

# User Guide

## UC System-wide Job Builder

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# Job Builder

## Job Builder Overview

The [Job Builder](#) is a tool for viewing job standards and creating position descriptions for Personnel Policies for Staff Members ([PPSM](#)) positions using pre-populated templates. The Job Builder is a tool in which allows managers and employees to understand and apply the UC Career Tracks job classification structure.

### [Career Tracks](#)

Career Tracks is a UC job classification system for staff positions not represented by a union (also referred to as PPSM positions).

Levels for individual contributor, supervisory and management roles within each distinct functional area are defined consistently across occupations and with the labor market for comparable jobs.

Career Tracks has many benefits for employees and managers, including:

- *Job titles reflect primary job responsibilities, supporting efforts to recruit and retain qualified employees, and are aligned with pay practices in the local labor market.*
- *With salary ranges reflecting the local market, managers can make better pay decisions.*
- *It gives employees better-defined career paths within their job functions.*
- *Since it's system-wide, employees can see how to advance their career at any UC location.*

### [Job Classification Structure](#)

A **Job Family** is a group of job functions that involve work in the same general occupation. These jobs have related knowledge requirements, skill sets, and abilities. Information Technology is an example of a Job Family in UC's Career Tracks job structure.

A **Job Function** is a more specific occupational area within a Job Family. In a job function, the same or relatively similar work is performed, a similar skill set is required, and it is possible to move within the function with minimal training. For example, IT Security Analyst is a Job Function within the IT Job Family.

Each Job Function has various Categories (Operational & Technical, Professional, & Supervisory and Management) and Levels.

A **Job Standard** is a pre-defined template that describes the Scope, Key Responsibilities, and Knowledge & Skill requirements of a specific job level within a job function. Job Standards are organized by Job Family, Job Function, Job Category and Job Code.

A **Position Description** (PD) is a summary of the key responsibilities of a job. The PD includes the general nature of the work performed, the level of the work performed, and the skills and knowledge required for competent performance of the job. The PD should always be customized and the pre-defined sections in the Job Standard template (i.e. custom scope, key responsibilities, and knowledge and skills) should be edited and include additional supporting details that explain the position. A PD describes and focuses on the job itself and not on any specific individual who might fill the position.

**Note:** All Position Descriptions should be submitted to the Compensation Unit for classification review. Incomplete packets will not be accepted and will result in delays in classification decision. (See page 15 for more information explaining the classification review process.)

# Job Builder

## Getting Started

To access the UC System-wide Job Builder tool open a new browser, or click: <https://ucjobbuilder.ucop.edu/>  
*Difficulty accessing the site or logging-in? Email [compdesk@berkeley.edu](mailto:compdesk@berkeley.edu)*

**Supported Browsers:** Job Builder is supported by all major browsers and operating systems.

➤ Internet Explorer (Version 9 or above)	➤ Chrome (Version 31.0 and above)
➤ Firefox (Version 31.0 or above)	➤ Safari (Version 6 or above)
➤ Opera (Version 15 or above)	

CalNet Authentication is required for accessing the Job Builder system.

- All Berkeley employees with a CalNet and passphrase will be able to log in to the system and view all UC Berkeley Job Standards. *(If you are a Contingent Worker trying to access Job Builder, please contact [compdesk@berkeley.edu](mailto:compdesk@berkeley.edu))*




Job Builder opens up to the Home page.

- Information on the UC System-wide Job Builder can be found on the Home page along with useful links, resources, and information on who to contact if any technical issues occur.
- The UC Job Builder is a tool for using Job Standards to create individual position descriptions. A Job Standard is a pre-defined template that describes the Scope, Key Responsibilities, and Knowledge & Skill requirements of a specific job level within a job function. Job Standards are organized by Job Family, Job Function, Job Category and Job Code. **Note: Job Builder is primarily intended for non-represented (PPSM) positions descriptions, only a select few represented description templates are currently available in the UC Job Builder.**

Get started by searching and viewing Job Standards.

- First, to search and view Job Standards or to create a new position description, click the **'Search Job Standards'** tab at the top of the Job Builder page.
- Second, set the Location to 'University of California, Berkeley'
- Next, select one or more of the categories listed and click the 'Search Job Standards' button. *(Tip: start typing and the options auto-populate in the drop down)*
- Lastly, **scroll down:** All Job Standards that meet the criteria selected will be listed at the bottom of the page. If you know the Career Tracks Job Code, you can limit your search to that specific 6-digit job code starting with "00".

Take **'Action'** by selecting;

-  **'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

# Job Builder

## Job Builder Functionality



**View Job Standards:** Each Job Standard is unique and has specific template language listed for Generic Scope, Custom Scope, Key Responsibilities, Knowledge & Skills, and Educational requirements.

Create Position: After reviewing the Job Standard, select 'Create Position' to open up a position description form template that is to be used to edit, customize, and elaborate on specifics of the position, the scope, and the duties.

Print Job Standard: To print the entire Job Standard in a PDF format.

Job Matrix Report: Review the job standards in all levels within that category of Job Function.



**Create Position Description:** To open a PD template form, select this icon. Once the PD form is edited, customized, and elaborated, the Position Description can be "Saved" in Job Builder.

