UC SANTA BARBARA | Job Builder

Rev July 2024

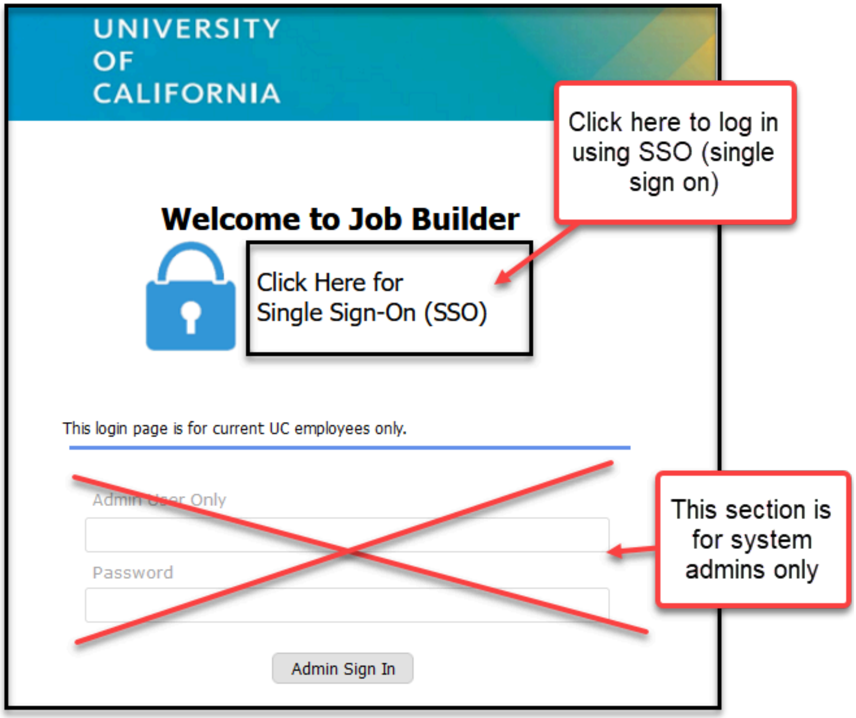
Job Builder User Guide - Submitter/Preparer

Table of contents is dynamic - click on a topic and it will take you directly there.

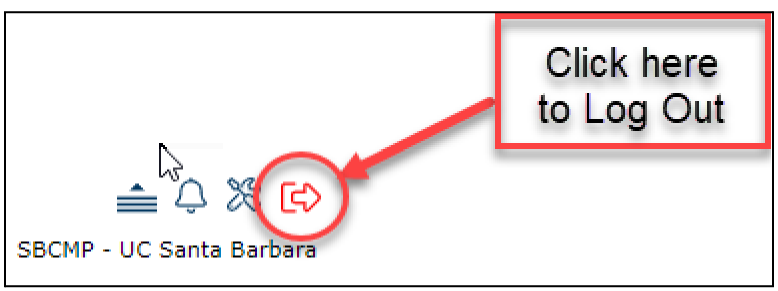
Log In / Log Out

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

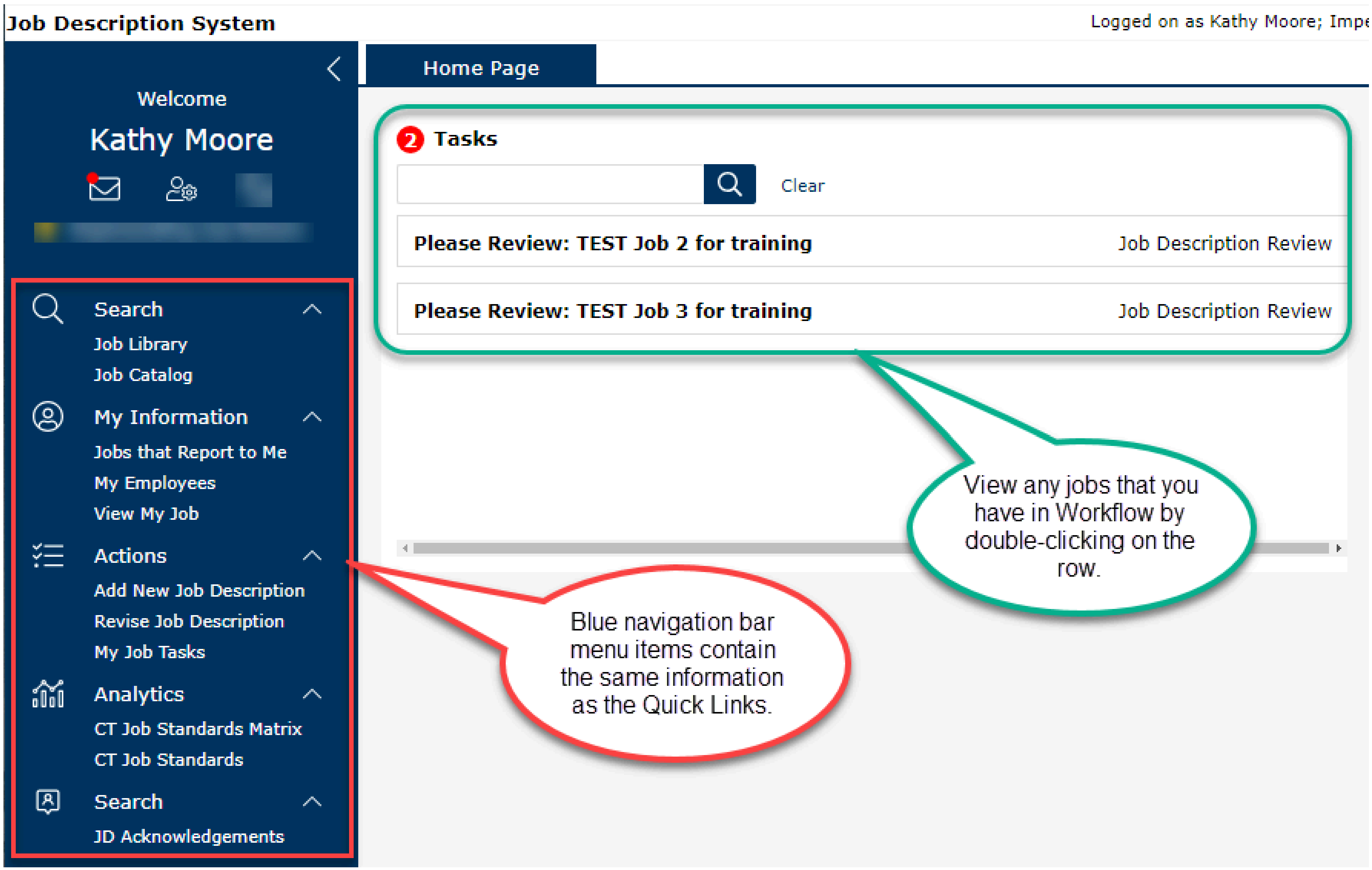
1. Log In to Job Builder:



2. Log Out of Job Builder:

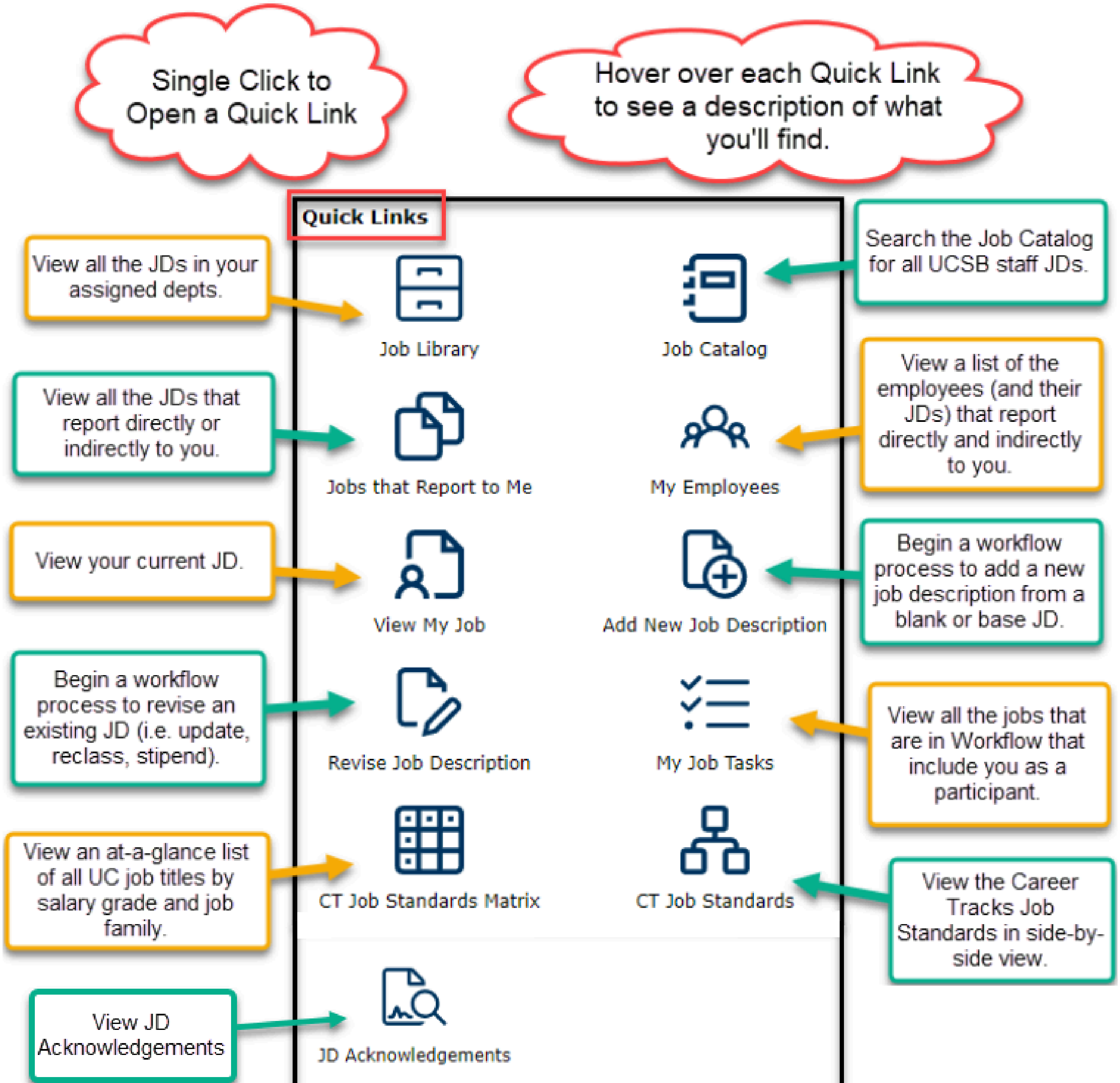


Home Page Navigation



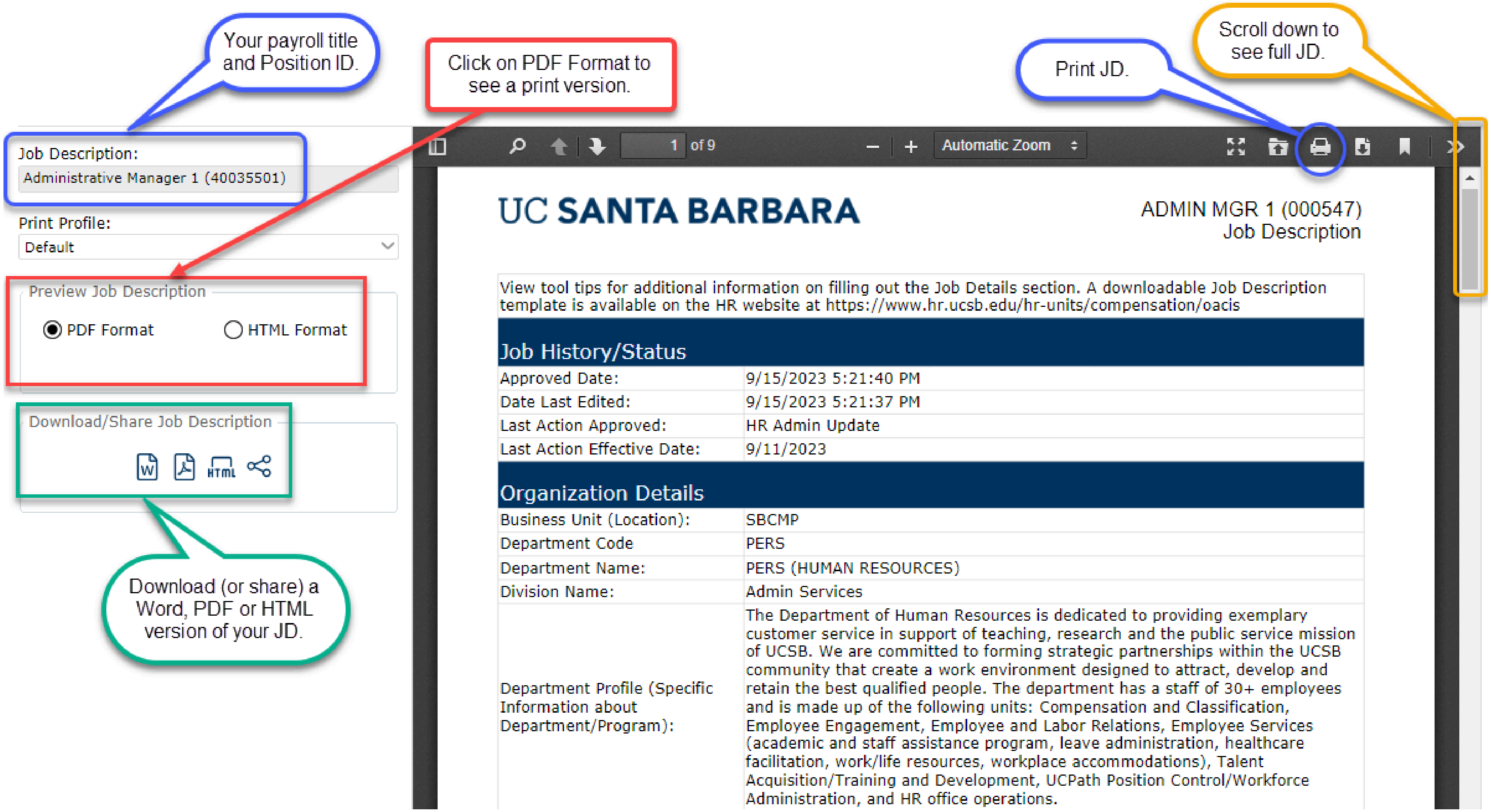
Quick Links

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



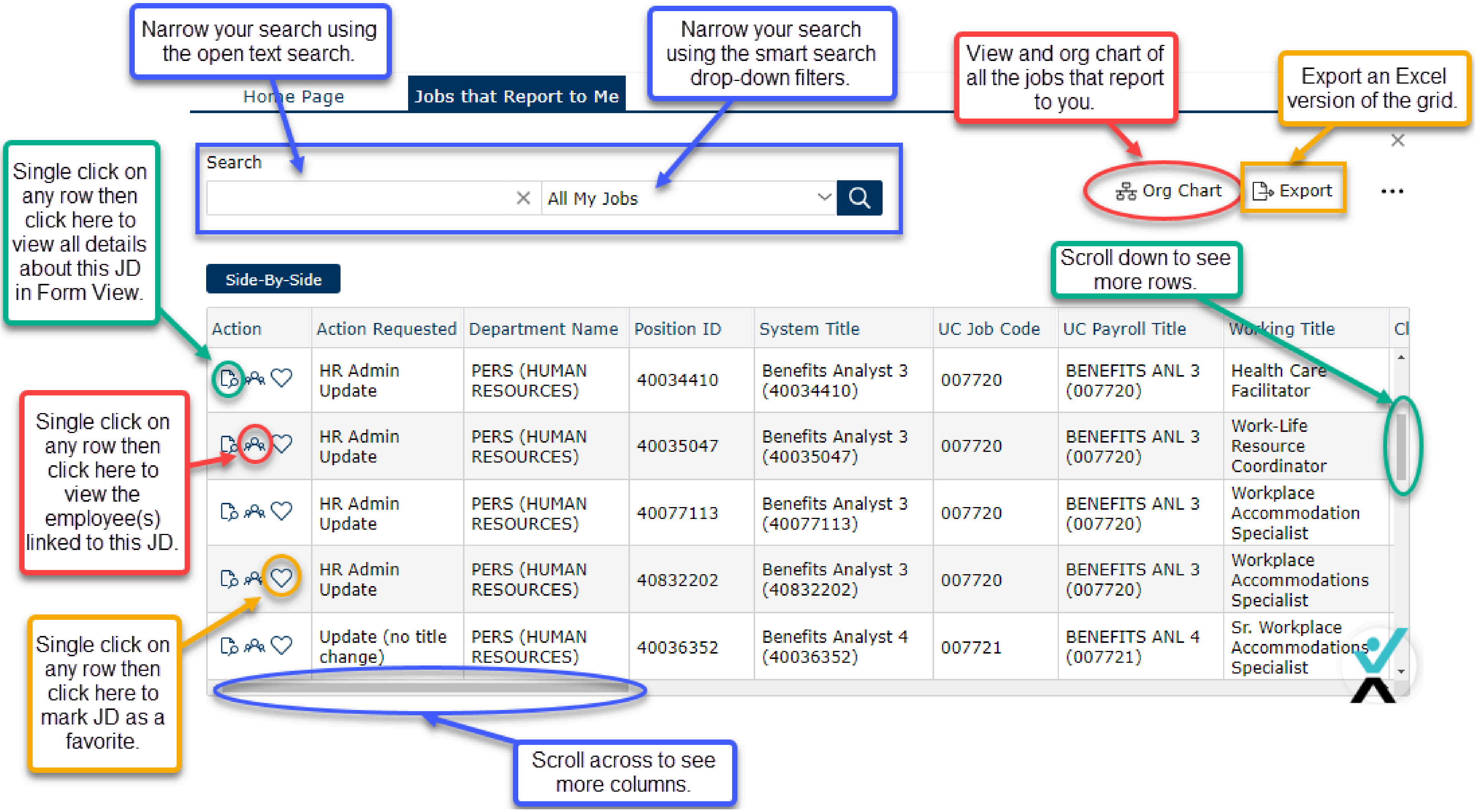
View My Job

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



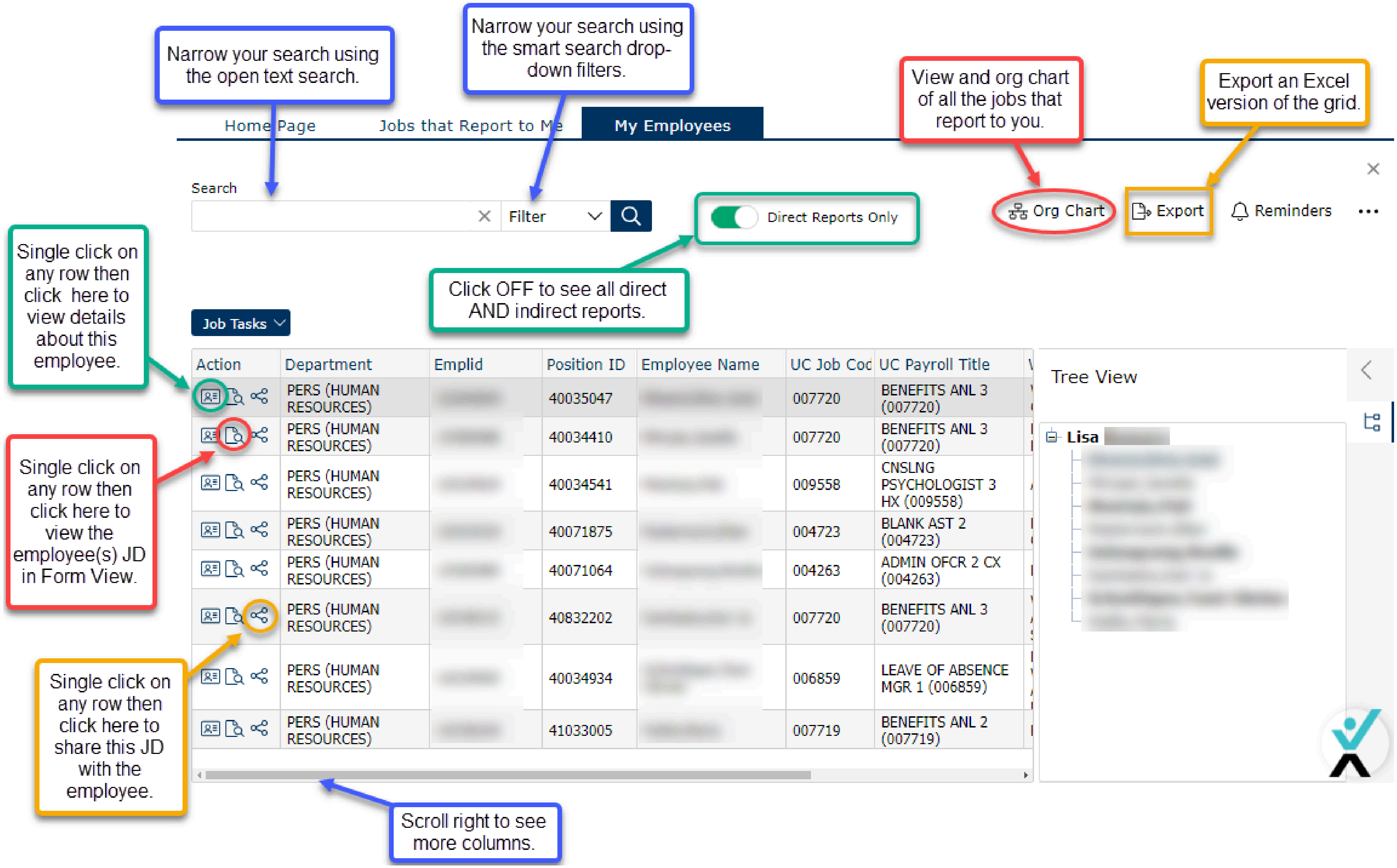
Jobs that Report to Me

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



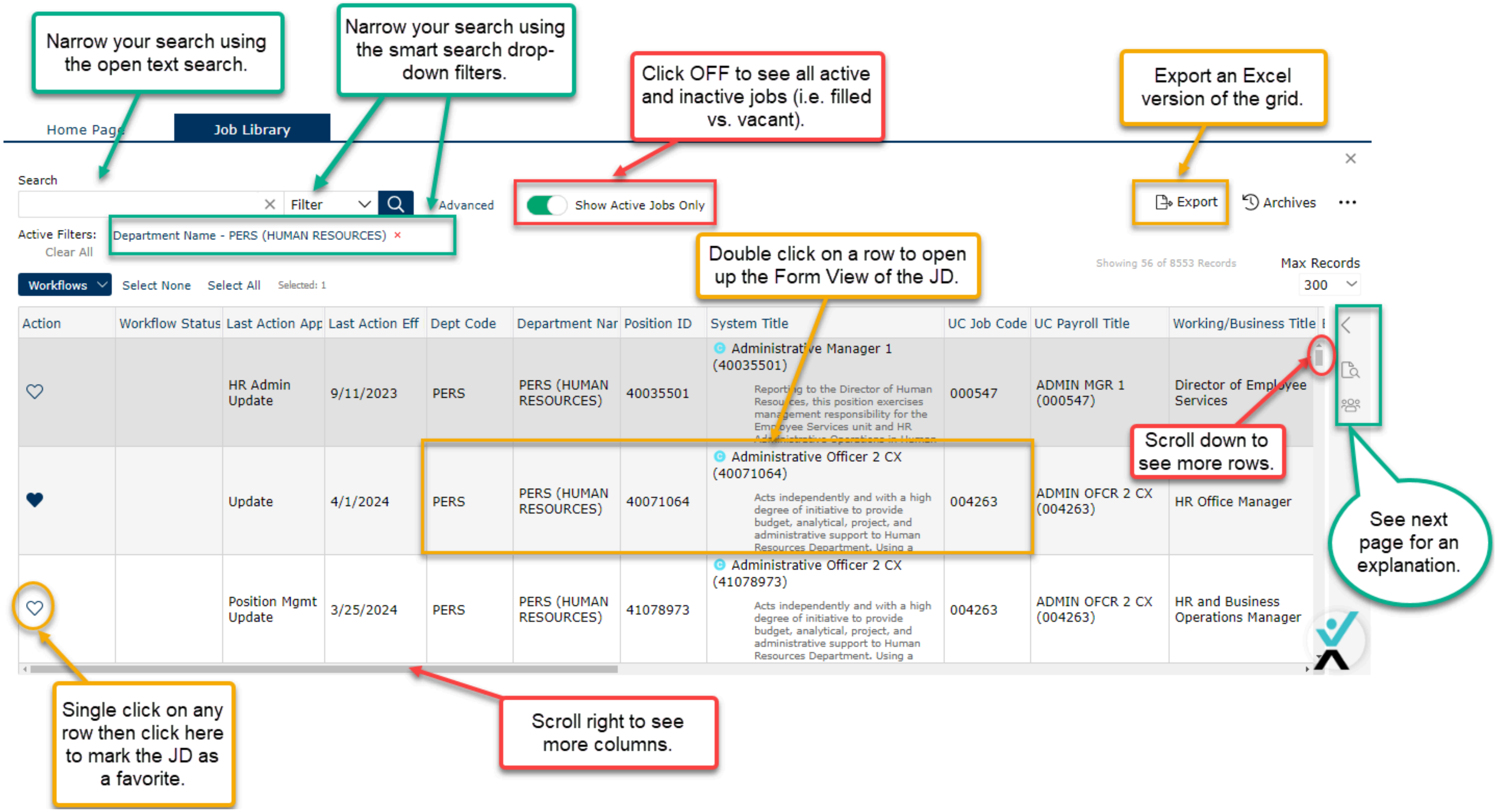
My Employees

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

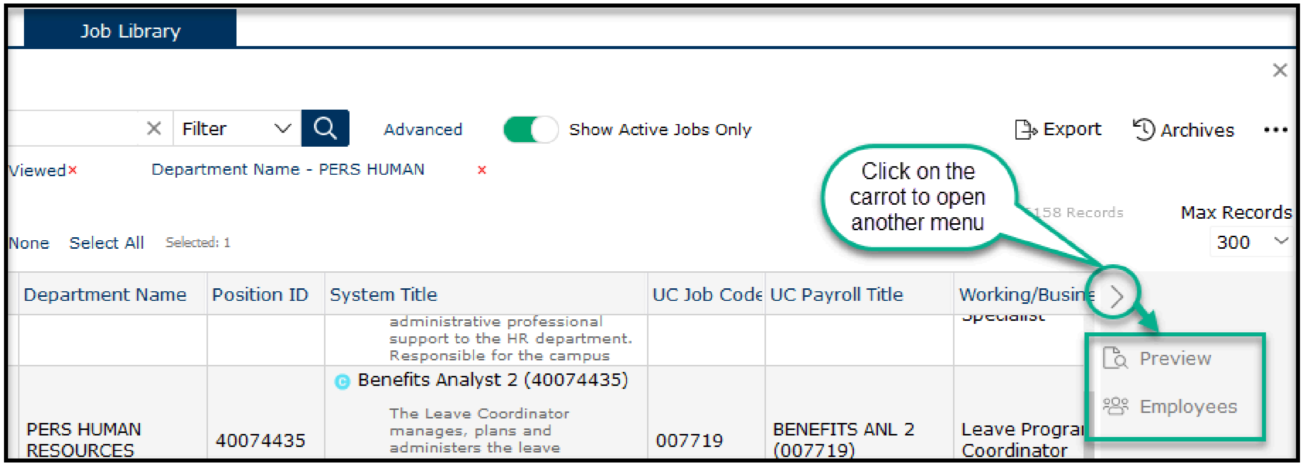


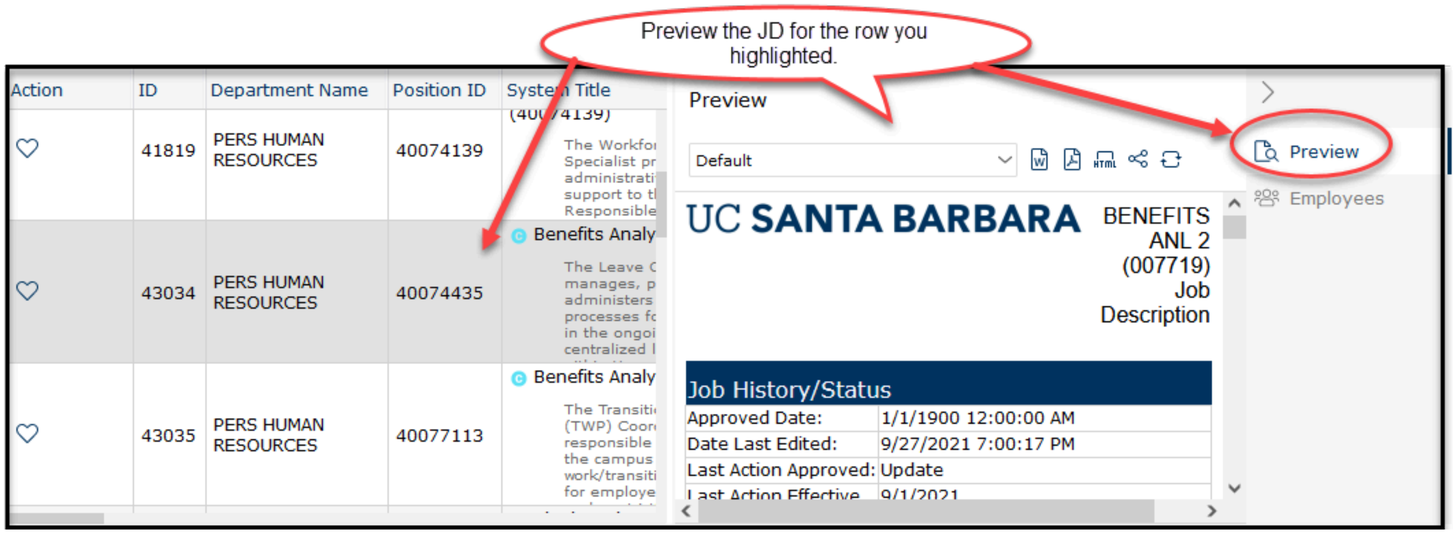
Job Library - Part 1

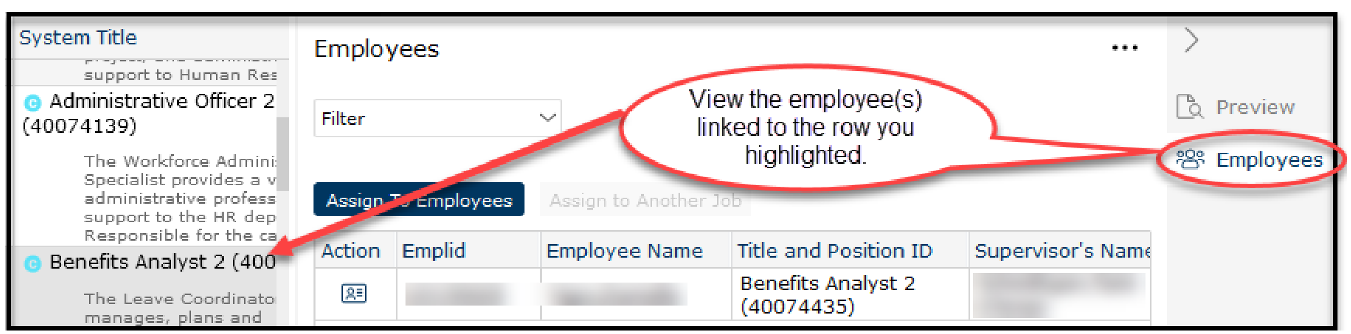
1. The Job Library lists all the job descriptions in your assigned departments.



Job Library - Part 2

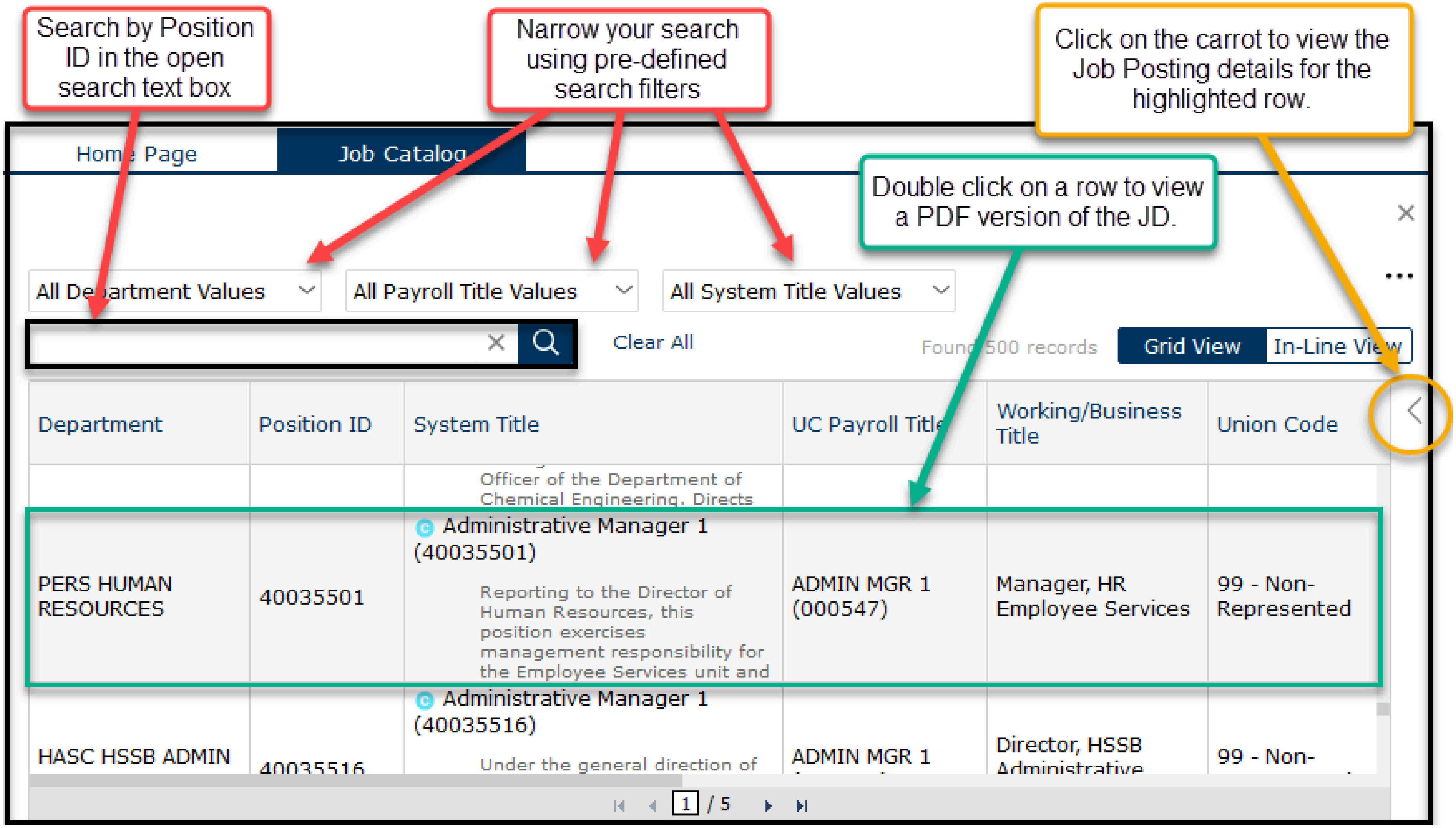






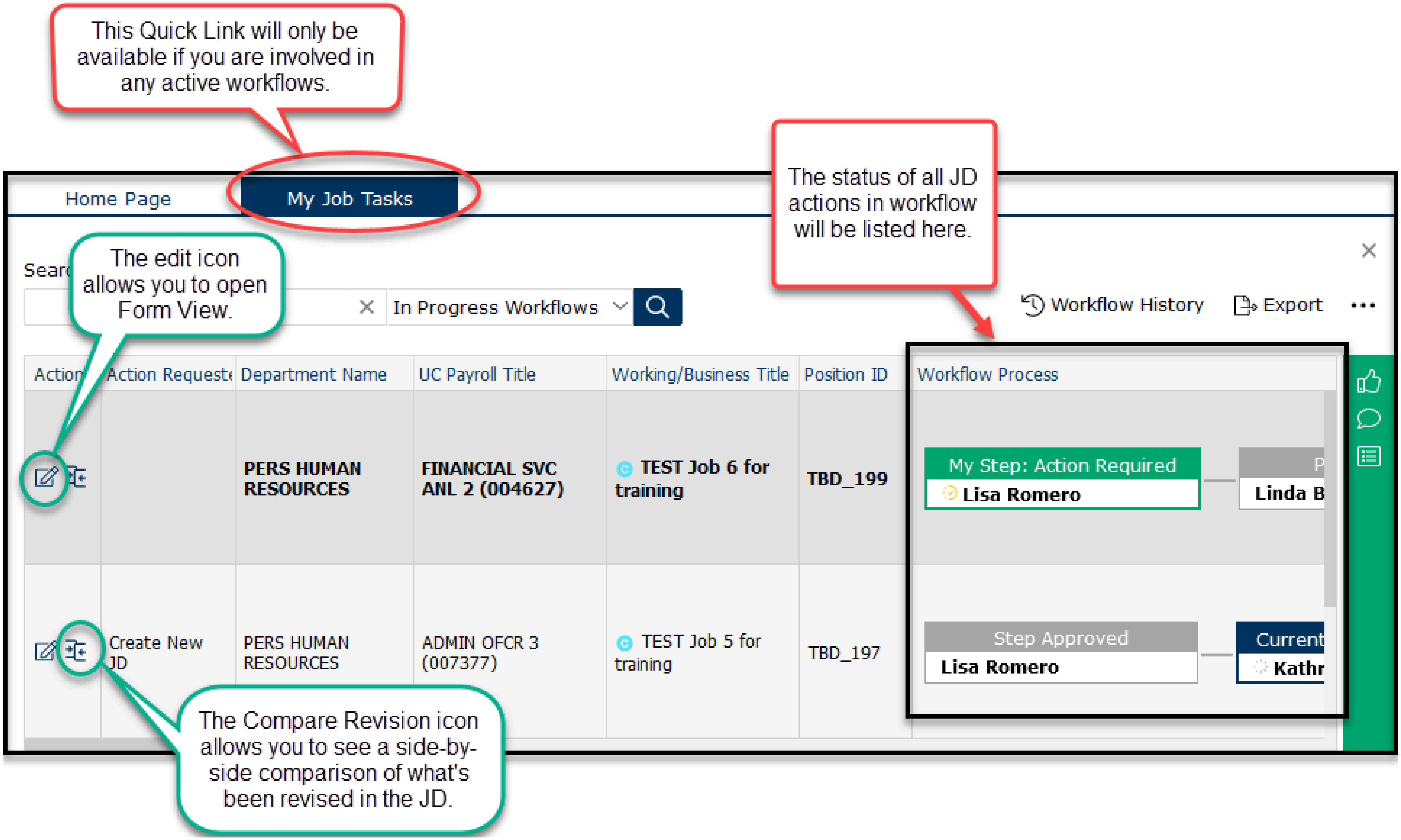
Job Catalog

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



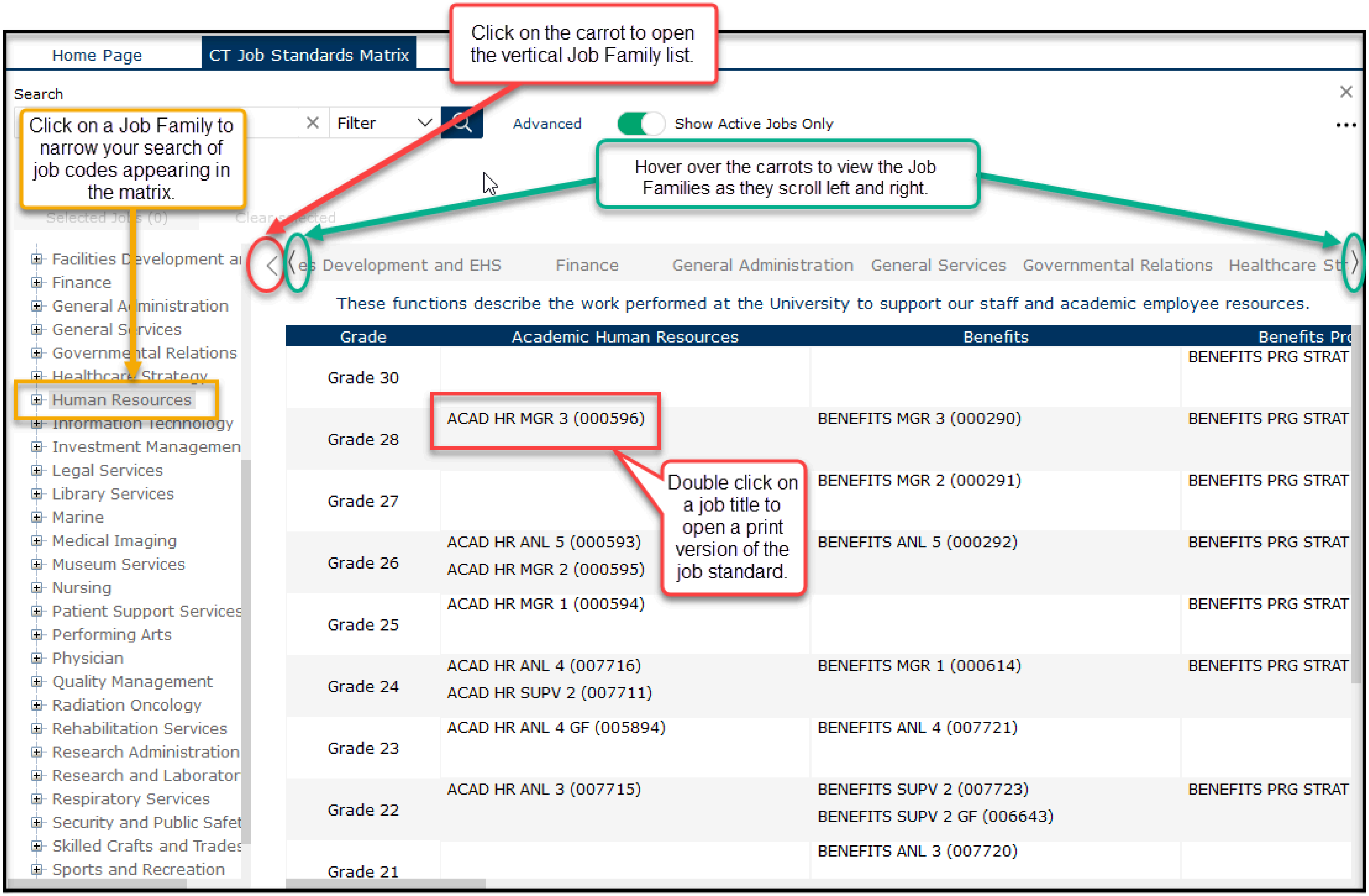
My Job Tasks

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.).



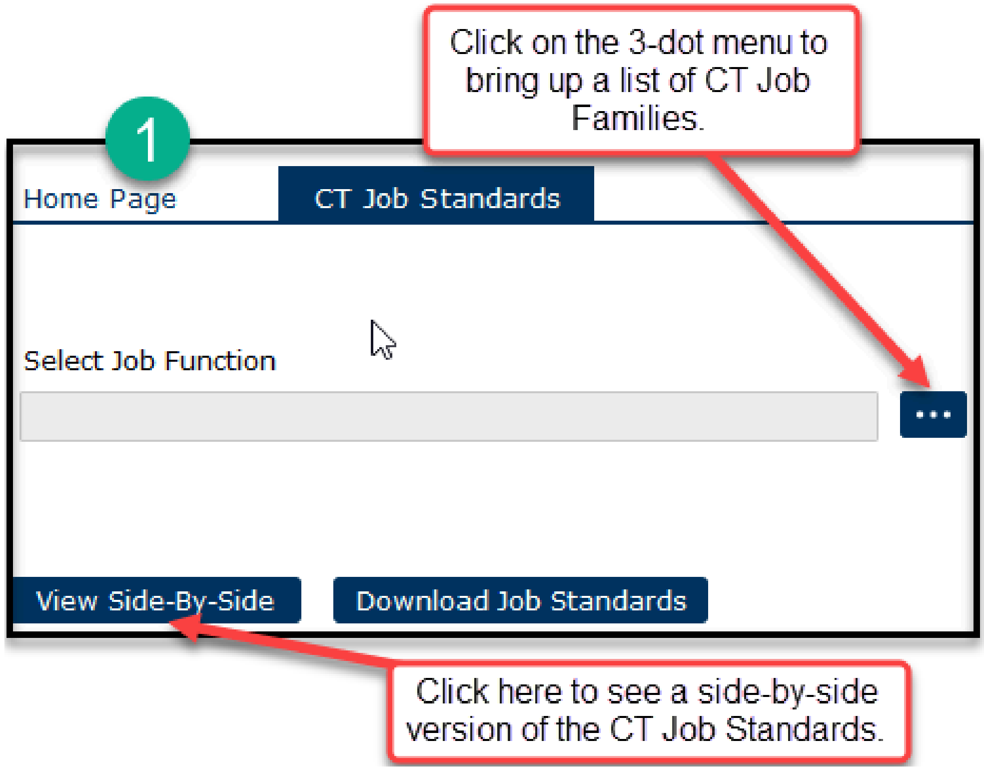
CT Job Standards Matrix

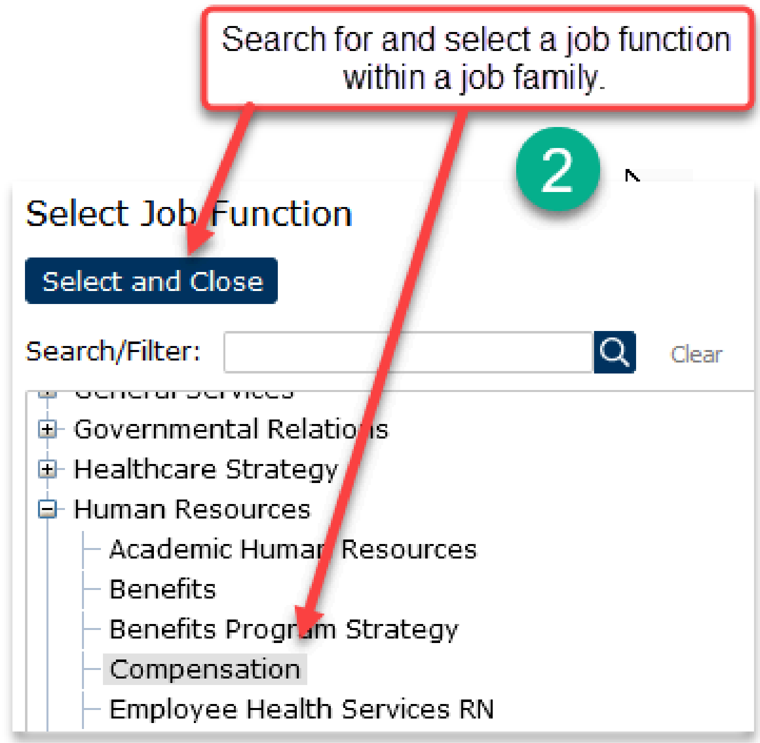
1. View an at-a-glance matrix of all the UC job titles by salary grade and job family.



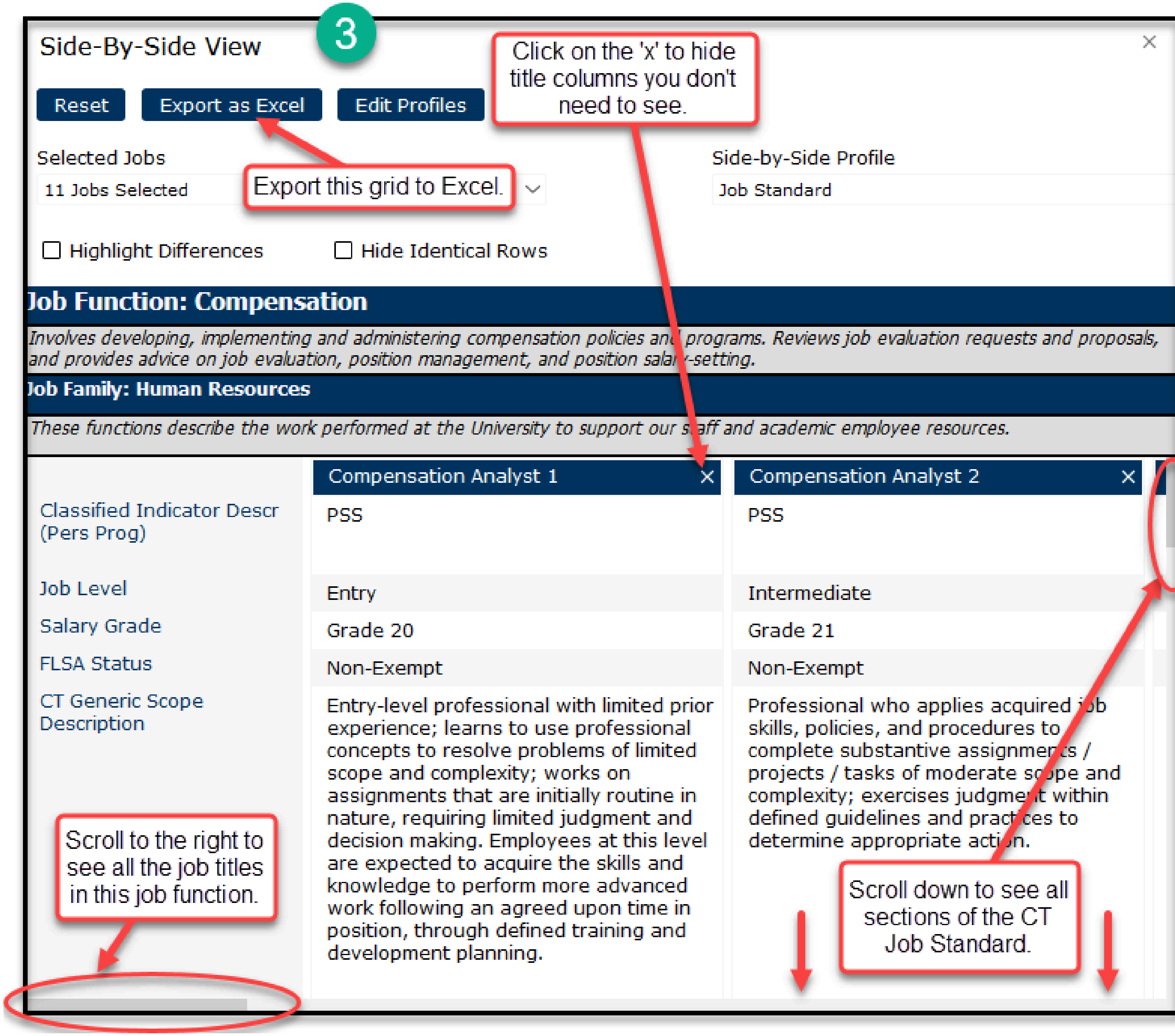
CT Job Standards

1. View or download the CT Job Standards.



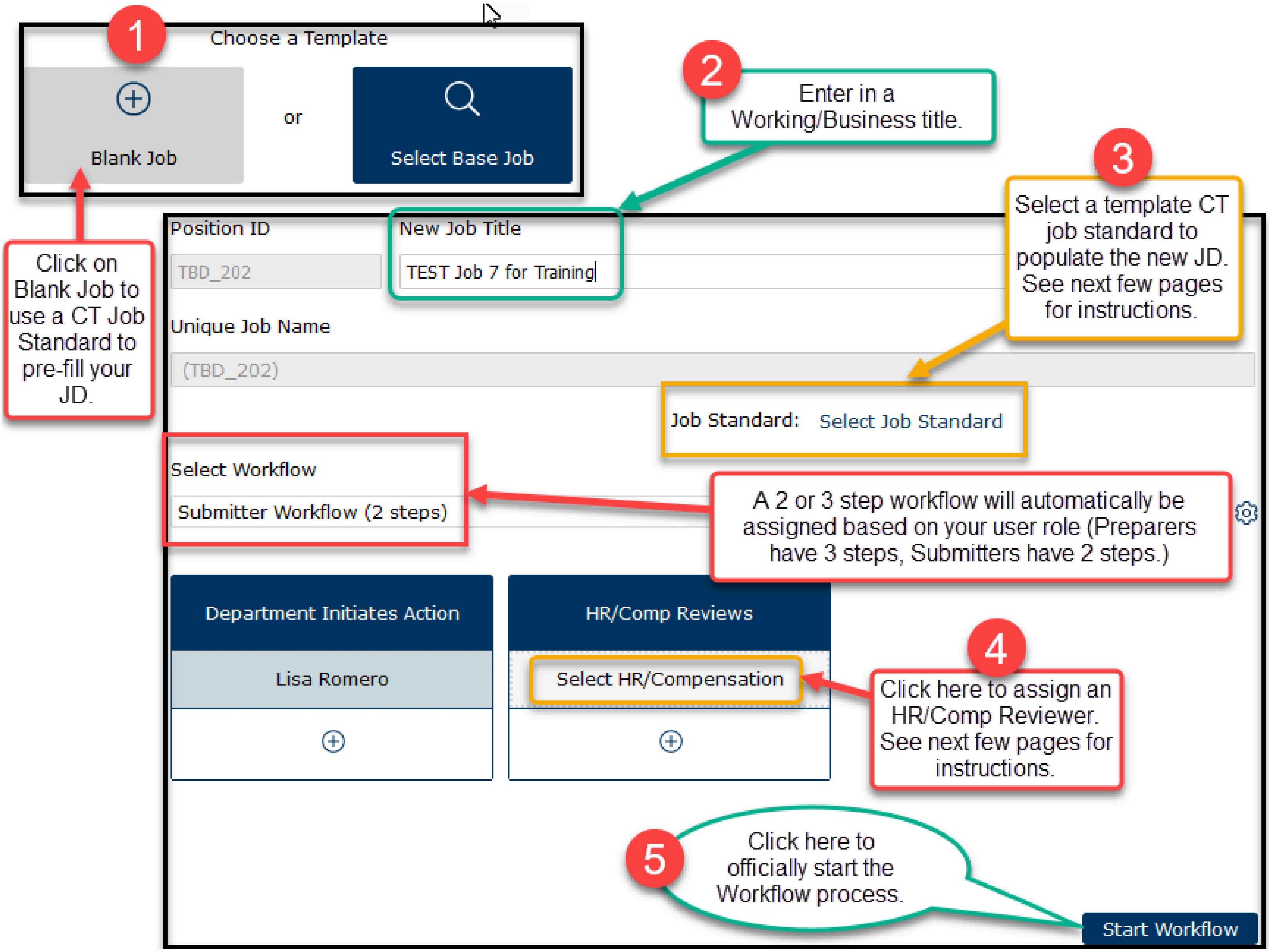


CT Job Standards (continued)



