University Career Architecture Project Position Mapping Begins

To::
University Employees
Names and titles:

Jan Myers, Director of Compensation, Human Resources

Date::
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Dear Colleagues,

The University Career Architecture Project (UCAP) has reached a project milestone and is ready for its next step: your feedback. The position mapping process allows University of Arizona employees to provide direct feedback to their supervisors regarding their position and responsibilities.

Next week, UCAP will be sending you an email regarding how you can contribute to this process.

UCAP was launched in 2017 in order to support better career progression, to better define nonacademic job titles, and to support better match compensation practices with those used outside the University while keeping the UA competitive relative to peer institutions and other organizations.

In the employee position mapping step of the project, employees will work with their supervisors to review their current positions, including duties and minimum qualifications, and match the positions to jobs within the new architecture. Positions are mapped to the structure based on the job itself, which includes the impact, scope and responsibility of the job, as well as typical minimum requirements.

In order to facilitate the mapping process, we have provided the following resources:

- Position mapping webinar training session
- Position description resource web form
- Instructions to complete the position description
- UCAP technical mapping guide for supervisors
- Position mapping best practices for supervisors
- Schedule of upcoming live, online Q & A sessions

Acknowledging that many roles may contain unique attributes, the mapping process is designed to create connections and find similarities between individual contributions, and group like work at comparable levels together.
Thank you for continuing to provide feedback, and for ensuring that the architecture is both market referenced and reflective of the University of Arizona.

Visit [ucap.arizona.edu](https://ucap.arizona.edu) [2] for timelines, updates, and more information on the progress of the project.

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**Links**
[2] https://ucap.arizona.edu/