

IS&T Job Title Alignment Project

Project Scope: Review IS&T job titles, and recommend implementable changes which would

- Make career paths (managerial, technical leader) more explicit, and similarly valued/rewarded (i.e., technical leaders have similar salary and job level opportunities as managers)
- Ensure titles are descriptive of actual work (but not redefine what staff are now doing)
- Provide internal consistency (within IS&T and MIT)
- Be explainable (i.e., not overly complex)
- Align with Dpt of Labor Fair Labor Standards Act definition of exempt

Target: Implementation July 1, effective with merit review; initial communications during PA/merit review process; formal communication during July/August.

Nomenclature

- **Official job titles:**
 - maintained by HR, used across MIT
 - link to internal and governmental descriptors and attributes, such as **job level**; exempt/non-exempt; EEO job category; MIT job family
 - desirable to have multiple incumbents in one job
- **Position titles**
 - maintained by IS&T
 - defaults to official job title
 - displayed in the online directory
- **Other job titles:**
 - Resume, personal correspondence

Definitions

- **Fiscal responsibility-** expectation for all staff
 - Held accountable for prudent financial decisions, made in accordance with financial rules, MIT policy and procedures, and IS&T strategic/operational plan
- **Budget responsibility**
 - Held accountable for whether one or more cost objects are ‘on budget’. Working with IS&T FBC, this includes responsibility for building budget proposals, monitoring budgets, updating budget forecasts as requested, taking corrective action. Requires compliance with Federal laws; MIT/IS&T policies and practices.
- **HR responsibility**
 - Held accountable for people/staffing related issues associated with a formal/’standing’ team or work group. Working with CG, this includes hiring, performance assessment, goal setting, coaching, performance management, professional development, terminations/layoffs. Requires compliance with Federal and state laws, and MIT/IS&T policies and practices.
- **Managerial responsibilities**
 - Responsible for the business deliverables of a team, including defining the business goals and strategies. Includes budget responsibility and HR responsibility. Typically achieves goals through others, by directing work assignments.
- **Project Manager responsibilities**
 - Similar to Managerial, but deliverables are typically project focused, and budget and HR responsibility typically limited to the scope of the project team. Expected to follow IS&T project management methodology.
- **Technical Leader**
 - Responsible for operational and/or project deliverables assigned based on exceptional personal depth or breadth of knowledge and expertise. Results accomplished via individual effort, in collaboration with others, and/or by leading groups.

Proposal

IS&T Level 5 positions revamped:

- **“Senior IT Manager”**– responsible for sizeable budget and staff, and operational and strategic planning responsibility for one or more teams which have broad Institute impact. Will typically spend >75% time on managerial responsibilities and performance review will be weighted towards managerial expectations.
- **“Senior Project Manager”** -responsible for significant, Institute-wide projects, typically with large budgets, and sizeable staff, focused on meeting project commitments, including communications with sponsors, stakeholders etc.; would not necessarily have strategic or operational responsibilities. Will typically spend >75% time on project management responsibilities and performance review will be weighted towards achieving project goals.

Level 5 positions, con't

- **“Consulting Technical Architect”** (new position)- a technical leader in one or more IT domains, sought out broadly by IS&T, MIT and external colleagues, and responsible for influencing directions, making recommendations, and leading projects, and/or activities with significant Institute impact. Will typically spend <25% time on managerial responsibilities and performance review will be weighted towards technical leadership expectations.
- **“Consulting Business Systems Analyst”** - a business process/business analysis leader, sought out broadly by IS&T and MIT colleagues, and responsible for influencing directions, making recommendations, and leading projects, and/or activities with significant Institute impact. Will typically spend <25% time on managerial responsibilities and performance review will be weighted towards business analyst expectations.

New positions added to roster of level 4 positions:

- “IT Manager”** –operational and strategic planning responsibility for at least one team. Will typically spend >50% time on managerial responsibilities. Performance review will be balanced between managerial and non-managerial (technical) accomplishments.

- “IT Project Manager”** - responsible for one or more projects, typically with sizeable budgets, and at least one other team member; expected to focus on meeting project commitments, including communications with sponsors, stakeholders etc.; would not necessarily have managerial responsibilities. Will typically spend > 50% of their time on project management responsibilities. Performance review will be based on individual as well as project accomplishments.

Other changes

- Programmer Analyst jobs includes System Programmers, Web Developers, Java programmers etc.
- System Administrator job path created
- Project Coordinator positions created
- Telephony job path created
- Non-IT positions aligned with relevant, generic MIT titles
- Promotional criteria, particularly for new positions, will be developed/refined during FY06

What didn't change

- “IT consultant” job title remains for those providing IT Support such as Help Desk, DITR etc
- “Team Leader” remains an option for a position title
- Flexibility remains to move between job paths, based on individual interest, skill set and organizational needs