



HRDIGITALPLAYGROUND · JOB ARCHITECTURE 101

The Full Picture

Families and levels together on one grid, with the career paths and titles that come from it.

IN THIS DECK

The grid

One place per job

Career paths

A title formula

Messy to clear

Real differences

What every job carries



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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

- ✓ Read a job architecture grid
- ✓ Explain why a cell can hold several jobs
- ✓ Spot promotions, lateral moves, and growth moves
- ✓ Build consistent titles with a simple formula
- ✓ Standardize titles without erasing real differences

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

Grid

Families across, levels up

Cell

One family, track, and level. It can hold several jobs

Promotion

A move to a bigger job

Lateral move

Same size, different family

Title formula

A level word plus a job name

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

The Grid

Part of Brightside's job architecture on one page: families across, levels up.

	Baking	Stores	Logistics	Accounting	Marketing
P5 • M3 Grade 7 at Brightside	Plant Manager M3	Regional Manager M3		Controller M3	Senior Marketing Manager M3
P4 • M2 Grade 6 at Brightside	Production Manager M2	Shop Manager M2	Logistics Manager M2	Accounting Manager M2	Marketing Manager M2
P3 • M1 Grade 5 at Brightside	Production Supervisor M1	Assistant Shop Manager M1	Fleet Supervisor M1	Senior Accountant P3	Senior Marketing Specialist P3
S4 • P2 Grade 4 at Brightside	Head Baker S4	Shift Lead S4	Lead Dispatcher S4	Accountant P2	Marketing Specialist P2
S3 • P1 Grade 3 at Brightside	Baker S3	Senior Shop Associate S3	Dispatcher S3	Associate Accountant P1	Associate Marketing Specialist P1
S2 Grade 2 at Brightside	Bakery Assistant S2	Shop Associate S2	Delivery Driver S2	Accounting Clerk S2	

Illustrative. Part of Brightside's grid.

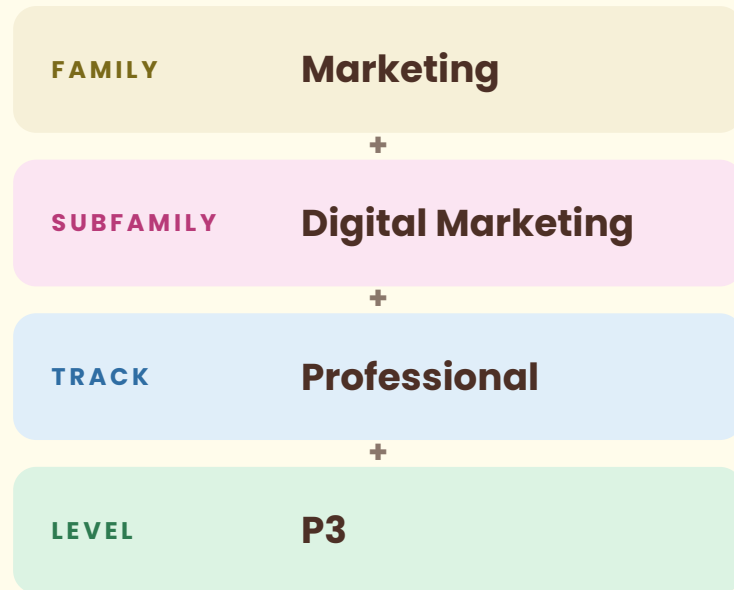
Empty cells are normal.

Families across, levels up. Every job has one defined place on the grid.

One Place per Job, Not One Job per Cell

A cell is a combination of family, track, and level. Several jobs can share it.

