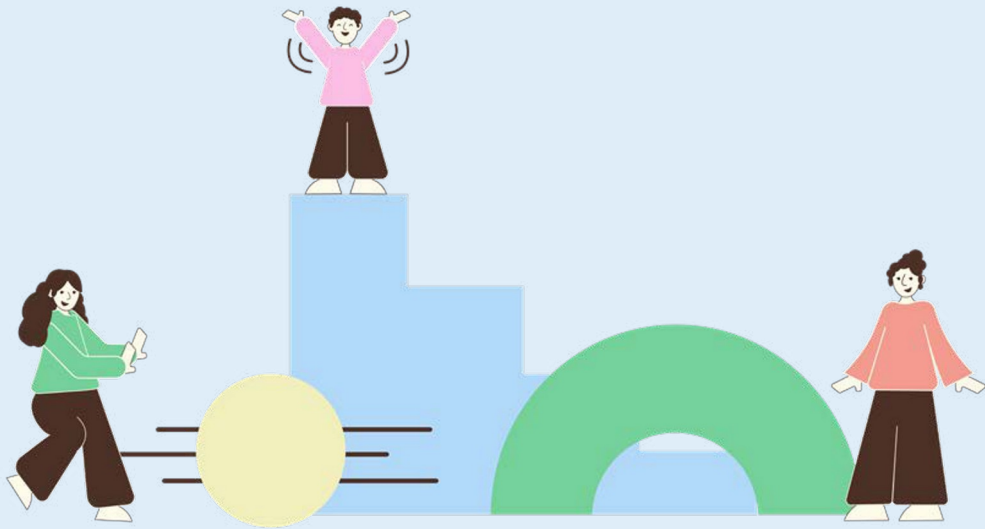




HRDIGITALPLAYGROUND • JOB ARCHITECTURE 101

The Building Blocks

The words everyone uses, what they really mean, and how they fit together.

IN THIS DECK

Person to architecture

Titles

Job codes

Job descriptions

Function to position

A system, not a file



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Before You Start

What you will be able to do, the example we use, and the words you will meet.

YOU WILL BE ABLE TO

- ✓ Tell a person, a position, a job, and a title apart
- ✓ Explain why many titles can map to one job
- ✓ Read the parts of a job description
- ✓ Place a job from function down to position
- ✓ Explain why the architecture is a system, not a file

MEET THE EXAMPLE



Brightside Bakery

About 350 people making fresh bread and cakes. It grew fast without a plan for its jobs.



