UC SANTA BARBARA | Job Builder

Rev July 2024

Job Builder User Guide - Submitter/Preparer

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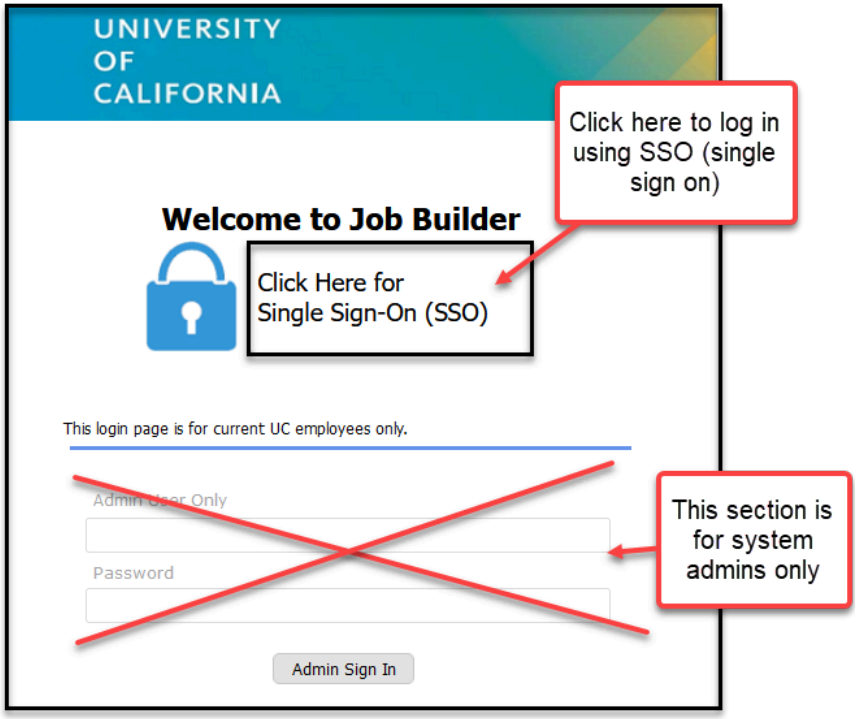
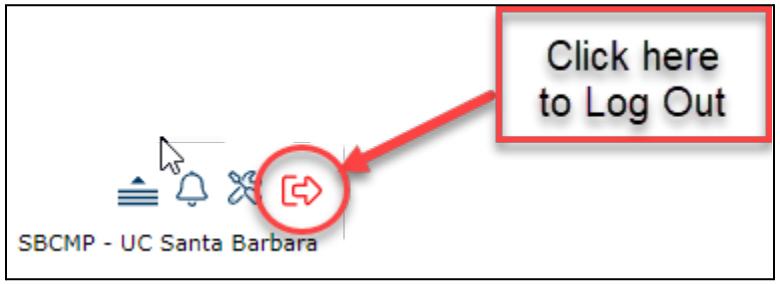
Log In / Log Out

1. To log in to Job Builder URL: https://universityofcalifornia.marketpayjobs.com

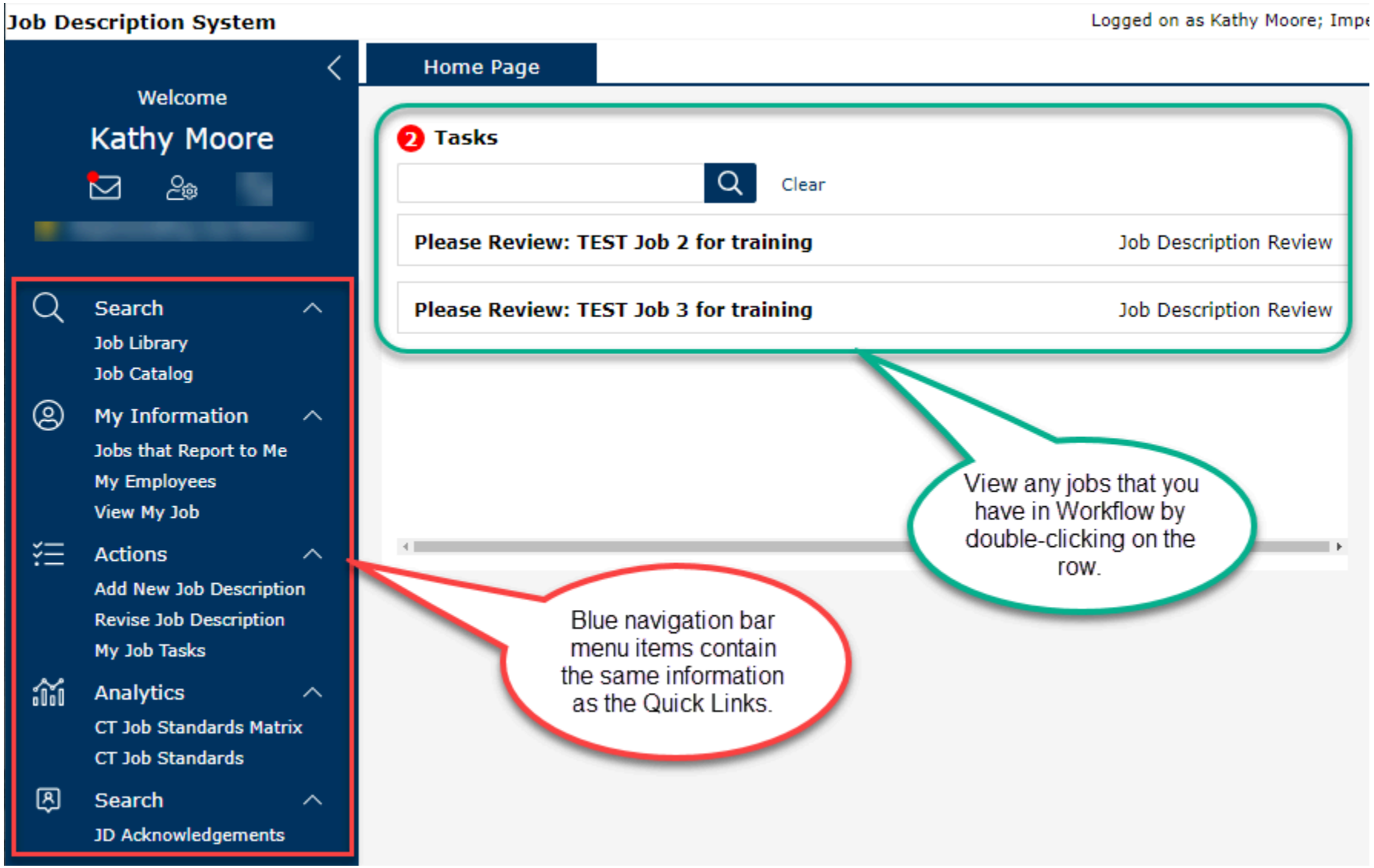
1. Log In to Job Builder:



2. Log Out of Job Builder:

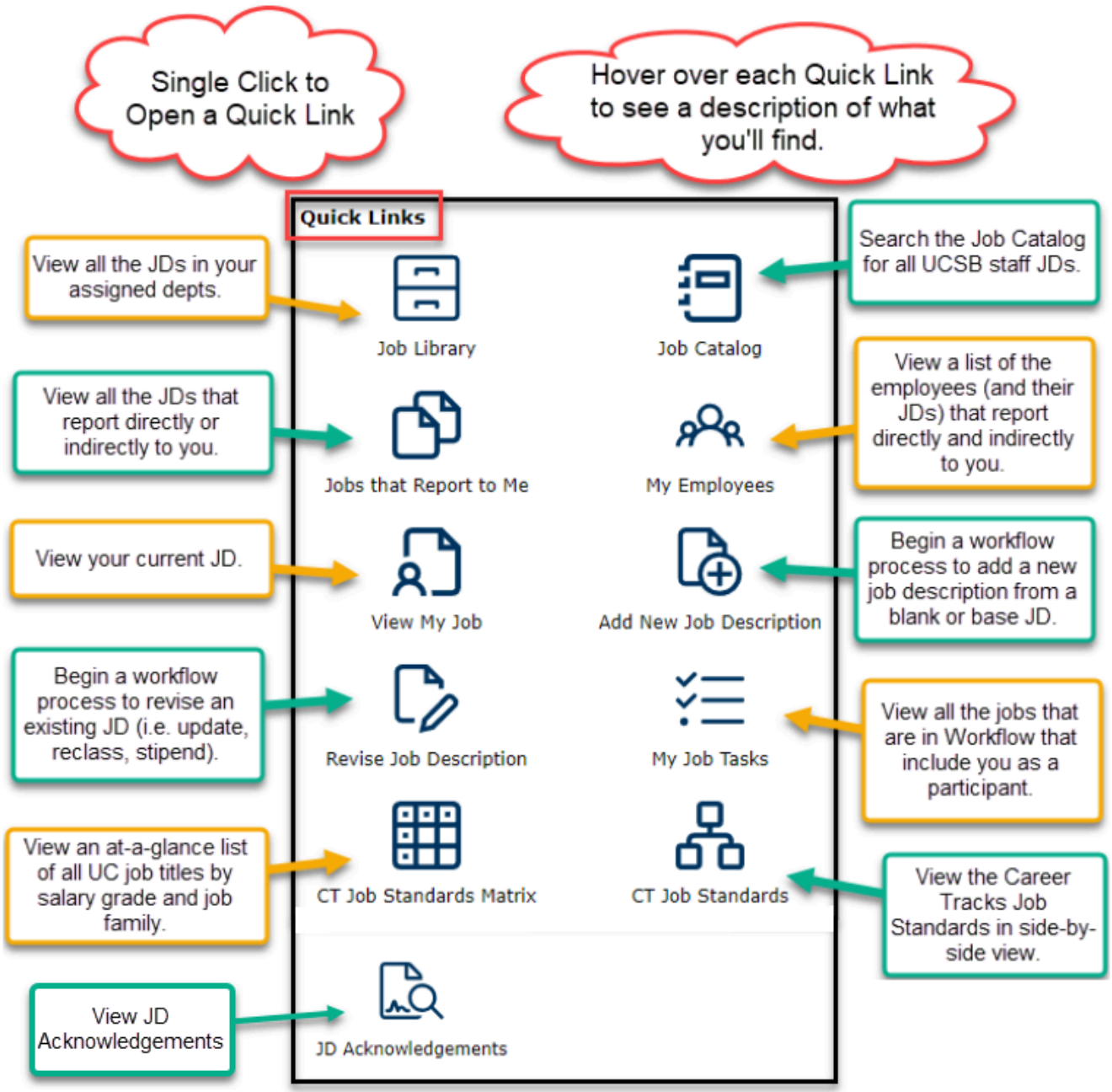


Home Page Navigation



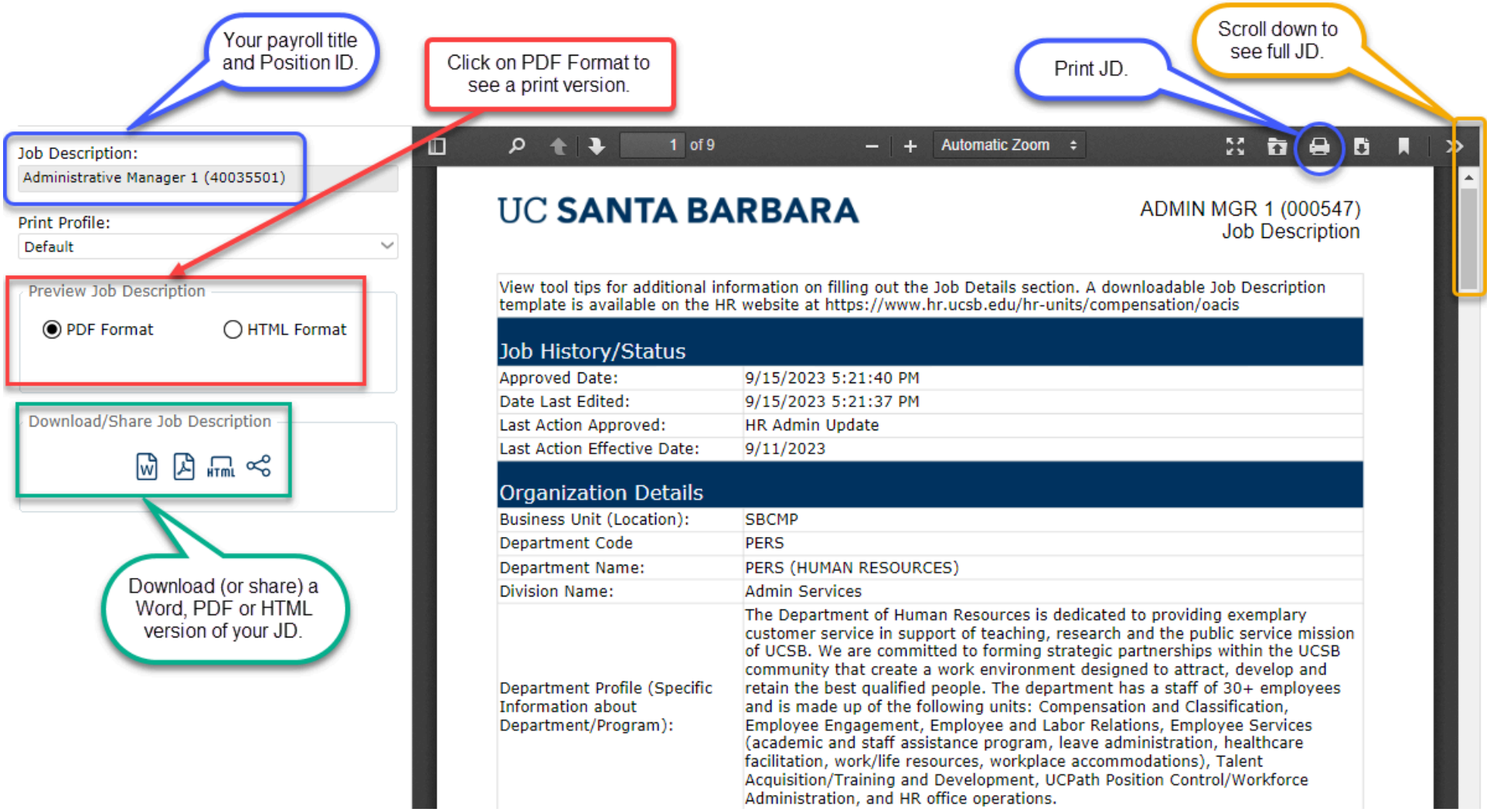
Quick Links

1. Quick Links are the quickest way to navigate to the place you want to go.



View My Job

1. View a print version of your job description in PDF or HTML.



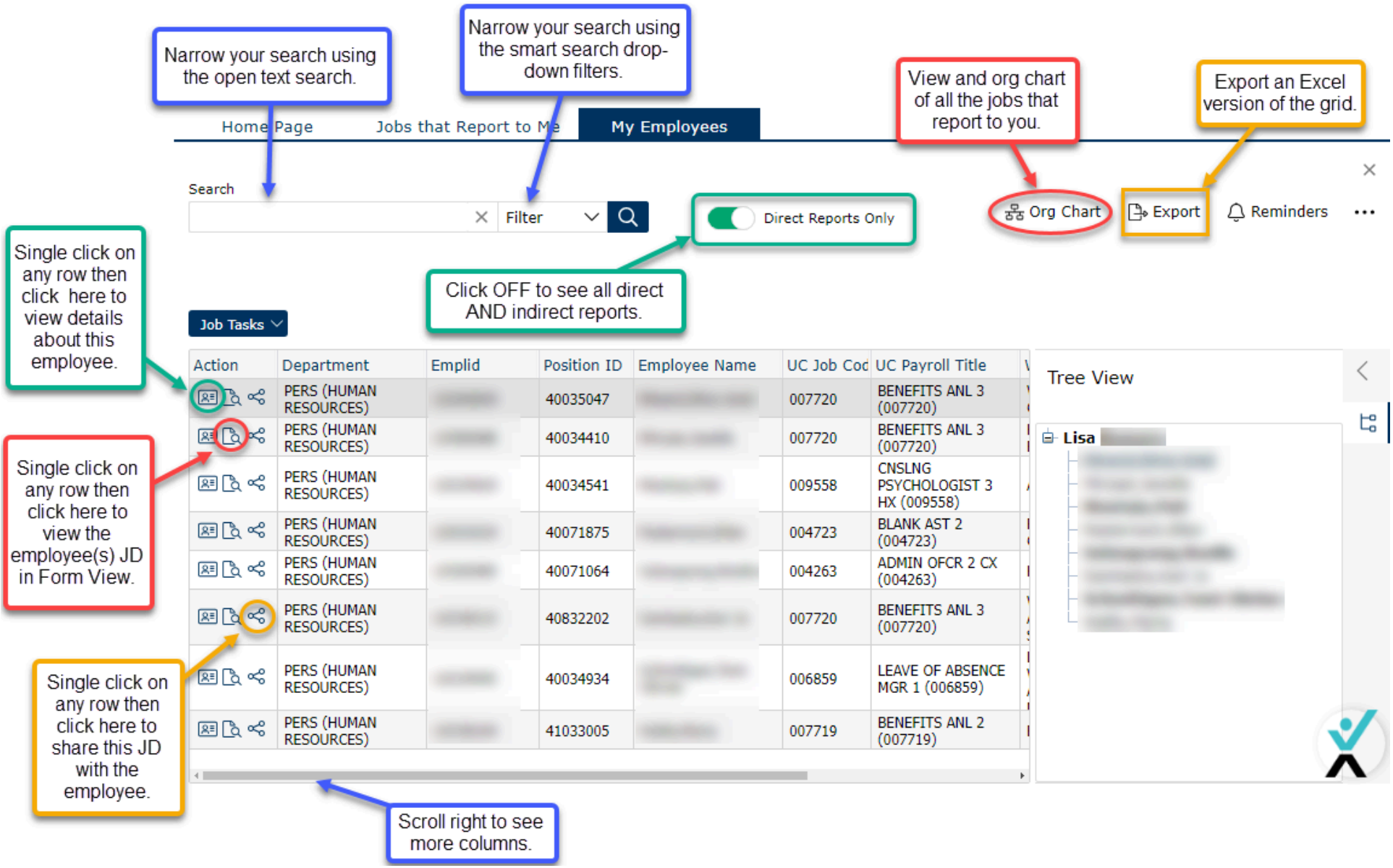
Jobs that Report to Me

1. All job descriptions for positions that report directly or indirectly to you will appear in a searchable grid, including your own job description.

Action	Action Requested	Department Name	Position ID	System Title	UC Job Code	UC Payroll Title	Working Title	Cl
	HR Admin Update	PERS (HUMAN RESOURCES)	40034410	Benefits Analyst 3 (40034410)	007720	BENEFITS ANL 3 (007720)	Health Care Facilitator	
	HR Admin Update	PERS (HUMAN RESOURCES)	40035047	Benefits Analyst 3 (40035047)	007720	BENEFITS ANL 3 (007720)	Work-Life Resource Coordinator	
	HR Admin Update	PERS (HUMAN RESOURCES)	40077113	Benefits Analyst 3 (40077113)	007720	BENEFITS ANL 3 (007720)	Workplace Accommodation Specialist	
	HR Admin Update	PERS (HUMAN RESOURCES)	40832202	Benefits Analyst 3 (40832202)	007720	BENEFITS ANL 3 (007720)	Workplace Accommodations Specialist	
	Update (no title change)	PERS (HUMAN RESOURCES)	40036352	Benefits Analyst 4 (40036352)	007721	BENEFITS ANL 4 (007721)	Sr. Workplace Accommodations Specialist	

