



Information Technology Positions & HR Design

Introduction

The HR Design Strategic Plan aligns UW-Madison employee classifications with Fair Labor Standards Act (FLSA) categories. After July 1, 2015:

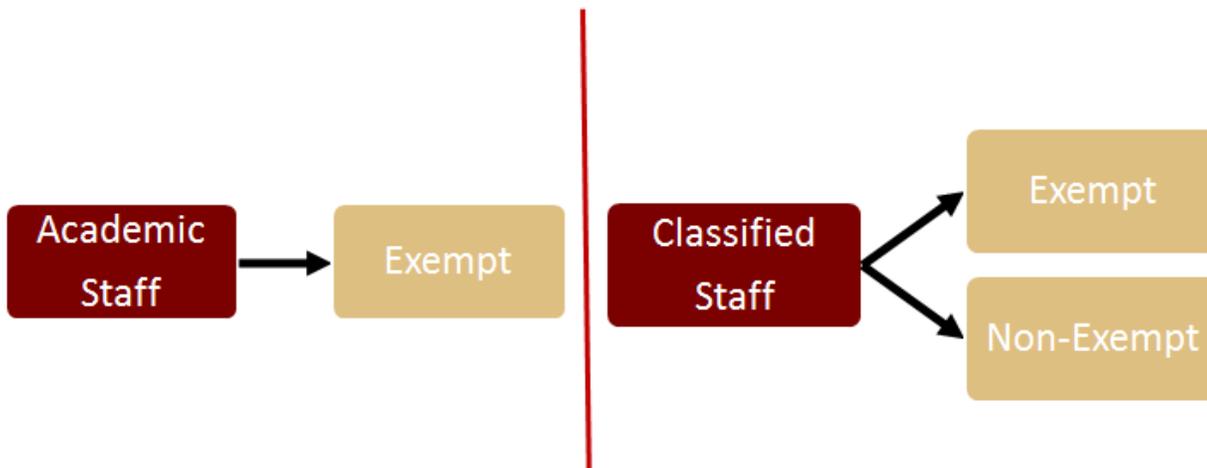
- The Academic Staff employee category includes FLSA-exempt (salaried) positions.
- The University Staff employee category (formerly Classified Staff) includes FLSA non-exempt (hourly) positions.

This change is meant to:

- Eliminate artificial distinctions between employees.
- Provide a clearer, more consistent way to categorize jobs.
- Put jobs that require similar levels of judgment and responsibility into the same employee category.

The diagram below shows how Academic Staff and Classified Staff positions were classified under the FLSA before July 1, 2015. All Academic Staff titles were considered unique to higher education and therefore exempt from (not covered by) the FLSA. Classified Staff positions were titles also held at state agencies and could be exempt or non-exempt from the FLSA depending on job duties.

