



University of Houston-Downtown.  
**Human Resources**

# UHD Career Ladder Program

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# Agenda

- Objectives
- Career Ladder Data
- Eligibility
- Provisions
- Process Guides
- Career Ladder Program

# UHD Career Ladder Program Objectives

- ❑ Committed to Staff Career Opportunities/Advancement
- ❑ Career Ladders Program formalizes career paths



# FY2022 Promotions

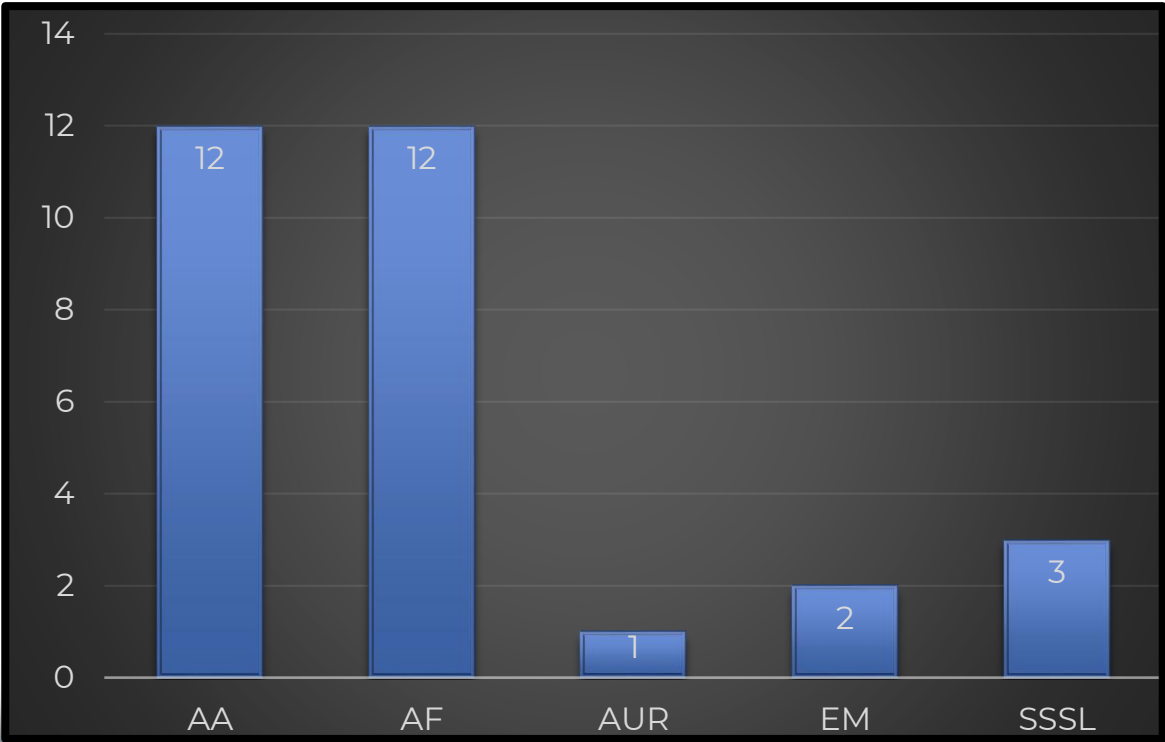
- 53 UHD career ladder promotions (8%)
- Average annual promotion rate (Org Size:500-4,999)
  - 7%
- Average annual promotion rate (Public Adm/Education)
  - 5%
- UH
  - 4%



(Source: 2022 SHRM Benchmarking: Human Capital Report)

