# Job Architecture Framework

## Strategic Proposal for Executive Leadership

A comprehensive framework to establish clear job architecture, equitable growth pathways, and strategic workforce planning aligned with our transformation goals.

EXECUTIVE SUMMARY

# Strategic Overview & Framework Vision

## Purpose

Build a unified, transparent job architecture that supports equitable growth, fair compensation practices, clear mobility, and consistent job standards across the organization. Enable employees to see and own their career progression through defined competencies, levels, and expectations—while leveraging workforce planning and data-driven decisions to support organizational structure and succession planning.

## Timeline

18-month implementation targeting February–April kickoff with completion aligned to FY26 strategic priorities and organizational transformation goals.

## Impact

Empowers employees to own career progression through defined competencies and levels while enabling data-driven workforce planning and succession strategies.

**18** Month Timeline

**4** Core Components

STRATEGIC GOALS

# Framework Objectives & Organizational Alignment

### Transparency

Provide clear expectations and visibility into advancement opportunities across all roles and departments.

### Equity

Standardize promotion pathways and reduce subjectivity in career progression decisions.

## Workforce Planning

Enable HR and leaders to plan effectively for succession, development, and 5-10 year talent projections.

The framework reinforces that **promotions are performance-based**, not checklist-driven, while aligning talent development with our transformation timeline and integration of Microsoft 360 Learn for workforce development.



# Core Framework Components

## 01

### Job Families

Clearly defined job families with consistent characteristics, identifying patterns and standardization opportunities across departments.

## 02

### Levels & Competencies

Standardized levels ex: (Coordinator → Program Manager → Manager → Director → Senior Director) with defined competencies, skills, and progression criteria.

## 03

### Career Progression Paths

Lateral and upward mobility paths ensuring visibility into advancement, pivot opportunities, and long-term development.

## 04

### Compensation Structure

Pay bands aligned to job architecture ensuring equitable compensation practices across the organization.

## 05

### Documentation & Governance

Manager resource documents and HR internal guides for consistency, decision criteria, and long-term maintenance.

IMPLEMENTATION TIMELINE

# Four-Phase Implementation Roadmap

1

## Phase A: Discovery & Design

**Months 1-4**

Research, stakeholder interviews, framework design, socialization with focus groups, and leadership approval.

2

## Phase B: Piloting & Training

**Months 5-10**

Department pilots, asset updates, manager training sessions, and iterative refinement based on feedback.

3

## Phase C: Org Wide Rollout

**Months 11-14**

Organization-wide deployment, change communications, HRIS implementation, and career pathway integration.

4

## Phase D: Optimization & Review

**Months 15-18**

Feedback loops, metrics tracking, governance establishment, and continuous improvement protocols.



# Initial Four-Month Project Breakdown

## Month 1: Assessment

Conduct research, case studies, benchmark analysis, stakeholder interviews, and comprehensive role inventory.

## Month 2: Design

Define job families, levels, competencies, draft role profiles, and develop governance framework.

## Month 3: Socialization

Engage focus groups and senior leaders, refine taxonomy through feedback loops and collaborative iteration.

## Month 4: Approval

Present comprehensive framework and roadmap to senior leadership for enterprise rollout authorization.

**Critical Milestone:** April executive presentation marks the transition from planning to implementation, requiring leadership alignment and resource commitment.

# Expected Deliverables & Strategic Outcomes

## Core Deliverables

### Framework Documentation

Job families, levels/tiers, role profiles, core and role-specific competencies, and comprehensive leveling guides. Standardized role profiles specify responsibilities and competencies linked to performance and learning paths.

### Manager Resources

Matrix guides with levels, expectations, competencies, and decision criteria for consistent talent management.

### HR Governance Guide

Internal policies, definitions, leveling structures for long-term consistency and maintenance protocols.

### Implementation Roadmap and Integration

Roadmap guides phased rollout with communications, training toolkits, and measurement plans for integration.

## Strategic Benefits

- **Enhanced Workforce Planning**

  Support recruiting, onboarding, development, and retention through consistent titles and competencies.

