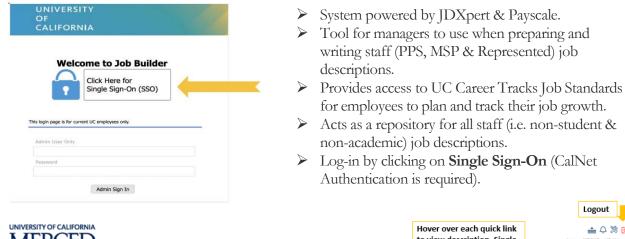
JOB BUILDER Powered by JDXpert User Guide

UC Merced Compensation and Classification jobbuilder@ucmerced.edu

Note: This User Guide is being updated regularly during implementation of this system. Please continue to visit the website for the most updated version.

Job Builder (JDXpert)

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





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.

Logout

- 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

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

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Quick Links

Quick Link:	Description:	Used by:
Job Standards Catalog	Allows users to search and view specific UC Job Standards. (Includes information such as Job Code, Title, Generic Scope, Custom Scope, Key Responsibilities, Salary Structure and more).	All users
Career Ladder	View Job Standards for a specific Job Function in side-by- side view.	All users
My Job Description	View or download your job description in Word, PDF or HTML formats.	All users
My Employees JD's	View job descriptions of your direct and indirect reports. You can also edit a JD in this list. (Be sure to complete the action requested field in job details).	Users with one or more Direct Report in UCPath (i.e. Managers and Supervisors)
My Employees	View a list of the employees that report directly and indirectly to you. This section allows the user to edit JDs that report into them.	Users with one or more Direct Reports in UCPath (i.e. Managers and Supervisors)
Revise Job Description	Allows users to revise an existing job description that reports directly and indirectly to you. This can be used for updating encumbered job descriptions.	Users with one or more Direct Reports in UCPath (i.e. Managers and Supervisors)
Add New Job Description	This function allows you to create a new job description.	Users with one or more Direct Reports in UCPath (i.e. Managers and Supervisors)

Job Library	Allows users to search all job descriptions and job standards across the UC Merced campus.	Department Preparers, Vice Chancellor/Position Delegate
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- The catalog lists all the UC Job Standards available at UC Merced in JDXpert.
- Each Job Standard includes information such as Job Code, Job Description Name (Classification), Job Family and Function Descriptions, Generic Scope, Custom Scope, Key Responsibilities, Salary Structure and more.

							*
All Job Families \sim							
	×Q						Selected 1 of 8 Grid View In-Line View
Search Results Only	<	JobDescID	Form Name	Job Code (P)/Position Number (C)	Job Family	Job	Admissions Recruitment Manager 1
General Services Governmental Relations Human Resources Information Technology		53170	ADMISSIONS RECRMT MGR 1 (000302)	000302	Student Services	Ad	ob Code: 000302 ob Title: ADMISSIONS RECRMT MGR 1 (000302) ry Grade: Grade 24
Legal Services Library Services Marine Museum Services Nursing		53171	ADMISSIONS RECRMT MGR 2 (000303)	000303	Student Services	Ad	ESA: Exempt Personnel Program: MSP Job Level: Manager 1
Patient Support Services Performing Arts Quality Management Rehabilitation Services Research Administration Research and Laboratory		56896	 ADMISSIONS RECRMT MGR 3 (000304) 	000304	Student Services	Ad	Job Family Student Services Job Family Description: These functions describe the work at the University involved in helping various student services such as recruitment, admissions, academic and student counseling, financial and and career services.
Security and Public Safety Solide Crafts and Trades Sports and Recreation Sudent Health Services Student Services		53177	ADMISSIONS RECRMT SPEC 1 (004507)	004507	Student Services	Ad	Job Function: Admissions and Recruitment Job Function Description: Involves developing and implementing programs for student outrack, nercuitment, and admissions for the university and / or school / college / department within appropriate constituents and communities; and educating the public about
Academic Achievement Cnsing Admissions and Recruitment Career Services Curriculum Planning		53178	ADMISSIONS RECRMT SPEC 2 (004508)	004508	Student Services	Ad	admissions requirements, policies, and processes. Generic Scope (default): Spends the majority of time (50% or more) achieving organizational objectives through the coordinated

Figure 1

To Search for Job Standard by Job Family:

- 1. The Search Bar allows you to search by Job Family, Function, and Job Description Name (Classification).
- 2. The drop-down menu labeled "All Job Families" gives a full list of the UC Job Families
- 3. Use the carrot on the left side of the screen (Figure 1)
 - o Displays a drop-down list of all Job Families and specific Job Functions.