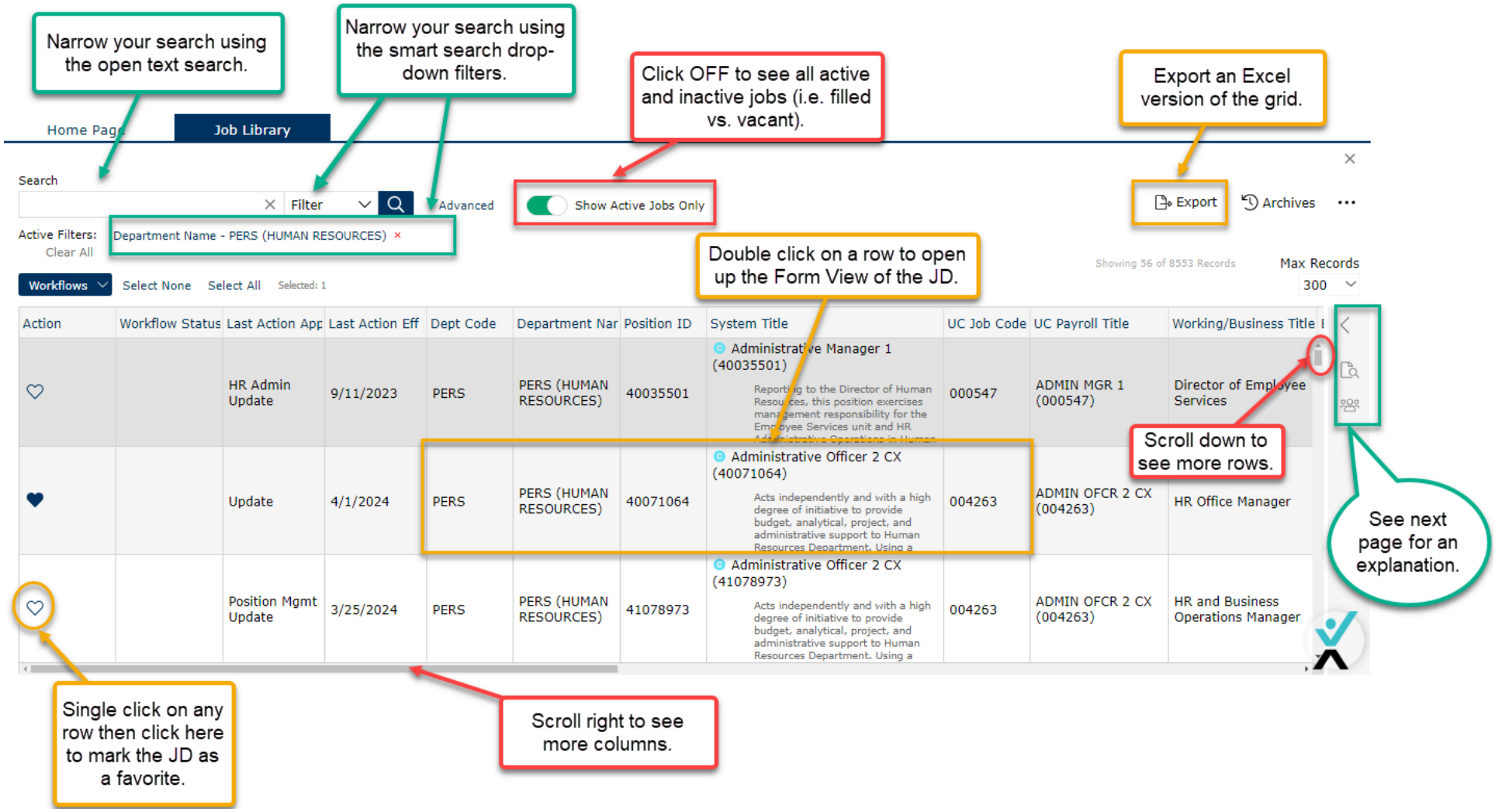
My Employees

1. View a list of the employees (and their JDs) that report directly and indirectly to you.

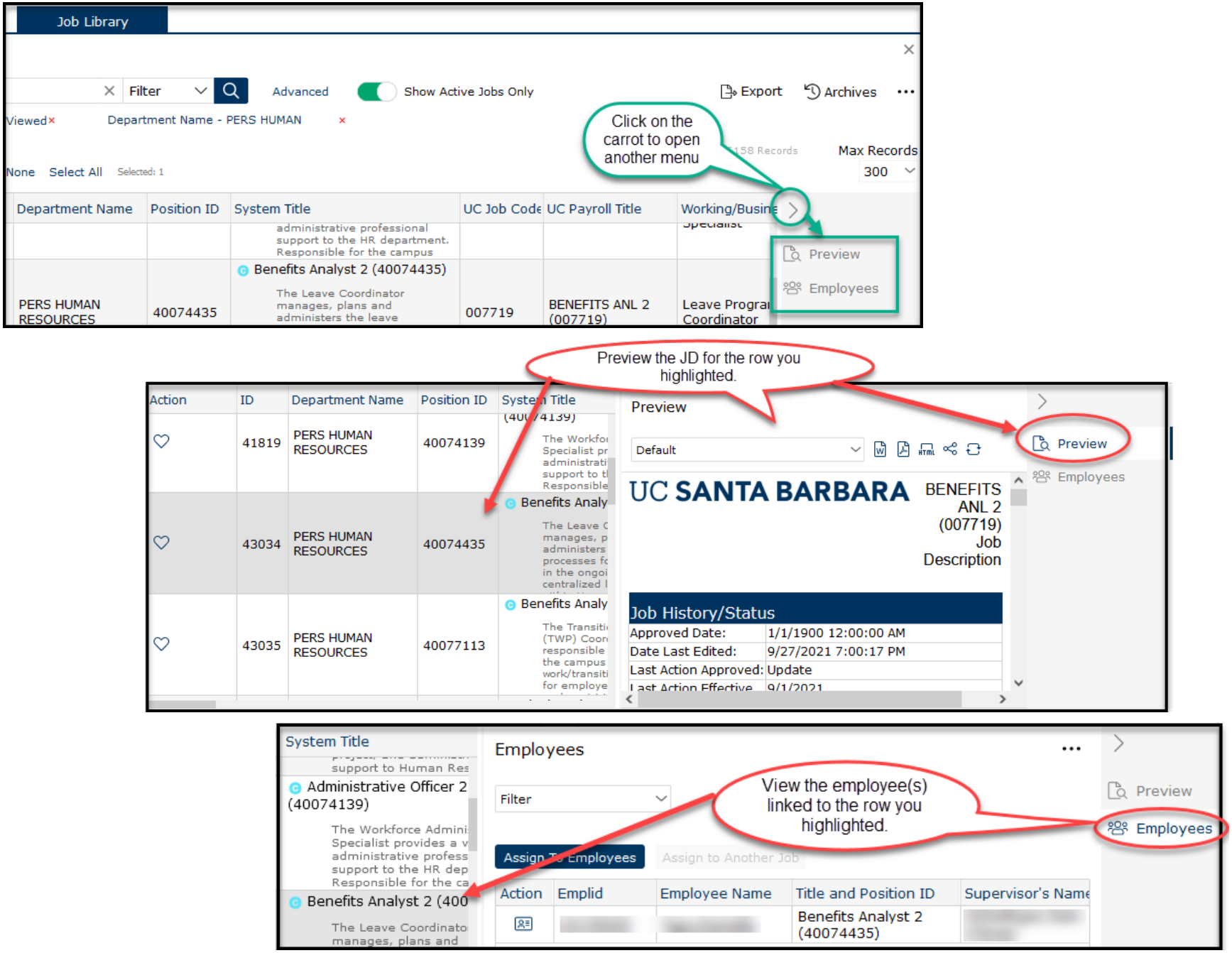


Job Library - Part 1

1. The Job Library lists all the job descriptions in your assigned departments.

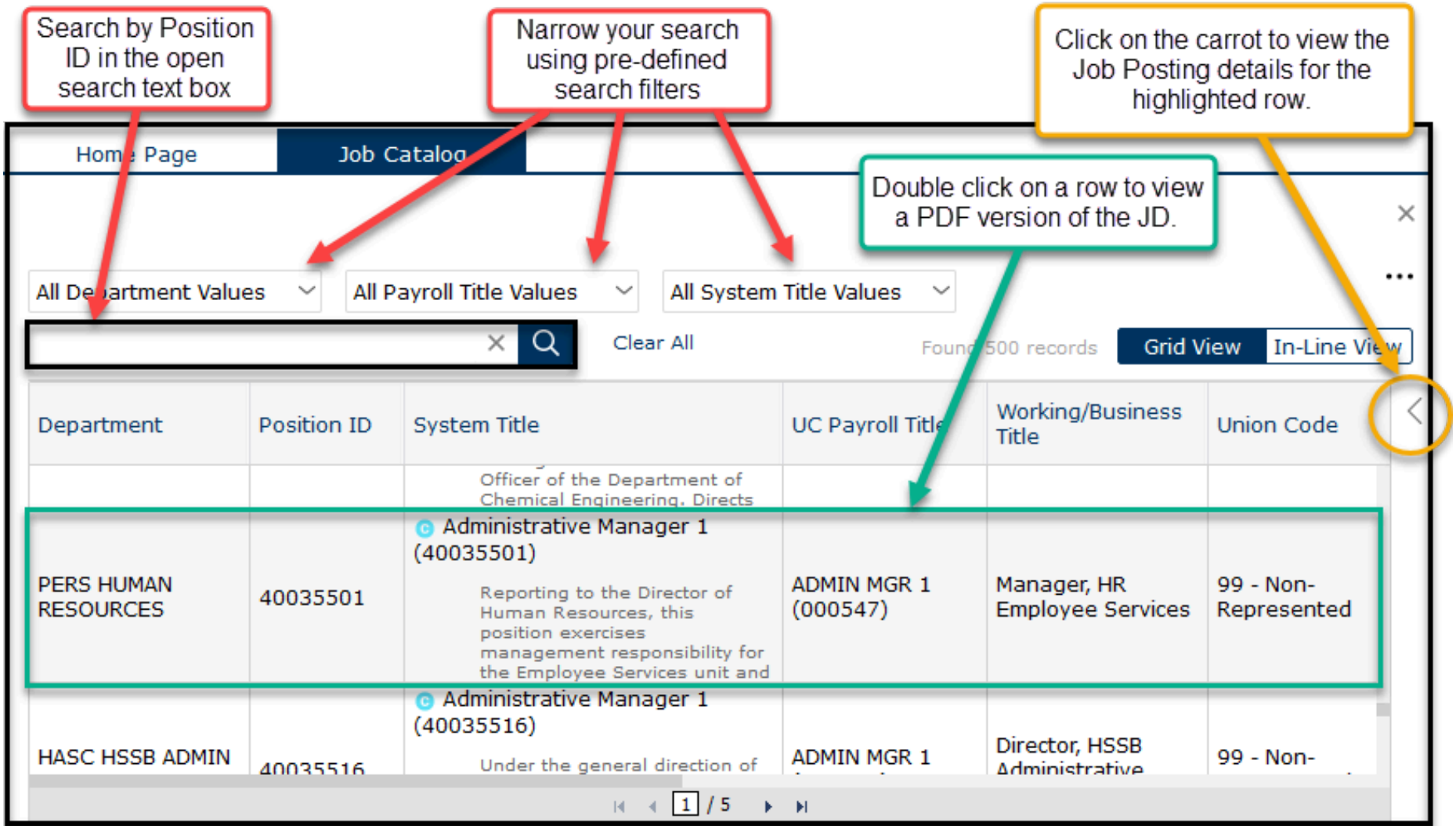


Job Library - Part 2



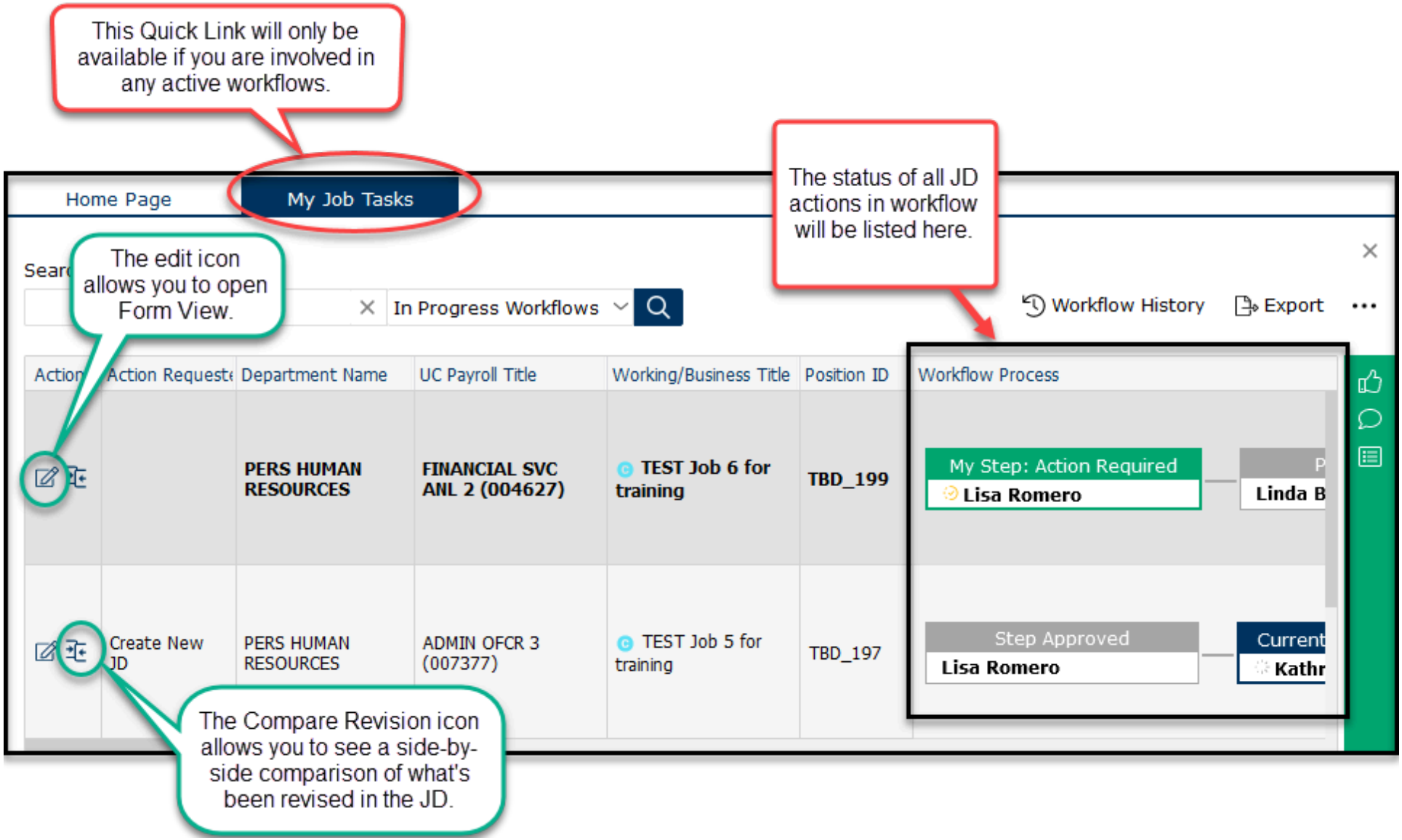
Job Catalog

1. Search for and view UCSB staff (non-student) job descriptions.
2. Search by Position ID, Job Code, Job Title, or Job Family



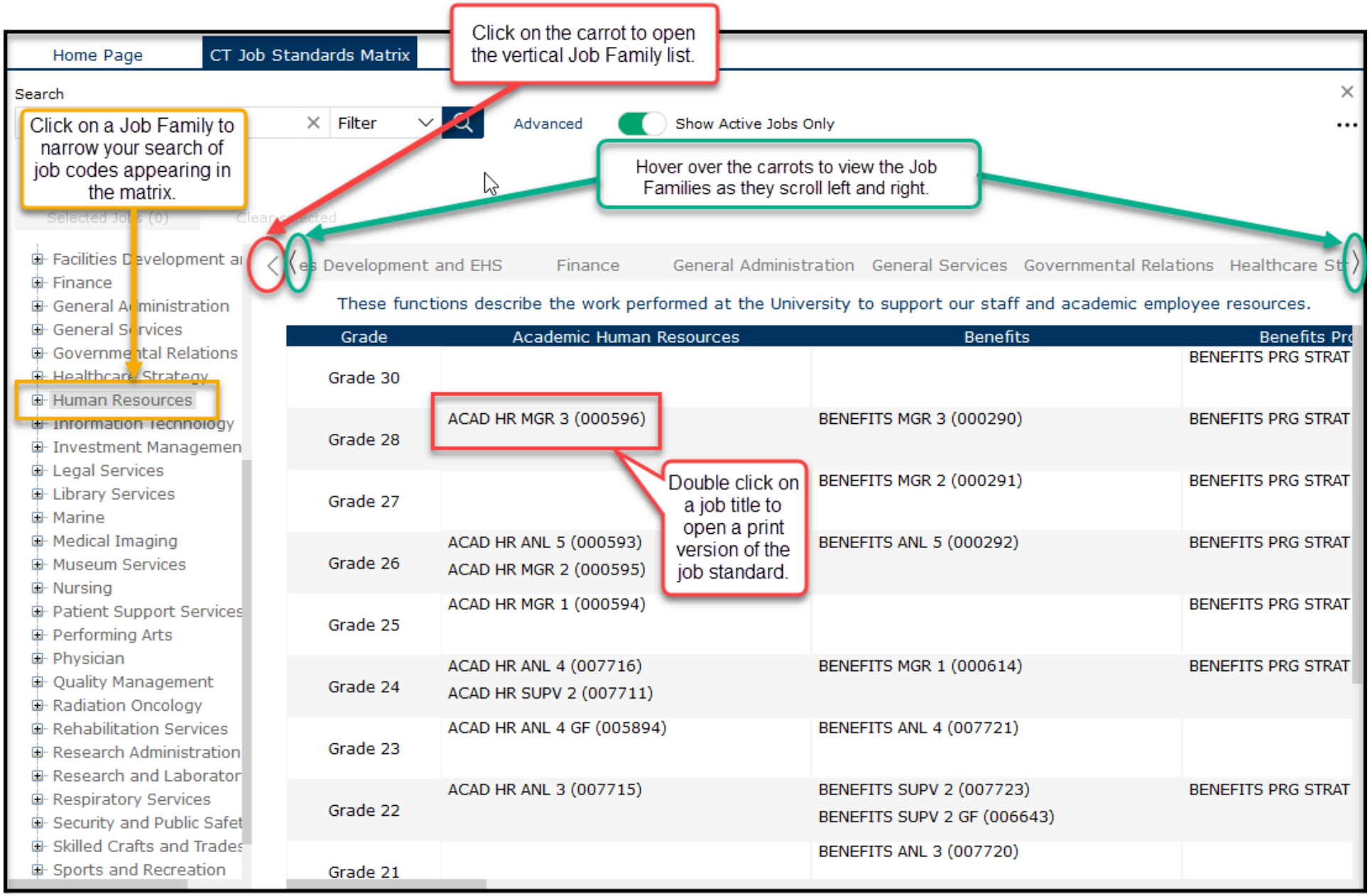
My Job Tasks

1. The My Job Tasks Quick Link will only appear on your home page if you have job actions in some state of workflow (drafted, submitted, etc.).



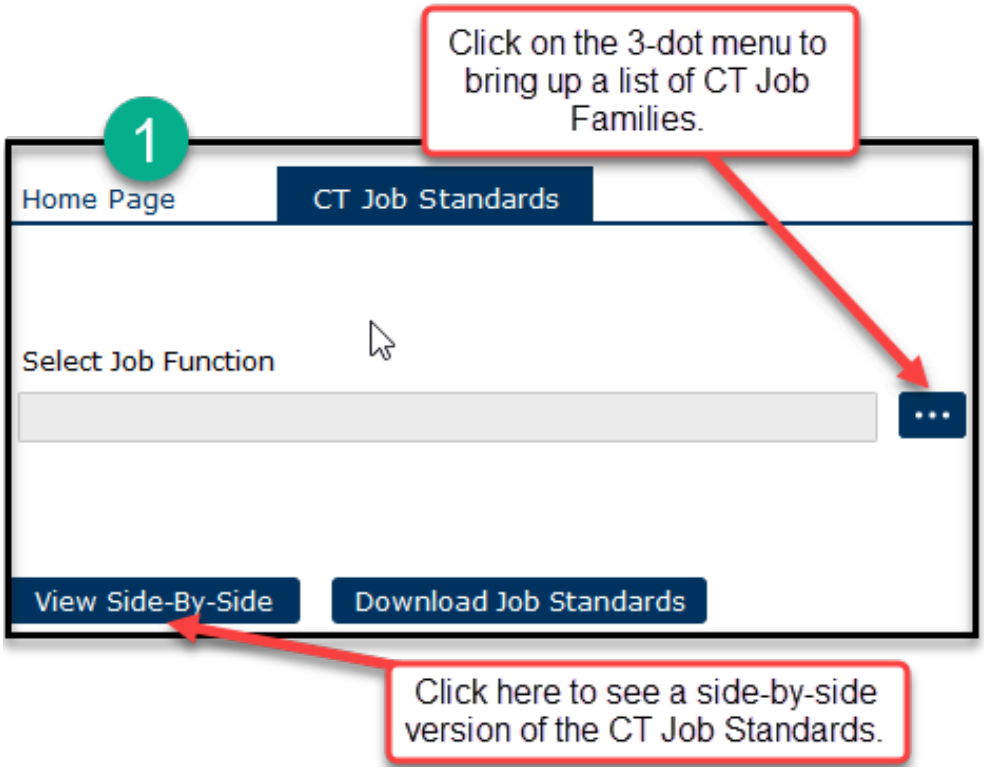
CT Job Standards Matrix

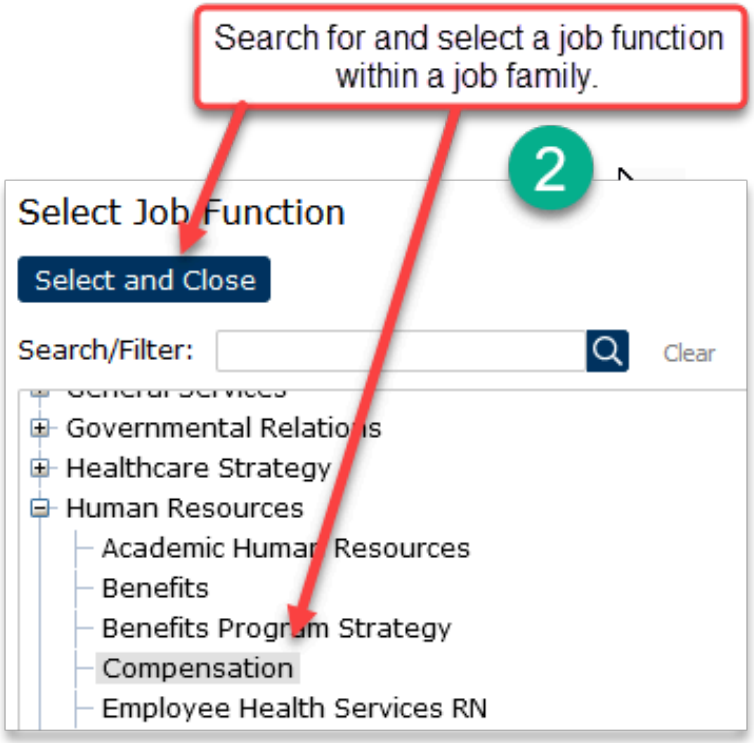
1. View an at-a-glance matrix of all the UC job titles by salary grade and job family.



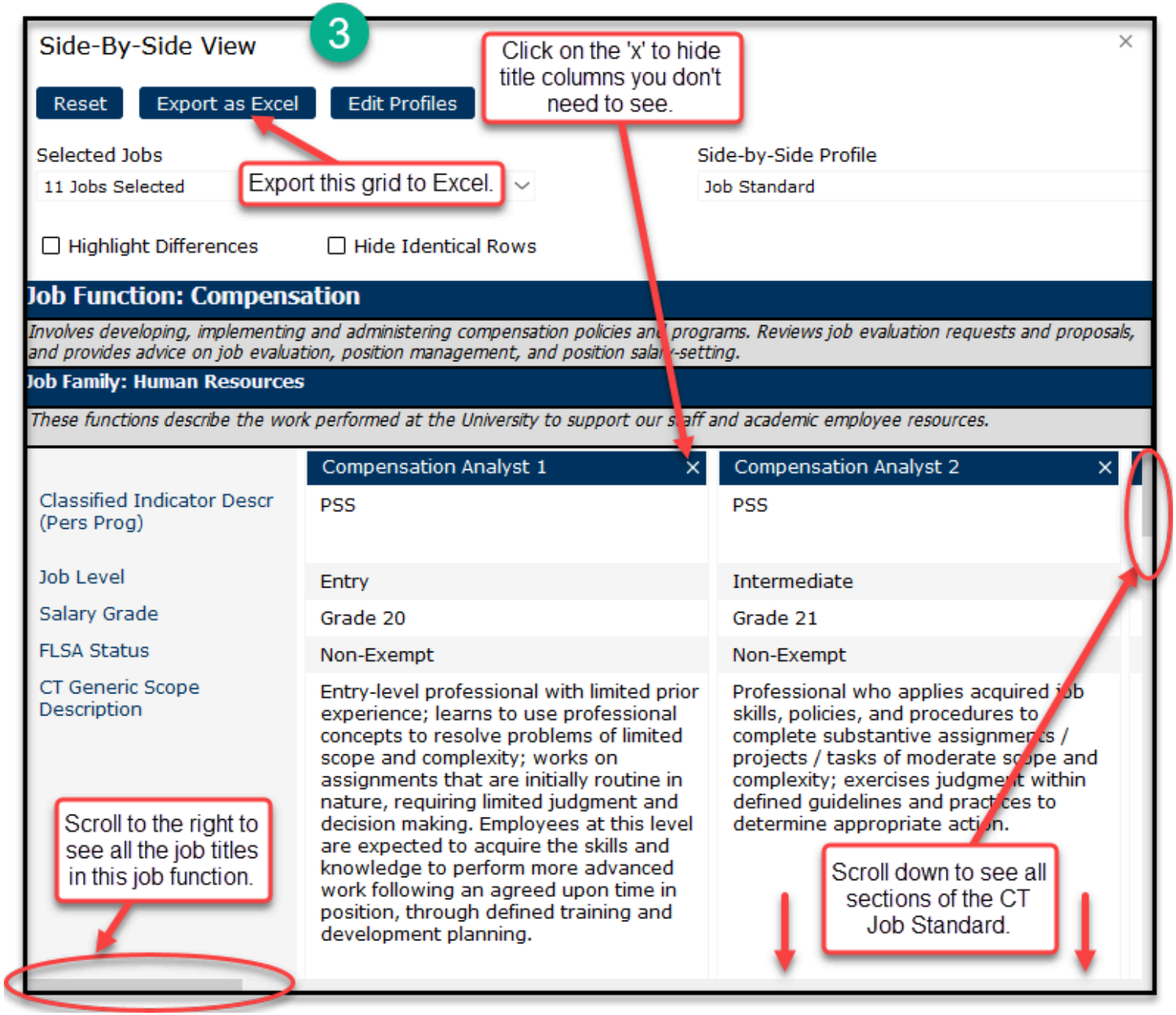
CT Job Standards

1. View or download the CT Job Standards.



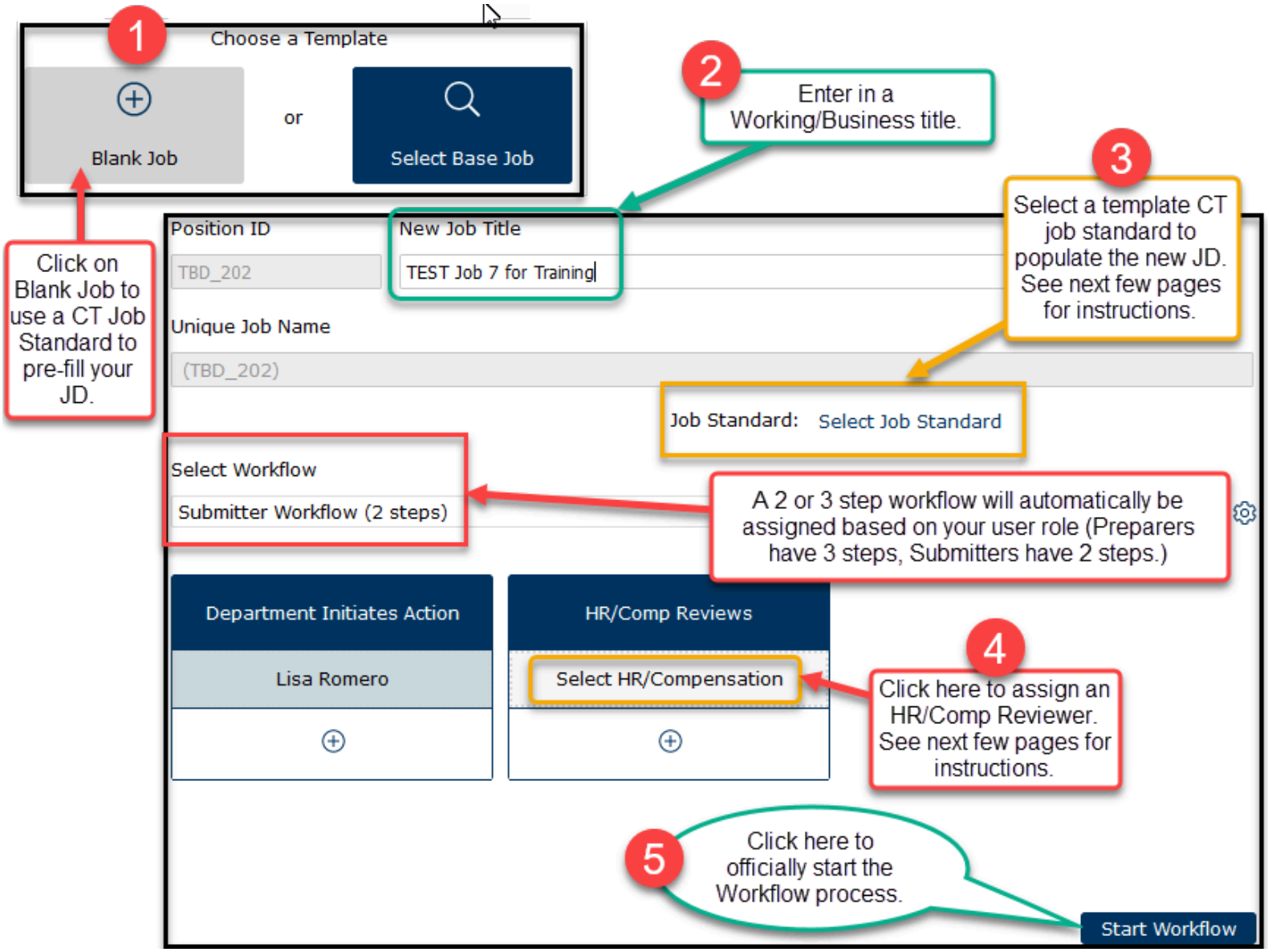


CT Job Standards (continued)



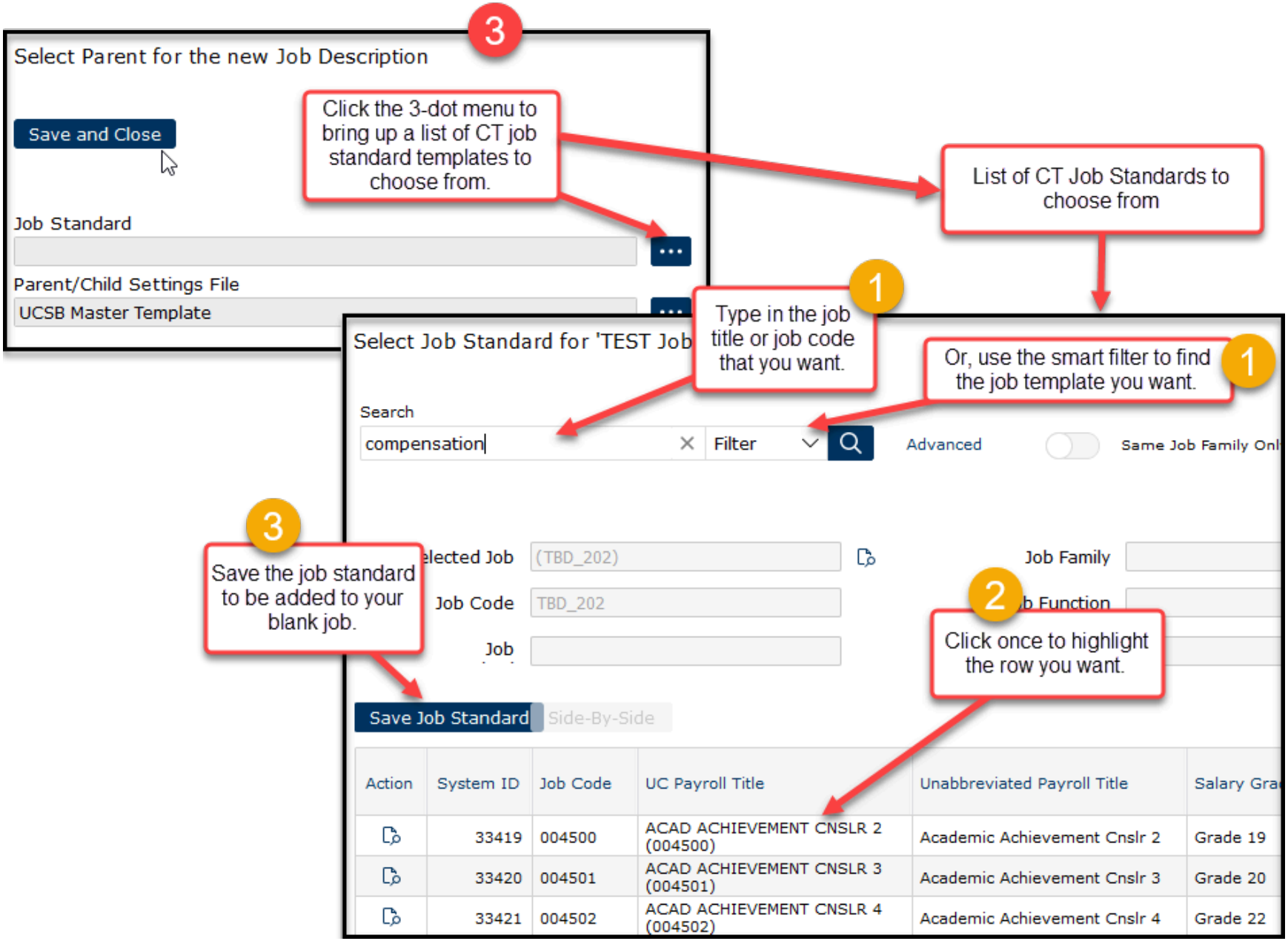
Add a New Job Description (Create New JD)

1. Add a New JD from a Blank Job Description
   a. Creating a new blank job description allows you to use a template JD that is pre-filled with job code related attributes and information from the Career Tracks job standards.