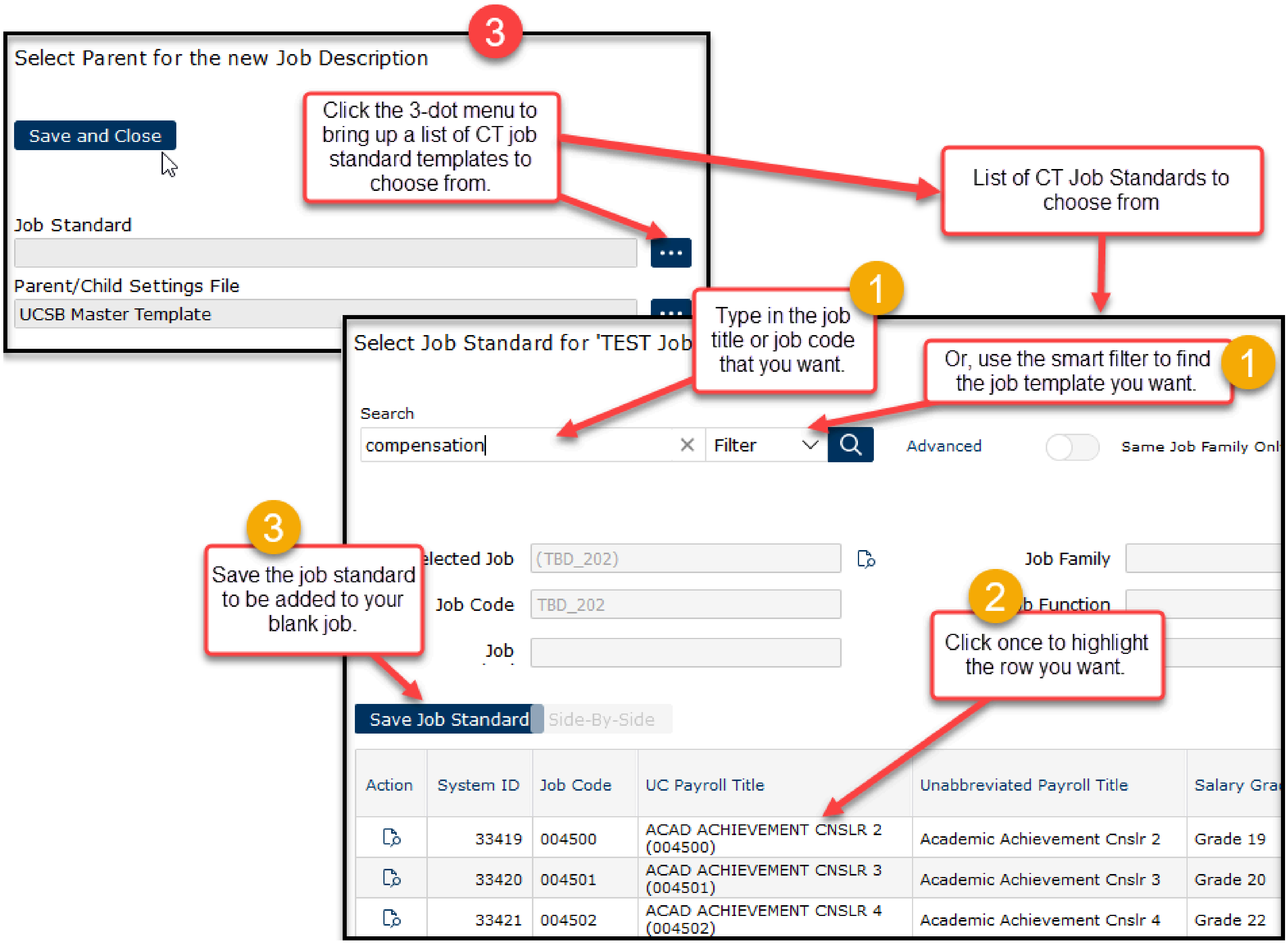
Add a New Job Description (Create New JD)

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)

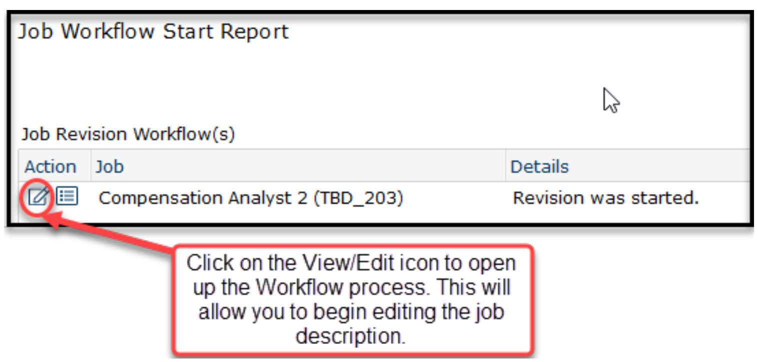
1. This is a continuation of #3 above - select the Job Standard template.



Add a New Job Description - Blank Job (continued)

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

Emplid	Employee Name	Reports To	Is JD Manager?	Is Indirect Mgr?	Is JD Admin?	Is J
10039591	Broen,Linda Carolyn	Moore,Kathryn Poling	False	False	True	Fals
10080169	Dittman,Andrea	Moore,Kathryn Poling	False	False	False	Fals
10260836	Fudge,Anna Katherine	Moore,Kathryn Poling	False	False	False	Fals
10072173	Hudgens,Deborah Lynn	Moore,Kathryn Poling	False	False	False	Fals
10071707	Ibach,John Thomas	Moore,Kathryn Poling	False	False	False	Fals
10037304	Moore,Kathryn Poling	Romero,Lisa G	False	False	True	Fals

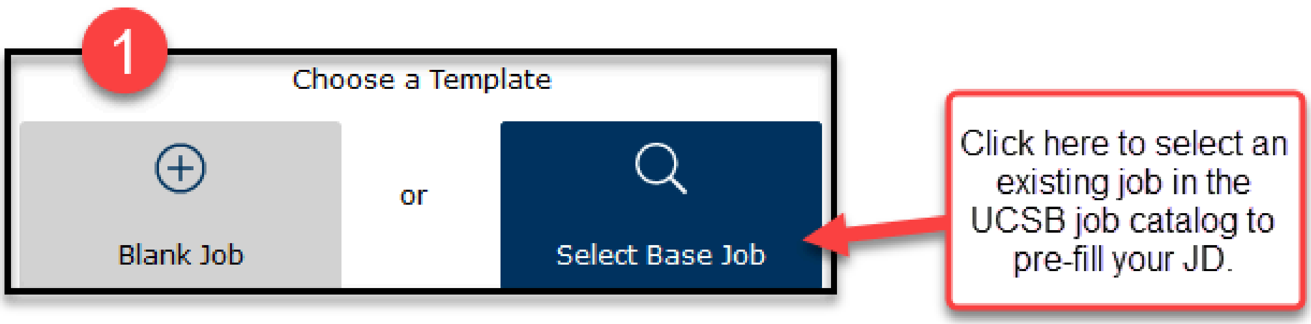


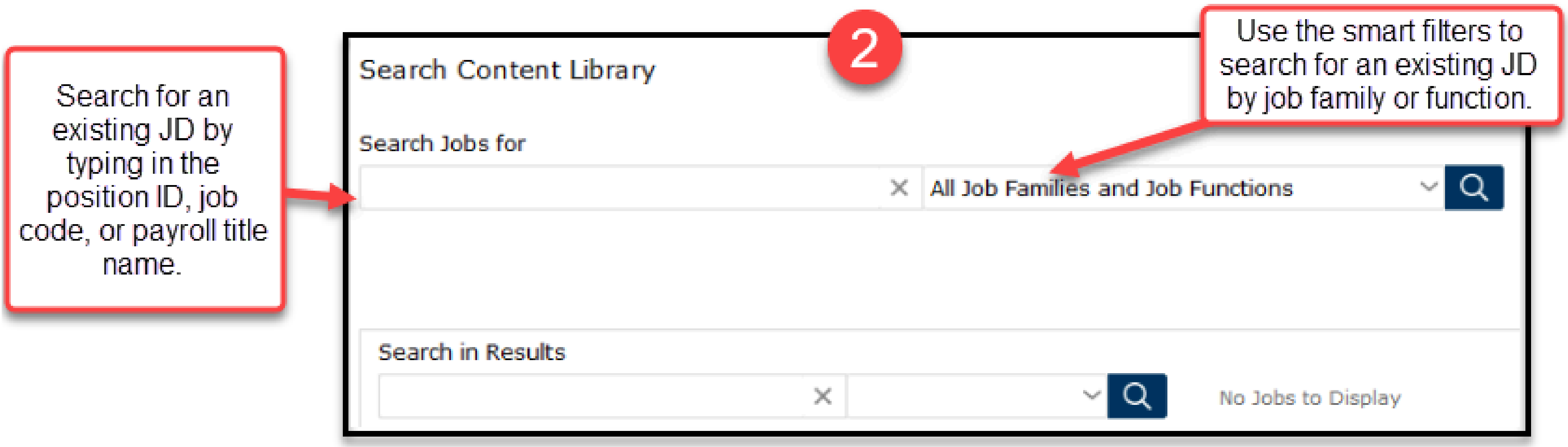
Action	Job	Details
	Compensation Analyst 2 (TBD_203)	Revision was started.

----> Skip to Job Description Workflow Process

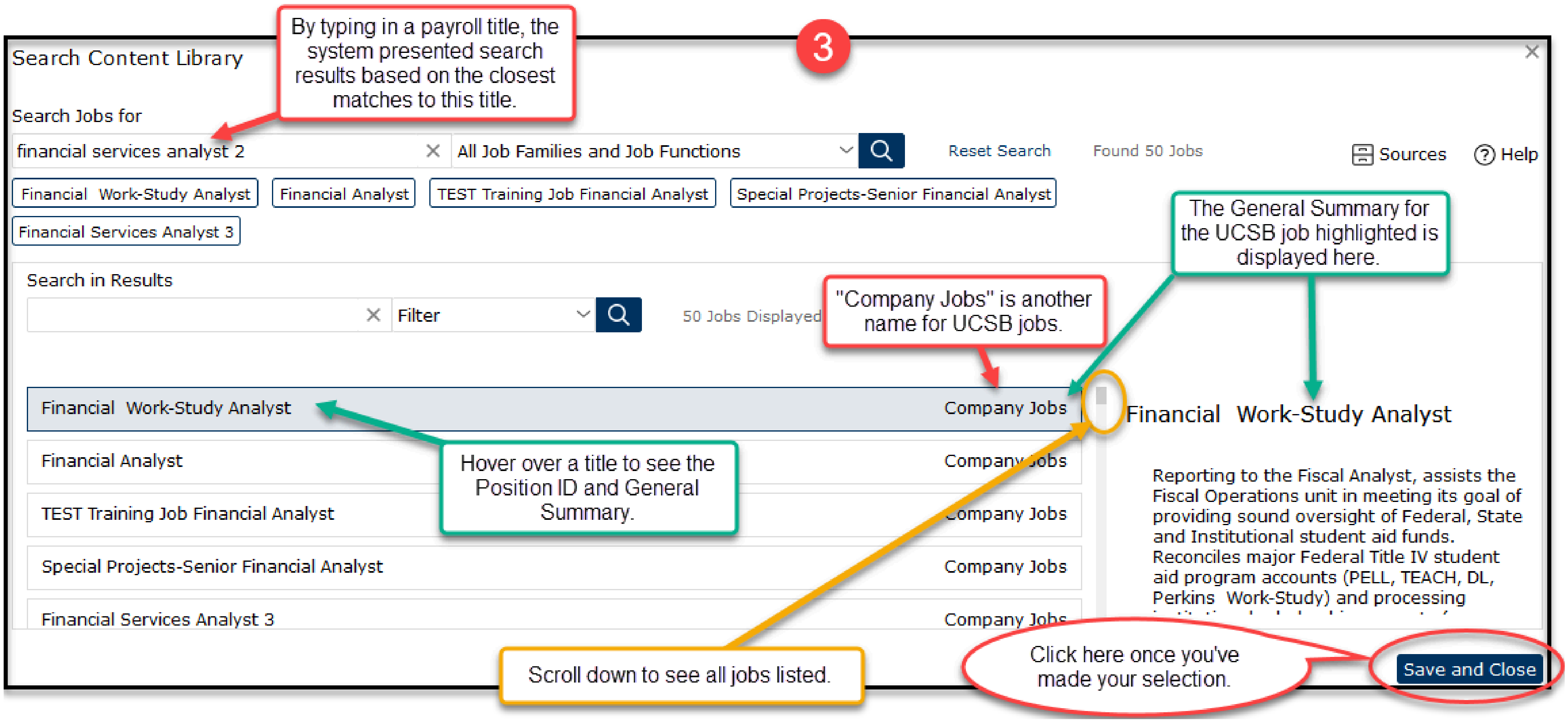
Add a New Job Description - Base Job

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.

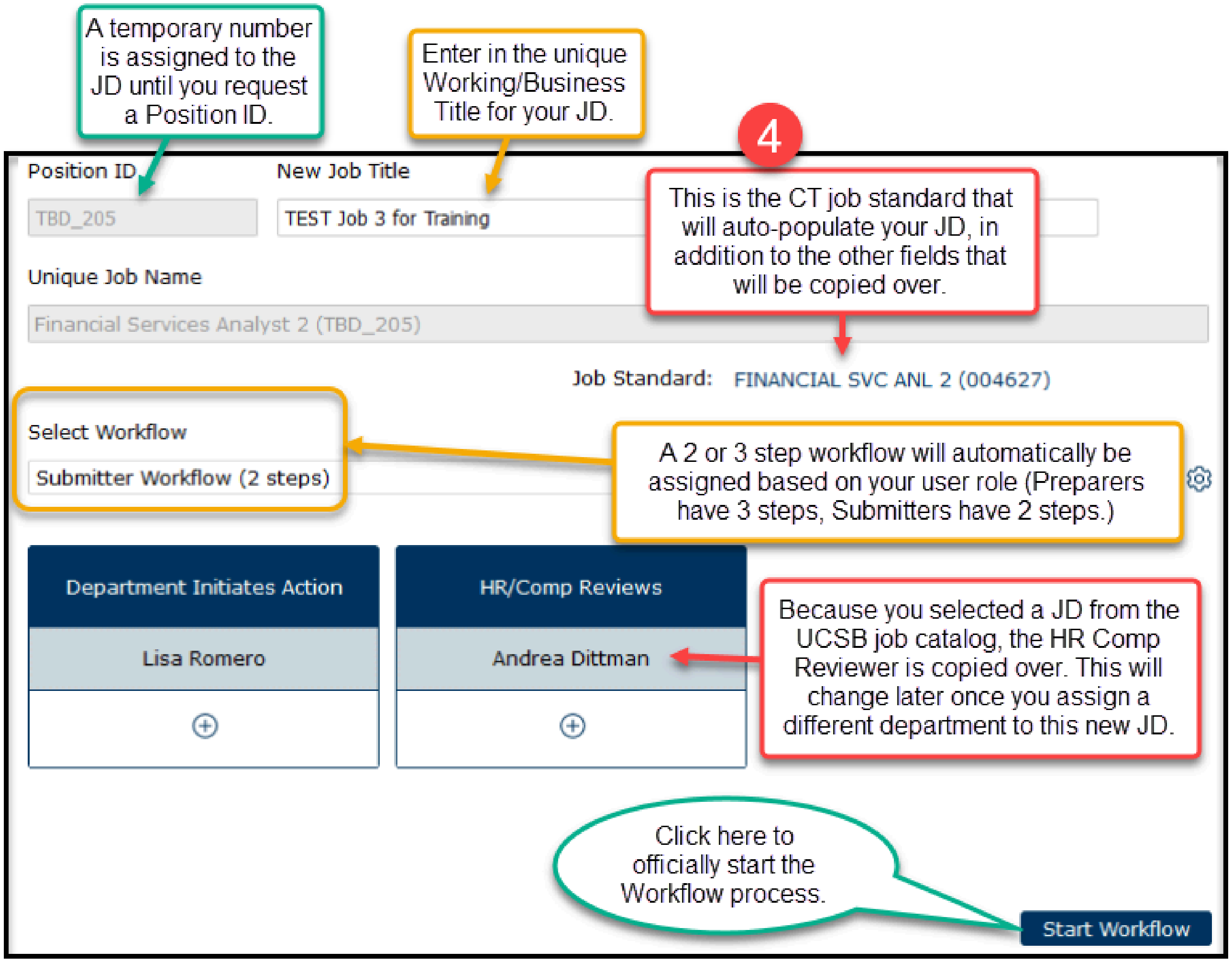


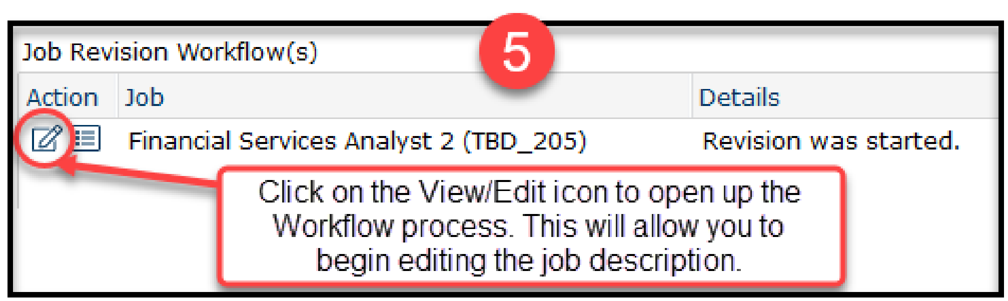


Add a New Job Description - Base Job (continued)



Add a New Job Description - Base Job (continued)

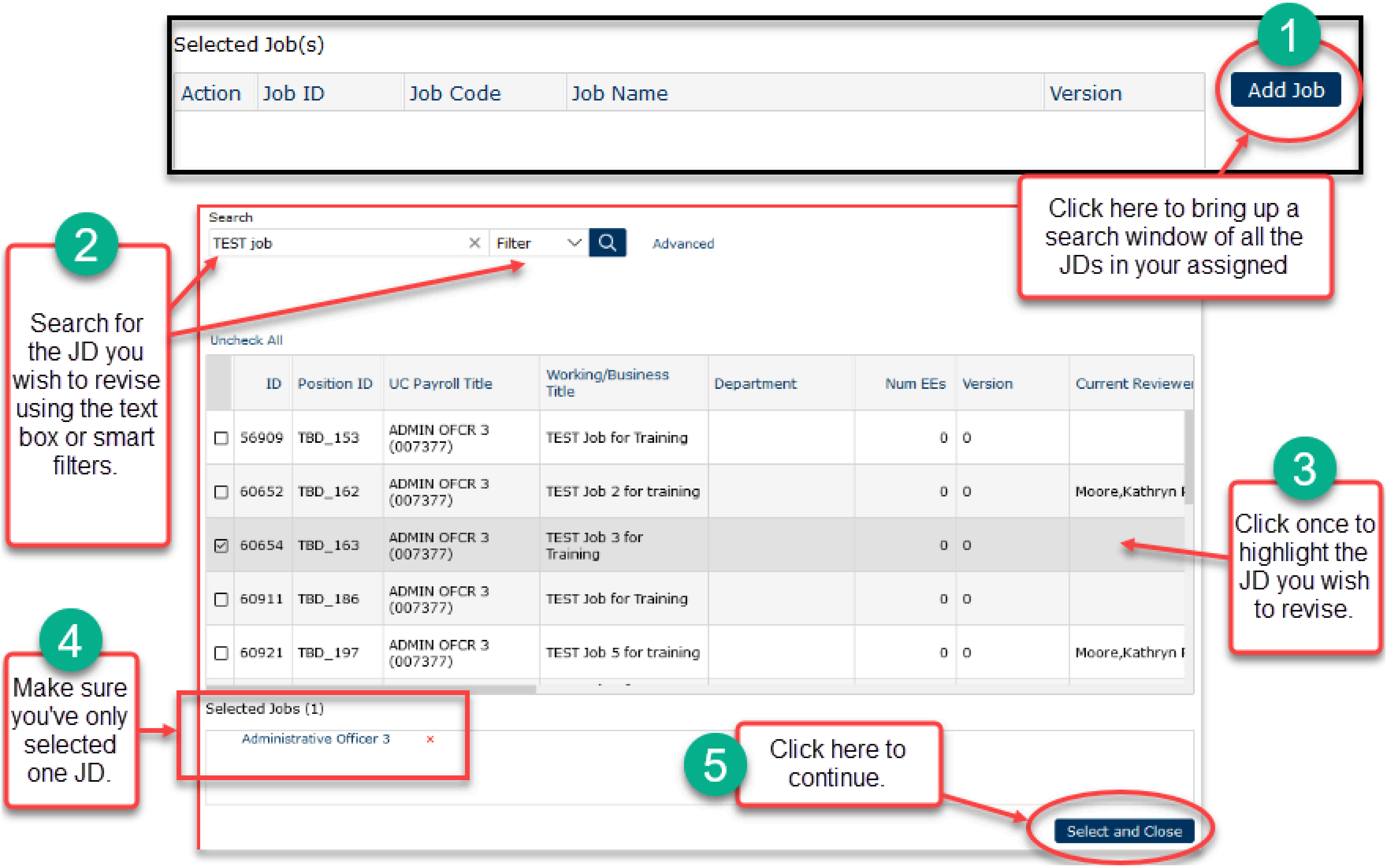




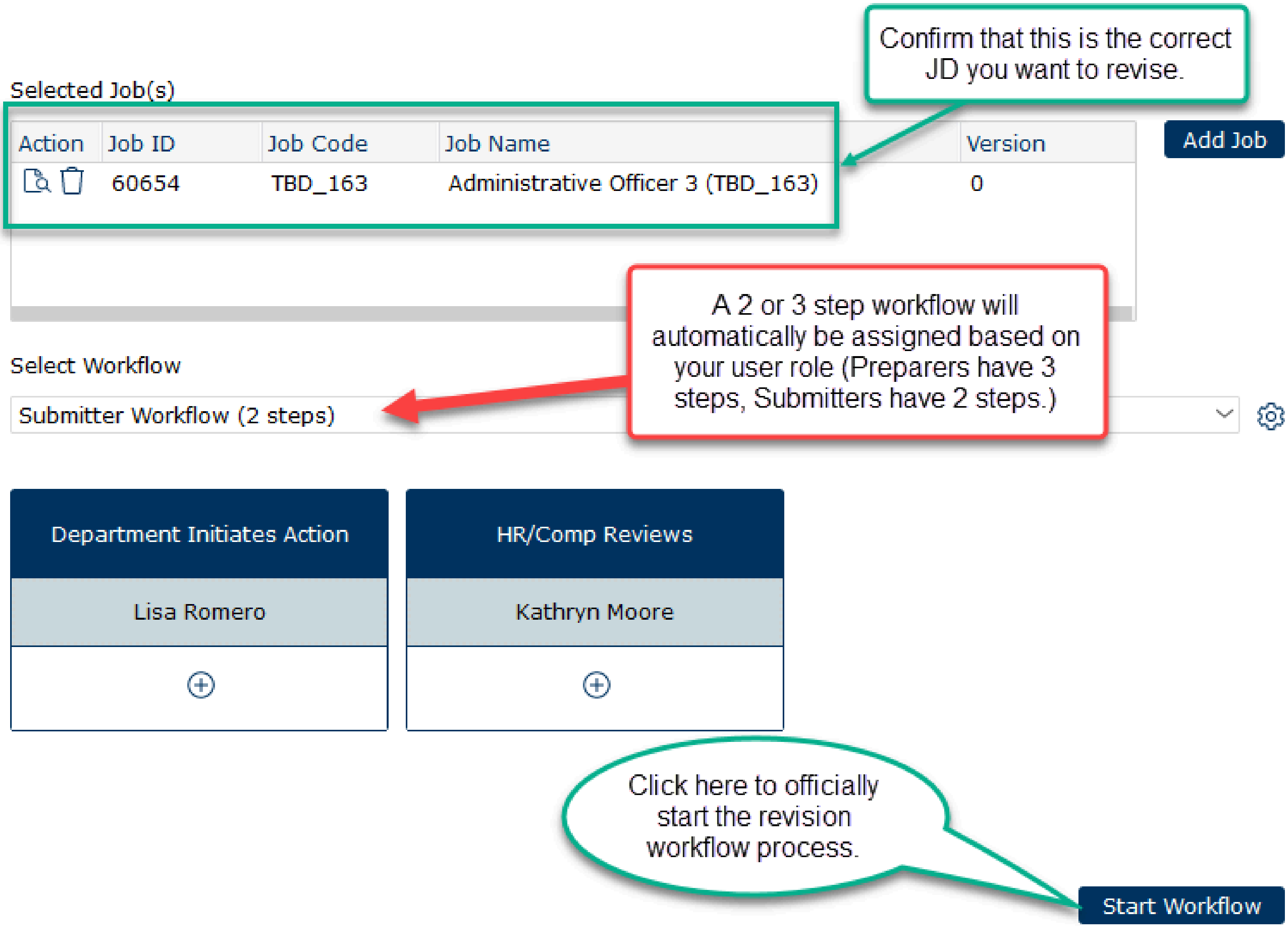
----> Skip to [Job Description Workflow Process]

