



INFORMATION TECHNOLOGY CLASSIFICATION STUDY

WHAT IS THE INFORMATION TECHNOLOGY (IT) CLASSIFICATION STUDY?

This is an important initiative designed to update IT job descriptions/titles. The University currently employs almost 600 Classified Staff employees in almost 50 IT job titles across more than 150 departments.

WHY IS THIS STUDY NECESSARY?

Many of these job descriptions/titles have not been revised since the early 1990's. In those days email was still a relatively novel form of communication and 'under construction' signs on websites were considered clever. Since then, technology has progressed while our job descriptions have not. Updated job descriptions will support recruitment, engagement, retention, performance planning and compensation activities.

WHO'S CONDUCTING THE STUDY?

The Human Resources Research and Analysis unit is coordinating this project. We're counting on the active participation of the University IT community to help us develop effective job descriptions/titles.

HOW WILL THE CAMPUS IT COMMUNITY PARTICIPATE?

IT employees and their supervisors may be asked to participate in one or both of the major components of the study.

1. Each college/division office will be given access to an online questionnaire to identify general responsibilities of current Classified Staff IT employees. This streamlined questionnaire provides an opportunity for the supervisor and employee to select applicable major functions from pre-defined categories.
2. Job content information will be collected during a series of concentrated focus groups called Job Analysis Meetings, or "JAM Sessions." The project team will work with each college/division office to identify experienced IT employees who are able to clearly describe their work in technical and non-technical terms. Selected employees will be invited to participate in the JAM Sessions.

WHERE MAY I LEARN MORE ABOUT THE STUDY?

More information about the study will be available on the Human Resources web site at <http://www.hr.arizona.edu>.