



THINGS TO COVER



Introductions



Case for Change



Our Taskforce



Our Process



Communicating the Impact



What We Learned



Questions and Answers







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About KSU

At Kennesaw State, we serve as a powerful example of the impact a student-centered, research-driven university education can deliver. We help students succeed through exploration, collaboration and rigor. We unite a diverse spectrum of backgrounds and talents to produce meaningful change.

At KSU, students become the individuals that others want as colleagues and as leaders.

- 3rd largest University in the state of Georgia
- Enrollment of nearly 45,000 students representing 100+ countries around the world
- R2 Carnegie-designated doctoral research institution
- Over 180 undergraduate, master's, doctoral degree and certificate programs
- 1,000+ faculty members, 2,600+ staff



CASE FOR CHANGE

Attract Retain Develop



DEFINE JOB
FAMILIES AND
ESTABLISH
CONSISTENT JOB
LEVELS



CREATE A
UNIFORM
ORGANIZATION OF
PAY AND JOBS
ACROSS CAMPUS



ADDRESS
COMPETITIVE PAY
CONCERNS

EQUIP MANAGERS TO
MAKE INFORMED
DECISIONS ABOUT
PAY AND
PROFESSIONAL
DEVELOPMENT





What Is a Career Framework?







TASKFORGE

Establish Stakeholder Groups

- Educate core project team
- Provide ongoing input and validation
- Anticipate questions
- Bring credibility



PRESIDENT AND

CABINET

DEPARTMENT HEADS AND FUNCTIONAL LEADS





Stakeholder Charge

- Define compensation philosophy
- Establish peer group
- Validate job architecture
- Compare compensation
- Consider finances
- Review processes
- Communicate

Department Heads and Functional Leads provided input relevant to their areas of responsibility



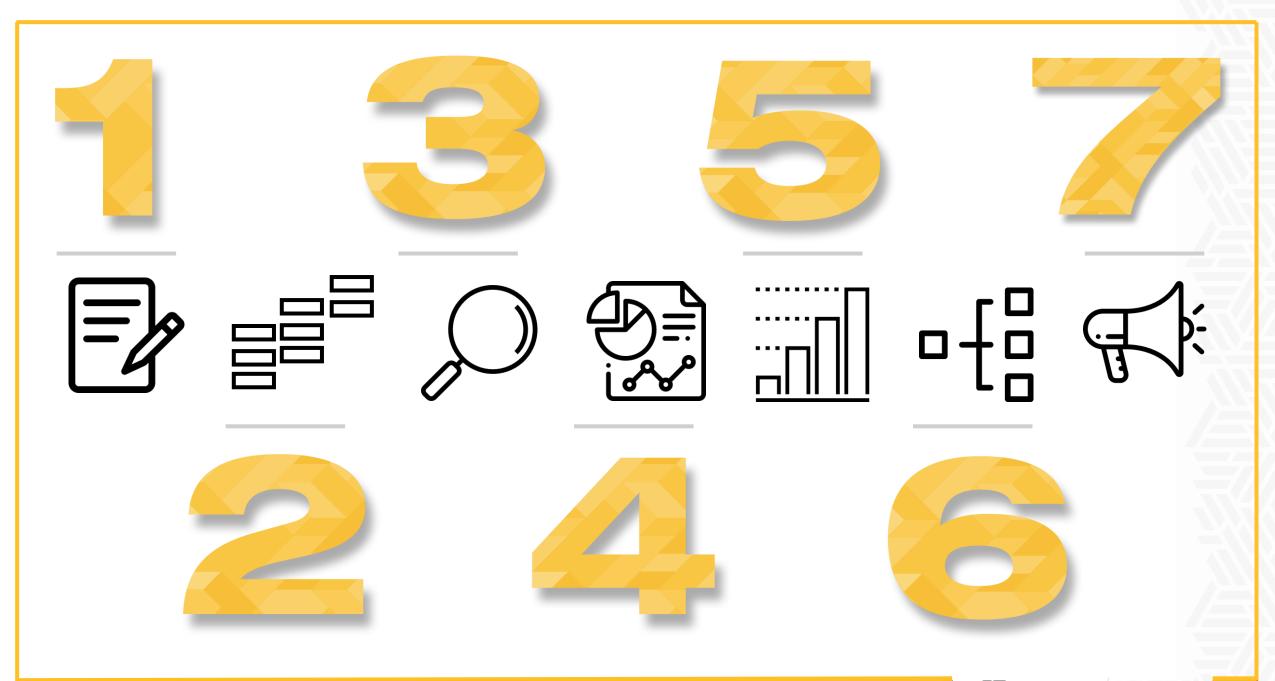
HR ADVISORY COUNCIL (HRAC)

