

New Job Builder

Powered by JDxpert

HR Network October 26, 2021

Leading the Project at Berkeley - The Who

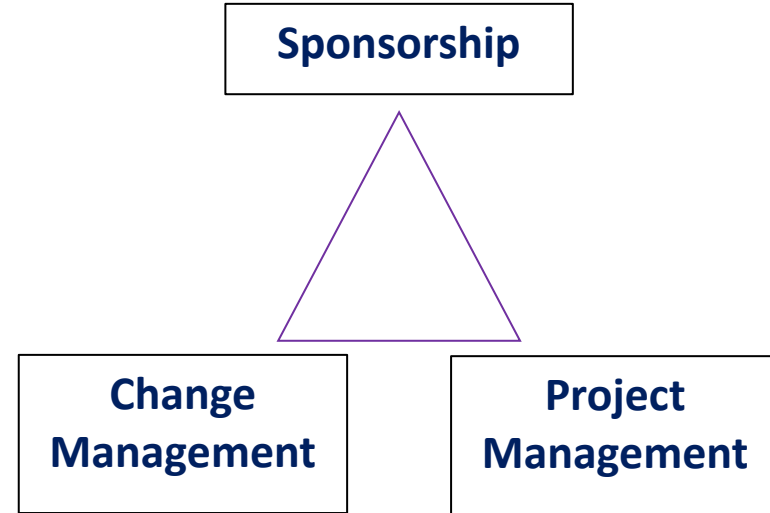
People & Culture's Compensation & Classification Team

Project Sponsor

- J Henderson, Director of Total Rewards

Project Team

- Monica Brown-Buccellato, Project Lead
- Scott Dinkelspiel, Class/Comp team
- Jan Crosbie-Taylor, Change Facilitator



Relaunching Job Builder - The Why

Current system no longer supported by UCOP

- Ending funding of system (home grown)
- No longer providing developer support

UC campuses involved in selection of new Job Builder system

- Request for proposals process completed
- JDXpert selected



Send your Questions to: compdesk@berkeley.edu

Relaunching Job Builder - powered by JDXpert

Transition begins end of the year

- Cut off date for current Job Builder (TBD)

Advantages of JDX over current Job Builder:

- Importing 'Classified' Position Descriptions from current Job Builder
- Workflows to move activities from one stage to another
- Inclusion of Represented Blank JD Templates
- Reclassification Cover Page incorporated into JD templates

How You Can Prepare



1. Be prepared to spend some time learning the new system
Dec, Jan, & Feb
2. Begin socializing to your clients that a new Job Builder system is coming

How You Can Prepare

3. Ensure Position Descriptions saved in Job Builder are marked as “Classified” in Job Builder
 - Only Compensation Consultants have the ability to update the Status of a Position Description to Classified



The screenshot shows the Job Builder interface. At the top, there is a blue header with the text "Job Builder" in yellow. Below the header is a toolbar with five buttons: "Edit", "Make A Copy", "Versions", "Delete", and "Print". The main content area is titled "Position Description". Below the title, there are several fields with labels and values:

Form Name	JD-FMHUM-008821-14605-4
Status	Draft
Classified	Unknown
Classified On	
Employee Relations Code	

A large red "X" is drawn over the "Status" field, and a red oval highlights the "Status" label and its value "Draft".

Take Action Now: Identify Job Descriptions

A. HR Partners work with Monica (compdesk@berkeley.edu) to receive a list of PD's that exist in current Job Builder that are **not** in Classified Status

a. by Department

B. HR Partners work with campus managers to identify job descriptions in current Job Builder that have been approved for classification by Comp **outside of Job Builder.**

PdFormName	ClassifiedBy	ClassifiedOn	Employee Relations Code	Status	Department
JD-EERCT-007299-10573-1				Draft	Engineering Research Centers
JD-EERCT-007583-10818-13				Draft	Engineering Research Centers
JD-EERCT-007118-11088-1				Draft	Engineering Research Centers
JD-EERCT-006256-11243-9				Draft	Engineering Research Centers
JD-EERCT-007118-12572-1				Draft	Engineering Research Centers
JD-EERCT-007298-12756-4				Draft	Engineering Research Centers
JD-EERCT-007299-12792-2				Draft	Engineering Research Centers

ServiceNow or Email

Job Information

Proposed Job Title & Code (?)

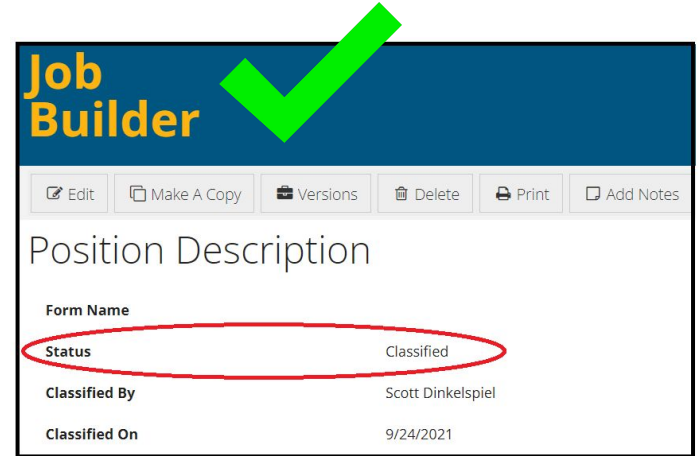
Approved Job Title & Code

Notes | Request Information | Classification Information | Appointment Information

Take Action Now: Update Status to Classified

C. HR Partners email assigned Comp Consultant to update the Status of those job descriptions in Job Builder **as appropriate.**

- Provide HR Case/HR Task number from ServiceNow or the approval email from Comp.



The screenshot shows the 'Job Builder' interface. At the top, there is a blue header with the text 'Job Builder' in white and orange. A large green checkmark is positioned in the top right corner of the header. Below the header is a toolbar with buttons for 'Edit', 'Make A Copy', 'Versions', 'Delete', 'Print', and 'Add Notes'. The main content area is titled 'Position Description' and contains a table with the following information:

Form Name	
Status	Classified
Classified By	Scott Dinkelspiel
Classified On	9/24/2021

Questions about new Job Builder system?

The screenshot displays the Berkeley Job Builder web application. At the top, a yellow navigation bar contains links for Home, Search Job Standards, My Position Descriptions, and Help, along with a user profile for Monica Brown-buccellato. The main header features the 'Berkeley Job Builder' logo and the University of California name. A dark blue sidebar on the left provides navigation for 'Welcome', 'My Information', 'Actions', 'Search', and 'Analytics'. The central 'Tasks' section includes a search bar for 'All Tasks'. A prominent yellow and red starburst graphic with the word 'NEW!' is overlaid on the tasks area. To the right, a 'Quick Links' section offers shortcuts to 'My Jobs', 'My Employees', 'View My Job', 'Add New Job Description', 'Revise Job Description', 'Job Library', 'Job Standards Catalog', 'Career Matrix View', and 'Career Ladder'. The bottom left of the screenshot shows a 'Getting Started' section with instructions on how to search and view job standards, and a 'Useful Links' section listing various resources like the 2021 Grade Change Changes, User Guide, and Reclassification Request Page.



Please let us know your concerns via email at compdesk@berkeley.edu

Berkeley People & Culture