

JOB BUILDER

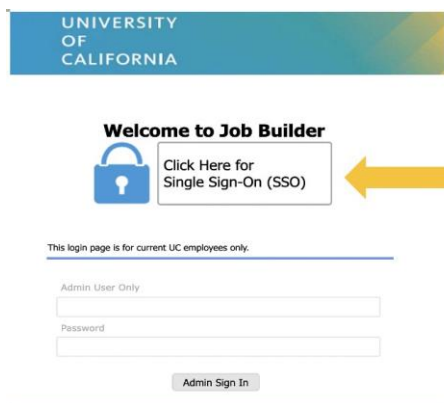
Powered by JDXpert User Guide

UC Merced Compensation and Classification
jobbuilder@ucmerced.edu

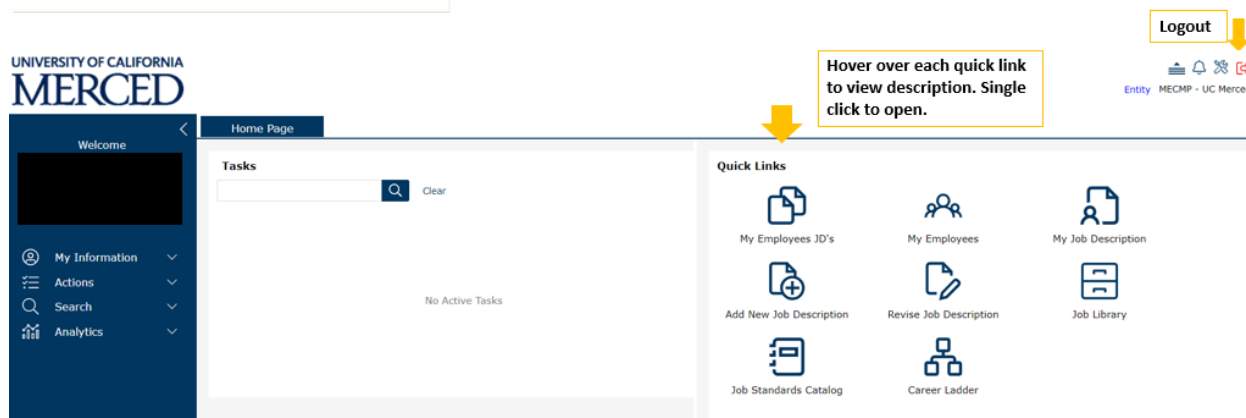
Note: This User Guide is being updated regularly during implementation of this system. Please continue to visit the website for the most updated version.

Job Builder (JDXpert)

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



- 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


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)

 <p>Job Library</p>	<p>Allows users to search all job descriptions and job standards across the UC Merced campus.</p>	<p>Department Preparers, Vice Chancellor/Position Delegate</p>
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Job Standards Catalog



Job Standards Catalog

- ▶ 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.

The screenshot shows the Job Standards Catalog interface. On the left, there is a sidebar with a search bar and a list of job families. The main area displays a table of job standards. The table has columns for JobDescID, Form Name, Job Code (P)/Position Number (C), Job Family, and Job. The table lists several job standards, including 'ADMISSIONS RECRMT MGR 1 (000302)', 'ADMISSIONS RECRMT MGR 2 (000303)', 'ADMISSIONS RECRMT MGR 3 (000304)', 'ADMISSIONS RECRMT SPEC 1 (004507)', and 'ADMISSIONS RECRMT SPEC 2 (004508)'. On the right side, there is a detailed view of the selected job standard, 'ADMISSIONS RECRMT MGR 1 (000302)'. This view includes fields for Job Code, Job Title, Job Grade, LSA, Personnel Program, Job Level, Job Family, Job Function, and Generic Scope.

