

Job Builder

Step-by-Step: For Managers

Log in: <https://ucjobbuilder.ucop.edu/>

Getting Started: Create a new Position Description by selecting “Search Job Standards” at the top

Step 1: Set the Location to University of California, Berkeley. Next, search by any of the following criteria:

Job Family (group of job functions that involve work in the same general occupation)




Job Function (more specific occupational area within a Job Family)

Job Category (Professional or Supervisory/Managerial)

Job Code (4-digit title code)

➤ Scroll down to view results

Step 2: Under the **Action** column, select either;

-  ‘View Job Standard’ → directs the page to that specific Job Standard information
-  ‘Create Position Description’ → directs the page to the position description form template
-  ‘Job Matrix Report’ → downloads a PDF matrix of that specific job function, based on category

Review *Job Builder Functionality* section (Pages 4-7) of this User Guide for additional information on the above Actions.

Step 3: Customize the position description.

Sections that must be completed in Job Builder include:

- Department, Custom Scope, Key Responsibilities, Education, Knowledge Skills, Problem Solving, and Physical, Environmental, & Mental (PEM) Requirements, and Supervisor Name
- Review *How to Write a Position Description* section (Pages 10-14) in the beginning of this User Guide for additional information.

Step 4: Save the Position Description. (PD’s are saved and stored in the Job Builder. Position Descriptions are accessible by selecting “My Position Descriptions” at the top of the page.)

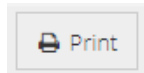
- Review *How to Request Classification Review of a New Position* section (Pages 15-16) of this User Guide for additional information.

Note: PD’s should not be edited outside of Job Builder. All edits and updates should be tracked directly in the Job Builder tool.

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Step-by-Step: For Managers (Cont.)

Step 5: Get the position description classified by Central HR Compensation. Work with your department HR Partner to coordinate this effort. 'Share' the PD from Job Builder to your HR Partner. *(If the position has already been classified by Compensation, no further action is needed.)*



- Download PD by selecting 'Print' on the Position Description in Job Builder
- Save PDF to your computer
- Upload PD as a PDF attachment (either by email **or** in ServiceNow, if applicable)
- Submit Position Description for classification review and evaluation.
Incomplete position descriptions will delay turnaround time.
 - Typical turnaround time for New or Vacant positions to be classified is 1-3 business days
 - Typical turnaround time for Reclassification requests is approximately 1 month

Need help getting started? Connect with your [department HR Partner](#) or email the Compensation team at compdesk@berkeley.edu

**Daily Zoom Conference Call is available from March 24th to April 24th (M-F)
11:00 AM – 11:30 AM**

Join Zoom Meeting <https://berkeley.zoom.us/j/803934712> Meeting ID: 803 934 712
Dial in: 877-853-5247 (US Toll-free) or 888-788-0099 (US Toll-free)