Note: This User Guide is being updated weekly during implementation of this new system. Please continue to visit the P&C website for the most updated version.

UC Berkeley People & Culture
comdesk@berkeley.edu
Job Builder (JDXpert)

https://universityofcalifornia.marketpayjobs.com/frmMainV2.wxg

- System powered by JDXpert & MarketPay Jobs.
- 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.
❖ (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 or My Employees.
   • To find JDs without a Position Number select Department Library.
❖ (HR Partners) To find a job description select HR Library.
   • To initiate updating an existing JD select HR Revise JDs.

Question? Email UCB’s Compensation team at compdesk@berkeley.edu
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<th>Quick Link</th>
<th>Description</th>
<th>Used by</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Job Standards Catalog" /></td>
<td>Allows users to search and view specific UC Job Standards. (Includes information such as Job Code, Title, Generic Scope, Custom Scope, Key Responsibilities, Salary Structure and more).</td>
<td>All users</td>
</tr>
<tr>
<td><img src="image" alt="Career Tracks Job Matrix" /></td>
<td>View Career Tracks Job Standards by a specific Job Function in side-by-side view.</td>
<td>All users</td>
</tr>
<tr>
<td><img src="image" alt="Build A Job Matrix" /></td>
<td>Customize and create a unique Job Matrix for various job titles (can be used to compare different job functions and levels).</td>
<td>All users</td>
</tr>
</tbody>
</table>
| ![Jobs That Report To Me](image) | View Job Descriptions of your Direct and Indirect Reports. You can also begin a Workflow and start editing a JD in this list. (Be sure to complete the Action Requested field in Job Details).  
*Note: if your JD shows as “DEFAULT Conversion – JOB STANDARD ONLY” then your manager will need to update the JD in JDX before this is considered your actual job description)                                                                                                                                                                                                 | Users with one or more Direct Reports (i.e. Managers and Supervisors) |
<p>| <img src="image" alt="My Employees" />          | View a list of the employees that report directly and indirectly to you. This section allows the user to edit JDs that report into them.                                                                                                                                                                                                                                                                                                                                         | Users with one or more Direct Reports (i.e. Managers and Supervisors) |
| <img src="image" alt="Manager Revise Job" />    | Allows users with one or more Direct Reports to revise an existing job description in their unit. This can be used for updating encumbered job descriptions that may result in a reclassification of the position. (Be sure to complete the Action Requested field in Job Details).                                                                                                                                                                                                                               | Users with one or more Direct Reports (i.e. Managers and Supervisors) |</p>
<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>User Group</th>
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</thead>
<tbody>
<tr>
<td>🛒</td>
<td>Department Library</td>
<td>Allows Managers and Supervisors to find and view Job Descriptions across their own Department (specifically can be helpful when a JD is without a Position Number and/or does not have an Active Employee in the job).</td>
</tr>
<tr>
<td>📝</td>
<td>Add New Job Description</td>
<td>This function allows you to create a new job description. JDXpert offers the Search Library function that can be found throughout different sections when editing a new job description. These job descriptions can be saved in the system and be retrieved later.</td>
</tr>
<tr>
<td>📃</td>
<td>HR Library</td>
<td>Allows HR Staff to find and view job descriptions across campus.</td>
</tr>
<tr>
<td>📝</td>
<td>HR Revise JDS</td>
<td>Allows HR Partners to initiate a workflow for job descriptions across campus that may need to be revised and/or updated.</td>
</tr>
<tr>
<td>📜</td>
<td>View My Job Description</td>
<td>View your own job description in the system. (Note: if your JD shows as “DEFAULT Conversion – JOB STANDARD ONLY” then your manager will need to update the JD in JDX before this is considered your actual job description)</td>
</tr>
<tr>
<td>✅</td>
<td>My Job Tasks</td>
<td>My Job Tasks: view the tasks that have been assigned to you. This Quick Link will not show in your view if you do not have any active jobs in workflow that you are a part of.</td>
</tr>
</tbody>
</table>
The catalog lists all the UC Job Standards available in JDXpert. Each Job Standard includes information such as Job Code, Job Title, Job Family and Function Descriptions, Generic Scope, Custom Scope, Key Responsibilities, Salary Structure and more.

To Search for Job Standard by Job Family:
1. The Search Bar allows you to search by Job Family, Function, and Job Title.
2. The drop-down menu labeled “All Job Families” gives a full list of the UC Job Families
3. Use the carrot on the left side of the screen (Figure 1)
   - Displays a drop-down list of all Job Families and specific Job Functions.

