

NON-REPRESENTED WORKING TITLE STANDARDS – FAQs

Campus and College of Health Sciences

1. What is a working title?

A working title is more descriptive of the function or responsibilities of an individual position, i.e., Fire Safety Inspector, and should be easily recognized and understood by internal and external constituencies. In contrast, a job title (or payroll title) is the official title that corresponds to the classification to which the position is assigned, i.e., Environmental Health and Safety Specialist 3.

2. Why is UCI implementing Working Title Standards?

HR has developed Working Title Standards in an effort to establish consistency in how working titles are used. For example, we currently use five levels of Director working titles: Associate Director, Assistant Director, Director, Senior Director and Executive Director. Having so many levels results in significant overlap, inconsistency and inequity. How does one position warrant Assistant Director while another warrants Associate Director? The Standards streamline working titles and define usage.

3. When UCI implemented Career Tracks, we were told we could continue to use our current working titles. Why is that changing now?

In some cases, the Career Tracks titles are somewhat generic. As a result, departments have attempted to distinguish positions from one another by using creative and sometimes inappropriate working titles. By establishing guidelines around the use of working titles across the enterprise, we hope to ensure consistency while allowing for differentiation.

4. How were the Working Titles Standards developed?

The Working Title Standards were developed using the Legacy Classification Title Definitions, Career Tracks Categories and Level Definitions, and best practices.

5. How will the Working Titles Standards be implemented?

Departments are advised to either grandfather current working titles and integrate the new working titles in gradually as positions become vacant or implement immediately all at once. HR's recommendation is to grandfather them and update working title when the position changes or is backfilled. Departments wishing to implement immediately should reach out to their Campus HR Business Partner or Health Sciences HR Business Partner for guidance on implementation.

6. How will working titles be approved going forward?

When a new position is reviewed for classification or an existing position is reviewed for reclassification, the HR Compensation Analyst will review the proposed working title against the Standards. Working titles that do not align with the Standards will not be approved.

7. What if a change in working title is requested for an existing position that is not being reclassified?

Departments wishing to change the working title of an existing position that is not being submitted for reclassification should contact their HR Compensation Analyst for approval. Working titles that do not align with the Standards will not be approved.

8. Will exceptions be made to the Working Title Standards?

Any deviation from the established Working Title Standards will be forwarded by the HR Compensation Analyst to the Vice Chancellor and Chief Human Resources Officer for consideration and approval.

9. Do existing working titles that do not align with the new Standards have to be approved?

No, existing working titles do not have to be reviewed and can be grandfathered. Approval is required for any new working title.

Questions?

For questions or concerns, please contact your departmental HR professional or your Human Resources Business Partner (HRBP).