DEPARTMENT HEADS AND FUNCTIONAL LEADS





PROCESS







Draft Compensation Philosophy and Determine Peer Group

The Compensation Philosophy is a policy statement or "blueprint" to guide the design, management and communication of our compensation program

Several factors considered to determine Peer Group: Carnegie classification, operating expenses, enrollment, budget, percentage of terminal degree, faculty- and staff-to-student ratios, etc.

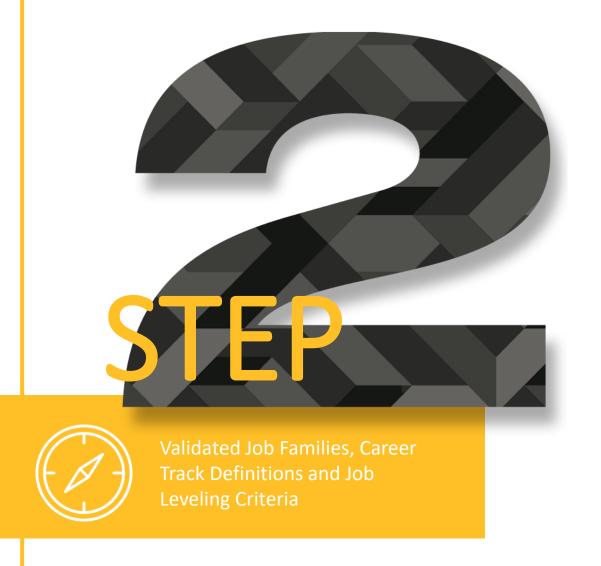


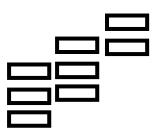
Reviewed and provided feedback or philosophy statement

Partnered to establish criteria, provided input to institutions for consideration and validated final comparators









Create Job Architecture Career Framework, Part I

Establishes a common job organization that is consistent across the University

Organizes jobs based on responsibilities, scope, skills, and education requirements

Features defined pathways (horizontal and vertical)

Links to the Pay Structure





KSU Job Architecture

	Support	Administrative	Professional Contributor	Technical Contributor	Management	Executive
						EX3 Senior Vice President
						EX2 Vice President
					MG5 Executive Director	EX1 Associate Vice President
					MG4 Director	
				TC5 Principal/Architect	MG3 Associate Director	
			PR4 Lead	TC4 Lead	MG2 Manager	
			PR3 Senior Specialist	TC3 Senior Specialist	MG1 Supervisor	
			PR2 Specialist	TC2 Specialist		
Exempt		AD4 Executive Admin	PRI Coordinator	TC1 Coordinator		
Nonexempt	SP3 Senior Support	AD3 Senior Admin				
	SP2 Support	AD2 Admin				
	SP1 Assistant Support	ADI Assistant Admin				



KSU Job Families

Job Family: A broad cluster of related jobs (18 Job Families for staff positions at KSU)

Academic Services (ACS)	Administrative Support (ADS)	Advancement (ADV)	Athletics (ATH)	Campus Services (CMS)	Enrollment Services (ESE)
Facilities Management (FCM)	Finance (FIN)	Health Services (HLT)	Human Resources (HRS)	Information Technology (ITS)	Legal (LEG)
Library (LIB)	Marketing and Communications (MCM)	Operations (OPS)	Public Safety (PUB)	Research (RES)	Student Services (STS)





Sample Job Family

Administrative Support (ADS)

TC5 Principal/Architect

TC3 Senior Specialist

TC2 Specialist

TC1 Coordinator

TC4 Lead

Performs a variety of administrative activities in support of their assigned work team. May assist executives in budget preparation, record maintenance, and generating reports regarding operations, personnel changes, etc. Uses University software to compile and generate reports, statistics, timelines, tables, graphs, correspondence, and presentations. May design processes to enhance workflow. Serves as administrative liaison with others within and outside the University regarding administrative issues.

