May 5, 2022

Dear PD Owner,

You are receiving this reminder email because you’ve been identified to have one or more Classified Job Descriptions (JD) in the current [Job Builder](https://ucjobbuilder.ucop.edu/) system that are missing a Position Number/Position ID. With the upcoming transition to the new Job Builder powered by JDXpert, it is imperative that the Position Number is included on the job description template as this will ensure a smooth transition between the two systems. You can visit the [P&C Job Builder website](https://hr.berkeley.edu/compensation-benefits/compensation/job-builder) for more information about the new Job Builder platform.

This [google sheet](https://docs.google.com/spreadsheets/d/1rUF5sQL8LLG8buaZReFe30jLNsYI2bP8qkS8PbHc1tw/edit?usp=sharing) lists PD Owner Names alongside their respective Job Descriptions that need to be reviewed. To review your position descriptions; log into Job Builder, go to My Position Descriptions tab, and under the Action column click on ‘Select’ to open and view each JD. Make sure the descriptions have the appropriate Position Number updated and saved to the system. If a JD is missing the Position Number, click on Edit to input the Position Number (i.e. Position ID field) and save.

**Don't know the Position Number?** You can find the Position Number in [UCPath](https://ucpath.universityofcalifornia.edu/home%22%20%5Ct%20%22_blank) (under Direct Reports employee information). Here is a helpful demo on [Navigating Manager Self Service](https://youtu.be/kWFbj8d7j_c). Continue to work with your dedicated HR Partner for assistance in verifying position numbers as necessary.

**Questions?**Email compdesk@berkeley.edu.

Action in Job Builder should be taken no later than June 10th. If you have any questions please don’t hesitate to reach out.

Best Regards,

Monica Brown-Buccellato

compdesk@berkeley.edu