Job Builder saves created PDs in the system, which can be accessible at any time when logged into the Job Builder. (See "My Position Descriptions" information below.) **Note: The Owner, or creator, of the PD should be either the direct manager or the HR Partner.**

Note: a *draft* version of the position description is automatically saved as soon as the "Create Position Description" is selected.

Save: Once edits are made to the PD Form Template, select 'Save'. This generates a new version of the PD.

Cancel: Selecting 'Cancel' will cancel any edits you have made to the PD.

Status: Defaults to 'Draft' (Options include: Draft, Org Review, HR Review, Compensation Review, Classified, and Inactive). This field should be updated by the Manager/Supervisor or HR Partner.

Appointment Type: Select the appropriate option.

Physical Health Screening Required: Defaults to 'No'

Working Days and Hours: Not a required field. Example language to include: "Monday through Friday 8:00am to 5:00pm"

Percent of Time: FTE % of position

Campus Work Location: Building of where this position

Resume Receiver, Resume Receiver Email, & Resume Receiver Phone: These fields can be left blank, none of this information is currently used on our campus. Skip over.

# Job Builder

## Job Builder Functionality (Cont.)



**Job Matrix Report:** Select this icon to view the job matrix report which includes the Job Standards for each level in a specific category. This matrix can be used to view and compare the Job Code, Personnel Program, default FLSA designation, Generic Scope, Custom Scope, Key Responsibilities, Knowledge & Skills, and Educational requirements of positions in the same Job Function at different levels.

**Edit:** By selecting this feature, the position description becomes editable. The PD form is to be used to edit, customize, and elaborate on specifics of the position, the scope, and the essential duties. (Reminder: once updates to the position description are made, remember to select 'Save' which will generate a new version of the PD form.)

**Form Name:** This field is pre-populated and generated by the Job Builder system. The 'Form Name' is a unique identifier of the specific position description and is not editable. The 'Form Name' includes "JD" for job description, 5-digit Department Org Node, 6-digit job code, 5-digit unique number, lastly the Version number.

Example of Form Name: "JD-BSHUM-006944-14981-5"

The 'Form Name' is automatically included in the footer of the position description PDF. The 'Hr Form Name' of a PD is also included as a searchable criteria in the 'My Position Descriptions' tab.

**Working Title:** This field is pre-populated with the Career Tracks job title. The 'Working Title' will be reflected at the bottom (footer) of the Position Description PDF.

With the exception of Associate and Assistant View Chancellor working titles, all working titles (also referred to as business titles) are determined by the department. Note: working titles are not factored into classification of reclassification decisions. (See the [Job Classification](#) section of our HR website for more information.)

**Employee Name:** If this is a new or vacant position this field can be marked as 'Vacant' or 'Vacant, previously'. The employee's name should be inserted into this field in the Job Builder PD, once hired.

**Position I.D.:** The position number from UCPath can be inserted into this field, if available at the time of writing the job description.

**Auto-save:** The Job Builder system will automatically 'auto-save' a PD after every edit. The auto-saved Draft PD can be found under 'My Positions Descriptions' tab at the top, under the 'Drafts' section. (See 'Saved' section above for more information.)

**Make a Copy:** By selecting 'Make a Copy', the system automatically generates a new position description with copied edits and customizations. This feature can be used for positions that have multiple employees with the same, or similar, job description.

# Job Builder

## Job Builder Functionality (Cont.)

**Versions:** This function allows users to select two different position description versions and compare additions/modifications with old/deleted language. (Note: Version '0' is always the Job Standard and can be used to compare the current version of the position description to the standard template language.)

**Compare:** Once the user selects two different versions a new button will appear in the button right corner labeled "Compare". Select Compare to view the two documents side by side.

**PDF Download:** Selection this button to download a PDF version of the version comparison.

**Delete:** Select this button to delete a PD from Job Builder. The user who created the PD (and is the 'Owner') or users who have been shared a PD can 'Delete' the PD. If a PD is deleted by mistake contact the departments Compensation Consultant.

Note: If a PD is 'Locked' by an HR Admin User in Job Builder, the system will not allow any users (those who have access to the PD; either the 'Owner' or someone who has been 'Shared' the PD) to 'Delete' a PD. If a department finds it necessary to 'Lock' a PD please contact the departments Compensation Consultant or email compdesk@berkeley.edu. \*\*The Owner of the PD should be the direct manager or the HR Partner.

**Print:** By selecting this feature, the system downloads the position description as a PDF to the users browser.

Select 'Print' once the position description is either; (1) ready for Compensation to review for classification before posting the position for recruitment, or (2) ready to be printed, signed, and placed into the employee Personnel File. (**Note: Position Descriptions should not be edited outside of Job Builder.**)

**Add Notes:** Users that have access to a PD (either own or have been shared the PD in Job Builder) can 'Add Notes' such as important information that may not be captured in the position description content. Notes between hiring manager and HR Partner can be added, comments with relative dates and/or names can be added to a PD, or general notes from the Comp Consultant may be added to this section (which can be viewed by selecting "View Log" on a PD).