JobDescID	Form Name	Job Code (P)/Position Number (C)	Job Family	Job
53170	ADMISSIONS RECRMT MGR 1 (000302)	000302	Student Services	Ad
53171	ADMISSIONS RECRMT MGR 2 (000303)	000303	Student Services	Ad
56896	ADMISSIONS RECRMT MGR 3 (000304)	000304	Student Services	Ad
53177	ADMISSIONS RECRMT SPEC 1 (004507)	004507	Student Services	Ad
53178	ADMISSIONS RECRMT SPEC 2 (004508)	004508	Student Services	Ad

ADMISSIONS RECRMT MGR 1 (000302)
 Job Code: 000302
 Job Title: ADMISSIONS RECRMT MGR 1 (000302)
 Job Grade: Grade 24
 LSA: Exempt
 Personnel Program: MSP
 Job Level: Manager 1
 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 aid and career services.
 Job Function: Admissions and Recruitment
 Job Function Description: Involves developing and implementing programs for student outreach, recruitment, and admissions for the university and / or school / college / department within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.
 Generic Scope (default): Spends the majority of time (50% or more) achieving organizational objectives through the coordinated efforts of individuals and functional departments.

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)
 - 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.

Career Ladder



Career Ladder

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

Select Career Ladder

General Communications

6 Job Descriptions in selected group

View Side-By-Side **Download Job Standards**

Side-By-Side View

Reset Export as Excel Edit Profiles

Selected Jobs: 6 Jobs Selected

Highlight Differences Hide Identical Rows

Side-by-Side Profile: Job Standard

Ensure the side-by-side profile is set to "Job Standard". You can select "Export to Excel" if you wish to view in a downloadable format.

Job Function: General Communications

Provides developing, implementing or executing a comprehensive, multidisciplinary communications program; involves work in two or more communications disciplines OR work not otherwise covered in other communications job families.

Job Family: Communications

These functions describe the various modes of communication used at the University and by various components of the University.

Job Code	Communications Specialist 3	Communications Specialist 4	Communications Supervisor 2	Communications Manager
007477	005687	005545	000408	
Classified Indicator Descr (Pers Prog)	PSS	HSP	HSP	HSP
Job Level	Experienced	Advanced	Supervisor 2	Manager 1
Salary Grade	Grade 22	Grade 24	Grade 24	Grade 25
FLSA Status	Exempt	Exempt	Exempt	Exempt
CT Generic Scope Description	Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.	Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a	Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems. Interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within	Spends the majority of time achieving organizational goals and objectives through the coordination of subordinate staff. Establishes goals and objectives, manages the stewardship of human physical resources in a departmental and org.

Figure 3

Figure 2

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 “**+**” 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)

My Employees



My Employees

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

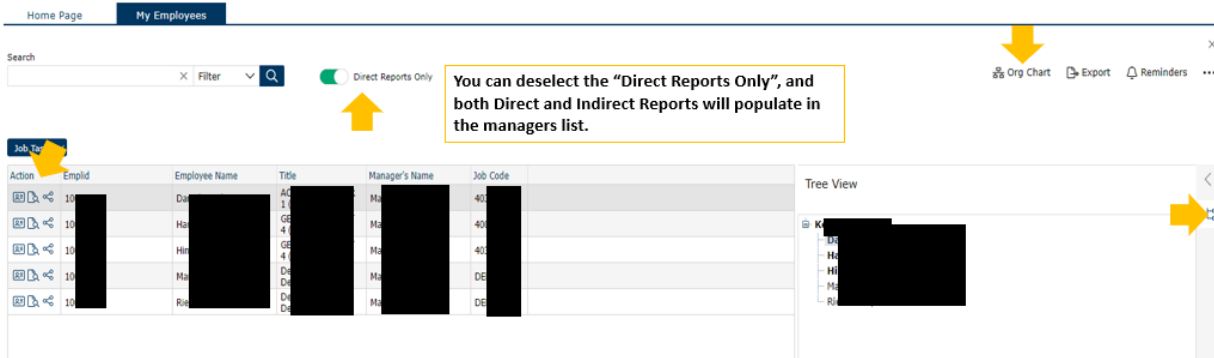


Figure 4

- Actions:
 - 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
 - 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”.
- **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.
 - View the employee that encumbers this job
 - Set as favorite (Later you can Filter by My Favorites to find these JDs easier)

Home Page **My Employees JD's**

Search X All My Jobs

Org Chart Export ...

