Job Builder

**For NON-represented staff only**

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| Login to: | <https://Jobbuilder.ucmerced.edu> |
| Search Job Standard for appropriate classification | A Job Standard is not a position description but a generic pre-defined template which describes various attributes of a job including the Scope, Key Responsibilities and Knowledge and Skills requirements of a specific Job level within a Job Function.  A Job Standard is a starting point used to help build an actual Position Description.  All Job Standards are categorized by Job Family, Job Function, Category and Job Code. |
| Create Position Description | The first way to create a Position Description is to click the white and blue icon, in the column labeled **Action,** on the same row as the Job Title the Position Description will be built from on the search results page:  https://jobbuilder.ucmerced.edu/Help/ImagesExt/image10_18.jpg    The second way to create a Position Description is from the page where you can view the Job Standard. When viewing a Job Standard click on the button in the upper left of page labeled **Create Description**.  https://jobbuilder.ucmerced.edu/Help/ImagesExt/image10_19.jpg  There is a third option that will allow you to create a Position Description that involves copying a Position Description that has already been created that is in your library. This method is covered in *Section 7.3* of this user guide  **Position Description Elements**  *Section 4.3* of this manual presented the many elements that make up a **Job Standard.** A **Position Description** has all of the same elements plus additional elements that must be reviewed and completed.  Below is a list of the additional elements that make up a Position Description and a brief description of each one.  Additional Elements on a Position Description  *Form Name*– This is the system assigned naming convention for each Position Description saved in the application. The naming convention uses a combination of information from the Position Description itself.  *Working Title*– This is department select working tile entered when the Position Description was created.  *Employee Name* – This is the name of the employee that is assigned to this position. If this is for a new or vacant position, the name **Vacant** is often used as a placeholder.  *Position Control Number* – Is a unique number (sometimes alpha/numeric) assigned to each Budget approved position. Currently this is placeholder and is not used.  *Department*– This is the department to which the position is being assigned.  *Organization* – This is automatically completed based on the Department selected.  *Division* – This is automatically completed based on the Department selected.  *License Certifications*– Any specific Licenses or Certification required for the position should be indicated in this section.  *Physical Requirements* – This is a list of the most common physical requirements that may be required for a position as well as the frequency of occurrence.  *Mental Requirements* – This is a list of the most common mental requirements that may be required for a position as well as the frequency of occurrence.  *Environmental Requirements* – This is a list of the most common environmental requirements that may be required for a position as well as the frequency of occurrence.  *Direct Supervision* – Payroll Job Titles, or groups of titles, and the FTE a position has direct supervision over should be listed in this section.  *Supervision Received* – Denotes the type of supervision a position generally receives.  *Critical Position*– Indicates if a position can be classified as a critical position.  *Date Created* – Automatically indicates the date a specific Position Description was created.  *Check Boxes* – At the bottom of the Key Responsibilities, Knowledge Skills and Direct Supervision section there is a check box that will allow you to add more rows if needed.  **Filling In The Position Description Form**  When a **Position Description** is being created, several items already have text pre-filled from the **Job Standard**. This is generic text that requires modification when building any specific position description. Any beige colored area (similar to the picture below) can be edited when filling in a Position Description.  **Filling In The Position Description Form**  When a **Position Description** is being created, several items already have text pre-filled from the **Job Standard**. This is generic text that requires modification when building any specific position description. Any beige colored area (similar to the picture below) can be edited when filling in a Position Description.  https://jobbuilder.ucmerced.edu/Help/ImagesExt/image10_20.jpg  At the bottom of some sections there is a check box to Add New rows. Clicking on this check box will do just that: add more rows to that area of the position description. You are allowed a maximum of 15 rows in the **Key Responsibilities** area of the Position Description. |