**Share:** This function allows users to grant and/or deny access to other users directly in the Job Builder system. Job/Position Descriptions should be shared between Hiring Managers and HR Partners. PDs can also be shared between Manager and Employee to discuss expectations and performance. \*Check Spam folder if email was not received in inbox

**Add User:** Enter either UCID, First Name, or Last Name to select user to share this form with.

**Add Notes:** Enter a brief note to maintain log of this activity.

**Save:** By selecting save the system sends an email notification to the user you are granting access to.

**Cancel:** This cancels the action.

# Job Builder

## Job Builder Functionality (Cont.)

**View Log:** This function allows users to view any notes and/or activity that has occurred to this position description. This feature automatically tracks the name of who took an action and the date & time of when an action is initiated. (For example, each time a PD is Shared, the action is logged in Job Builder)

**Change Owner:** This function allows a user to change ownership of the position description form. Note: The Owner of the PD should be either the direct manager or the HR Partner.

**Add User:** Enter the name of the user in which ownership of that specific PD will change to.

**Notes:** Use this section to write a note to the user that you are changing ownership to. This note will be included in the automated email that is generated once you select 'Save'.

**Save:** Select 'Save' once the user information is completed. This will automatically trigger an email notification to the new owner of the PD.

**Cancel:** Select 'Cancel' if you do not wish to Change Ownership of the PD to another user.

Note: if a department has a need to do a mass transfer of ownership of several PD's, please email [compdesk@berkeley.edu](mailto:compdesk@berkeley.edu)

**Attachments:** Add any relevant attachments to the PD including: Previous PD/JD, Justifications/Approvals, Org Chart, and other items.

**My Position Descriptions:** All the PDs that a user has created & saved or has been 'Shared' with the user can be found in this section of Job Builder. Any drafts that are auto-saved without the user selecting 'Save' can be found in the 'Drafts' tab. Draft PDs must be saved before considered finalized.

**Drafts:** All auto-saved PD's save as a 'Draft' and can be found and selected from this tab.

**Help:** Selecting the 'Help' tab will take the user to a new browser with Job Builder instructions, navigation content, step-by-step how to search, and explanations on Job Builder functionality and how to use each feature.

**Supported Browsers:** This section of the 'Help' tab includes a list of all the tested browsers and various versions that Job Builder is supported by.

**Support:** Job Builder Support provides general information on contacting Compensation team at [compdesk@berkeley.edu](mailto:compdesk@berkeley.edu) for feedback and questions. Technical issues that users experience can be submitted by selecting the 'Create Support Ticket' on this page. The support ticket goes directly to UCOP program developers.

**About Job Builder:** This tab provides information about what Job Builder is.



# Job Builder

## Position Description Form Template

Certain sections of the Position Description Form are **required**, please note the following:

(C) Required by Compensation for classification review.

(H) Required by Human Resources, Disability Management, or Talent Acquisition.

(J) Required by Job Builder to 'Save' a Position Description.

Form Name: Job Builder generates, non-editable

Status: auto-generates options, editable

Appointment Type: auto-generates options, editable

Physical Health Screening: defaults to No

Working Days and Hours: Blank, editable

Percent of Time: Blank, editable

Campus Work Location: Blank, editable

Resume Receiver, Email, & Phone: Blank, these fields are not used on the Berkeley campus

Working Title: Editable

C Employee Name \*required: Editable, defaults to Vacant

H Position ID: Editable (Note: Position Number generated in UCPath)

CHJ Department \*required: Editable (pre-designated options)

Subdivision: Job Builder auto-generates depending on Department selection, non-editable

CH Division: Job Builder auto-generates depending on Department selection, non-editable

Organization: Job Builder auto-generates depending on Department selection, non-editable

Job Family: Job Builder auto-generates depending on Job Standard selected, non-editable

Job Function: Job Builder auto-generates depending on Job Standard selected, non-editable

Job Category: Job Builder auto-generates depending on Job Standard selected, non-editable

Job Function Summary: Job Builder auto-generates depending on Job Standard selected, non-editable

C Job Name: Job Builder auto-generates depending on Job Standard selected, non-editable (also referred to as Job Title)

CH Job Code: Job Builder auto-generates depending on Job Standard selected, editable field

C Personnel Program: Job Builder auto-generates depending on Job Standard selected, non-editable

C Salary Grade: Job Builder auto-generates depending on Job Standard selected, non-editable

C FLSA: Job Builder auto-generates depending on Job Standard selected, non-editable

C Job Level: Job Builder auto-generates depending on Job Standard selected, non-editable

C Generic Scope: Job Builder auto-generates depending on Job Standard selected, non-editable

C Custom Scope \*required: Job Builder auto-generates depending on Job Standard selected, editable

Department Overview: Blank, editable field to be completed by department

CH Key Responsibilities \*required: Job Builder auto-generates depending on Job Standard selected, editable

CJ %: Must total 100%

C Item: Each applicable function must be customized. 3-5 supporting details should be included for each items.



# Job Builder

## Position Description Form Template (Cont.)

Certain sections of the Position Description Form are **required**, please note the following:

(C) Required by Compensation for classification review.

(H) Required by Human Resources, Disability Management, or Talent Acquisition.