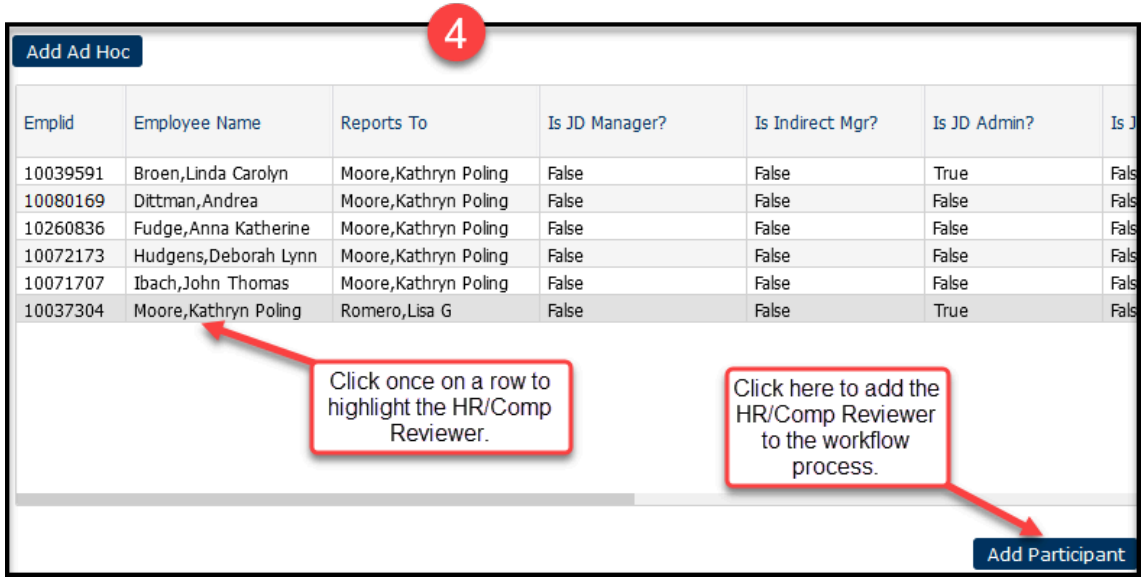
Add a New Job Description - Blank Job (continued)

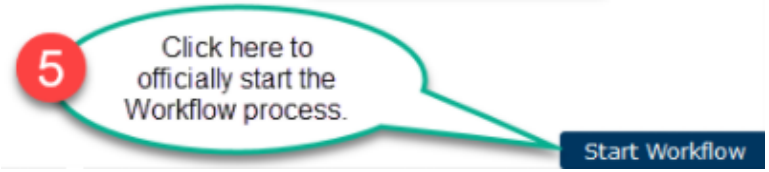
1. This is a continuation of #3 above - select the Job Standard template.

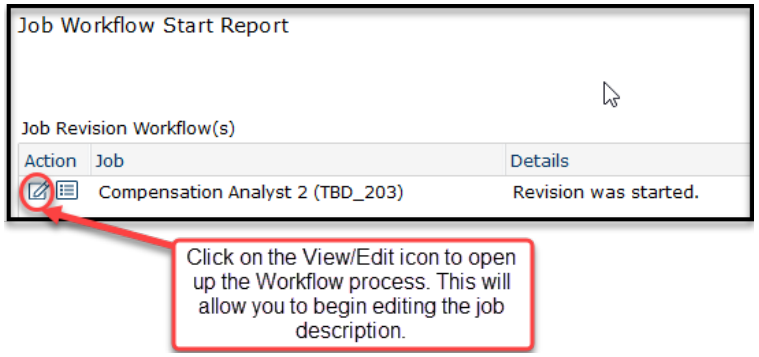


Add a New Job Description - Blank Job (continued)

1. This is a continuation of #4 from above - select the HR/Comp Reviewer.



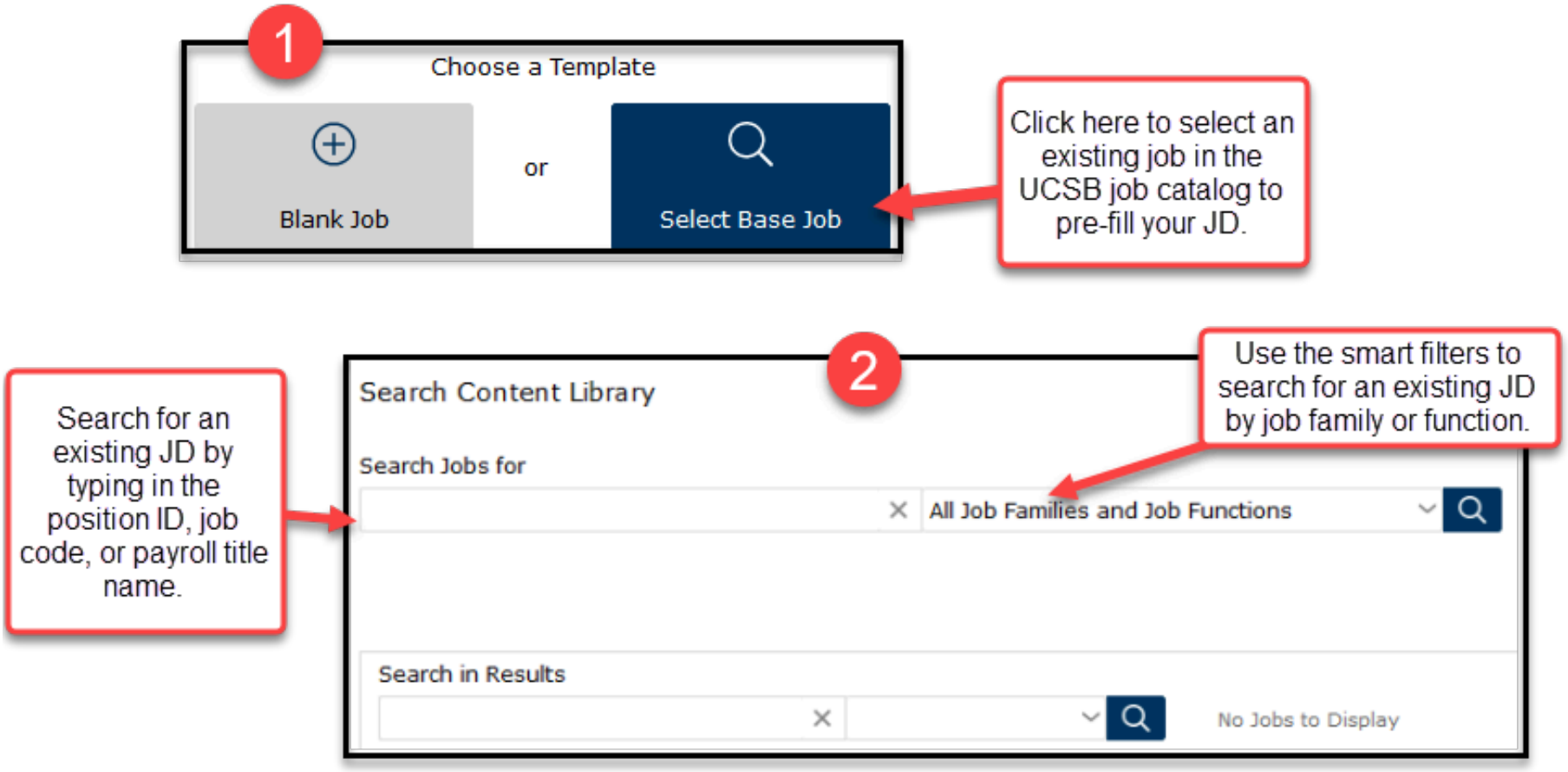




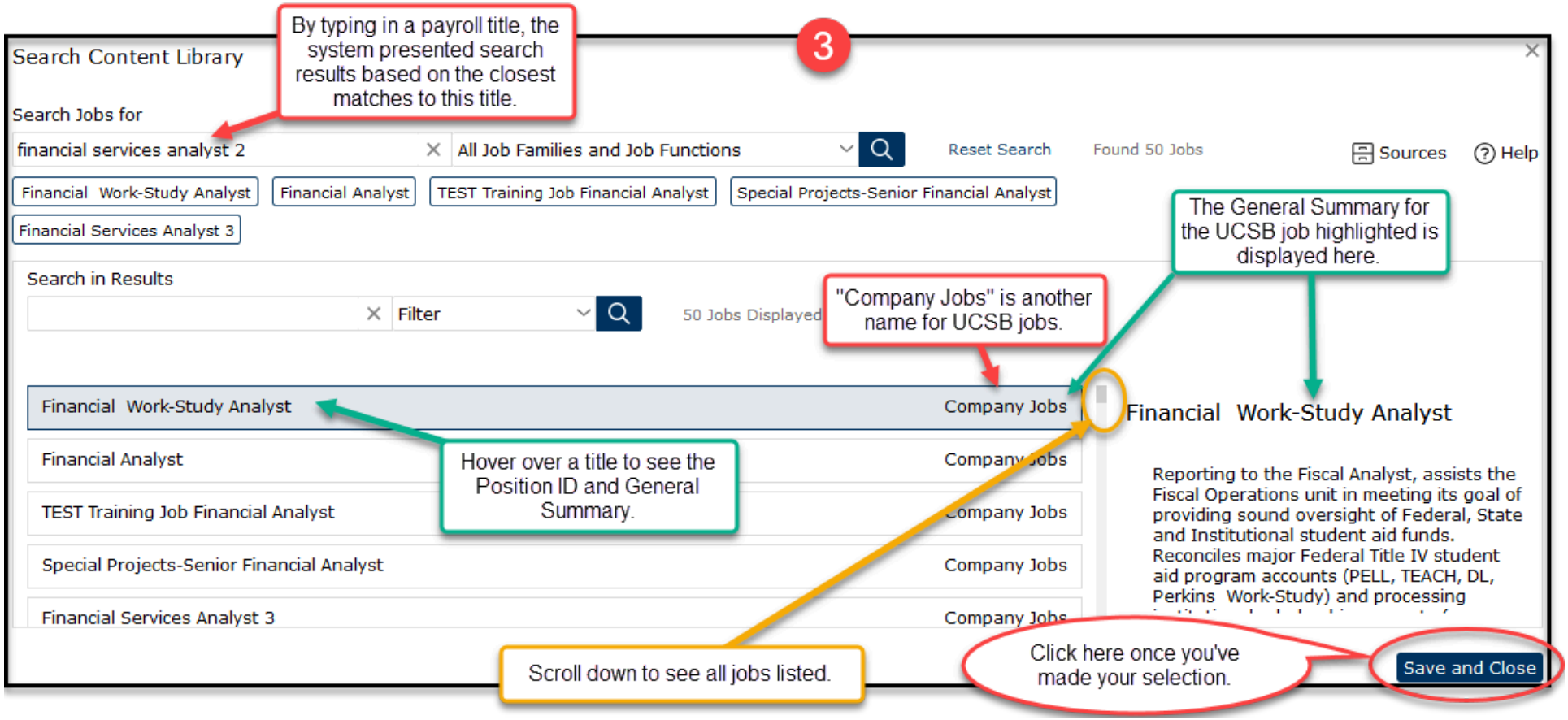
----> Skip to [Job Description Workflow Process]

Add a New Job Description - Base Job

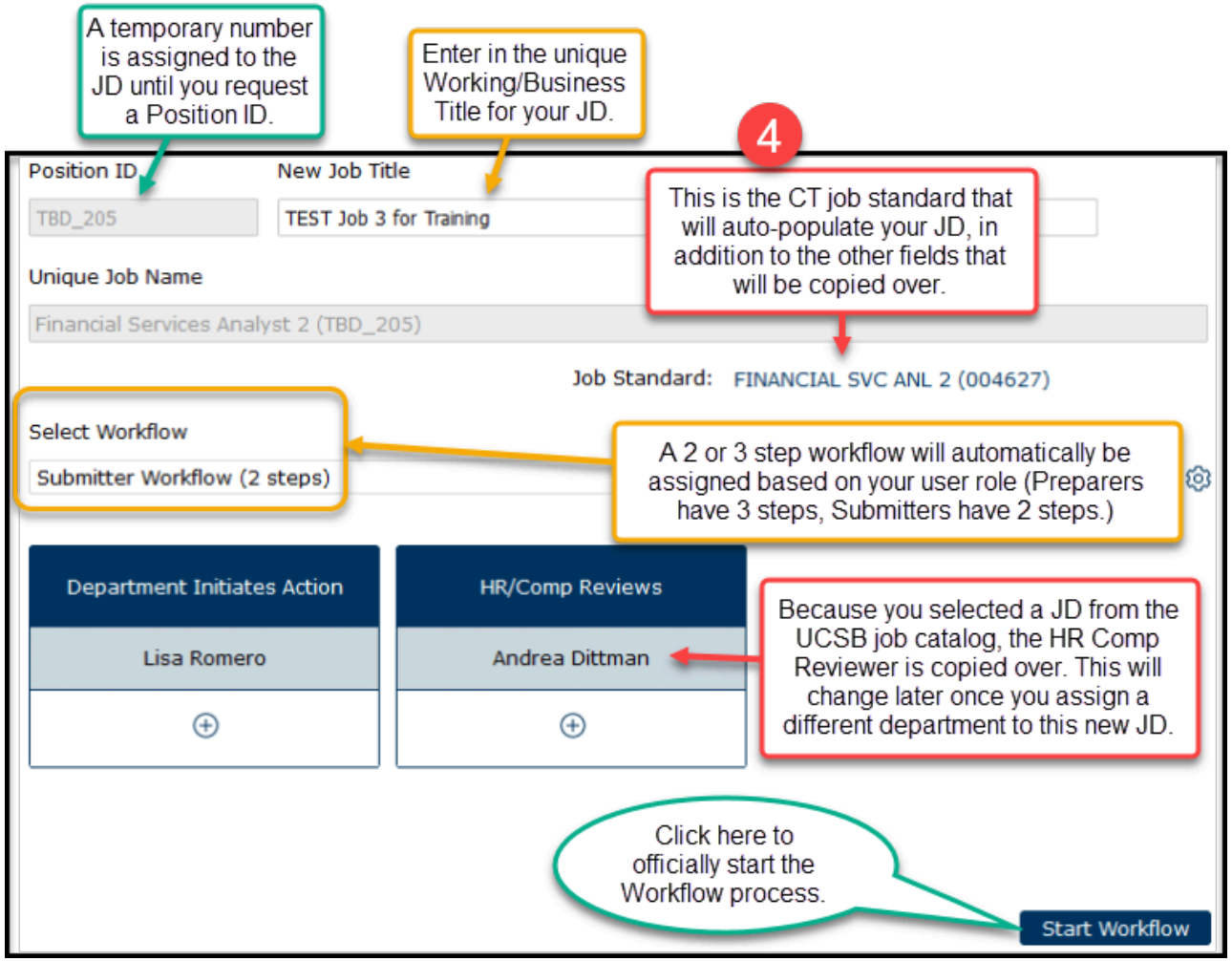
2. Add a New JD from a Base Job Description
    a. Creating a new job description from a base job description (current JD in the job catalog) enables the automatic copying of many sections and fields into your new job description.

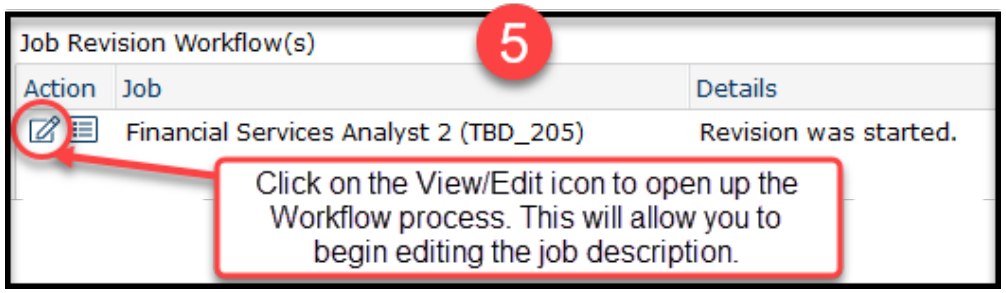


Add a New Job Description - Base Job (continued)



Add a New Job Description - Base Job (continued)

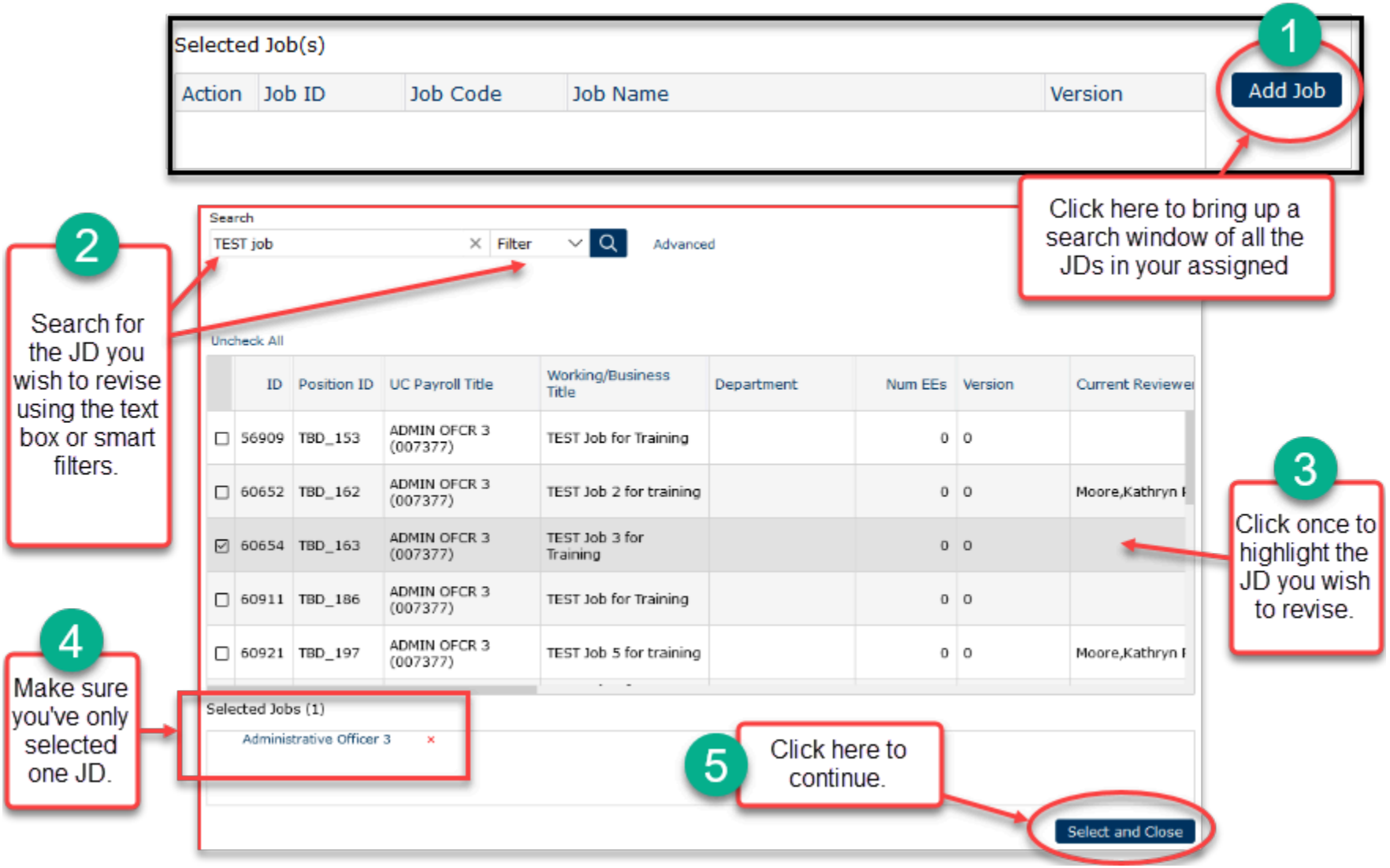




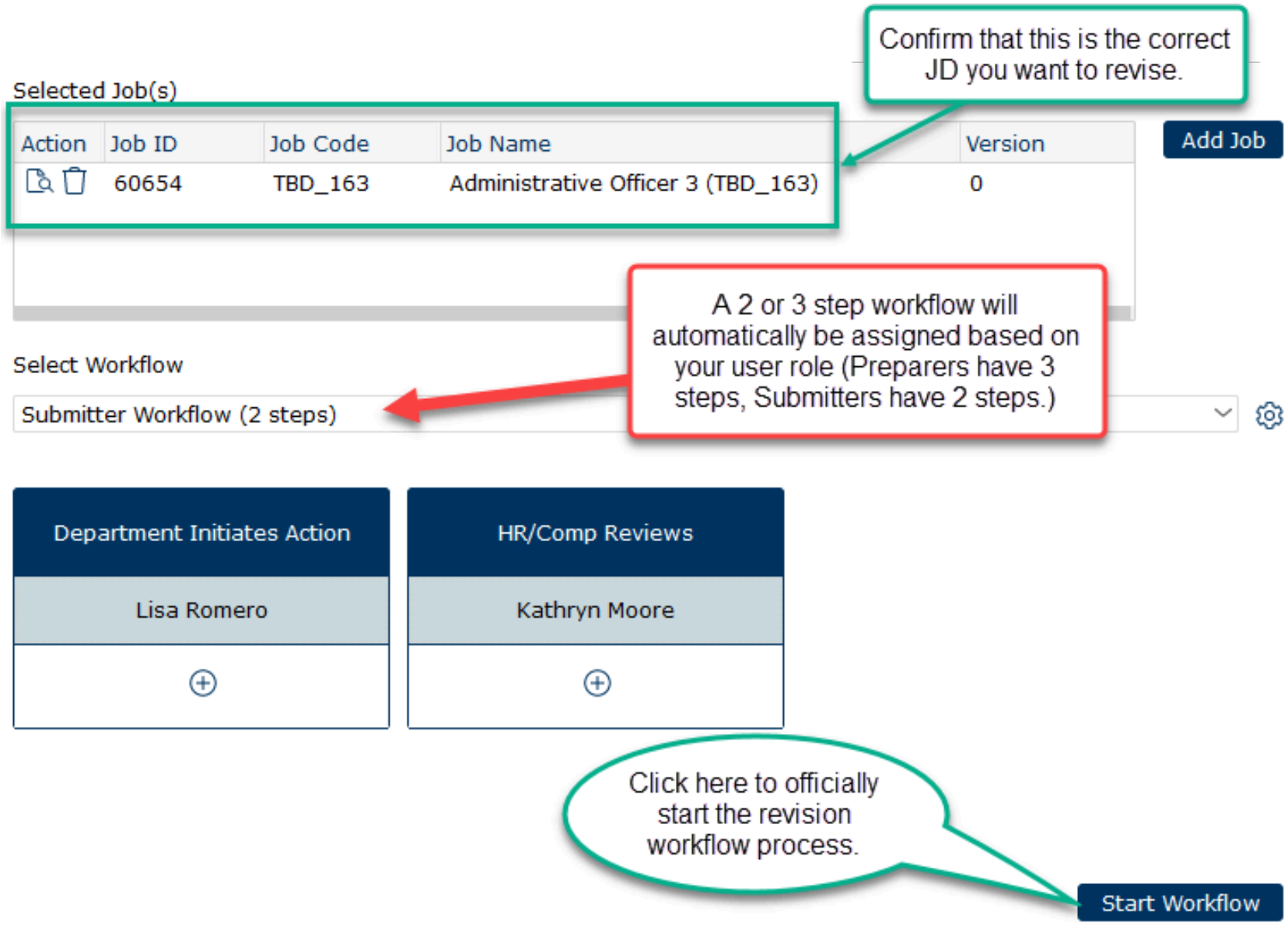
----> Skip to [Job Description Workflow Process]

