

# Job Builder

## Getting Started

To access the UC System-wide Job Builder tool open click: <https://ucjobbuilder.ucop.edu/>

Difficulty accessing the site or logging-in? Email [compdesk@berkeley.edu](mailto:compdesk@berkeley.edu)

Supported Browsers: Job Builder is supported by all major browsers and operating systems.

➤ Internet Explorer (Version 9 or above)	➤ Chrome (Version 31.0 and above)
➤ Firefox (Version 31.0 or above)	➤ Safari (Version 6 or above)
➤ Opera (Version 15 or above)	

CalNet Authentication is required for accessing the Job Builder system.

- All Berkeley employees with a CalNet and passphrase will be able to log in to the system and view all UC Berkeley Job Standards. *(If you are a Contingent Worker trying to access Job Builder, please contact [compdesk@berkeley.edu](mailto:compdesk@berkeley.edu))*




Job Builder opens up to the Home page.

- Information on the UC System-wide Job Builder can be found here along with useful links, resources, and information on who to contact if any technical issues occur
- The UC Job Builder is a tool for using Job Standards to create individual position descriptions. A Job Standard is a pre-defined template that describes the Scope, Key Responsibilities, and Knowledge & Skill requirements of a specific job level within a job family. Job Standards are organized by Job Family, Job Function, Job Category and Job Code. **Note: Job Builder is intended for non-represented (PPSM) positions descriptions, only a select few represented description templates are currently available in the tool.**

Get started by searching and viewing Job Standards.

- First, to search and view Job Standards or to create a new position description, click the 'Search Job Standards' link at the top of the Job Builder page.
- Next, set the Location to 'University of California, Berkeley'
- Select one or more of the categories listed and click the 'Search Job Standards' button. (Tip: start typing and the options auto-populate in the drop down)
- **Scroll down:** All Job Standards that meet the criteria selected will be listed at the bottom of the page. If you know the Career Tracks Job Code, you can limit your search to that specific 4-digit job code.

Take 'Action' by selecting;

-  'View Job Standard' → directs the page to that specific Job Standard information
-  'Create Position Description' → directs the page to the position description form template
-  'Job Matrix Report' → downloads a PDF matrix of that specific job function, based on category