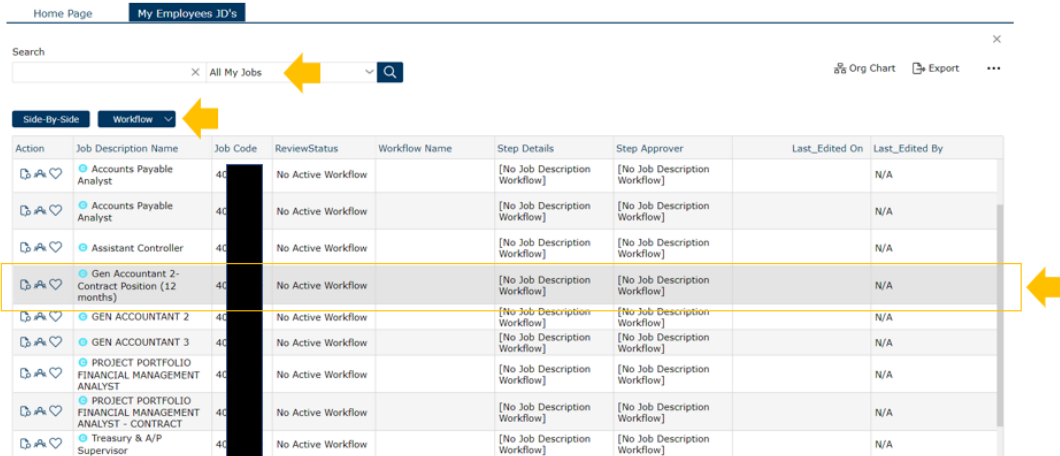
Side-By-Side Workflow

Action	Job Description Name	Job Code	ReviewStatus	Workflow Name	Step Details	Step Approver	Last_Edited On	Last_Edited By	Type of Job Desc	Num EEs
	[Redacted]	4	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	Is Child of Parent Job: ACCOUNTING MGR 1 (000685)	1
	Default	D	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]	11/3/2021 4:37:38 PM	User, Admin (ADMIN)	Independent	4318
	Act Analysis	4	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	Is Child of Parent Job: FINANCIAL SVC ANL 2 (004627)	1
	Act Analysis	4	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	Is Child of Parent Job: FINANCIAL SVC ANL 2 (004627)	1
	Act Analysis	4	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	Is Child of Parent Job: FINANCIAL SVC MGR 1	1

Figure 5

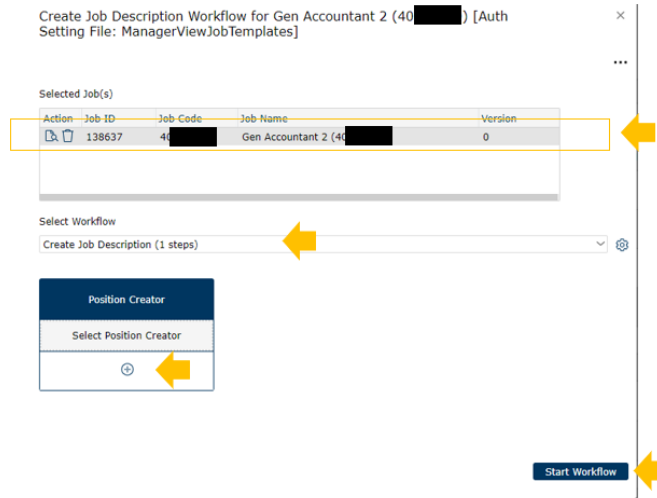
To Revise a job description from the My Employees JD's

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.