Grey Chart: displays all of the Job Description Names (Classifications) in the Job Family/Job Function selected (Figure 1)

- 1. Use the scroll bar on the bottom to see additional information including Job Sub Family, Job Level, etc.
- 2. Click on the Job Title and the Job Standard information will appear to the right-hand display.



- View Career Tracks Job Standards in Side-by-Side view.
- Allows for comparison between Job Titles across a Job Function

	Side-By-Side View Reset Export as Exc Selected Jobs 6 Jobs Selected	SI	de-by-Side Profile Excel" if y	e side-by-side profile is dard". You can select "Er ou wish to view in a able format.	
	communications job families. Job Family: Communicatio	ig or executing a comprehensive, multidisciplinary com		communications disciplines OR work not otherwise ca	vered in other
				Communications Supervisor 2 X	Communications Ma
	Job Code	007477	005887	006545	000408
elect Career Ladder	Classified Indicator Descr (Pers Prog)	PSS	MSP	MSP	MSP
General Communications	Job Level	Experienced	Advanced	Supervisor 2	Manager 1
Seneral Communications	Salary Grade	Grade 22	Grade 24	Grade 24	Grade 25
Job Descriptions in selected group	FLSA Status	Exempt	Exempt	Exempt	Exempt
Tob Descriptions in selected group	CT Generic Scope	Experienced professional who knows how	Technical leader with a high degree of	Provides direct supervision typically to	Spends the majority more) achieving orp

Get Started:

- 1. Under Select Career Ladder, click ... (Figure 2)
- 2. The icon will show a list of all the Job Families.
- 3. Click the "i icon on the left to show specific Job Functions listed under each Job Family.
- 4. Select the Job Function that you would like and click Select and Close
- 5. You can either
 - a. Click View Side-By-Side
 - i. Displays all Job Standards across a Job Function (Figure 2)
 - b. Click Download Job Standards
 - i. Downloads all Job Titles in a Job Function into an Excel File which will allow you to print (Figure 2).
- 6. After you click View Side-by-Side:
 - a. Ensure the Side-by-Side Profile is set to Job Standard
 - b. Export as Excel: downloads an Excel file that displays selected Job Description Names (Classification) information (Figure 3)



• View a list of the employees that report directly and indirectly to you.

Search					器 Org Chart 🕒 Export	A Reminders
	× Filter ∨			t the "Direct Reports Only", and	and orginated Breakford	2 Nethinders
		1	the managers lis	Indirect Reports will populate in t.		
Job Tar			the managers in			
Action Emplid	Employee Name	Title	Manager's Name Job Code	Tree View		
æ 🔈 ≪ 10	Dat	AC 1 (Ma 403	ince view		
图 🕅 端 10	Har	GE 4 (Ma 401	÷к		
图 医 📽 10	Hin	GE 4	Ma 401	- Da - Ha		
R 🗟 🛸 10	Ma	GE 4 (De De	Ma DE	- Ha - Hi		
B 🕅 ≪ 10	Rie	De	Ma DE	- Ma Riv		

Figure 4

• Actions:

QE

밚

• Employee details: allows you to view employee information such as Employee ID (Emplid).

- View job allows you to:
 - View job: opens Job Description
 - Preview job: opens a print view of the Job Description
- o Share Job with Employee: Share via link. You can also set an expiration date
- On the right side, you can click on the carrot to display (Figure 4).
 - Tree view: displays a chart of employees under the manager's role & **bolds** the names of employees who also have direct reports.

