Staff and Administrator Compensation Study 2024
Frequently Asked Questions: Job Architecture

Q. What is a classification analysis?

A. A classification analysis involves a review of staff and administrator positions to define a classification structure or "job architecture" which is the grouping of job families, levels, and consistent titles. The analysis is based on many factors including position duties, scope, complexity, and requirements. The intent of this analysis is to update the current classification structure and align our position titling and leveling to best practices to help us stay competitive in the market and provide transparent career opportunities.

Q. Why is a classification analysis necessary?

A. It is important to keep our classification structure current and aligned to best practices so that we can ensure we maintain both internal and external equity.

Q. What are job families?

A. A job family is a grouping of jobs doing similar work based on function and primary duties. A job family has a clear linkage to the market to support a comparison and recruitment of qualified talent. Job families clarify career progression and development opportunities between levels. It is important to note, job families do not correspond to specific job levels or pay grades.

Q. What are job sub families?

A. A job subfamily is a more detailed grouping of jobs within a larger job family, further refining the work and skills required. Job subfamilies also clarify career progression and development opportunities. It is important to note that not all job families include each subfamily listed below. It is important to note, job subfamilies do not correspond to specific job levels or pay grades.

Q. What are job levels?

A. Job levels create a consistent internal structure for Loyola and define the relative responsibilities, scope, complexity, and requirements of staff jobs by level at the University. Job levels are part of the "job architecture" described above and support career development at Loyola.

Q. What do job levels do?

A: Job levels categorize jobs doing similar level work in terms of scope of responsibility, complexity, problem solving, autonomy, and level of education and years of experience. Job levels provide a tool for creating new jobs, modifying jobs and for developing career paths. They also ensure that our compensation delivery system is transparent, consistent, and equitable as well as clearly linked to the market.

Q: What do job levels not do?

A: Job levels do not equate to an immediate change in job title; however, over time job titles may change to be more consistent with the job architecture. Job levels also do not align with a specific pay grade or range. Job levels do not represent the level of the incumbent, but rather is job focused. Finally, job levels do not require each level to be used for all job families.

Q. What is a career ladder?
A. A career ladder is a series of steps an employee takes to progress into different or more advanced roles at work. These steps may include vertical promotions (how you might traditionally think about career growth) but also lateral moves that provide development and knowledge opportunities to expand into other areas.

Q. What are career paths?
A. Career paths can provide vertical or lateral career development. Either a promotion within a ladder with multiple job levels, or a lateral move that provides development and knowledge opportunities to expand into other job career ladders.

Q. Will my job title change?
A. Some job titles may change to ensure consistency across all titles or to make a job title describe a particular job more accurately and/or link to the market; however, business titles may differ.

Q. What are some of the things a classification study does not address?
A. The classification study does not address workload or an individual's work performance. It also does not address position responsibilities performed occasionally.

Q. How do I review my job level in Workday?
A. In Workday, click on your photo in the right-hand corner of the screen and select "View Profile." On the left-hand side of the screen, in the blue section, select "Summary." The job level is listed under "Job Details", then "Management Level."