

Job Banding - Details & Guidelines

Introduction:

EveryMundo's Job Banding is a position classification system and framework that aligns positions of similar levels of responsibility and impact into one of six job bands. It is a fundamental part of EveryMundo's structure and allows us to grow our teams with maximum impact and efficiency.

At the job or role specific level, it allows us to achieve four things. Each one is key to our organizational planning and impacts our ability to ensure rewarding and engaging careers for all employees.

Job bands allow us to:

1. Group roles with comparable skills, responsibilities, and requirements
2. Level roles and job titles across a common framework
3. Provide clarity and transparency about scope, impact, complexity, and experience needed across jobs
4. Navigate individual career paths vertically or horizontally through:
 - Band to Band Promotions: movement to different job with higher band
 - Within Band Growth: movement to a different job of the same band
 - Role Enhancement: growth within the same job or role

The Job Bands in Practice

Everyone at EveryMundo has a designated band, 1, 2, 3, 4, 5, and 6 (6 is reserved for EveryMundo's Co-Presidents). In general, the higher the band, the more autonomy, accountability, subject matter expertise and inter-departmental work required of the individual. Bands codify role-appropriate expectations so each individual's designated band functions as a set of role guidelines.

What does this look like in practice? The [Global Banding Framework](#) (see page 4) works as the Company's overarching structure to define and describe expectations at each band. This framework is our baseline.

As illustrated in the framework, there are three tiers: Operational, Hybrid and Strategic.

The Operational Tier - Bands 1 and 2:

The Operational Tier comprises jobs that focus on execution and individual results. Roles within these bands are developing their expertise, mastering skills within their functions and require more ongoing support from Senior team members. Ascension within the Operational Tier might imply increases in autonomy, decision-making, greater subject matter expertise, or some level of managerial responsibility

Sample Operational / Band 1-2 Roles and Titles from various departments

- Band 1: Product Designer, I
- Band 1: Content Marketing Specialist
- Band 2: Customer Success Manager
- Band 2: Engineer II, Product Development

The Hybrid Tier - Bands 3 and 4:

The Hybrid Tier comprises more senior jobs involving greater subject matter expertise and/or managerial oversight. These employees may lead teams or act as individual contributors. Bands 3 and 4 are often highly skilled and hold a high level of subject matter expertise across their function or across the business generally. These jobs operate with a higher level of autonomy and less oversight than Bands 1 and 2. Positions in these bands are contributing to areas outside of their specific function; they lead projects and participate in key business decisions.

Sample Hybrid Tier / Band 3-4 Roles and Titles

- Band 3: Senior Engineer
- Band 3: Head of Product Marketing

- Band 4: Director, Product Activation Operations
- Band 4: Principal Engineer

The Strategic Tier - Bands 5 and 6:

These are EveryMundo's most senior roles and they primarily function and center around strategy and long term results. These roles operate with the highest level of autonomy and judgment and lead the strategic planning activities of the company. Roles in these bands have complete accountability for the short-term and long-term success of the company including financial performance.

Sample Strategic Tier / Band 5-6 Roles and Titles

- Band 5: VP, Customer Success
- Band 5: Chief Financial Officer
- Band 6: Reserved for Co-Presidents

In addition to the Global Banding Description, every department maintains its own specific banding description. This allows for variation due to the nature of the work we do—and the skill requirements of those doing the work: our departments range from Front and Back-End Engineering, to Product Delivery, to Sales and Marketing, among others. This spectrum, of course, necessitates an array of responsibilities and skill sets. Given the work and associated expertise requirements, a Front-End Senior Engineer Band 3 description varies significantly from that of a Band 3 Head of Marketing, for example. The Senior Engineer might be an individual contributor with technical ownership and accountability for an aspect of our software. The Band 3 Marketing Lead, on the other hand, might have subject matter expertise across all pillars of the Marketing department while acting as a people manager.

Our departmental banding descriptions account for these variations. Leads update them on a regular basis to ensure that they serve as an accurate representation of current roles and team member responsibilities.

The banding descriptions are also an important planning tool - they allow Leads to identify the best ways to configure roles within their departments, while documenting possible ascension paths for team members. We draw on job bands to determine appropriate compensation within a specific department.