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)

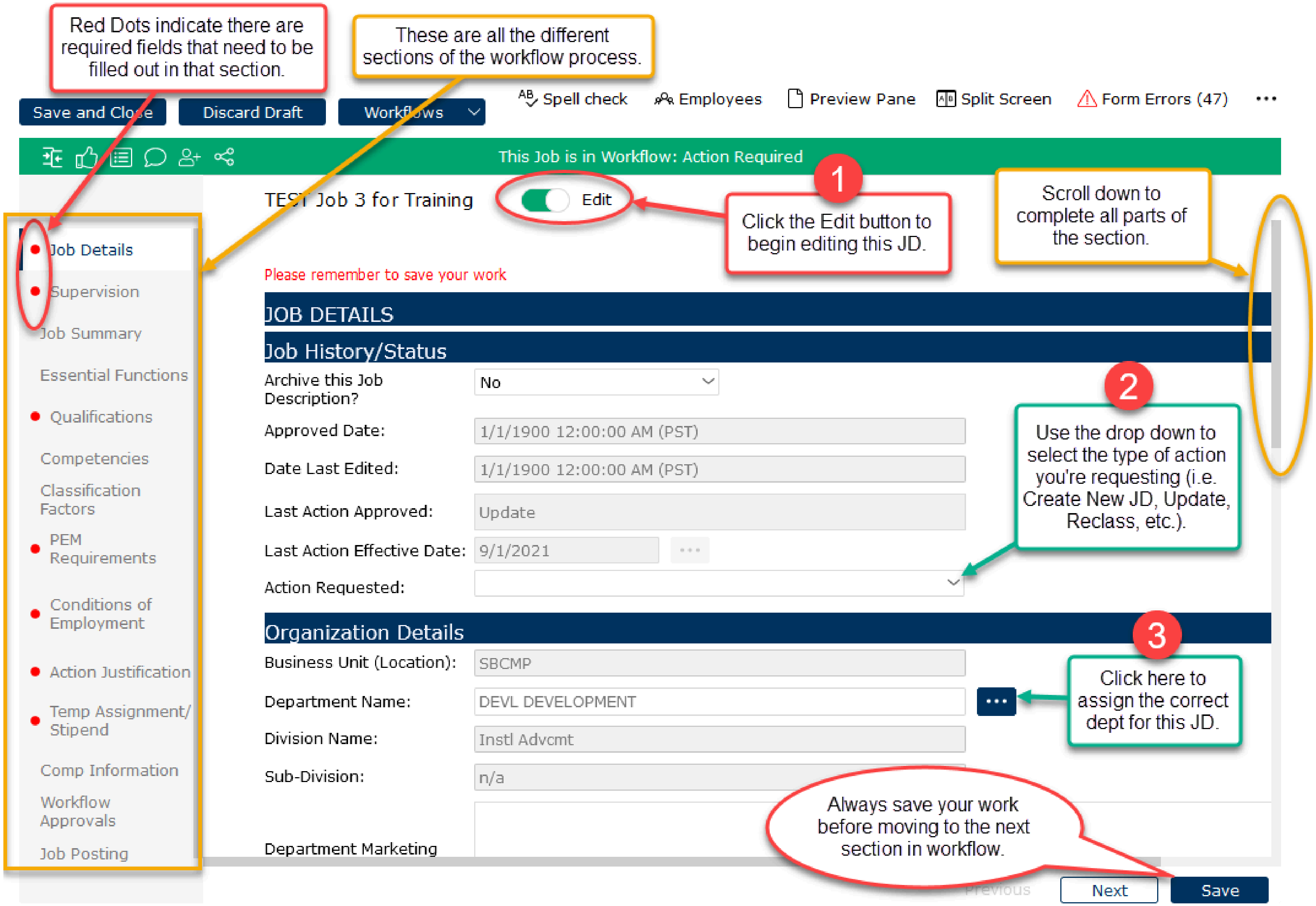


----> Skip to Job Description Workflow Process

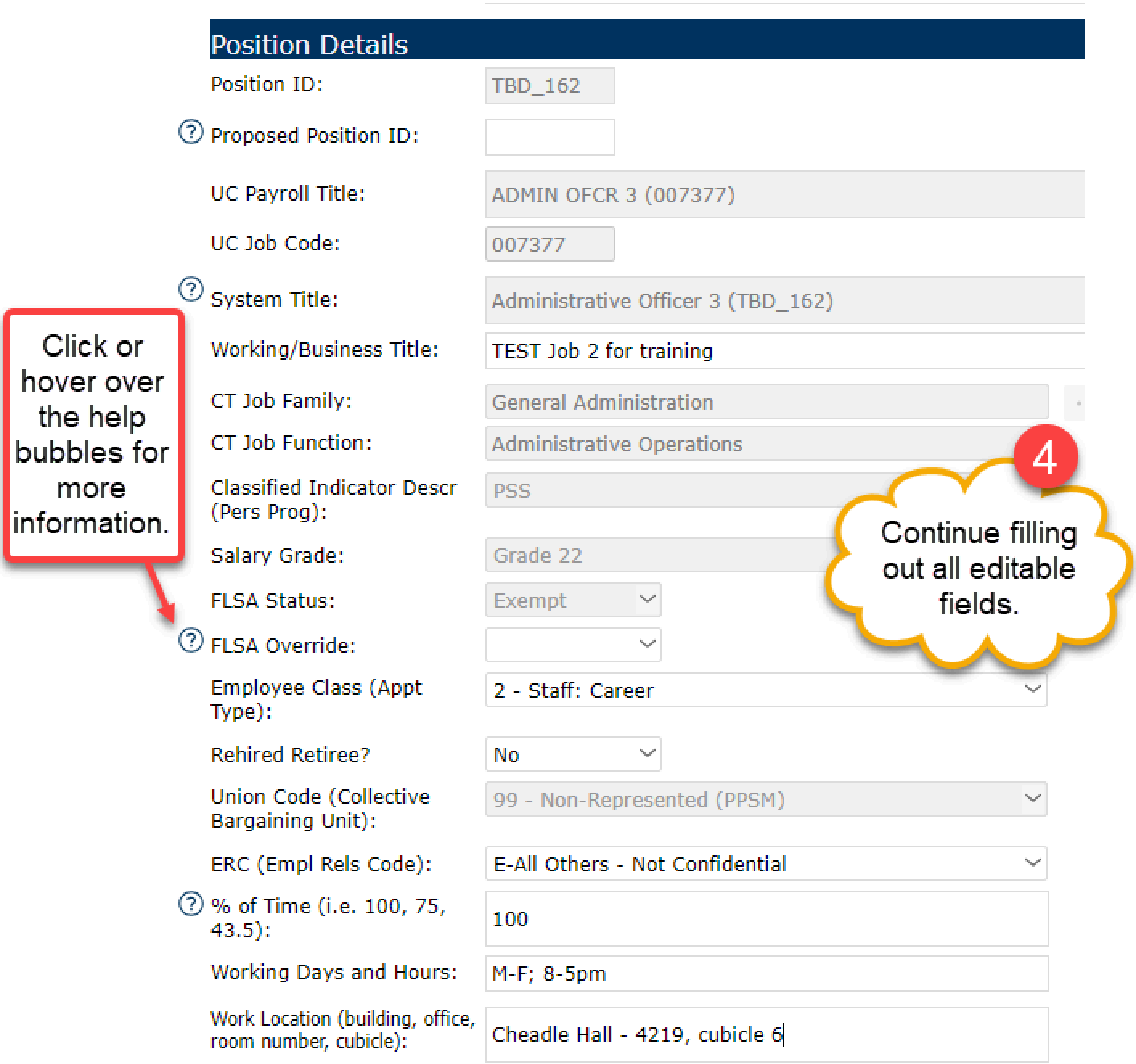
Job Description Workflow Process

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

Section 1 - Job Details



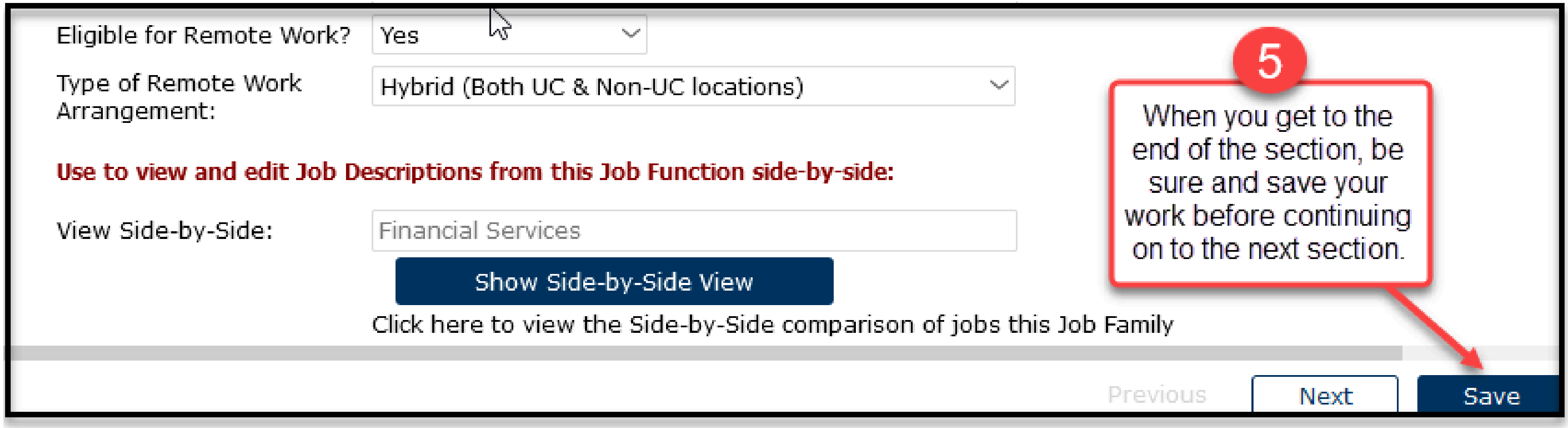
Section 1 - Job Details (continued)



Position Details

Position ID:	TBD_162
Proposed Position ID:	
UC Payroll Title:	ADMIN OFCR 3 (007377)
UC Job Code:	007377
System Title:	Administrative Officer 3 (TBD_162)
Working/Business Title:	TEST Job 2 for training
CT Job Family:	General Administration
CT Job Function:	Administrative Operations
Classified Indicator Descr (Pers Prog):	PSS
Salary Grade:	Grade 22
FLSA Status:	Exempt
FLSA Override:	
Employee Class (Appt Type):	2 - Staff: Career
Rehired Retiree?	No
Union Code (Collective Bargaining Unit):	99 - Non-Represented (PPSM)
ERC (Empl Rels Code):	E-All Others - Not Confidential
% of Time (i.e. 100, 75, 43.5):	100
Working Days and Hours:	M-F; 8-5pm
Work Location (building, office, room number, cubicle):	Cheadle Hall - 4219, cubicle 6

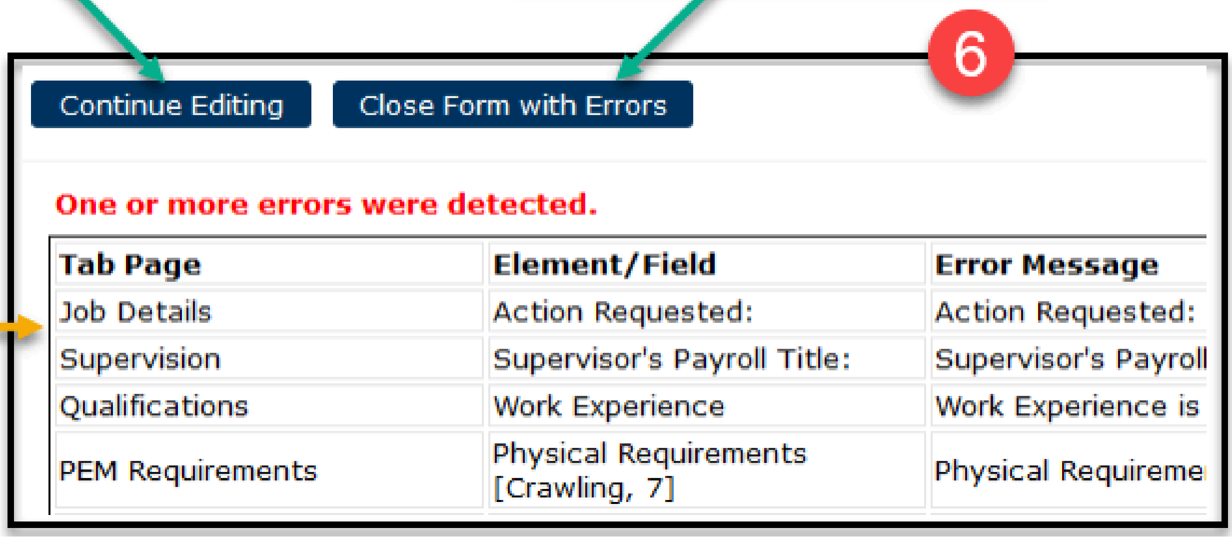
Section 1 - Job Details (continued)



Click here to return to the section WITHOUT SAVING.

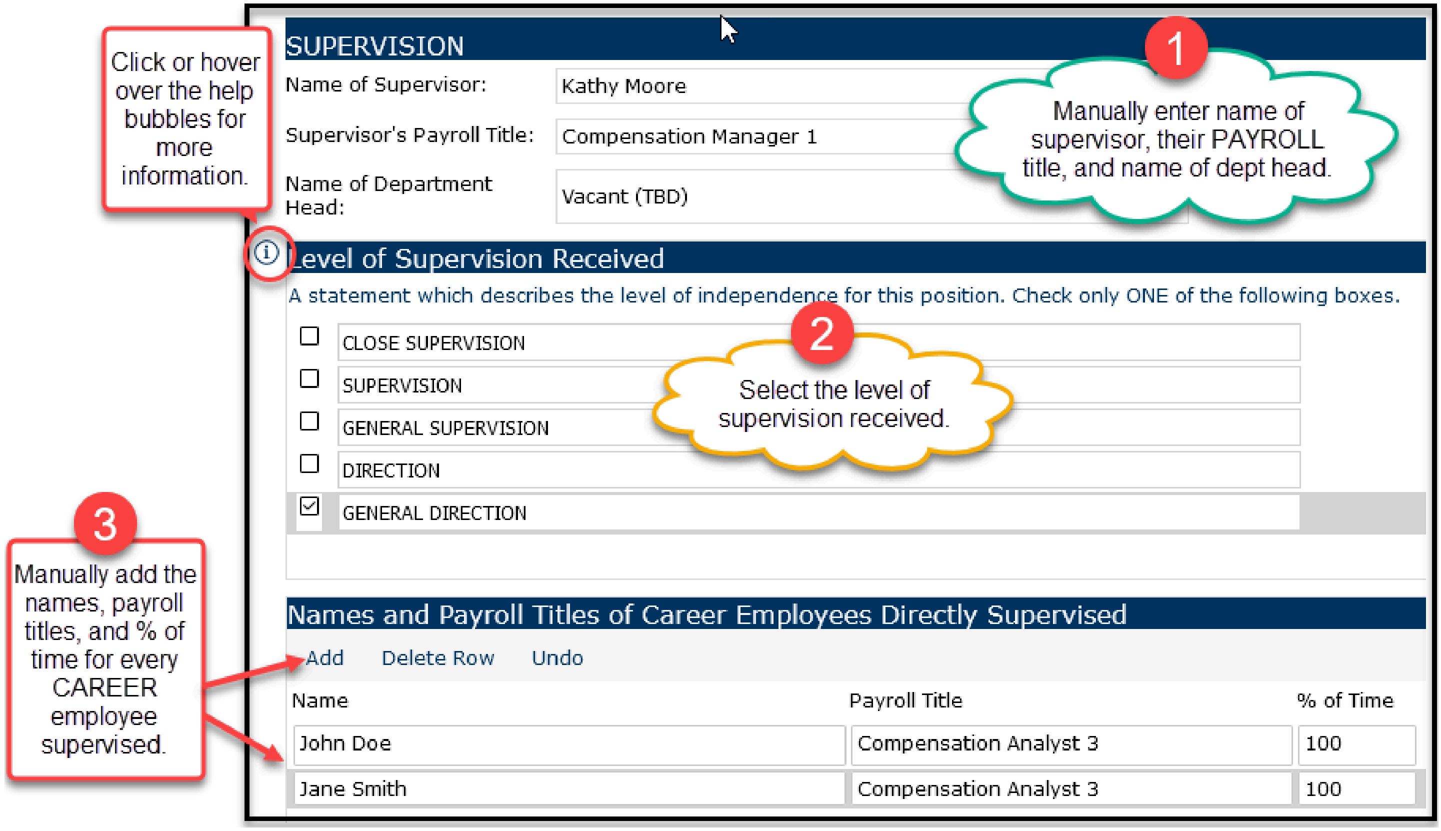
Click here to SAVE your work and return to the section.

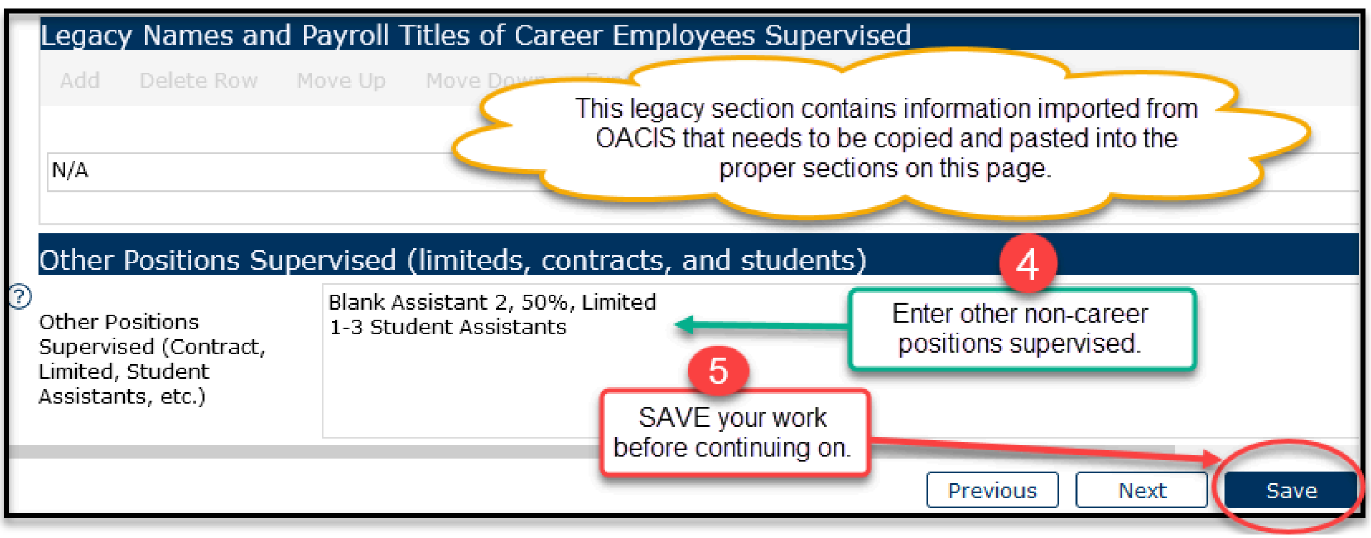
If you missed any required fields they would be listed here, in order by section.



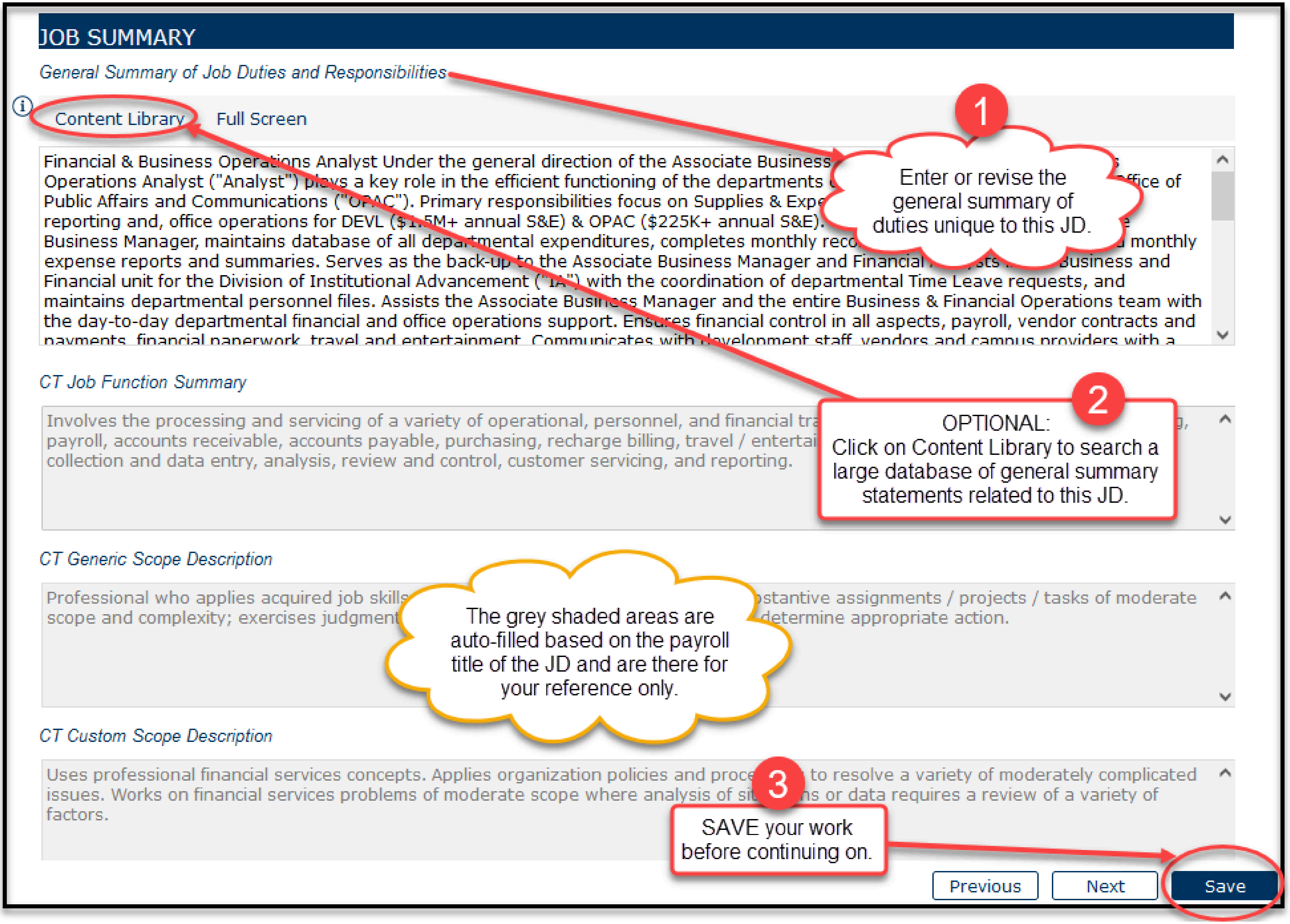
Tab Page	Element/Field	Error Message
Job Details	Action Requested:	Action Requested:
Supervision	Supervisor's Payroll Title:	Supervisor's Payroll
Qualifications	Work Experience	Work Experience is
PEM Requirements	Physical Requirements [Crawling, 7]	Physical Requireme