Revise a Job Description (Update, Reclass, Stipend)

1. Use the “Revise a Job Description” action for JD updates, reclasses or temporary stipends.



Revise a Job Description (Update, Reclass, Stipend) (continued)

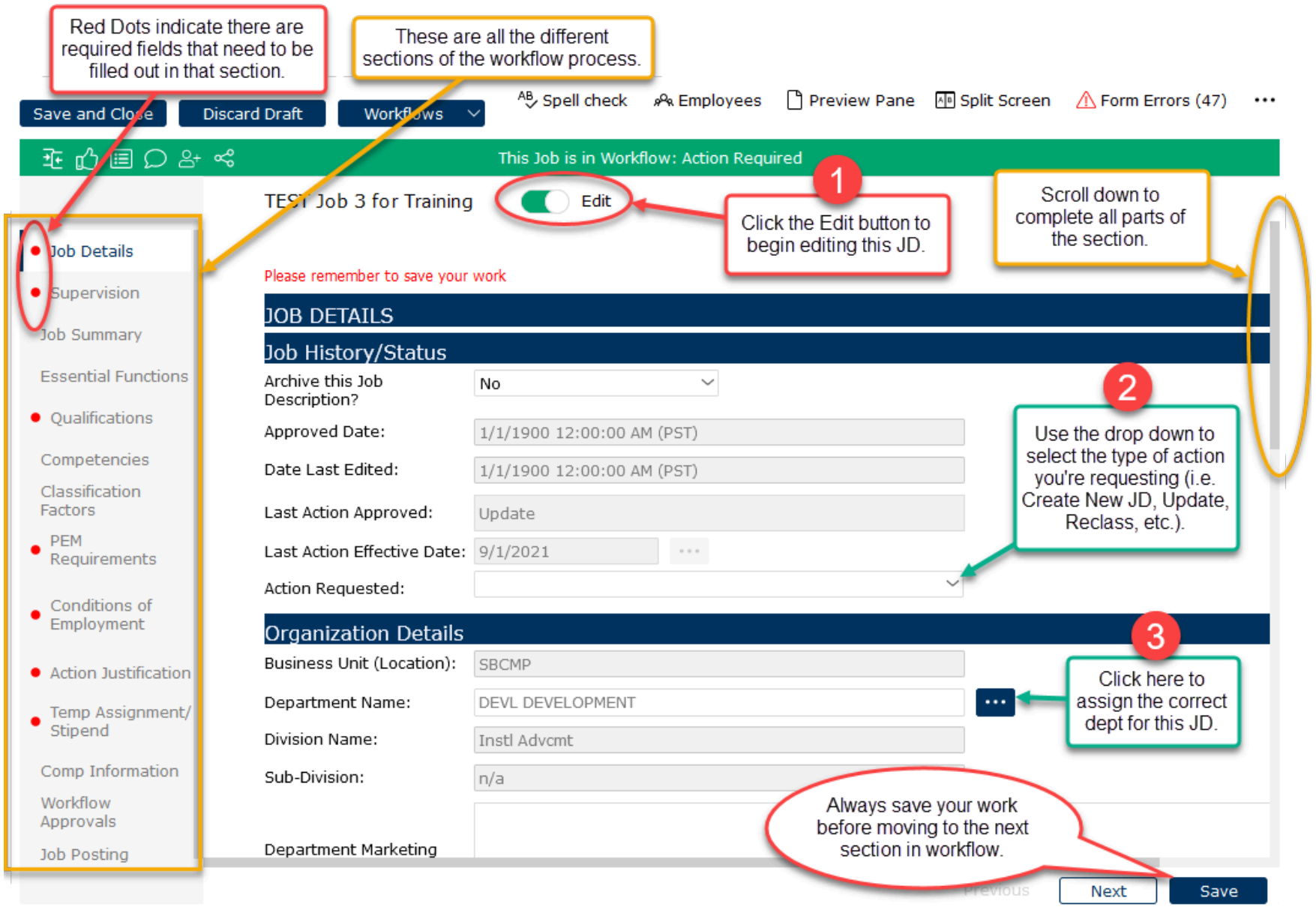


----> Skip to [Job Description Workflow Process]

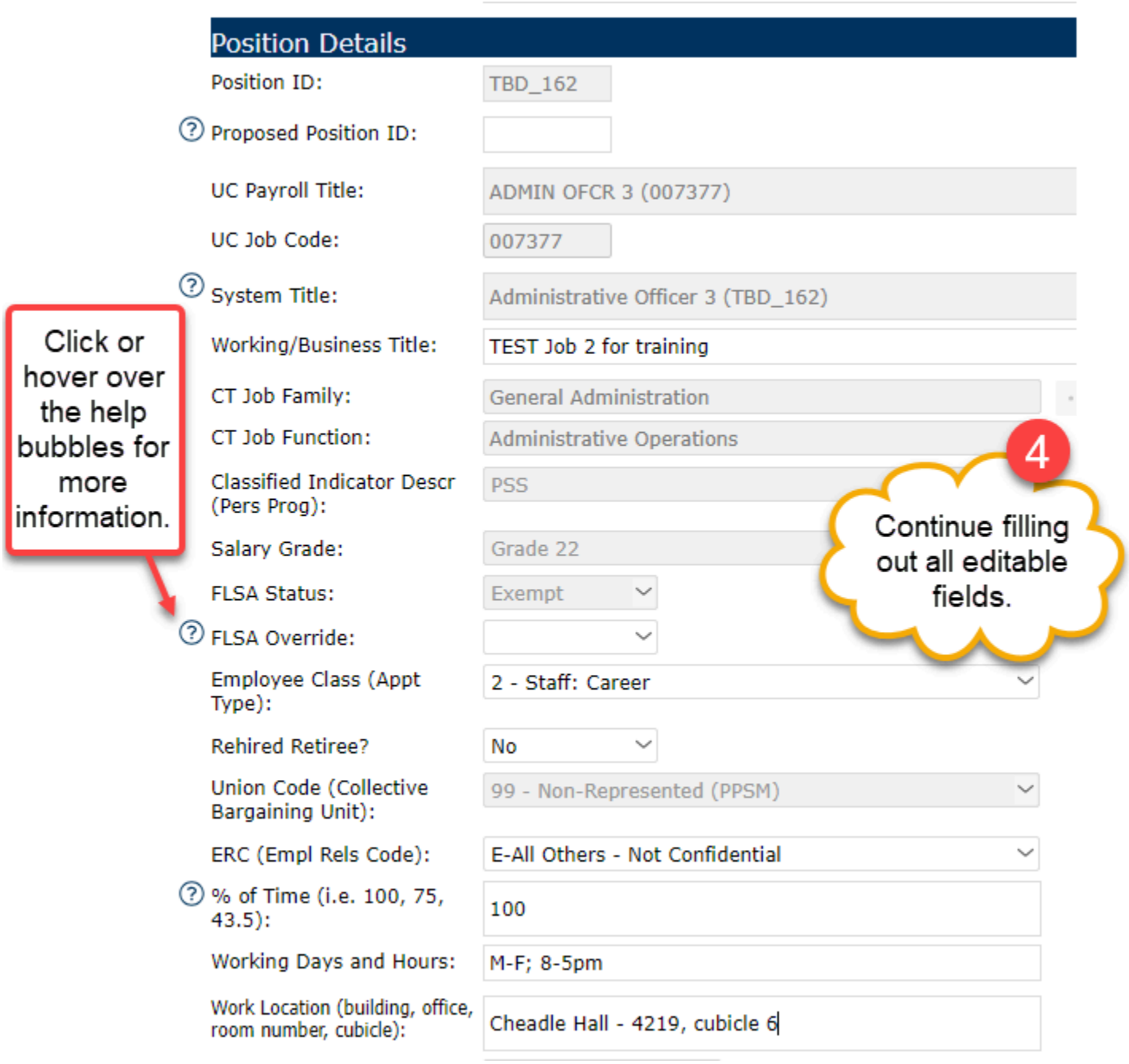
Job Description Workflow Process

1. The Job Description workflow process consists of 14 sections, 12 of which require editing.

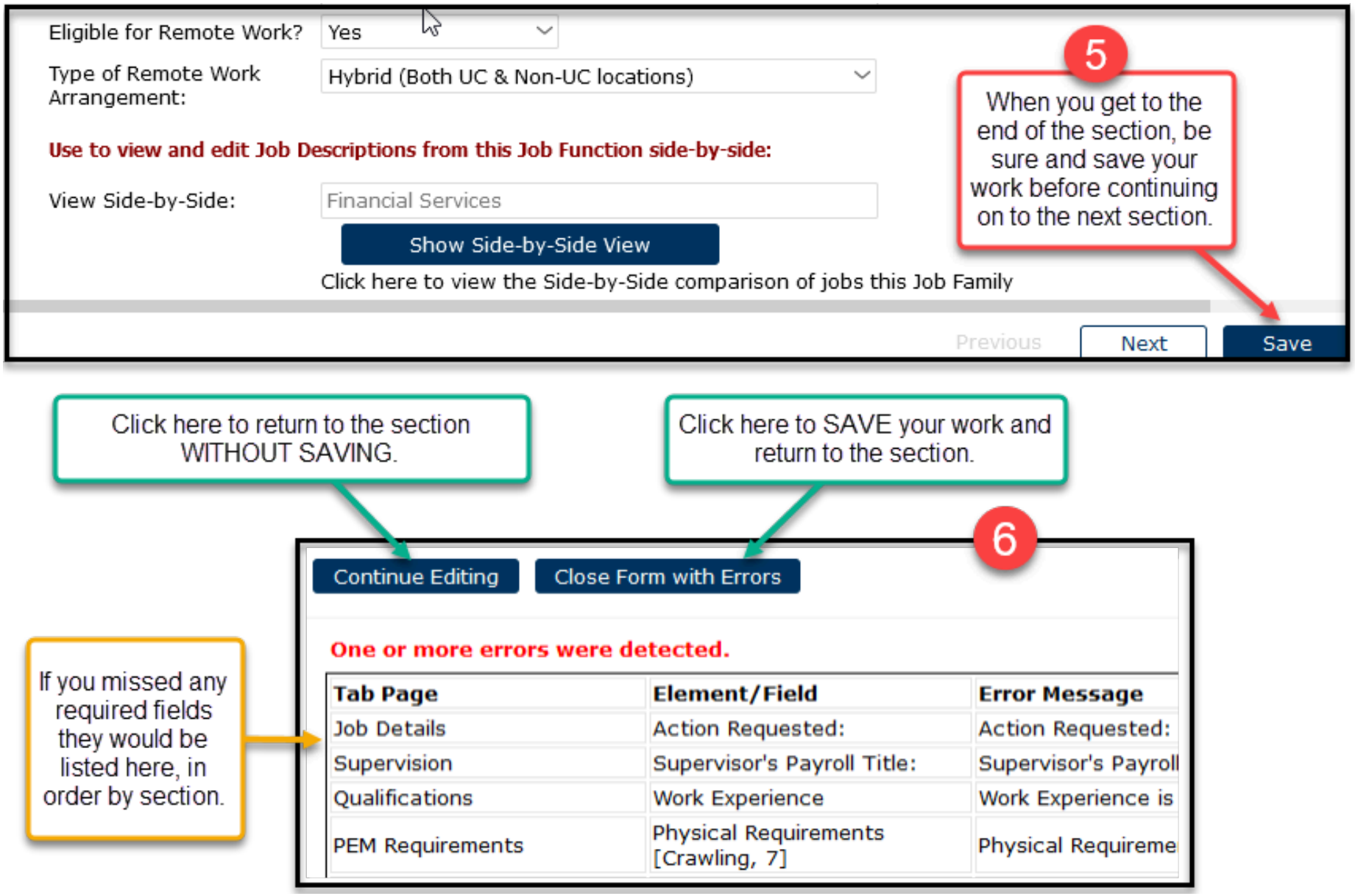
Section 1 - Job Details



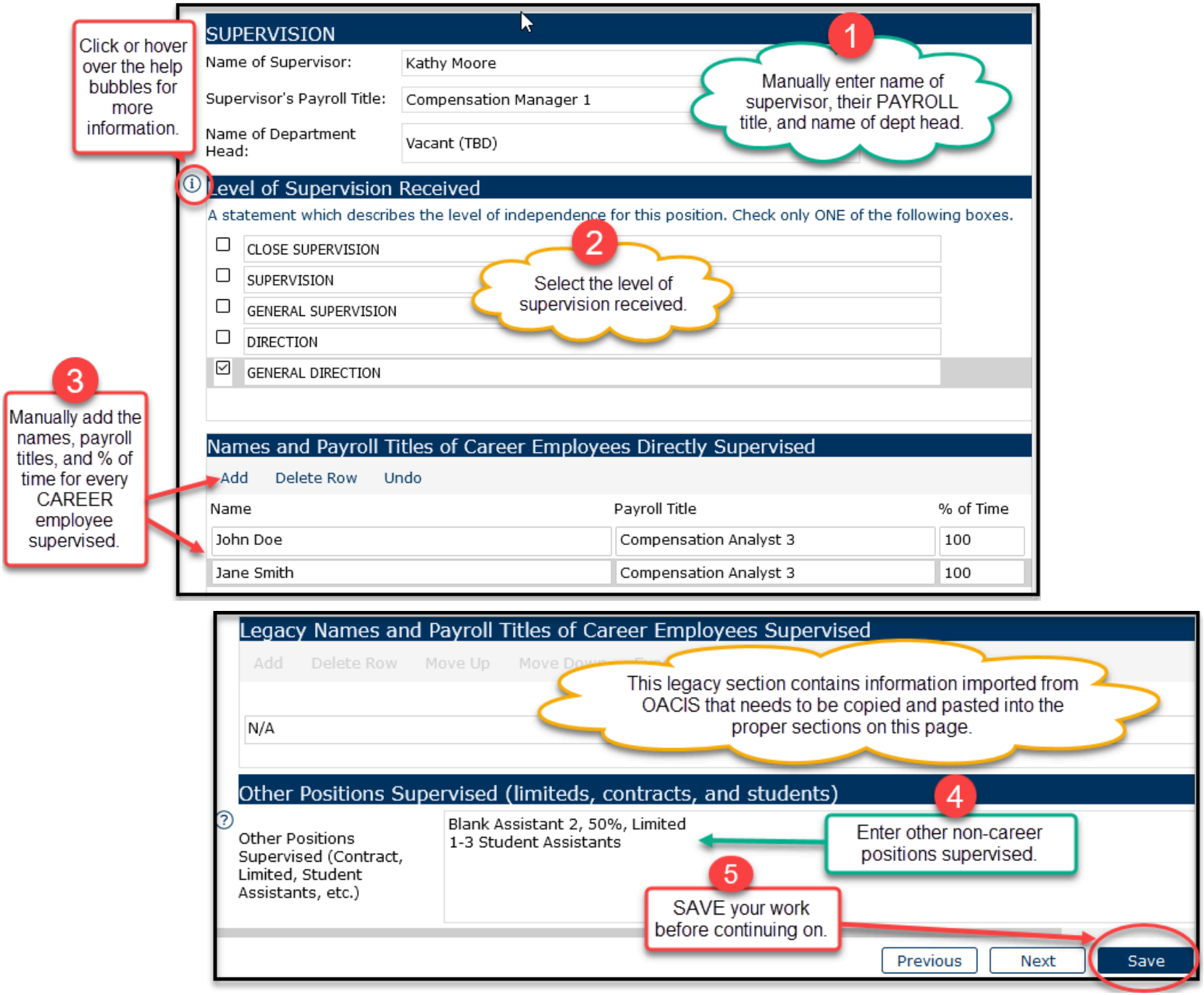
Section 1 - Job Details (continued)



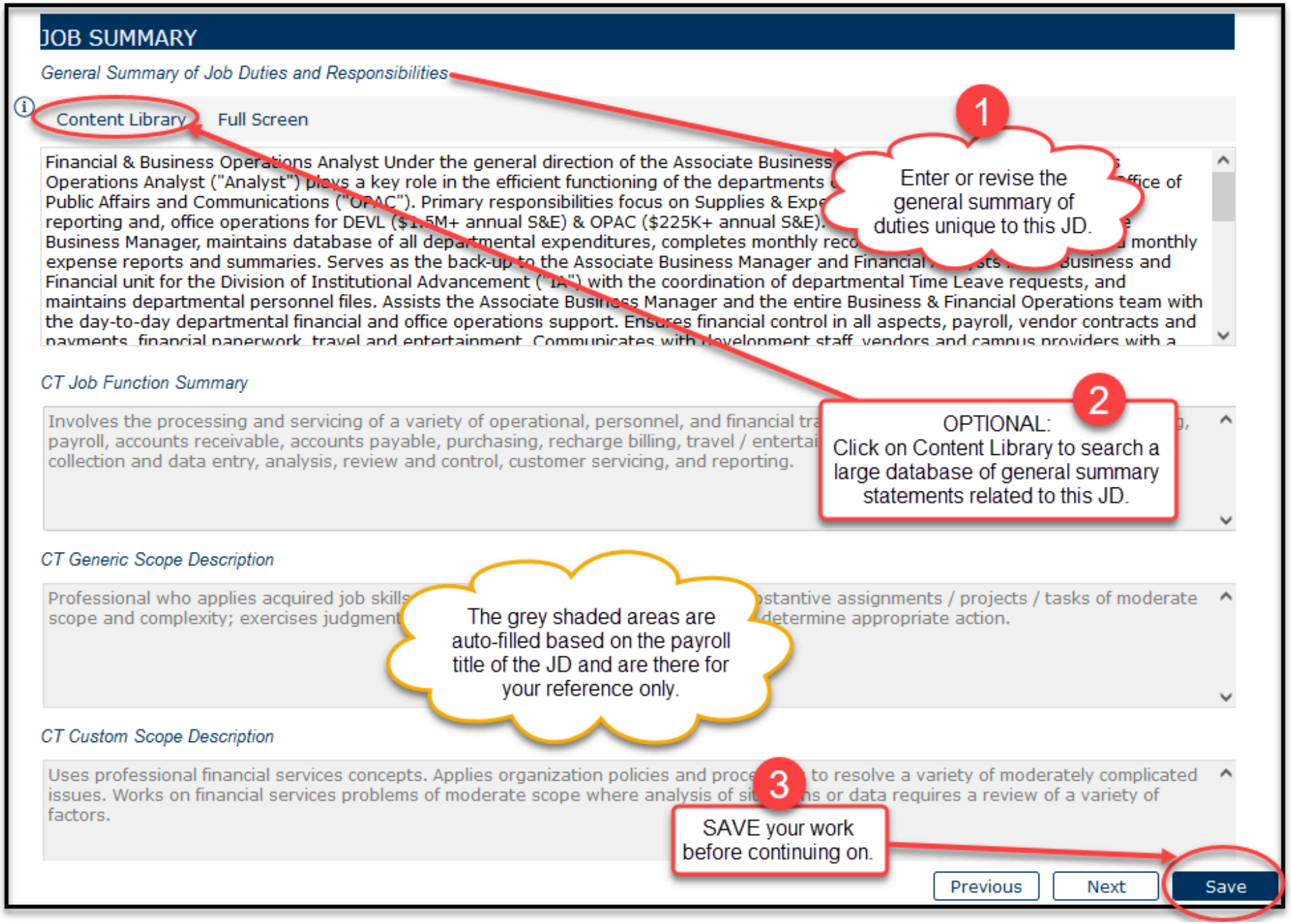
Section 1 - Job Details (continued)



