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Leverage Carta Total Comp's Leveling Framework

Level your employees and hit the ground running

Utilize Carta Total Comp's Leveling Framework to create your own leveling guide for your company. For each level, you will find:

- Title & Role Description
- Job Complexity
- Autonomy & Scope
- Leadership Responsibilities

Why should companies create a leveling framework

Standardize levels

No need to start from scratch. Utilize our tried and true, scalable framework that you can adjust as needed to fit the stage of your company.

Communicate expectations

By being transparent about the leveling structure at your company, employees can understand the expectations for their current role and how to grow their career to future levels.

Set pay bands

Once you have employees set into a leveling framework, you can begin developing pay bands by department. Carta Total Comp provides accurate equity and salary bands customized by role, level, and location.

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> Carta Total Comp has been a huge help in creating base levels to build our processes on. Before we onboarded, the company didn't have official levels for each employee. By using Total Comp, we were able to create that process and scale a lot faster."
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> **Jesse Kao**
> CFO, Gauntlet

	L1	L2	L3	L4	L5
Example Title & Role Description	**Associate/Specialist I** Acquires job skills and learns company policies and procedures to complete routine tasks.	**Associate/Specialist II** Learns to use professional concepts. Applies team procedures to solve routine problems.	**Associate/Specialist III** Developing professional expertise, applies company policies and procedures to resolve a variety of issues.	**Senior I** A seasoned, experienced professional with a full understanding of area of specialization; resolves a wide range of issues in creative ways.	**Senior II** Having wide-ranging experience, uses professional concepts and company objectives to resolve complex issues in creative and effective ways.
Job Complexity	Works on assignments that are routine in nature, requiring limited judgment.	Works on problems of limited scope. Follows standard practices and procedures to solve problems. Builds stable working relationships internally to further problem-solving.	Works on problems of moderate scope and calls upon multiple known practices and procedures to solve problems. Exercises judgment within defined procedures and practices to resolve day-to-day problems. Builds productive internal/external working relationships.	Works on problems of diverse scope and has a developed sense of how to solve problems when in unknown territory. Demonstrates good judgment in selecting methods and techniques for obtaining solutions and escalating issues. Networks with senior internal and external personnel in own area of expertise.	Works on complex issues where analysis of situations or data requires an in-depth evaluation of variable factors. Exercises judgment in selecting methods, techniques, and evaluation criteria for obtaining results. Networks with key experts outside own area of expertise.
Autonomy & Scope	Normally receives detailed instructions on all work. Requires supervision over both routine and non-routine work.	Normally receives detailed instructions on all work. Requires supervision over non-routine work.	Normally receives general instructions on routine work, detailed instructions on new projects or assignments.	Normally receives minimal instruction on day-to-day work. Seeks general instructions on new assignments.	Requires little oversight and reviewed only for technical integrity. Determines methods and procedures on new assignments and may coordinate activities of other personnel.
Leadership Responsibilities				Has some influence in planning and timelines. Gives actionable feedback that drives improvement. Coaches and mentors less experienced team members.	Helps others to learn and grow. Creates an environment to support a successful team. Coaches and mentors others within an immediate team.

	L6	L7	L8	L9
Example Title & Role Description	**Staff** Having broad expertise or specialized knowledge, uses skills to contribute to development of company objectives and principles and to achieve goals in creative and effective ways.	**Senior Staff** As an expert in the field, uses professional concepts in developing resolution to critical issues and broad design matters.	**Principal** A distinguished technical professional who guides a specialized and/or strategic functional/product roadmap; viewed as an expert in their field.	**Fellow** Top individual contributor technical position in the organization who brings domain expertise and impact equivalent to that of a VP; a known expert in their field.
Job Complexity	Works on significant and unique issues where analysis of situations or data requires an evaluation of intangibles. Exercises independent judgment in methods, techniques, and evaluation criteria for obtaining results. Creates formal networks involving coordination among groups.	Works on issues that directly impact current and future business success. Creates formal networks with key decision makers and serves as external spokesperson for the organization.	Generally oversees creative research or advanced development in areas such as new technologies, product innovation, engineering materials, or next-generation processes. (Some organizations only allow individual contributors at this level in the engineering area, but others allow it anywhere in the company.)	Oversees applied research or advanced engineering in the development of new products, materials, or processes.
Autonomy & Scope	Acts independently to determine methods and procedures on new or special assignments. May supervise the activities of others.	Exercises wide latitude in determining objectives and approaches to critical assignments.	Directs and coordinates activities necessary to complete major projects, requiring a wide variety of technical skills. Consults with and provides guidance to senior management and a number of departments on advanced technical issues.	Directs and coordinates activities necessary to complete major projects, requiring a wide variety of technical skills. Consults with and provides guidance to senior management and a number of departments on advanced technical issues.
Leadership Responsibilities	Influences others to achieve team goals. Coaches and mentors others within immediate and peer teams. Supports a culture that is positive, inclusive, and engaging.	Leads by example in modeling the company's operating principles and identity traits and holds others accountable for doing the same. Delegates effectively and empowers others to execute tasks with accountability.	Role model for the company's operating principles and identity traits. Builds community across functional and product lines.	Champions the company's operating principles and identity traits and holds leaders accountable to demonstrate them. Sets an inspiring vision and strategic direction that's inline with company mission.