My Employees JD's

- View Job Descriptions of your Direct and Indirect Reports. Jobs under this Quick Link only appear if the correct position number is included on the Job Description in JDX.
- Easily revise a job description through this Quick Link (click & select the JD, click "Workflows". (See Figure 5)
- Side-By-Side Use Ctrl key to select and highlight multiple JDs this displays jobs in columns in comparison to one another (See Figure 5)
- Actions (See Figure 5):
 - Opens the job description in view only.
 - \circ View the employee that encumbers this job
 - \circ Set as favorite (Later you can Filter by My Favorites to find these JDs easier)

Home	Age My Emplo	yees JD's									
earch			1								×
		\times All My Jobs		Q						ਨੂੰ Org Chart 🕒 Expo	ort
<u> </u>											
Side-By-Si		-									
ction	Job Description Name	Job Code	ReviewStatus	Workflow Name	Step Details	Step Approver	Last_Edited On	Last_Edited By	Type of Job Desc	Num EEs	
DAO	Proj Ci (PFFM)	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	Is Child of Parent Job: ACCOUNTING MGR 1 (000685)	1	
DAO	Defaul	D	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]	11/3/2021 4:37:38 PM	User, Admin (ADMIN)	Independent	4318	
GAV	O Aco Analys	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	Is Child of Parent Job: FINANCIAL SVC ANL 2 (004627)		
DAO	O Aco Analys	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	Is Child of Parent Job: FINANCIAL SVC ANL 2 (004627)	1	
D.A.O	Acci	40	No Artive Workflow		[No Job Description	[No Job Description		N/A	Is Child of Parent Job: FINANCIAL SVC MGR 3		

Figure 5

To Revise a job description from the My Employees JD's

- 1. Click & select the job that you would like to revise (highlights the job row in grey. See Figure 6).
- 2. Click on the Workflow button and Start Workflow.
- 3. Select the job (this will highlight the row in grey). Create Job Description workflow is selected by default (See Figure 7).
- 4. Choose the participant by hitting the " [©] " button under Select the Position Creator and click Start Workflow (See Figure 7). There is additional information available in the Workflows section of this User Guide.

Bearch				_			5 -		×
	×	All My Jobs	·	Q			품 Org	Chart 🕒 Export 💀	••
	🤞	_							
Side-By-S	ide Workflow 🗸 🦰								
Action	Job Description Name	Job Code	ReviewStatus	Workflow Name	Step Details	Step Approver	Last_Edited On	Last_Edited By	
GA♡	 Accounts Payable Analyst 	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	
GA♡	 Accounts Payable Analyst 	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	i.
GAV	Assistant Controller	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	L
GAV	Gen Accountant 2- Contract Position (12 months)	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	
G A ♡	GEN ACCOUNTANT 2	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	т
GA♡	GEN ACCOUNTANT 3	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	
₿a♡	 PROJECT PORTFOLIO FINANCIAL MANAGEMENT ANALYST 	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	
0a♡	PROJECT PORTFOLIO FINANCIAL MANAGEMENT ANALYST - CONTRACT	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	
GAO	 Treasury & A/P Supervisor 	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	



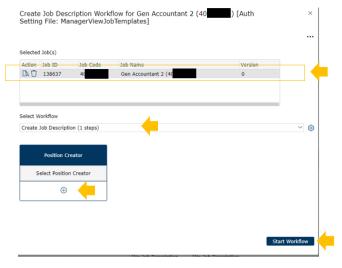


Figure 7

	Add New Job Description
۲	This function allows you to create a new job description using a job standard template.
	(e)
1.	Select Blank Job. Blank Job
2.	Input the Working Title in the New Job Title field.
	Working Title
3.	Click Select Parent Job: Select Parent Job
4.	a. List of job standard titles with template descriptions. Click on the icon located to the right of the Parent Job field to browse Job Standards (Figure
	9).
	a. Note: Parent/Child Settings File should be set to UCME Master Template
	Select Parent for the new Job Description
	Save and Close
	Parent Job
	Parent/Child Settings File
	UCME Master Template
	Figure 9

- 5. Use the Search Bar to search for the appropriate Job Standard. There is also an ability to also use the Filter functions if desired.
- 6. Click to highlight the Job Standard you would like to use and click Save as Parent
- 7. Click Save and Close
- 8. Select Workflow Create Job Description.
- 9. Click Select Position Creator and search for employee in the search bar. Select Add Participant, then Start Workflow (Figure 10).

