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
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
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.
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.
Questions about new Job Builder system?

![Image of Job Builder system interface](image-url)

**Welcome**
- Monica A Brown-Buccellato

**Tasks**
- Home Page
- My Information
- Actions
- Search
- Analytics

**Quick Links**
- My Jobs
- My Employees
- View My Job

**Useful Links**
- July 1, 2021 Grade Changes
- Job Builder User Guide
- Cover Page
- TCS Inquiry
- Classification Process
- Career Tracks
- UC Net Series Job Specific
- Blank Represented Job Description
- Blank Rep JD Template

**Berkeley People & Culture**
Please let us know your concerns via email at compdesk@berkeley.edu