(J) Required by Job Builder to 'Save' a Position Description.

- C**        Essential: Select either 'Yes' or 'No' to display each individual item as an essential function to the position, or not.
- CH**      Education \*required: Job Builder auto-generates depending on Job Standard selected, editable
- CH**      Required/Preferred: Either 'Required' or 'Preferred' must be selected. (Note: the pre-populated template language for the Education section should always be listed as 'Required' and any additional education should be listed as 'Preferred'.)
- License: Blank, editable
- Certification: Blank, editable
- Condition: Blank, editable
- CH**      Knowledge Skills: Job Builder auto-generates depending on Job Standard selected, editable
- CH**      Required/Preferred: Job Builder defaults to 'Preferred', editable
- Budget: Blank, editable
- Type of Budget: Blank, editable
- # of Current Budgets: Blank, editable
- Current Year End Expenditures (\$): Blank, editable
- C**        Problem Solving: Blank, editable
- Provide 2–3 examples of problem solving for this position as described for each section  
          Common problems solved, Less frequent and more complex problems solved, and  
          Problems/situations that are referred to the supervisor of the position
- Environment: Job Builder auto-generates
- Career Path Job: Job Builder auto-generates
- H**        Physical Requirements: Job Builder defaults to 'Never' and 'No' for each function. This section must be completed by the department or hiring manager.
- Indicate the frequency of each item listed and whether it is essential or not to the position
- H**        Environmental Requirements: Job Builder defaults to 'Never' and 'No' for each function. This section must be completed by the department or hiring manager.
- Indicate the frequency of each item listed and whether it is essential or not to the position
- H**        Mental Requirements: Job Builder defaults to 'Never' and 'No' for each function. This section must be completed by the department or hiring manager.
- PEMS: Employees may require reasonable accommodation to perform essential functions when they are unable to meet physical or other requirements. When needed, work with the disability management office to evaluate specific tasks and determine if accommodations are available. This form should describe the way the job is normally done, not specific to an individual employee. If you need any help or have any questions, please call Disability Management Services for your location.

# Job Builder

## Position Description Form Template (Cont.)

Certain sections of the Position Description Form are **required**, please note the following:

(C) Required by Compensation for classification review.

(H) Required by Human Resources, Disability Management, or Talent Acquisition.

(J) Required by Job Builder to 'Save' a Position Description.

Indicate the frequency of each item listed and whether it is essential or not to the position

- C Direct Supervision: Blank, editable (Note: All direct reports should be listed in this section)
  - Payroll Title: Blank, editable (Note: Include Name of Employee in addition to Payroll Title)
  - FTE (Unit): Blank, editable
- C Supervision Received: Editable (auto-generates options)
- Critical Position: Select either 'Yes' or 'No' to reflect is this position is critical, or not.
- Date Created: Job Builder auto-generates date, non-editable (Note: The creation date of a PD will never change)
- Last Edited: Job Builder auto-generates date, non-editable (Note: each time edits are made, the PD is saved, and a new version is created in Job Builder, the system automatically updates this date)
- C Supervisor Name: Job Builder defaults to 'TBD', editable
- C Department Head: Job Builder defaults to 'TBD', editable

# Job Builder

## How to Write a Position Description at UC Berkeley

If you are a manager or supervisor that needs to hire a new staff position, you will need to write a position description (PD), also known as job description or “JD”. If you need to hire for a vacant job that already exists in your department, please ensure the position description is updated appropriately.

### What is a Position Description?

- A position description is a formal document that accounts for an employee’s responsibilities.
- A PD summarizes the; job duties, responsibilities, essential job functions, qualifications, and the skills needed for a specific role. This document describes the type of work that will be performed.
- A PD should include important details in which indicate the scope and complexities of a job.
- An effective position description will provide enough detail for internal classification evaluation and enough information for candidates to determine if they are qualified for the position.
- Classification reviews are conducted internally by People & Culture (Central HR) Compensation team. New and/or significantly revised descriptions must be classified by a Compensation Consultant before the recruitment process begins.

### Which Job Standard template to select?

- As a manager or supervisor writing a position description, ask yourself **what general occupation is this position responsible for?**
- As a manager or supervisor writing a job description, ask yourself **is this job functioning as an individual contributor or is the position functioning in a manager or supervisor capacity?**

# Job Builder

## How to Write a Position Description at UC Berkeley (Cont.)

- Before selecting a Job Standard; briefly summarize a description of the job duties, review the job function summaries to narrow down the options, and if needed, consult with your HR Partner on the most appropriate job function and level of job standard to use as a starting point.
- Selecting the most fitting job standard to use for a position description template can be challenging initially. Your department HR Partner in partnership with the Compensation Consultant, is available to help guide hiring managers through this process.