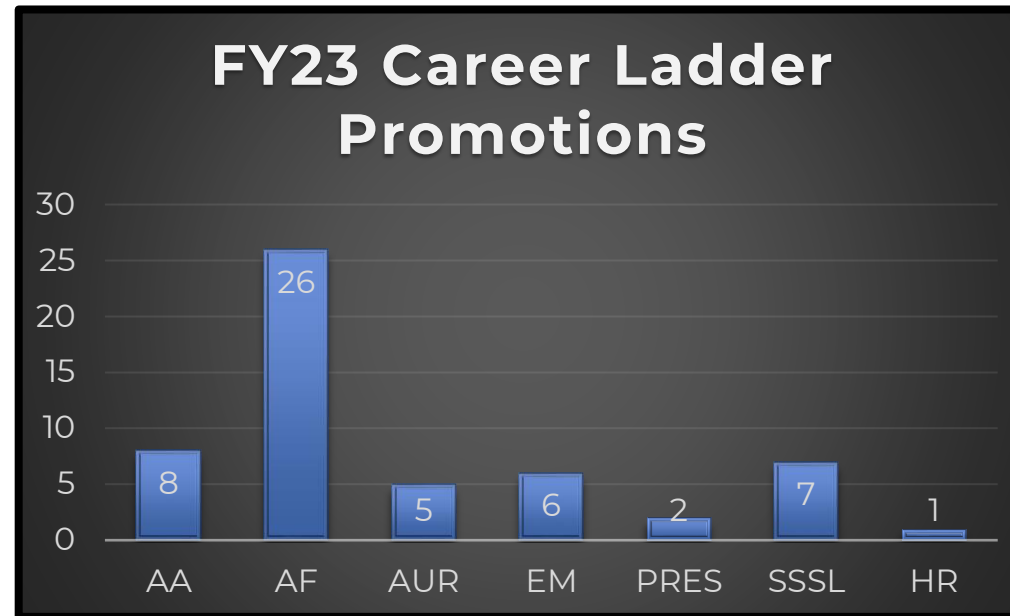
# FY2022 Recruitment Promotions

30 Recruitment promotions (5%)



# FY2023 Promotions

- 55 UHD career ladder promotions (8%)
- Average annual promotion rate (Org Size:500-4,999)
  - 7%
- Average annual promotion rate (Public Adm/Education)
  - 5%
- UH
  - 4%



# FY2023 Recruitment Promotions

52 Recruitment promotions (8%)



# Eligibility

- Regular benefits-eligible staff member
- Successfully completed probationary period
- Overall performance score of “Proficient/Meets Requirements” or higher
- Not on a Performance Improvement Plan (PIP) or disciplinary action within past year
- No outstanding or delinquent debts to UHS.



# Necessary Provisions

- ❑ Available funding
- ❑ Demonstrated need for higher level job

# Career Ladder Process Guides

## Manager and Employee Discussions

- **Step 1:** Manager submits Career Ladder Promotion requests for employee to Dept Administrative Staff
- **Step 2:** Dept Administrative Staff initiate a PeopleSoft ePRF and attach a [Career Ladder Job Change Request](#) and [\\*JAO](#), if applicable
- **Step 3:** ePRF forwarded to appropriate levels for approval ([approval required to continue](#))
- **Step 4:** ePRF forwarded to HR Compensation for job evaluation, if applicable, for review and approval ([approval required to continue](#))
- **Step 5:** ePRF forwarded to Budget for review and approval ([approval required to continue](#))
- **Step 6:** ePRF executed to change job title and pay grade in PeopleSoft
- **Step 7:** Dept Administrative Staff initiate a PeopleSoft ePAR for employee salary increase
- **Step 8:** ePAR forwarded to appropriate levels for approval ([approval required to continue](#))
- **Step 9:** ePAR executed to increase employee pay rate
- **Step 10:** Manager notifies employee of promotion and salary increase

# Definitions

- ❑ **Career Ladder:** Formal process that allows career advancement to higher levels of salary, responsibility or authority. Once employees meet certain criteria, they are eligible to move into higher level roles.
- ❑ **Job Family:** Group of positions that involve work in the same functional occupation and have related core knowledge and requirements

# Job Family

## ☐ Nine job families

Academic Administration	Administrative Operations
Enrollment Management	Financial Services
Student Operations	Technical Services
External Relations	Administrative Support
Human Resources	_____

- ☐ Sub job families
- ☐ Based on function not organizational structure



# Job Family/Sub Family

- ❑ Each position is assigned to job family/sub-family
  - ❑ Based on similarities in positions
  - ❑ Pre-Defined Career Ladders developed where possible
  - ❑ All others assigned to In-Range or Individualized Career Ladders
- ❑ Job family/sub-family added to job descriptions

