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**Get Ready for an all-new Job Builder**



UC Berkeley is switching to a new job description management system (for staff jobs) in the coming months. Many other UC locations are also preparing to make this transition to improve access to job descriptions for all staff (non-student) employees, to improve the job creation experience, and to standardize many aspects of the job description format system-wide. The new Job Builder is powered by JDXpert. [Visit our P&C Job Builder website](https://berkeley.us9.list-manage.com/track/click?u=a2e1899784aed2b576f8037a0&id=a08953ac85&e=06658e854c) for more information. Resources, training videos, and implementation date will be forthcoming.

Have you used [Job Builder](https://berkeley.us9.list-manage.com/track/click?u=a2e1899784aed2b576f8037a0&id=5d06e377a8&e=06658e854c) to create a position description to recruit for a vacancy on your team? Time for a little spring cleaning in the system. Go check out your My Position Descriptions tab in Job Builder and delete any descriptions that are no longer relevant. Focus on Position Descriptions that exist in Job Builder and are filled by a member of your team - ensure those PDs (1) are in Classified Status, and (2) have the appropriate Position Number saved in the system.

Don't know how to check if the PD has been Classified by the Compensation unit? When you open the PD in Job Builder, check the "Status" field, which is the second field from the top. If that field is not populated with "Classified", then determine whether it is an active job or should be deleted. Managers should continue to work with their dedicated HR Partner's for assistance in the job description writing and classification process.

Questions? Contact Monica Brown-Buccellato, P&C Compensation Consultant & Job Builder Project Lead, [monicabuccellato@berkeley.edu](mailto:monicabuccellato@berkeley.edu)