

Job Architecture

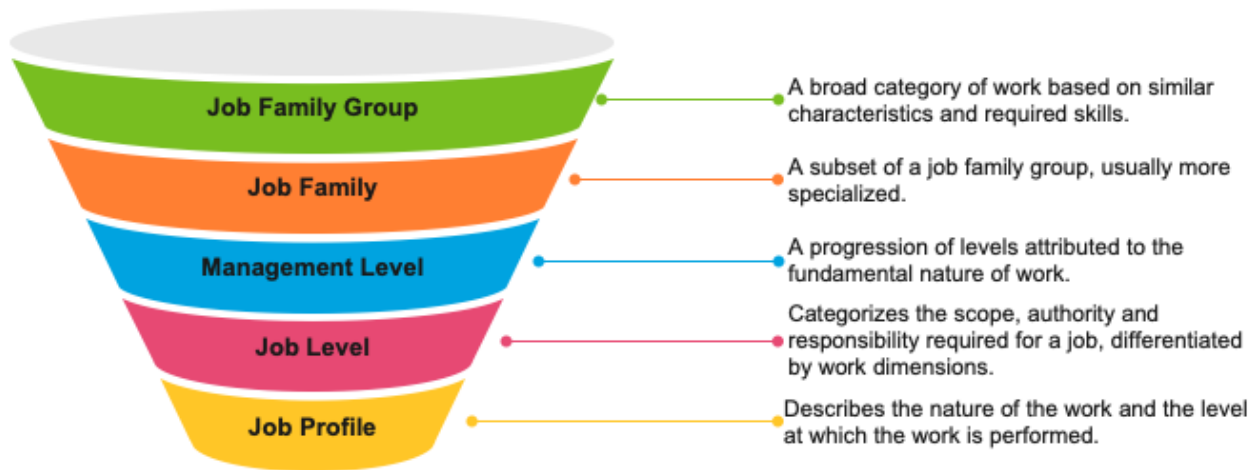
Standardizing roles and career paths for ASU staff



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Welcome to ASU's new job architecture for employees.

What is job architecture?



ASU's job architecture is a new framework designed to standardize job titles, responsibilities, and other job dimensions across departments. This helps us create clarity for employees, define career paths, and support recruitment efforts across the university.

Development of the job architecture



**200+
subject matter
experts**



**Human
resources
representatives**



**Business and
Finance
representatives**



**External
consultancy**

A Year-Long Collaboration

From late 2023 through 2024, hundreds of ASU representatives worked to create a framework for staff positions.

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This project has been a collaborative effort between ASU leadership, Human Resources, external consultants, and over 200 subject matter experts across the university. The project goal was to create a framework that reflects all staff positions. The final architecture is visible in Workday.

