

# Career Pathing Example

The example illustrates how an employee may develop and advance within a career in various ways using the new job architecture for the following role:

- **Current Job Family:** Finance
- **Current Job Function:** Accounting
- **Current Position:** Accounting Assistant II
- **Current Job Category:** Operational Contributor II
- **Current Job Level:** OC2

## ACCOUNTING ASSISTANT II

Finance > Accounting > Operational Contributor

### SUMMARY ↓

Assists with routine clerical work and bookkeeping, such as documenting and transactions, processing payments, and preparing invoices to ensure the accurate recording and reporting of financial transactions.

### RESPONSIBILITIES

1. Performs routine accounting activities such as receiving, processing, organization, and updating of financial transactions for an organization or team.
2. Processes travel reimbursements, accounts receivable, payroll, and other similar financial transactions.
3. Processes orders, prepares invoices, and coordinates mailings.
4. Calculates, posts, reconciles, and verifies duties to obtain primary financial data.
5. Collects payment and counsels internal stakeholders.

### ADDITIONAL REQUIREMENTS

N/A

### COMPLEXITY OF WORK

Problems are typically of a routine nature, but may at times require interpretation or deviation from standard procedures. Position may need to modify work appropriately in response to new information.

### AUTONOMY

Checks and makes minor adjustments to work methods to solve problems that are routine and typically exist in current work processes and systems. May be required to highlight areas of concerns/problems and puts forth solutions to supervisor in own work area. Works under moderate supervision.

### COMMUNICATION & COLLABORATION

Communicates information that requires explanation or interpretation. Communicates with contacts typically within the department or unit on matters that typically involve obtaining or providing information requiring some explanation or interpretation in order to reach agreement.

### EFFECTIVE KNOWLEDGE

Demonstrates proficient working knowledge of routine work processes and tools, and intermediate knowledge of concepts, practices, and procedures of own job family.

### PEOPLE MANAGEMENT

N/A

### Minimum Education/Experience:

High school degree; may require an Associate's degree.

1 year of experience may be required.

Equivalent Effective Knowledge may be considered where capability has been demonstrated.

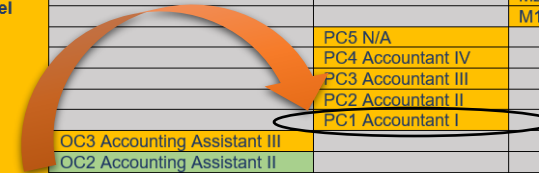
# Career Pathing Example: Promote to new role

1

## Promote to new role:

- **Same Job Family:** Finance
- **Same Job Function:** Accounting
- **New Position:** Accountant I
- **New Job Category:** Professional Contributor I
- **New Job Level:** PC 1

| Job Family   | Finance: Positions related to determining fiscal decisions and policies.                                                                                                                                                                                                                                                                                                                                                                                              |                          |                           |                           |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|---------------------------|
| Job Function | Accounting: A function that encompasses preparation, monitoring and reconciliation of financial information to reflect the condition of the organization's accounts. Duties include compiling and reconciling financial transactions, preparing appropriate financial statements and reports relating to an assigned area of responsibility; reconciling records for audits; and developing, implementing and monitoring accounting systems, policies and procedures. |                          |                           |                           |
| Job Category | Operational Contributor                                                                                                                                                                                                                                                                                                                                                                                                                                               | Professional Contributor | Manager/Leader            | Executive                 |
| Job Level    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                           | E Chief Financial Officer |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          | M5 N/A                    |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          | M4 Accounting Manager IV  |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          | M3 Accounting Manager III |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          | M2 N/A                    |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          | M1 N/A                    |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PC5 N/A                  |                           |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PC4 Accountant IV        |                           |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PC3 Accountant III       |                           |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PC2 Accountant II        |                           |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PC1 Accountant I         |                           |                           |
|              | OC3 Accounting Assistant III                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                           |
|              | OC2 Accounting Assistant II                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |                           |                           |
|              | OC1 N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |                           |                           |



**Job Summary:** Performs routine accounting and/or auditing duties and assists higher level accountants with general accounting work to ensure the accurate recording and reporting of a business unit's financial transactions.

# Career Pathing Example: Progress in current role

2

## Progress and grow in current role:

- **Same Job Family:** Finance
- **Same Job Function:** Accounting
- **Same Position:** Accounting Assistant II
- **Same Job Category:** Operational Contributor II
- **Same Job Level:** OC 2

| Job Family   | Finance: Positions related to determining fiscal decisions and policies.                                                                                                                                                                                                                                                                                                                                                                                              |                          |                           |                           |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|---------------------------|
| Job Function | Accounting: A function that encompasses preparation, monitoring and reconciliation of financial information to reflect the condition of the organization's accounts. Duties include compiling and reconciling financial transactions, preparing appropriate financial statements and reports relating to an assigned area of responsibility; reconciling records for audits; and developing, implementing and monitoring accounting systems, policies and procedures. |                          |                           |                           |
| Job Category | Operational Contributor                                                                                                                                                                                                                                                                                                                                                                                                                                               | Professional Contributor | Manager/Leader            | Executive                 |
| Job Level    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                           | E Chief Financial Officer |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          | M5 N/A                    |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          | M4 Accounting Manager IV  |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          | M3 Accounting Manager III |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          | M2 N/A                    |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          | M1 N/A                    |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PC5 N/A                  |                           |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PC4 Accountant IV        |                           |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PC3 Accountant III       |                           |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PC2 Accountant II        |                           |                           |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PC1 Accountant I         |                           |                           |
|              | OC3 Accounting Assistant III                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                           |
|              | OC2 Accounting Assistant II                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |                           |                           |
|              | OC1 N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |                           |                           |