Action	Job Description Name	Job Code	ReviewStatus	Workflow Name	Step Details	Step Approver	Last_Edited On	Last_Edited By
	Accounts Payable Analyst	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A
	Accounts Payable Analyst	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A
	Assistant Controller	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A
	Gen Accountant 2-Contract Position (12 months)	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A
	GEN ACCOUNTANT 2	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A
	GEN ACCOUNTANT 3	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A
	PROJECT PORTFOLIO FINANCIAL MANAGEMENT ANALYST	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A
	PROJECT PORTFOLIO FINANCIAL MANAGEMENT ANALYST - CONTRACT	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A
	Treasury & A/P Supervisor	40	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A

Figure 6



Create Job Description Workflow for Gen Accountant 2 (40) [Auth Setting File: ManagerViewJobTemplates]

Selected Job(s)

Action	Job ID	Job Code	Job Name	Version
	138637	40	Gen Accountant 2 (40)	0

Select Workflow

Create Job Description (1 steps)

Position Creator

Select Position Creator

⊕

Start Workflow

Figure 7

Add New Job Description



- This function allows you to create a new job description using a job standard template.

1. Select Blank Job.



2. Input the Working Title in the New Job Title field.

New Job Title

Working Title

3. Click Select Parent Job.

Parent Job: Select Parent Job

- a. List of job standard titles with template descriptions.
4. 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 a New Blank Job

New Position No. TBD_27

New Job Title Working Title

Unique Job Name (TBD_27)

Parent Job: Select Parent Job

Select Workflow Create Job Description (1 steps)

Position Creator

Select Position Creator

Start Workflow

Figure 10

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

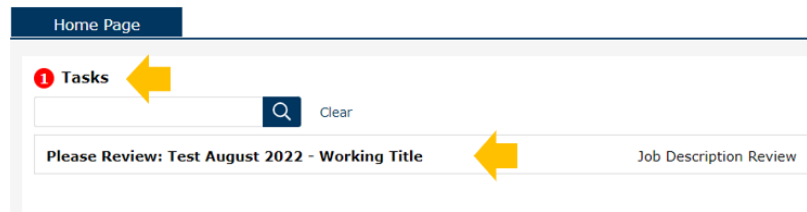


Figure 11

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)

- a. Remember to click Save on the bottom (to save progress) or Save and Close on the top to save your work.

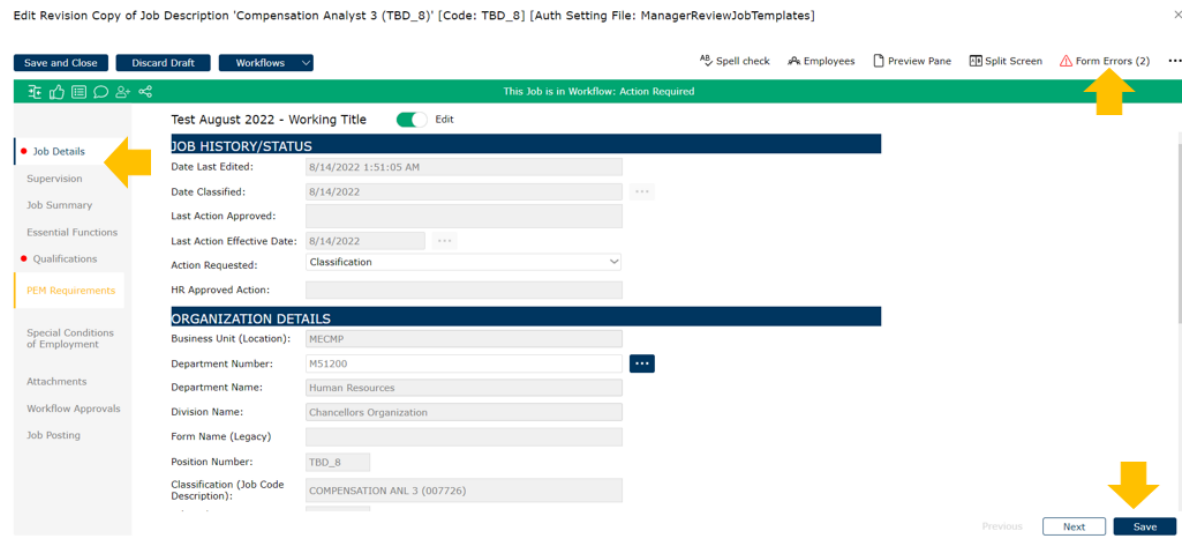


Figure 12

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).