A CELL IS AN ADDRESS



Example from a larger marketing team

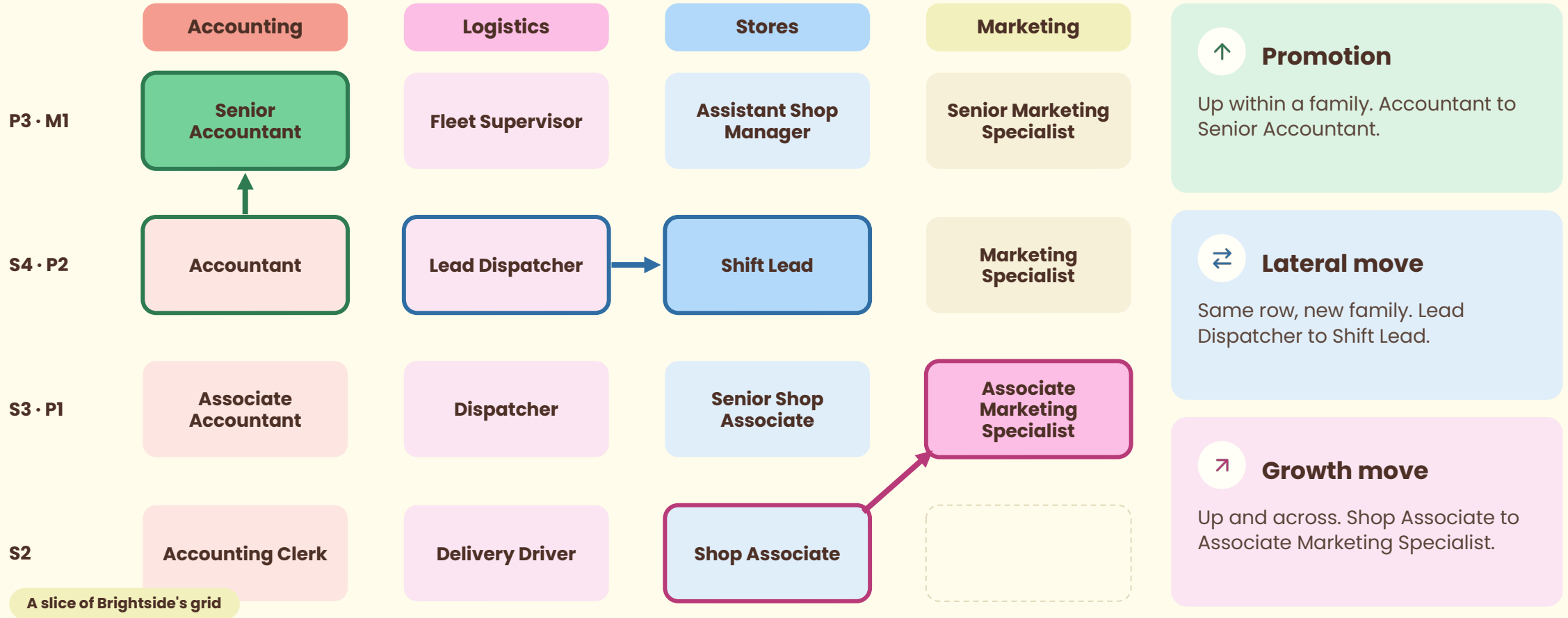


All three meet P3 scope, so they share the cell. Different work, so they stay separate jobs.

Every job has one defined place. A cell can hold several jobs, as long as each meets its scope.

Career Paths on the Grid

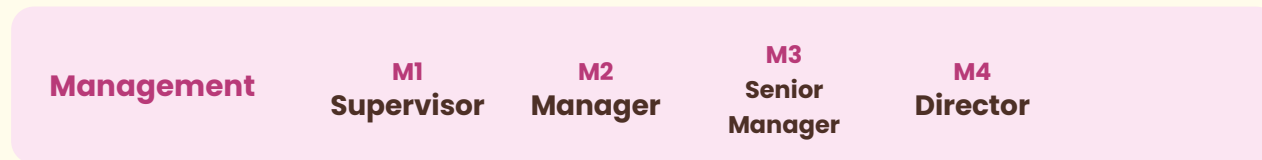
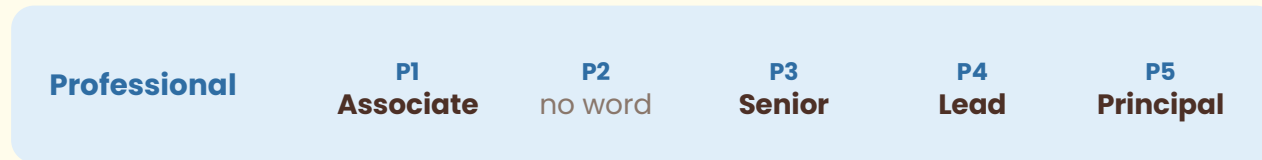
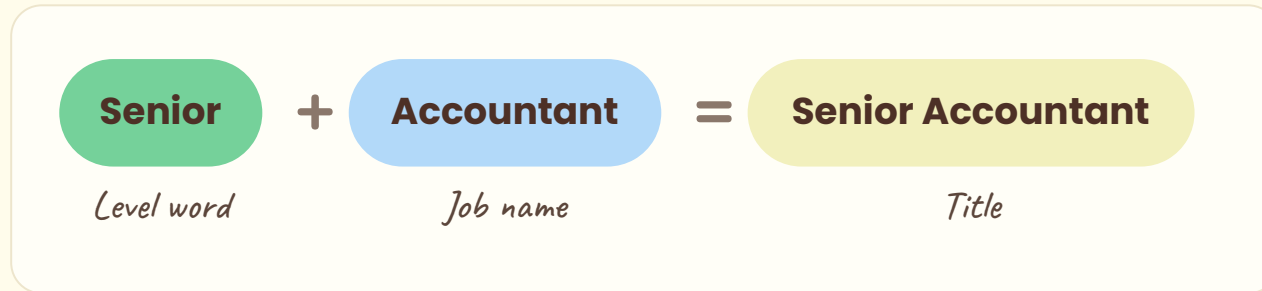
Three kinds of moves. Each one is easy to see once jobs sit on the grid.