## Job Title

- Also known as, Payroll Title, the job code and title are determined through classification review by People & Culture (Central HR) Compensation.
- A working title can be more specific. Targeted working titles are more effective than generic ones, so be precise by including key phrases that accurately describe the role. Working titles of positions are determined by the department, with the exception of Associate and Assistant Vice Chancellor titles which require additional review and approval per the guidelines outlined on the UC Berkeley HR website.
- For the working title, avoid internal lingo that may confuse the job seeker. (For example, do not use acronyms in which are unique to our campus). Stick to standard experience levels like “Executive” or “Expert” rather than “VI” or other terms people are less likely to look for.
- Review and read the various Career Track job families and job functions for non-represented (PPSM) jobs. Review and read the UC Net Job Specifications and Series Concepts for represented (Covered) jobs. Identify the job function and the appropriate job level to use for a job description template

# Job Builder

## How to Write a Position Description at UC Berkeley (Cont.)

### Custom Scope and Job Summary

- Open with a strong, attention-grabbing summary. The summary should provide an overview of the department and expectations for the position.
- Hook the reader with details about what makes your department unique. The job description is an introduction to the campus, your department, and your employer brand. Include details about the department culture to sum up why a candidate would love to work for your department.
- Custom Scope within each Job Standard provides a summary of the job function at a specific job level. The custom scope should be customized with details about the position.

### Key Responsibilities and Duties

- Outline the core responsibilities of the position. Make sure your list of responsibilities is detailed but concise (**3-5 details for each essential responsibility is recommended**). Career Tracks job standards are intended to be used as the foundation for the position description. Emphasize the duties that may be unique to your department or division. For example, if you are hiring for an “Event Management” role and the position requires social media expertise to promote events, include this detail to ensure candidates understand the requirements.
- Use action statements and action verbs within the position description.
- Highlight the day-to-day activities of the position. This will help candidates understand the work environment and the activities they will be exposed to on a daily basis. This level of detail will help the candidate determine if the role and organization are a right fit, helping attract the best candidates for your position.
- Specify how the position fits into the department and organization. Indicate who the job reports to and how the person will function within your unit, helping candidates see the bigger picture and understand how the role impacts the campus.

# Job Builder

## How to Write a Position Description at UC Berkeley (Cont.)

- The job standard template is not to be used as a position description. Each position description template needs to be customized and edited according to the actual functions of your specific position.
- “Additional duties as assigned” and similar language should be reflected as no more than 5% of the total Key Responsibilities (if included at all on a PD).
- The Key Responsibility percentages must total 100% and each applicable Key Responsibility must have the Essential ‘Yes/No’ column completed.

## Qualifications and Knowledge & Skills

- Include a list of hard and soft skills. The position description should specify education, previous job experience, certifications and technical skills required for the role. You may also include soft skills, like communication and problem solving that you envision for a successful hire.
- **Keep your list concise.** While you may be tempted to list out every single requirement, you envision for your ideal hire, including too many qualifications and skills could dissuade potential candidates. All Knowledge/Skills included in the job standard template should be marked as Required. All other Knowledge/Skills should be listed as Preferred.
- Educational requirements of a position are included in the job standards and PD form template. Additional education may be listed as a preferred.

## Problem Solving Examples

- Provide 2-3 examples for each level of problem solving are required. Explain various problems or challenges that may arise for the position.
- This section is important to evaluate and determine classification level.

# Job Builder

## How to Write a Position Description at UC Berkeley (Cont.)

### Supervision Received and Supervisor of the Position

- What level of supervision does the position receive? Think through the level of guidance and daily instruction the position requires to perform work responsibilities. Complete this section of the PD as appropriate by selecting one of the options available in the list.
- The Supervisor of the position should always be listed on the PD. Keep this field updated as Organization/Reporting structures change over time.

### Updating a Position Description

- It is recommended that managers and supervisors update each position description on an annual basis during performance discussions.
- The position description of an employee must be kept in the Personnel File.
- PD's on the old Word Doc description templates should be copied and pasted into the new Job Builder system on an updated Position Description form template. Consult with the department's assigned Compensation Consultant on this process if needed.
- The following sections in the Position Description should align and support each other:
  - Job Summary/Custom Scope
  - Key Responsibilities
    - 3-5 supporting details of information is recommended for each applicable key responsibility
  - Problem Solving Examples



# Job Builder

## How to Request Classification of a New Position

A step-by-step guide explaining how to initiate a Classification Request at UC Berkeley

### Step 1: Gather Required Documents

- New position description.
  - Position Description should be drafted by the hiring manager or supervisor of the position. Collaborate with the department HR Partner during this process.
  - Non-represented (PPSM) position descriptions must be created using [Job Builder](#)
    - Required sections in Job Builder: Department Name, Key Responsibilities percentage of time must total 100%, and Education 'Required/Preferred' must be set.
    - Required sections for classification review (in addition to the above sections):
      - Employee Name/Vacant, Department & Division, Job Summary, Custom Scope, Key Responsibilities need to be edited and elaborated, Essential 'Yes/No' selected, Knowledge Skills 'Required/Preferred' selected, Problem Solving examples provided for each level (common, less frequent, & situations referred to the supervisor).
      - Physical, Environmental, & Mental (PEM) Requirements should be completed in Job Builder for all non-represented (PPSM) positions. The PEM requirements should be completed for all new and/or significantly changed positions. The PEM requirements do not impact classification.
      - Supervision Received and Supervisor Name
  - Represented positions must be created using the [Job Description Template](#)
    - Required sections to be completed include: Employee Name, Department, Job Title, Supervisor Name, Section 1, Section 2, Section 3, Key Responsibilities percentages must total 100%, Essential Function 'Yes/No' must be set, Section 5, Section 6, and Problem Solving Examples.
    - Physical, Environmental, & Mental ([PEM](#)) Demands Form should be reviewed and updated for all new and/or significantly changed positions.
- **Note: The job standard is not to be used as a position description. Each position description template needs to be edited and customized according to the actual functions of the specific position.**