Grey Chart: displays all of the Job Titles in the Job Family/Job Function selected (Figure 1)
1. Use the scroll bar on the bottom to see additional information including Job Sub Family, Job Level, etc.
2. You can use the arrows on the bottom to jump to different pages in the Job Standards Catalog
3. Click on the Job Title you want to view the Job Standard for

The right-hand side displays a detailed view of the Job Standard selected
Career Tracks Job Matrix

- View Career Tracks Job Standards in Side-by-Side view.
- Allows for comparison between Job Titles across a Job Function

![Figure 2]

Get Started:

1. Under Select Job Function, click  (Figure 2)
2. The icon will show a list of all the Job Families.
3. Click the “ ” icon on the left to show specific Job Functions listed under each Job Family.
4. Select the Job Function that you would like and click
5. You can either
   a. Click View Side-By-Side
      i. Displays all Job Standards across a Job Function (Figure 2)
   b. Click Download Job Standards
      i. Downloads all Job Titles in a Job Function into an Excel File which will allow you to print. See also 6b for more information (Figure 2)
6. After you click View Side-by-Side, you can:
   a. Reset: resets the Career Tracks Job Matrix
   b. Export as Excel: downloads an Excel file that displays selected Job Titles information (Figure 3)
      i. *Note, you can “x” Job Titles you wish to deselect and then click Export as Excel. This allows you to select individual Job Titles that you wish to download
   c. Highlight Differences: marks the differences between Job Standards
   d. Hide Identical Rows: hides the rows that share the same information across different Job Standards

![Figure 3]
Build a Job Matrix

- Ability to view UC Job Titles and allows for comparison between multiple Job Standards within various Job Families and Functions.
- This is a valuable resource for HR Partners to utilize when comparing Job Standards before making a recommendation to the Department/Manager on which Job Title to use when creating a new position.

To Search for Job Families, you can:

1. Use the Filter function next to the search bar (Figure 4)
   a. Click Filter by Job Family and Select a Value
   b. Select your desired Job Family
2. Use the carrot on the left side of the screen (Figure 4, carrot is located to the left of Ambulatory Care Clinics.)
   a. Displays a drop-down list of all Job Families
   b. Click to display additional Job Functions under each Job Family
3. Hover your cursor on either the left or right arrows on top of the screen to scroll through the Job Families

General Steps for Building a Job Matrix

1. After Searching for a Job Family, select Job Standard(s) listed in the grey rows. You can select multiple Job Standards by holding Ctrl/Command when selecting
4. Click on to view the Job Standards and compare. (Figure 4)
5. Once you’ve selected the job titles you want to compare, Click
**Side-by-Side View**

- The Side-by-Side view shows a comparison chart between the selected job standards. You can also click “x” to deselect any Job Standards you wish to delete (Figure 6)
  - Reset: reset the chart
  - Export as Excel: download the Job Standards selected as an Excel sheet
  - By checking Highlight Differences, the system will mark the differences between the job standards in yellow
  - By checking Hide Identical Rows, it will hide the similarities in the job standards and display the unique characteristics

![Side-by-Side View](image)

Figure 6
Jobs that Report to Me

- View Job Descriptions of your Direct and Indirect Reports. Jobs under this Quick Link only appear if the correct position number is included on the Job Description template in JDX.

- Easily revise a job description through this Quick Link (click & select the JD, click “Workflows”)

- Note: if the Status of your Job Description indicates “DEFAULT Conversion – JOB STANDARD ONLY” then your Manager/Supervisor will need to update Job Builder/JDX with your actual Job Description before you can view in the JDX platform. Classified means a Compensation Consultant has reviewed and classified this JD. (Figure 7)

- **Side-By-Side** Use Ctrl key to select and highlight multiple JDs – this displays jobs in columns in comparison to one another *See pg.7

- Actions:
  - ○ Opens the job description in view only.
  - ○ View the employee that encumbers this job
  - ○ Set as favorite (Later you can Filter by My Favorites to find these JDs easier)

**To Revise a Job Description**

1. Click & select the job that you would like to revise (highlights the job row in grey. See Figure 8)
2. Click on the Workflow button and Start Workflow. Choose between the options. There is additional information available in the Workflows section of this User Guide.
3. Choose the participants for the chosen workflow and click Start Workflow
4. The Job Description Review task will appear in the Task Bar on the home page for each participant

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My Employees

- View a list of the employees that report directly and indirectly to you

![My Employees](image)

