Dear Colleagues,

The UC Job Description Management System Job Builder JDXpert (JDX) has been live at UC Berkeley since last July, and it's now time for a few enhancements and to gather your user feedback. Look for these upcoming changes in mid-August:

- The 'Position Number' field will no longer generate a TEMP # instead prompting users to input the Position Number for every Job Description.
- The 'Employee Name' field and 'Supervisor Name' field will be automatically populated on the Job Description (in the Job Details tab) based on the Position Number field.
- Automation is now built into Step 1 of every workflow, and the initiator will automatically be reflected as the Step 1 approver (however this can be adjusted to a different participant as needed).
- The 'Add Position Number to JD' workflow will now only allow users to edit the 'Position Number' field while the JD is in that particular workflow.

It's important to always include the UCPath Position Number on the job descriptions in JDX. You can find the Position Number in UCPath (under Direct Reports employee information), and there's a helpful walk through on Navigating Manager Self Service.

Quick Tip:
The Minor Update to JD 1-step workflow can be used by managers wanting to create a job description for an existing and encumbered staff position.

- JDX Job Aid: Which Workflow to Choose

JDX Resources, including an updated User Guide, Job Aids, short "How To" clips, FAQs, and more, can be found on our [People & Culture Job Builder web page](#).

Keep updated on the [latest JDX enhancements](#) and take advantage of the [JDX Drop-in Sessions](#) that occur throughout the week to ask JDX-related questions and get 1:1 help navigating the platform. To coordinate a Job Builder JDX training session for your department contact [Monica Brown-Buccellato](#) and don't forget to take this short survey to [provide feedback on your experience using Job Builder JDX](#). Questions? Email compdesk@berkeley.edu.

Thank you,
Eugene, Scott and Monica

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