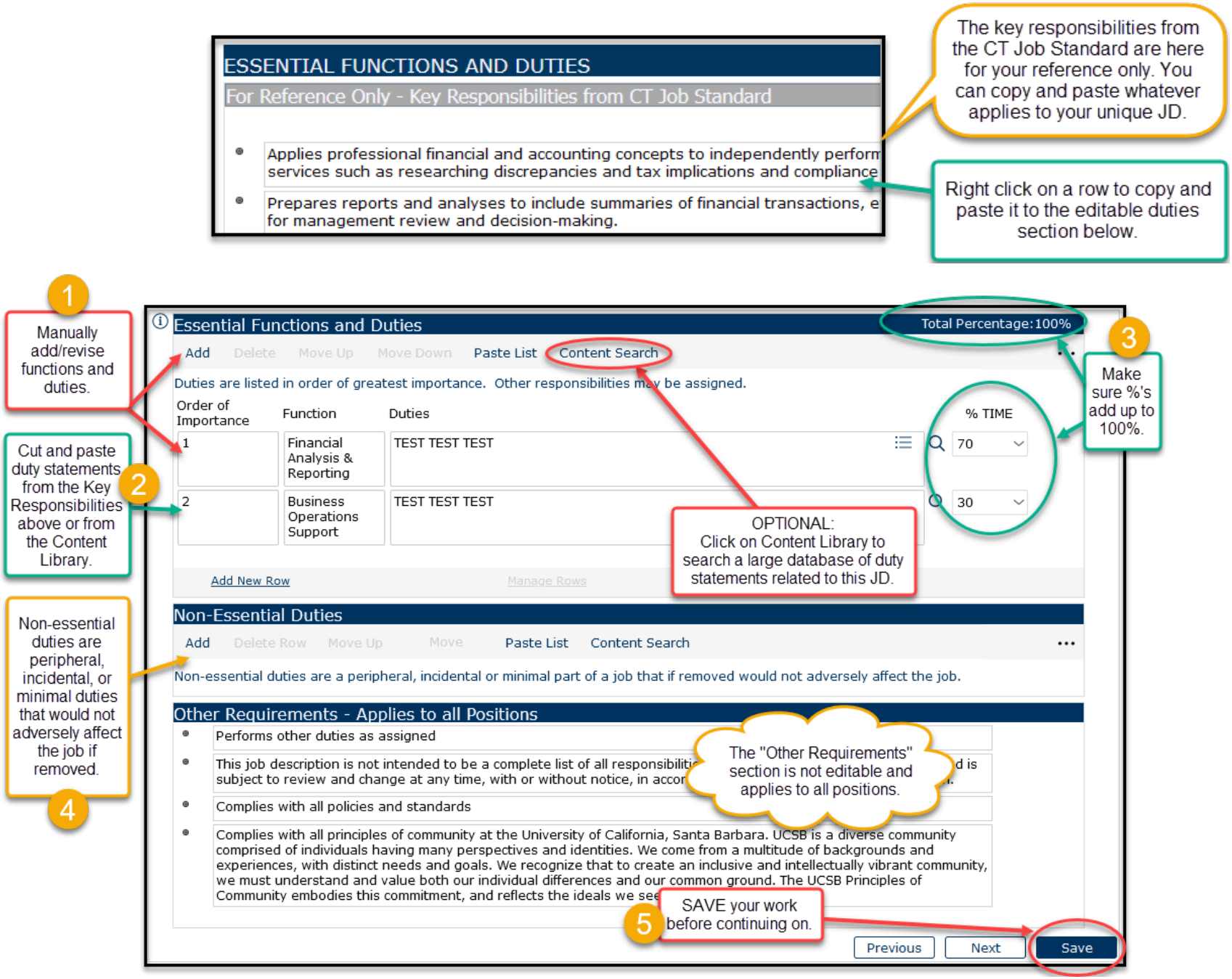
Section 2 - Supervision



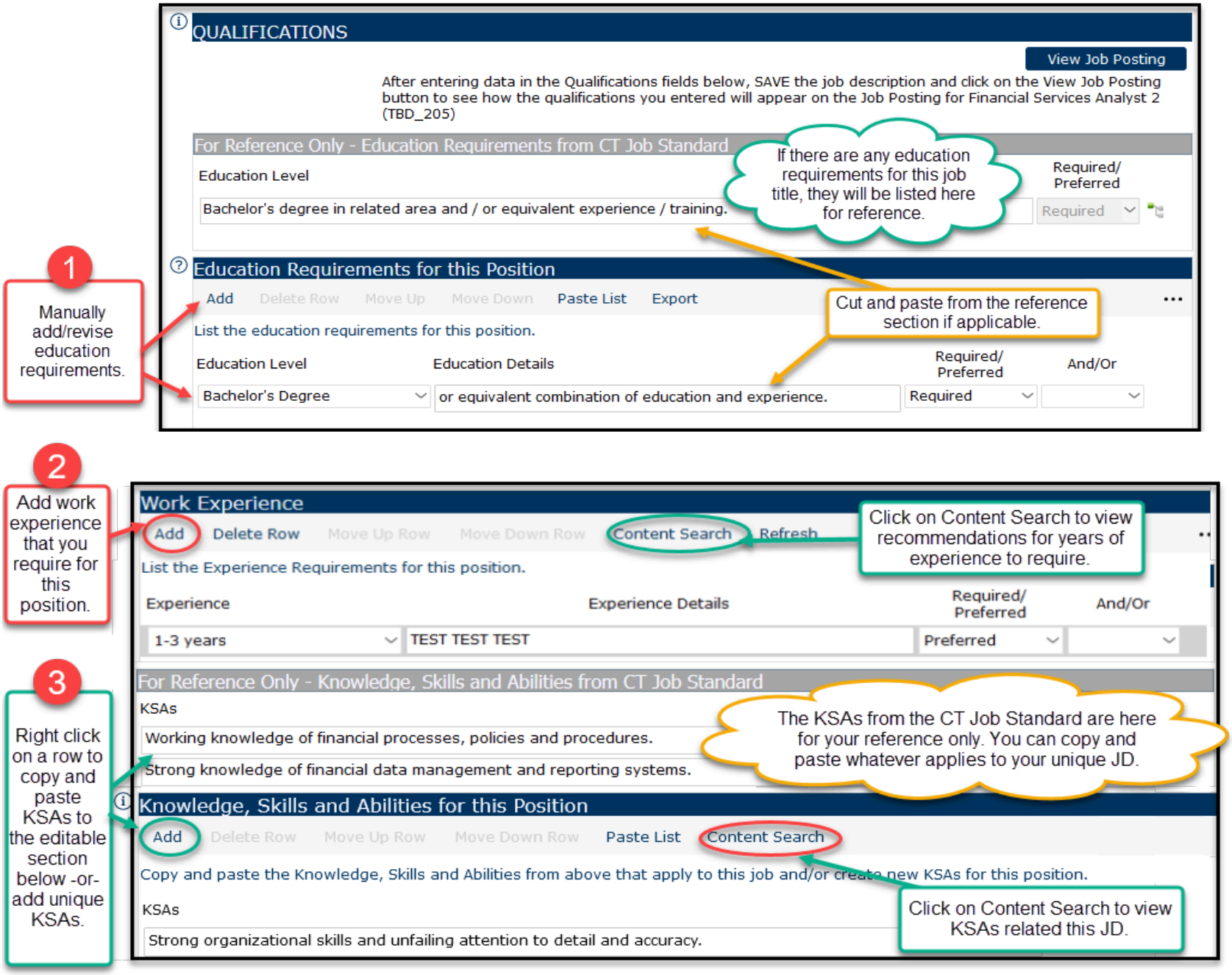
Section 3 - Job Summary



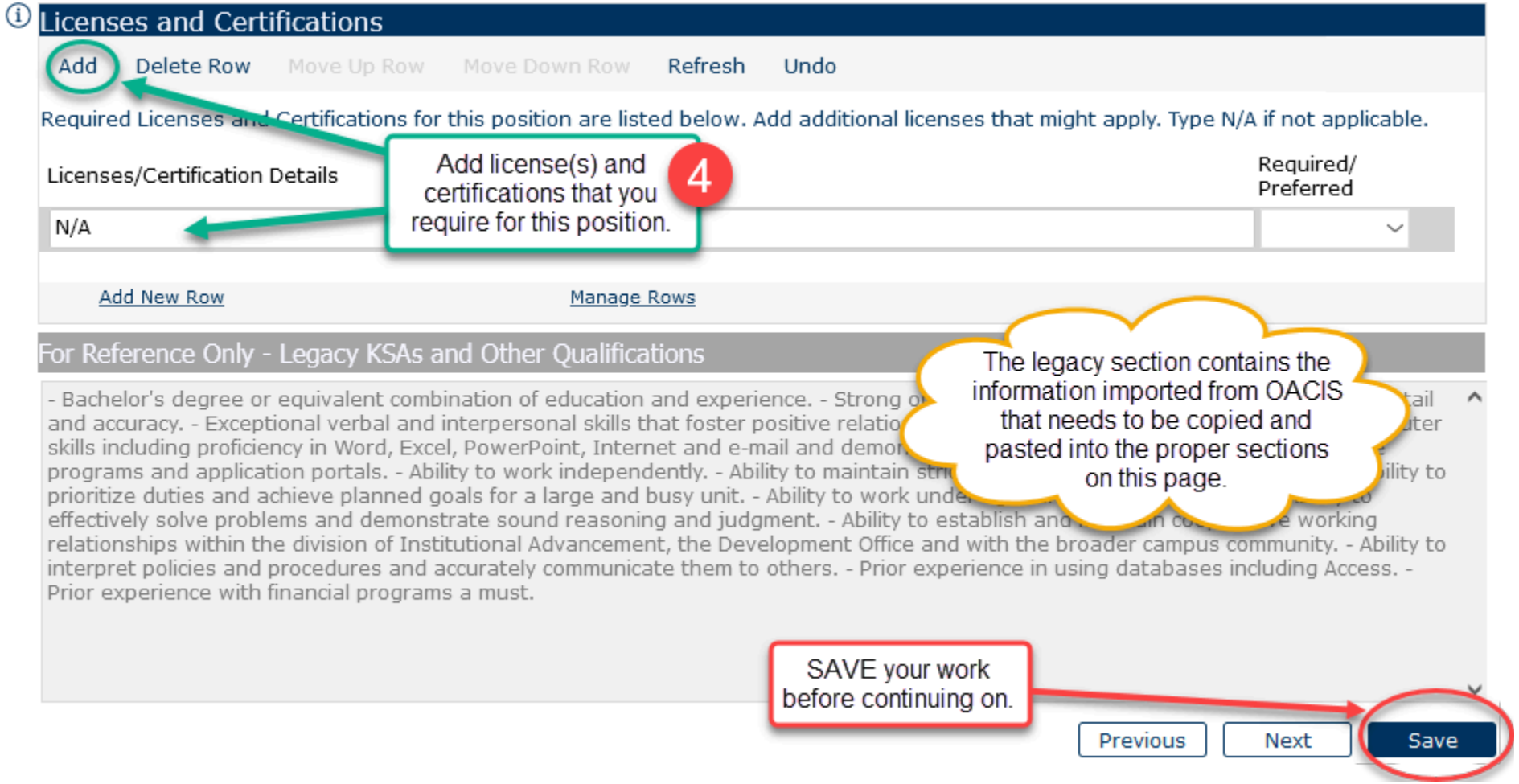
Section 4 - Essential Functions and Duties



Section 5 - Qualifications

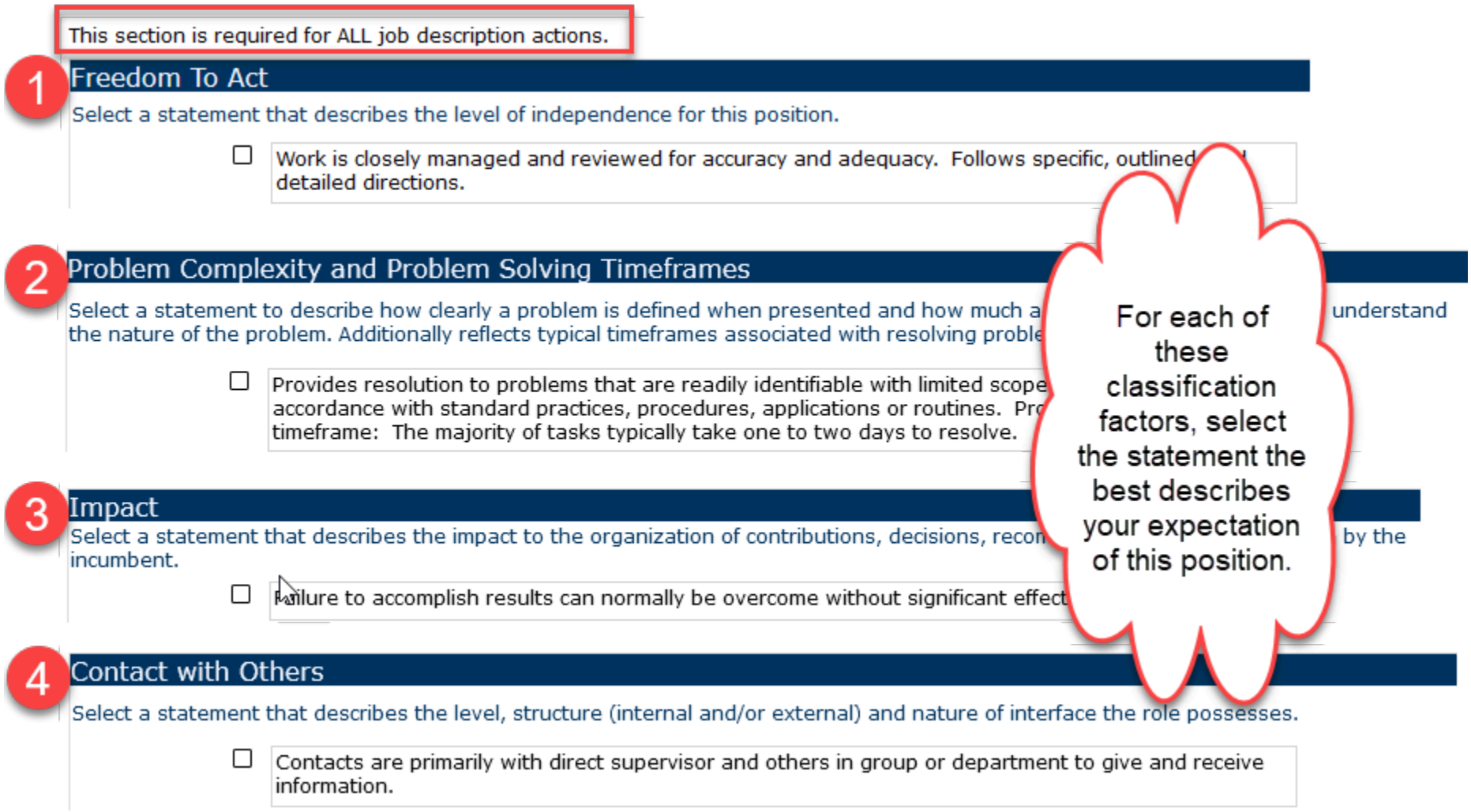


Section 5 - Qualifications (continued)

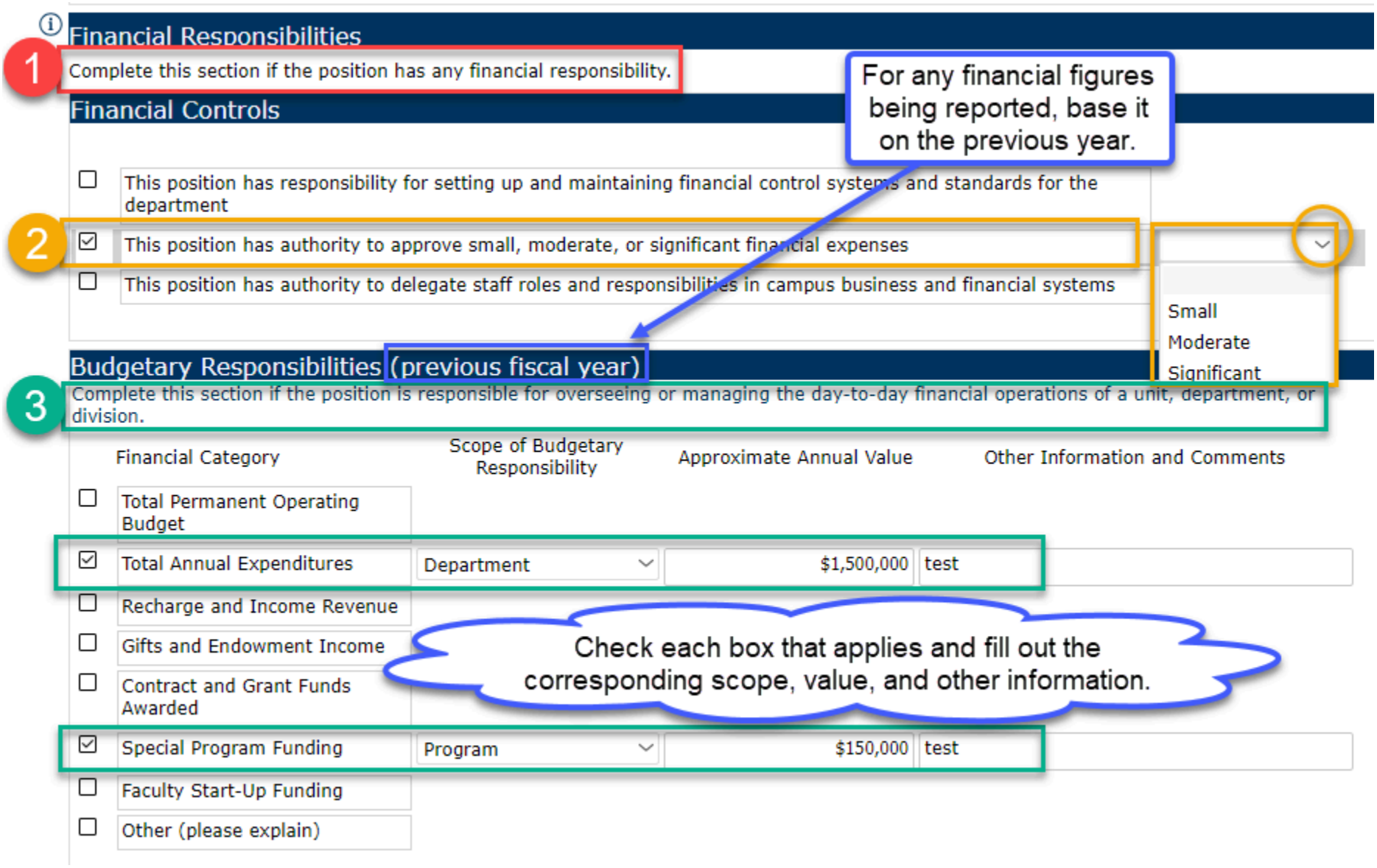


Section 6 - Competencies

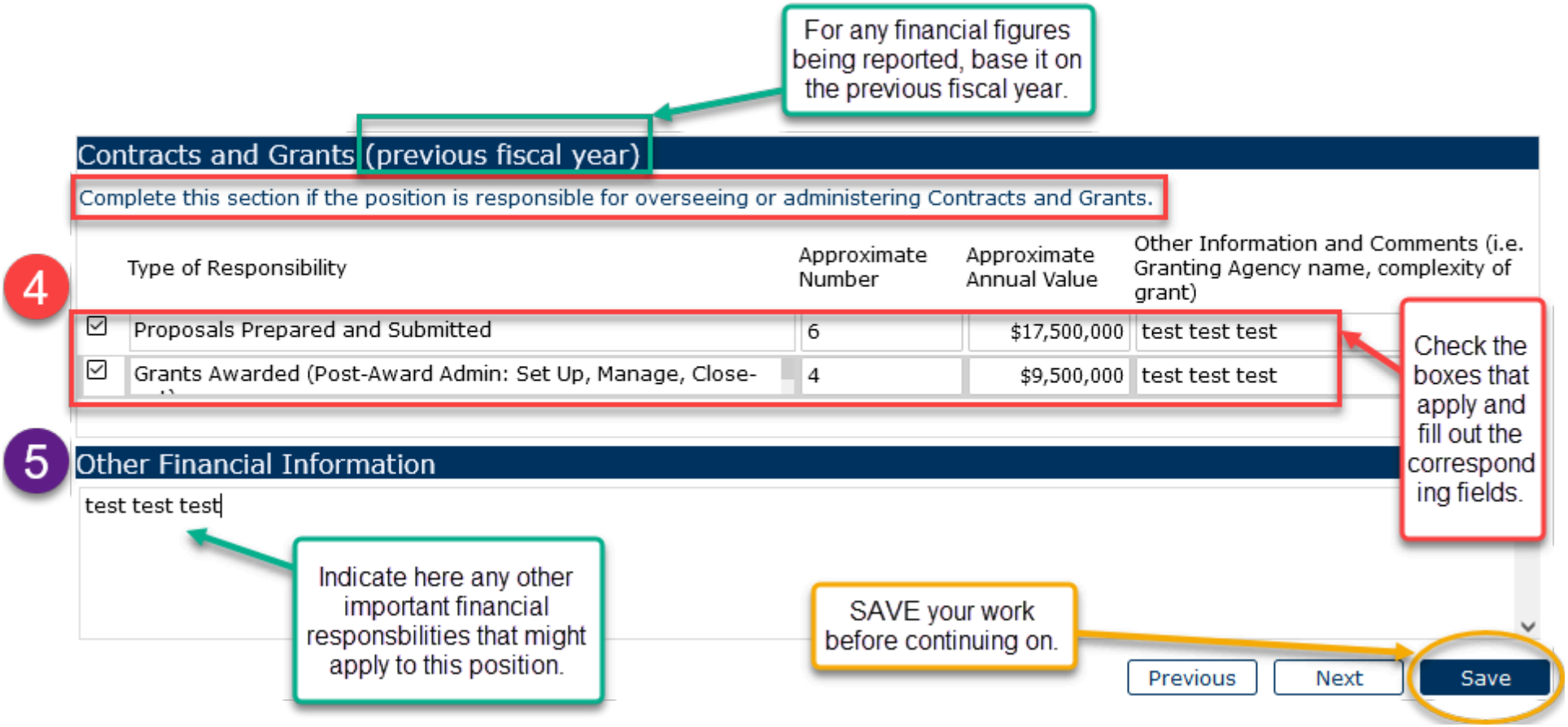
Section 7 - Classification Factors



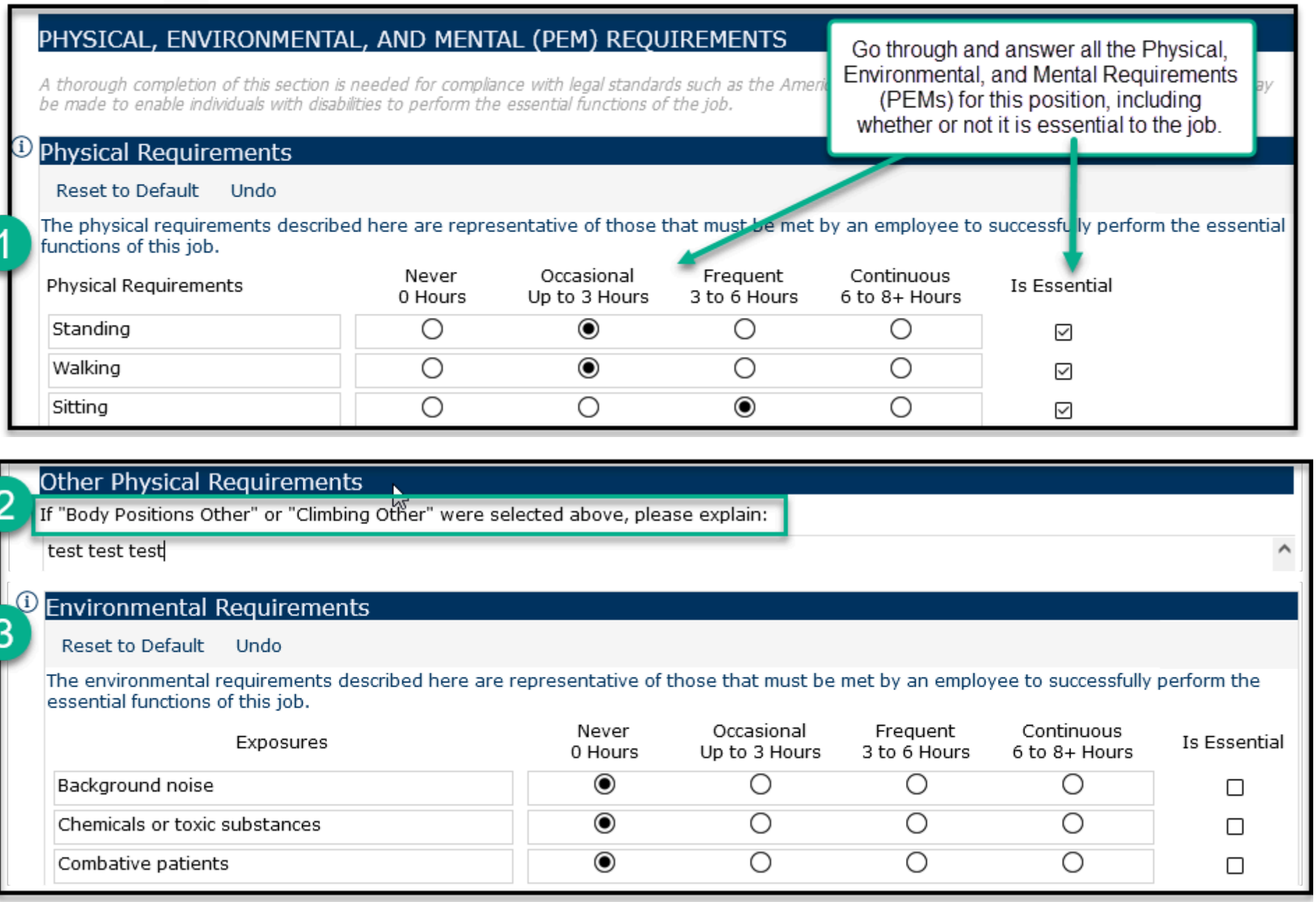
Section 7 - Classification Factors (continued)

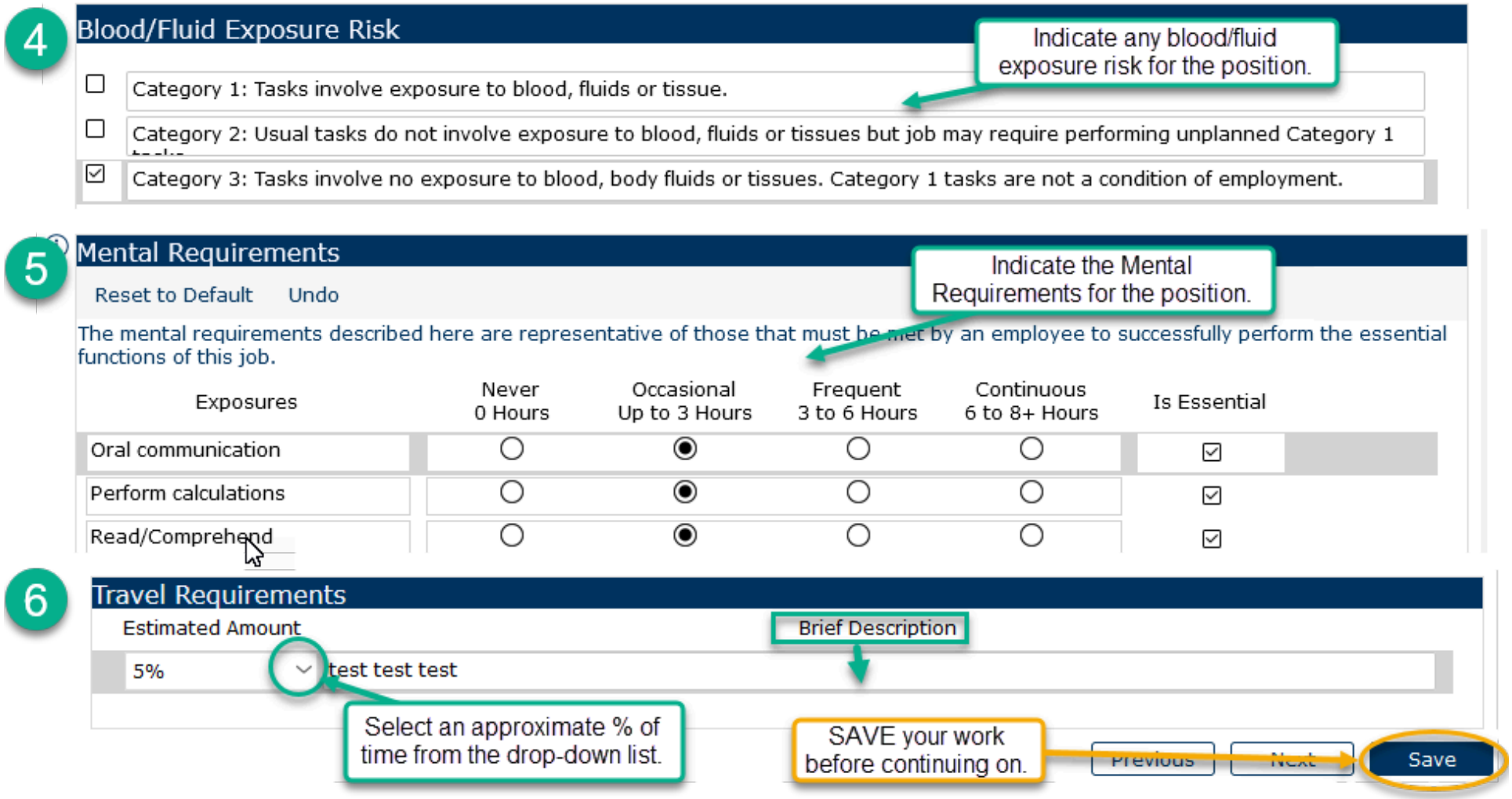


Section 7 - Classification Factors (continued)