Section 2 - Supervision

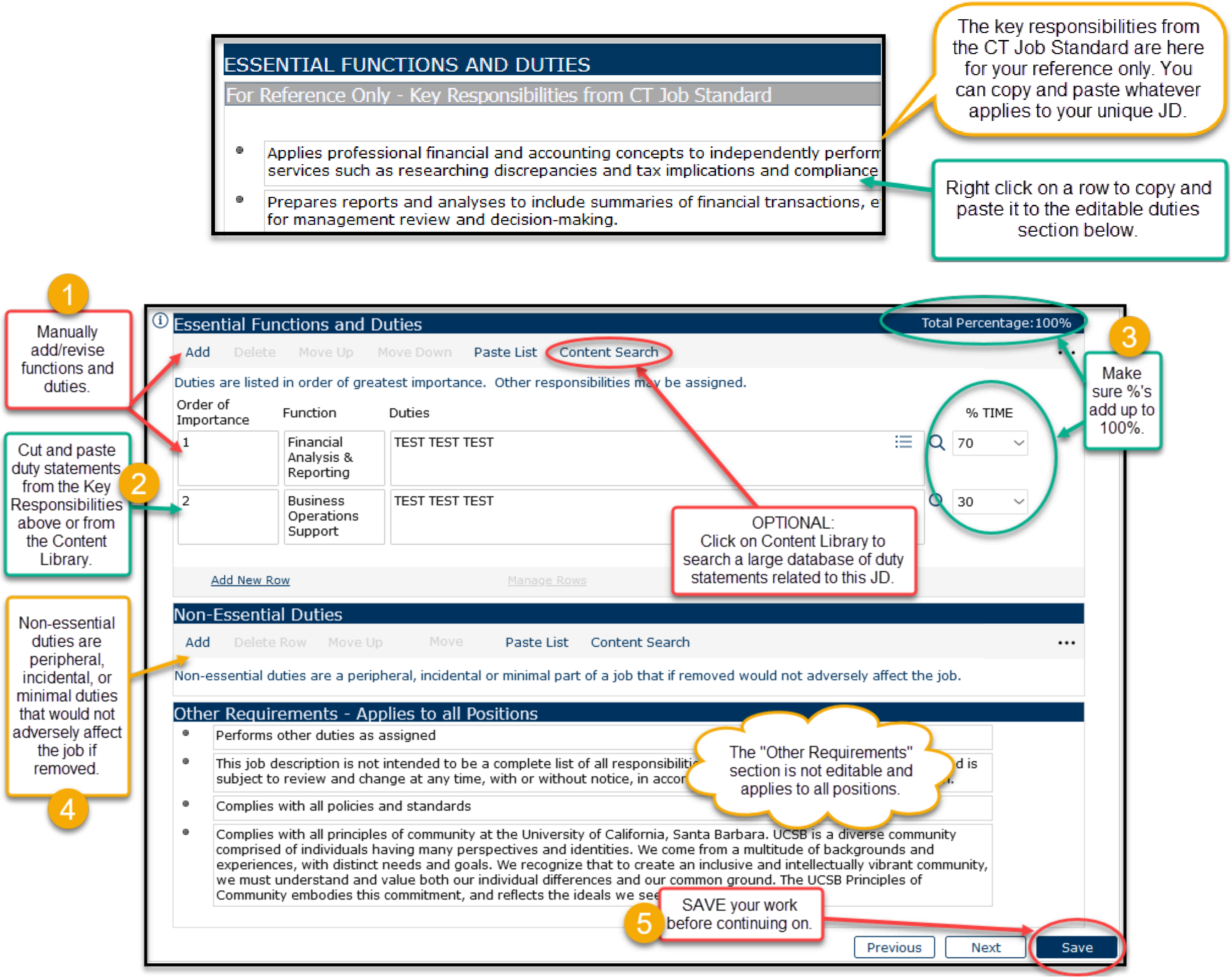




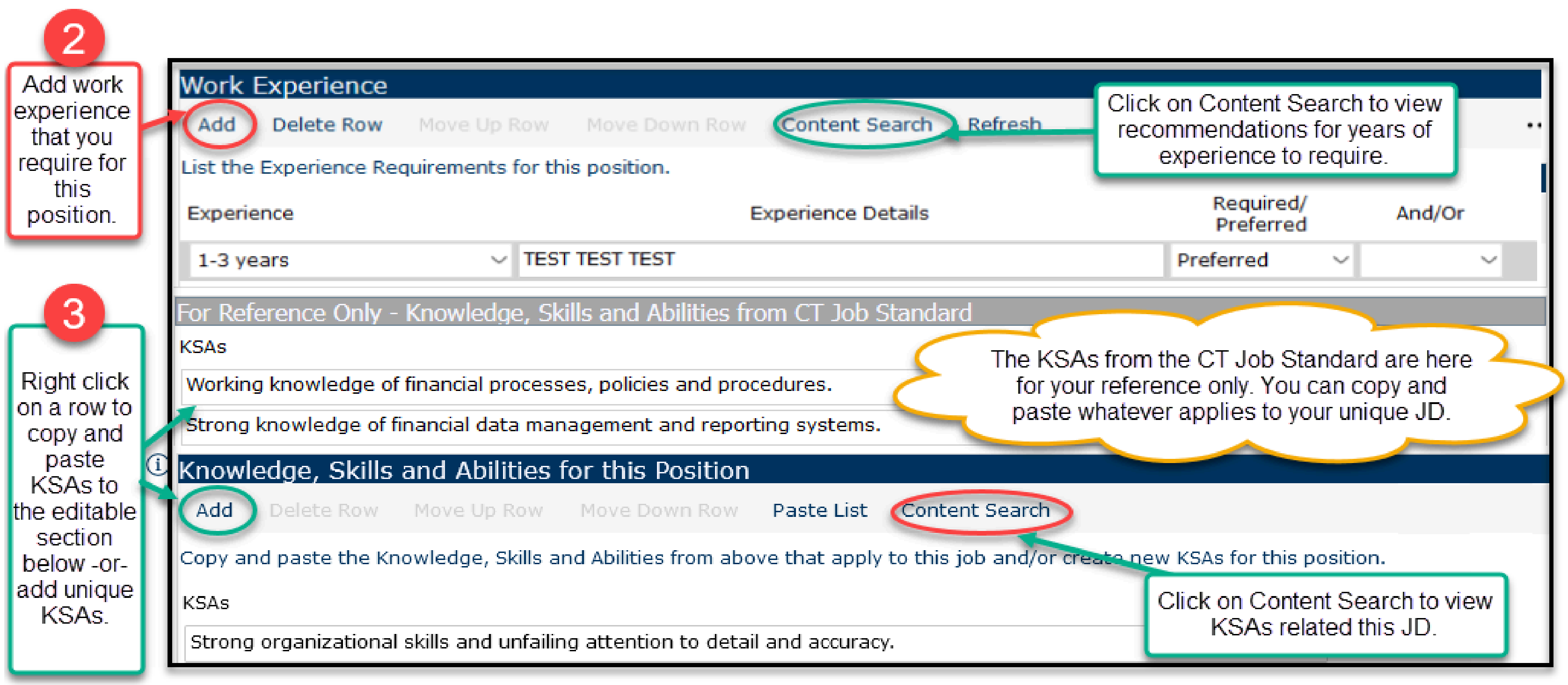
Section 3 - Job Summary



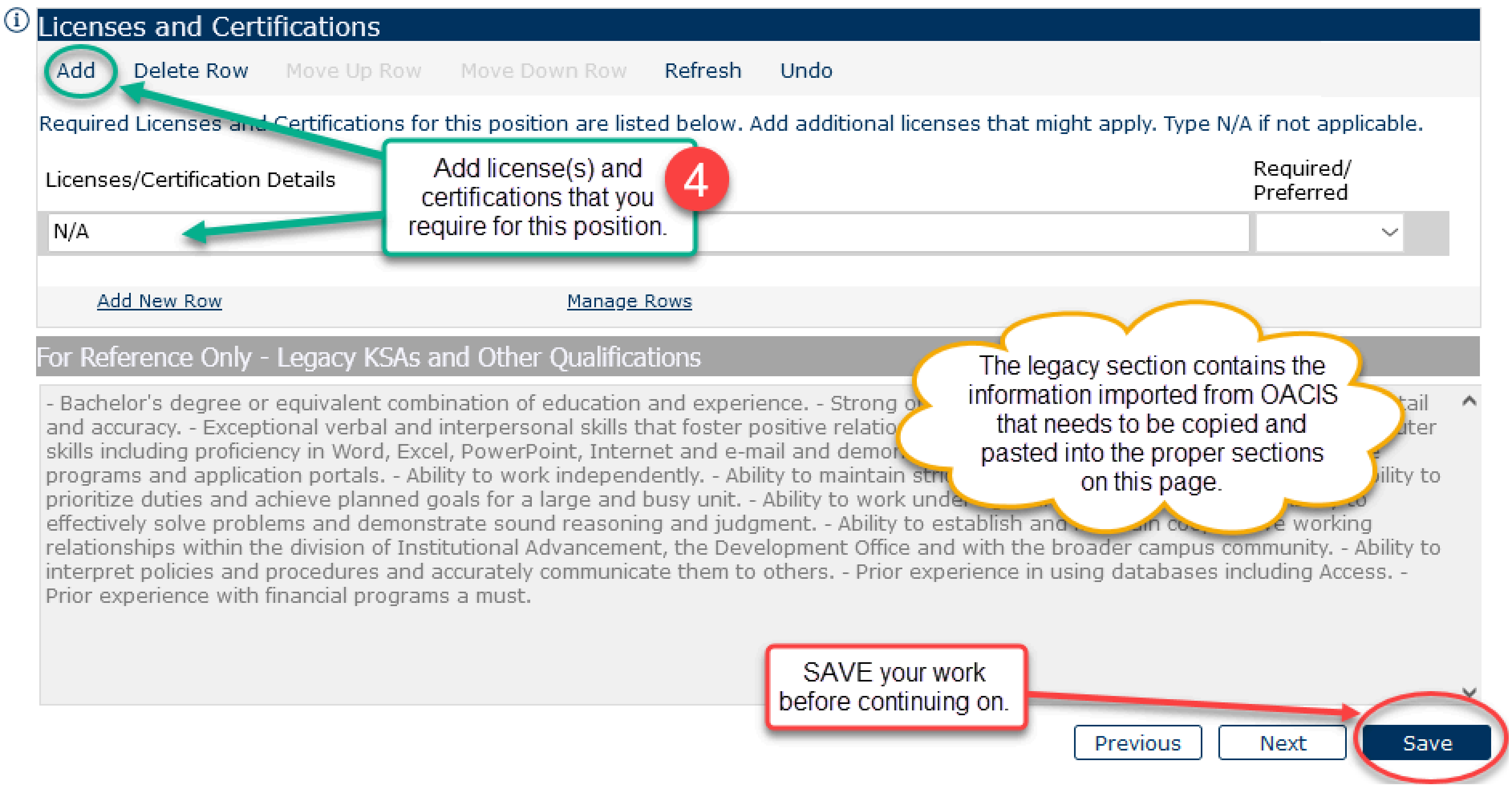
Section 4 - Essential Functions and Duties



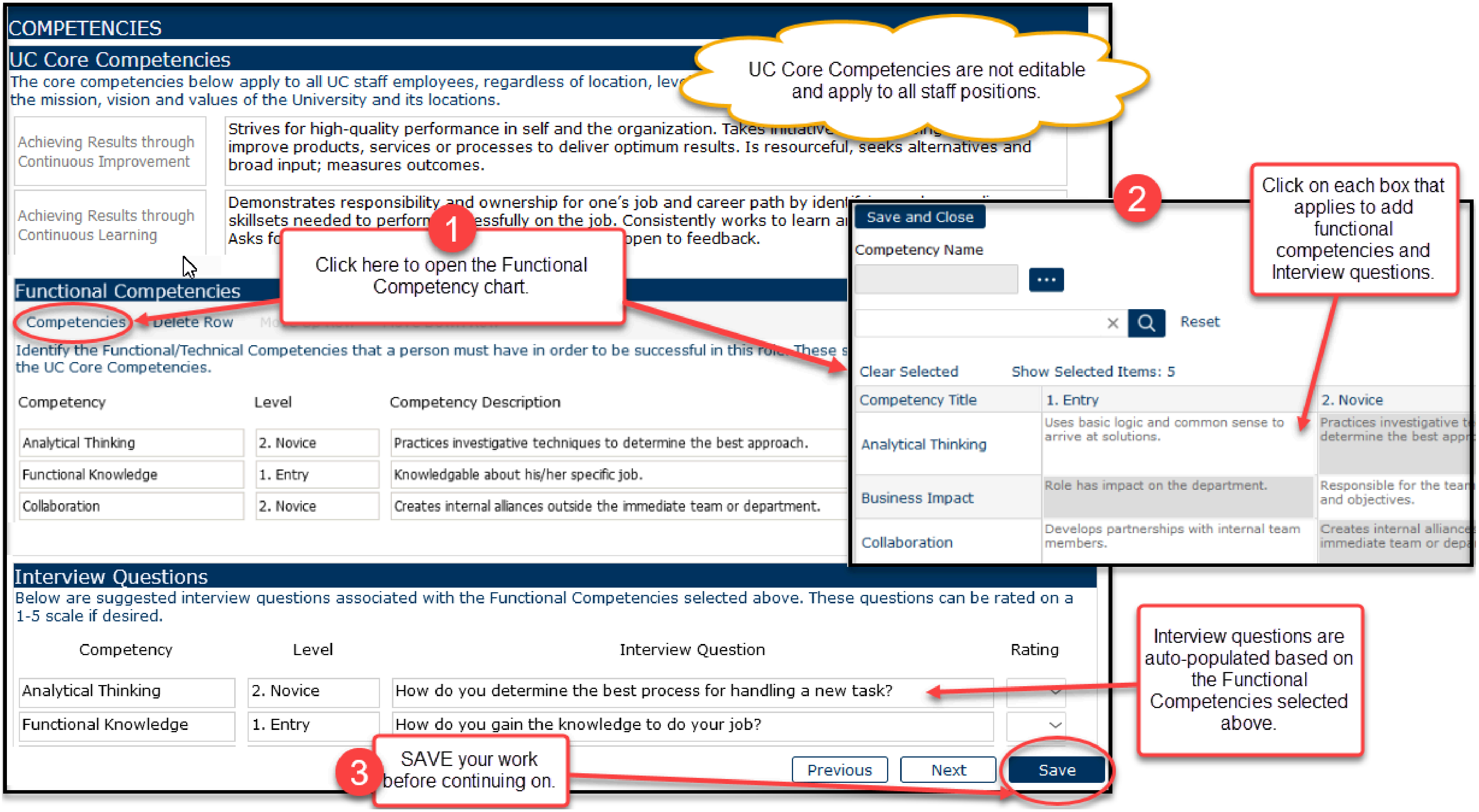
Section 5 - Qualifications



Section 5 - Qualifications (continued)



Section 6 - Competencies



Section 7 - Classification Factors

This section is required for ALL job description actions.

1 Freedom To Act

Select a statement that describes the level of independence for this position.

☐ Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined ... detailed directions.

2 Problem Complexity and Problem Solving Timeframes

Select a statement to describe how clearly a problem is defined when presented and how much a ... understand the nature of the problem. Additionally reflects typical timeframes associated with resolving proble...

☐ Provides resolution to problems that are readily identifiable with limited scope ... accordance with standard practices, procedures, applications or routines. Pr... timeframe: The majority of tasks typically take one to two days to resolve.

3 Impact

Select a statement that describes the impact to the organization of contributions, decisions, recon... by the incumbent.

☐ Failure to accomplish results can normally be overcome without significant effect...

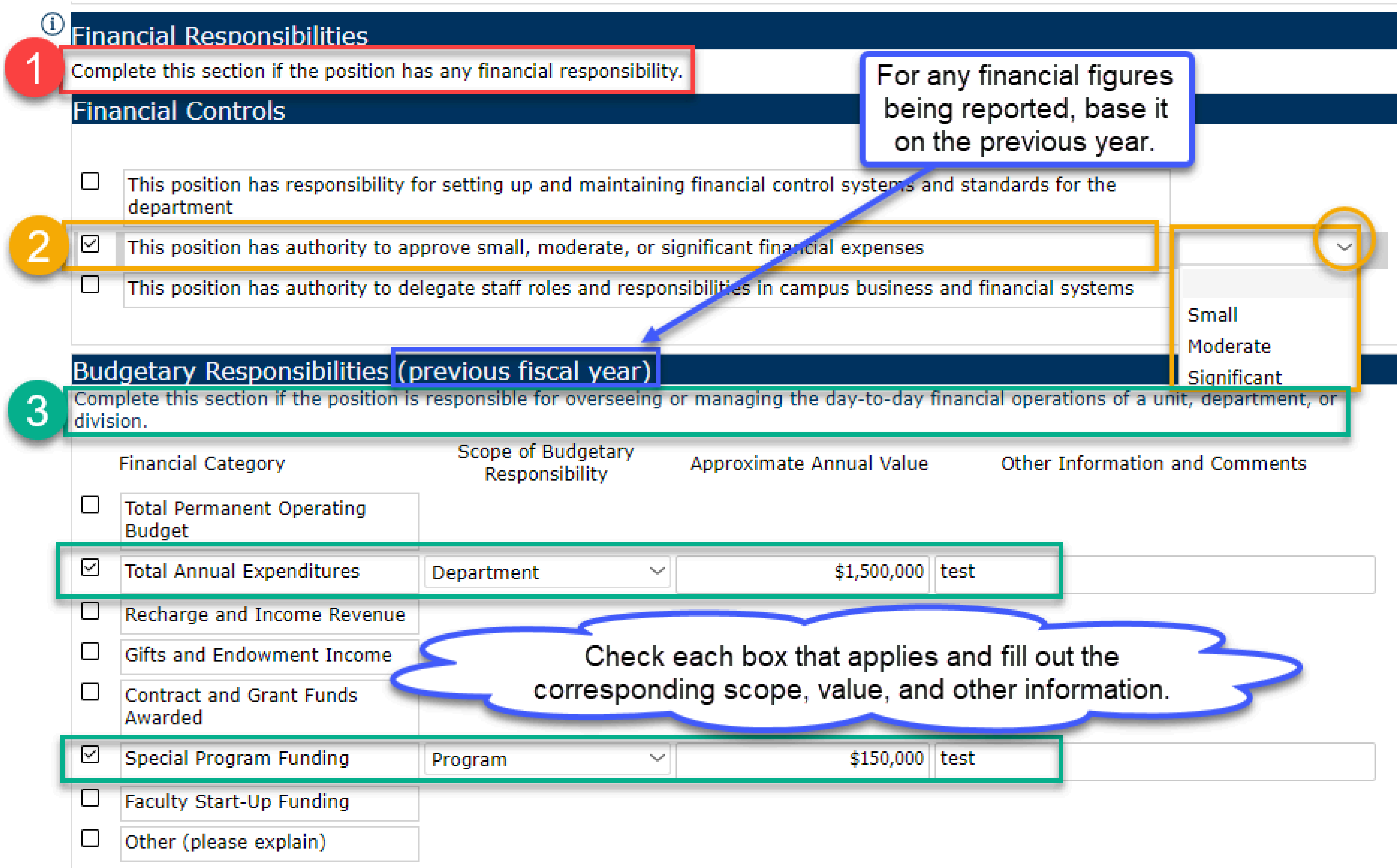
4 Contact with Others

Select a statement that describes the level, structure (internal and/or external) and nature of interface the role possesses.

☐ Contacts are primarily with direct supervisor and others in group or department to give and receive information.

For each of these classification factors, select the statement the best describes your expectation of this position.

Section 7 - Classification Factors (continued)



Financial Responsibilities

1 Complete this section if the position has any financial responsibility.

For any financial figures being reported, base it on the previous year.

Financial Controls

- [ ] This position has responsibility for setting up and maintaining financial control systems and standards for the department
- [x] 2 This position has authority to approve small, moderate, or significant financial expenses — Small / Moderate / Significant
- [ ] This position has authority to delegate staff roles and responsibilities in campus business and financial systems

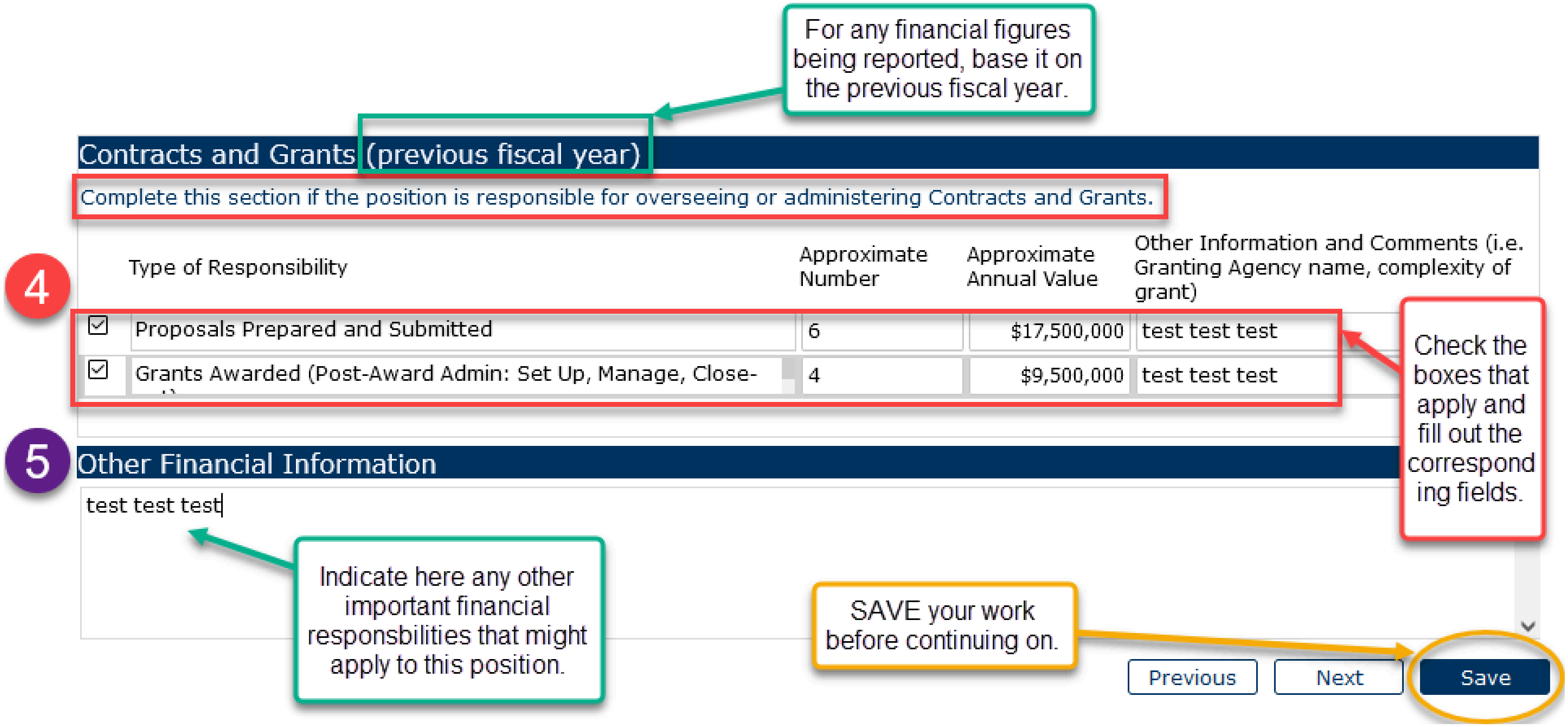
Budgetary Responsibilities (previous fiscal year)

3 Complete this section if the position is responsible for overseeing or managing the day-to-day financial operations of a unit, department, or division.

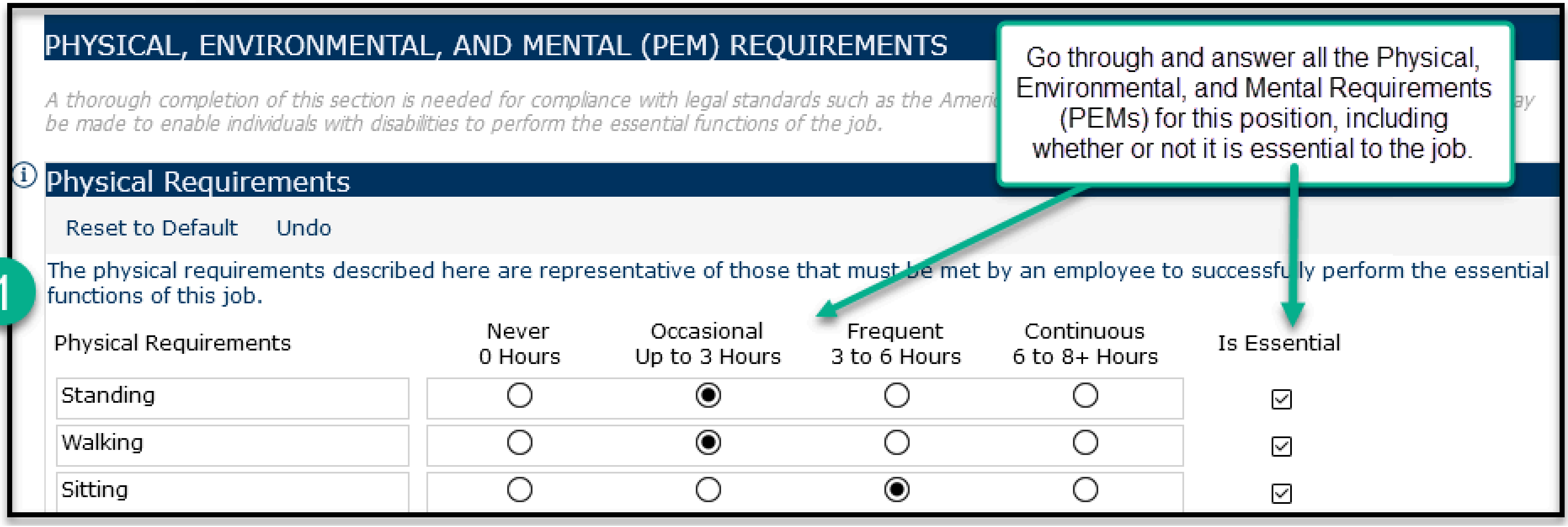
	Financial Category	Scope of Budgetary Responsibility	Approximate Annual Value	Other Information and Comments
☐	Total Permanent Operating Budget			
☑	Total Annual Expenditures	Department	$1,500,000	test
☐	Recharge and Income Revenue			
☐	Gifts and Endowment Income			
☐	Contract and Grant Funds Awarded			
☑	Special Program Funding	Program	$150,000	test
☐	Faculty Start-Up Funding			
☐	Other (please explain)			

Check each box that applies and fill out the corresponding scope, value, and other information.

Section 7 - Classification Factors (continued)



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



PHYSICAL, ENVIRONMENTAL, AND MENTAL (PEM) REQUIREMENTS

A thorough completion of this section is needed for compliance with legal standards such as the Ameri ... ay be made to enable individuals with disabilities to perform the essential functions of the job.

Go through and answer all the Physical, Environmental, and Mental Requirements (PEMs) for this position, including whether or not it is essential to the job.