Up is a promotion, across is a lateral move, and up and across is a growth move. All three are real careers.

A Title Formula

A level word plus a job name. Use the same words the same way everywhere.



FOUR TITLE RULES

- 1 Same level, same word**
A Senior in Accounting is the size of a Senior in Marketing.
- 2 Say what the job is**
Plain names beat clever ones.
- 3 Keep well-known names**
Controller and Head Baker stay as they are.
- 4 Write the rules down**
Every new job follows them.

Same level, same word, everywhere. That one rule makes titles easy to read and fair to compare.

From Messy to Clear

Brightside's marketing team had 13 titles for 5 real jobs. Colors show where each title went.

BEFORE 13 titles

Marketing Assistant

Marketing Specialist

Sr. Marketing Associate

Marketing Manager

Marketing Coordinator

Digital Marketing Specialist

Marketing Guru

Director of Marketing

Social Media Wizard

Brand Ninja

Marketing Lead

Content Creator

Head of Brand

Titles invented one hire at a time



AFTER 5 jobs

Associate Marketing Specialist

P1

3 old titles

Marketing Specialist

P2

4 old titles

Senior Marketing Specialist

P3

3 old titles

Marketing Manager

M2

2 old titles

Senior Marketing Manager

M3

1 old title

Illustrative

Same people, same work, fewer names. Clean titles make pay, careers, and job ads easy to compare.



Standardize Without Erasing Real Differences

The goal is not identical titles everywhere. It is one job for the same work.



COMBINE WHEN

The work, accountability, scope, and requirements are materially the same.

AT BRIGHTSIDE

Delivery Driver

Driver

Route Driver



One job
Delivery Driver

Standardize where the work is the same. Local names can live on as working titles.

KEEP A SEPARATE JOB WHEN

Accountability differs

Shift Lead vs Assistant Shop Manager

The labor market differs

Food Scientist vs Quality Specialist

Regulation differs

Food Safety Inspector, a certified role

Specialization is real

Recipe Developer vs Baker

The purpose differs

Customer Service Representative vs Shop Associate

Combine where the work is the same. Keep a separate job where the difference is real.



What Every Job Carries

Each cell on the grid is a record. Here is Brightside's Shop Manager and who uses each part.

JOB RECORD

Shop Manager

Job code	STR-SHP-M2
Positions mapped	20, one per shop
Function and family	Operations, Stores
Track and level	Management, M2
Grade and pay range	Grade 6, range attached
Overtime status	Exempt, set by duties and pay
Description	Purpose, duties, requirements
Skills	Team leadership, retail sales, food safety
Career paths	From Assistant Shop Manager
Survey matches	Retail store manager benchmark

WHO USES WHICH PART



HR system and payroll

Code, grade, and overtime status



Recruiters

Title, description, and pay range for job ads



Managers

Level description and career paths



The pay team

Grade and survey matches



Leaders and analysts

Family and level for headcount, cost, and pay equity

One job record feeds pay, hiring, careers, systems, and reports. Keep it complete and current.



Plot the Path

Maria is a Shop Associate. She wants to become a Marketing Specialist. Trace two routes.

	Baking	Stores	Logistics	Accounting	Marketing
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Start: Shop Associate. Goal: Marketing Specialist.



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

There is almost always more than one route. The grid lets people see and plan them.



Plot the Path: Model Answers

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

1 Route 1: step by step

Senior Shop Associate, then Associate Marketing Specialist, then Marketing Specialist

A promotion, a lateral move on the same row, then a promotion. More experience before the switch.

2 Route 2: the faster route

Associate Marketing Specialist, then Marketing Specialist

A growth move up and across, then a promotion. Faster, but she builds marketing skills first.



Name the moves Up is a promotion, across on the same row is a lateral move, and up and across is a growth move.

There is almost always more than one route. The grid lets people see and plan them.



Quick Check

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

1 QUESTION 1

Can two different jobs sit in the same cell?

- A** No, every cell holds exactly one job
- B** Yes, if both meet that cell's scope
- C** Only if they share a title

2 QUESTION 2

A move to the same level in a different family is a...

- A** Promotion
- B** Lateral move
- C** Demotion

3 QUESTION 3

Using the formula here, what is the level 3 title for the Accountant job?

- A** Lead Accountant
- B** Senior Accountant
- C** Accountant II

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** Every job has one place on the grid. A cell can hold several jobs.
- 2** Careers move up, across, or both, and all three count.
- 3** Titles follow one formula: a level word plus a job name.

One page, every job.



CHECK YOUR ANSWERS



The matrix classifies jobs. Several can meet the same cell's scope.



Same size, new family, new skills. Often the step before a promotion.



Level 3 uses Senior in this formula, on every track that has it.

When every job has one defined place, careers, titles, and pay become easy to see and explain.





Job Architecture 101: The Full Picture

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