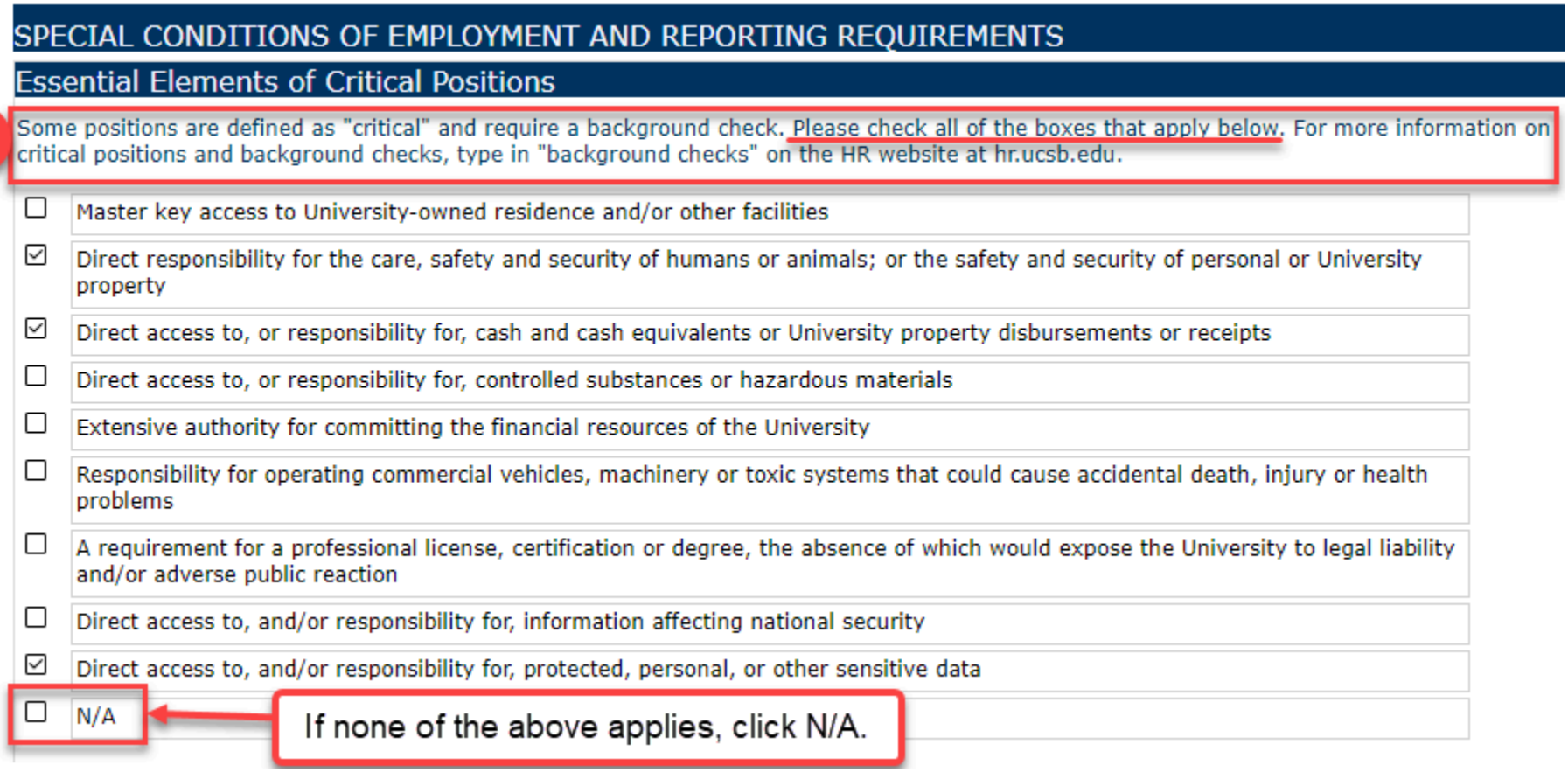


Section 8 - PEMs (Physical, Environmental, and Mental Requirements)

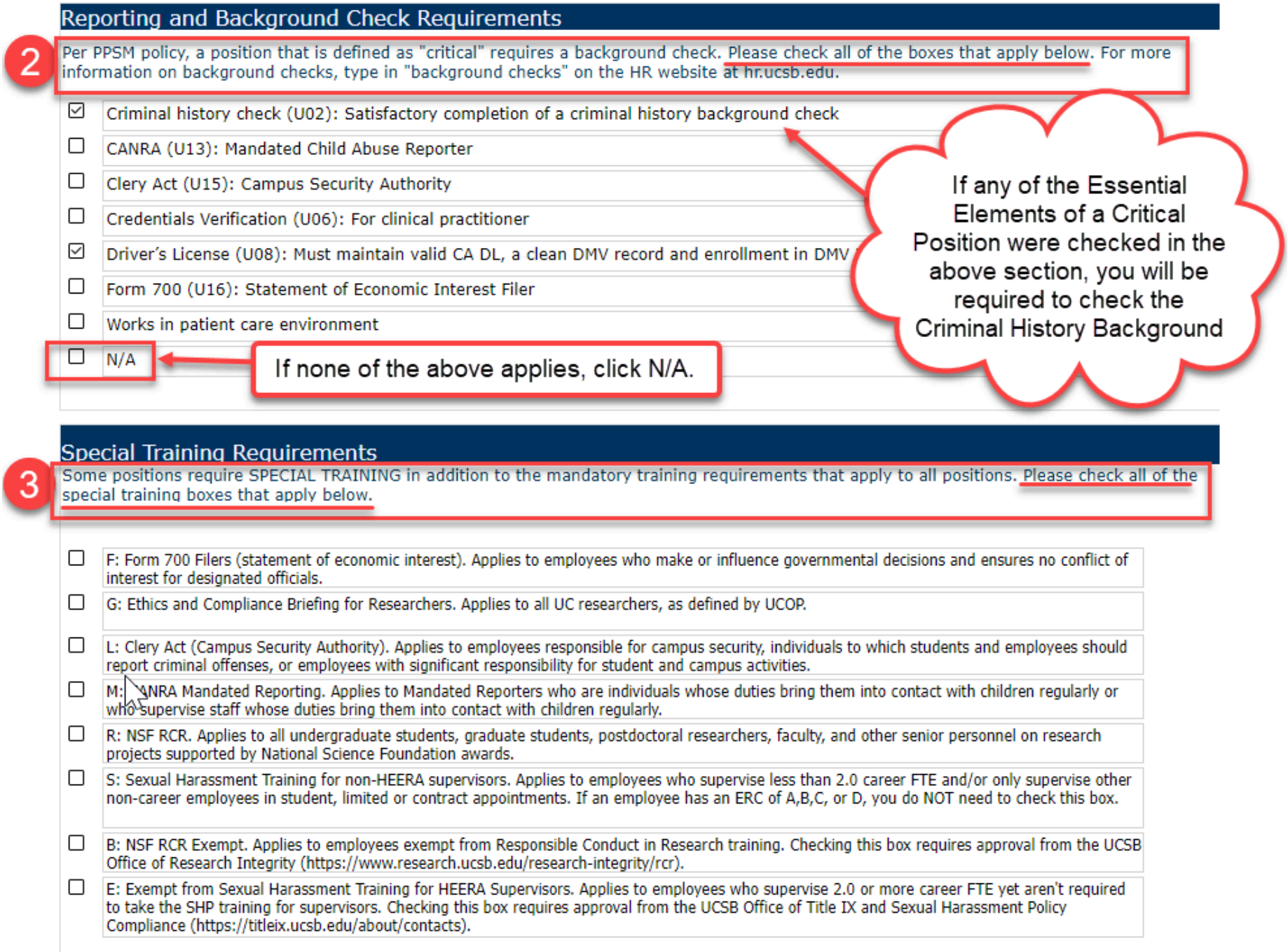



4
Blood/Fluid Exposure Risk
Indicate any blood/fluid exposure risk for the position.
Category 1: Tasks involve exposure to blood, fluids or tissue.
Category 2: Usual tasks do not involve exposure to blood, fluids or tissues but job may require performing unplanned Category 1
Category 3: Tasks involve no exposure to blood, body fluids or tissues. Category 1 tasks are not a condition of employment.
5
Mental Requirements
Indicate the Mental Requirements for the position.
Reset to Default
Undo
The mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
Exposures
Never 0 Hours
Occasional Up to 3 Hours
Frequent 3 to 6 Hours
Continuous 6 to 8+ Hours
Is Essential
Oral communication
Perform calculations
Read/Comprehend
6
Travel Requirements
Estimated Amount
Brief Description
5%
test test test
Select an approximate % of time from the drop-down list.
SAVE your work before continuing on.
Previous
Next
Save

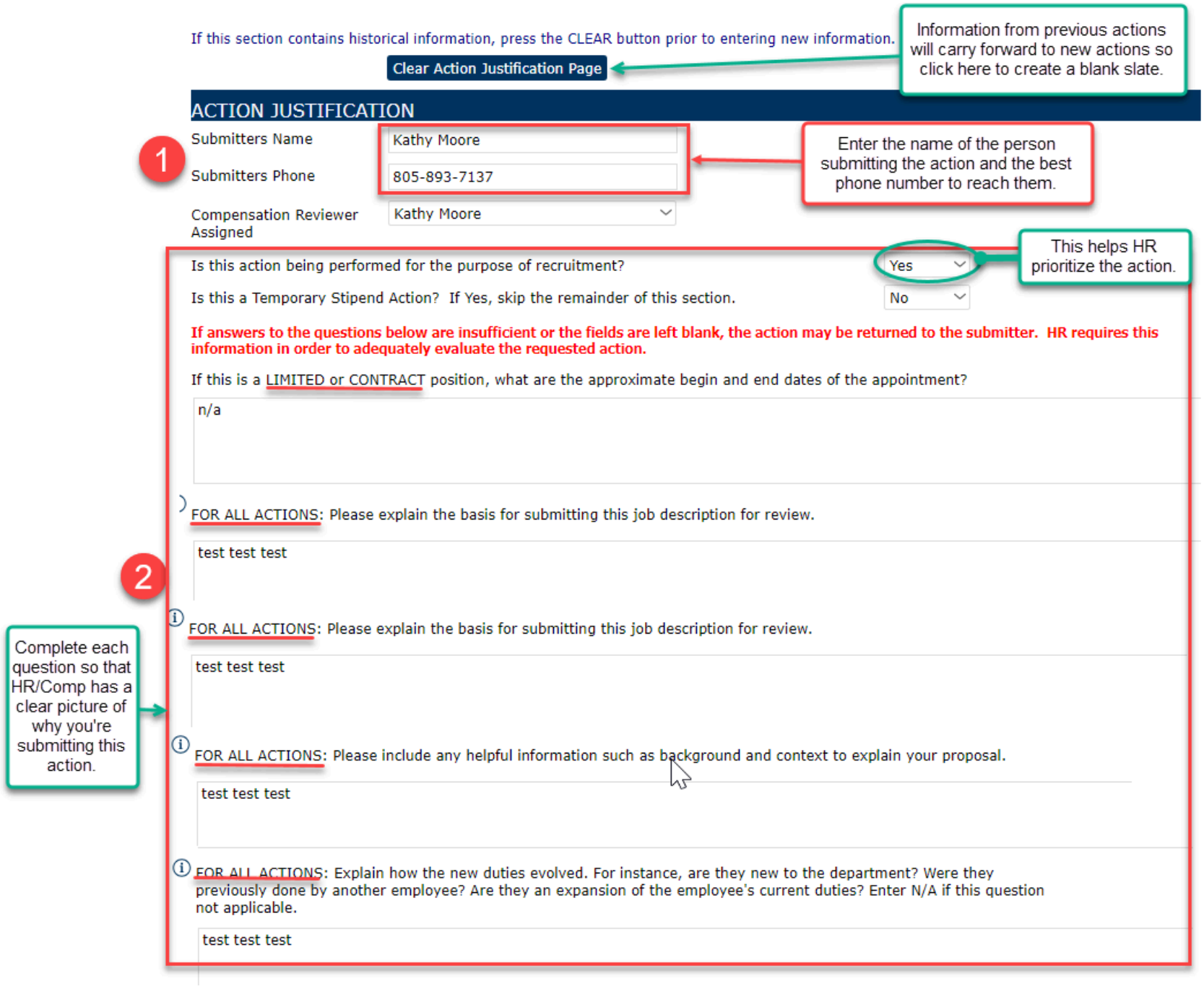
Section 9 - Special Conditions of Employment and Reporting Requirements



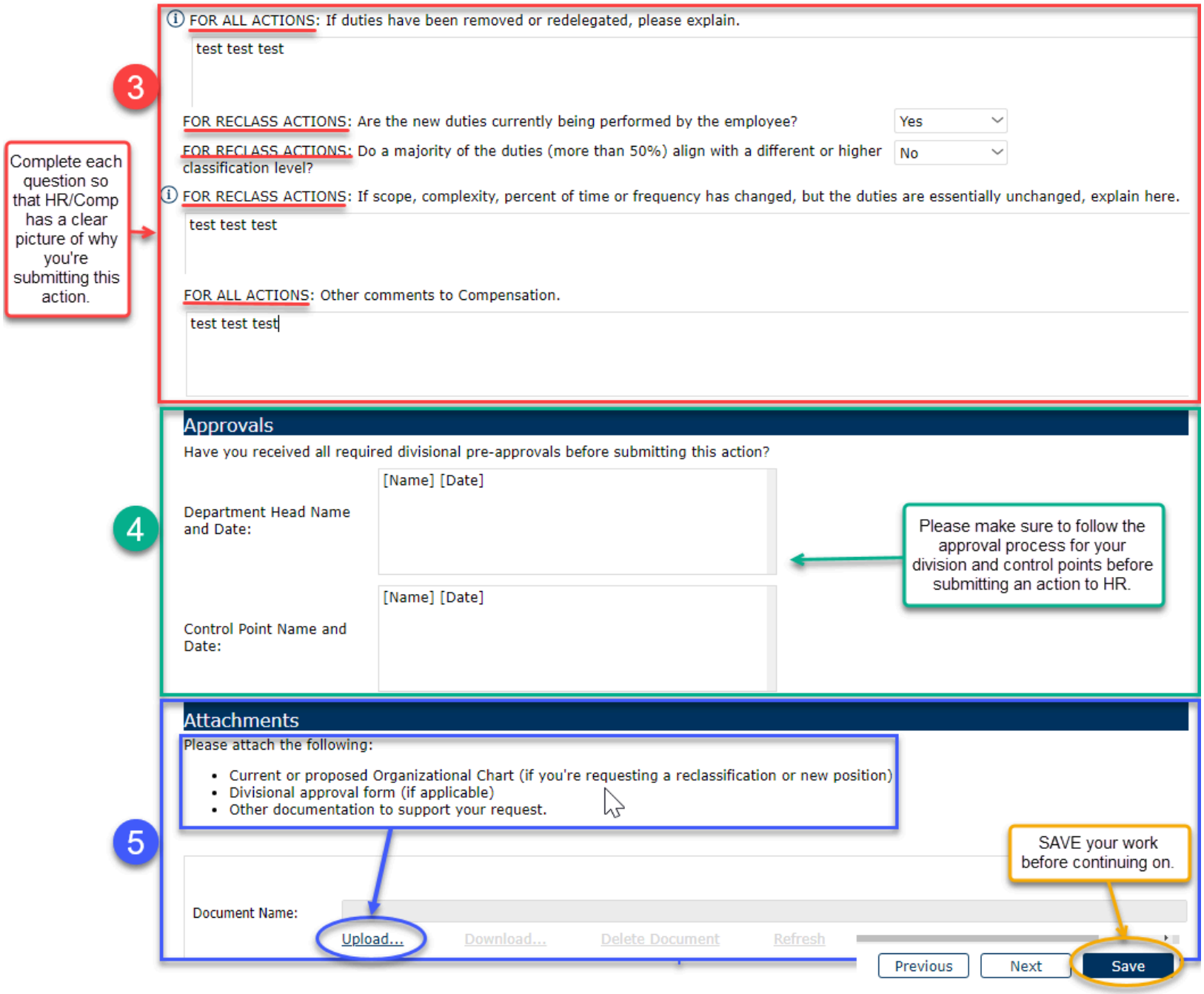
Section 9 - Special Conditions of Employment (continued)



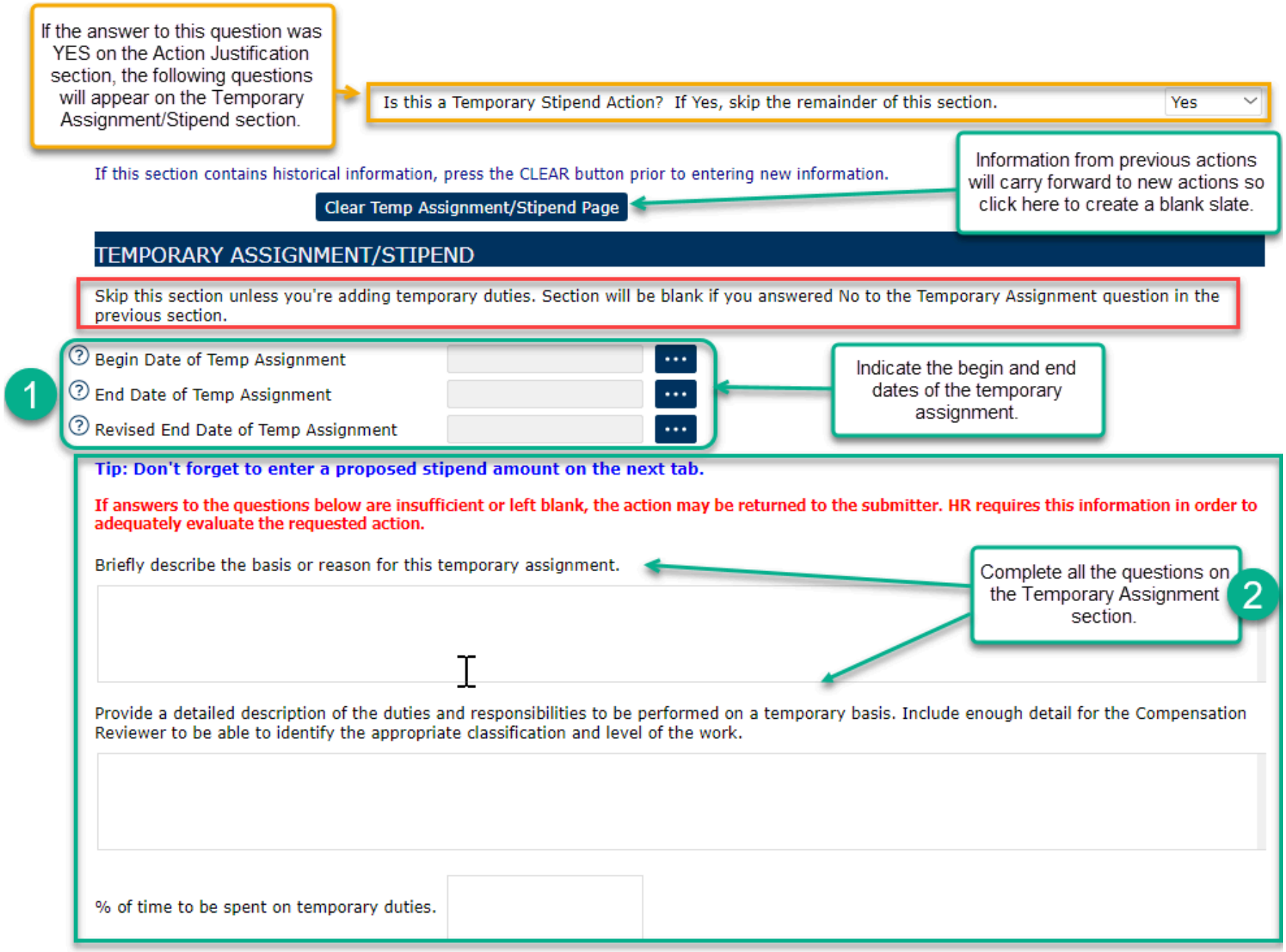
Section 10 - Action Justification



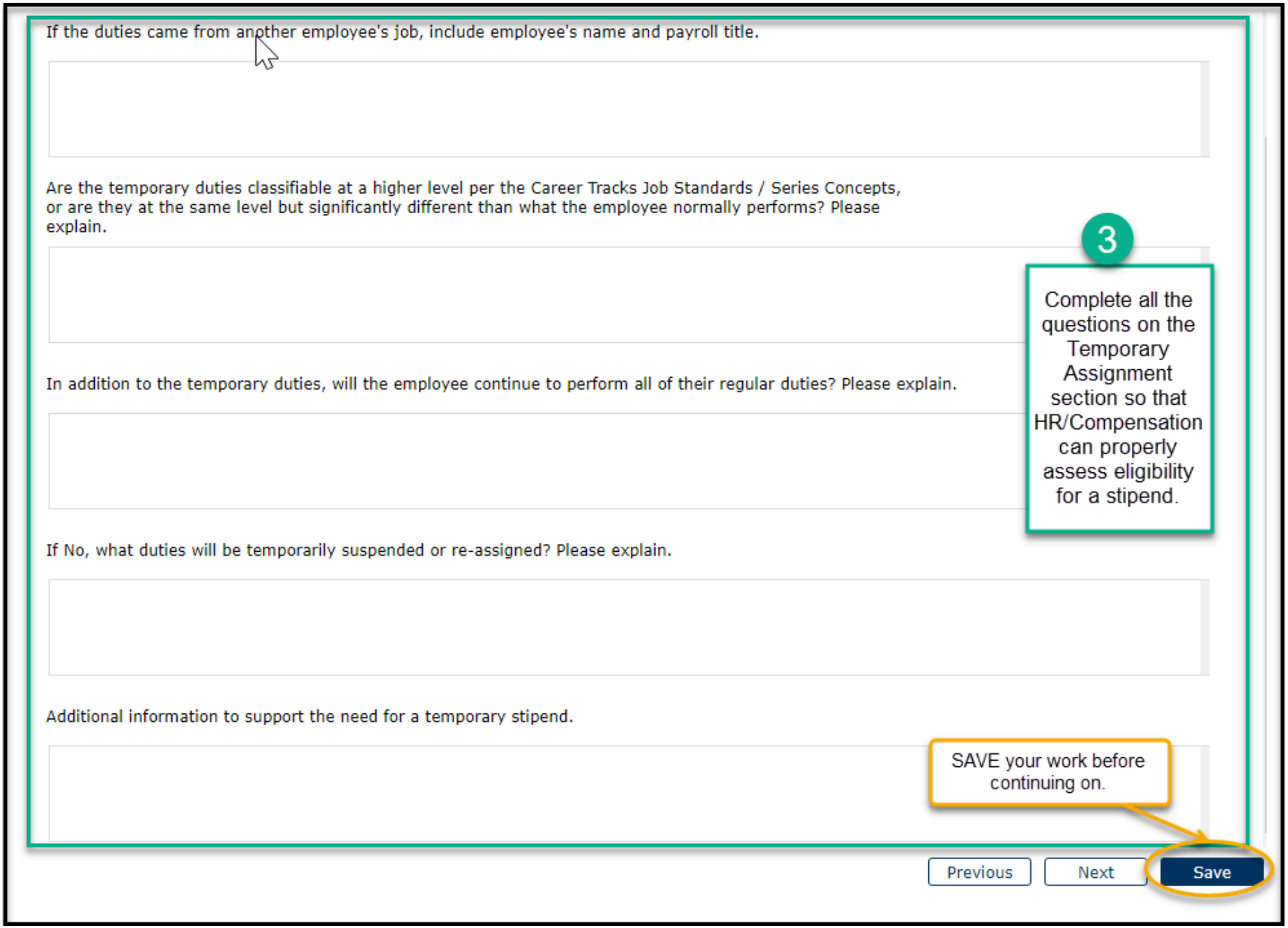
Section 10 - Action Justification (continued)



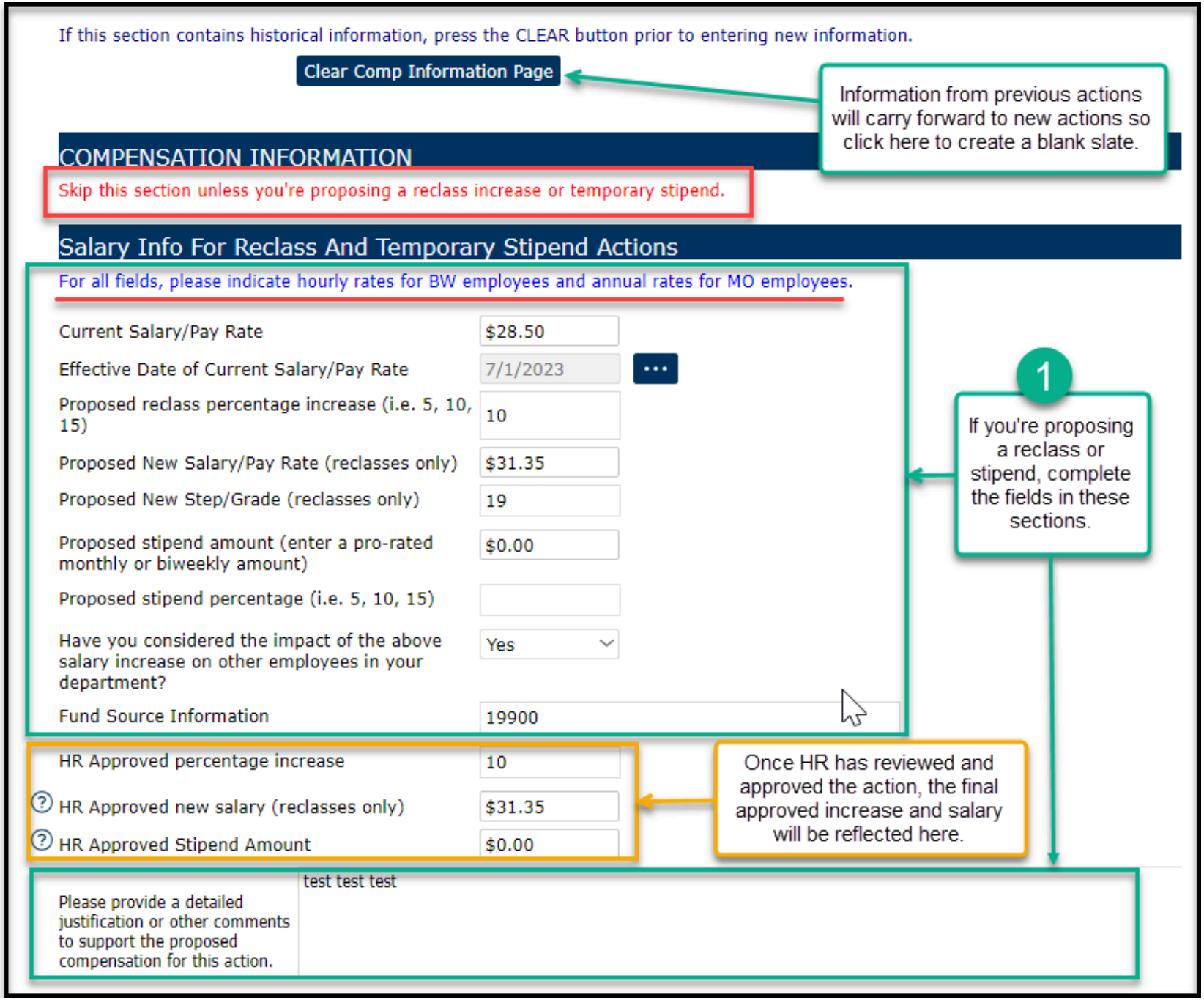
Section 11 - Temporary Assignment/Stipend