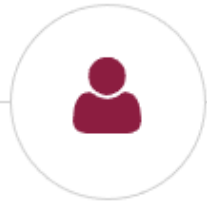
Key components



Job family groups and job families



Management levels



Job profiles

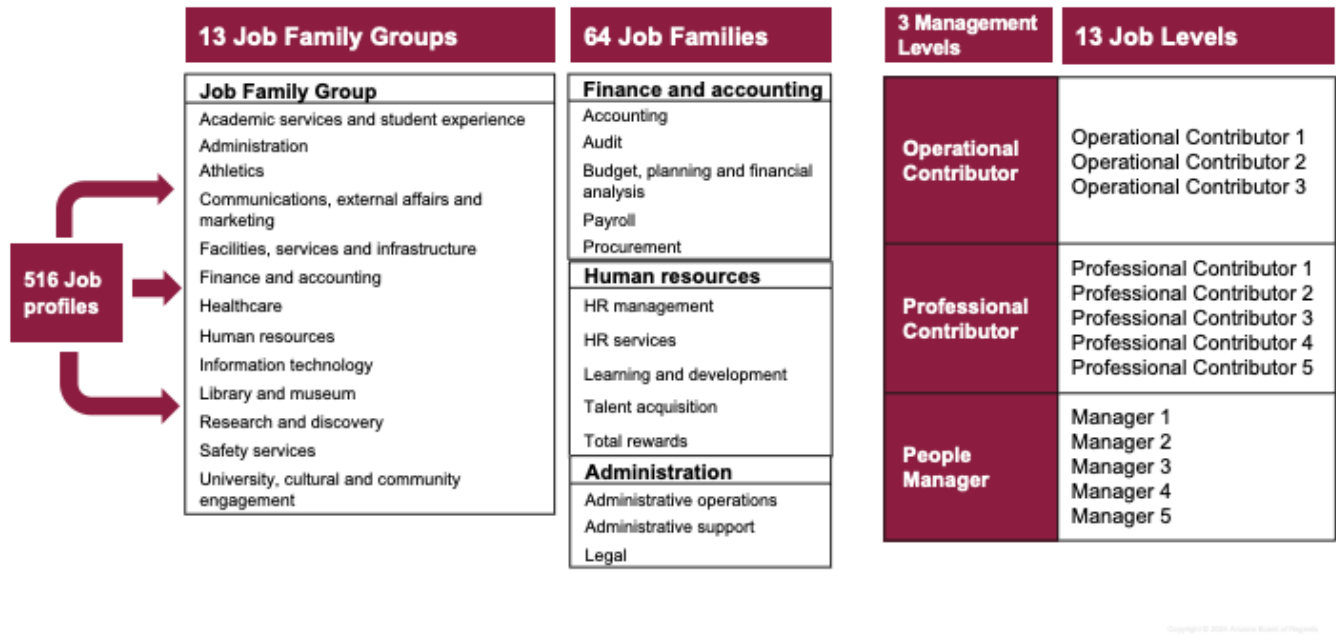


Work dimensions

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The key components of this architecture include job family groups and job families, management levels, job profiles, and work dimensions. Each of these helps to clarify roles and growth opportunities within ASU.

Job families and subfamilies



ASU's job architecture organizes positions into Job Family Groups and Job Families. Job Family Groups are broad categories that group similar roles based on shared skills or functions, while Job Families provide further specialization.

For example, a Job Family Group like Finance and Accounting could contain Job Families, such as Accounting, Audit, and Payroll. Each of these Job Families reflects a more specific area of expertise, helping to categorize jobs more accurately.

This structure ensures consistency across departments and enables employees to see how their roles fit within the larger framework of the university. It also helps identify related roles, making it easier for employees to explore career progression or transitions.

Management levels



Operational contributors

Support regular university operations and typically perform hands-on work.



Professional contributors

Design, implement and guide processes using specialized knowledge.



People managers

Oversee teams and manage broader strategic responsibilities.

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Management Levels and Job Levels are essential components of ASU's job architecture. Management Levels provide a structured path for progression within different types of roles, while Job Levels represent increasing responsibilities and expertise.

We've identified three Management Levels:

- Operational contributors, who support regular university operations and typically perform hands-on work.
- Professional contributors, who design, implement, and guide processes using specialized knowledge.
- People managers, who oversee teams and manage broader strategic responsibilities.

Each of these Management Levels contains different Job Levels, which help categorize roles by the level of responsibility and complexity. As employees gain experience and take on more advanced tasks, they can progress through the levels, moving up the career ladder.

This structure provides clear opportunities for career growth, enabling employees to map out their long-term career goals within the university.

Work dimensions



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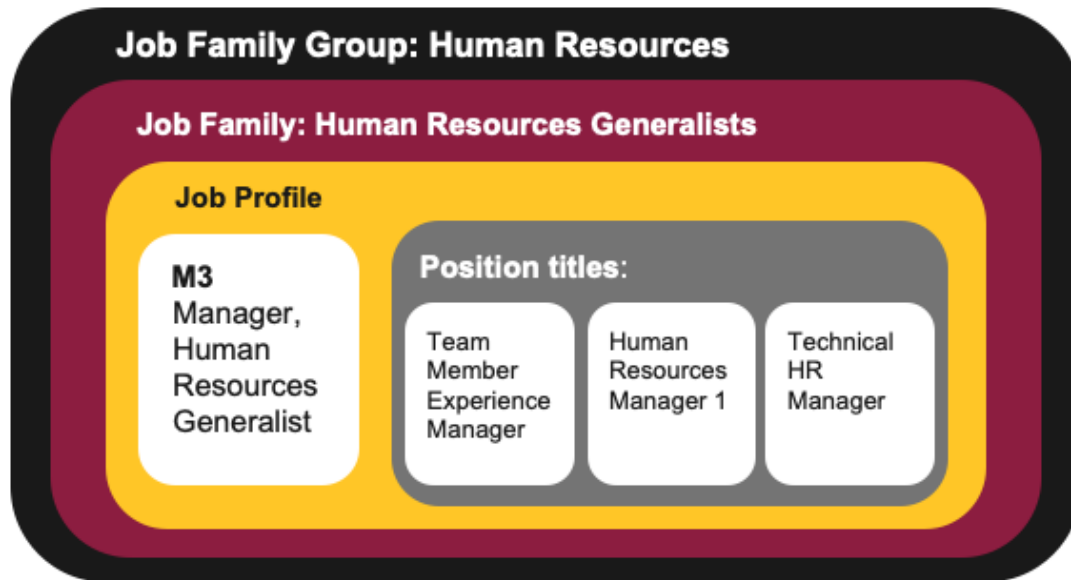
Work dimensions are the factors that help define and differentiate job levels within ASU's job architecture. These six dimensions outline the scope and complexity of a job and provide a framework for evaluating roles and progression opportunities.

