



Caroline Agardy,  
Vice President for Human Resources

**MEMORANDUM**

**TO:** The President's Executive Council

**FROM:** Caroline Agardy, Vice President for Human Resources

**DATE:** January 31, 2022

**RE:** **Classification and Compensation Job Alignment Project Overview (Communication #1)**

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The Division of Human Resources is redesigning the University of South Carolina's classification and compensation system to make it more administratively efficient, market-driven and competitive. The new system will enable us to consistently attract and retain top talent and maintain a framework to ensure that employees are paid fairly and equitably.

**Project Scope**

We partnered with PayScale (formerly PayFactors), a compensation management software and services provider, to review the current state of our position descriptions in July 2021.

Job purpose, job duties and requirements for all positions are currently being reviewed with the goal of identifying positions that are performing substantially similar work. PayScale will recommend alignment of those substantially similar positions into a consolidated list of positions and position titles.

Next, descriptions for the consolidated job list will be developed by identifying essential duties and responsibilities and minimum education and experience requirements that are shared across substantially similar work.

The consolidated list of positions will then be benchmarked against data collected from other organizations to determine competitive external salaries paid to similar jobs in the broader labor market. Benchmarking will be based on the review of duties, responsibilities and requirements that was completed at the beginning of the project.

Finally, results of the benchmarking exercise will be used to create position-specific ranges that balance external market value with the ranges established by the State.

The classification and compensation project is expected to complete in June of 2022 with a phased implementation to follow.

### **Additional Resources**

Updates regarding the project will be shared on a routine basis and will be posted to the [project website](#). If you have any questions, please contact the Classification and Compensation Office at [HRCLSCMP@mailbox.sc.edu](mailto:HRCLSCMP@mailbox.sc.edu).