



## Journeys Classification Summary Sheet

**Employee Name:** Hairy Dawg

**Employee Supervisor:** Jane Smith

**HR Liaison:** Bob Adams

**New Classification Title:** Budget Analyst

**Family:** Academic Affairs

**Function:** Budget Planning

**Track/Level:** P2

**Important:** The information below has been confirmed with your unit and reflects your finalized track, level, and classification. If you have any questions, please connect with your supervisor or HR Liaison.

### ***Glossary of Terms***

**Classification Title:** A standardized job title used across the university to group similar roles based on job duties, not specific to working titles or departments.

**Family:** A broad grouping of related jobs based on similar work and required knowledge (e.g., Information Technology, Finance, or Student Services).

**Function:** A more specific category within a family that focuses on particular job responsibilities or services (e.g., Network Support within IT).

**Track:** The general type of work an employee does, such as Management, Professional, Technical, or Business Operations & Support.

<b>M- Management Career Track</b>	<b>T- Technical Career Track</b>
<b>P- Professional Career Track</b>	<b>S- Business Career Track</b>

**Level:** Indicates the scope and complexity of a role within a track, generally ranging from entry-level to advanced leadership (Levels 1–4).

***If you have any questions after reviewing the information above, we encourage you to reach out to your supervisor or HR liaison. They are prepared to help walk through the details with you and support your understanding of the new classification structure. Please work with your supervisor and HR Liaison to report any discrepancies throughout the month of September.***

**For more information, please visit our website: <https://hr.uga.edu/journeys/>**