PR4 Lead

PR3 Senior Specialist

PR2 Specialist

PR1 Coordinator

MG5 Executive Director

MG4 Director

MG3 Associate Director

MG2 Manager >>

MG1 Supervisor

AD4 Executive Admin >>

SP3 Senior Support >> AD3 Senior Admin >>

SP2 Support >> AD2 Admin >>

SP1 Assistant Support >> AD1 Assistant Admin >>

EX3 Senior Vice President

EX1 Associate Vice President

EX2 Vice President

KSU Career Tracks

SUPPORT

- > Performs core work within their function
- Uses basic knowledge to carry out pertinent tasks
- Performs duties under general supervision and according to established procedures

Examples:

- Dining Room Attendant
- Course Materials Coordinator

ADMINISTRATIVE

- > Performs core work within their function
- Uses administrative, office, and clerical skills to complete work
- Performs duties under general supervision and according to established procedures

Examples:

- Administrative Assistant
- > Executive Assistant

PROFESSIONAL CONTRIBUTOR

- Applies a theoretical knowledge-base to achieve goals through own work
- Characterized by specific functional expertise typically gained through formal education
- > Uses individual judgment, but may provide guidance to others as a project manager using technical expertise

Examples:

- Accountant
- > Benefits Specialist
- Assistant Director, Student Conduct

TECHNICAL CONTRIBUTOR

- Performs processoriented technical work
- Requires vocational training, certification, or the equivalent experience
- Performs duties according to established procedures and methodologies
- Skills required are differentiated in the labor market

Examples:

- > Laboratory Coordinator
- > Senior Paralegal
- Senior Software Architect

MANAGEMENT

- Viewed as a leader focused on developing teams
- Management responsibilities include performance appraisals, pay reviews, training and development
- Delivers the short- and long-term strategy of their work function

EXECUTIVE

- Sets or significantly contributes to the strategic direction of the University
- Takes a campus-wide perspective
- Leads others and conveys a compelling vision for the future
- Has broad impact on KSU and its results

Examples:

- Supervisor, Admissions Operations
- Director, Emergency Management

Examples:

- Associate Vice President, Development
- Chief Financial Officer, Foundation



KSU Job Levels

Administrative Support (ADS)

Job Level: Specifies the competencies, responsibilities and required skills necessary to fill a staff position; helps ensure consistency across the University

SP3 Senior Support

SP1 Assistant Support

SP2 Support

AD4 Executive Admin >>

AD3 Senior Admin >>

AD2 Admin >>

AD1 Assistant Admin >>

PR4 Lead

TC4 Lead

PR3 Senior Specialist

>> TC3 Senior Specialist

PR2 Specialist

>> TC2 Specialist

PR1 Coordinator

>> TC1 Coordinator

Relevant experience: Practical knowledge, skills, or practices derived from previous workplace experience within a similar job function EX2 Vice President

EX1 Associate Vice President

MG5 Executive Director

MG3 Associate Director

MG4 Director

MG2 Manager

MG1 Supervisor

EX3 Senior Vice President

LEGEND

- Support
- Administrative
- Professional Contributor
- Technical Contributor
- Management

- Executive









Identify Labor Markets and Benchmark Jobs

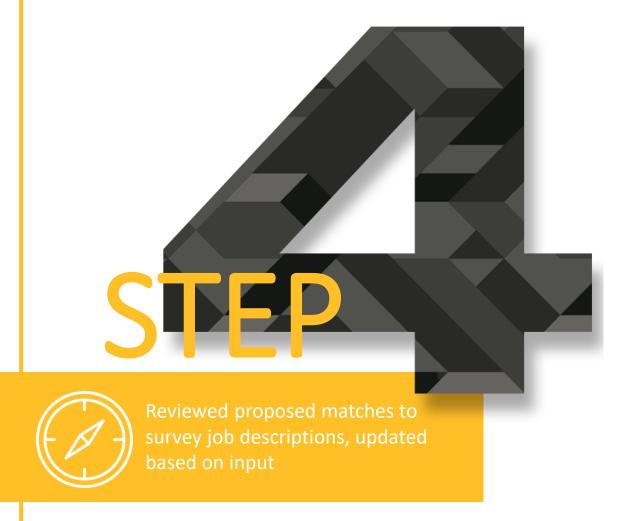
Identified labor markets where we compete for, recruit and lose talent in terms of industry type, organization size and geographies