Bakery plant



20 shops



Delivery team



Head office

Made-up example

WORDS YOU WILL MEET

Position

One seat or assignment, filled or open

Job title

The label on a position or a person

Job

A standard body of work used across the company

Job family

A major grouping of related work

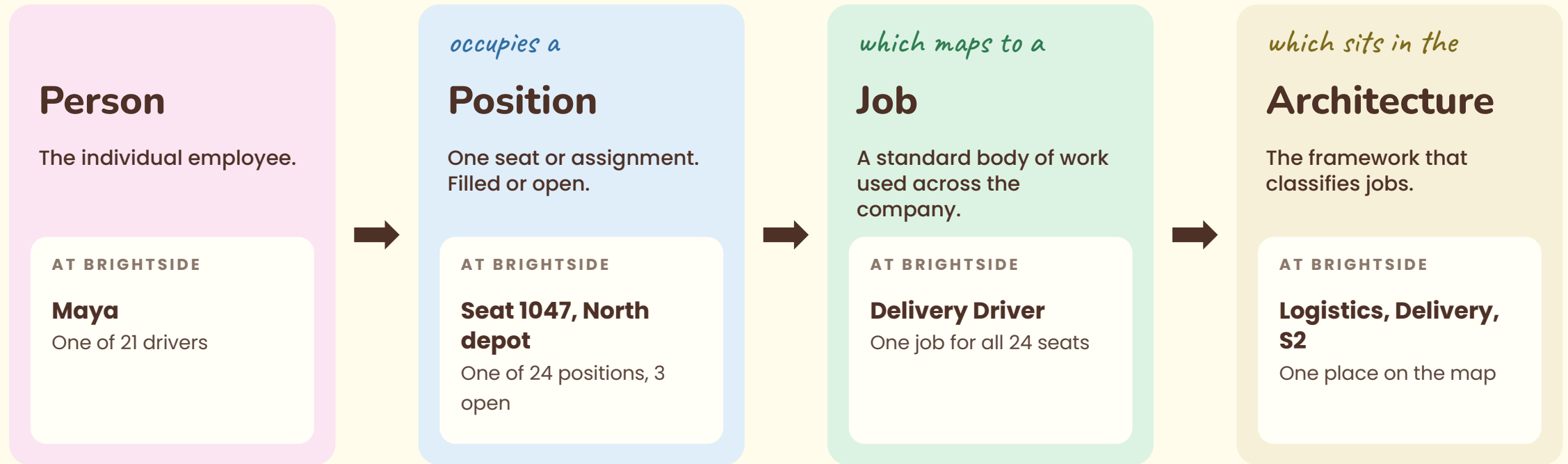
Job code

A short ID that systems use for a job

The colored tag on each page tells you what it is: an idea, an example, a practice, a warning, or a check.

Person, Position, Job

The one chain to remember. Each link is a different thing.



And the title? A title is the label on a position or a person. The 24 driver positions carry three titles today: Delivery Driver, Driver, and Route Driver. All three map to the one job.

A person occupies a position, which maps to a job, which sits in the architecture.

Titles Are Labels

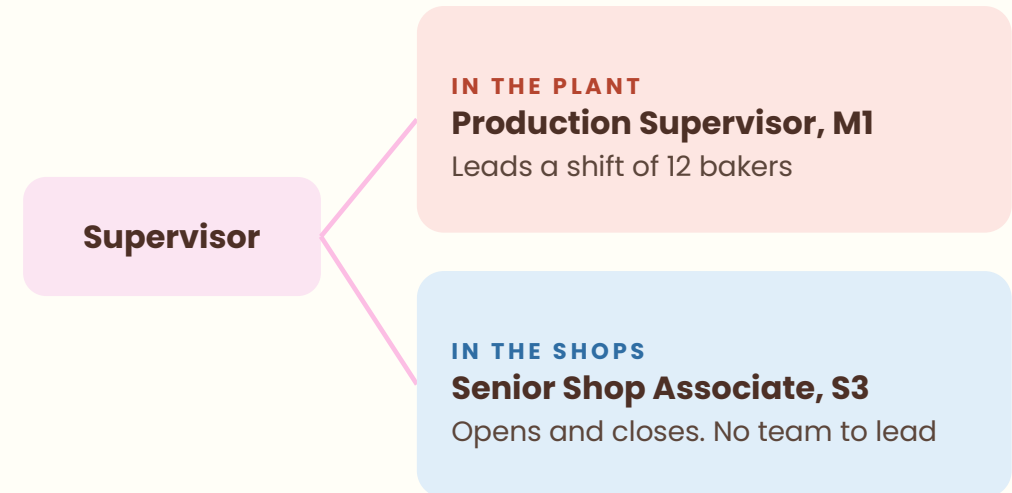
Many titles can point to one job. One title can hide two different jobs.