Figure 9

- Actions:
  - Employee details: allows you to view employee information such as Emplid
  - View job allows you to:
    - View job: opens Job Description
    - Preview job: opens a print view of the Job Description
  - Share Job with Employee: Share via link. You can also set an expiration date

- On the right side, you can click on the carrot to display (Figure 9)
  - Tree view: displays a chart of employees under the manager’s role & **bolds** the names of employees who also have direct reports (i.e. indirect reports)
Manager Revise Job

- Allows Managers & Supervisors (anyone with a Direct Report) to revise an existing job description. This can be used for updating encumbered job descriptions.
  - (Note: If you update a job description for Reclassification, please ensure the Action Requested field on the template is set to Reclassification, the Reclassification Questionnaire is completed, and that you select the Formal Classification Review workflow).
- Allows users with one or more Direct Reports to revise an existing job description within their department. This can be used for updating vacant or encumbered job descriptions. This Quick Link is particularly helpful to find and edit JDs that do not have a Position Number or include a Position Number that does not have an Active Employee in the job.

To Revise a Job:
1. Click **Add Job**
2. Check the boxes on the left for the jobs that you would like to revise (Figure 10)
   a. You can use the Search Bar to search or Filter for specific jobs in your department
   b. The selected jobs will auto-populate on the bottom of the screen
3. Click **Select and Close**
   a. The pop-up screen will display the selected job(s) along with some functions (Figure 6)
      - Action
        - View Job: allows you to view the Job Template, not editable
        - Delete: allows you to remove Job Description from the revised list
4. Select between the 3 Workflows from the drop-down options, add appropriate participant(s) to each step of the workflow, then select **Start Workflow** (Figure 11)
5. The Job Description Review task will appear in the Task Bar on the home page for each participant
   a. Double click to begin revising the Job Description

Figure 10
Figure 11
• This allows users (Managers/Supervisors, anyone with a Direct Report) to search a department-wide Job Description Library using text search and quick filters.

1. Users can Favorite a JD by selecting the heart icon under the Left Action column (and can later use the Filter by My Favorites to easily find these JDs).
2. Select a job, on the right panel, there will be:
   a. Preview: allows you to see the print version of the Job Description.
   b. Employees: allows you to see employees assigned to this Job Description.
This function allows you to create a new job description. JDXpert offers the Search Library function that can be found throughout different sections when editing & customizing a job description. These job descriptions can be saved in the system and be retrieved later.

Add a New Job Description:

1. Select
   - **Blank Job**: allows the user/JD initiator to view the content of the job standard template they’re selecting.
   - **Base Job**: does not allow you to select Job Standard

2. Click
   - **Job Standard**: list of job titles with template descriptions.

3. Click on the *** icon located to the right of the Job Standard field to browse Job Standards (Figure 14)
4. Use the Search Bar to search for the appropriate Job Standard. There is also an ability to also use the Filter function if desired.
5. Click to select & highlight the Job Standard you would like to use and click **Save as Job Description** then click **Save and Close**.

![Figure 15](image15.png)

6. Input a temporary “New Job Title” into the blank text box (Figure 15)
7. **Select Workflow** (by choosing between the options listed, Figure 15)
   a. **Start the Workflow** to have the Review Job Description task auto-populate under Tasks on your home page
   b. **Note:** Steps of Workflow must be filled in with the appropriate participants before the JD will appear in the Task Bar on the home page
   c. Double click the task to start Editing the Job Description
8. Go through the template and edit sections as required. Click Form Errors on the top right to view incomplete sections that are required to be completed. (Figure 16)
   a. **Remember to click Save on the bottom (to save progress) or Save and Close on the top to save your work.**

![Figure 16](image16.png)
Content Search

- When you are actively editing the Key Responsibilities and Knowledge, Skills, and Abilities (KSAs) sections of the JD, you can use the function called “Content Search.” This can be found in the toolbar under the KSAs section. Content Search can be used to provide relevant existing information in the database that can be applied to the blank job description template.
  - This feature uses Artificial Intelligence. It is available in certain sections when editing a Job Description
  - Used to provide relevant existing information in the database that can be applied to Blank Jobs Descriptions Templates

Content Search Options via Smart/Detailed/Specific Search

Under the selected JD, there will be related Job Functions that will pop up as suggestions

1. **Smart Search**: returns individual job characteristics across selected Job Family (Fig. 17)
   a. The Search Bar will auto-populate by Job Title. The bottom of the search bar are suggested JDX jobs similar to the job standard you selected previously.
   b. Ability to select multiple descriptions that match your job
   c. A special feature is the ability to click on “More Like This” “More Like This.” It will give you similar variations of the Knowledge, Skills, and Abilities.

