To: Supervisors in Research/Scientist/Engineer Classification Project
From: Greg Walters, Executive Director of HR
Subject: Non-Faculty Scientific Research Staff Classification Project Mapping Instructions
Date: September 29, 2015

You are receiving these instructions and a “mapping form” because you are the supervisor of record for one or more employees in the current classification of Research Specialist, Research Support Scientist or Research Scientist. Vacant positions are sent to the department chair. You should receive one form for each position.

The Office of Research and Economic Development have produced a number of class specifications in consultation with many members of our campus community including HR. Your role is to review the current job description for the position listed on the form and “map” or recommend which of the class specifications in the same grade best fit the position.

<table>
<thead>
<tr>
<th>Current Class Group Title</th>
<th>Maps To One of the Following</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Technician Group</td>
</tr>
<tr>
<td>Research Specialist (6)</td>
<td>Senior Research Technician</td>
</tr>
<tr>
<td>Research Support Scientist (7)</td>
<td>to</td>
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<tr>
<td>Research Scientist (8)</td>
<td>to</td>
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</tbody>
</table>

The Principal Researcher classification is for the true PI’s and may result in a move from grade 8 to grade 9. If this happens, it will be the only pay grade change during this process.

Each of these class specifications can be found on the HR website at: https://www.uidaho.edu/human-resources/employees/classification/research-mapping

Job descriptions

We hope that job descriptions are up-to-date. You can update a job description. If the updates are anything other than minor changes, contact your HR business partner to discuss the changes, the reasons and timing. We anticipate very few of these conversations given that job descriptions were finalized and reviewed institutionally in early 2014 and hopefully updated with the last performance evaluation cycle in March 2015. Any minor updates to job descriptions should be completed prior to submission of the form.
**Steps to Access Job Descriptions**

We posted step by step instructions on the HR website to access your own or your employee’s job description. It is under [https://www.uidaho.edu/human-resources/employees/classification/research-mapping](https://www.uidaho.edu/human-resources/employees/classification/research-mapping)

**The Mapping Form**

The forms are mostly pre-populated. Write any updates right on the form. Your role is to circle the “mapped to” option and optionally, include a brief description why this group is the best fit. We understand that few fits will be perfect so we suggest finding the closest one. You may notice that each form has only the options for that grade.

**Communication with Your Employee(s)**

Please communicate the launching of this mapping process to the incumbent in the position. You decide to what extent you include them in the mapping process. At the very least, we strongly recommend keeping them in the loop along the way. You can share this memo if you wish.

**Deadlines and location**

Please email the signed form to hr-classresearch@uidaho.edu no later than October 23, 2015. HR will map the positions for you if the forms are not received by that date.

Human Resources will review all the job descriptions and your mapping recommendations and make the final determination as to which classification group a specific position should belong. In reality, if something looks out of place, we will call you to have a short but deeper conversation. We do trust that you, the experts, can make good (or best possible) matches to the available class specifications.

We will communicate results directly to the supervisor and employee prior to the opening of the appeals process. The Deans and Provost will get a copy of the decisions in their Colleges.

**Frequently Asked Questions**

HR has produced a short FAQ page which can be found on the HR web page under [https://www.uidaho.edu/human-resources/employees/classification/research-mapping](https://www.uidaho.edu/human-resources/employees/classification/research-mapping)

**Appeals**

The appeals process is under design and will be detailed on our website and in future communications to you when it’s ready.