MANY TITLES, ONE JOB

Illustrative



ONE TITLE, TWO JOBS



WHERE MESSY TITLES COME FROM

Local titles

Old titles nobody retired

Duplicates

Creative titles like Office Guru

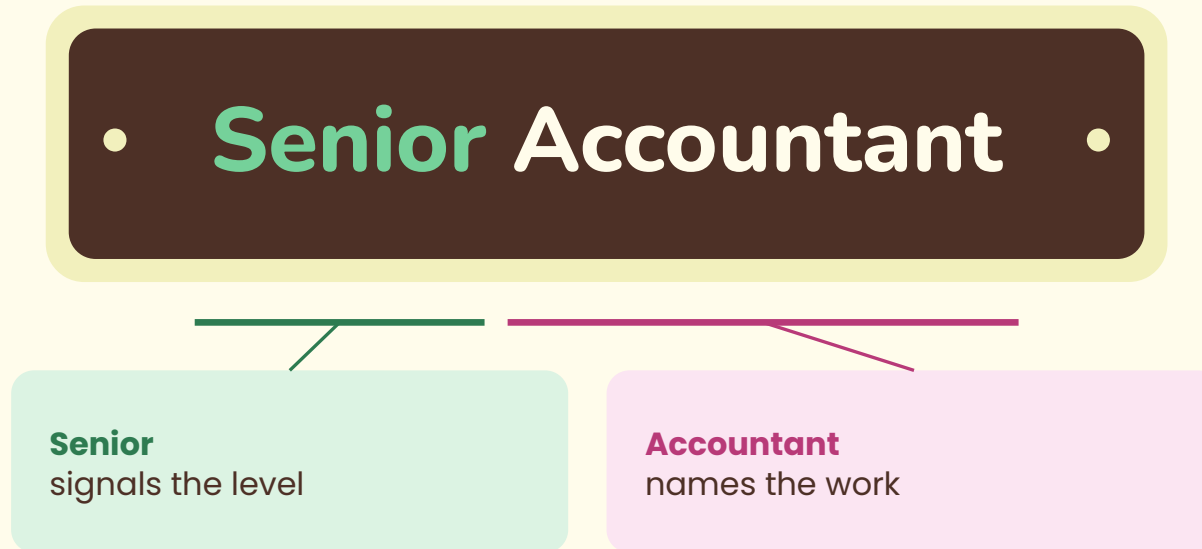
Titles given as a reward

Map titles to jobs by the work, not the words. The same work is one job, whatever it is called.



A Good Title Follows the Job

In a consistent system, the title says what the work is and roughly how big it is.



Same job, same official title, for everyone in it.



Job title

The official title from the architecture. The same for everyone in the job.



Working title

What someone uses on a business card. Fine, if it maps to one official job.

A TITLE IS NOT A LEVEL

Two Directors can run very different sizes of work.

A Manager title can sit on a job with no team, like a Social Media Manager.

The architecture sets the title from the work. A title on its own never decides the level.

Every Job Gets a Code

A short ID that lets every system know it is looking at the same job.

Illustrative format

FIN-ACC-P3

FUNCTION
Finance

FAMILY
Accounting

TRACK AND LEVEL
Professional, level 3

Plain numbers work too, if the rules are written down. Each position keeps its own position ID as well.

WHY CODES MATTER



Systems stay in sync

HR, payroll, and hiring systems all use the code



Titles can change safely

Reword a title and nothing breaks



Reports add up

Headcount and pay roll up by the same ID



Market data matches

Salary surveys are matched job by job

The title is for people. The code is for systems. Both point to the same job.

What's in a Job Description

The job explained in words. Here is Brightside's Shop Manager, part by part.

1 Shop Manager

STR-SHP-M2

2 **Stores** **Management track** **Level M2**

3 **Purpose** Runs one shop so customers get fresh products and great service every day.

4 **Key duties**
Lead, schedule, and coach the shop team
Hit sales and waste targets
Keep food safety standards

5 **Requirements** Retail or food service experience, food safety certificate

6 **Scope** Reports to a Regional Manager. Leads 8 people.