2. **Detailed Search**: categorizes job characteristics by individual Job Functions and Key Responsibilities (Figure 18)
   a. Left side: displays suggested Job Functions that match your selected Job Family. The jobs under the search bar will now be shown on the left-hand side of the screen.
   b. Right side: KSA’s for selected Job Function pop-up on the right

- You can switch between the two by clicking the button on the right labeled with these names (Figure. 17/18)

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Figure 17: Smart Search

Figure 18: Detailed Search
• In both Smart Search and Detailed Search, there is an additional search bar “Search in Results”
  ○ For example, you can search a specific action verb such as ‘analyze’ to see examples of how this word has been used in other sample descriptions
3. When you are finished highlighting all the descriptions that you like, click Add to Job on the bottom right
4. Additional way to search specifically under Key Responsibilities, you can search for a description when adding a new row
  a. Click Add New Row under Key Responsibilities. A magnifying glass icon will pop up on the right

![Figure 19](image)

b. When clicked, it will open a search bar pop-up which will allow you to find descriptions matching any keyword you search

![Figure 20](image)
This section allows HR Partner users to view job descriptions across campus.

This section can be used to search by Position Number, Job Code, System Title (also known as PD Form Name), UC Payroll Title, and more.

1. Users can Favorite a JD by selecting the heart icon under the Left Action column
2. This section is for HR Partners to View Only.
3. To initiate a JD into the workflow, go to HR Revise JDs (see next page)
• Allows HR Partners to initiate a JD into workflow and/or revise job descriptions. HR Partners have visibility into JDs across campus
• Note: Please use caution when selecting a JD to revise (ensure the JD selected is the appropriate description)

To Revise a Job:
1. Click **Add Job**
2. Check the boxes on the left for the jobs that you would like to revise (see left image)
   a. You can use the Search Bar to search or Filter for specific jobs
   b. The selected jobs will auto-populate on the bottom of the screen
3. Click **Select and Close**
   a. The pop-up screen will display the selected job(s) along with some functions (see image)
   • Action
     ○ View Job: allows you to view the Job Template, not editable
     ○ Delete: allows you to remove Job Description from the revised list
4. Select Workflow from the drop-down options, add appropriate participant(s) to each step of the workflow, then select **Start Workflow**
   a. HR Partners have one additional workflow called HR Partner to Compensation Consultant (2 steps) that they can select. This workflow can be used if the Manager/Supervisor has already previously reviewed and updated a JD.

Figure 22
Figure 21
Workflows

➢ There are various workflows to choose from:
  • Employee to Manager (2 steps)
  • **Formal Classification Review, MGR to HRP to COMP (3 steps)** – Most common
  • HR Partner to Compensation Consultant (2 steps) Note: the workflow is only available to HR Partners
  • Preliminary Review, MGR to HRP (2 steps)

General Steps for Starting a Workflow

1. Select between the 3 Workflows. Depending on the workflow, there will be blue boxes listed underneath that you need to fill out with the designated participants (Figure 23)

2. Select Participant by using Search Bar and filters
   a. If the Participant is not in the System, click Employee Not Listed and add manually with their email and full name
   b. If you have trouble finding the employee’s name, please email compdesk@berkeley.edu for assistance.
3. Click Add Participant
4. After you indicate all Participants for the selected Workflow, click **Start Workflow**
5. The job description will then populate in Step 1 participants’ Tasks on their JDX Home Page (Figure 24)
General Directions for Revising a Job Description

1. Under Tasks, double click “Please Review…” to open the Job Template for revisions. Double click to view the Job Template. Make necessary edits throughout the Job Description Template.

2. On the top of the screen, you will see a Green Toolbar. Hover over the icons to see their function:
   - Compare working copy to base version (capitalize)
   - Approve Current Workflow Step
   - Return/Reject Current Workflow Step
   - Show Workflow status for the Job Description. Accept/Reject step if applicable
   - Show All Comments for this Workflow
   - Invite another user to edit this Job Description (capitalize)
   - Share Revision Workflow through a link

3. Workflows Button: located on the top of the screen allows you to access Workflow Details and Workflow History
   a. Workflow Details: lists the audit trail for the Workflow
   b. Actions:
      - Save and Close
      - Approve: approves the current step and the workflow automatically routes the JD to the next step in the workflow.
      - Return: return to the previous step approver. (This option only becomes available after the first step of the workflow is approved).
      - Compare: to view edits made by participant vs original Job Description Template.
      - Comments: leave comments on the job description form.
      - Grey Boxes (Figure 25)
        - Add Participant with Same Role: allows you to add additional participants if needed.
        - Replace Participant: allows you to replace an existing participant with another.

