UC ANR JDXpert Job Builder 201 Manager and Department Preparer Training

Presented by: Patricia Glass
HR Business Systems Analyst
6/2/22
Updated 10/14/22 (Slides 12, 14, 23, 25, 27-29 changes are in red.)

Training Agenda

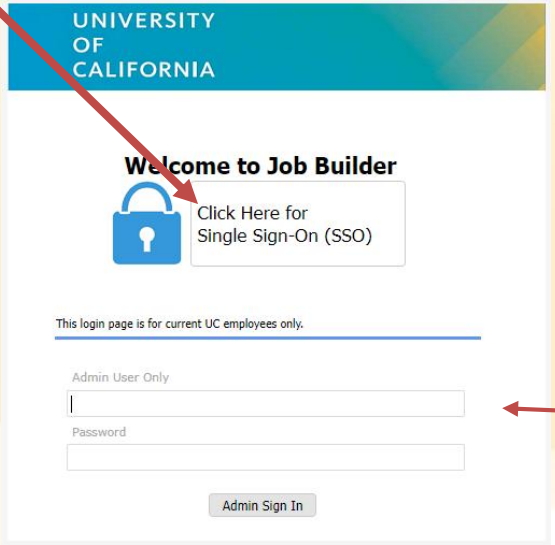
- Log On/ Log Off
- Dashboard
- My Jobs
- My Employees
- View My Job
- Job Library
- Career Ladders

- DEMO
  - Add New Job Description
  - Revise Job Description

- Job Acknowledgements
- Explore Acknowledgements

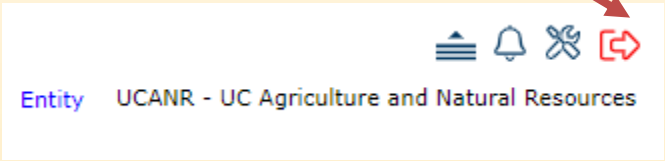
Log On/Log Off

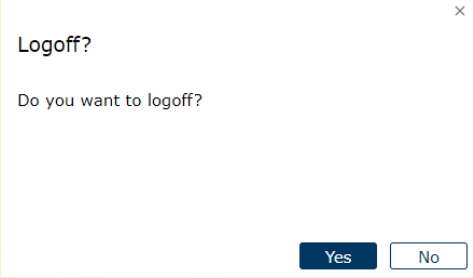
- Log On: https://universityofcalifornia.marketpayjobs.com
- Click in to use SSO



(ignore this section)

- Log Off:
- Upper right corner of screen



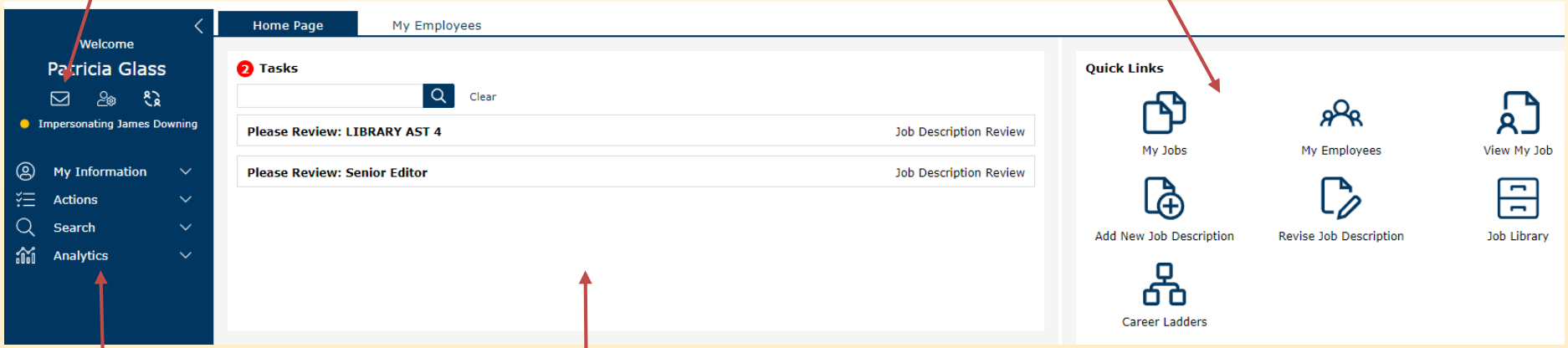


Dashboard

log off

notifications

Quick Links



Quick Links in outline list format

current workload

My Jobs

(contains JDs of your direct reports)

