February 25, 2022

**Job Builder (Action Requested) Preparing Position Descriptions for Conversion**

Dear PD Owner,

You are receiving this email because you’ve been identified to have one or more Position Descriptions (PDs) in the current [Job Builder](https://ucjobbuilder.ucop.edu/) system that are currently marked in a status other than Classified.

With the upcoming transition to the new Job Builder powered by JDXpert, it is imperative that PDs are Classified by the People & Culture Compensation team and include an active UCPath Position Number as this will ensure a smooth transition between the two systems. If a Position Description is not in Classified status with a position number, it will not be available in the new Job Builder platform. You can visit the [P&C Job Builder website](https://hr.berkeley.edu/compensation-benefits/compensation/job-builder) for more information about the new Job Builder JDXpert system. Resources, training videos, and implementation date will be forthcoming.

This [google sheet](https://docs.google.com/spreadsheets/d/1hxk2MWEJQqXwh_qmcHsMsAdIAOhRiIsVED19eKtVPMM/edit?usp=sharing) lists PD Owner Names alongside their respective descriptions that need your review and action.

**Review your Positions Descriptions in Job Builder:**

1. Log into [Job Builder](https://ucjobbuilder.ucop.edu/), go to My Position Descriptions tab, and under the Action column click on ‘Select’ to open and view each PD. When you open the description 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.*
   1. If the description is a relevant job, you should work with your [HR Partner](https://regionalservices.berkeley.edu/about-brs-regional-services) to route the PD to the appropriate [Comp Consultant](https://hr.berkeley.edu/about/contact/compensation/assignments).
   2. If the description should be removed from Job Builder, you should select ‘Delete’ and confirm ‘Yes’.
2. Additionally, make sure the Position Descriptions have the appropriate Position Number updated and saved in Job Builder. If a PD is missing the Position Number, click on Edit to input the Position Number (i.e. Position ID field) and save.

**What if a Job Description is not classified?** Only PDs that are in Classified Status will be transferred into the new Job Builder JDX platform. If you have a description in your My Position Descriptions tab that needs to be Classified, please continue to work with your dedicated HR Partner to route the request to your departments assigned Comp Consultant.

**Don't know the Position Number?** You can find the Position Number in [UCPath](https://ucpath.universityofcalifornia.edu/home) (under Direct Reports employee information). Here is a helpful demo on [Navigating Manager Self Service](https://youtu.be/kWFbj8d7j_c). Continue to work with your dedicated HR Partner for assistance in verifying position numbers as necessary.

**Questions?** Email [compdesk@berkeley.edu](mailto:compdesk@berkeley.edu).

Ideally action in Job Builder should be taken by mid-March. We look forward to partnering with you. If you have any questions please don’t hesitate to reach out.

Best Regards,

Monica and Jennifer

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