*Although the job title and job responsibilities remain the same, an employee can increase knowledge and skills within current role. Additionally, an employee may have the opportunity to progress in additional ways.*

# Career Pathing Example: Change Career Path

4

## New Career Path:

- **New Job Family:** Organizational Administration
- **New Job Function:** Program Coordination
- **New Position:** Program Coordinator I
- **New Job Category:** Professional Contributor I
- **New Job Level:** PC 1

|                              |
|------------------------------|
| OC3 Accounting Assistant III |
| OC2 Accounting Assistant II  |
| OC1 N/A                      |

| Job Family   | Organizational Administration: Positions related to management and support of business practices and policies in order to effectively manage University resources and programs. Organizational Administration activities may include some combination of duties related to finance, information technology, facilities, academic/research programs and/or student services. |                            |                |             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------|-------------|
| Job Function | Program Coordination: A function that encompasses tasks or activities related to the execution of administrative operations, processes, and/or basic project management in support of a University program's mission.                                                                                                                                                       |                            |                |             |
| Job Category | Operational Contributor                                                                                                                                                                                                                                                                                                                                                     | Professional Contributor   | Manager/Leader | Executive   |
| Job Level    |                                                                                                                                                                                                                                                                                                                                                                             |                            |                | E Executive |
|              |                                                                                                                                                                                                                                                                                                                                                                             |                            | M5 N/A         |             |
|              |                                                                                                                                                                                                                                                                                                                                                                             |                            | M4 N/A         |             |
|              |                                                                                                                                                                                                                                                                                                                                                                             |                            | M3 N/A         |             |
|              |                                                                                                                                                                                                                                                                                                                                                                             |                            | M2 N/A         |             |
|              |                                                                                                                                                                                                                                                                                                                                                                             |                            | M1 N/A         |             |
|              |                                                                                                                                                                                                                                                                                                                                                                             | PC5 N/A                    |                |             |
|              |                                                                                                                                                                                                                                                                                                                                                                             | PC4 N/A                    |                |             |
|              |                                                                                                                                                                                                                                                                                                                                                                             | PC3 N/A                    |                |             |
|              |                                                                                                                                                                                                                                                                                                                                                                             | PC2 Program Coordinator II |                |             |
|              |                                                                                                                                                                                                                                                                                                                                                                             | PC1 Program Coordinator I  |                |             |
|              | OC3 N/A                                                                                                                                                                                                                                                                                                                                                                     |                            |                |             |
|              | OC2 N/A                                                                                                                                                                                                                                                                                                                                                                     |                            |                |             |
|              | OC1 N/A                                                                                                                                                                                                                                                                                                                                                                     |                            |                |             |

**Job Summary:** Coordinates day-to-day fiscal, administrative, and operational activities of a defined, program or set of funded activities. Programs are usually focused to a single purpose, may be scientific, research, educational, or service oriented, and may exist as a subset of an integrated funded program activity. Duties typically include assisting with grant planning and administration, fiscal, budgetary, and/or other associated transactions, program implementation and administration, internal and external operational/administrative liaison, program marketing, and reporting.

# Career Pathing Example: Lateral Move

3

Diversify Skills and move laterally:

- **Same Job Family:** Finance
- **New Job Function:** Payroll
- **New Position: Payroll Assistant II**
- **Same Job Category:** Operational Contributor II
- **Same Job Level:** OC 2

|                              |
|------------------------------|
| OC3 Accounting Assistant III |
| OC2 Accounting Assistant II  |
| OC1 N/A                      |

| Job Family   | Finance: Positions related to determining fiscal decisions and policies.                                                                      |                          |                        |             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------|-------------|
| Job Function | Payroll: A function that manages the processing of company payroll to ensure accurate calculation of wages, tax withholdings, and deductions. |                          |                        |             |
| Job Category | Operational Contributor                                                                                                                       | Professional Contributor | Manager/Leader         | Executive   |
| Job Level    |                                                                                                                                               |                          |                        | E Executive |
|              |                                                                                                                                               |                          | M5 N/A                 |             |
|              |                                                                                                                                               |                          | M4 Payroll Manager IV  |             |
|              |                                                                                                                                               |                          | M3 Payroll Manager III |             |
|              |                                                                                                                                               |                          | M2 N/A                 |             |
|              |                                                                                                                                               |                          | M1 N/A                 |             |
|              |                                                                                                                                               | PC5 N/A                  |                        |             |
|              |                                                                                                                                               | PC4 N/A                  |                        |             |
|              |                                                                                                                                               | PC3 N/A                  |                        |             |
|              |                                                                                                                                               | PC2 Payroll Analyst II   |                        |             |
|              |                                                                                                                                               | PC1 Payroll Analyst I    |                        |             |
|              | OC3 N/A                                                                                                                                       |                          |                        |             |
|              | OC2 Payroll Assistant II                                                                                                                      |                          |                        |             |
|              | OC1 N/A                                                                                                                                       |                          |                        |             |

**Job Summary:** Processes payroll, receives employee payroll changes, and provides routine human resources information in order to ensure timely and accurate payroll transaction processing.