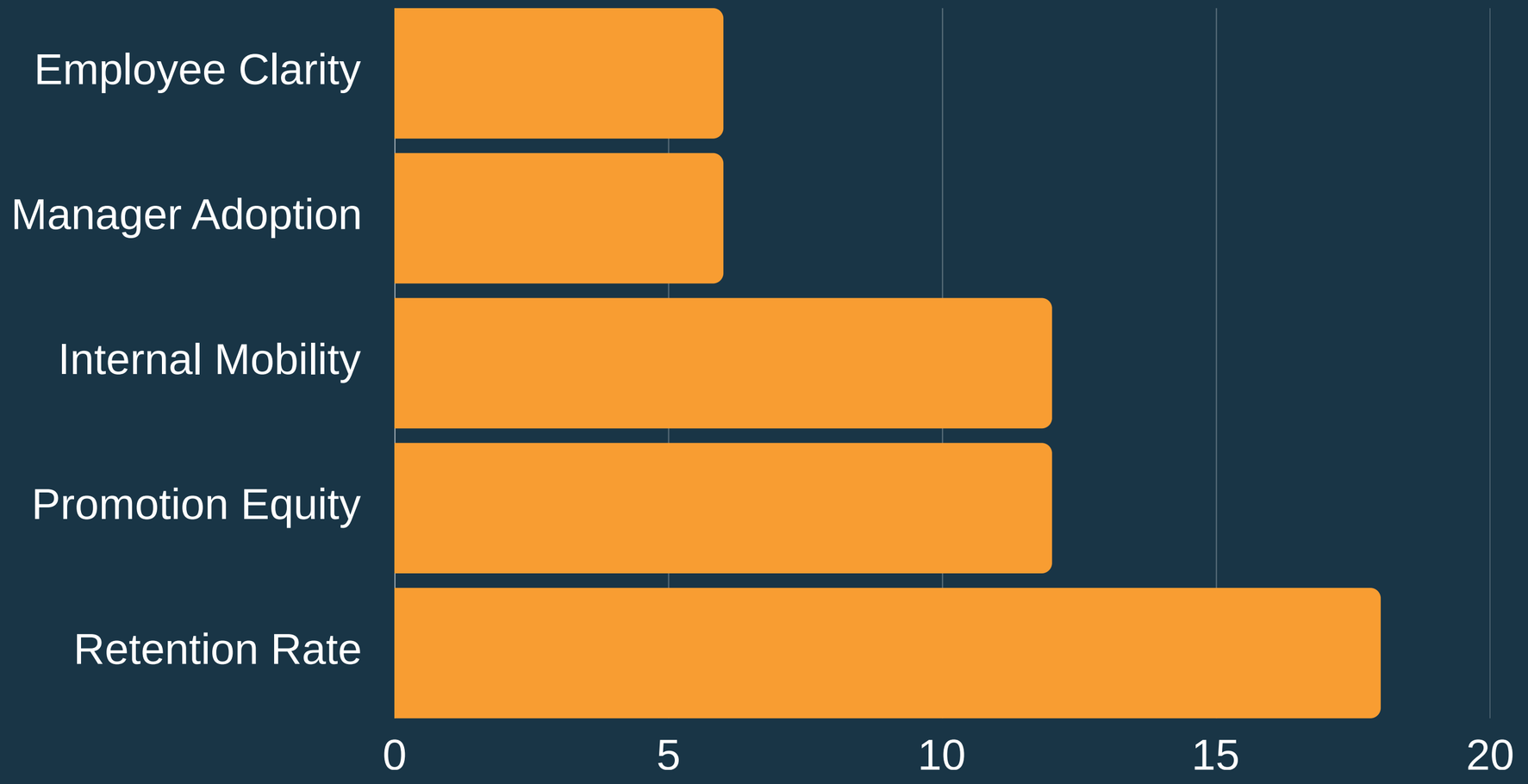
- **Promotion Transparency**

  Clear career progression improves internal mobility and employee engagement across all departments.

- **Cultural Transformation**

  Link job design to organizational goals, strengthening capability and fostering fairness.

# Success Metrics & Measurement Framework




## Short-Term (6 months)

- Framework adoption rate
- Manager training completion
- Employee awareness surveys

## Mid-Term (12 months)

- Internal promotion rates
- Compensation equity metrics
- Career path utilization

## Long-Term (18+ months)

- Retention improvements
- Succession pipeline strength
- Employee engagement scores

RECOMMENDATION

# Executive Recommendation & Next Steps

## Our Recommendation

We recommend **immediate approval** of the 18-month Job Architecture Framework with a April 2026 kickoff. This timeline aligns with our transformation goals and positions the organization for strategic workforce planning in FY26.

The framework addresses critical needs for transparency, equity, and scalability while supporting long-term talent development and organizational excellence.

**01**

### Secure Leadership Approval

Obtain executive commitment and resource allocation for February launch.

**02**

### Assemble Team

Approve provided proposals & budget negotiation.

**03**

### Initiate Discovery Phase

Begin stakeholder interviews, research, and benchmark analysis in Month 1.

**04**

### Establish Governance

Define decision-making structure and regular progress reporting cadence with assumed team.

**Proposed Decision Date:** End of January 2026 to enable February kickoff and maintain 18-month timeline for completion before FY26 planning cycle.