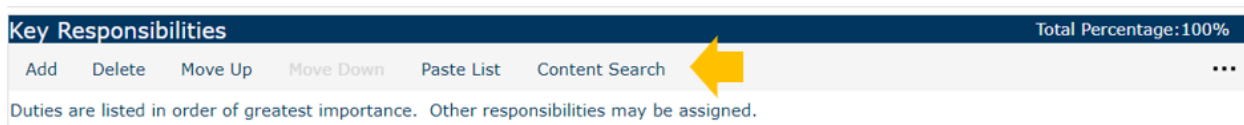


Figure 13

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.



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).

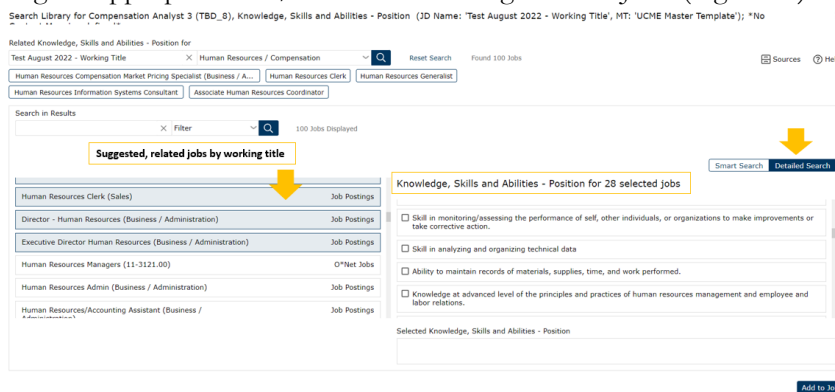


Figure 15: Detailed Search

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).

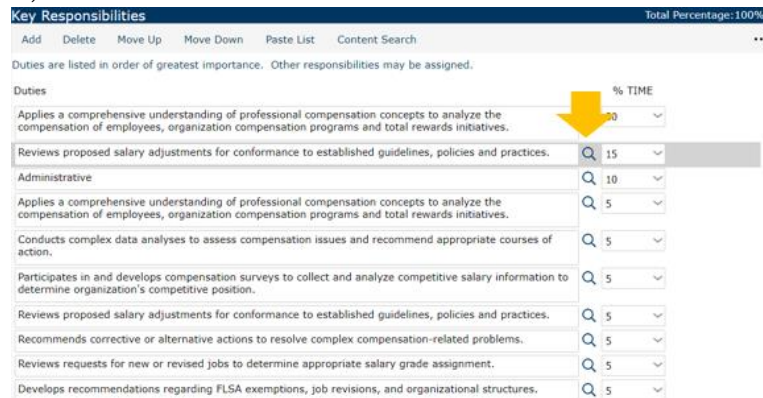


Figure 13

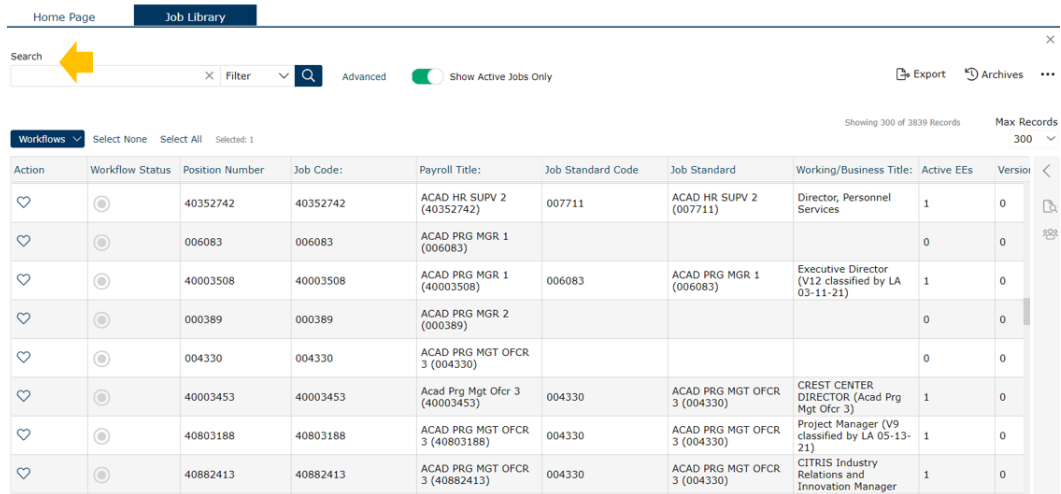
- b. When clicked, it will open a search bar pop-up which will allow you to find descriptions matching any keyword associated with that Key Responsibility. You can choose another selection from the list and click “Save and Close”, which will replace your existing Key Responsibility with your selection.



