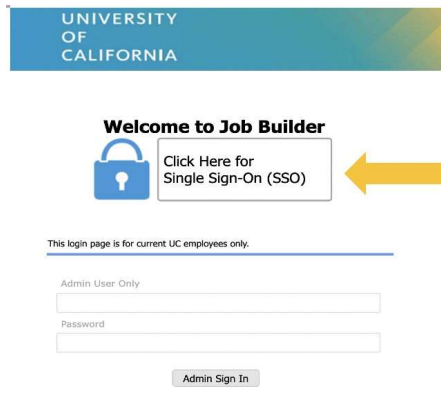
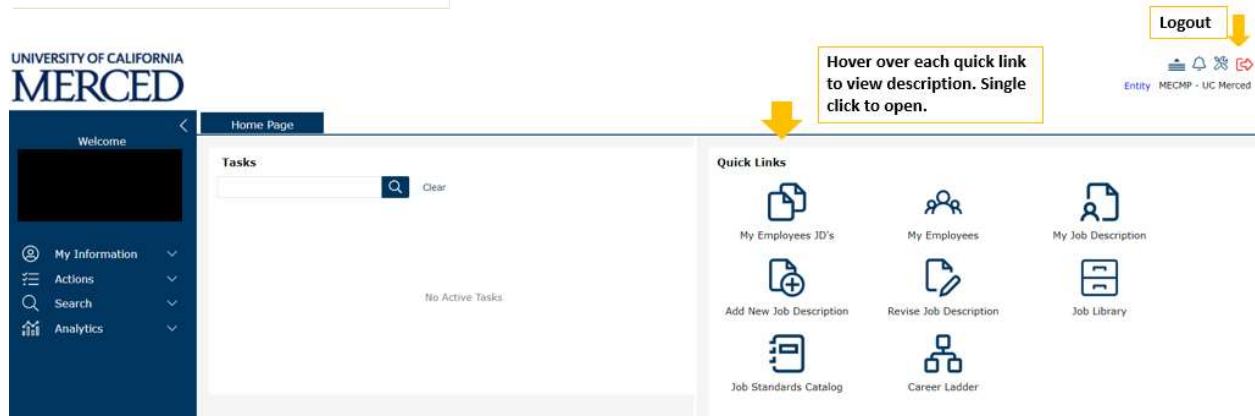


# Job Builder (JDXpert)

<https://universityofcalifornia.marketpayjobs.com/frmMainV2.wgx>



- System powered by JDXpert & Payscale.
- Tool for managers to use when preparing and writing staff (PPS, MSP & 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.
- Log-in by clicking on **Single Sign-On** (CalNet Authentication is required).



- ❖ To view job descriptions of your direct reports, select **My Employees JD's**.
- ❖ To show your direct reports, select **My Employees**.
- ❖ To view or download your current job description, select **My Job Description**.
- ❖ To begin creating a new job description, select **Add New Job Description**.
- ❖ To update an existing job description, select **Revise Job Description**.
- ❖ To find job descriptions for jobs that are vacant select **Job Library**.
- ❖ To search and find a Career Tracks Job Standard or Represented Job Specification select **Job Catalog**.
- ❖ To show a side-by-side view of job standards, select **Career Ladder**.



Question? Email [jobbuilder@ucmerced.edu](mailto:jobbuilder@ucmerced.edu)

The quick links you have access to depend on your user role in the system.