# Job Builder

## How to Request Classification of a New Position (Cont.)

- Organizational chart. (Please ensure employee names, current payroll titles, and job codes are listed on the Org Chart)
- If any portion of the listed job duties had been previously performed by a position in a bargaining unit within the last 2 years, the [Cover Page](#) should be completed, otherwise, the cover page does not need to be submitted. Note: the Cover Page should speak about the position and the significant changes that have occurred to the position since last reviewed. The Cover Page should **not** include the employees name or “he/she”.
- If the requested position is part of the [Management and Senior Professional](#) (MSP) Program, the request may need to be reviewed (and supported to be reviewed by Compensation unit) by the [Control Unit Administrator](#) (CUA). More information can be found on the HR website by clicking the CUA link above and navigating to Control Unit Administrators Review of Classification Requests drop-down.

**Incomplete packets will not be accepted and will result in delays with classification.** Review of the above documentation and verification of completion is the responsibility of the HR Partner.

### Step 2: Initiate the Classification Request

- HR Partner → Submit the completed packet to [CHR Compensation](#) by either:
  - Email the departments Compensation Consultant (with copy to [Compdesk@berkeley.edu](mailto:Compdesk@berkeley.edu)) **or**,
  - Assign an HR Task (Review Description and Provide Classification Decision) in [ServiceNow](#) to the departments Compensation Consultant, if applicable

### Step 3: Notification

- After review, notification from Compensation unit of approval or denial is communicated to the HR Partner or hiring manager.

### Step 4: Next Steps

- If classification is approved at the job title and level requested, the position can move forward in the recruitment and hiring process.
- If the classification level requested is not supported by Compensation, work with your HR Partner and Compensation Consultant to determine next appropriate steps. Accept the classification level determined by Compensation, or revise the description to substantiate the requested level and resubmit for review.

# Job Builder

## How to Request Reclassification Consideration of a Position

A step-by-step guide explaining how to initiate a Reclassification Request at UC Berkeley

The incumbent typically should be performing the job duties outlined in the position description for at least six months before requesting a position to be reclassified.

### Step 1: Gather Required Documents

- Old Position Description
  - The employee's job description at the time of hire should be used as the old PD.
- Old Organizational Chart
  - This should reflect the past org structure and reporting structure for the position when originally hired.
- Updated Position Description
  - Non-represented (PPSM) position descriptions must be created using [Job Builder](#)
    - Required sections in Job Builder: Department Name, Key Responsibilities percentage of time must total 100%, and Education 'Required/Preferred' must be set.
    - Required sections for classification review (in addition to the above sections):
      - Employee Name/Vacant, Custom Scope, Key Responsibilities need to be edited and elaborated (3-5 bullets of information for each), Essential 'Yes/No', Knowledge Skills 'Required/Preferred', Problem Solving examples section.
      - Physical, Environmental, & Mental (PEM) Requirements should be completed in Job Builder for all Non-represented (PPSM) positions. The PEM requirements should be completed for all new and/or significantly changed positions.
      - Supervision Received and Supervisor Name
  - Represented positions must be created using the [Job Description Template](#)
    - Required sections to be completed include: Employee Name, Department, Job Title, Supervisor Name, Section 1, Section 2, Section 3, Key Responsibilities percentages must total 100%, Essential Function 'Yes/No' must be set, Section 5, Section 6, and Problem Solving Examples.
    - Physical, Environmental, & Mental ([PEM](#)) Demands Form should be completed for all new and/or significantly changed positions.

# Job Builder

## How to Request Reclassification Consideration of a Position (Cont.)

- **Note: The job standard is not to be used as a position description. Each position description template needs to be edited and customized according to the actual functions of the specific position.**
- Updated Organizational Chart. (Note: current payroll titles should be listed on Org Chart)
- The [Cover Page](#) must be completed. The Cover Page should **not** include the employees name or “he/she” in the summary.
  - A brief written justification for the request related to one (or more) of the following:
    - Significant changes to the position since last reviewed for classification.
    - Permanent assignment of responsibilities/duties outside of current classification.
    - Permanent assignment of higher-level functions that warrant reclassification.
    - Reorganization of department outlining significant change in scope and/or job duties.
- If the reclassification request will result in the position moving into the [Management and Senior Professional](#) (MSP) Program, the request may need to be reviewed (and supported to be reviewed by Compensation unit) by the [Control Unit Administrator](#) (CUA). More information can be found on the HR website by clicking the CUA link above and navigating to Control Unit Administrators Review of Classification Requests drop-down.
- Review of the above documentation and verification of completion is the responsibility of the HR Partner.