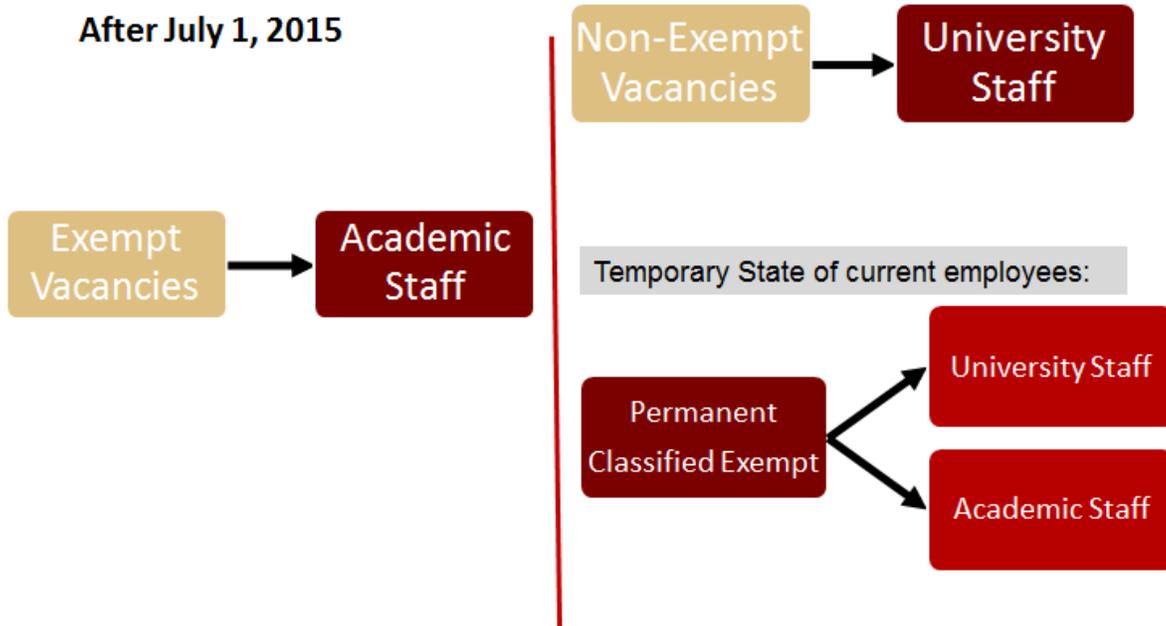
Before July 1, 2015:



Our first step in following the HR Design Strategic Plan is a review of the job duties of every vacancy to determine whether it is exempt from the FLSA. Those positions that are exempt will be filled as Academic Staff. Those positions that are non-exempt will be filled as University Staff.

Current employees in staff appointments formerly labeled as ‘Permanent Classified Exempt’ have become University Staff with no change to benefits or vacation accrual. These employees will have the option to remain in University Staff or change their employment category to Academic Staff as part of the Employee Choice Program. (The Employee Choice Program is currently on hold until further notice due to changes in the FLSA at the federal level).





Frequently Asked Questions

Q1. Why were new IT titles created? What are they?

We needed to create new Academic Staff IT titles to add the former Permanent Classified Exempt titles to the Academic Staff employment category. The existing Academic Staff titles in the Information Technology area did not adequately describe some of the positions that were previously Classified Exempt. Added titles are:

- IS Specialist (Assoc, No-prefix, Senior, Distinguished)
- Network Specialist (Assoc, No-prefix, Senior, Distinguished)

Q2. How do the new titles relate to the old Academic Staff titles (e.g., the Information Processing Consultant series)? Does the IS Specialist series have extraordinary ranges like the Information Processing Consultant series?

We have applied the same Extraordinary Salary Ranges to the new titles that we use for the existing Academic Staff titles in the Information Technology Functional Area (which are the same as the broadbanded ranges that apply to the exempt University Staff positions).

For a *suggested* mapping of how the former Classified IT titles relate to the Academic Staff IT titles, please see the [Mapping Guideline of Exempt Classified Titles to Academic Staff/Limited Titles](#). Please note these are suggestions. A review of the position description will determine the appropriate title for a position.

Q3. Are any of the old titles going away?

Former “Classified Exempt” titles will be going away through attrition because all exempt positions are now filled as Academic Staff. None of the former Academic Staff titles are going away.

Q4. When would you use one of the new titles instead of one of the old ones?

We review positions to choose the job title with the definition that best fits the job description. You can find descriptions for all University Staff and Academic Staff job titles at:

<http://hrdesign.wisc.edu/transitional-titling/> and <http://www.ohr.wisc.edu/polproced/UTG/AlphaTitle.html>

Q5. Have the rules changed for any titles regarding degree requirements? Based on recent PVLs it appears that the rules have changed for some titles (e.g., Systems Programmers).

Before July 1, 2015, a bachelor’s degree was typically required for Academic Staff positions because they were defined as being unique to higher education. The Office of State Employment Relations’ rules did not require a degree for Classified positions which could be exempt or non-exempt from the FLSA.

