



Division of Human Resources

MEMORANDUM

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: March 9, 2022

RE: **Classification and Compensation Job Alignment Project Overview (Communication #2)**

The Division of Human Resources is redesigning the University of South Carolina’s classification and compensation system to make it more administratively efficient, market-driven and competitive. The new system will enable us to consistently attract and retain top talent and maintain a framework to ensure that employees are paid fairly and equitably.

Project Scope

We partnered with PayScale (formerly PayFactors), a compensation management software and services provider, to review the current state of our position descriptions in July 2021.

Job purpose, duties and requirements for all positions are currently being reviewed with the goal of identifying positions that are performing substantially similar work. PayScale will recommend alignment of those similar positions into a consolidated list of positions and position titles.

Next, descriptions for the consolidated job list will be developed by identifying essential duties and responsibilities and minimum education and experience requirements that are shared across substantially similar work.

The consolidated list of positions will then be benchmarked against data collected from other organizations to determine competitive external salaries paid to similar jobs in the broader labor market. Benchmarking will be based on the review of duties, responsibilities and requirements that was completed at the beginning of the project.

Finally, results of the benchmarking exercise will be used to create position-specific ranges that balance external market value with the ranges established by the State.

The classification and compensation project is expected to be completed in June of 2022 with a phased implementation to follow.

Action Required

In the coming weeks the Classification and Compensation Office will be sending main HR Contacts the consolidated job list along with employee mapping that was developed in conjunction with PayScale. You will need to review these items with your management team to ensure we have accurately mapped each employee's role within the university to the appropriate consolidated job description based on your expectations for the position.

We have attached an example of a current position description and the consolidated job description to which it has been mapped. You will be comparing these items during your review.

This part of the project is of utmost importance as this will be the basis for which your employees' position will be evaluated going forward for comparability, pay equity, market value and career pathing.

While we ask that you review each position in detail, we will also need this information back rather swiftly to ensure timely, forward movement, of the project. These last few months of the project will have much action taking place with several moving parts. Your assistance is greatly appreciated. Please share this information with your management team.

Additional Resources

Updates regarding the project will be shared on a routine basis and will be posted to the [project website](#). If you have any questions, please contact the Classification and Compensation Office at HRCLSCMP@mailbox.sc.edu.