



## Career Banding - Explanation of Terms

- **Job Family**
  - Major groupings of jobs that represent general fields of work. The State of North Carolina has defined ten Job Families - Administrative and Managerial, Information Technology, Law Enforcement and Public Safety, Human Services, Information and Education, Medical and Health, Institutional Services, Operations and Skilled Trades, Engineering and Architecture, and Natural Resources and Scientific. Each Job Family contains several 'Branches' (Career Branches).
- **Branch (Career Branch)**
  - A subset of a Job Family containing Banded Classifications with similar functions, competencies and T&E (Training and Experience).
- **Band**
  - A broadly defined class concept that incorporates related groups of graded classifications resulting in vertical and/or horizontal integration of work (i.e. Administrative Support Associate).
- **Competency Level**
  - Each Competency (see definition below) is described in behavioral language - what one would see, hear or measure when an employee is demonstrating proficiency - for that particular competency. The Career Banding system in North Carolina has three competency levels. They are: Contributing; Journey and Advanced.
  - **Contributing**
    - The span of knowledge, skills and abilities minimally necessary to perform a job from entry up to the journey competencies recognized for the class. Contributing competencies generally describe what is also known as 'entry-Level', at which minimally qualified employees typically function for their first few years of employment.
  - **Journey**
    - Fully acquired knowledge, skills and abilities demonstrated on the jobs that are beyond the contributing competencies. Competency-based pay revolves around the journey level, and compensation for a banded class is built off of the journey level. This is generally the level at which competent, fully functioning, seasoned employees with experience beyond the minimum requirements should be compensated.



- **Advanced**

- The highest or broadest scope of knowledge, skills and abilities demonstrated on the job that are beyond journey competencies. Advanced competencies describe work that is above and beyond the journey-level work functions seen in a banded class, i.e. 'senior-level.' It is expected that few employees in a banded class will reach the Advanced level, though most may reach the Journey level. Advanced level competencies are typically rare and reserved for the most highly competent, uniquely skilled employees.

**Note:** Competency Levels apply to the business need of the organization as well as the proficiency of the employee.

- **Definition of Competency**

- Set of knowledge, skills and abilities an employee needs to successfully do their job. Competencies must be (1) demonstrated on the job; (2) measured according to standards set by the organization; and (3) required on the job based on the organization's needs.