Recruiting Market	Examples of Departments
Higher Ed + General Industry	Finance, Information Technology
Higher Ed Specific	Financial Aid, Residence Life
Local Market (Atlanta metro)	Administrative Assistants, Coordinators, Trades

Identified benchmark jobs to serve as market anchor points









Conduct Market Analysis

Measured and compared pay for jobs at KSU compared with similar jobs at:

- Comparator higher education schools
- Similar jobs in general industry outside of higher education

Used multiple compensation surveys

Evaluated all benchmark jobs; all incumbents assigned to them represented in analysis

Helped inform and validate our compensation principles









Build the Pay Structure Career Framework, Part II

Two basic elements: pay grades and pay ranges

- Each job assigned to a pay grade reflective of its internal relationship with other similar jobs with the University and it external value in the market
- Each pay grade has an associated pay range expressed in three zones: minimum, competitive and maximum
- Employees are paid in the range based on compensable factors: time in position, performance, readiness for promotion







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Slot Jobs into Pay Structure

Benchmark jobs were slotted into the structure based on the 50th percentile of market—anchor points

Non-benchmark jobs were placed into the pay structure based on other jobs within their Job Family and next to benchmark jobs with similar scope and responsibility, using a whole job slotting methodology

Overall grade assignments reviewed for consistency across the University







and determine deliverables



Implement and Communicate

Career Framework effective July 2023

Committed to review the Pay Structure for all positions every three years and make any necessary adjustments





Communication Key Principles



Use plain language



Be transparent



Deploy a multi-channel campaign



Validate the process



Manage the communication cascade





Nooneds Somet





Communication Strategy Session

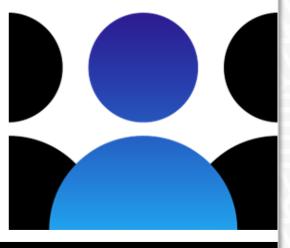
Compensation program communications strategy session

Kennesaw State University July 27, 2022



Creating your persona

- Give your persona a name. How old is your persona? What is your persona's role at KSU? How long has your persona worked here?
- What challenges does your persona face?
- What are your persona's aspirations for the new compensation program?
- Let's identify existing solutions for your persona's challenges and identify any gaps preventing fulfillment of your persona's aspirations.
- How does your persona need to feel? What does your persona need to know and need to do?





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Persona Exercise





Compensation and career framework communication strategy

As of September 30, 2022

Meet Macy





What she wants

- More money
- More decision-making power
- Other opportunities for more pay
- · Remote work
- · Find information on her own

What she needs to know and do

- · Potential for more money and career growth
- · How the tools can help her be a better people leader

Challenges

- Remote work issues
- Competing priorities (supporting kids v. college planning)
- Staffing issues (people management skills v. technical skills)
- Work-life balance (young kids; groceries/inflation)
- Concerned about change and relevancy of this initiative
- Assumes negative intent; "We've done this before"

Solutions

- Townhall meetings
- · Manager training (with the ability to ask questions)
- 1:1 supervisor meetings (with honesty about budget realities)
- · Detailed information that is easy to find on HR site
- Talking points to help clearly explain to staff in positive way
- · Personal communication to help her (and mitigate negativity)





Communication Plan



EMAIL SERIES



FAQs AND NAVIGABLE TOOL



MANAGER TRAINING



ONE-ON-ONE MEETINGS

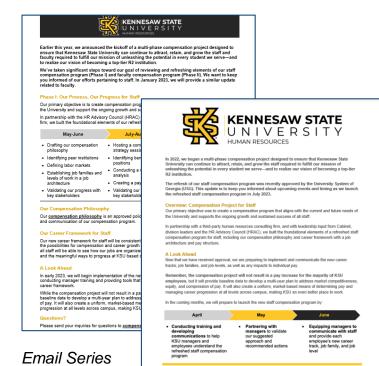


PERSONALIZED LETTERS





Simplify Align Equip



We thank you for your patience as we worked through this stage of the staff compensation project. We will be sending further updates as we move closer to implementation in July.