	You are now Adding	g a New Dlank Job
	tew Position No. New Job Title 150_27 Working Title Inique Job Name (TIED_27) select Workflow Create Job Description (1 steps) Position Creator Select Position Creator ©	Parent Job: Select Parent Job
Figure 10		Start Workflow
08/2022		9

10. A task will appear on the Home Page. Double click on task to open the job description (Figure 11).

Clear	Home Page		
Please Review: Test August 2022 - Working Title Job Description Review	Please Review: Test August 2022 - Working Title	-	Job Description Review

- Figure 11
- 11. Go through the template and edit sections as required. Click Form Errors on the top right to view incomplete sections that are required to be completed. (Figure 12)

Edit Revision Copy of Job Description 'Compensation Analyst 3 (TBD_8)' [Code: TBD_8] [Auth Setting File: ManagerReviewJobTemplates]

a. **Remember to click <u>Save</u> on the bottom (to save progress)** or <u>Save and Close</u> on the top to save your work.

Save and Close Discar	d Draft Workflows	v]		AB Spell chec	k «Ak Employees	Preview Pane	A Split Screen	Form Errors (2)
⅊ⅆℿΩℰኆ		_	This Job is in Workflow: Act	tion Required				
	Test August 2022 - We	orking Title 🛛 🚺 Edit						-
Job Details	JOB HISTORY/STATU	IS						
Supervision	Date Last Edited:	8/14/2022 1:51:05 AM						
	Date Classified:	8/14/2022						
Job Summary	Last Action Approved:							
Essential Functions	Last Action Effective Date:	8/14/2022						
Qualifications	Action Requested:	Classification	\sim					
PEM Requirements	HR Approved Action:							
	ORGANIZATION DET	AILS						
Special Conditions of Employment	Business Unit (Location):	MECMP						
	Department Number:	M51200		•••				
Attachments	Department Name:	Human Resources						
Workflow Approvals	Division Name:	Chancellors Organization						
Job Posting	Form Name (Legacy)							
	Position Number:	TBD_8						-
	Classification (Job Code Description):	COMPENSATION ANL 3 (007726)						
							Previous	Next Save

Figure 12

Content Search

When you are actively editing the Key Responsibilities and Knowledge, Skills, and Abilities (KSAs) sections of the JD, you can use the function called "Content Search." This can be found in the toolbar under the Key Responsibilities and KSAs section. Content Search can be used to assist in writing job descriptions by providing a large database of information with relevant examples of common Key Responsibilities or KSAs based on the job description you are preparing (Figure 13).

Key Re	esponsil	bilities				4		Total Perce	ntage:100%
Add	Delete	Move Up		Paste List	Content Search	-			
Duties a	re listed ir	n order of gre	atest importance	e. Other resp	onsibilities may be	assigned.			
Figure 13	5								
08/202	22				10				

Content Search Options via Smart Search/Detailed Search

When you are editing a job description and choose the Content search option related Key Responsibilities and KSA's will populate based on your working title, job family, function and the Key Responsibilities or KSA's in the job description.

- 1. **Smart Search:** returns individual job characteristics based on the prepopulated related working titles and selected Key Responsibilities or KSA's (Fig. 14)
 - a. You can select each Key Responsibility or KSA you would like added to your job description by checking the appropriate box/boxes and selecting "Add to Job" (Figure 14).
 - b. If there is a Key Responsibility or KSA that is similar to what you are looking for you can click the associated "More Like This" option and other similar Key Responsibilities or KSA's will populate.

L L iearch for Key Responsibilities ('Test August 2022 - Working Title', 'UCME Master Template')			
alated Key Responsibilities for Fest August 2022 - Working Title X Human Resources / Compensation V Q Reset Search Found 100 Jobs			🗄 Sources
Human Resources Compensation Market Pricing Specialisis (Business / A) (Associate Human Resources Representative) [Human Resources Clerk] Human Resources Generalist.] [Human Resources Information Systems Consultant.]	Related	d working title	es
Search in Searchs		•	
populated in JDXpert and the selected Key Responsibilities. Prepares and manages budget for human resources operations		Smart Sea	More Like This (49)
Analyze new and existing market data and leveling for jobs and teams		Job Postings	More Like This (7)
Provides payroll information by collecting time and attendance records		Sample Jobs	More Like This (7)
Verifies HRIS by developing and completing tests		Sample Jobs	More Like This (6)
□ Maintains payroll database by entering data		Crowd-Sourced Jobs	More Like This (6)
□ Suggest methods to update, simplify, and enhance processes, procedures, and technologies		Job Postings	More Like This (6)
Selected Key Responsibilities			
Apples a comprehensive understanding of professional compensation con × Reviews proposed salary adjustments for conformance to established gui ×	Administrative ×	Selected I Responsil	
			Add to 1