**Incomplete packets will not be accepted and will result in delays with classification.**

### Step 2: Initiate the Reclassification Request

- Submit the completed packet to [CHR Compensation](#) by either:
  - Email the departments Compensation Consultant (with copy to [Compdesk@berkeley.edu](mailto:Compdesk@berkeley.edu)) **or**,
  - Assign an HR Task (Review Description and Provide Classification Decision) in [ServiceNow](#) to the departments Compensation Consultant, if applicable

# Job Builder

## How to Request Reclassification Consideration of a Position (Cont.)

### Step 3: Notification

- After review, notification of approval or denial is communicated (from Compensation unit) to the HR Partner and/or hiring manager.
- If request is denied, the department that disagrees with the decision can appeal. The request to appeal must be filed in writing to Total Rewards Director within 30 days of receiving the decision.
- If request is approved, see below for next steps.

### Step 4: Next Steps

- For reclassifications resulting in the position being Exempt (Monthly paid):
  - Reclassification approvals are effective the 1<sup>st</sup> of the month following submission of the request.
- For reclassifications resulting in the position being Non-Exempt (Hourly paid, over time eligible):
  - Reclassification approvals are to be effective the beginning of the pay period prior to the 1<sup>st</sup> of the month following submission of the request.
- Reminder: it is important to **be aware of UCPath payroll processing deadlines** to ensure missed pay and/or overpayment does not occur when a reclassification is submitted.
- For Represented positions covered by a Collective Bargaining Agreement (CBA): the effective date will follow the applicable CBA guidelines. Refer to the bargaining unit contract for specifics or contact CHR Labor Relations. Note: all represented PD's are to be created using the represented job description template, not in Job Builder.

# 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** (6-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 (3-5 details for each applicable function), Education, Knowledge Skills, Problem Solving (2-3 examples for each), and Physical, Environmental, & Mental (PEM) Requirements, Supervision Received, and Supervisor Name
- Review *How to Write a Position Description* section (Pages 11-15) 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 16-17) 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.*

# Job Builder

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

**Step 5:** Get the position description classified by People & Culture 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.)*

\*Check Spam folder in email when sharing PD between manager and HR Partner. Occasionally the Email Notification from Job Builder gets sent to Spam.



- Download PD by selecting 'Print' on the Position Description in Job Builder
- Save PDF to your computer (Note: do not make any edits to the PDF)
- 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 BRS [department HR Partner](#) or email the Compensation unit at [compdesk@berkeley.edu](mailto:compdesk@berkeley.edu)



# Job Builder

## Frequently Asked Questions

### **Do I have to connect to a secured (VPN) network to access Job Builder?**

No. The UC Job Builder system is accessible without connecting to a secured network. CalNet authentication is required to access Job Builder.

### **Can the PD that is getting worked on within the new Job Builder, be shared with more than one person to work on?**

Yes, the PD can be Shared with several users. Those Shared the PD in Job Builder will be able to View and Edit the PD.

### **If Job Builder is system wide, will campuses be able to share PDs with each other? (i.e. UCOP to UCB?)**

No. Job Builder is a system-wide tool, however, only Users with Administrator access in Job Builder will be able to Share and View PD's from other campus locations.

### **In the version compare, can you select which version you want to compare to?**

Yes, when the user goes into the "Version" feature, any two Versions can be selected to compare. (i.e. Version 6 compared to Version 5, or Version 6 compared to *Version 0-which is the Job Standard*).

### **What fields are required in Job Builder in order to "Save" a Position Description?**

- Department is a required field.
- Key Responsibilities (percentage of time) must total 100%.
- Education 'Required/Preferred' must be set.

*Note: The Job Builder system does not require the Problem Solving Examples section to be completed; however, **Problem Solving examples are required for classification review**. Other section such as; Custom Scope, Key Responsibilities, Knowledge & Skill requirements, and Physical, Environmental, & Mental (PEM) requirements must be completed for classification and recruitment.*

# Job Builder

## Frequently Asked Questions (Cont.)

### What documents are required for People & Culture (formerly Central HR) Compensation classification review?

New Positions or Vacant Existing Positions:

- Updated Position Description
- Organizational Chart

Reclassifications of vacant or encumbered positions:

- Old Organizational Chart
- Old Position Description
- Updated Position Description (on correct PD template)
- Proposed Organizational Chart
- Cover Page (found on the Job Builder Home page)

*Note: Starting July 1, 2020 all PPSM position descriptions that need classification review must be created in the new Job Builder. Hiring Managers should work closely with their department HR Partner to create PPSM PD's on the new Job Builder Position Description Templates.*

### I can't find my department name in the Position Description Form Template, what do I do?

Select the most fitting department name that is available and contact Compensation immediately to get this corrected. ([Compdesk@berkeley.edu](mailto:Compdesk@berkeley.edu))

### What does every Position Description need to have prior to People & Culture (Central HR) Compensation for classification review?

- Department name, job code/job title, supervisor name
- Key Responsibilities must be edited, customized, and elaborated
- Key Responsibilities must total 100%
- The Essential Function column 'Yes/No' must be complete
- Education section should be reviewed and set to either 'Required' or 'Preferred'
- Problem Solving Examples section should have 2-3 examples for each level.

