



# Glossary of Terms

## CLASSIFICATION & COMPENSATION

### Career Progression

A group of job standards that illustrate a potential career path within a series.

### Family

A broad body of work based on Equal Employment Opportunity Commission (EEOC) codes, as shown on the previous page.

### Job Posting

A recruitment announcement that contains a job overview and typical functions taken from the individual position description and minimum qualifications consistent with the job standard.

### Job Standard

A generic description that represents many staff positions. It provides a broad job overview, typical functions, and minimum qualifications that apply to all positions within a standard title.

### Job Standard Determination

Comparative method of determining pay bands for specific job functions, based on:

1. Job families
2. Series within families
3. Clearly written job standards within series that include:
  - a. Alternate career progression job standards
  - b. Defined career progression job standards

4. Clearly defined distinguishing characteristics that illustrate the difference between job standards in a career progression.

A position description is compared to a job standard, and a determination is made based on typical functions performed in a job compared with the parameters defined by a job standard and, if appropriate, the distinguishing characteristics between standards in a career progression.

## Pay band

Minimum and maximum limits that capture the market value for each job standard. Salaries for individual employees may fall anywhere within the pay band, depending on factors such as education, experience, and relevancy thereof; skill level; and job performance.

## Position Description

A group of job functions and minimum qualifications specific to each individual staff position.

## Series

Families are divided into series of positions based on defined bodies of work.