Please note that the details of the faculty compensation project are currently under review at the system

Please send questions to compensation@kennesaw.edu.

New Staff Career Framework and Compensation Program Training for Managers



Manager Training





Simplify Align Equip

Frequently Asked Questions (FAQs)

These FAQs are intended to answer common questions about our compensation program and how we reward our people at Kennesaw State University. The answers will help you understand our new career framework, communicate basic details about the impact to staff, and ensure our workforce receives consistent messages.

General

What is happening to pay and career development at KSU?

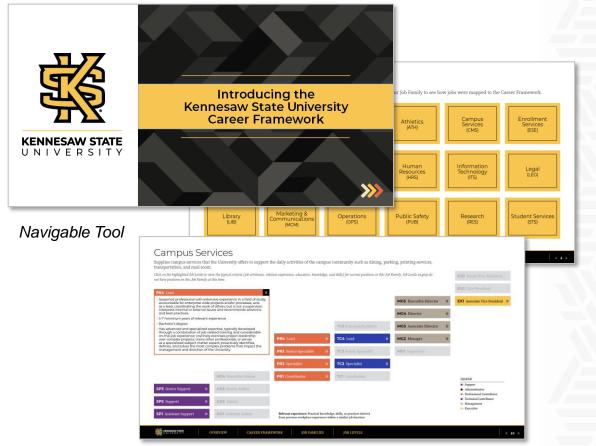
Human Resources conducted a multi-phase compensation project designed to ensure that the University can continue to attract, retain, and grow the staff and faculty required to fulfill our mission and to realize our vision of becoming a top-tier R2 institution. With a new career framework and refreshed compensation program, employee performance and pay are now directly aligned with how we organize jobs, leading to an effective program where KSU staff and managers understand the specific behaviors needed to contribute, grow, and advance at the University.

How does this make KSU a better place to work?

A refreshed compensation program and new career framework provides baseline data to develop a multi-year plan to address market competitiveness, equity, and compression of pay at KSU. It will also create a uniform, market-based approach for determining pay and managing career progression at all levels across campus.

Did KSU have guiding principles when building out the compensation program?

Yes. We wanted to ensure the University pays competitively while also maintaining internal equity and acting in accordance with the policies established by the Board of Regents of the University System. We also sought to recognize and reward individual performance to drive motivation and growth across the University.









Importance of stakeholder engagement



Authentic integration of stakeholder input



Transparency in the process

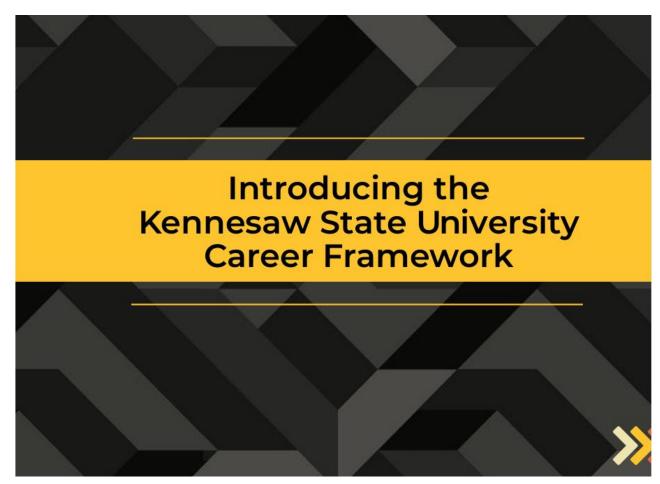




FRAMEMORK INACTION

Career Framework in Action









Our Career Framework organizes jobs

One of the most important things to know about the Career Framework is that the focus is on the job, not the person in the job. Each job is defined by three factors:

Career Track

Describes the nature of the work. Our Career Framework has six Career Tracks:

- > Support
- > Administrative
- > Professional Contributor
- > Technical Contributor
- > Management
- > Executive

See page 3 for details.

