

Job Families

All salaried positions within the University of Maine System, except for faculty jobs and positions at the Dean level or above, have been placed into job families, as part of the new Classification and Compensation Program. Nineteen job families have been established to categorize positions. Each family consists of positions that involve similar types of work, such as Information Technology, Facilities, and Student Life Services.

Your job family designation is determined by analysis of the type of work that you perform at least 50% of the time. Together the job family assignment and numerical scoring on a variety of factors determine the salary band for a position. You'll learn more about the point system in the next *Communiqué*. For more information about job families and classifications, read on.

Job Family Principles

Positions responsible for performing similar kinds of work are grouped into the same job family. For example, Assistant Director of Admissions is in the Student Services job family; Accountant is in the Fiscal, Finance & Business family.

Within a job family, different positions require significantly different duties, responsibilities, and qualifications. Development Director and Communications Coordinator are two jobs in the External Affairs job family.

Your Job Family

Some job families are obvious for certain positions, while others are not as clear. An information sheet will be sent to you in early 2005, providing specific details on the job family and salary band for your position.

This Issue:
Job Families

Next Communiqué:
**How Jobs Are
Evaluated**

Position Classification

Each position is evaluated on several job-related factors:

Knowledge looks at what employees must know or learn in order to successfully perform the duties of the position. Education, experience and licensure/certification are considered.

Scope assesses the analysis, complexity, judgement, initiative, communication and ingenuity required for the position.

Impact considers the type of decisions faced and discretion exercised when making decisions.

Contacts, both internal and external, involve the communication needed to gain cooperation and agreement in meeting and dealing with others.

Work environment factors involve the level of exposure to hazardous conditions.

Authority takes into account supervision of others and fiscal responsibility.

The points for each factor rating are added, and the total points, plus the position's job family determine placement on a salary band. You will learn more about how these factors relate to your salary in the next *Communiqué*.

Each salaried position is evaluated and assigned to the appropriate salary band based on the duties and responsibilities of the position, not the ability or performance of the employee who holds the job or the job title.



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A Closer Look at Job Families

Information Technology

Perform work related to design, installation, maintenance and operation of technology resources and web functions.

Health & Safety Services

Perform functions related to medical, environmental, safety and personal health and fitness within the University System.

Research

Provide professional level research-related functions in either lab or field settings. Specific research areas include: **Earth/Physical Sciences, Life Sciences, Social Sciences** and **Other** (e.g. business, engineering).

Technical

Provide scientific, technical, engineering or closely related work which normally requires advanced education and/or licensure or certification directly related to the work being performed.

Human Resources

Provide services in human resources and employment, compensation, employee relations, training, benefits, labor relations, and EEO.

Fiscal, Finance & Business

Provide services in business services, accounting, finance, budget and investment functions.

Facilities

May encompass power, trades, construction, fleet and similar infrastructure support activities.

Other Administrative Support

Provide services in Administrative Support functions such as the Bookstore, Printing, and Farm Administration.

Library

Provide a variety of library, and/or archival services to students, co-workers, other university employees, other offices/departments, external customers, faculty or staff.

Child Care

Provide child care services and/or early childhood education activities.

External Services

Provide external services and activities for the University designed to support the institution's community relations, but which are not a part of the normal University community.

External Affairs

Provide external support in the areas of fundraising and development.

Events/Activities

Provide services, programs and activities for both students and the general public such as theatrical/athletic events.

Media

Positions have primary responsibility for internal and external communications through newsletters, press releases, and radio/TV broadcasts.

Student Services

May take the form of direct interaction with students, co-workers, other university employees, other offices/departments, external customers, faculty or staff. Encompasses positions within the general area of providing services and support to/for students, such as counseling, advising, tutoring, activities, dining, housing, etc. Specific areas include **Academic** and **Student Life**.