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).



Action	Workflow Status	Position Number	Job Code:	Payroll Title:	Job Standard Code	Job Standard	Working/Business Title:	Active EEs	Version
♥	⊙	40352742	40352742	ACAD HR SUPV 2 (40352742)	007711	ACAD HR SUPV 2 (007711)	Director, Personnel Services	1	0
♥	⊙	006083	006083	ACAD PRG MGR 1 (006083)				0	0
♥	⊙	40003508	40003508	ACAD PRG MGR 1 (40003508)	006083	ACAD PRG MGR 1 (006083)	Executive Director (V12 classified by LA 03-11-21)	1	0
♥	⊙	000389	000389	ACAD PRG MGR 2 (000389)				0	0
♥	⊙	004330	004330	ACAD PRG MGT OFCR 3 (004330)				0	0
♥	⊙	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
♥	⊙	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
♥	⊙	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.

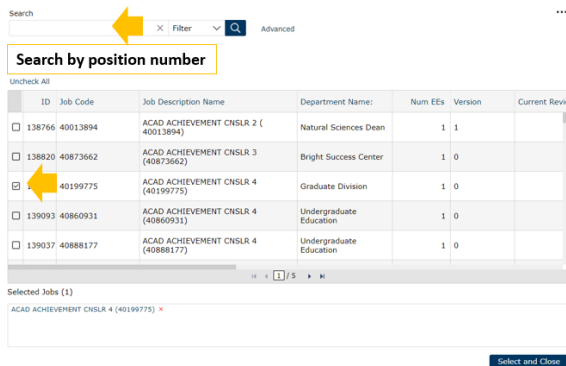


Figure 16

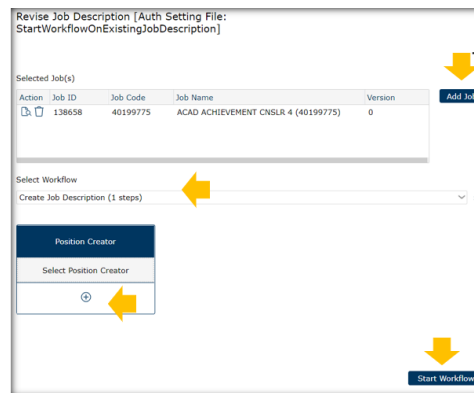





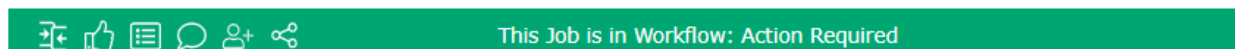
Figure 17

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**
 - a. The pop-up screen will display the selected job(s) along with some functions (see image)
 - Action
 -  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  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.
2. On the top of the screen, you will see a Green Toolbar. Hover over the icons to see their function.



1. Compare working copy to base version.
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 **Workflows** 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:
 - o Save and Close
 - o 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.
 - o Comments: leave comments on the job description form.
 - o 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.

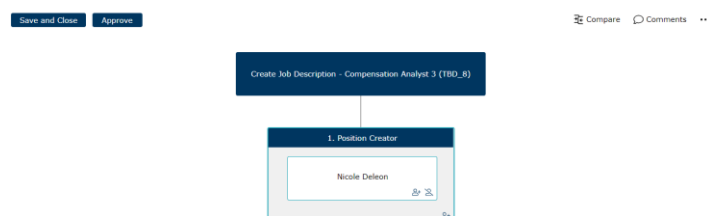




Figure 18

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

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  Form 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  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).

