

## Working Titles

Due to the broad range of jobs contained within Georgia Tech's Job Classification and Compensation System (JCCS) and the standardized nature of staff titles, a department may wish to designate a working title for a position. A working title (also called a business title) is a descriptive designation reflecting the nature of the work being performed in a specific or similar position. Working titles should differentiate the work being performed in a position and, simultaneously, be consistent with similar positions performing the same work in other areas on campus.

## Process and Risk Mitigation

To enable the continued use of working titles and minimize risk to Georgia Tech due to use of real or perceived authority based on title, proposed Working Titles should be submitted to Georgia Tech Human Resources at [ohr.compl@ohr.gatech.edu](mailto:ohr.compl@ohr.gatech.edu) for review prior to use.

The respective manager(s), Human Resources representative, and designated senior officer in each unit should review existing and proposed working titles to ensure compliance with the Institute's guidelines and make adjustments if necessary.

Improper use of working titles, may lead to unintended consequences and risk. These titles can sometimes be "inflated" to represent perceived role authority and overlap with existing titles, with an employee performing actions based on that perceived authority. Employees may also make assumptions about salary or grade, possibly leading to employee relations issues based on perception of internal inequities.

Georgia Tech uses as many general titles as possible to pay equitably and comparably within the Institute and against external markets.

Differences between **job title** and **working title**:

*Job title*— the "official" title corresponding to jobs within JCCS. Designed to:

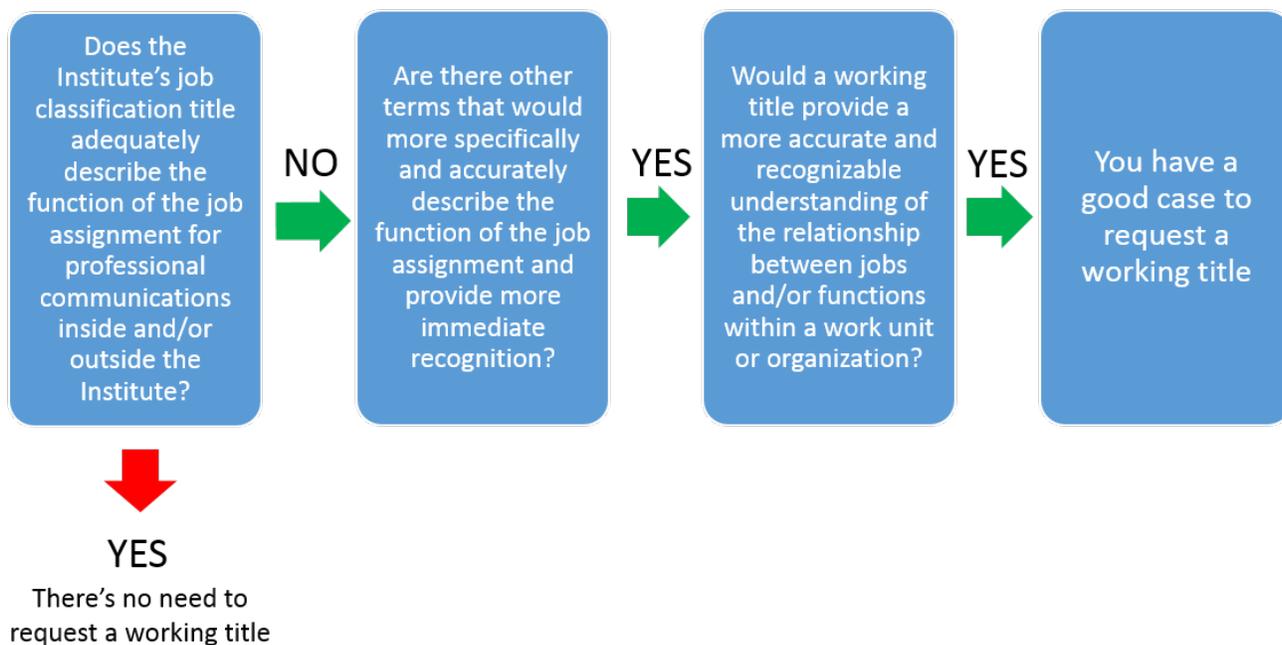
- Reflect, as clearly as possible, the nature of the work performed.
- Be consistent with other job titles when similar work or work at the same level of scope, responsibility, and organizational level is performed in other areas of the Institute.
- Comply with mandated affirmative action reporting, job applicant tracking, and associated data analysis associated with internal equity or external competitiveness.
- Obtain accurate market pricing through greater understanding of job content and job requirements.
- Assist with compensation analyses, survey responses, and employment verifications.

*Working or business title* — May be unique to the position or the department and is often more specific than the job title. Working titles:

- Are most typically used informally.
- Have no impact on wages, benefits, or working conditions.
- May be used on business cards, resumes and in other correspondence.

**A Working Title should:**

- Clearly describe the function, responsibilities or scope of an individual job assignment while being consistent with the JCCS title.
- Provide a more specific description of the function or work performed to better facilitate business communications or unit’s operational interests.
- Be of “common usage” within our professional industry (higher education) and among roles internal to Georgia Tech.
- Be brief and communicate an immediate understanding of the job.
- Use easily recognized terms in internal and external business communications.
- Not be used as the job title or within the content of an open posting.
- Not be indicative of a range of responsibilities or level of authority inconsistent with the classification title.
- Not misrepresent the job and its authority or agency within the Institute.
- Not conflict with an approved classified job title within JCCS.
- Not reflect a job title existing at a different level or grade.
- Not be tied to a specific individual. A working title describes a role, not the value of the person filling the role. In general, a working title could be used for an existing person filling a role and their replacement if they left for another opportunity.



**Examples**

JCCS Title	Good Working Title	Rationale
Electrician I	Electrician, HSC Facilities, XYZ Location	Provides idea of work and location
Accountant III	Payroll Accountant	Provides subject matter expertise
Facilities Manager II	Facilities Manager for XYZ Unit	Identifies organization
Assistant Director – HR	Assistant Director of HR for XYZ Unit	Identifies both subject matter and organization

JCCS Title	Poor Working Title	Rationale
Communications Officer I	Manager Communications	Assumes title assigned to jobs with distinct job responsibilities and oversight
Accountant III	Head of Accounting	Implies status or authority beyond what position is assigned
Facilities Manager II	Sr. Manager for XYZ Unit	Doesn't specifically and accurately reflect work or mission of unit to which the position is assigned
HR Mgr.	Assistant Director of HR	Assumes duties and title of another existing job

**Process**

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