

# USC Market Title Fact Sheet

The Division of Human Resources is redesigning the University of South Carolina's classification and compensation system.

**Why does this matter?** The goal is to create a more administratively efficient and market-driven employment structure that will assist in attracting and retaining top talent. People are our university's most valuable asset, and we are dedicated to developing a consistent pay structure that more fairly and equitably compensates employees.

**How will it affect you?** Classified and unclassified non-faculty employees will receive a new USC market title, a new USC market pay range in the near future, and more defined career pathing/progression within the university. In addition, some employees who earn below the market minimum of their new range will be adjusted to their job level market minimum salary effective January 1, 2023. Units will be able to review the other employees who are paid below the midpoint range in the next phase after the first of the year. (See Project Overview below for details.)

## **Project Overview:**

- **Job Analysis** – University staff positions were reviewed and PayScale recommended alignment of positions into a consolidated list of job families, job functions, and position titles.
- **Job Family Alignment** – Descriptions for the consolidated job families were developed by identifying essential duties and responsibilities as well as minimum knowledge, skills, and abilities that are shared across substantially similar work.
- **Job Function Definition** – Each job family was further delineated into a series of job functions by identifying specific areas of responsibility or specialty.
- **Job Leveling Guide Creation** – This guide contains descriptions for the consolidated job levels, identifying typical education and experience requirements, and expected scope of responsibility for jobs. This resource is used to identify growth and development of positions within the university as well as establishing career paths for employees.



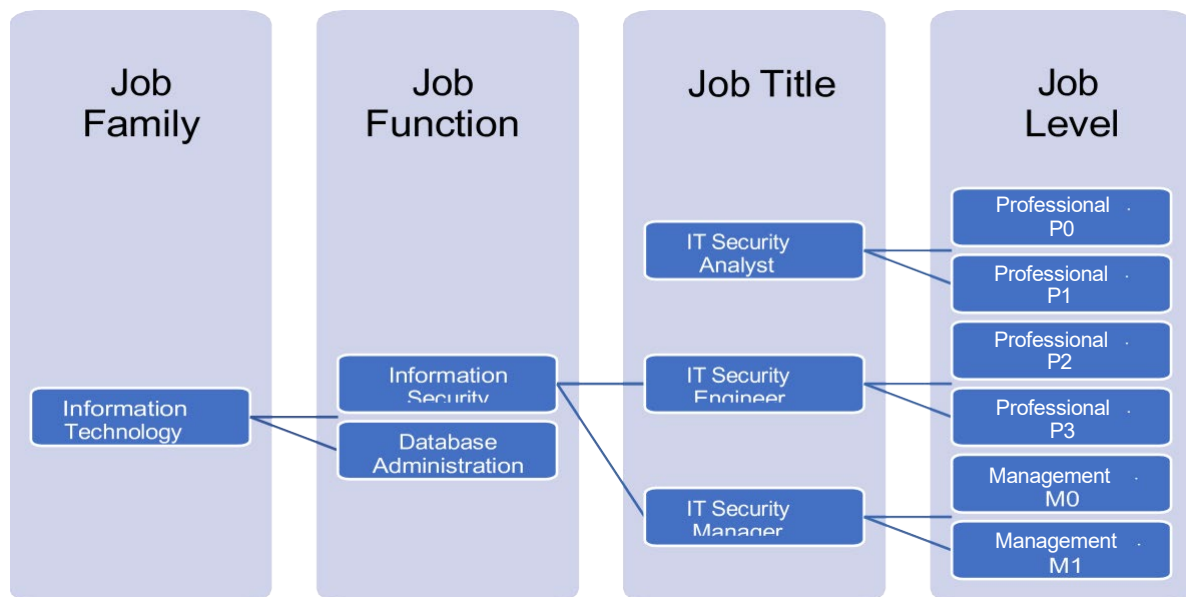
- **Job Market Title** - Each distinct job has a USC Market Title, which is a general reflection of a position’s essential duties and scope of responsibility and is meant to facilitate comparisons with positions outside of USC. *Your new title will be in effect and available for review in PeopleAdmin. Log into uscjobs.sc.edu/hr to review your new Profile.*

**Will this impact my internal business title?** No, employees may still use internal business titles to describe their position more specifically as it exists at USC.

- **Job Market Range** – *Your new job market range will be available for review in PeopleAdmin on January 1, 2023.*

**Will there be any pay increases as a result of this study?** All employees who earn below the market minimum of their new range will be adjusted to their job level market minimum January 1, 2023. A separate notice will be sent to these employees prior to that effective date. This will impact approximately 650 employees or about 15% of all staff. In addition, units will be provided an opportunity to review the salaries of employees who earn below the midpoint of the new ranges and to address compression issues based on compensable factors. The Division of Human Resources will provide guidance for this phase and will work with campuses, divisions, colleges, and schools.

The above-mentioned Job Families, Job Functions, Job Titles, and Job Levels together combine to form individual university jobs, as illustrated below:



**Where or to whom do I go with my questions?** We realize that you will likely have many questions about these new titles and about what they mean to you as an employee of the university. Your supervisor, along with your area HR Contact, will be available to assist with these questions. In the meantime, you can review resources at our [Compensation Project page](#) and read a [recent article](#) that was posted regarding the study and its importance to the university.

