Managerial titles today may or may not map to a Career Roadmap Managerial Job. Based on review of the number of Staff direct reports and position responsibilities, mapping could be to a comparable, higher, or lower Managerial level – or to a Specialized level. S4, for example, does indicate may lead or supervise one or two Staff.

Pay structure is also being worked on. There will be employees whose base rates are below the Minimum of the new pay range for the Grade of their Jobs; discussions continue regarding how these situations will be addressed, funding questions, et al.



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