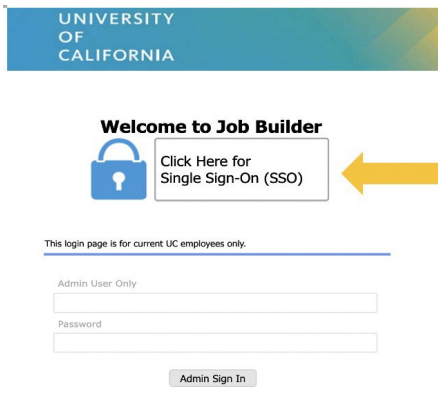
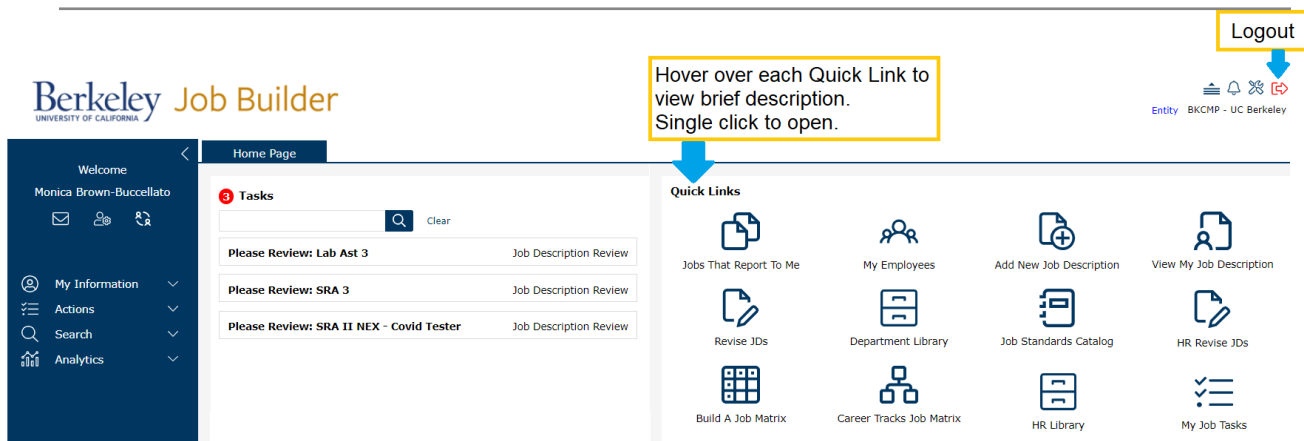


# Job Builder (JDXpert)

## [20-minute Intro video](#)



- Tool for managers to use when preparing and writing staff (PPSM & Represented) job descriptions.
- Provides access to UC Career Tracks Job Standards for employees to plan and track their job growth.
- Acts as a repository for all staff (i.e. non-student & non-academic) job descriptions.
- Uses various workflows that route to the Manager for initial editing, HR Partner for review and revisions, and to the Compensation Analyst for Classification evaluation.
- Log-in by clicking on **Single Sign-On** (CalNet Authentication is required).



- ❖ To search and find a Job Standard select **Job Standard Catalog**.
- ❖ To begin creating a new job description select **Add New Job Description**.
  - Every Job Description in Job Builder must have a Workflow started to save and edit in the system.
  - Add yourself to Step 1 of any workflow you select.
- ❖ (Managers/Supervisors) To update an existing job description select **Jobs That Report To Me** or **Revise JDs**.
- ❖ (Managers/Supervisors) To view job descriptions of your Direct Reports select **Jobs That Report to Me**.
  - To find JDs without a Position Number select **Department Library**.
  - Dept Library is filtered to show JDs in your own department only.
- ❖ (HR Partners) To find and view a job description select **HR Library**.
  - To initiate updating an existing description click to select the JD and then Start Workflow.



**Questions?** Email UCB's Compensation team at [compdesk@berkeley.edu](mailto:compdesk@berkeley.edu) or join a virtual [drop-in session](#) at your convenience.