Figure 14: Smart Search

- 2. **Detailed Search**: categorizes job characteristics based on related, selected jobs in the JDXpert database (Figure 15).
 - a. Left side: displays suggested, related jobs. The jobs that are highlighted grey will show the related Key Responsibilities or KSA's on the right side. You can either leave the prepopulated selection, or you can select the jobs by title you wish to view the Key Responsibilities or KSA's (Figure 15).
 - b. Right side: displays Key Responsibilities or KSA's for the selected jobs on the left. You can select the Key Responsibility or KSA you would like to add to your job description by checking the appropriate box/boxes and selecting "Add to Job" (Figure 15).

Fest August 2022 - Working Title X Human Resources / Com	pensation 🗸 🔾	Reset Search Found 100 Jobs
Human Resources Compensation Market Pricing Specialist (Business / A	In Resources Clerk Human	Resources Generalist
Human Resources Information Systems Consultant] Associate Human Resources	Coordinator	
Search in Results		
× Filter v Q	100 Jobs Displayed	
Suggested, related jobs by working title		
Suggested, related jobs by working title		Smart Search Detailed Search
		Knowledge, Skills and Abilities - Position for 28 selected jobs
Human Resources Clerk (Sales)	Job Postings	
Director - Human Resources (Business / Administration)	Job Postings	Skill in monitoring/assessing the performance of self, other individuals, or organizations to make improvements or take corrective action.
Executive Director Human Resources (Business / Administration)	Job Postings	Skill in analyzing and organizing technical data
Human Resources Managers (11-3121.00)	O*Net Jobs	Ability to maintain records of materials, supplies, time, and work performed.
Human Resources Admin (Business / Administration)	Job Postings	Knowledge at advanced level of the principles and practices of human resources management and employee and
Human Resources/Accounting Assistant (Business /	Job Postings	labor relations.
		Selected Knowledge, Skills and Abilities - Position
		Add to
ure 15: Detailed Search		
are 15. Detailed Scateri		_

In both Smart Search and Detailed Search, there is an additional search bar "Search in Results"

- For example, you can search a specific action verb such as 'analyze' to see examples of how this word has been used in other sample descriptions
- 3. When you are finished highlighting all the descriptions that you would like to add to your job description, click Add to Job on the bottom right
- 4. An additional way to use the content search feature in the Key Responsibilities section is to replace a Key Responsibility:
 - a. Click the magnifying glass icon on the right of a Key Responsibility in the job description (Figure 13).

Key Responsibilities			Total Percer	ntage:100%
Add Delete Move Up Move Down Paste List Content Search				
Duties are listed in order of greatest importance. Other responsibilities may be assigned.				
Duties		96 T	IME	
Applies a comprehensive understanding of professional compensation concepts to analyze the compensation of employees, organization compensation programs and total rewards initiatives.	-	00	~	
Reviews proposed salary adjustments for conformance to established guidelines, policies and practices.	Q	15	~	
Administrative	Q	10	~	
Applies a comprehensive understanding of professional compensation concepts to analyze the compensation of employees, organization compensation programs and total rewards initiatives.	Q	5	~	
Conducts complex data analyses to assess compensation issues and recommend appropriate courses o action.	Q	5	¥	
Participates in and develops compensation surveys to collect and analyze competitive salary informatio determine organization's competitive position.	n to Q	5	~	
Reviews proposed salary adjustments for conformance to established guidelines, policies and practices.	Q	5	~	
Recommends corrective or alternative actions to resolve complex compensation-related problems.	Q	5	~	
Reviews requests for new or revised jobs to determine appropriate salary grade assignment.	Q	5	~	
Develops recommendations regarding FLSA exemptions, job revisions, and organizational structures.	0	5	~	

Figure 13

b. When clicked, it will open a search bar pop-up which will allow you to find descriptions matching any keyword associated with that Key Responsibility. You can choose another selection from the list and click "Save and Close", which will replace your existing Key Responsibility with your selection.