Job Family

Describes a broad category or field of work. There are 18 Job Families at KSU:

- > Academic Services (ACS)
- > Administrative Support (ADS)
- > Advancement (ADV)
- > Athletics (ATH)
- > Campus Services (CMS)
- > Enrollment Services (ESE)
- > Facilities Management (FCM)
- > Finance (FIN)
- > Health Services (HLT)
- > Human Resources (HRS)
- > Information Technology (ITS)
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- > Operations (OPS)
- > Public Safety (PUB)
- > Research (RES)
- > Student Services (STS)

Job Level

Recognizes the different levels of expertise within a Career Track. Each Career Track has clear criteria for jobs at each Job Level.

See page 4 for details.

Our Career Framework has six Career Tracks

Each is described in more detail in the graphic below. Jobs are mapped to a particular Career Track based on the nature of the work.

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> Dining Room Attendant

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- > Director, Emergency Management

Examples:

- Associate Vice President. Development
- > Chief Financial Officer. Foundation



INTERACTIVE TOOL



Interactive Tool

Click on your Job Family to see how jobs were mapped to the Career Framework.

Academic Services (ACS) Administrative Support (ADS)

Advancement (ADV)

Athletics (ATH)

Campus Services (CMS) Enrollment Services (ESE)

Facilities Management (FCM)

Finance (FIN)

Health Services (HLT) Human Resources (HRS) Information Technology (ITS)

Legal (LEG)

Library (LIB) Marketing & Communications (MCM)

Operations (OPS)

Public Safety (PUB) Research (RES)

Student Services (STS)

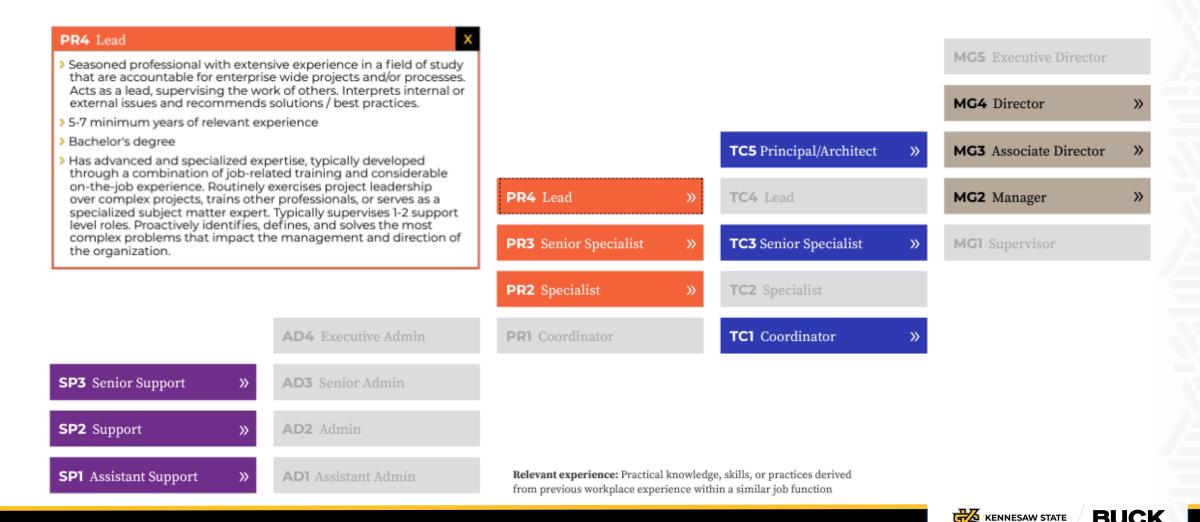




Health Services

Provides general medicine, psychological, and disability services to employees and students. Organizes educational programming. Distributes educational material to the community to promote healthy lifestyles.

Click on the highlighted Job Levels to view the typical criteria (job attributes, relevant experience, education, knowledge, and skills) for current positions in this Job Family. Job Levels in gray do not have positions in this Job Family at this time.





HLT

Associate Director, Case Management

Associate Director, Training

Case Manager

Clincal Recovery Specialist

Counseling and Psychology Doctoral Intern

Dietitian

Director, Counseling and Psychological Services

Director, Health Promotion and Wellness

Group Fitness Instructor-PT

Phlebotomist

Psychiatric Nurse Practitioner

Welcome to the KSU Job Descriptions Library.

Here you will find descriptions for all KSU jobs. Use the left navigation l

What is my Pay Grade?