# Job Builder

## Frequently Asked Questions (Cont.)

- Note: This section is required for classification review
- Supervision section should be complete, if applicable.

*Review User Guide for additional information on writing a position description and requesting classification of a new position.*

### **When an existing position description is updated, does the updated PD need to be submitted to People & Culture (formerly Central HR) Compensation for classification review?**

Any **significant changes** made to the position description requires re-review by the Compensation Consultant. (Example 1: if supervisory duties were added into a PD where no supervisory duties previously existed, this would require classification review by Compensation. Example 2: if the Key Responsibilities percentages change more than 30% when PD is updated, this would require classification review by Compensation. Example 3: if the direct reports change on a Supervisor or Managerial level position, this would require classification review by Compensation. Example 4: if the majority of the essential functions change in the PD, this would require classification review by Compensation.)

*At the manager's discretion, a unit can use a previously classified position within the department to recruit. This includes position descriptions that have been reviewed and classified by Central HR Compensation **recently with minor edits** that do not impact the level of classification.*

### **When are classification evaluations necessary?**

Central HR Compensation must classify all new positions.

Classification review is necessary when significant changes occur to the position, the scope of work, and/or the level of complexity of the primary functions of the position.

*Minor changes to a previously classified position description do not require Compensation review and approval. Managers and supervisors are encouraged to consult with their HR Partner for guidance on updating position descriptions.*

# Job Builder

## Frequently Asked Questions (Cont.)

### **Will my existing job descriptions be uploaded into the new Job Builder?**

No. Managers and supervisors will need to start from scratch in the new Job Builder. Existing job descriptions for staff should be created in the new Job Builder on an updated PD template.

### **Who should be the “Owner” of a PD?**

The Owner, or creator, of a PD should be the direct manager or the HR Partner.

Typically, the manager or supervisor of the position would write the position description since they are closest to the work. Department Heads and/or Division Heads may choose to initially “Create a Position Description” (therefore they would “Own” the PD *unless they “Change Ownership”* to another user) for all PDs within their department or division and simply “Share” the PD with the respective managers. HR Partners may also initiate the creation of a PD in Job Builder and can “Share” with the hiring manager for input and edits, or can “Change Ownership” to the hiring manager.

Each department, division, and/or Region may have varying internal best practices on who should “Own” a PD. Connect with your HR Manager if you are unsure of the best practice.

Note: The Owner of a PD is able to access the PD under their “My Position Descriptions” Tab.

The incumbent of the position should **not** be the Owner of their own PD in Job Builder.

### **Can the PD that is being developed in new Job Builder, be shared with more than one person to work on?**

Yes, the PD can be Shared with several users. The Owner/Creator of the PD must “Save” the PD first, and then the “Share” feature will be available. Those Shared the PD in Job Builder will be able to edit the PD. Note: only one user can be “editing” the PD at a time.

# Job Builder

## Frequently Asked Questions (Cont.)

### **In the version compare, can you select which version you want to compare to?**

Yes, when the user goes into the "Version" feature, any two Versions can be selected to compare. (i.e. Version 6 compared to Version 5, or Version 6 compared to Version 0-which is the Job Standard).

### **Since the Job Builder is system-wide, will campuses be able to share JDs with each other? (I.e. UCOP to UCB?)**

Job Builder is a system-wide tool, however, only Users with additional "administrator" or "global" access in the system will be able to be Share and View PDs from other campuses. (All UCB employees will have Staff/General Access for the roll-out, and only the Comp team will have the "global" access capability)

# Job Builder

## Resources

- System-wide Job Builder: <https://ucjobbuilder.ucop.edu/>
- People & Culture (formerly Central Human Resources)-Compensation: <https://hr.berkeley.edu/compensation-benefits/compensation>
- Compensation Consultant Department Assignments: <https://hr.berkeley.edu/about/contact/compensation/assignments>
- Title Code System Lookup (TCS) for Non-Academic Titles: <https://tcs.ucop.edu/tcs/jsp/nonAcademicTitlesSearch.htm>
- Berkeley ServiceNow Catalog: [https://berkeley.service-now.com/ess/hr\\_catalog.do](https://berkeley.service-now.com/ess/hr_catalog.do)
- Berkeley Region Finder: <https://portal.berkeley.edu/regions>
- Berkeley Regional Services: <https://regionalservices.berkeley.edu/>
- Berkeley UCPath: <https://ucpath.berkeley.edu/home>
- UCPath Dashboard: <https://ucpath.universityofcalifornia.edu/home>
- UCnet Series Job Specifications: [https://ucnet.universityofcalifornia.edu/system\\_series/](https://ucnet.universityofcalifornia.edu/system_series/)
- People & Culture (formerly Central Human Resources)-Labor Relations: <https://hr.berkeley.edu/labor>
- People & Culture (formerly Central Human Resources)-Talent Acquisition: <https://hr.berkeley.edu/talent-acquisition>
- Berkeley Campus Directory: <https://www.berkeley.edu/directory>

For assistance using the new Job Builder tool please email [compdesk@berkeley.edu](mailto:compdesk@berkeley.edu)

*Updated August 2020*