

BUILDING THE JOB FRAMEWORK: Functions & Families

Job Functions and Job Families Organize the New Job Framework

Job functions and job families group jobs that perform similar types of work and require similar skills and/or expertise. This gives employees, managers, and Human Resources professionals the ability to:

- Evaluate and understand how jobs relate to one another across the university
- Identify growth and development opportunities (even in another job family)
- Discuss career paths and the skills/training needed to progress or make a career move

Example Job Framework:

Job Function



Job Function: A job function is the broadest grouping of roles that share a similar nature of work. Examples include: Information Technology, Finance, or Student Services.

Job Family



Job Family: A job family represents a more specific grouping of roles within a function. These roles perform similar types of work and require skills, knowledge, and/or expertise at varying levels. Some examples within the Student Services function include: Academic Advising, Admissions/Recruitment, Student Life, or Financial Aid.

Jobs