Basic Position Information	
<b>Job Code:</b> 2812	<b>Grade Min:</b> \$47,731
<b>Title:</b> Accountant I	<b>Grade Mid:</b> \$57,277
<b>Department:</b> Various	<b>UHD Succession Plan:</b> N
<b>Essential Personnel:</b> N	<b>Criticality of Position:</b> N/A
<b>Job Family:</b> Financial Services	<b>Career Ladder:</b> Pre-Defined
<b>Job Sub-Family:</b> Accounting, Budget & Finance	<b>Campus Security Authority:</b> Y
<b>FLSA Classification:</b> E	<b>Screening Committee:</b> N
<b>Job Grade:</b> 13	<b>Motor Vehicle Record Check:</b> N




# Types of Career Ladders

- ❑ Three Career Ladders
  - ❑ Pre-Defined Career Ladders
  - ❑ In-Range Career Ladders
  - ❑ Individualized Career Ladders

# Pre-Defined Career Ladder

- ❑ Clearly defined levels of positions currently exists
- ❑ Similar positions assigned to a job family
- ❑ Limited to positions at or below the director level
- ❑ Example of a Pre-Defined Career Ladder



<u>JOB TITLE</u>	<u>PAY PLAN GRADE</u>
Assistant Director, Advising Services	15
Academic Success Coordinator III	14
Academic Success Coordinator II	13
Academic Success Coordinator I	12

# In-Range Career Ladder

- ❑ No pre-defined track
- ❑ Employee takes on additional duties
- ❑ Job Analysis
  - ❑ New duties may result in title/grade change
  - ❑ New duties may result in salary adjustment
- ❑ Example
  - ❑ New duties may result in title/grade change: Manager or Asst Dir

Basic Position Information	
<b>Job Code:</b> 5149	<b>Grade Min:</b> \$39,923
<b>Title:</b> Coordinator, Fitness	<b>Grade Mid:</b> \$46,910
<b>Department:</b> Sports and Fitness	<b>UHD Succession Plan:</b> N
<b>Essential Personnel:</b> N	<b>Criticality of Position:</b> N/A
<b>Job Family:</b> Student Operations	<b>Career Ladder:</b> In-Range
<b>Job Sub-Family:</b> Student Support	<b>Campus Security Authority:</b> Y
<b>FLSA Classification:</b> NE	<b>Screening Committee:</b> N
<b>Job Grade:</b> 11	<b>Motor Vehicle Record Check:</b> Y



# Individualized Career Ladder

- ❑ No pre-defined track
- ❑ Applies to positions at director level or above
- ❑ May also be part of succession plan
- ❑ Example

Basic Position Information	
<b>Job Code:</b> 2305	<b>Grade Min:</b> \$91,458
<b>Title:</b> Director, Budget	<b>Grade Mid:</b> \$112,036
<b>Department:</b> Budget Office	<b>UHD Succession Plan:</b> N
<b>Essential Personnel:</b> N	<b>Criticality of Position:</b> N/A
<b>Job Family:</b> Financial Services	<b>Career Ladder:</b> Individualized
<b>Job Sub-Family:</b> Accounting, Budget & Finance	<b>Campus Security Authority:</b> Y
<b>FLSA Classification:</b> E	<b>Screening Committee:</b> Y
<b>Job Grade:</b> 19	<b>Motor Vehicle Record Check:</b> N

# Provisions

- ❑ Available funding
- ❑ Demonstrated need for higher level job
- ❑ Recruitment (30)
  - ❑ Additional points for internal applicants







University of Houston-Downtown.  
**Human Resources**

# Professional Development Opportunities

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**TD@uhd.edu**

# Professional Development Opportunities Agenda

- Professional development for career mobility
- HR sponsored professional development opportunities



# Strategic Development

- You** are responsible for **your** professional development
- Create a professional development plan aligned with your current position and career aspirations
- Seek constant feedback
- Leverage UHD programs and resources

# Signature Programs

LinkedIn Learning



# Signature Program Details

 LinkedIn Learning

 UHD TALENT DEVELOPMENT  
GatorLEARNING

 UHD TALENT DEVELOPMENT  
GatorAID+

- Asynchronous learning option with thousands of on-demand videos/courses
- Taught by industry and global leaders
- Certificates and learning paths available

- Hybrid professional learning activities based on competencies, operational needs, and your feedback
- Facilitated by the TD Team and subject matter experts

- Targeted team and departmental learning opportunity
- Leaders partner with TD to identify skill gaps, learning outcomes, and potential metrics to measure growth



# Additional Programs

Gator Connect Mentorship Program

Manager Development Program

Coordinating External Vendors



# QUESTIONS?





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