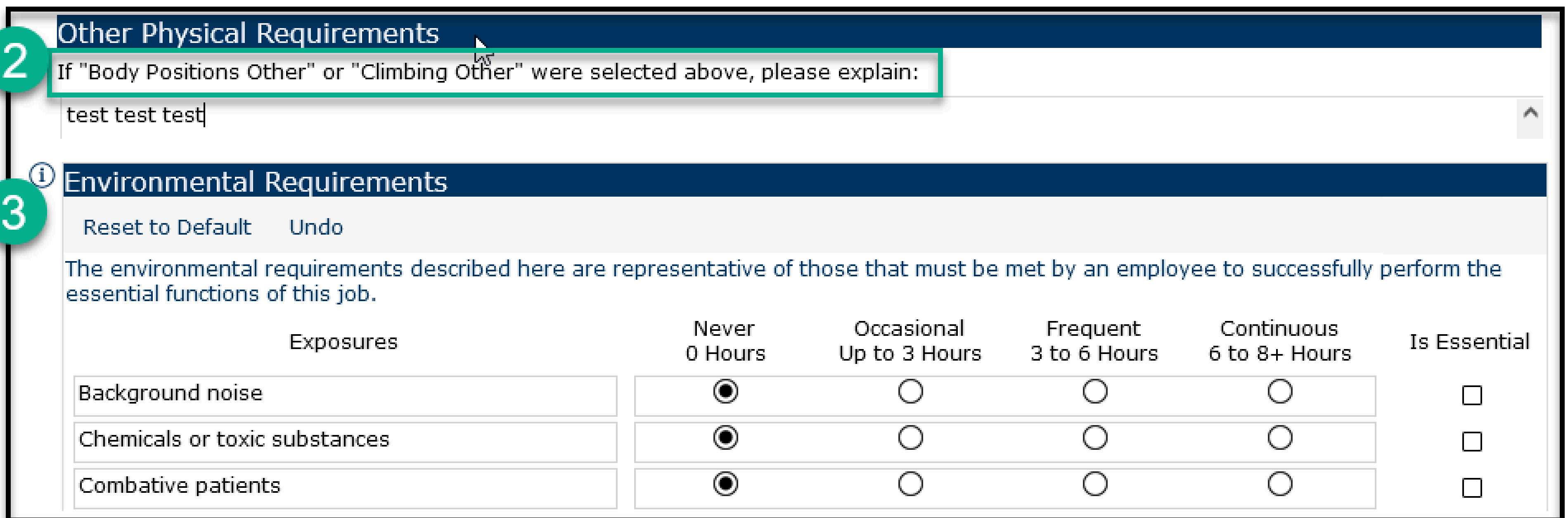
1

Physical Requirements

Reset to Default Undo

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Requirements	Never 0 Hours	Occasional Up to 3 Hours	Frequent 3 to 6 Hours	Continuous 6 to 8+ Hours	Is Essential
Standing	○	◉	○	○	☑
Walking	○	◉	○	○	☑
Sitting	○	○	◉	○	☑



2

Other Physical Requirements

If "Body Positions Other" or "Climbing Other" were selected above, please explain:

test test test

3

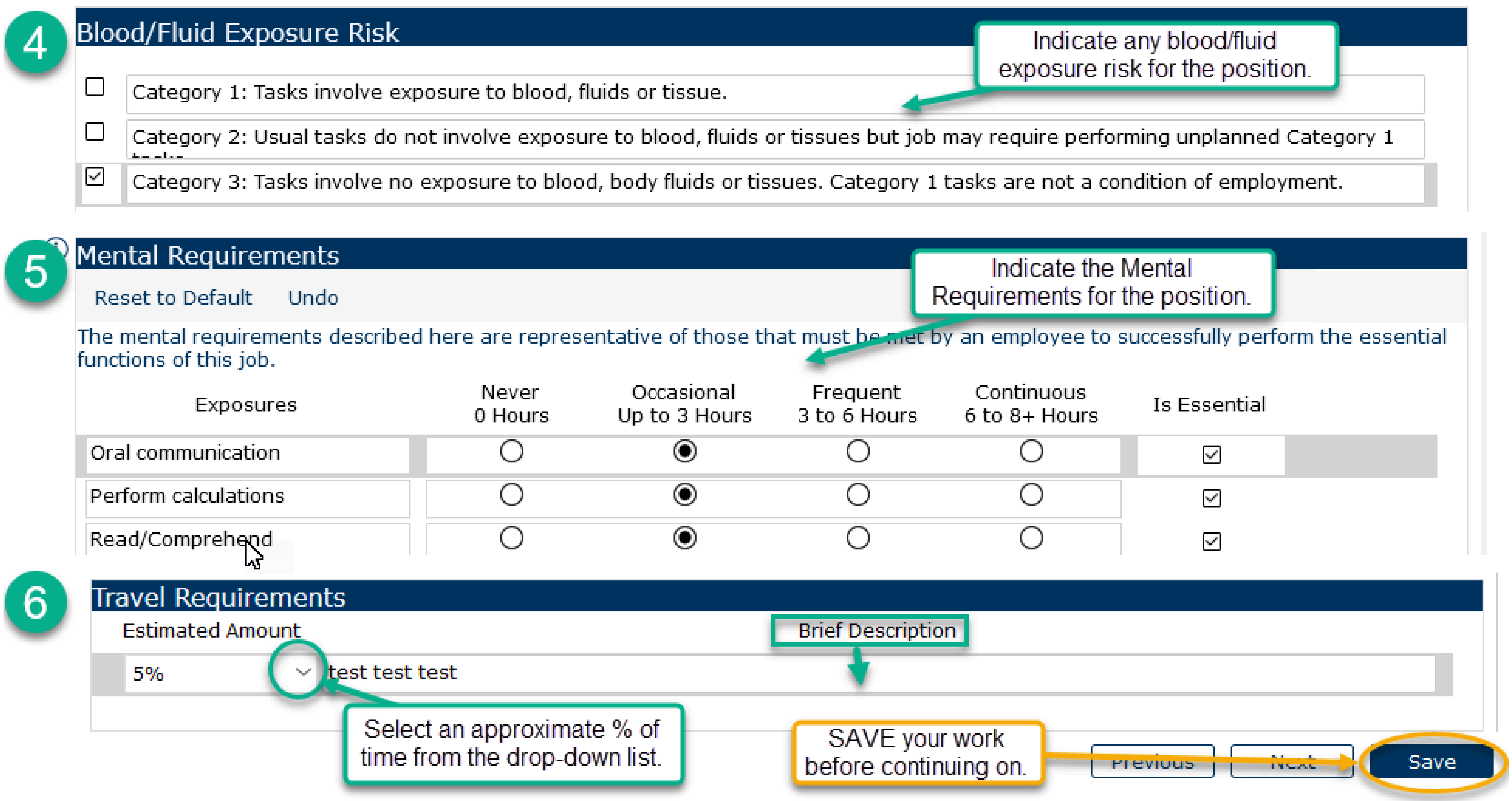
Environmental Requirements

Reset to Default Undo

The environmental 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
Background noise	◉	○	○	○	☐
Chemicals or toxic substances	◉	○	○	○	☐
Combative patients	◉	○	○	○	☐

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



Section 9 - Special Conditions of Employment and Reporting Requirements

SPECIAL CONDITIONS OF EMPLOYMENT AND REPORTING REQUIREMENTS

Essential Elements of Critical Positions

1

Some positions are defined as "critical" and require a background check. Please check all of the boxes that apply below. For more information on critical positions and background checks, type in "background checks" on the HR website at hr.ucsb.edu.

- [ ] Master key access to University-owned residence and/or other facilities
- [x] Direct responsibility for the care, safety and security of humans or animals; or the safety and security of personal or University property
- [x] Direct access to, or responsibility for, cash and cash equivalents or University property disbursements or receipts
- [ ] Direct access to, or responsibility for, controlled substances or hazardous materials
- [ ] Extensive authority for committing the financial resources of the University
- [ ] Responsibility for operating commercial vehicles, machinery or toxic systems that could cause accidental death, injury or health problems
- [ ] A requirement for a professional license, certification or degree, the absence of which would expose the University to legal liability and/or adverse public reaction
- [ ] Direct access to, and/or responsibility for, information affecting national security
- [x] Direct access to, and/or responsibility for, protected, personal, or other sensitive data
- [ ] N/A

If none of the above applies, click N/A.

Section 9 - Special Conditions of Employment (continued)

Reporting and Background Check Requirements

2

Per PPSM policy, a position that is defined as "critical" requires a background check. Please check all of the boxes that apply below. For more information on background checks, type in "background checks" on the HR website at hr.ucsb.edu.

- ☑ Criminal history check (U02): Satisfactory completion of a criminal history background check
- ☐ CANRA (U13): Mandated Child Abuse Reporter
- ☐ Clery Act (U15): Campus Security Authority
- ☐ Credentials Verification (U06): For clinical practitioner
- ☑ Driver's License (U08): Must maintain valid CA DL, a clean DMV record and enrollment in DMV
- ☐ Form 700 (U16): Statement of Economic Interest Filer
- ☐ Works in patient care environment
- ☐ N/A

If none of the above applies, click N/A.

If any of the Essential Elements of a Critical Position were checked in the above section, you will be required to check the Criminal History Background

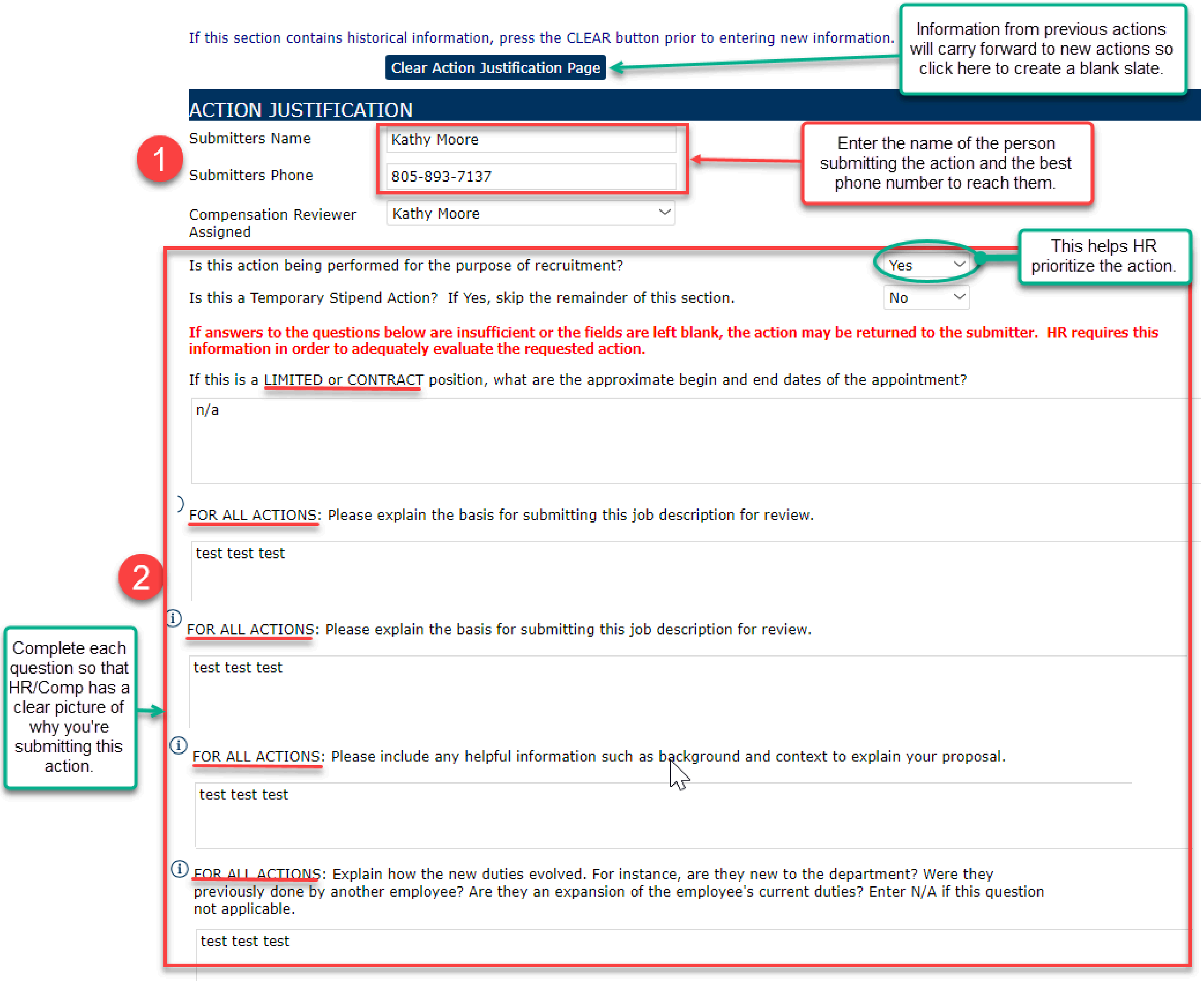
Special Training Requirements

3

Some positions require SPECIAL TRAINING in addition to the mandatory training requirements that apply to all positions. Please check all of the special training boxes that apply below.

- ☐ F: Form 700 Filers (statement of economic interest). Applies to employees who make or influence governmental decisions and ensures no conflict of interest for designated officials.
- ☐ G: Ethics and Compliance Briefing for Researchers. Applies to all UC researchers, as defined by UCOP.
- ☐ L: Clery Act (Campus Security Authority). Applies to employees responsible for campus security, individuals to which students and employees should report criminal offenses, or employees with significant responsibility for student and campus activities.
- ☐ M: ANRA Mandated Reporting. Applies to Mandated Reporters who are individuals whose duties bring them into contact with children regularly or who supervise staff whose duties bring them into contact with children regularly.
- ☐ R: NSF RCR. Applies to all undergraduate students, graduate students, postdoctoral researchers, faculty, and other senior personnel on research projects supported by National Science Foundation awards.
- ☐ S: Sexual Harassment Training for non-HEERA supervisors. Applies to employees who supervise less than 2.0 career FTE and/or only supervise other non-career employees in student, limited or contract appointments. If an employee has an ERC of A,B,C, or D, you do NOT need to check this box.
- ☐ B: NSF RCR Exempt. Applies to employees exempt from Responsible Conduct in Research training. Checking this box requires approval from the UCSB Office of Research Integrity (https://www.research.ucsb.edu/research-integrity/rcr).
- ☐ E: Exempt from Sexual Harassment Training for HEERA Supervisors. Applies to employees who supervise 2.0 or more career FTE yet aren't required to take the SHP training for supervisors. Checking this box requires approval from the UCSB Office of Title IX and Sexual Harassment Policy Compliance (https://titleix.ucsb.edu/about/contacts).

Section 10 - Action Justification



If this section contains historical information, press the CLEAR button prior to entering new information.

Clear Action Justification Page

ACTION JUSTIFICATION

Submitters Name: Kathy Moore

Submitters Phone: 805-893-7137

Compensation Reviewer Assigned: Kathy Moore

Is this action being performed for the purpose of recruitment? Yes

Is this a Temporary Stipend Action? If Yes, skip the remainder of this section. No

If answers to the questions below are insufficient or the fields are left blank, the action may be returned to the submitter. HR requires this information in order to adequately evaluate the requested action.

If this is a LIMITED or CONTRACT position, what are the approximate begin and end dates of the appointment?

n/a

FOR ALL ACTIONS: Please explain the basis for submitting this job description for review.

test test test

FOR ALL ACTIONS: Please explain the basis for submitting this job description for review.

test test test

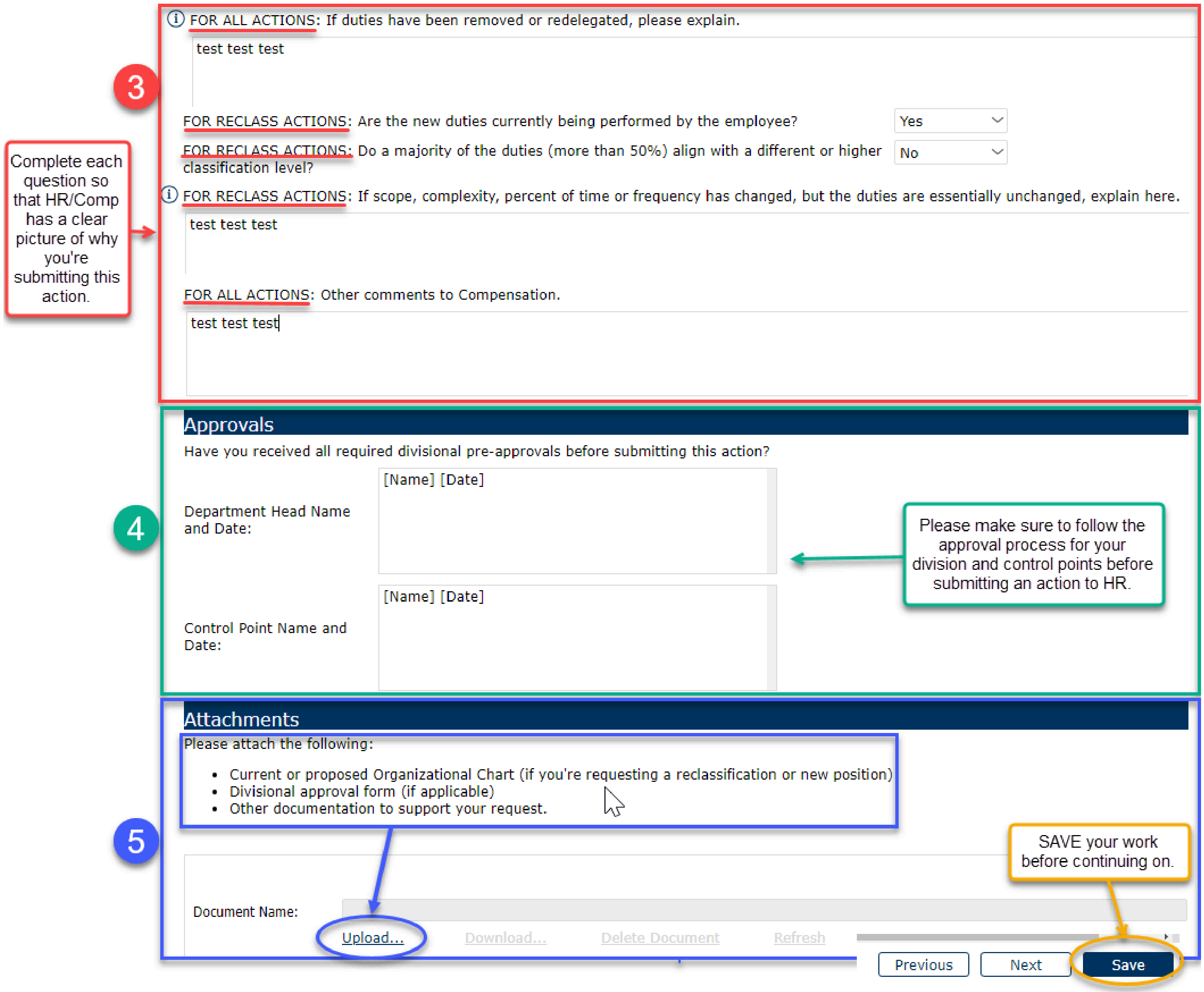
FOR ALL ACTIONS: Please include any helpful information such as background and context to explain your proposal.

test test test

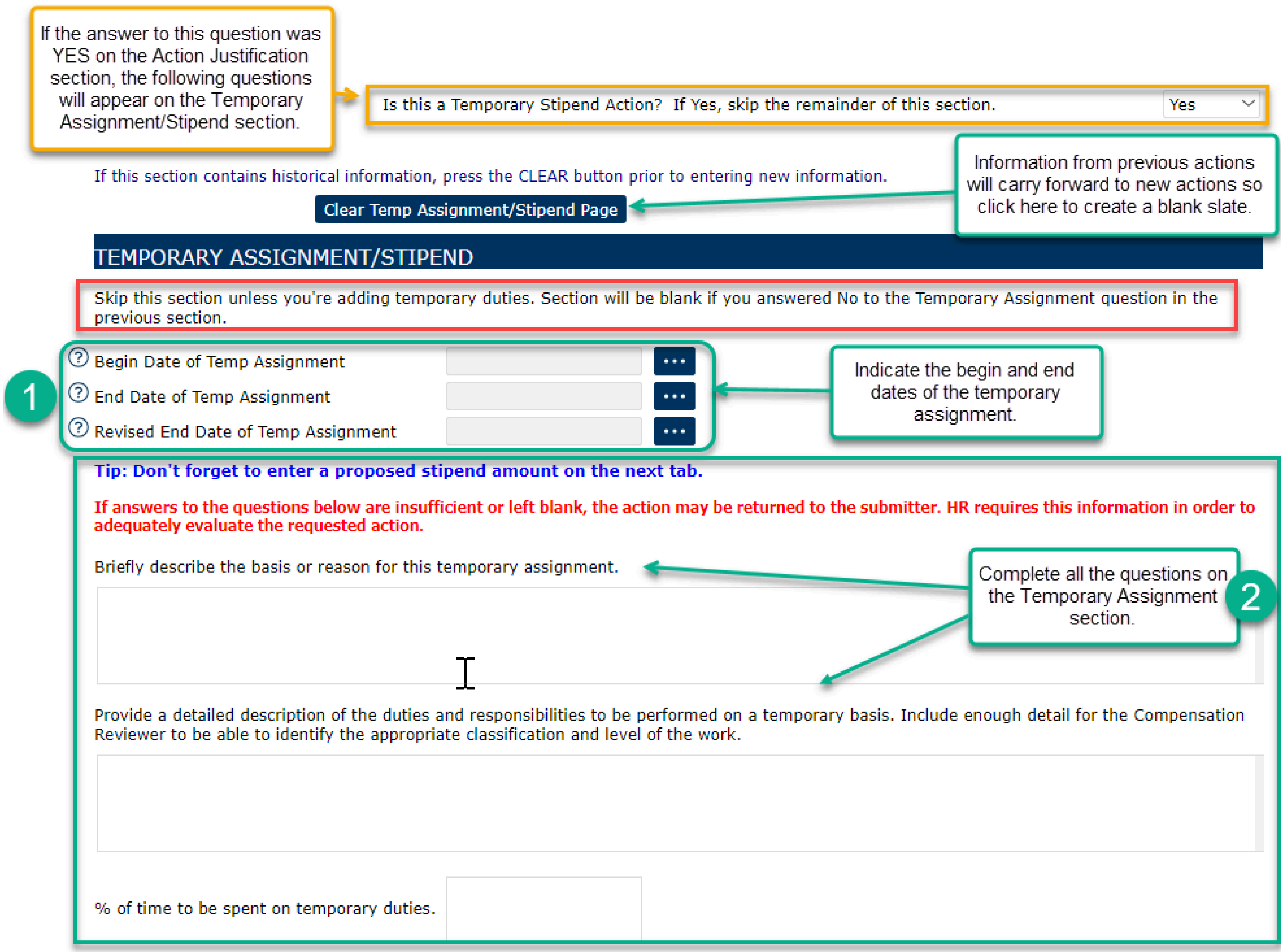
FOR ALL ACTIONS: Explain how the new duties evolved. For instance, are they new to the department? Were they previously done by another employee? Are they an expansion of the employee's current duties? Enter N/A if this question not applicable.

test test test

Section 10 - Action Justification (continued)



Section 11 - Temporary Assignment/Stipend



If the answer to this question was YES on the Action Justification section, the following questions will appear on the Temporary Assignment/Stipend section.

Is this a Temporary Stipend Action? If Yes, skip the remainder of this section. Yes

If this section contains historical information, press the CLEAR button prior to entering new information.

Clear Temp Assignment/Stipend Page

Information from previous actions will carry forward to new actions so click here to create a blank slate.

TEMPORARY ASSIGNMENT/STIPEND

Skip this section unless you're adding temporary duties. Section will be blank if you answered No to the Temporary Assignment question in the previous section.

1

Begin Date of Temp Assignment

End Date of Temp Assignment

Revised End Date of Temp Assignment

Indicate the begin and end dates of the temporary assignment.

Tip: Don't forget to enter a proposed stipend amount on the next tab.

If answers to the questions below are insufficient or left blank, the action may be returned to the submitter. HR requires this information in order to adequately evaluate the requested action.

Briefly describe the basis or reason for this temporary assignment.

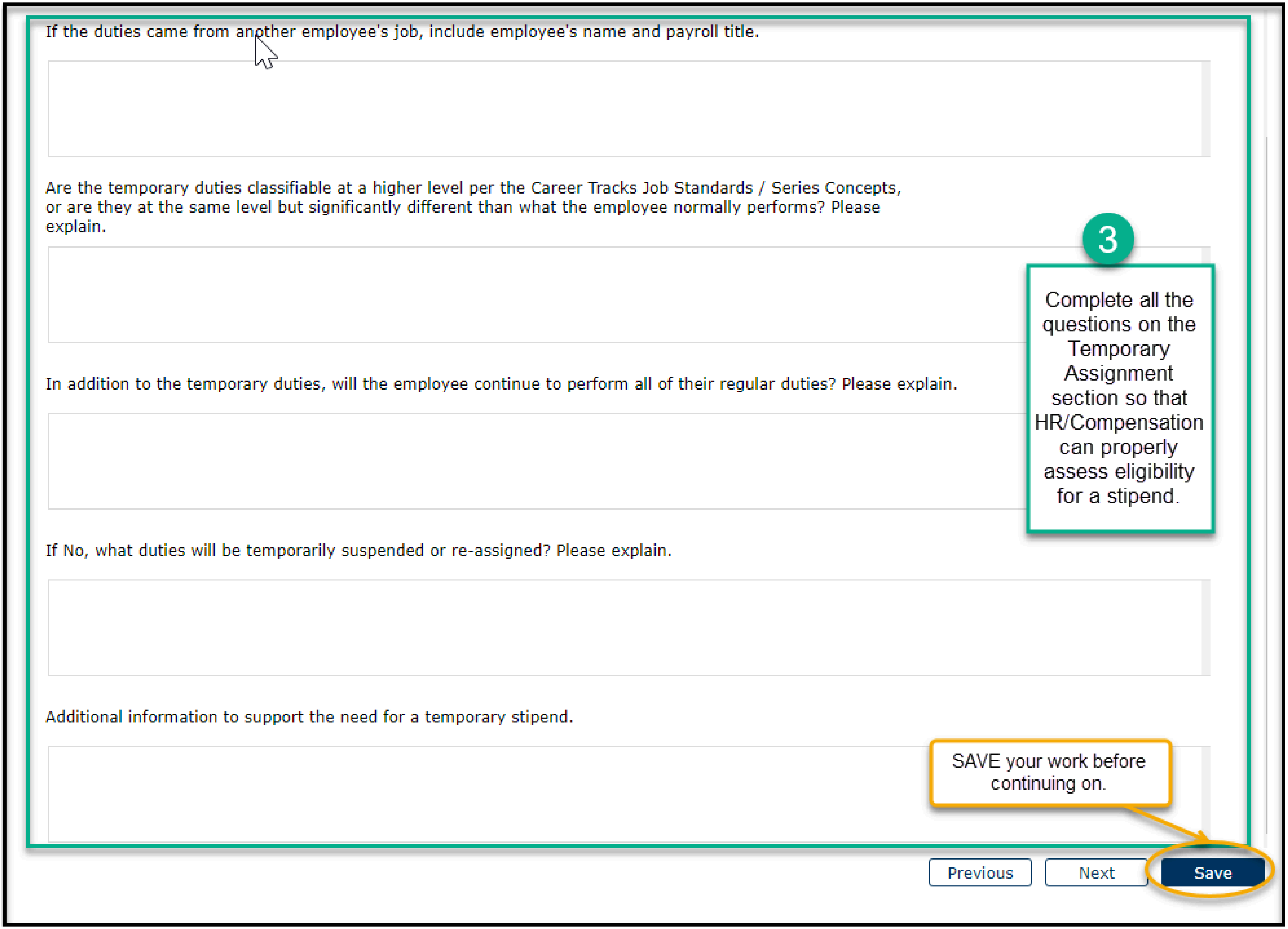
Complete all the questions on the Temporary Assignment section.