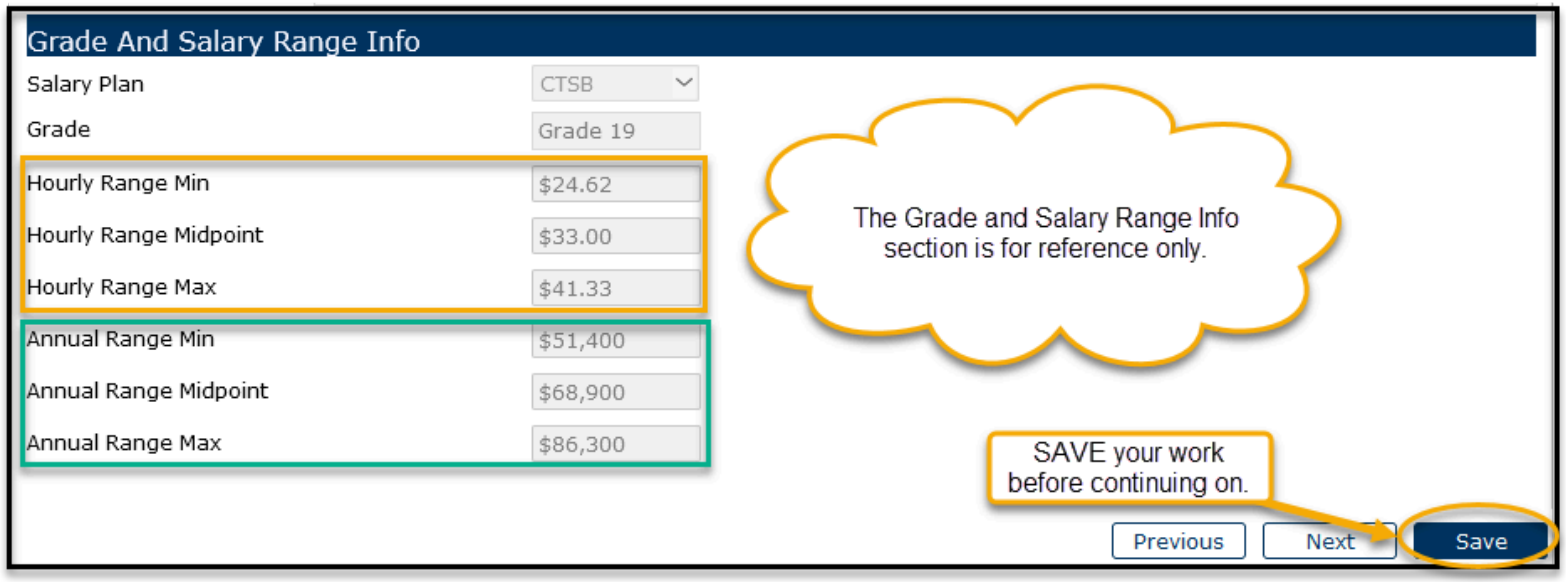
Section 11 - Temporary Assignment/Stipend (continued)



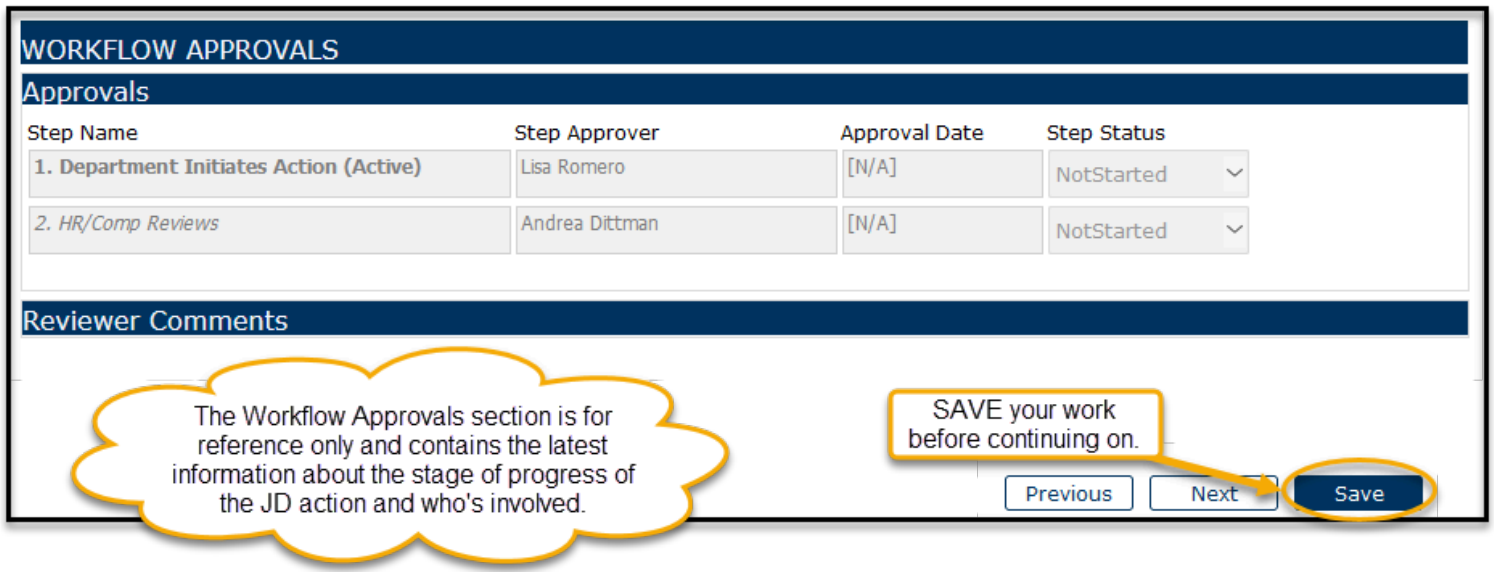
Section 12 - Compensation Information



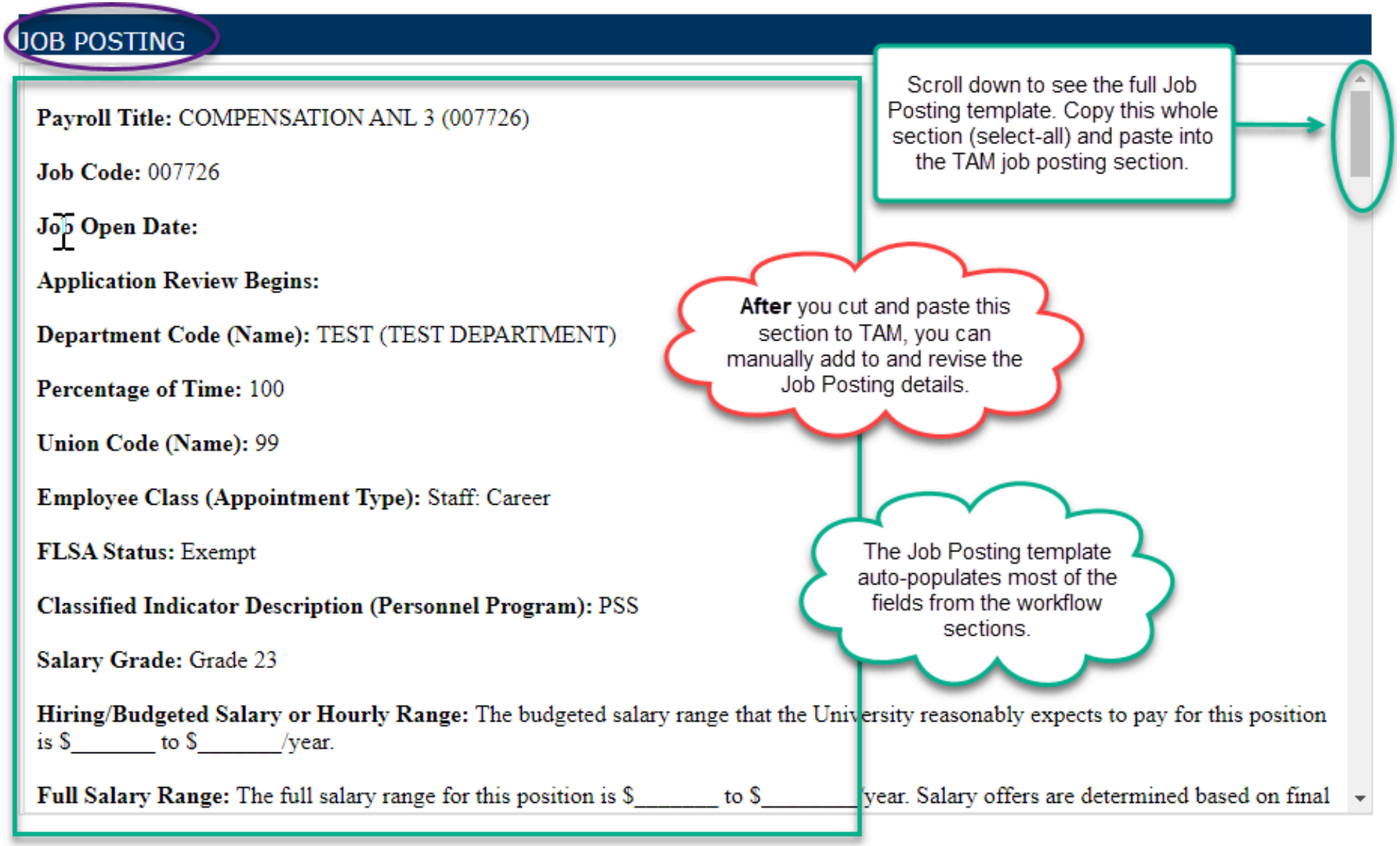
Section 12 - Compensation Information (continued)

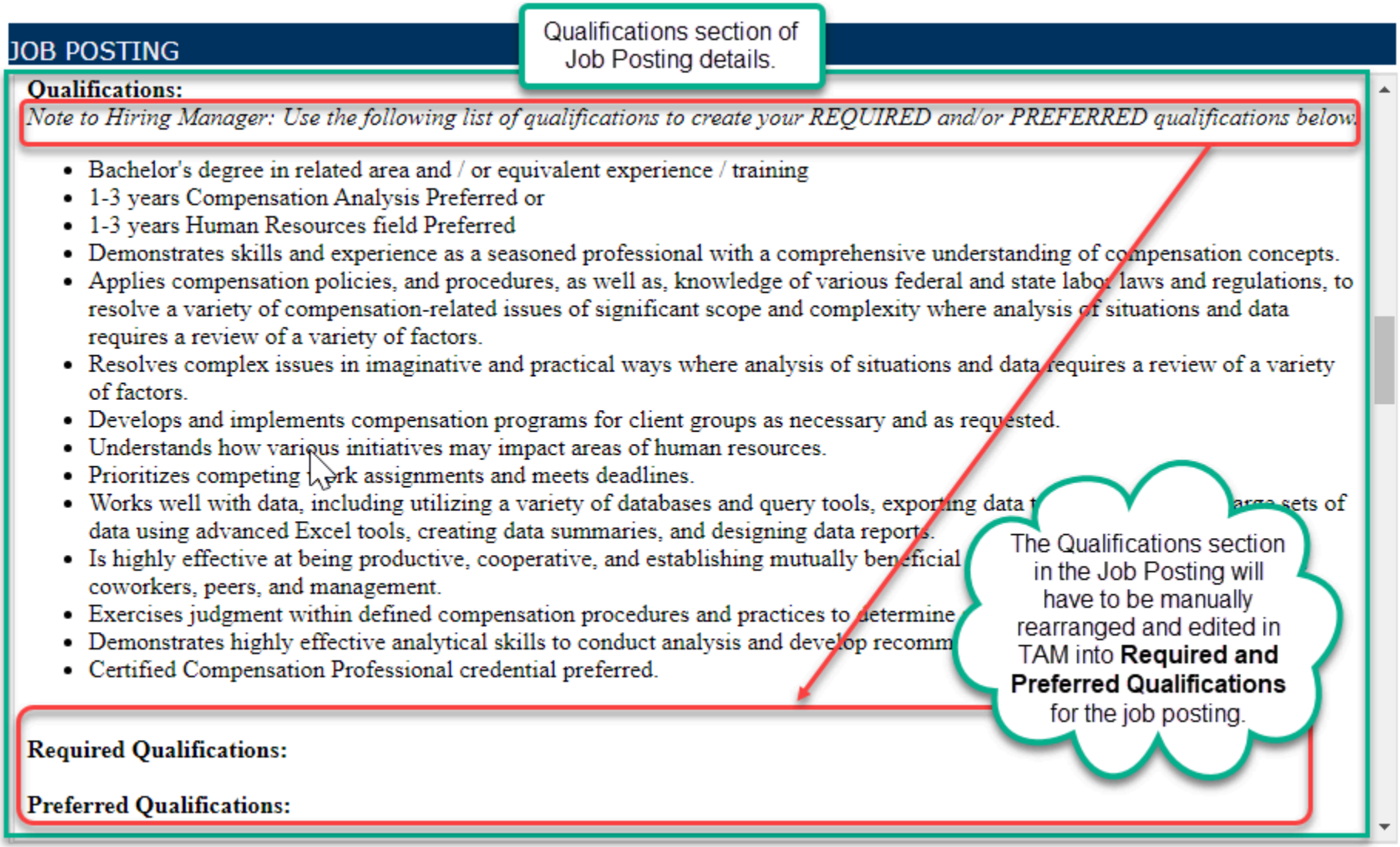


Section 13 - Workflow Approvals

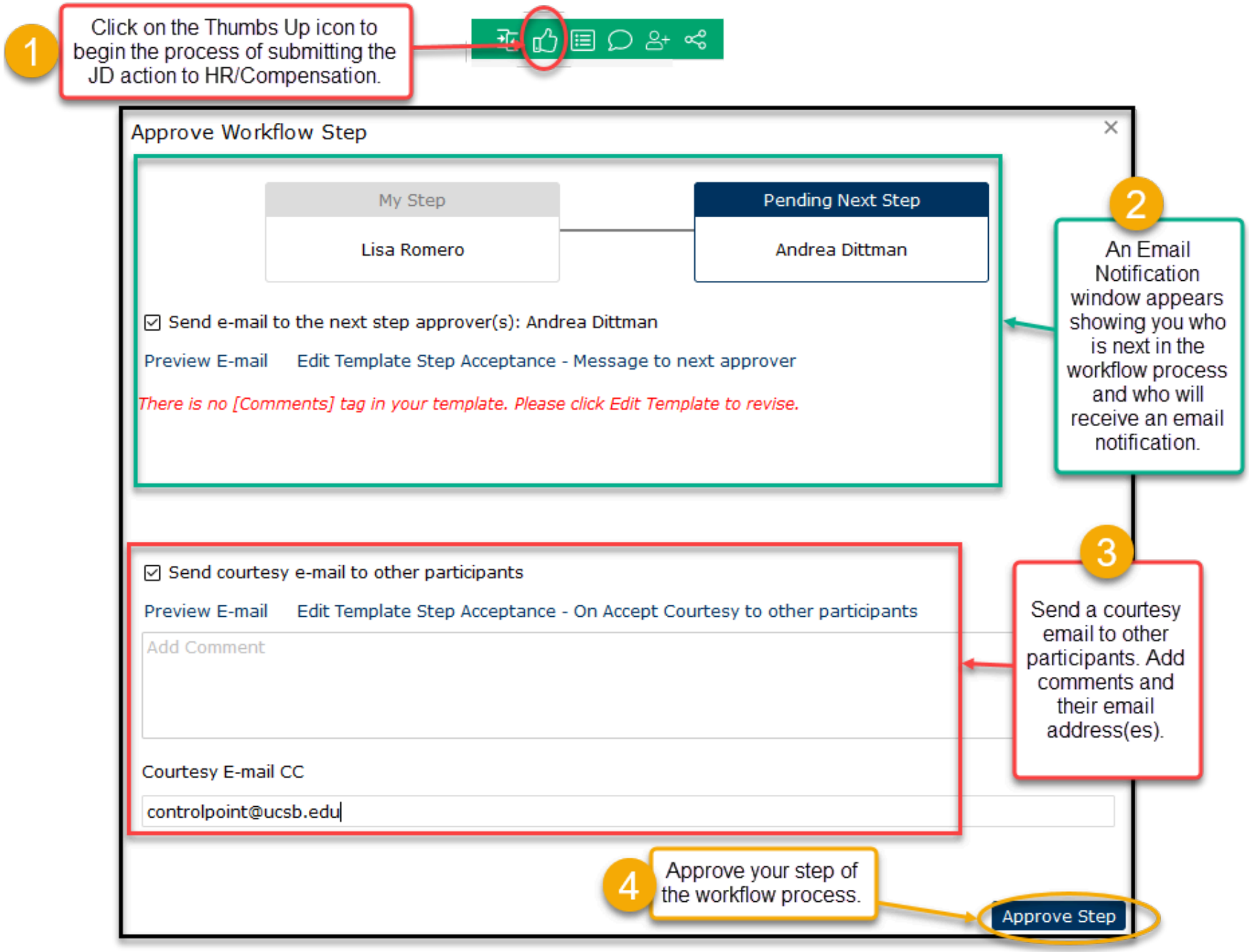


Section 14 - Job Posting

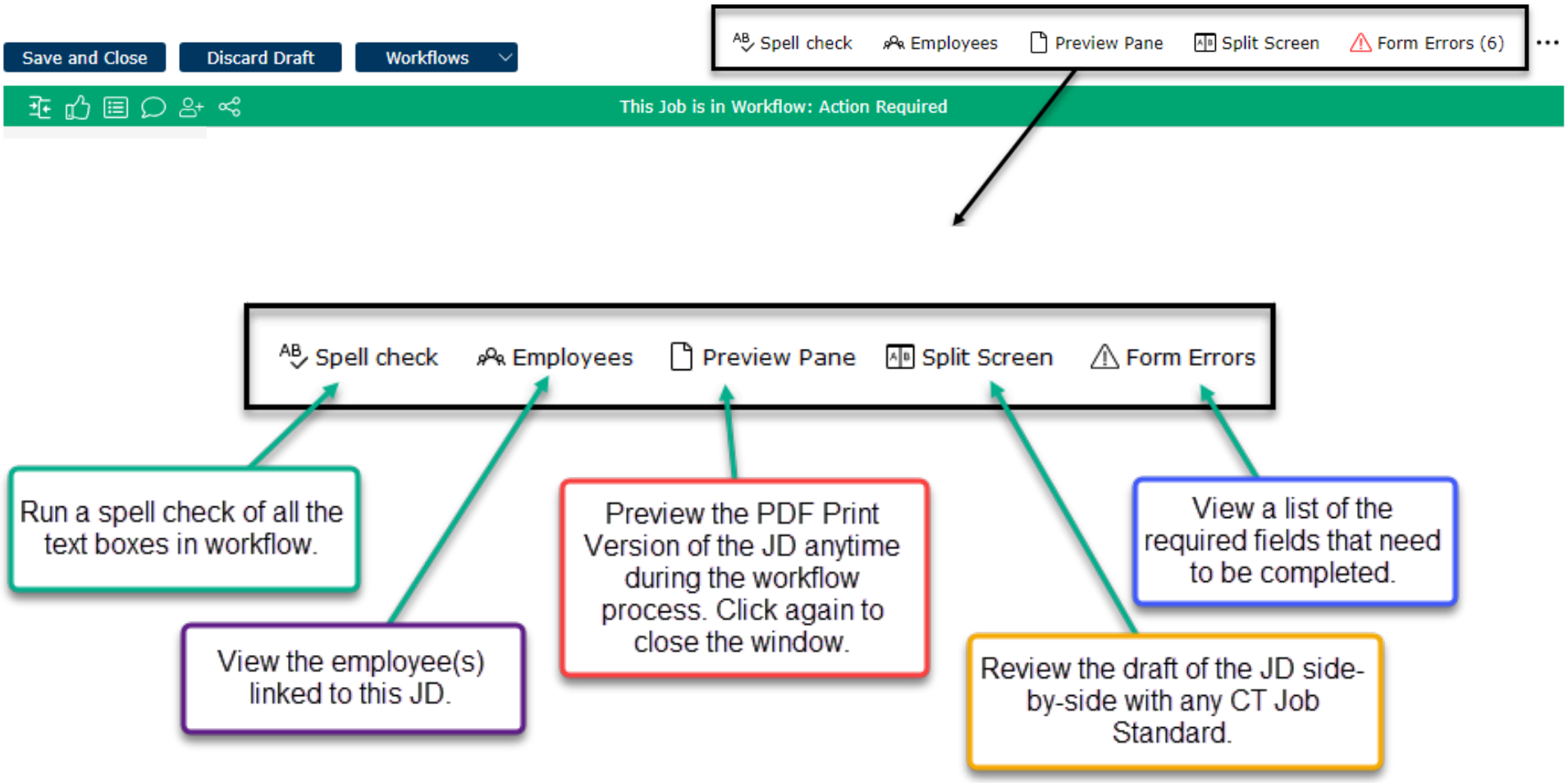



Qualifications section of Job Posting details.
JOB POSTING
Qualifications:
Note to Hiring Manager: Use the following list of qualifications to create your REQUIRED and/or PREFERRED qualifications below.
Bachelor's degree in related area and / or equivalent experience / training
1-3 years Compensation Analysis Preferred or
1-3 years Human Resources field Preferred
Demonstrates skills and experience as a seasoned professional with a comprehensive understanding of compensation concepts.
Applies compensation policies, and procedures, as well as, knowledge of various federal and state labor laws and regulations, to resolve a variety of compensation-related issues of significant scope and complexity where analysis of situations and data requires a review of a variety of factors.
Resolves complex issues in imaginative and practical ways where analysis of situations and data requires a review of a variety of factors.
Develops and implements compensation programs for client groups as necessary and as requested.
Understands how various initiatives may impact areas of human resources.
Prioritizes competing work assignments and meets deadlines.
Works well with data, including utilizing a variety of databases and query tools, exporting data t
arge sets of data using advanced Excel tools, creating data summaries, and designing data reports.
Is highly effective at being productive, cooperative, and establishing mutually beneficial
coworkers, peers, and management.
Exercises judgment within defined compensation procedures and practices to determine
Demonstrates highly effective analytical skills to conduct analysis and develop recomm
Certified Compensation Professional credential preferred.
Required Qualifications:
Preferred Qualifications:
The Qualifications section in the Job Posting will have to be manually rearranged and edited in TAM into Required and Preferred Qualifications for the job posting.