Dimensions include:

- Complexity of work.
- Communication.
- Scope of accountability.
- Autonomy.
- Effective knowledge.
- People management.

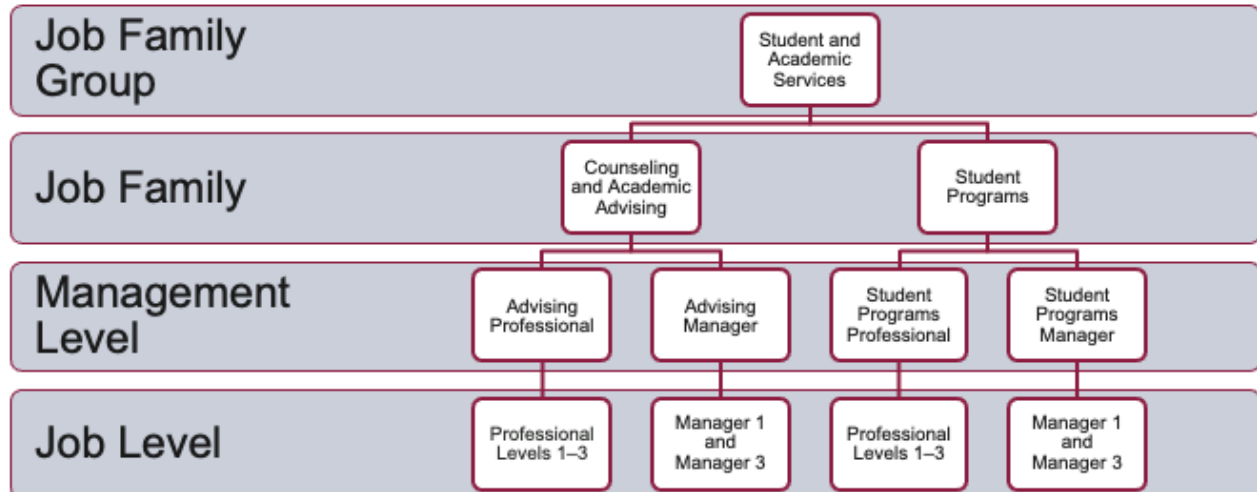
These dimensions help categorize job roles and guide employees through potential growth paths. By understanding how these factors affect job levels, employees can see where they stand and what areas they can focus on to progress in their careers.

Job profile



Each employee has a job profile that describes the key characteristics of their role. A job profile includes a combination of Job Family Group, Job Family, Management Level, Job Level, and other job-specific details, such as pay rate type and federal classifications.

Job profiles and career progression



Job Profiles are tied to Management Levels and Job Levels. This alignment helps employees understand the nature of their work and how they can advance.

Management and Job Levels provide a structured path for progression, while the Job Profile gives specific details about an employee's role within that path. Together, they offer clarity on the role's current standing and future opportunities for growth within ASU's framework.

Career transparency



Current role

Your position today.



Skills development

Building your expertise.



Next role

Where you are headed.

Support for career planning

Employees can see the career paths available within the university. Job architecture outlines the skills, qualifications and experience required to move to the next level, helping employees set realistic, long-term career goals.

One of the most important benefits of ASU's job architecture is Career Transparency. It provides a clear and structured framework that helps employees understand where they currently stand and what opportunities exist for growth.

With job architecture, employees can see the career paths available within the university. It outlines the skills, qualifications, and experience required to move to the next level, helping employees set realistic, long-term career goals. This transparency supports career planning by making the steps for advancement clear and achievable.

Employees can also explore lateral moves across departments, knowing how their skills align with other roles. By providing this level of transparency, ASU is not only fostering professional growth but also improving retention, as employees feel more engaged and committed when they see clear paths to advancement.

Benefits of the job architecture framework



**Clarity on
roles and
responsibilities**



**Career
growth and
planning**



**Internal
mobility**



**Improved
retention**

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The new job architecture framework benefits employees by providing transparency and clarity on job roles, making it easier to plan career growth and creating opportunities for internal mobility within ASU. With clear career paths, employees are more likely to remain engaged and committed to their roles.



This new job architecture provides the foundation for a more transparent and structured career development experience at ASU. Together, we are creating a stronger, more innovative workforce.