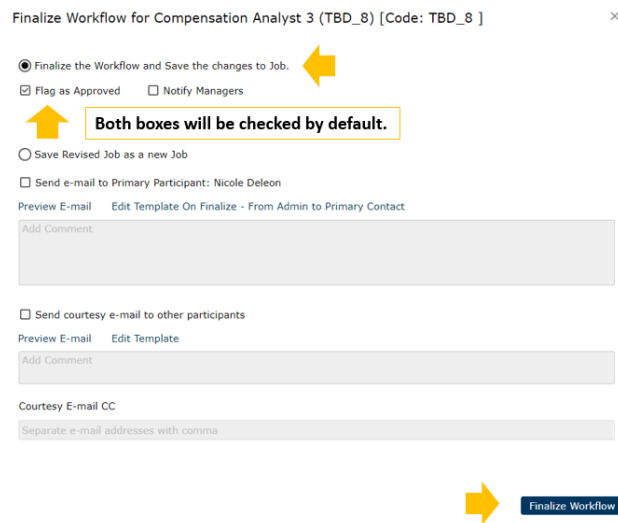



Figure 19

- 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  Quick Link on your home page.
 - a. Ensure the Job Description Print Profile is set to “Default” (Figure 20).
 - b. Download/Share Job Description will allow you to select the format you wish to use (Figure 20).

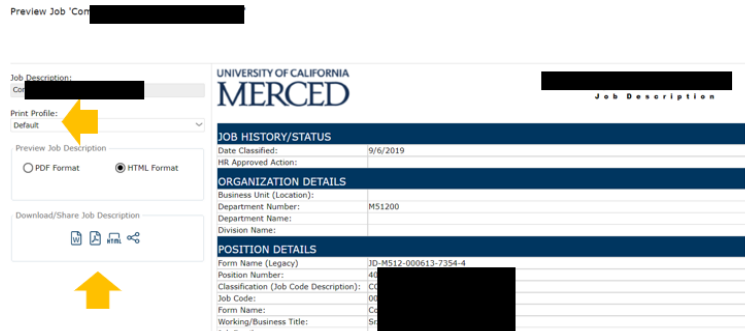




Figure 20 shows a preview of a job description for the University of California Merced. The interface includes a sidebar with options for 'Print Profile' (set to Default), 'Preview Job Description', and 'Download/Share Job Description'. The main content area displays job details for 'JOB HISTORY/STATUS', 'ORGANIZATION DETAILS', and 'POSITION DETAILS'. Yellow arrows point to the 'Print Profile' dropdown and the 'Download/Share Job Description' button.

Figure 20

3. You can print your employees job descriptions by clicking on the  Quick Link on your home page. Then highlight the job description/job descriptions you would like to print and click the  Export 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).

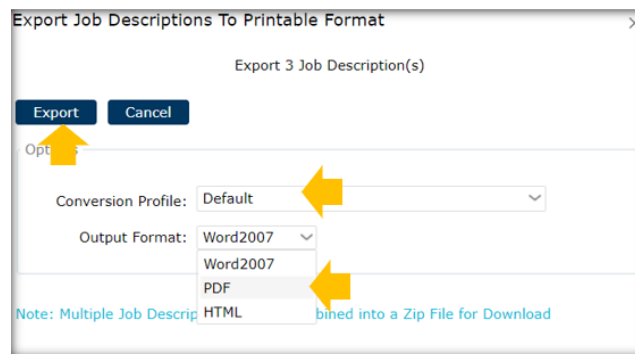



Figure 21 shows the 'Export Job Descriptions To Printable Format' dialog box. The dialog displays 'Export 3 Job Description(s)' and has buttons for 'Export' and 'Cancel'. Below these are dropdowns for 'Conversion Profile' (set to Default) and 'Output Format' (with options Word2007, Word2007, PDF, and HTML). A note at the bottom states: 'Note: Multiple Job Descriptions will be combined into a Zip File for Download'. Yellow arrows point to the 'Export' button, the 'Conversion Profile' dropdown, and the 'Output Format' dropdown.

Figure 21

4. If you have access to the Job Library  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:



◦ Word



◦ Adobe



◦ HTML



◦ Share via link

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