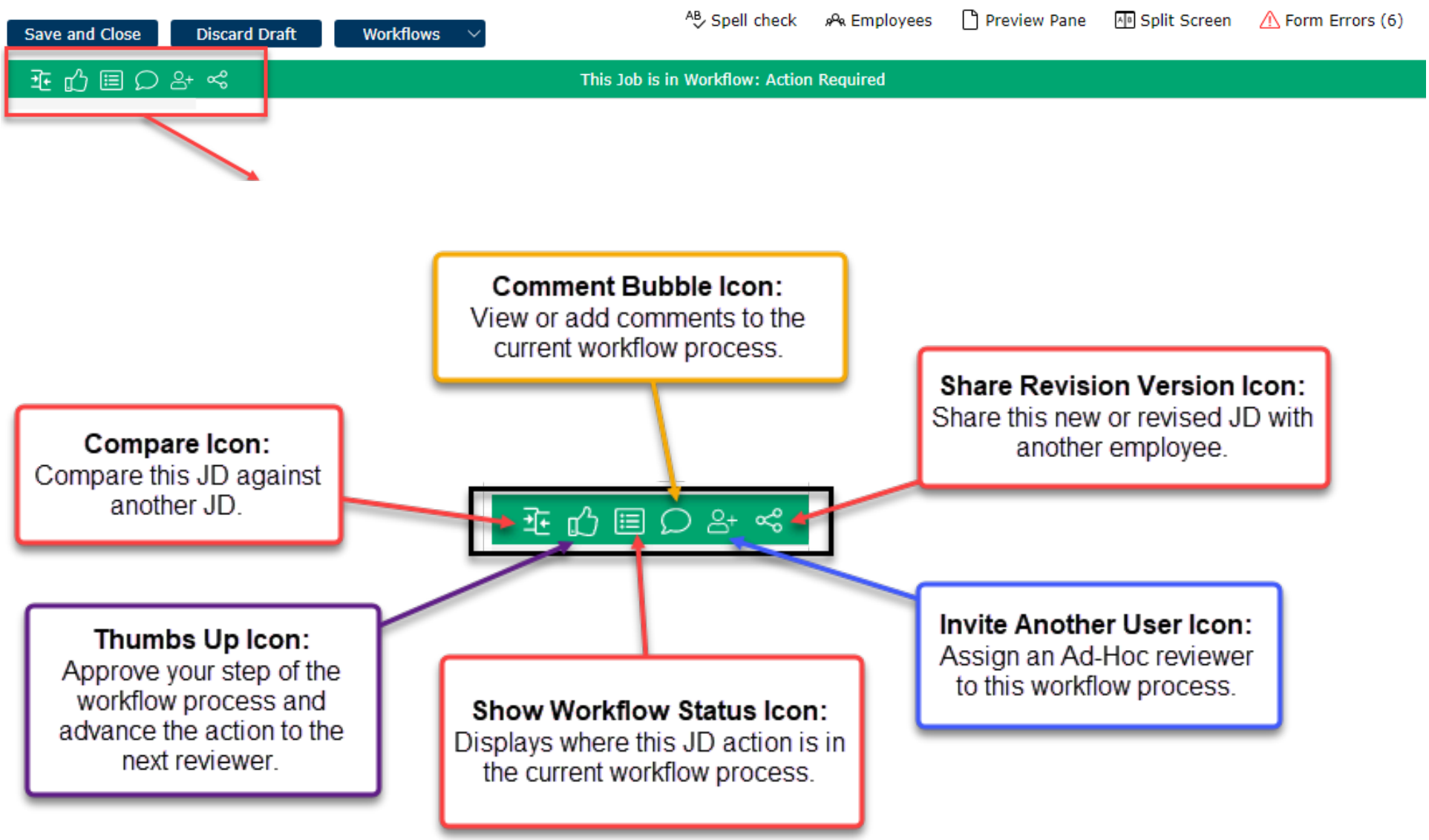
Finalize and Submit a Job Description to HR/Compensation



Workflow Screen Options

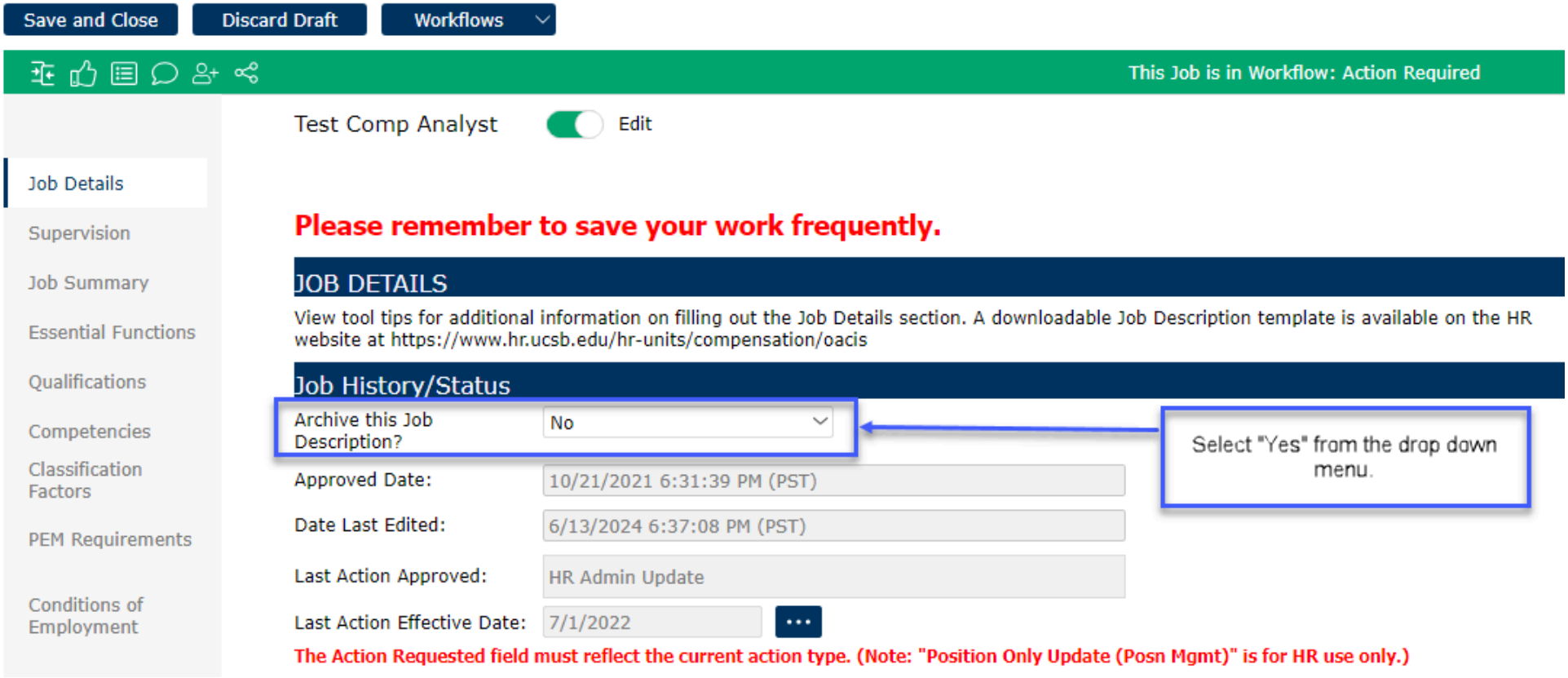


Green Workflow Tool Bar



Archiving a Job Description

- Follow the instructions to Revise a Job Description. On the Job Details section, select YES for the “Archive this Job Description” field.
- In the Action Justification section, indicate why you want to archive the job description.
- Click the thumbs-up button on the workflow toolbar to submit the job description to archives.
- If there are many required fields preventing you from archiving the JD, submit a ServiceNow ticket to Compensation to have them override the required fields and archive the JD for you.



Job Description (JD) Acknowledgement Process

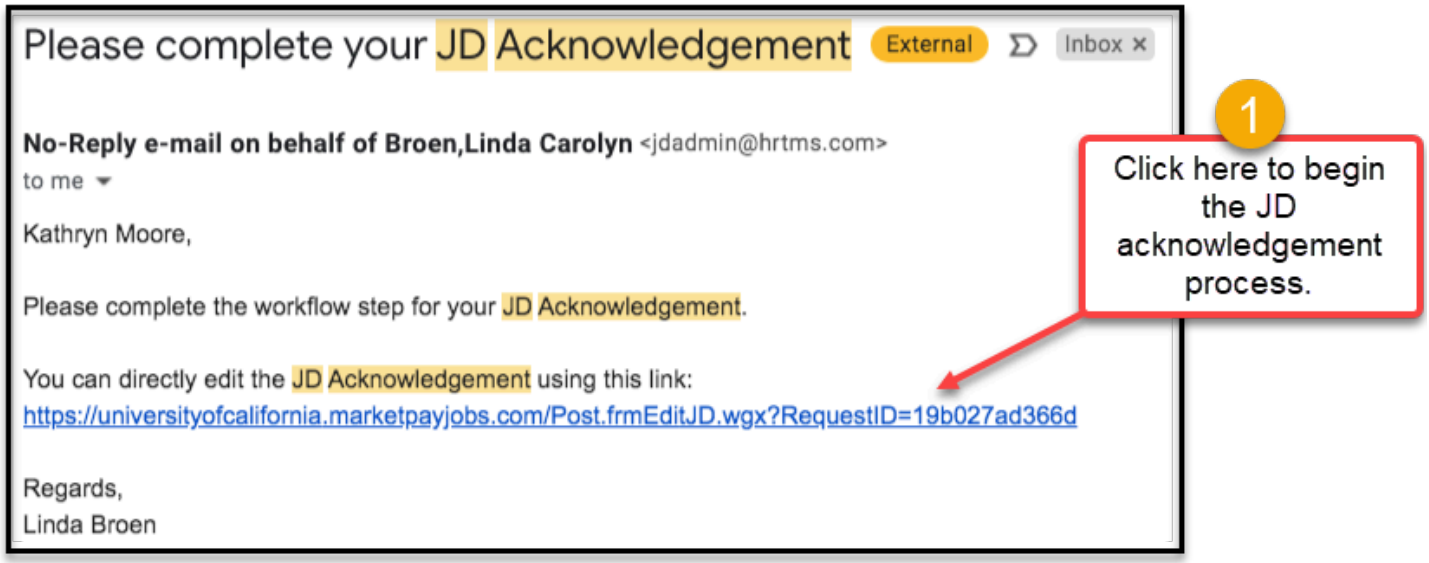
The **JD Acknowledgement** process is initiated when employees are newly hired, promoted to another position, reclassified, or have updates made to their job description.

The JD (Job Description) can be acknowledged in one of two ways.

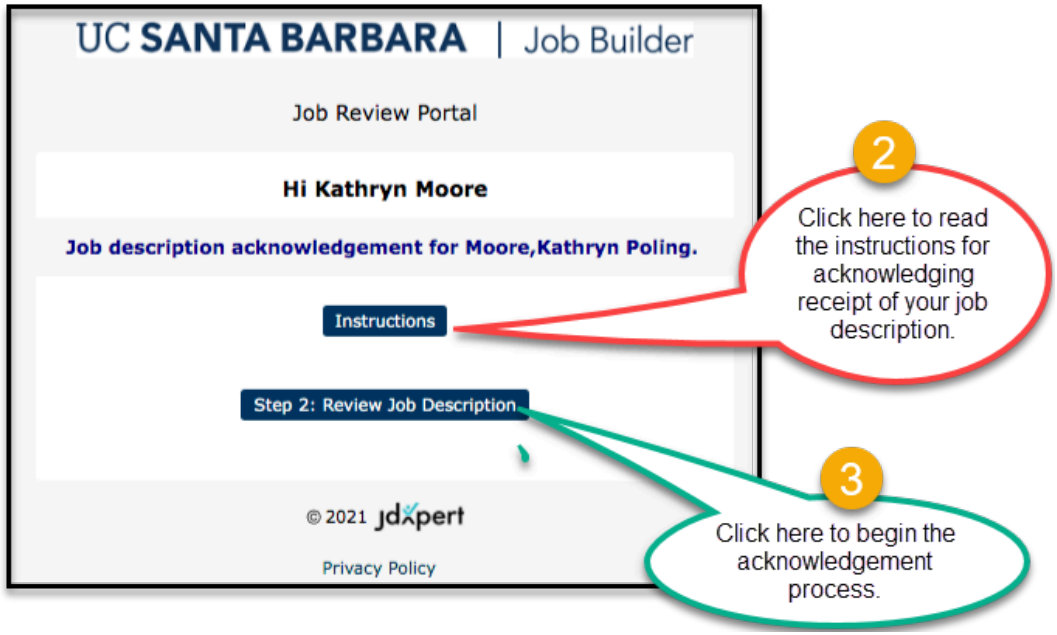
1. The first is by clicking on the link in the email that was sent after you were hired; and
2. The second is by logging into Job Builder.

Acknowledgement via the Email Link:

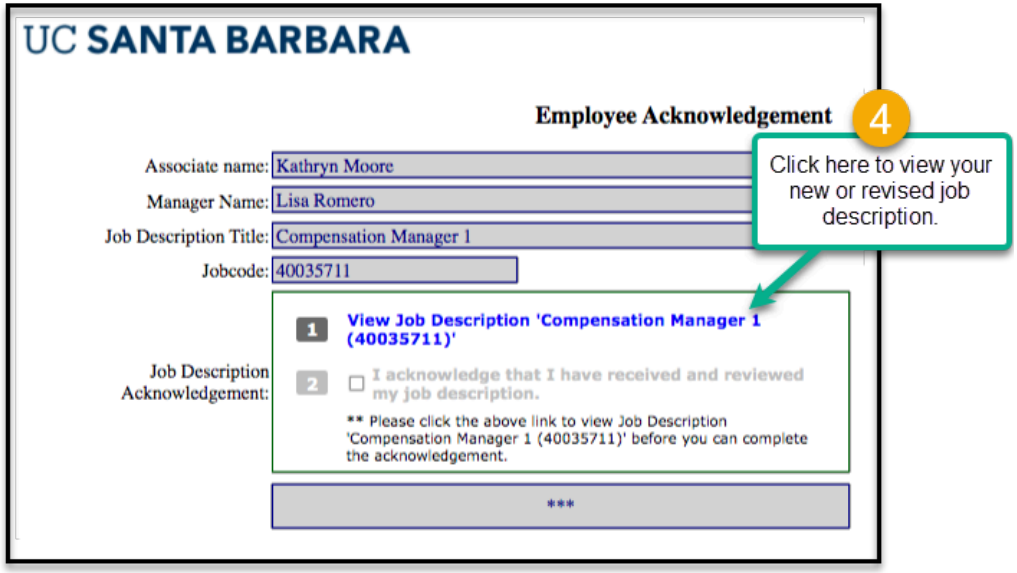
1. An email is automatically sent to the employee linked to the job description (see sample email below). When you receive a JD Acknowledgement email, start the process by clicking on the link in the email:



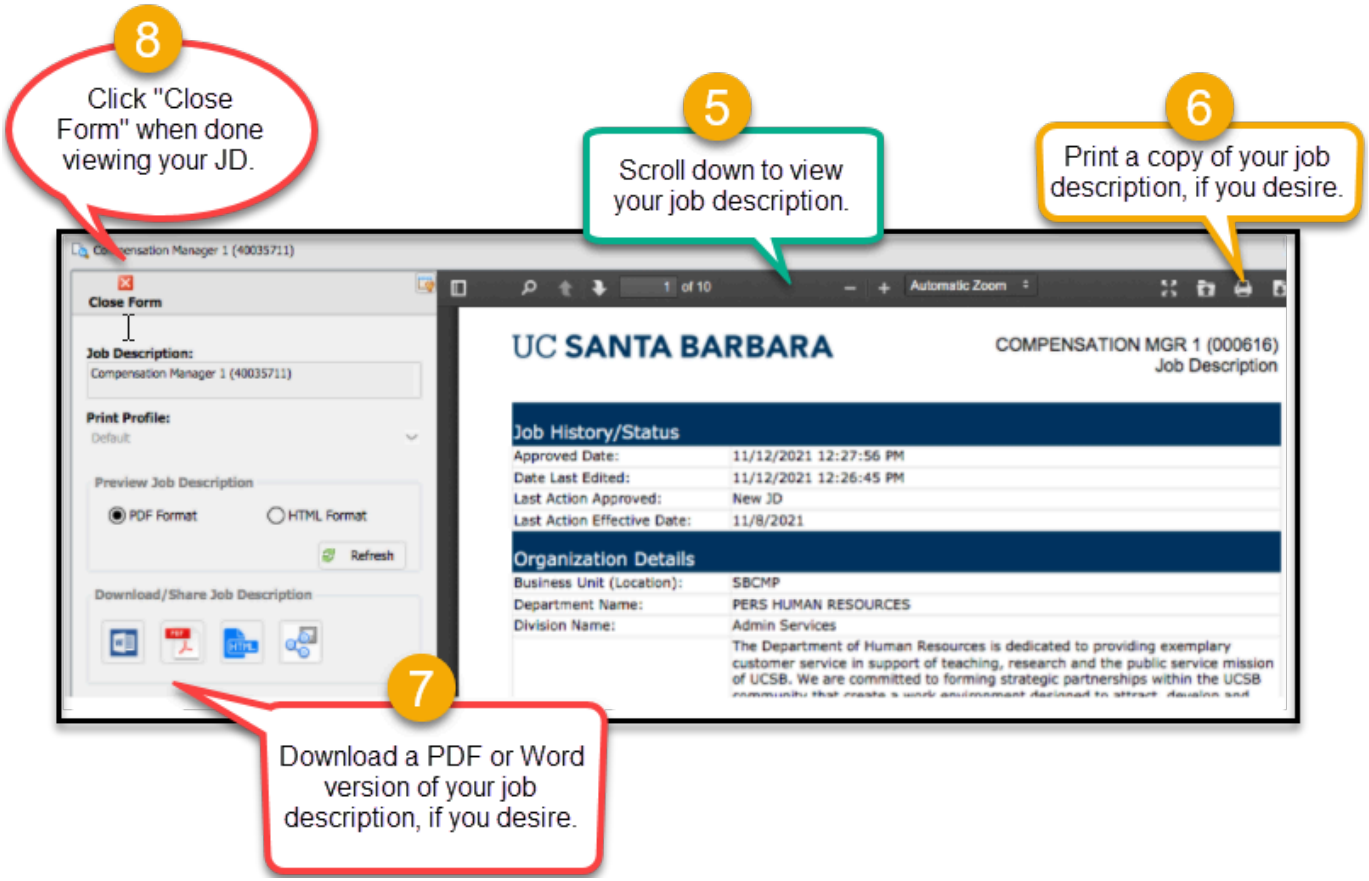
2. Read the instructions and then review your job description.



3. View your job description before acknowledging it.

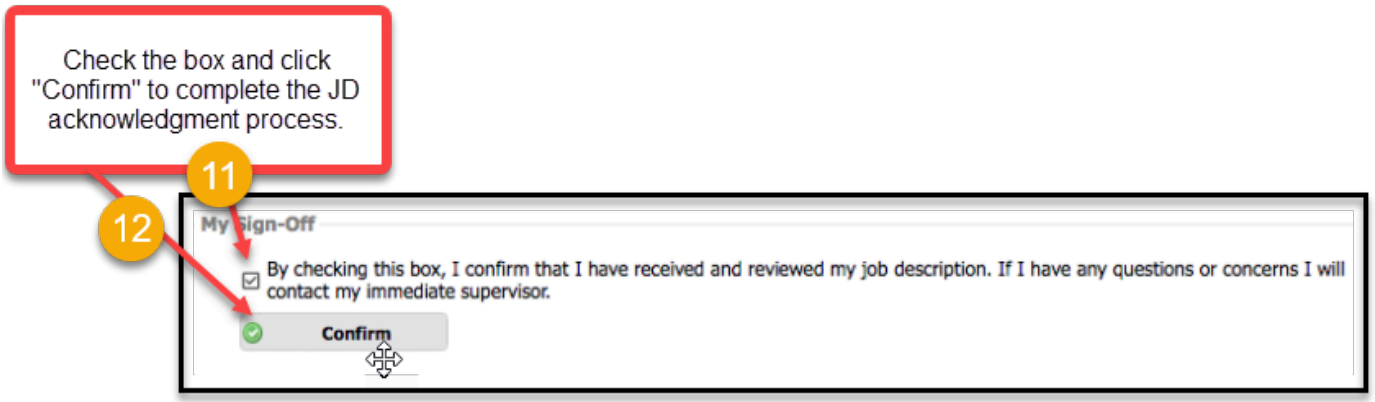


4. View, print and/or download your job description. Close the window when done.



5. Check the acknowledgement box and click on “Complete Workflow Step”:

6. Finalize the acknowledgement process by checking the box and clicking “Confirm”.

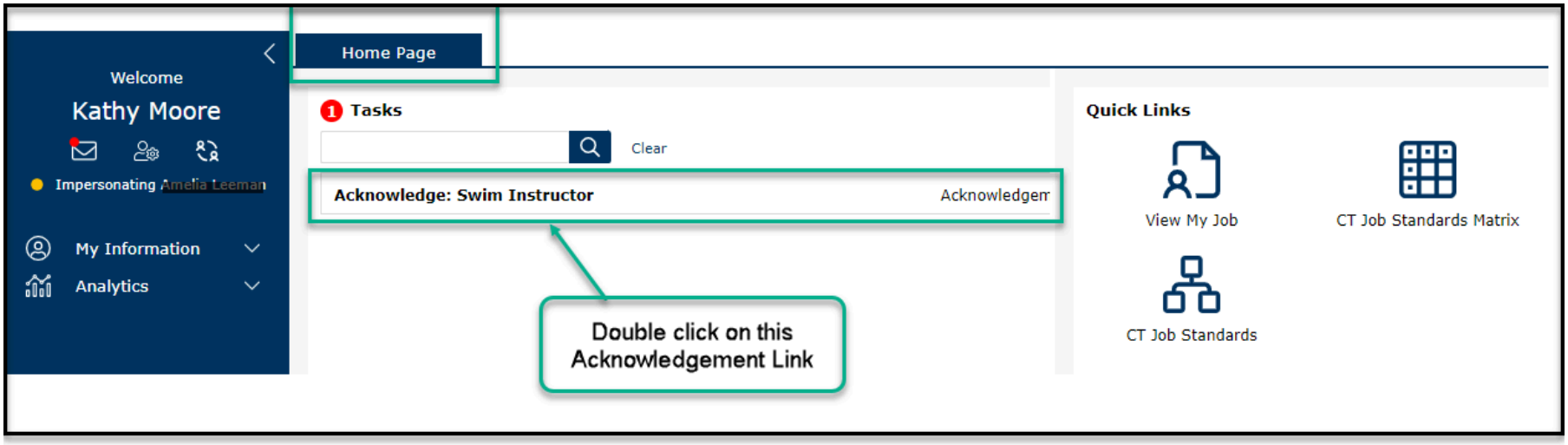
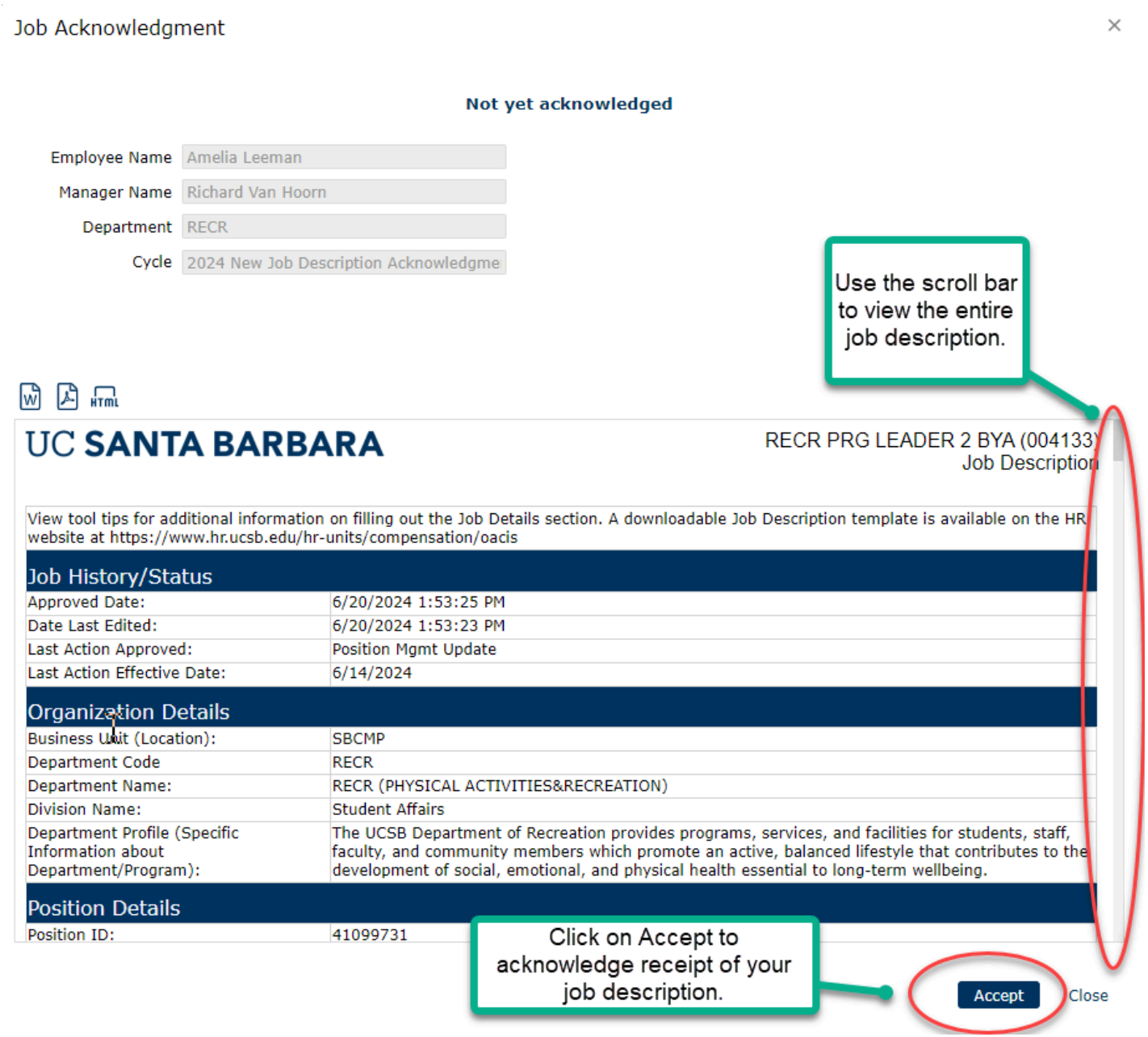


7. You no longer need to print out and sign your job description. The online acknowledgement process replaces the old process of wet-signing JDs.

Acknowledgement via Logging into Job Builder:

1. An employee can log into Job Builder to acknowledge receipt of their job description. Follow the instructions for logging in on page 3.

2. On the Home Page, double click on the Acknowledgement link.



3. Scroll through the job description to review it and then click on Accept to acknowledge receipt of the JD.