

CAREER SERIES FAQ - Managers

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How does the career series work in the established Workday process?

If the employee meets all requirements of the career series, has met or exceeded the expectations of the City of Dallas, and there is a valid need for the role at the next level, the Manager can initiate the progression in Workday. See the Evaluation Form in the Career Series Toolkit for more details.

As a result of career series implementation, some of the employees' titles may have changed. How can I ensure my team is positioned correctly in the career series ladder?

Your employees' titles may or may not change as a result of career series implementation. The *mapping process* is one of the most laborious stages of the career series implementation, during which managers and the Compensation Team align current employees' skills and qualifications to the minimum requirements of the jobs in the career series. This process ensures employees are not adversely impacted by the new career series.

I do not see a career series for several job categories in my department. What should I do?

Career series attempts to standardize titling and minimum requirements convention to ensure compatibility with external markets. Please refer to the [Career Series Manual](#) for any questions regarding how to initiate a career series for your job family.

What happens to the position number (PM#) if the employee separates?

If the PM becomes vacant due to employee leaving or retiring from the City of Dallas, the PM will remain at its latest position title. The Manager's ability to fill the position will be tied to the last level established on the PM.

What should I do if I want to upgrade, downgrade or reclassify a vacant PM?

If you want to maintain the vacant position at the current level, no further action is required.

If you want to upgrade, downgrade or reclassify the position to any level within the established career series and the position is vacant, you need to complete a Career Series CAF process [Compensation and Classification Forms \(CAF Process Info\)](#).