Figure 25
c. Workflow History: allows you to view past versions of the Job Description in Workflow
   • Highlight a Job Description and click View Workflow Details to see past versions of the
     Job Description. (This option only becomes available after the first step of the workflow
     is approved, Figure 26)

![Workflow History Table]

Figure 26: Workflow History

4. As you are editing the Job Description, please remember to click Save on the bottom of the
   screen. You can also hit Form Errors on the top right to see any sections you may have missed.
   After you ensure that all the sections have been filled out completely and correctly, hit the Thumbs
   Up button to approve this step in the workflow.

5. A pop-up showing “Approve Workflow Step” will allow you to send an email to the next step
   approver.
   a. Click “Send e-mail to next step approver(s)” to notify them of your approval
      • Preview Email: lets you see the email that will be auto-sent
      • Edit Template: allows you to edit the default email before it is sent
      • You can also Cc others

6. Depending on the workflow, the same process will continue until it reaches the final step approver.
   Participants will open the Job Review Task on their Home page and make edits as needed and
   approve when appropriate.
Approving Workflow Step

There will be two different pop-ups that will appear before you approve the Workflow based on whether you are a Step Approver or a Final Step Approver.

a. **Step Approvers**: click **Approve Step** to send this JD to the next person in the workflow for review.

![Approve Step Pop-up](image)

**Figure 27: Step Approver Pop-up**

b. **Final Step Approvers**: click **Finalize Workflow** to complete the task.
   - Finalized workflow results in a new version number in the system.
   - Automated emails will be sent to the primary participant in this workflow.
   - **Note**: finalizing a workflow does not mark a job as Classified; it is only marked as Approved. Approved Job Descriptions are marked with “True” under the Approved status on other Quick Links. To view if a JD has been Classified by the Compensation unit, open the JD. Under the Job Details section, review the Status of the Position Description field.

![Finalize Workflow Pop-up](image)

**Figure 28: Final Step Approver Pop-up**
Deleting a Workflow

1. Click Workflows and then click Workflow Details to view the audit trail of the Workflow (Figure 29)
2. Click the three dots located on the right side of the screen. Select Delete Workflow
3. A pop-up will appear, allowing you to send an email notification to the primary participant and other participant(s) if needed. You can preview the email sent or edit the template before it is sent out.
4. Click Delete to finalize the deletion of the workflow
Comparing Between Different Versions

1. Under the Green Bar, click on the first icon to compare between the old version and the new version of the Job Description
2. You can either view the changes as
   a. Merged Changes or
   b. View the changes Side-by-Side. Changes will be highlighted in green

3. Under Workflow > Workflow History, you can see the different versions made for this Job Description
   a. Highlight the Job Description you would like to view and click View Workflow Details
**View my Job Description**

- View your own job description
- Opens a print view of your Job Description
- *Note: if the Status of your Job Description indicates:
  - “DEFAULT Conversion – JOB STANDARD ONLY” then your Manager/Supervisor will need to update Job Builder/JDX with your actual Job Description before you can view in the JDX platform (Figure 30)
  - “Classified” then a Compensation Consultant in UCB People and Culture has reviewed and classified the job description. (Figure 31)

  ![Figure 30](image0.png)

  ![Figure 31](image1.png)

- Ability to Download/Share Job Description in a variety of formats:
  - Word
  - Adobe
  - HTML
  - Share via link
Job Description Template Required Fields

1. *Job Details
   a. Job Status and History
      • Date last edited: auto-populates
      • *Action Requested: required, select from choice list
      • Status of Position Description: editable by comp only
      • Classified By: editable by Comp only
      • Classified On: editable by Comp only
      • Employee Relations Code: editable by Comp only
      • System Title: auto-populates, non-editable
   b. Position and Employee Details (see Additional Information below)
      • *Position number: required, auto-populates, editable
      • *Employee name: editable
      • *Supervisor name: required, editable
   c. Organization
      • Location (business unit): auto-populates, defaults to BKCMP
      • *Department: required, select from choice list
      • Sub-Division: auto-populates based on department selection (after clicking save)
      • Division: auto-populates based on department selection (after clicking save)
      • Department Summary: editable
   d. Job Details (all auto-populated)
      • Job Code: auto-populates, non-editable
      • UC Payroll Title: auto-populates, non-editable
      • Job Category: auto-populates, non-editable
      • Job Level: auto-populates, non-editable
      • Job Family: auto-populates, non-editable
      • Job Function: auto-populates, non-editable
      • Job Family Description: auto-populates, non-editable
      • Job Function Description: auto-populates, non-editable
      • Personnel Program: auto-populates, non-editable
      • Salary Structure: auto-populates, non-editable
      • Default FLSA Status: auto-populates, non-editable
      • Working Environment: auto-populates, non-editable
      • Upload Attachments: available once JD is in workflow