1 **Title and code** The official title and the ID

2 **Placement** Family, track, and level

3 **Purpose** One sentence on why the job exists

4 **Key duties** The main outcomes, not every task

5 **Requirements** Only what the job truly needs

6 **Scope** Reporting line, team, and what it owns

A DESCRIPTION IS NOT THE JOB

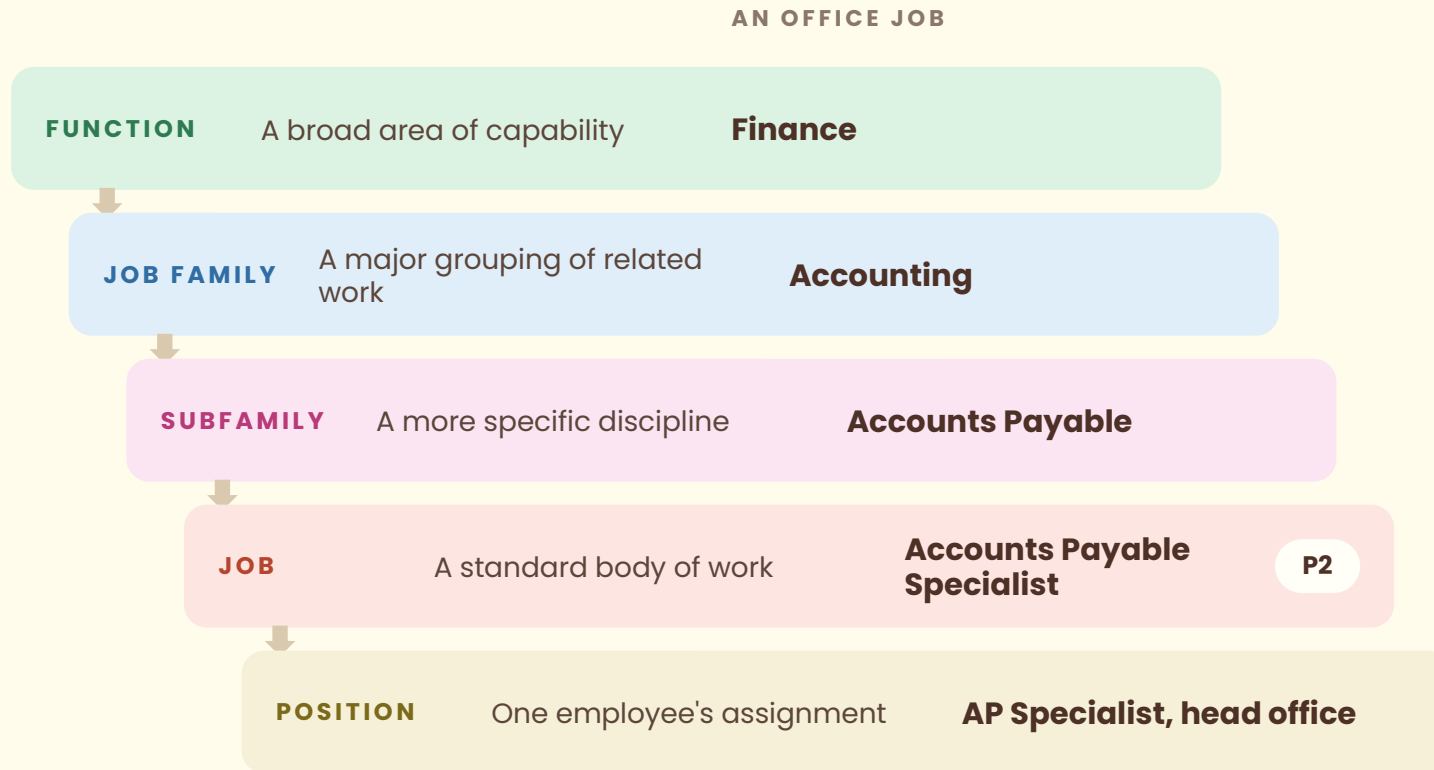
An outdated description does not make the job invalid. It means the document needs updating.

The description documents the job. The architecture classifies it.



From Function to Position

Each layer narrows it down, from a broad area of work to one person's seat.



A BAKERY JOB



Track and level describe the job. Subfamilies are optional.

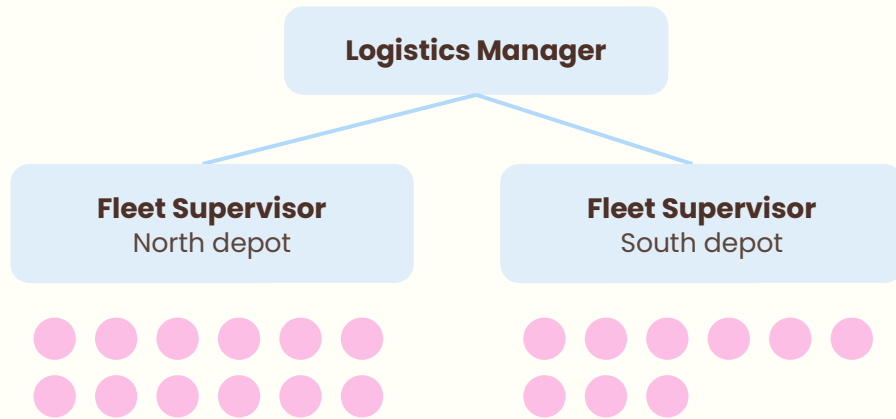
Function, family, subfamily, job, position. Track and level describe the job itself.