Use the KSU Salary Structure to determine your Pay Grade.

What should I do if I don't see my job descriptio

If you don't see your job description listed, contact your manager. Mana







HLT-M

Associate Director, Case Management

Associate Director, Training

Director, Counseling and Psychological Services

Director, Health Promotion and Wellness

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What is my Pay Grade?

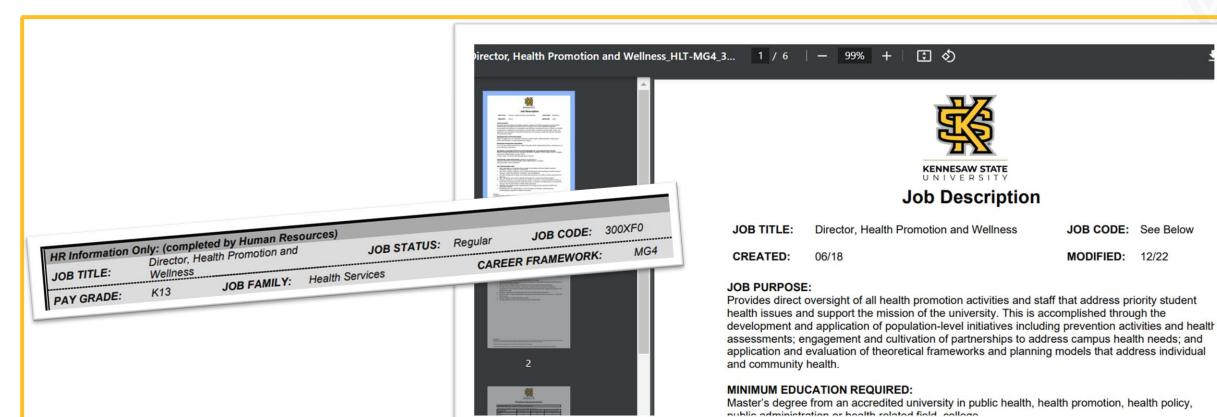
Use the KSU Salary Structure to determine your Pay Grade.

What should I do if I don't see my job description listed?

If you don't see your job description listed, contact your manager. Managers, please







Salary Structure

Curious how position-based salarary structure oporates at Kennesaw State University? Below you'll fin steps involved in benchmarking and compensating positions.

Our institution strives to establish fair compensation levels for all positions on the basis of their scope

SALARY STRUCTURE SORTED BY JOB TITLE

SALARY STRUCTURE SORTED BY JOB FAMILY



Career Framework in Action

Staff:

- Interactive Tool helps identify jobs in each Career track and job level
- Searchable Job
 Description database is linked to Career
 Framework and Salary
 Structure

Managers:

- Better understanding of current structure and how to build a stronger structure that promotes growth opportunities
- Helps link market data to business needs

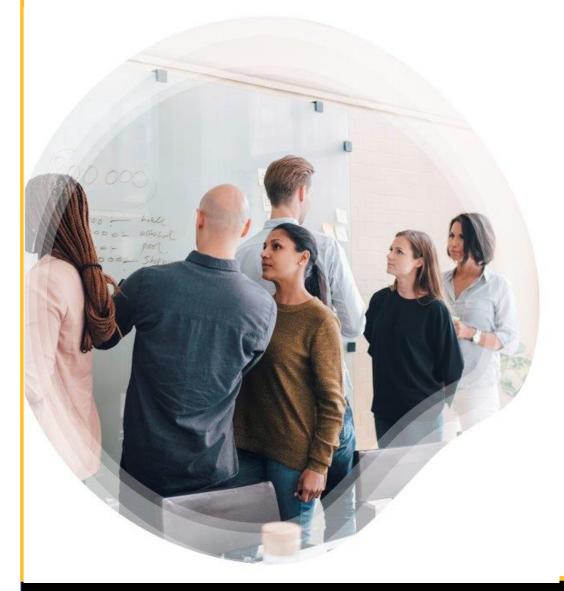
Compensation:

- Provides transparency
- Of the 1100+ Jobs, quickly identify similar jobs for market analysis
- Helps guide restructuring conversations





What the Future Holds



Internal Mobility Program

- Steering Committee to help design program
- Building off the Career Framework

QUESTIONS & ANSWERS