2

Provide a detailed description of the duties and responsibilities to be performed on a temporary basis. Include enough detail for the Compensation Reviewer to be able to identify the appropriate classification and level of the work.

% of time to be spent on temporary duties.

Section 11 - Temporary Assignment/Stipend (continued)



If the duties came from another employee's job, include employee's name and payroll title.

Are the temporary duties classifiable at a higher level per the Career Tracks Job Standards / Series Concepts, or are they at the same level but significantly different than what the employee normally performs? Please explain.

3

Complete all the questions on the Temporary Assignment section so that HR/Compensation can properly assess eligibility for a stipend.

In addition to the temporary duties, will the employee continue to perform all of their regular duties? Please explain.

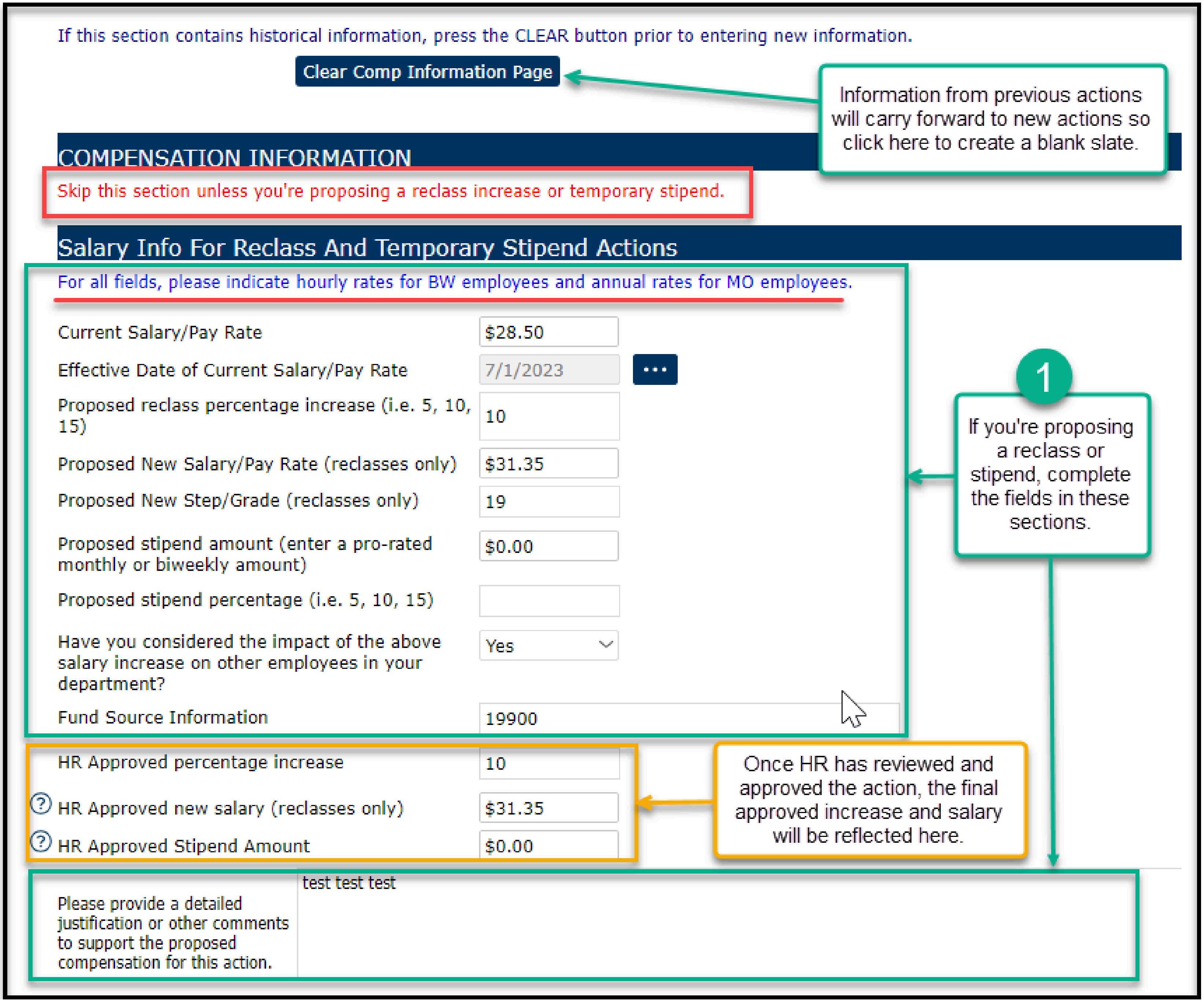
If No, what duties will be temporarily suspended or re-assigned? Please explain.

Additional information to support the need for a temporary stipend.

SAVE your work before continuing on.

Previous Next Save

Section 12 - Compensation Information



If this section contains historical information, press the CLEAR button prior to entering new information.

Clear Comp Information Page

Information from previous actions will carry forward to new actions so click here to create a blank slate.

COMPENSATION INFORMATION

Skip this section unless you're proposing a reclass increase or temporary stipend.

Salary Info For Reclass And Temporary Stipend Actions

For all fields, please indicate hourly rates for BW employees and annual rates for MO employees.

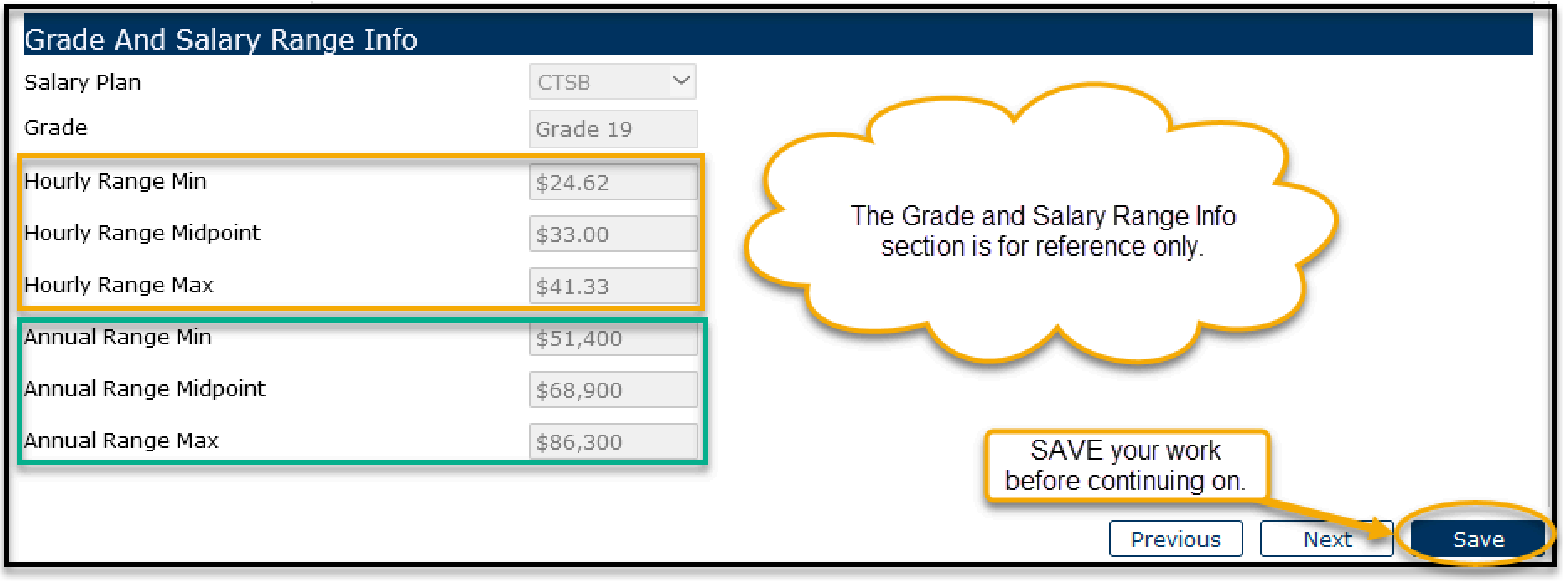
Current Salary/Pay Rate	$28.50
Effective Date of Current Salary/Pay Rate	7/1/2023
Proposed reclass percentage increase (i.e. 5, 10, 15)	10
Proposed New Salary/Pay Rate (reclasses only)	$31.35
Proposed New Step/Grade (reclasses only)	19
Proposed stipend amount (enter a pro-rated monthly or biweekly amount)	$0.00
Proposed stipend percentage (i.e. 5, 10, 15)	
Have you considered the impact of the above salary increase on other employees in your department?	Yes
Fund Source Information	19900
HR Approved percentage increase	10
HR Approved new salary (reclasses only)	$31.35
HR Approved Stipend Amount	$0.00
Please provide a detailed justification or other comments to support the proposed compensation for this action.	test test test

1

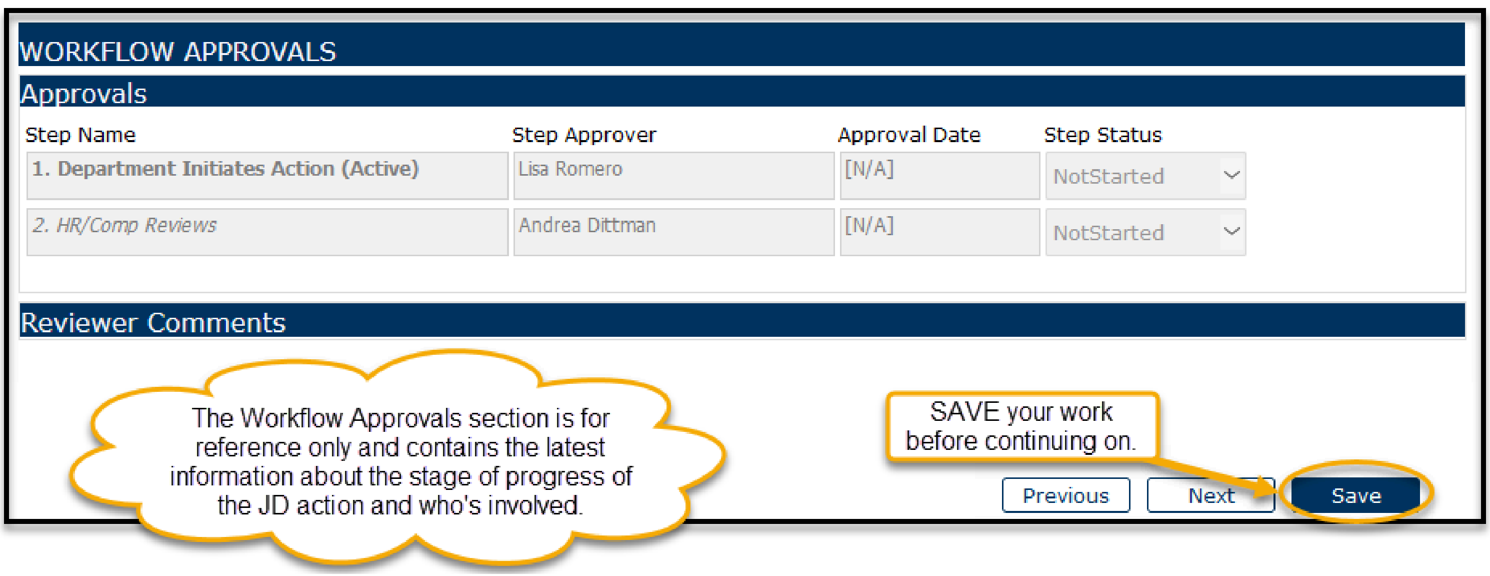
If you're proposing a reclass or stipend, complete the fields in these sections.

Once HR has reviewed and approved the action, the final approved increase and salary will be reflected here.

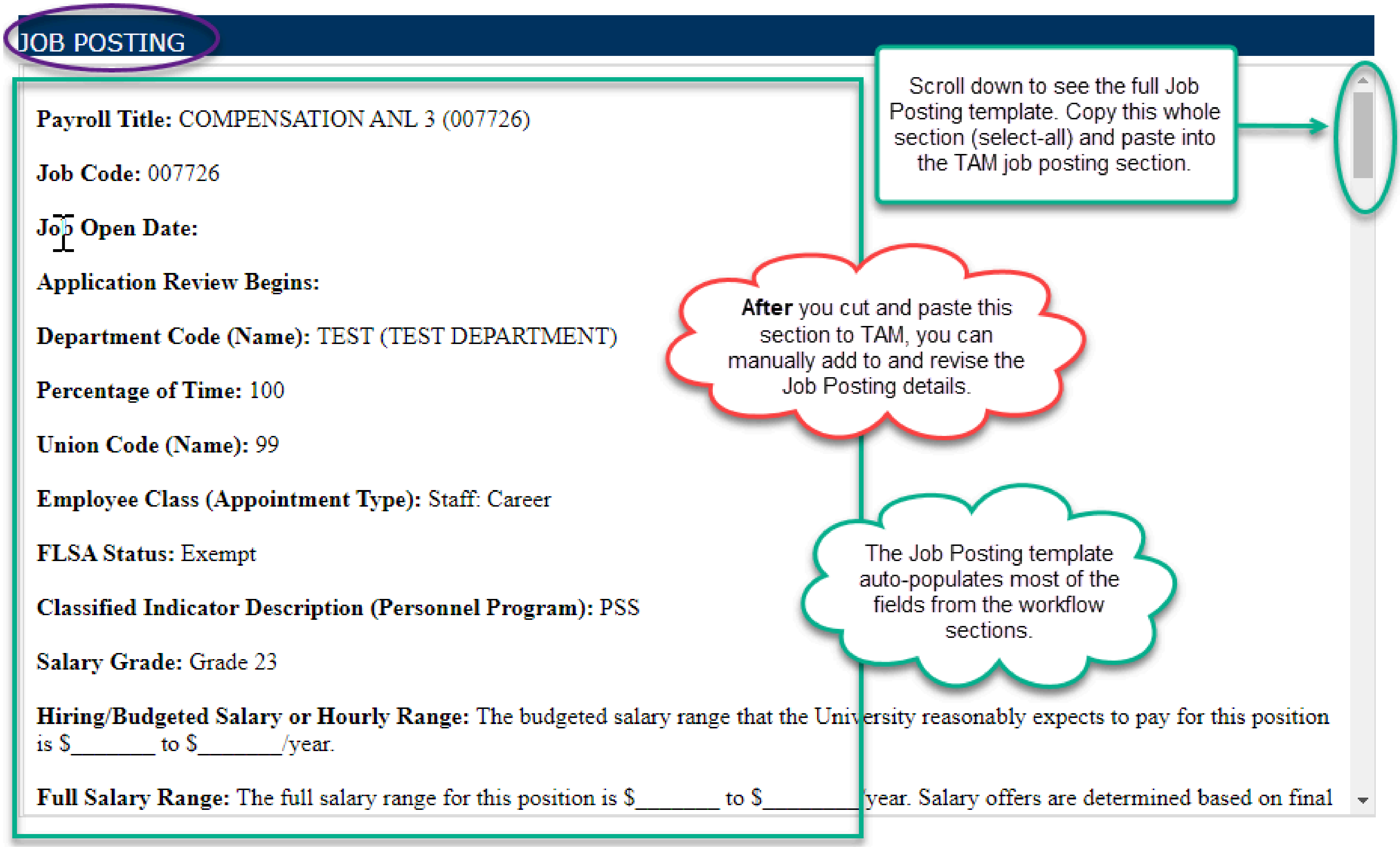
Section 12 - Compensation Information (continued)



Section 13 - Workflow Approvals



Section 14 - Job Posting



JOB POSTING

Payroll Title: COMPENSATION ANL 3 (007726)

Job Code: 007726

Job Open Date:

Application Review Begins:

Department Code (Name): TEST (TEST DEPARTMENT)

Percentage of Time: 100

Union Code (Name): 99

Employee Class (Appointment Type): Staff: Career

FLSA Status: Exempt

Classified Indicator Description (Personnel Program): PSS

Salary Grade: Grade 23

Hiring/Budgeted Salary or Hourly Range: The budgeted salary range that the University reasonably expects to pay for this position is $_______ to $_______/year.

Full Salary Range: The full salary range for this position is $_______ to $_______/year. Salary offers are determined based on final

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.

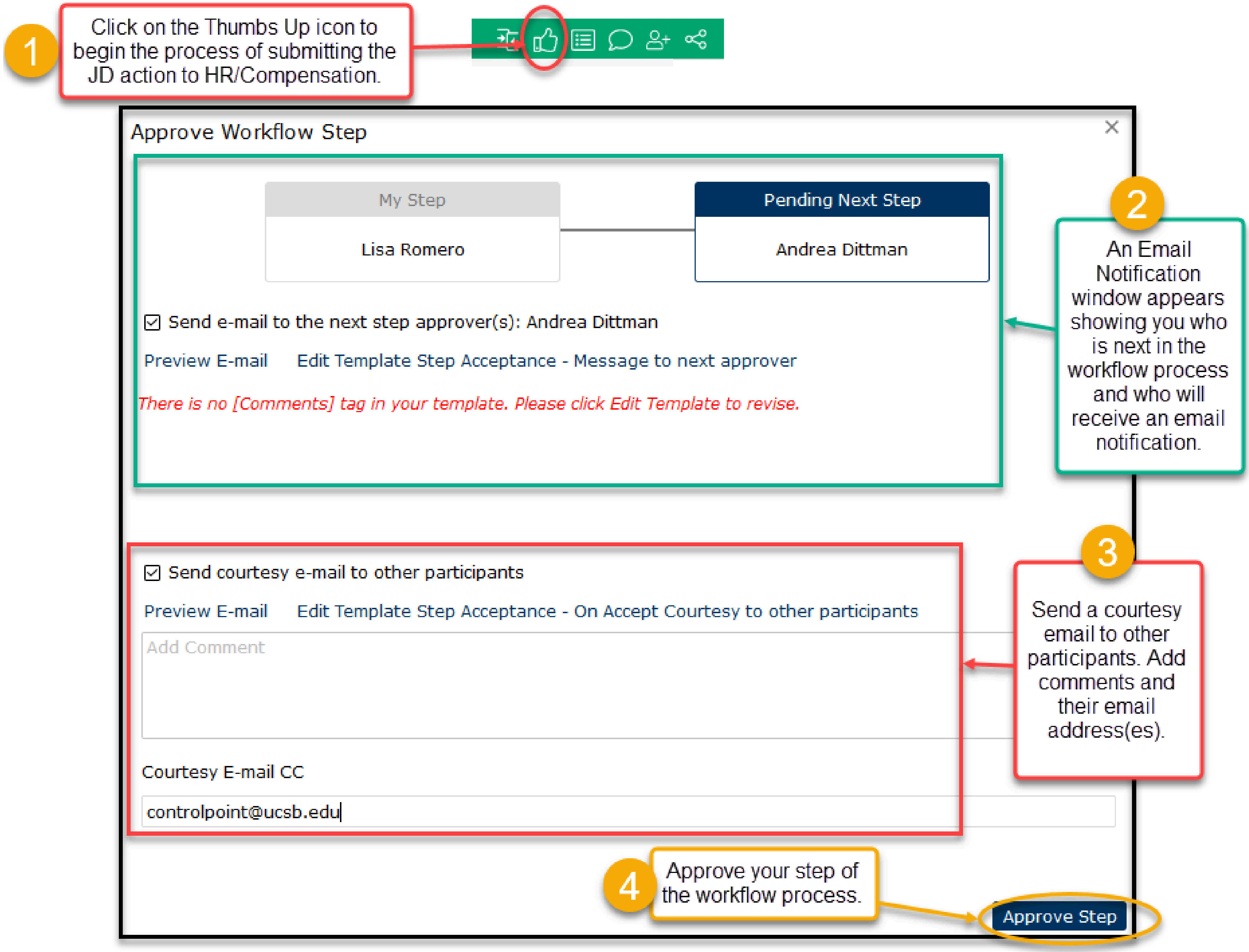
- Bachelor's degree in related area and / or equivalent experience / training
- 1-3 years Compensation Analysis Preferred or
- 1-3 years Human Resources field Preferred
- Demonstrates skills and experience as a seasoned professional with a comprehensive understanding of compensation concepts.
- Applies 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:

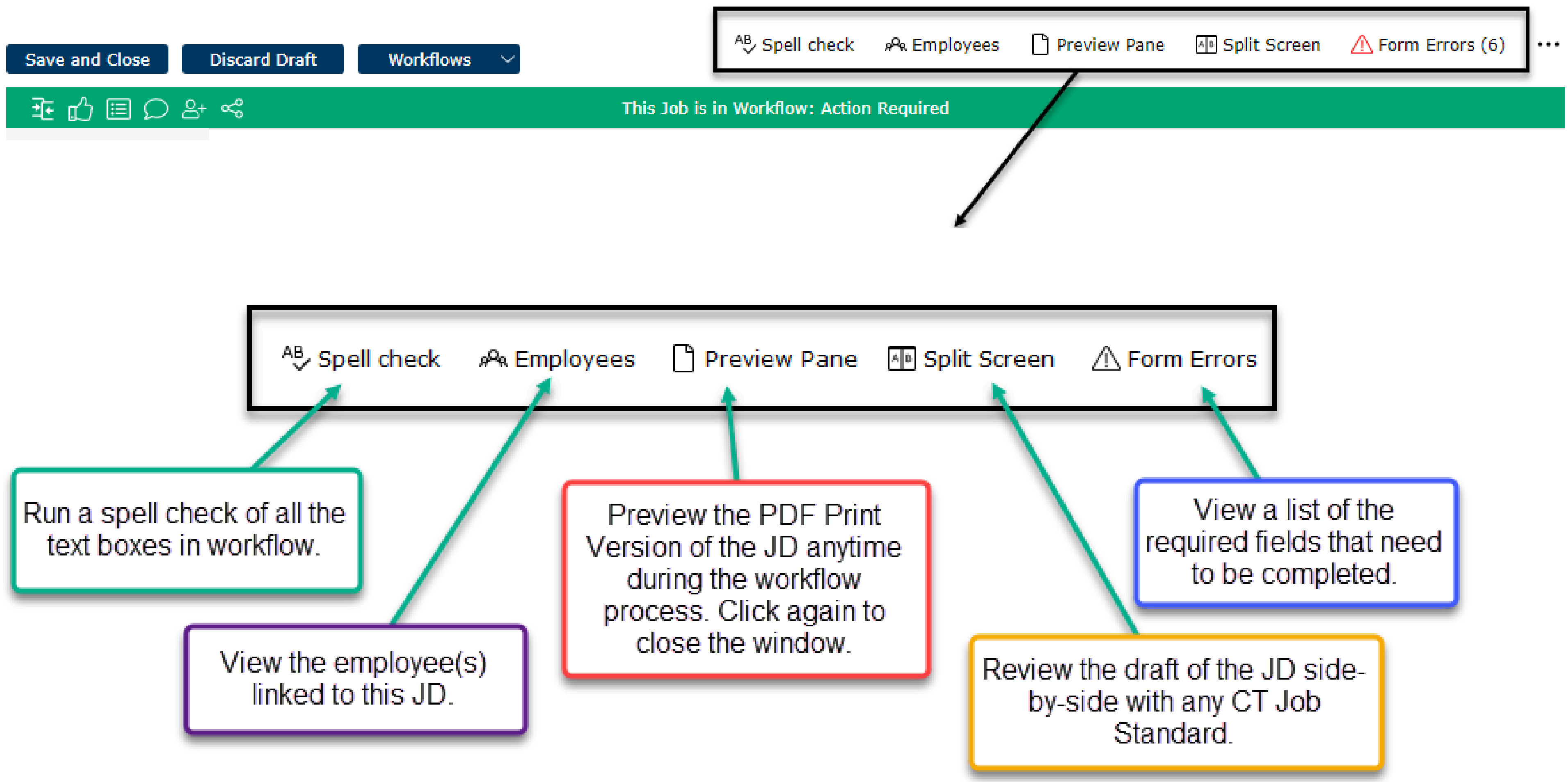
Preferred Qualifications:

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.