After July 1, 2015, all FLSA-exempt vacancies, including those that were previously Classified Exempt, became Academic Staff or Limited vacancies. With the movement of all FLSA-exempt vacant positions into the Academic Staff or Limited employee category, and the goal of attracting and retaining the most qualified candidates, there will be some positions that do not require a bachelor’s degree. There are three instances when this might occur:

1. Academic Staff or Limited titles newly created from the former Classified Exempt titles (e.g., Accountant, IS Specialist); or
2. Former Classified Exempt titles that can be filled with an existing Academic Staff or Limited title (e.g., IS Systems Development Services positions filled as Systems Programmer positions); or
3. A newly-created position with duties from an Academic Staff or Limited title not requiring a bachelor’s degree in past recruitments.

Supervisors can discuss with their division HR representatives whether a position will require a degree and then submit a request to OHR to create or waive a degree requirement. For more information, please go to:

<http://ohr.wisc.edu/docs/GuidelinesForDegreeRequirements.pdf>

Q6. Are there (or could there be) any guidelines on what title would be recommended for various types of IT activities? For example, I have seen web developers with very similar job descriptions hired as: Information Processing Consultant, IS Comprehensive Professional, Systems Programmer, Media Specialist, IS Specialist, (and even Outreach Specialist, which I think is inappropriate).

We review positions to choose the job title with the definition that best fits the job description. You can find descriptions for all University Staff and Academic Staff job titles at:



Q7. How do new flexibilities apply when refilling an existing position? How do new flexibilities apply when creating a new position? If you effectively recruit to refill an existing position the majority of the time, what flexibilities can you ever leverage around degree requirements or titling? How do we ever realize the flexibilities to expand our recruitment pool if the flexibilities don't apply for refilling an existing position?

Creating a brand new Academic Staff position	
Degree requirements	The Guidelines for Degree Requirements document outlines when positions should carry minimal degree requirements.
Titling	Please see answers to Questions #2 and #4.
Internal Recruitment	<p>The majority of recruitments should be open to all applicants, but there are instances where internal recruitment is appropriate. Each division is responsible for determining when internal recruitments are appropriate.</p> <p>All IT positions are underutilized by females or minorities or both. For this reason, divisions need to provide the Talent Recruitment and Engagement unit of the Office of Human Resources with a reason that justifies a decision to recruit internally. The Talent Recruitment and Engagement specialist will review the justification with the Office of Equity and Diversity (OED). (For more information, please consult the division HR Office).</p>
Reuse of an established applicant pool	<p>Hiring Administrators may use an established applicant pool to fill additional vacancies for a period of six months from the assured consideration date.</p> <ul style="list-style-type: none"> • Requirements for University Staff: reuse of established applicant pools is allowed for vacancies in the same title or title series in the same operational area. • Requirements for FA/AS/LI: some reuse of established applicant pools is allowed, but only under the same Position Vacancy Listing (PVL). <p>Division HR should discuss options with the Talent Recruitment and Engagement specialist.</p>

Refilling a position that has always been academic staff and required a degree	
Degree requirements	The Guidelines for Degree Requirements document outlines when positions should carry minimal degree requirements. Divisions always have the option to provide justification to require (or not require) a degree.
Titling	Please see answers to Questions #2 and #4.
Internal Recruitment	<p>The majority of recruitments should be open to all applicants, but there are instances where internal recruitment is appropriate. Each division is responsible for determining when internal recruitments are appropriate.</p> <p>All IT positions are underutilized by females or minorities or both. For this reason, divisions need to provide the Talent Recruitment and Engagement unit of the Office of Human Resources with a reason that justifies a decision to recruit internally. The Talent Recruitment and Engagement specialist will review the justification with the Office of Equity and Diversity (OED). (For more information, please consult the division HR Office).</p>
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Q8. Are any further changes in the works?

The campus will be engaging in a job title and compensation study with UW System Administration. The goal of the study is to collect information about our current titling and compensation structure along with the challenges it presents. We will use this information to create a new titling and compensation structure that better represents the needs of the university. The study is expected to begin after January 1, 2016. At this time, we do not know how long the study will take.