earch Content Library	
hated Key Responsibilities for eviews proposed salary adjustments for conformance to established guidelines, policies and prac × Q pevelop methods to improve employment policies, processes, and prac	En Sources (?) Hel
Reviews propoed salary adjustments for conformance to established g Guides the review of propoed salary adjustments for conformance to] Search in Results X Filter Q 100 Key Responsibilities Displayed	
Develop methods to improve employment policies, processes, and practices, and recommend changes to management.	O*Net Jobs
Guides the review of proposed salary adjustments for conformance to established guidelines, policies and practices.]0	Company Jobs
Reviews proposed salary adjustments for conformance to established guidelines, policies, and practices.	Sample Jobs
Guides the review of proposed salary adjustments for conformance to established guidelines, policies and practices. [15	Company Jobs
Guides the review of proposed salary adjustments for conformance to established guidelines, policies and practices. [10	Company Jobs
Completes routine employee transactions, such as handling personnel orders, salary placement forms, salary recovery forms.	Crowd-Sourced Jobs
Assists with review of proposed salary adjustments for conformance to established guidelines, policies and practices.	Company Jobs
Reviews proposed salary adjustments for conformance to established guidelines, policies and practices, 0	Company Jobs

Figure 14

Job Library	-

- Allows you to search job descriptions and job standards across campus.
- This section can be used to search by Position Number, Job Code, UC Payroll Title, and more (Figure 15).

iearch		× Filter	V Q Advanced	Show Active Jobs C	Dnly		<u> </u>	Export 🕤	Archives	×
Workflows `	Select None Select	ect All Selected: 1					Showing 300 of 38	339 Records	Max Re 300	ecoro
Action	Workflow Status	Position Number	Job Code:	Payroll Title:	Job Standard Code	Job Standard	Working/Business Title:	Active EEs	Version	<
\diamond	۲	40352742	40352742	ACAD HR SUPV 2 (40352742)	007711	ACAD HR SUPV 2 (007711)	Director, Personnel Services	1	0	C
\diamond	۲	006083	006083	ACAD PRG MGR 1 (006083)				0	0	20
\diamond	۲	40003508	40003508	ACAD PRG MGR 1 (40003508)	006083	ACAD PRG MGR 1 (006083)	Executive Director (V12 classified by LA 03-11-21)	1	0	
\diamond	۲	000389	000389	ACAD PRG MGR 2 (000389)				0	0	
\diamond	۲	004330	004330	ACAD PRG MGT OFCR 3 (004330)				0	0	
\diamond	۲	40003453	40003453	Acad Prg Mgt Ofcr 3 (40003453)	004330	ACAD PRG MGT OFCR 3 (004330)	CREST CENTER DIRECTOR (Acad Prg Mgt Ofcr 3)	1	0	
\diamond	۲	40803188	40803188	ACAD PRG MGT OFCR 3 (40803188)	004330	ACAD PRG MGT OFCR 3 (004330)	Project Manager (V9 classified by LA 05-13- 21)	1	0	
\diamond	۲	40882413	40882413	ACAD PRG MGT OFCR 3 (40882413)	004330	ACAD PRG MGT OFCR 3 (004330)	CITRIS Industry Relations and Innovation Manager	1	0	

Figure 15

- 1. Users can Favorite a job description by selecting the heart icon under the Left Action column
- 2. To initiate changes in an existing job description, go to Revise Job Description (see next page).

Revise Job Description

• Allows the position creator to initiate changes in an existing job description.