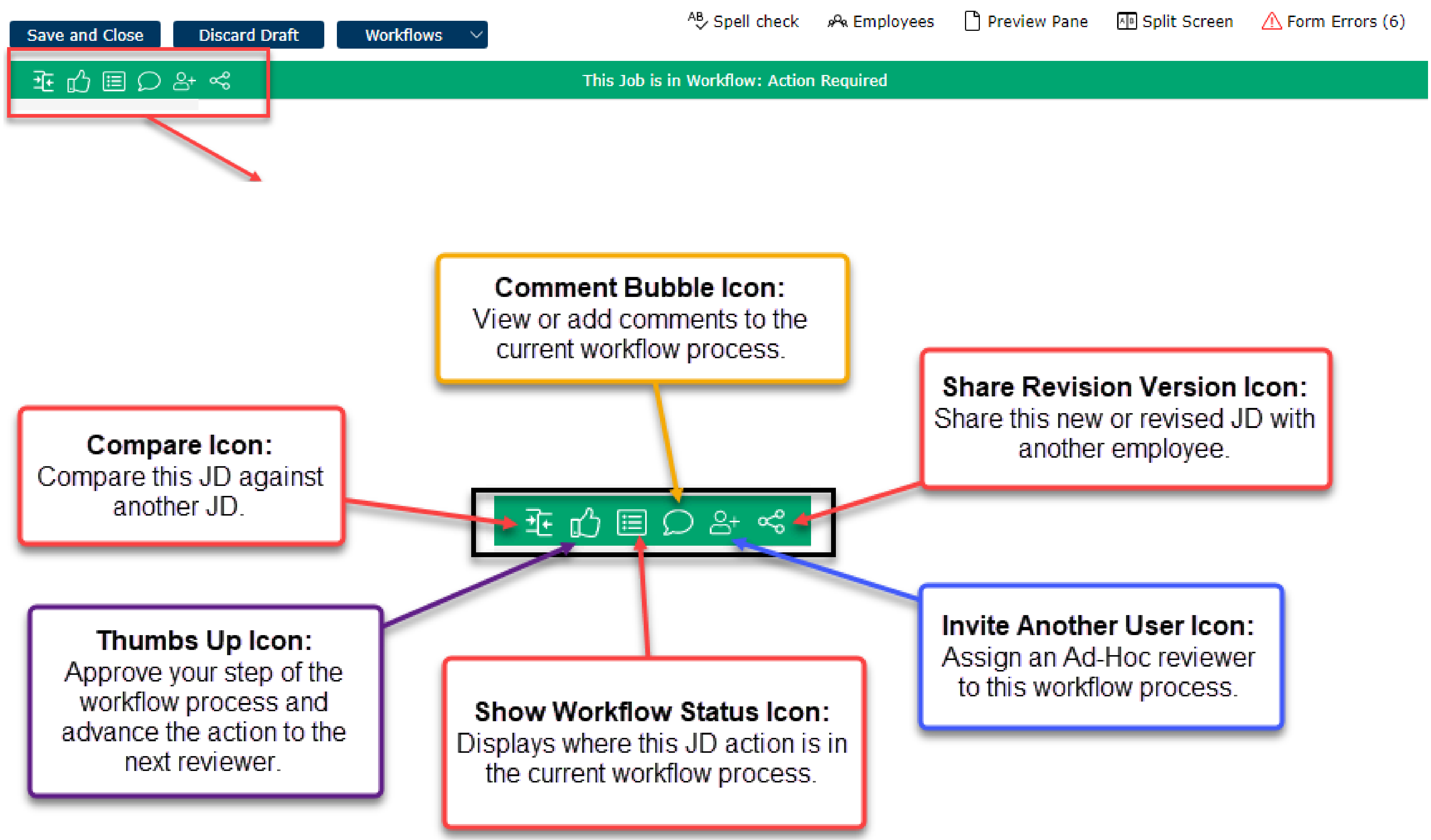
Finalize and Submit a Job Description to HR/Compensation



Workflow Screen Options

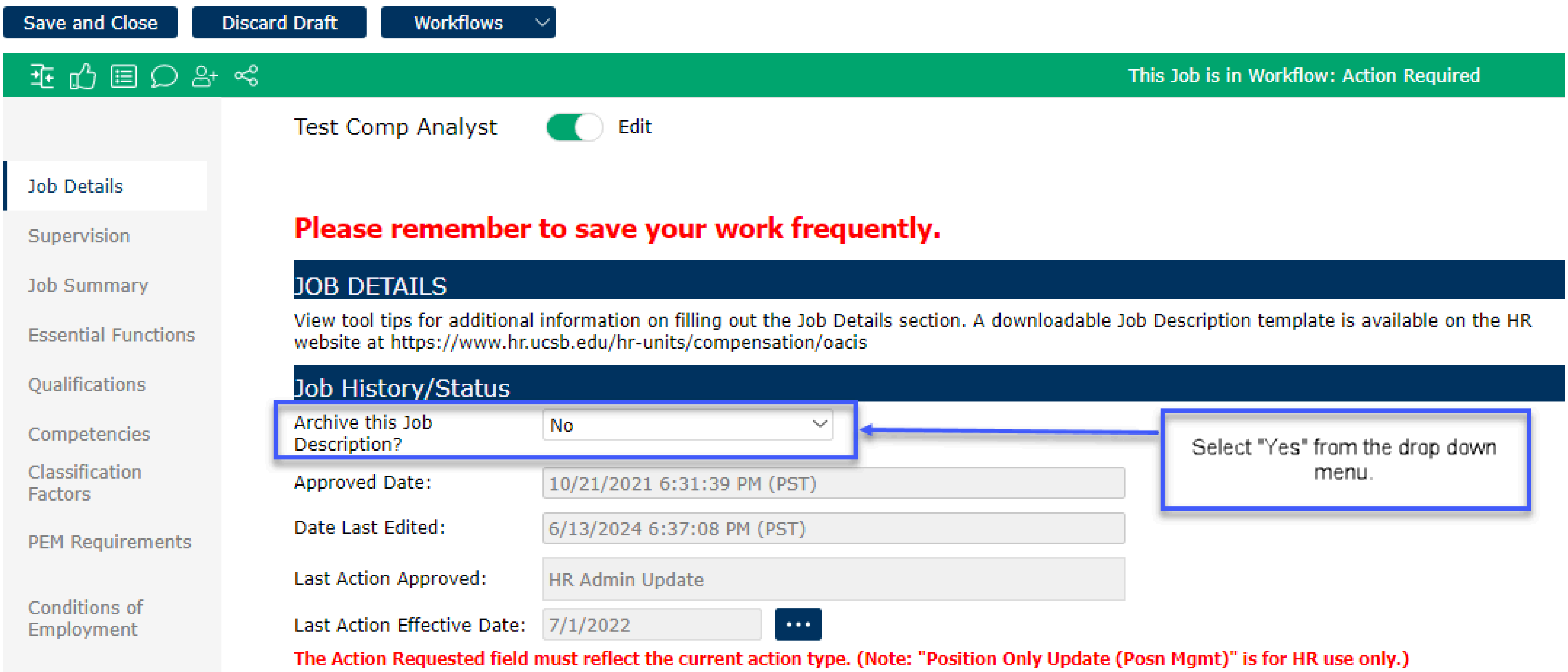


Green Workflow Tool Bar



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.



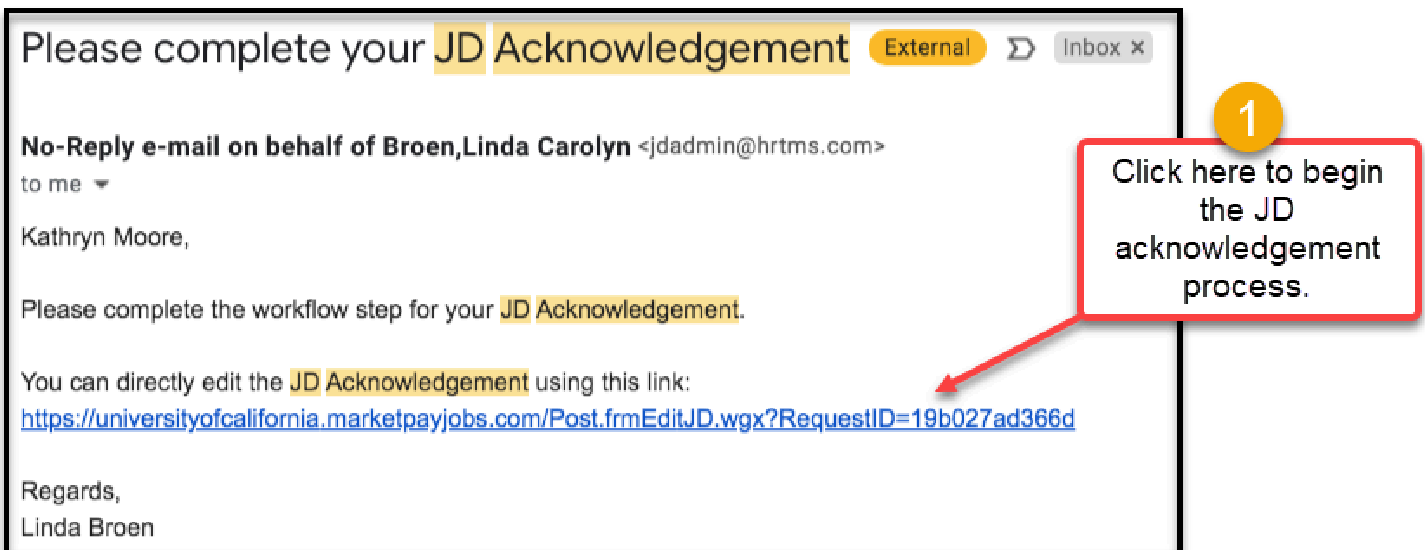
Job Description (JD) Acknowledgement Process

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

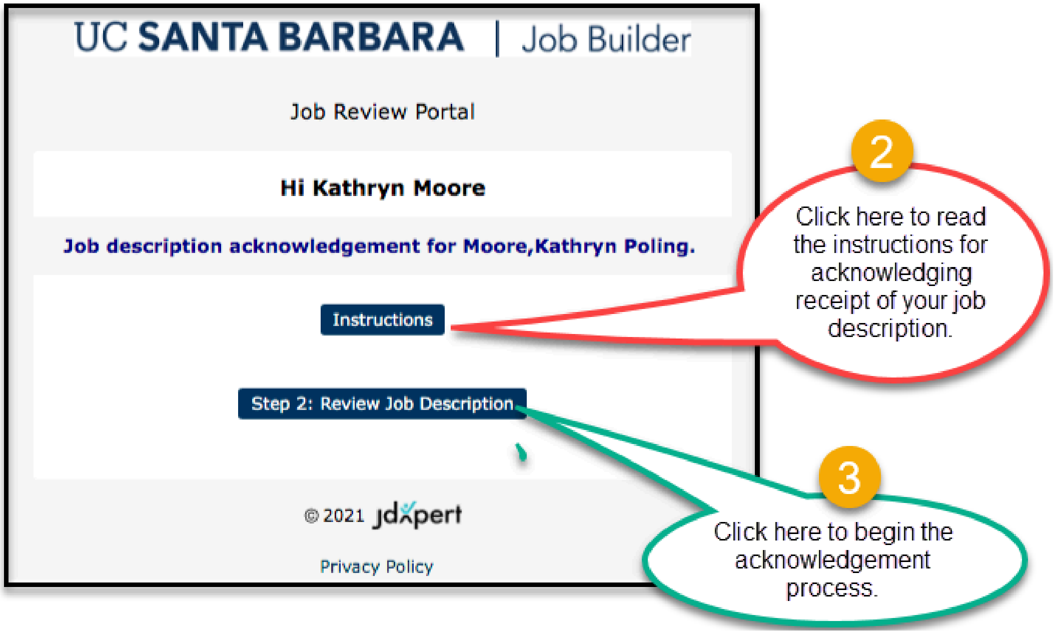
The JD (Job Description) can be acknowledged in one of two ways.
1. The first is by clicking on the link in the email that was sent after you were hired; and
2. The second is by logging into Job Builder.

Acknowledgement via the Email Link:

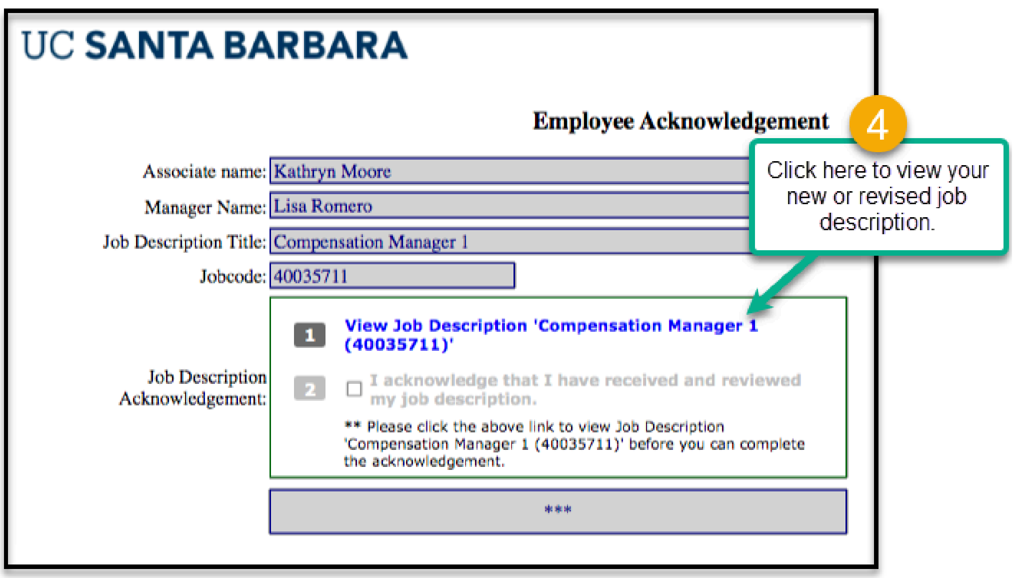
1. An email is automatically sent to the employee linked to the job description (see sample email below). When you receive a JD Acknowledgement email, start the process by clicking on the link in the email:



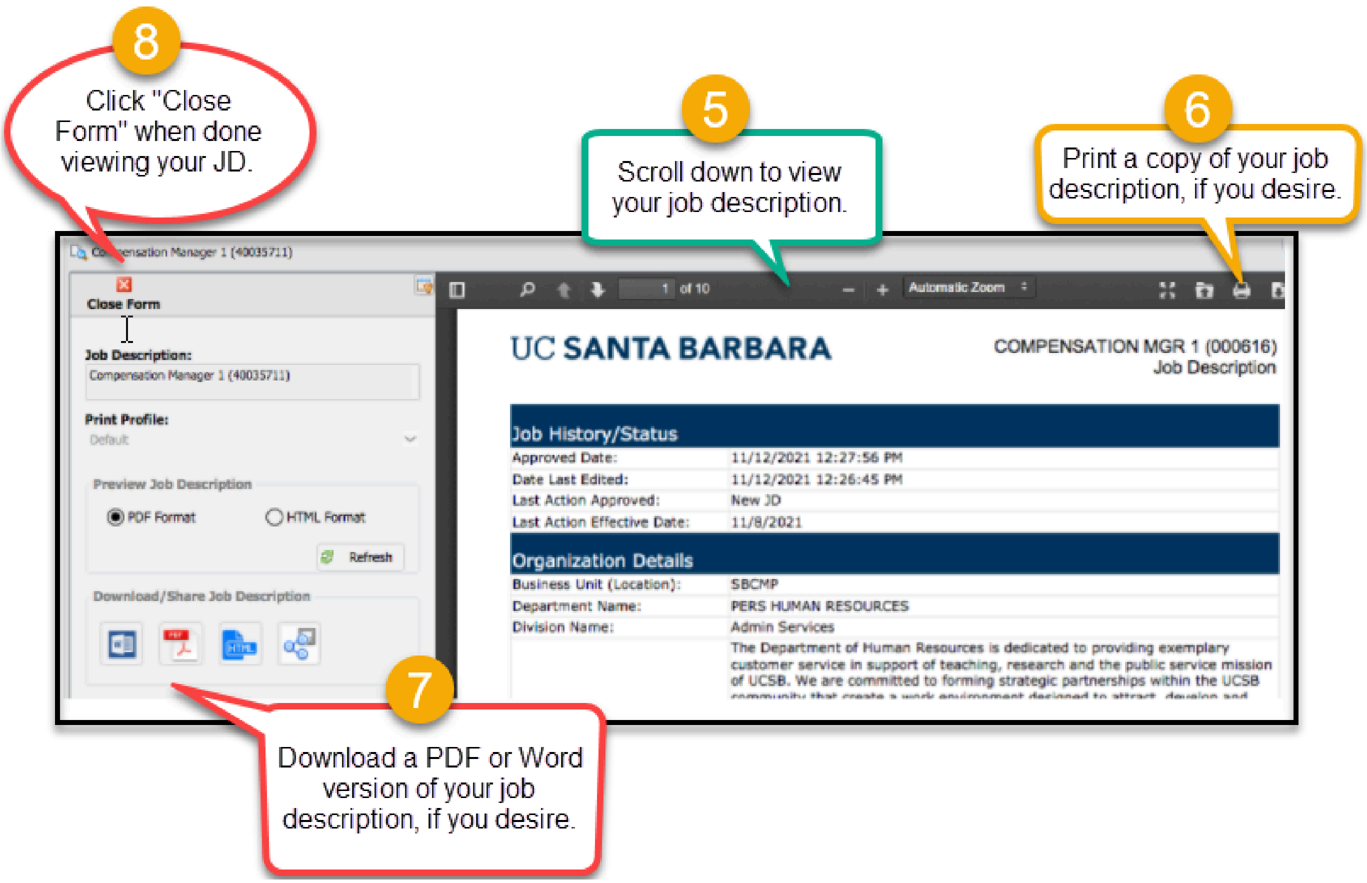
2. Read the instructions and then review your job description.



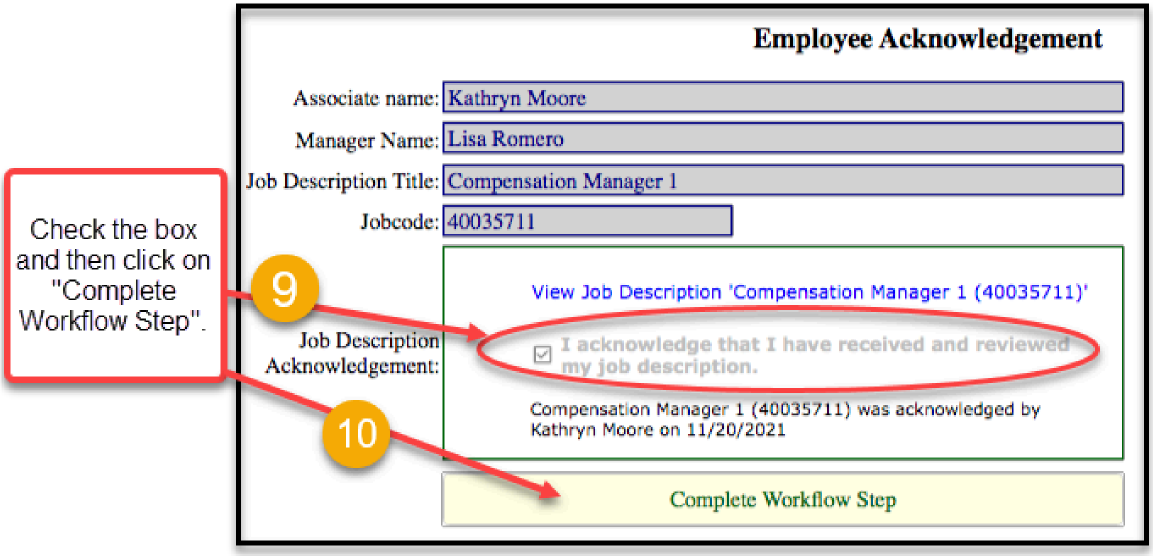
3. View your job description before acknowledging it.



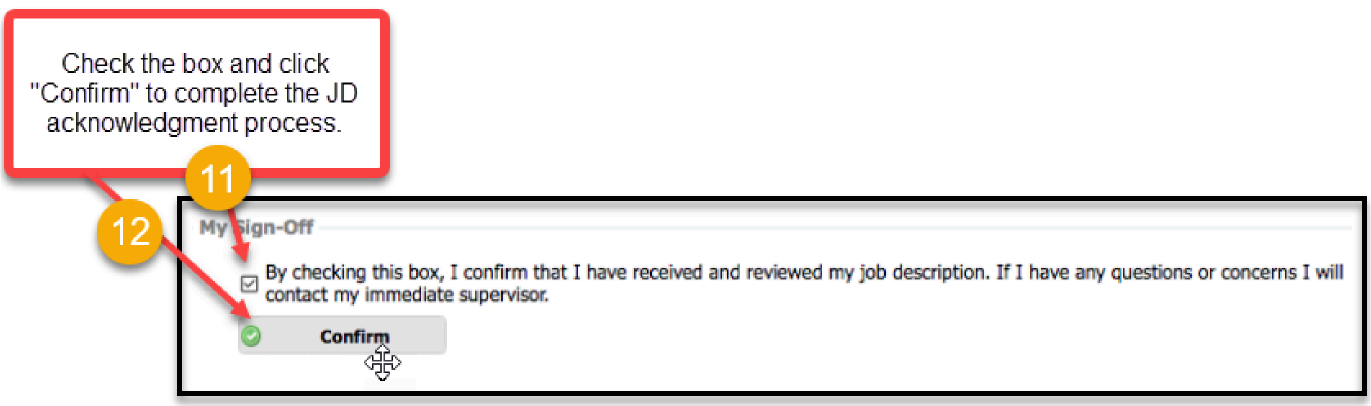
4. View, print and/or download your job description. Close the window when done.



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



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

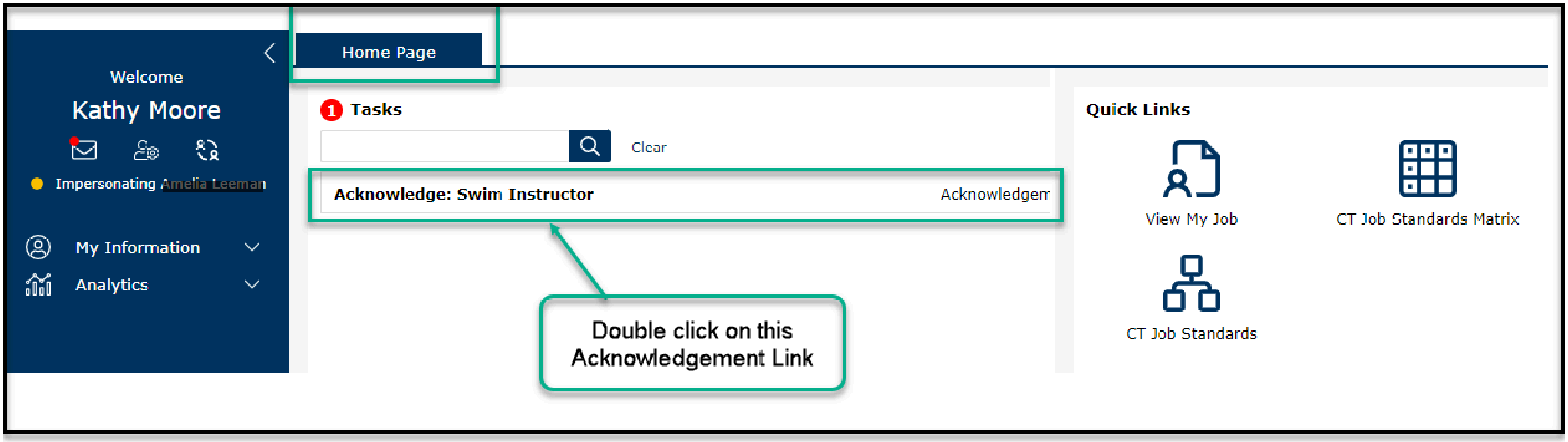


7. You no longer need to print out and sign your job description. The online acknowledgement process replaces the old process of wet-signing JDs.

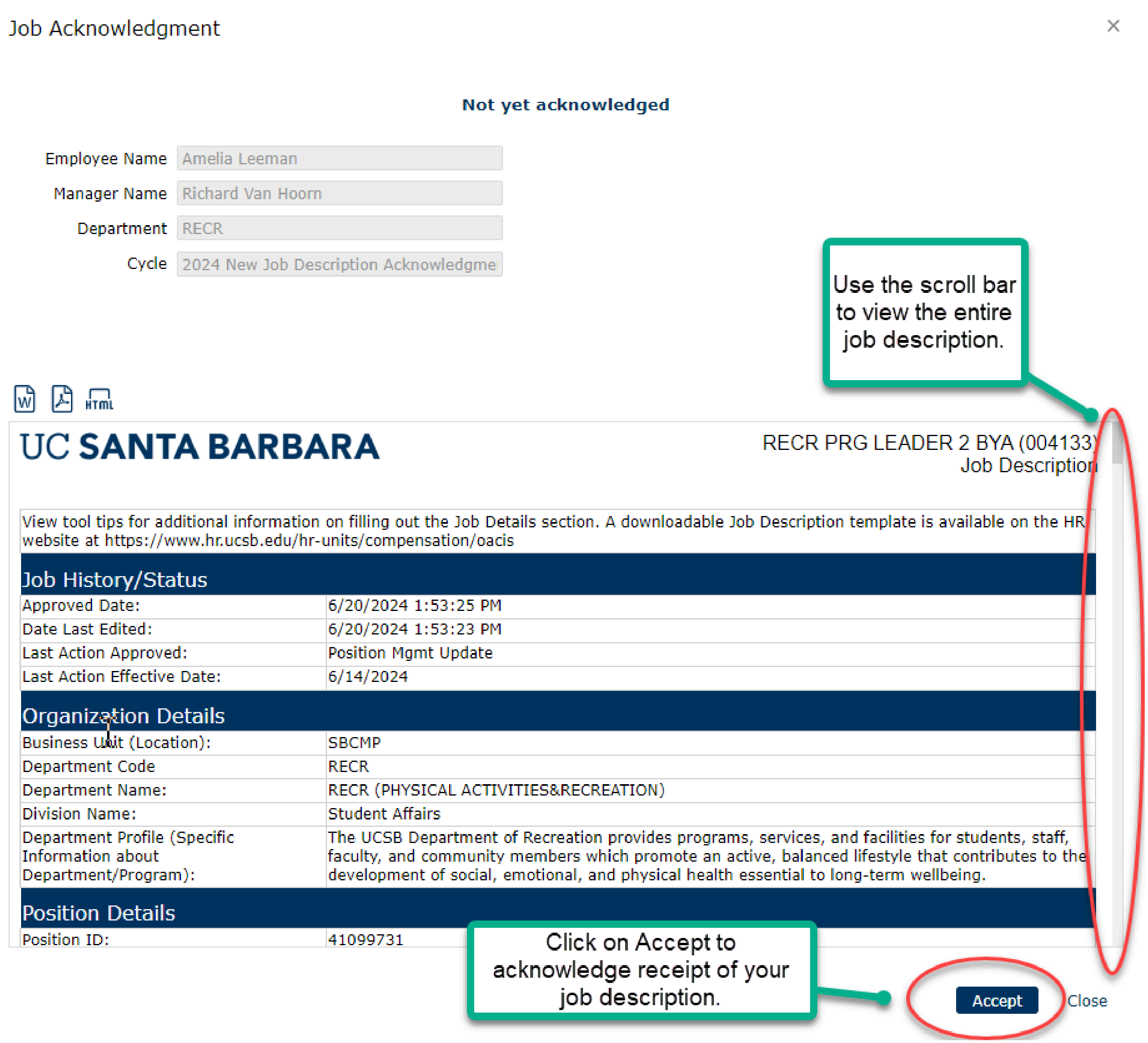
Acknowledgement via Logging into Job Builder:

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.


Job Acknowledgment

Not yet acknowledged

Employee Name: Amelia Leeman
Manager Name: Richard Van Hoorn
Department: RECR
Cycle: 2024 New Job Description Acknowledgme

Use the scroll bar to view the entire job description.

UC SANTA BARBARA

RECR PRG LEADER 2 BYA (004133)
Job Description

View tool tips for additional information on filling out the Job Details section. A downloadable Job Description template is available on the HR website at https://www.hr.ucsb.edu/hr-units/compensation/oacis

Job History/Status	
Approved Date:	6/20/2024 1:53:25 PM
Date Last Edited:	6/20/2024 1:53:23 PM
Last Action Approved:	Position Mgmt Update
Last Action Effective Date:	6/14/2024
Organization Details	
Business Unit (Location):	SBCMP
Department Code	RECR
Department Name:	RECR (PHYSICAL ACTIVITIES&RECREATION)
Division Name:	Student Affairs
Department Profile (Specific Information about Department/Program):	The UCSB Department of Recreation provides programs, services, and facilities for students, staff, faculty, and community members which promote an active, balanced lifestyle that contributes to the development of social, emotional, and physical health essential to long-term wellbeing.
Position Details	
Position ID:	41099731

Click on Accept to acknowledge receipt of your job description.

Accept Close