

# Total Rewards and the Job ~~Analysis~~ Questionnaire

Michele Colvard

June 13, 2017



# What Is Total Rewards?

What does the package encompass?



## The Total Rewards Package



The total rewards package summarizes the value of compensation from the University including health and retirement plans; tuition reimbursement and learning and development opportunities; rewards and recognition; work life integration and other benefits.

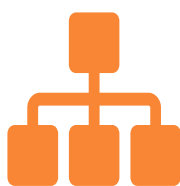
# Why Now?

---

## The organizational case for Total Rewards at Pitt



- Last study of its kind conducted in 2000
- Independent units are conducting their own “one-off analyses”
- Lack of data to substantiate the perception of staff and management that salaries are significantly lagging

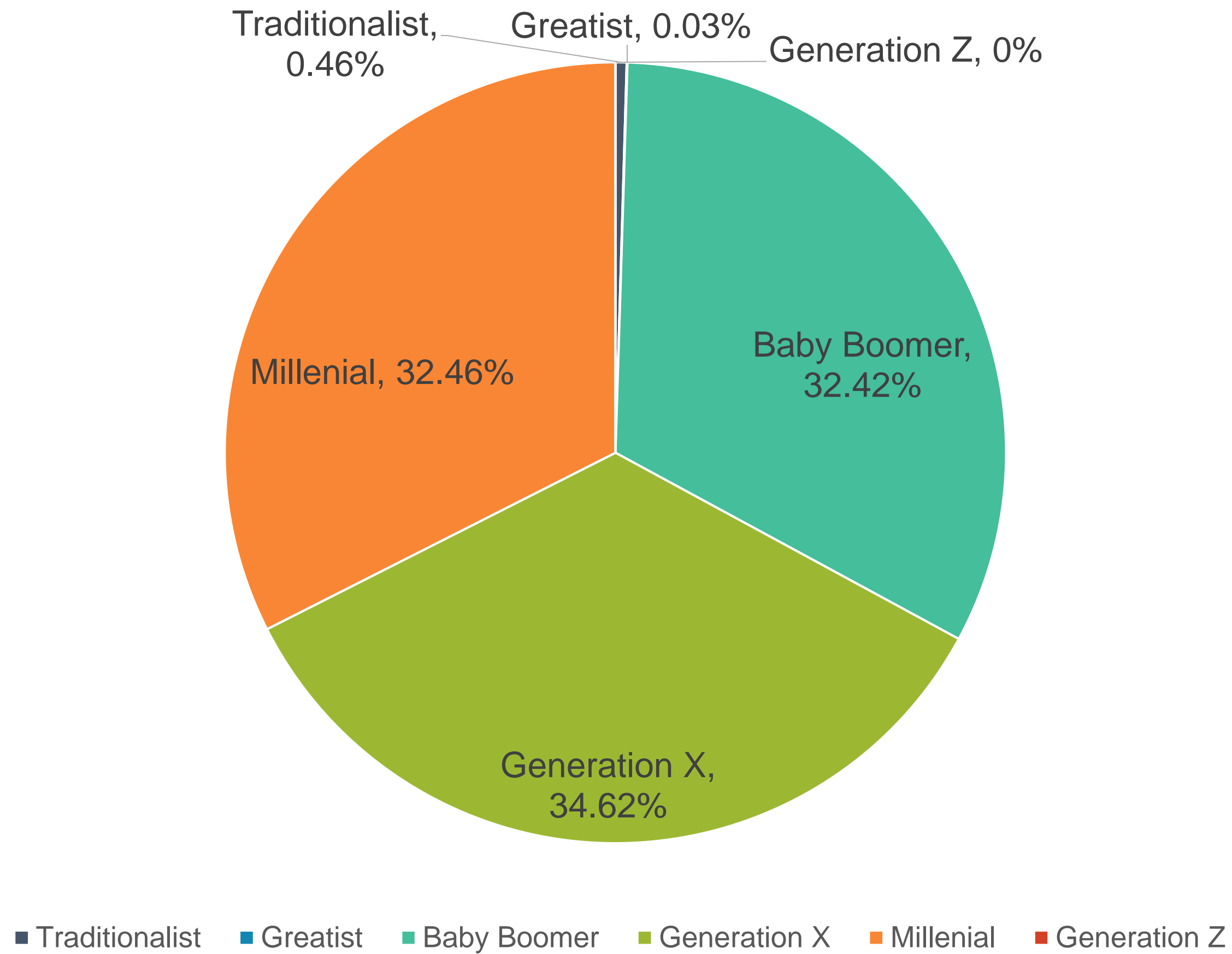


- A study will:
  - determine if pay structure needs adjustment
  - provide insight and recommendations on policies & practices
  - determine if job classification structure is efficiently designed
  - establish roadmaps for career progression and development
  - assess internal and external equity of salaries

