

Job Builder Transition

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People & Culture

Dear Colleagues,

The University of California Office of the President will be retiring the existing UC Job Builder system on June 30. As mentioned in the [February Berkeley Managers News](#), our campus is switching to a new job description management platform - Job Builder (powered by JDXpert).

[Job Builder JDX is LIVE!](#)

Job Builder continues to be the system for using Job Standards to create individual Job Descriptions. A Job Standard is a predefined template that summarizes the Scope, Key Responsibilities and Knowledge & Skill requirements of a specific job title.

Job Builder JDX platform will serve as a workflow engine and repository for **all staff** (both PPSM-non-represented & Covered-represented) **job descriptions**. We have implemented this change to:

- improve access to staff (non-student) job descriptions for managers
- enhance the job creation experience
- standardize many aspects of the job description format system-wide

Review [this comprehensive 20-minute video](#) on how to use the system and create a job description.

Learn more about the new Job Builder system, review FAQs, and find helpful resources to get you started on our [People & Culture Compensation Job Builder](#) webpage.

The Compensation Team aims to make this transition as seamless as possible. If you have any questions or feedback, please email compdesk@berkeley.edu.

Thank you,

JS Henderson
Director, Total Rewards