INTO THE HR JARGON JUNGLE

JOB ARCHITECTURE

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DEFINITION

A **job architecture** is a structured framework for organizing and classifying jobs and positions within a company.

JOB ARCHITECTURE

RESPONSIBILITY

COMPLEXITY

KNOWLEDGE

JOB GRADING: Job Level, Grades, Grade Ranges

JOB STRUCTURE: Job Catalog, Job Families, Sub Job Families, Job Types, Jobs

COMPANY STRUCTURE

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KEY TERMS – AND HOW THEY ARE CONNECTED

A **job catalog** is usually developed as the foundation for the job architecture. It classifies, designates (**job mapping**), and describes jobs in the organization according to standardized criteria.

To use the job architecture as a **strategic tool for workforce development and planning**, the jobs are evaluated (**job grading**) and potential career paths defined.

ADVANTAGES OF A JOB ARCHITECTURE

A clear **job architecture** helps to …

- **reward** employees **fairly** based on a transparent system

- plan **workforce development** and **career paths**

- improve **the recruitment process** and **data reporting**

- ensure positions are globally **standardized** and **comparable**

- use improved data quality to better understand workforces' **capacities** and **competencies**
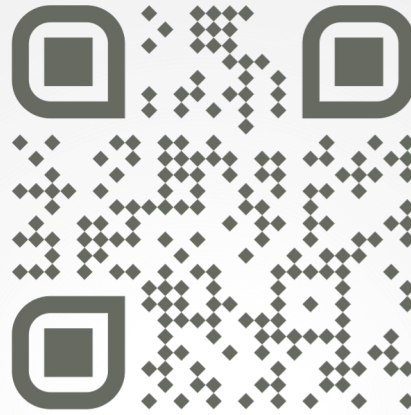
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THE WAY OUT OF THE JUNGLE

Transparent communication makes it easier for everyone in your company to understand complex issues. We can help.

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THROUGH COMMUNICATION

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