



November 2008 Issue

Latest News and Information

The Council of Academic Professionals and Administrators (CAPA) held its monthly meeting on November 21, 2008. Highlights from the meeting include:

- A reminder that UPlan open enrollment ends December 1. Unless you decide to choose a different plan, your medical and dental plans will stay the same for 2009. You can change your options here <http://hrss.umn.edu> .
- CAPA Chair position will be up for election for the 2009-10 academic year. CAPA will be giving careful consideration to succession planning over the next few months to assure continuity for the natural turnover of its positions.
- The Executive Committee reminded members of the added holiday for P&As on the Twin Cities and Rochester campuses and that it has to be taken during the winter break (December 19, 2008 - January 16, 2009). More info <http://www1.umn.edu/ohr/benefits/leaves/personalholiday/index.html>
- Ann Freeman from Internal Communications and Lynn Holleran from the President,s Office informed CAPA on the planning for the opening season of on-campus football. A committee with subgroups has been developing plans and making recommendations to address parking, tailgating, behaviors and consequences, among other game day considerations.

Featured Article

New Finance Job Family Classification Structure Becomes Reality

In late 2006, a committee of P&A and civil service employees appointed by Carol Carrier, the University,s vice president for human resources, was charged with recommending improvements to classification and compensation systems. After many months of study and consultation, in April 2008, the groups issued a set of recommendations for large-scale improvements.

The committees were made up of several P&A and civil service employees who serve on CAPA and the Civil Service Committee, HR staff from the University,s colleges and units, and HR staff from the University,s central Office of Human Resources (OHR). „We focused on developing new approaches and proposals that will make the University a place where outstanding people can build outstanding careers,% said Frank Douma, Assistant Director of the State and Local Policy Program at the Humphrey Institute and a task force member from CAPA. A full report of the committee findings can be found here http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_90797.pdf .

Focusing on the Finance Family

The University has initiated a study of the finance job family and some of the recommendations of the P&A committee have influenced the design and implementation of this project. The goal of the finance job family project is to develop career paths for finance positions and to create up to date classification specifications which reflect current work being performed within the P&A and civil service classifications. Currently, the University is in the final phase of implementing the new finance job family classification structure.

Over the past year, the responsibilities within each P&A position have been documented and submitted to OHR. This information was reviewed by the compensation group within OHR and by an outside consulting firm, Fox Lawson. Based on this review, a new finance job family classification structure has been created which reflects current work performed at the University. Updated classification specifications and pay ranges were also developed that are reflective of the internal and external market place.

Next Steps

The mapping for P&A finance positions will be completed in early December. Finance managers will communicate the changes to their employees in December and early January. The effective date of the change for P&A employees will be February 2, 2009.

Additional information regarding the Financial Job Family Classification project can be found here: <http://www1.umn.edu/ohr/compensation/classification/finanjobfamily/index.html> .

Resources and Professional Development Opportunities

Workshop: How to Influence without Authority

In our collaborative environment, much of the University's work is done in project teams and other work groups. This means that employees need to be effective communicators and able to have influence even when they don't have formal authority. Free workshop <http://www1.umn.edu/ohr/profdev/interpersonal/index.html#influencing>

iTunes U launched

The University has partnered with Apple's iTunes to provide a central location for public lectures, U of M audio and video, music and more. iTunes University of Minnesota <http://itunes.umn.edu/index.html>

P & A Audio Spotlight Ann Pflaum, University Historian



University Historian Ann Pflaum has been at the U for more than 40 years, but she still finds herself learning something new every week.

Click to listen. <http://mediamill.cla.umn.edu/mediamill/embedqt/22158>

