

Job Builder Transition (preview)

Avc-hr Departmental

Thu, Jun 23,
2:06 PM

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| Who's this for? | <i>HR Network</i> |
| What's it about? | <i>Job Builder Transition</i> |
| What should I do? | <i>Review</i> |
| Due date | <i>n/a</i> |

(The following is a preview of a Calmessage to Managers/Supervisors being sent later today)

Dear Colleagues,

The University of California Office of the President will be retiring the existing UC Job Builder system on June 30. As mentioned in the [February Berkeley Managers News](#), our campus is switching to a new job description management platform - Job Builder (powered by JDXpert).

[Job Builder JDX is LIVE!](#)

Job Builder continues to be the system for using Job Standards to create individual Job Descriptions. A Job Standard is a predefined template that summarizes the Scope, Key Responsibilities and Knowledge & Skill requirements of a specific job title.

Job Builder JDX platform will serve as a workflow engine and repository for **all staff** (both PPSM-non-represented & Covered-represented) **job descriptions**. We have implemented this change to:

- improve access to staff (non-student) job descriptions for managers
- enhance the job creation experience
- standardize many aspects of the job description format system-wide

Review [this comprehensive 20-minute video](#) on how to use the system and create a job description.

Learn more about the new Job Builder system, review FAQs, and find helpful resources to get you started on our [People & Culture Compensation Job Builder](#) webpage.

The Compensation Team aims to make this transition as seamless as possible. If you have any questions or feedback, please email compdesk@berkeley.edu.

Thank you,

JS Henderson
Director, Total Rewards