# Why Now?

Changing demographics with diverse needs

FT and PT Regular Staff Generational Analysis as of 12/01/2016



*Greatest Generation < = 1927, Traditionalist 1928-1945, Baby Boomers 1946-1964, Gen X 1965-1980, Millennial 1981-1997 and Gen Z >= 1998*

# Project Overview

The total rewards study will:

01

## Establish Philosophy

Establish a compensation philosophy to serve as a compass for designing a comprehensive total rewards system

02

## Assess Base Pay

Assess base pay based on market surveys of which include local, regional, or national data, based on the sourcing strategy of a given position

03

## Assess and Compare Value

Assess and compare the value of total rewards, that is, base pay, benefits, and perquisites. Thereafter, raise awareness of the value of total rewards

04

## Package Total Rewards

Package with the goal of shifting paradigms from base pay only to appreciation of the total rewards package

05

## Develop Career Pathways

Develop job families, career ladders, and competency models to enhance career development for staff

06

## Provide Data

Provide leaders with robust data to make informed decisions about pay positioning

# Total Rewards JAQ and Timeline

---

June 5, 2017



# Job Analysis Questionnaire Steps

10-12 weeks

- June 8, 2017: Initial announcement to staff members made to preview the Job Analysis Questionnaire.
- June 12, 2017: All Dietrich School and CGS staff members received an invitation to complete their Job Analysis Questionnaire via Qualtrics.
  - Use your job description where possible.
  - Estimated to take 30 minutes.
- June 23, 2017: Job Analysis Questionnaire closes for the Dietrich School and CGS.
- June 28 – July 13, 2017: Dietrich School and CGS staff review all JAQs.
- July 13 – 27, 2017: OHR staff review all JAQs.
- Additional areas of the University will roll out the JAQ in future months.

# Job Analysis Questionnaire

---

- If you have difficulty completing the JAQ, please reach out to your Director, Division Administrator, or Departmental Administrative Officer (for research staff members in the Natural Sciences).
- If you have questions or concerns about the JAQ process, please contact me directly at [colvard@pitt.edu](mailto:colvard@pitt.edu), or you may contact the HR Total Rewards team at [Total.Rewards@pitt.edu](mailto:Total.Rewards@pitt.edu).
- If you have questions about the overall Total Rewards project, please contact the HR Total Rewards team at [Total.Rewards@pitt.edu](mailto:Total.Rewards@pitt.edu).



# Resources: Total Rewards Web site

University of Pittsburgh

PITT HOME | FIND PEOPLE

Office of Human Resources  
Total Rewards

ABOUT TOTAL REWARDS PROJECT TIMELINE RESOURCES PROJECT TEAMS ANNOUNCEMENTS

## Timeline


Implementing a total rewards program at Pitt is a multi-step process, spanning over the next few years. The first step will be to develop a total rewards philosophy which outlines the guiding principles and motivations for undertaking such a dynamic project. The next phase is to reimagine compensation structure and career plans, relying on data collected from a job analysis questionnaire. Finally, the University will develop a robust performance management system.

This timeline represents the phase including philosophy development, job analysis, market assessment and compensation structure development. Timelines for subsequent phases will be added as available.

**Contact us**  
Questions or comments?  
Email the OHR project team:  
[total.rewards@pitt.edu](mailto:total.rewards@pitt.edu)

Launch and Discovery of Study	Develop Total Rewards Philosophy	Conduct Benefits Market Study	Conduct Job Analysis and Market Assessment	Develop New Compensation Structure
January 2017 - February 2017	March 2017 - June 2017	March 2017 - June 2017	April 2017- August 2018	June 2017 - October 2018

# Resources: Total Rewards Web site



University of Pittsburgh

PITT HOME | FIND PEOPLE

Office of Human Resources  
**Total Rewards**

f t Search

ABOUT TOTAL REWARDS PROJECT TIMELINE RESOURCES PROJECT TEAMS ANNOUNCEMENTS

## Resources

Resources to aid in understanding and navigating total rewards at Pitt.

[Frequently Asked Questions \(FAQ\) About Total Rewards](#)

[Overview of Total Rewards](#)

### What is the total rewards project?

Commissioned collectively by the Chancellor, senior leadership, and the Office of Human Resources, the total rewards project includes comprehensive studies of the University's benefits packages and offerings, the University's compensation structure, and a comprehensive analysis of jobs at the University. As part of the project, both the benefits packages and the compensation structure will be assessed to determine the University's position within the market as it pertains to benefits and compensation.

### Why is the total rewards project happening and why is it important?

While the Office of Human Resources continuously works to ensure the benefits packages and compensation structure meet the needs of the University community, they have not been comprehensively evaluated against the external market in over a decade. In an effort to provide the best and most relevant opportunities for growth, development, well-being, and more for University employees, senior leadership and the Office of Human Resources partnered to commission the total rewards project.

### Contact us

Questions or comments?

Email the OHR project team:  
[total.rewards@pitt.edu](mailto:total.rewards@pitt.edu)

# Questions?

---