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	L4	L5	L6	L7
Example Title & Role Description	**Team Lead** Provides supervision to individual contributors (ICs), primarily in terms of work output and ability to meet team/role objectives. Acts as advisor to unit or sub-units and may become actively involved, as required, to meet schedules and resolve problems.	**Manager** Manages, perhaps through other Team Leads, the coordination of the activities of a section or department with responsibility for results.	**Senior Manager** Manages the work and teams of two or more departments. Oversees costs, strategies, and staffing. May have managers reporting to them depending on team size/need.	**Director** Leads a broad functional area through several department managers within the company. Has overall control of planning, staffing, budgeting, managing expense priorities, and recommending and implementing changes to methods.
Job Complexity	Works on issues within a defined team/procedural framework. Exercises judgment within defined procedures to determine appropriate action.	Works on issues of diverse scope and familiar with current business trends. Follows processes and operational frameworks to solve problems. Acts as advisor to reports to meet goals and resolve problems. Develops and administers goals, schedules, and performance requirements; may have budget responsibilities.	Works on issues that require in-depth knowledge of organizational objectives. Establishes and assures adherence to budgets, schedules, work plans, and performance expectations.	Works on complex issues that require an in-depth knowledge of the company. Participates in company creation of methods, techniques, and evaluation criteria for projects, programs, and people. Ensures budgets and schedules meet company requirements.
Autonomy & Scope	Receives defined objectives and processes by which to meet goals. Provides direction to employees according to established policies and management guidance. Management reviews work to measure meeting of objectives.	Receives objectives and determines how to use resources to meet goals. Provides guidance to reports in alignment with team frameworks. Recommends changes to frameworks and establishes procedures that affect immediate organization(s).	Establishes operational objectives and work plans and assigns work to the appropriate reports. Senior management reviews objectives to determine success. Involved in developing, modifying and executing work that affect immediate operations and may also have company-wide effect.	Participates with other senior managers to establish strategic plans and objectives. Makes final decisions on administrative or operational matters and ensures effective achievement of objectives.
Leadership Responsibilities		Guides individual goal-setting aligned to team objectives. Manages hiring and performance of direct reports. Develops a high-functioning and successful team.	Leads team goal-setting and defines deliverables and timelines. Responsible for hiring and overall performance of direct and skip-level reports.	Coaches and mentors others, including employees who do not directly report to them. Responsible for hiring senior talent and reducing the occurrence of single sources of knowledge within the team.

	L8	L9	L10	L11
Example Title & Role Description	**Senior Director** Leads one or more functional areas, product groups or service areas through senior managers who have overall responsibility for the successful operation of those assigned areas.	**VP** Leads a complete functional area through multiple levels of management within the company. Has overall control of planning, staffing, budgeting, and approving changes to strategies and practices. Manages a team of directors and/or high-level individual contributors.	**SVP** Leads more than one functional area or product group through vice president level executive leaders who have overall operational responsibility for their assigned functions, geographic regions, and businesses.	**C-Suite/Executive**
Job Complexity	Consistently works with abstract ideas or situations across functional areas of the business. Through assessment of intangible variables, identifies, and evaluates fundamental issues, providing strategy and direction for major functional areas. Requires in-depth knowledge of the functional area, business strategies, and the company's goals.	Develops strategic plans to ensure achievement of objectives across one or more functional areas. Requires an in-depth knowledge of the company, competitive environment, technology and products, and economic or social implications of company activities. Participates in development of company strategies, priorities, and evaluation criteria for projects, programs, and people. Approves budgets and plans.	Consistently works with abstract ideas or situations across functional areas of the business. Through assessment of intangible variables, identifies and evaluates core issues, providing strategy and direction for major functional areas. Requires in-depth knowledge of the function, business strategies, and the company's goals as well as external factors affecting governance of company activities.	
Autonomy & Scope	Develops company and/or organizational policies and oversees their implementation. Detailed knowledge of company allows for innovative concepts and promoting new ideas. Provides direction to senior managers in various areas, groups, and/or operations.	Sets vision, direction, and resource allocation for a significant organization or business unit. Responsible for multiple functions, products, departments, and/or geographies. Develops and implements strategic plans and objectives for the organization in alignment with company strategy; oversees direction and approves administrative, operational, and budgetary decisions to ensure achievement of objectives.	Sets vision and direction through resource allocation decisions for multiple significant organizations or business units where each is typically led by an executive. Develops corporate and/or organizational strategies and authorizes their implementation. Provides vision and direction to senior managers in various groups, and/or operations.	Develops company-wide vision and the strategy to achieve highest company priorities.
Leadership Responsibilities	Drives and supports talent and succession planning within department.	Makes strategic decisions for hiring, departure, growth, and compensation in close partnership with the People Team.	Shapes a people-first culture that exemplifies kindness, promotes helpfulness, and assumes positive intent. Builds a strong leadership pipeline with a future focus. Inspires teams to work toward a shared vision and common goals.	Shapes a people-first culture that exemplifies kindness, promotes helpfulness, and assumes positive intent. Holds senior leadership accountable to living out the company culture defined by its identity traits and operating principles. Inspires business units to work toward a shared vision and common goals.