August 2023

Job Builder JDX

As announced in the recent CalMessage there are a few updates being made to the Job Builder JDX system. An at-a-glance summary of changes include:

- The 'Position Number' field will no longer generate a TEMP # instead prompting users to input the Position Number for every Job Description.
- The 'Employee Name' field and 'Supervisor Name' field will be automatically populated on the Job Description based on the Position Number field.
- Automation is now built into Step 1 of every workflow, and the initiator will automatically be reflected as the Step 1 approver.
- The 'Add Position Number to JD' workflow will now only allow users to edit the 'Position Number' field while in workflow.

Please take this short survey to provide feedback on your experience. Questions? Check out the JDX Resources (which now include Job Aids and Short 'How To' Clips) and join a JDX Drop-in session offered throughout the week.