EveryMundo Global Job Banding Framework			
Tier	Bands	Pillars	Description
Strategic	6	Goals and Results	Ultimately responsible for overall performance and operations of entire organization, including financial performance, growth, and operation excellence.
		Responsibilities and Impact	Accountable for defining and communicating organization-wide strategic decisions and planning activities, including operational, financial, local, global, market, and product.
		Processes and Practices	With each new initiative or evolutionary development in the Company, ensure a plan is in action to develop business processes and practices to execute. Drive company toward pursuit of best-in-class practices and constant improvement in all current processes and practices.
		Resources and Hiring	Responsible for human capital across the organization including retention and attraction of top talent to the organization.
		Growth and Development	Project and defend a culture of growth and development to ensure top-of-mindness among all subordinates and Mundos across the company.
	5	Goals and Results	Responsible for the development of company goals in collaboration with peers and supervisors, and supporting completion of department and team goals; introduce new initiatives for consideration across the company; define KPIs to measure financial performance of departments and teams under her/his supervision and accountable for results.
		Responsibilities and Impact	Accountable for performance of all departments and teams under her/his supervision and prioritization of cross departmental initiatives relevant to her/his responsibility
		Processes and Practices	Guide subordinates in their efforts to define business processes and practices for all departments and teams under her/his supervision, and approve changes to existing processes and practices. Identify needs for new processes and practices when not present and need is evident.
		Resources and Hiring	Proactive participates in the strategic resource planning process within their scope. Represents the company in external recruiting and sourcing activities. Works with external partners and organizations to increase employer brand awareness. Assigned Hiring Manager in the absence of bands 3 or 4.
		Growth and Development	Identify growth and develop needs within the business and lead effort to allocate resources to ensure execution; oversight of growth and development activities as administered by subordinates within departments and team under her/his supervision
Hybrid Strategic/Operational	4	Goals and Results	Participate in the development of company-wide goals outside of their direct department, function, or region.
		Responsibilities and Impact	Accountable for departmental, functional, or regional decisions made with autonomy to drive strategic, longer term plans Work across the organization, leading projects in and outside of direct department/function/region Oversee an assigned budget or business P&L as applicable
		Processes and Practices	Responsible for identifying and implementing business processes and practices inside and outside of department, direct function, or region
		Resources and Hiring	Creates proactive opportunities for engaging with prospects and build departmental pipeline. Maintains active network of prospects and leverages business and organizational relationships.
		Growth and Development	Contributes to Mundo development initiatives and strategies beyond own department/function/region
	3	Goals and Results	Accountable for defining departmental, functional, or regional goals. Responsible for the departmental, regional or functional performance. Work with direct and indirect teams to achieve results.
		Responsibilities and Impact	Strategic decision making is developed autonomously but subject to supervisor approval. Participates in managing people (direct or indirectly), i.e. Mundo Bill of Rights Expected to contribute across different departments as relevant to department goals and cross-departmental dependencies
		Processes and Practices	Responsible for identifying & implementing departmental, regional or functional business processes and practices, and methods for oversight of compliance
		Resources and Hiring	Identifying resources needs for department. Assigned Hiring Manager for subordinates within department. Contributes to culture add / selections interviews for peers outside their department.
		Growth and Development	Responsible for the growth, development, and achievements of Mundos for whom they administer the applicable rights in the Bill of Rights
Operational	2	Goals and Results	Accountable for achieving elements of departmental, functional, and regional goals
		Responsibilities and Impact	Autonomy to execute and prioritize day-to-day tasks, with oversight of subordinate day-to-day where applicable
		Processes and Practices	Contributes to definition of business processes and practices; oversight of subordinates' compliance where applicable
		Resources and Hiring	May participate in cultural add / selection interviews (not requirement)
		Growth and Development	Supports the training of new hires or internal teams with subject matter expertise and onboarding activities.
	1	Goals and Results	Achieve results through individual accountability and performance
		Responsibilities and Impact	Are mainly task-oriented with day-to-day impact
		Processes and Practices	Support through adherence to established processes and practices
		Resources and Hiring	May participate in cultural add / selection interviews (not requirement)
		Growth and Development	Achieve learning through individual efforts Achieve development mainly through direct manager and feedback