2. *Overview
   a. Job Summary
      • Working Title: auto-populates, editable
      • *Job Summary: editable
      • Generic Scope: auto-populates, non-editable
      • *Custom Scope: auto-populates, editable
3. **Reclassification (section only shows when Reclassification is selected under Action Requested in Job Details)**
   a. Reclassification Request Questionnaire (each field is required to be completed)
      - Submitters Name
      - Is this action being performed for the purpose of recruitment?
      - Current Job Title
      - Proposed Job Title
      - Four short answer questions
      - Four multiple-choice questions:
      - Attachments

4. **Key Responsibilities**
   a. *Key Responsibilities: auto-populates, required, editable*
   b. Edit and customize each applicable key responsibility from the job standards
   c. Input the percentage of time spent for each key responsibility listed
   d. Indicate which key responsibility is Essential (by checking the box)

5. **Knowledge, Skills, and Abilities (KSAs)**
   a. *Knowledge, Skills and Abilities: required, select*
      i. Indicate which KSAs are Required vs Preferred
   b. Education: auto-populates, non-editable (always set to Required)
      i. User can add additional education – must be Preferred
   c. Licenses and Certifications: editable
   d. Budgetary Responsibilities: editable

6. **Supervision**
   a. *Level of Supervision received: required, select from choice list*
   b. Positions Supervised: editable
      i. Direct Reports (Subordinate Staff): editable (if the position will have direct reports, this section is required to be completed)

7. **Problem Solving Examples**
   a. Common problems solved by this position: editable (3 required)
   b. Less frequent and more complex problems solved by this position: editable (3 required)
   c. Problems or situations that are referred to the supervisor of this position: editable (3 required)

8. **Appointment Details: optional**
   a. FTE: editable
   b. Employee Class: editable, select
   c. Working Days: editable, select
   d. Working Hours: editable
   e. Work Location: editable

9. **Physical, Environmental, and Mental Requirements (PEM)**
   a. PEM Demands Category: Select an option to see pre-filled selections populate below
   b. Physical Demands: required, select
   c. Environmental Requirements: required, select
   d. Blood/Fluid Exposure Risk: check the category
   e. Mental Demands: required, select
f. Travel Requirements: required, editable

g. PEM Legacy

10. *Reporting Requirements and Critical Positions*
   a. Reporting requirements and Critical Positions: editable, check any that apply
   b. Essential elements of critical positions: editable, check any that apply

11. Competencies
   a. UC Core Competencies: view only

12. Workflow Details
   a. Workflow Approvals
   b. Approvals
   c. Reviewer Comments

Additional Information:

1. B. Position Number \(\rightarrow\) including a valid and active Position Number on the Job Description (JD) template will not automatically input the Employee Name and Supervisor Name into those fields on the JD.
   - The Position Number connects the JD to the Employee and to the Manager in the system, however, it does not automatically input this info onto the JD template itself.
   - Both the Employee Name and Supervisor Name fields are to be manually entered on the JD template. If the job is vacant, the Employee Name field should indicate “Vacant”.
   - Note: This also means if the Position becomes vacant or encumbered by another Employee, the Employee Name field should be manually updated in JDX.
   - Including the Employee Name and Supervisor Name on the JD template will allow for easier searching in the HR Library, HR Revise JDs, and other areas in the system.
Resources

NEED HELP USING JOB BUILDER?

Find additional information on the People & Culture Compensation website:
https://hr.berkeley.edu/compensation-benefits/compensation/job-builder

Submit a ticket to the UC Berkeley Job Builder JDX Administrators:
https://forms.gle/Y8eRU9sFZPQf18Cq9

Join us during a drop-in session: https://docs.google.com/document/d/1W6Xqko16TuuJRBcFwJ-KcuaxFsgkpWOvGKAXnRHQg/edit?usp=sharing