Action Job Description Name Operatment Name: Num Efs Version Current Revis 1 10 Job Code Job Description Name Operatment Name: Num Efs Version Current Revis 1 Job Code AcDA AcHtEVENENT CHSLR 2 (Natural Sciences Dean 1 1 1 Jab Code AcDA AcHtEVENENT CHSLR 2 (Natural Sciences Dean 1 1 1 Jab Code AcDA AcHtEVENENT CHSLR 2 (Natural Sciences Dean 1 0 1 Jab Code AcDA AcHtEVENENT CHSLR 4 (4019973) Opint Success Center 1 0 1 Jabson AcDA AcHtEVENENT CHSLR 4 (biologic Table) Graduate Division 1 0 1 Jabson AcDA AcHtEVENENT CHSLR 4 (biologic Table) Opint Success Center 1 0 1 Jabson AcDA AcHtEVENENT CHSLR 4 (biologic Table) Undergraduate (biologic Table) Intergraduate (biologic Table) Intergraduate (biologic Table) 1 Jabson AcDA AcHtEVENENT CHSLR 4 (biologic Table) Undergraduate (biologic Table) Intergraduate (biologic Table) 1 Jabson AcDA AcHtEVENENT CHSLR 4 (biologic Table) Undergraduate (biologic Table) Intergraduate (biolog	Search	ch by po	× Filter Q Advanced asition number	đ				Revise Job Description [Auth Setting File: StartWorRflowOnExistingJobDescription] Selected Job(s)	×
ID Job Code Job Description Name Department Name: Num EES Version Current Reve 1 ACAD ACHEVENTICUSUR 2 (C) Natural Sciences Dean 1 1 1 1 Marcial Sciences Dean									Add Job
1 36 // MO1 2994 40013934) Antral Society sense 1 1 1 36 // MO1 2994 40013934) enght Success Center 1 0 1 36 // MO1 2997 ACAD ACHEVEMENT CHSLR 4 enght Success Center 1 0 1 3993 4089735 ACAD ACHEVEMENT CHSLR 4 enght Success Center 1 0 1 3993 4066931 ACAD ACHEVEMENT CHSLR 4 engentation 1 0 1 3993 40688177 ACAD ACHEVEMENT CHSLR 4 Undergrafulate Education 1 0 1 59937 ACAD ACHEVEMENT CHSLR 4 Undergrafulate Education 1 0 1 1 59937 ACAD ACHEVEMENT CHSLR 4 Undergrafulate Education 1 0 1 1 59937 ACAD ACHEVEMENT CHSLR 4 Undergrafulate Education 1 0 1 1 59937 ACAD ACHEVEMENT CHSLR 4 Undergrafulate Education 1 0	ID	Job Code	Job Description Name	Department Name:	Num EEs	Version	Current Revie		
1 Security 2007 Security 20	13876	6 40013894		Natural Sciences Dean	1	1			
	13882	0 40873662	ACAD ACHIEVEMENT CNSLR 3 (40873662)	Bright Success Center	1	0			~ @
1 3937 40860731 (4066031) Education 1 0 Education 1 0 1 3937 40868177 ACAD ACHEVENET CHSLR 4 Undergraduate Education 1 0 Select Position Creator 1 selected Jobe (1) + + 1 0 Select Position Creator	a 🔶	40199775		Graduate Division	1	0			
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iected Jobs (1)	13903	7 40888177			1	0		Select Position Creator	
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ACAD ACHEVENENT CUSA 4 (40199775) ×	elected Jol	bs (1)							
Select and Cose Start Work	ACAD ACHII	EVEMENT CNSLF	R 4 (40199775) ×			_		80	rt Workflow

To Revise a Job:

- 1. Click Add Job
- 2. In the Search bar use position number to search for the job description you wish to revise. Select the job description by clicking the row and ensure the box on the left is checked 🗹 .
- 3. Click Select and Close

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a. The pop-up screen will display the selected job(s) along with some functions (see image)

Figure 17

• Action

 \bigcirc View Job: allows you to view the Job Template, not editable

• Delete: allows you to remove Job Description from the revised list

- 4. The Select Workflow will default to Create Job Description (1 steps) when a job is added
- 5. Select the $\textcircled{\oplus}$ button to Select Position Creator.
- 6. Then select Start Workflow

General Directions for Revising a Job Description

1. Under Tasks, double click "Please Review" (See Figure 11) to open the Job Description for revisions. Double click to view the Job Description. Make necessary edits throughout the Job Description.

This Job is in Workflow: Action Required

2. On the top of the screen, you will see a Green Toolbar. Hover over the icons to see their function.

死☆▤♀⅔≪

- 1. Compare working copy to base version.
 - **5** 2. Approve Current Workflow Step.
- 3. Show Workflow status for the Job Description. Accept/Reject step if applicable.
 - 4. Show All Comments for this Workflow.



