

Email to Leadership from DIO

Subject: New U-M HR Market Title for GME Program Coordinators

The GME Office, in collaboration with Human Resources, has developed a Market Title series specifically for GME Program Coordinators. The essential details regarding this initiative are below. Additionally, for your reference attached is the full GME Program Administrator job description that was developed.

- 86 staff members fulfill a role associated with the administration of the 106 GME training programs. (see Table 1 for working titles)
- 10 different U-M Market Titles are used, of various levels and pay zones, for those 86 appointments. (Table 2)
- A Market Title specific to the Program Coordinator role is needed because of the number of individuals in this common role, performing similar duties, and the inconsistency with Market Titles being used. Additionally, this will provide a distinct title and salary range for Departments to use when recruiting for this position.
- New Market Title = GME Program Administrator.
- Those whose job duties are 60% or more related to GME functions will be eligible for this new title.
- Anticipated effective date = January 1, 2019.
- This week, this will be announced to the Department Chairs, Chief Department Administrators, Program Directors, and Program Coordinators.
- Between September-December 2018 Human Resources and the GME Office will be working with Departments on identifying who qualifies for reclassification and appointing to the appropriate level based on duties and experience. As aligned with any review such as this, Human Resources will conduct a salary equity review and make recommendations as appropriate.
 - Some Departments may encounter a variance in their staff salaries due to the potential recommendation of a salary increase.

Table 1:

#	Working Title
69	Program Coordinator
2	Associate Program Coordinator
10	Assistant Program Coordinator
5	Manager

Table 2:

#	% in Title	Market Title
1	1%	Administrative Manager Intermediate
1	1%	Administrative Manager Associate
3	4%	Program Manager
1	1%	Office Manager
6	7%	Administrative Specialist Senior
23	27%	Administrative Specialist Intermediate
24	28%	Administrative Specialist Associate
2	2%	Administrative Coordinator/Project Coordinator
19	22%	Administrative Assistant Senior
6	7%	Administrative Assistant Intermediate

Please let me know if you have any questions or would like additional information. In addition, please feel free to reach out to xxxxx and xxxxx from Human Resources who are copied on this email.

-DIO

Email from DIO to Program Directors

CC: Chief Department Administrators (CDAs)

Subject: New U-M HR Market Title for GME Program Coordinators

Colleagues,

I wanted to provide you with advance notice that tomorrow the below email will be sent to all Department Chairs, Division Directors, Chief Department Administrators, Division Administrators, Program Directors and Program Coordinators. The email is announcing the development and implementation of a new Market Title series specifically for the GME Program Coordinators. Effective January 1, 2019, the new title will be GME Program Administrator and will have 3 levels: Senior, Intermediate, and Associate.

Additional details are below and I encourage you to attend the Thursday, September 20th meeting where this will be discussed in depth, including the process for reclassifying the staff members who hold the GME Program Coordinator title. This is a tremendous advancement for the Program Coordinators at U-M. Also, we recognize that some Program Coordinators may experience some uneasiness and angst with this change as the final outcome related to them personally will not be known until the full institutional review is completed. We ask that you show your support and trust in the review process.

As a Program Director, the information that will be important for you to be aware of at this time is:

- Those that will qualify for reclassification are those that currently hold the working title of GME Program Coordinator or GME Assistant Program Coordinator and whose job duties are 60% or more related to GME functions.
- The Program Coordinator's supervisor (typically the individual that conducts their annual performance evaluation) will be responsible for completing and submitting a Position Description Form. This form will require your review and signature.
- Program Coordinator's will need to provide a copy of their current resume.
- Human Resources will do the analysis to determine final reclassification titles and conduct an equity review for salaries, which is typical for this type of review.
- Assuming all required documentation is received when requested, implementation date is anticipated to be January 1, 2019.

Your support as we roll out this exciting change is appreciated.

DIO, MD
Title

GLOBAL EMAIL

Email from DIO to:

- Department Chairs
- Division Directors
- Chief Department Administrators
- Division Administrators/Section Administrators
- Program Directors
- Program Coordinators
- Supervisor of Program Coordinator listed in HR system

CC: HR

Subject: New U-M HR Market Title for GME Program Coordinators

I am delighted to share with you, that effective January 1, 2019, U-M will have a Market Title series specifically for the GME Program Coordinators. The new title will be GME Program Administrator and will have 3 levels: Senior, Intermediate, and Associate. Staff members that currently hold the working title of GME Program Coordinator or GME Assistant Program Coordinator and whose job duties are 60% or more related to GME functions will be eligible for this new title.

All stakeholders are invited to attend the information session that will be presented by the GME Office and Human Resources to share additional details regarding the development of this new Market Title series and the reclassification process. This session will be held:

Thursday, September 20, 2018

4:30pm – 5:30pm

Ford Auditorium

The first step of the process is that by/on **Monday, October 1, 2018** a "Position Description Form GME Program Administrator" is submitted to xxxxx. This form must be completed for ***all*** individuals that currently hold the working title of GME Program Coordinator and is completed by their supervisor (typically the individual that conducts their annual performance evaluation). Program Coordinators will be required to provide a copy of their updated resume as well.

The following documents are attached for your reference:

- GME Program Administrator Job Description
- Position Description Form GME Program Administrator
- Criteria for Advancement from Intermediate Level to Senior Level

This is a tremendous advancement for the Program Coordinators at U-M.

This email has been sent to the following groups, [please share with anyone else that is appropriate.](#)

- Department Chairs
- Division Directors
- Chief Department Administrators
- Division Administrators/Section Administrators
- Program Directors
- Program Coordinators
- Supervisor of Program Coordinator listed in HR system (*on 08/03/2018*)

Questions can be directed to xxxxx, HR Business Partner.

DIO, MD

Title