



Management & Supervisory NOTES

Human Resources
Helping U Succeed

OCT 2014

Classification Options

In the age of “doing more with less”, there are many classification options for managers and supervisors that can be utilized in order to achieve the best possible working environment. The classification system in the UPS is very flexible and is easy to work with. Managers and supervisors can use **career ladders**, **trainee under-fill classifications**, and **special projects assistant classifications**, to name a just a few.

You will need to look at your positions and decide what is best for your departmental needs. There are many options which will depend on weighing and balancing a number of factors. Consider the work that will be performed, WHY the work is being performed, and consider the time frame for the work being performed.

In the UPS we have a number of classification options for managers and supervisors to work with in order to fully utilize employees to their FULLEST potential!

CAREER LADDER

This is a process designed to progress an employee to a higher level of job responsibility within the current position and within the job family. Departments establish criteria for advancing from the entry level position to the next higher level position. This is a department driven process and helps the employee advance to a higher level of responsibility with or without competition and without moving from the work unit.

TRAINEE UNDER-FILL CLASSIFICATION

This is the competitive hiring of an employee at a lower level than an established classification in a training and developmental capacity. A trainee position is usually classified two or more pay grades below an already approved classification. In the Trainee Under-Fill role an incumbent receives training and performs in a developmental capacity in relation to the higher level classification and is promoted non-competitively upon successful completion of the training program.

SPECIAL PROJECTS ASSISTANT CLASSIFICATION

This is created when the duties and responsibilities of the employee are focused on a specific project. This classification is utilized for temporary employment related to the duration of the project. When the project ends, the position is eliminated. The project must have a starting date and a projected ending date.

In the months to come, Human Resources will go into more detail on the various classification options.

Next month, we will discuss the Career Ladder and how to utilize it within your work group.