An Org Chart Is Not a Job Architecture

They answer different questions. They connect, but they are not the same thing.

ORG CHART

Who reports to whom?



JOB ARCHITECTURE

What kind of work is this, and where does it fit?

ONE JOB

Delivery Driver

Logistics family, Support track, level S2

All 21 drivers, in both depots, map here because the work is the same.



Reporting line alone does not size a job. The Executive Assistant to the CEO reports to the top of the company, but it is still a support job, sized by the work itself.

The org chart shows who reports to whom. The architecture shows what the work is and where it fits.

A System, Not a File

A spreadsheet of jobs is only one part. Six parts work together to keep it true.



FRAMEWORK

Families, tracks, and levels, with written level criteria



JOB CATALOG

Every standard job with its code, title, and description



RULES

How to title, code, and place a job, and when to add one



DATA

Every position in the HR system mapped to a job



GOVERNANCE

Who owns it, who approves changes, and when it is reviewed



PROCESSES

Pay, hiring, promotions, and planning that use it every day

Remove one part and the rest starts to drift.

The job list is one part. The system is what keeps it accurate and in use.

Sort These Eight

Is each one a function, a family, a job, or a position? Decide before you turn the page.

Operations

Baking

Shop Associate

People

Recruiting

Delivery Driver

Shop Associate, Elm Street
shop, weekend shift

Open driver seat at the North
depot



FUNCTION

A broad area of work



FAMILY

A group of related jobs



JOB

Work many seats can
share



POSITION

One seat, filled or open



Decide on your answers before you turn the page. The model answers and the reasons are on the next page.

If many seats could share it, it is a job. If it is one seat, it is a position.

Sort These Eight: Model Answers

Compare with what you decided. The reason matters more than the label.

1 Function

Operations, People

Broad areas of the business.
Each holds several families.

2 Family

Baking, Recruiting

Groups of related jobs inside
a function. Names vary by
company.

3 Job

**Shop Associate,
Delivery Driver**

Standard work that many
positions share.

4 Position

**Elm Street weekend
shift, open North depot
seat**

One seat each. An open
seat is still a position, and it
maps to a job.



The test Could many seats share it? Then it is a job. Is it one specific seat, filled or open? Then it is a position.

Functions hold families, families hold jobs, and positions map to jobs.



Quick Check

Three questions. Answer from memory first, then look back if you need to.

1 QUESTION 1

Brightside has 24 driver positions under three different titles. The work is the same. How many jobs?

A 24

B 3

C 1

2 QUESTION 2

What does a job code do?

A Ranks people by performance

B Identifies the job in every system, even if the title changes

C Sets the person's pay

3 QUESTION 3

Which chain is right?

A A job occupies a position, which maps to a person

B A person occupies a position, which maps to a job

C A title occupies a job, which maps to a person

Answers, with the reason behind each one, are on the next page.

Remember

The whole deck in three lines, plus the quiz answers.



THREE THINGS TO KEEP

- 1** A person occupies a position, which maps to a job, which sits in the architecture.
- 2** Titles are labels. Map jobs by the work, not the words.
- 3** Function, family, subfamily, job, position. Track and level describe the job.

You now speak the basic language.



CHECK YOUR ANSWERS

1C

One job. Positions and titles map to it because the work is the same.

2B

The code is the job's ID in every system. Titles can change around it.

3B

People fill positions, and positions map to jobs.

Every job has one code, one official title, one description, and one defined place.





Job Architecture 101: The Building Blocks

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