- 5. Invite another user to edit this Job Description.
- ∝° 6.
- Share Revision Workflow through a link.
- 3. The Workflows button Vorkflows located on the top of the screen allows you to access Workflow Details.
 - a. Workflow Details: lists the audit trail for the Workflow
 - b. Actions:
 - Save and Close
 - Approve: approves the current step and the workflow automatically routes the JD to the next step in the workflow.
 - o Compare: to view edits made by participant vs original Job Description.
 - Comments: leave comments on the job description form.
 - Grey Boxes (Figure 18)
 - Add Participant with Same Role: allows you to add additional participants if needed.
 - Replace Participant: allows you to replace an existing participant with another.

Save and Close Approve		遣 Compare 〇 Comments •••
	Create Job Description - Compensation Analyst 3 (TBD_8)	
	1. Position Creator	
	Nicole Deleon	
	8	

Figure 18

c. Workflow History: allows you to view past versions of the Job Description in Workflow.

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- 1. Highlight a Job Description and click View Workflow Details to see past versions of the Job Description. (This option only becomes available after the first step of the workflow is approved).
- 4. As you are editing the Job Description, please remember to click Save on the bottom of the screen. You can also hit Form Errors [▲]^{rorm Errors (2)} on the top right to see any sections you may have missed. After you ensure that all the sections have been filled out completely and correctly, hit the Thumbs Up button ^① to approve this step in the workflow.
- 5. Click Finalize Workflow at the bottom right of the popup. Ensure "Finalize the Workflow and Save the changes to Job" and "Flag as Approved" remained checked (This is the default, so you should not have to check or uncheck any boxes) (See Figure 19).

Finalize Wo	orkflow for Compensation Analyst 3 (TBD_8) [Code: TE	BD_8]	×
● Finalize th ☑ Flag as A	ne Workflow and Save the changes to Job.		
	Both boxes will be checked by default.		
O Save Revi	ised Job as a new Job		
Send e-m	ail to Primary Participant: Nicole Deleon		
Preview E-ma	ail Edit Template On Finalize - From Admin to Primary Contact		
Send cou	rtesy e-mail to other participants		
Preview E-ma	ail Edit Template		
Add Comme			
Courtesy E-n	nail CC		
	mail addresses with comma		
		•	Finalize Workflow

Figure 19

- Automated emails will be sent to the primary participant in this workflow.
- Note: finalizing a workflow does not mark a job as Classified. To view if a Job
 Description has been Classified by the Compensation unit, open the Job Description.
 Under the Job Details section, review the HR Approved Action field. If the HR
 Approved Action is "Classified" it has been reviewed and approved by Compensation.

General Directors for Printing a Job Description

- 1. You can print job descriptions to be attached to eDoc by export to Word or Adobe.
- 2. If you would like to print your own job description click the My Jab Danaskien Quick Link on your home page.
 - a. Ensure the Job Description Print Profile is set to "Default" (Figure 20).
 - Download/Share Job Description will allow you to select the format you wish to use (Figure 20).

UNIVERSITY OF CALIFORNIA		
MFRCFD		Job Description
IVILICLU		
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	M51200	
Form Name (Legacy)	JD-M512-000613-7354-4	
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- 3. You can print your employees job descriptions by clicking on the "vertices at Quick Link on your home page. Then highlight the job description/job descriptions you would like to print and click the Betwort button on the top right of the page. Select "Export Jobs to Print".
 - a. Ensure the Conversion Profile is set to "Default" and select the Output Format you would like the job description/job descriptions printed in (Figure 21).

	Export	3 Job Description(s)
cport Cancel		
0	Default	
Conversion Profile:		
Conversion Profile:		
Conversion Profile: Output Format:	Word2007	~
	Word2007 Word2007	

Figure 21

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- 4. If you have access to the Job Library ^{battersy} you can print any employees job description using the same export feature. The job descriptions would be accessed through Job Library if the employees do not report to you in UC PATH.
- 5. Ability to Download/Share Job Description in a variety of formats:



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- Share via link 0

Resources

NEED HELP USING JOB BUILDER POWERED BY JDXPERT?

Find additional information on the Compensation website:

https://hr.ucmerced.edu/hr-units/compensation/job-builder-powered-jdxpert

Email

jobbuilder@ucmerced.edu

Join us during a drop-in session:

Posted on the website