"Job Code" is misnamed. These are Position Numbers (PNs)

Welcome
Patricia Glass
Impersonating Jolynn Miller
My Information
Actions
Search
Analytics

Home Page | My Jobs

Search: 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
	Administrative Assistant 2	40808521	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	Is Child of Parent Job: Blank Ast 2 (004723)	1
	Master Gardener Coordinator (CES 2)	40812725	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	Is Child of Parent Job: CMTY EDUC SPEC 2 (005839)	1
	CMTY EDUC SPEC 2 (4-H)	40834639	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	Is Child of Parent Job: CMTY EDUC SPEC 2 (005839)	1
	CMTY EDUC SUPV 2	40326331	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]		N/A	Is Child of Parent Job: CMTY EDUC SUPV 2 (005836)	1
	Default Job Description	DEFAULT	No Active Workflow		[No Job Description Workflow]	[No Job Description Workflow]	9/7/2021 8:02:25 PM	User, Admin (ADMIN)	Independent	975

Edit/Employees/Favorite

No JD for employees with DEFAULT

*Students are not listed: their JDs will remain in a PDF template format outside of this system.

My Employees

(contains list of your direct reports)

Welcome
Patricia Glass
Impersonating James Downing
My Information
Actions
Search
Analytics

Home Page | My Employees

Search
Filter
Direct Reports Only
Org Chart | Export | Reminders

Job Tasks

Action	Emplid	Employee Name	Title	Manager's Name	Job Code
	10[redacted]	[redacted]	ARTIST SR (40828976)	Downing,James B	40828976
	10[redacted]		Default Job Description	Downing,James B	DEFAULT
	102[redacted]		Default Job Description	Downing,James B	DEFAULT
	102[redacted]		Default Job Description	Downing,James B	DEFAULT
	102[redacted]		Default Job Description	Downing,James B	DEFAULT
	102[redacted]		VISUAL COMM SPEC 4 (40232169)	Downing,James B	40232169
	102[redacted]		Default Job Description	Downing,James B	DEFAULT
	102[redacted]		Default Job Description	Downing,James B	DEFAULT

Tree View
James Downing
[redacted]

Empl Details/View the Job/Share Job with Employee

View My Job

View My Job

(contains your own JD)

- Every staff member in the organization will have access to this Quick Link (if they have a JD).
- It is a person's own job description.
- All transferred JDs will need updates.

Preview Job 'CMTY EDUC SPEC 2 (40802030)'

Job Description:
CMTY EDUC SPEC 2 (40802030)

Print Profile:
Default

Preview Job Description

PDF Format HTML Format

Download/Share Job Description

Word, PDF, HTML, Share

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

CMTY EDUC SPEC 2 - Garden Walk Program
Job Description

JOB STATUS AND HISTORY	
Approved Date:	1/1/1900 12:00:00 AM
Date Last Edited:	1/1/1900 12:00:00 AM
Action Requested:	
Status of Position Description:	
Creator/Owner of PD:	Steven Swain
Date PD Created:	10/13/2021
Classified Date	

POSITION AND EMPLOYEE DETAILS	
Employee Name:	
Employee ID:	
Reports To Name:	

JOB DETAILS	
System Title:	CMTY EDUC SPEC 2 (40802030)
UC Job Code:	005839
Position Number:	40802030
Working Title:	CMTY EDUC SPEC 2 - Garden Walk Program
Job Category:	
Job Level:	Intermediate
Job Function Description	Involves designing, conducting, managing, and evaluating community educational and development programs in partnership with educational institutions county-based agencies, organizations and services. Collects enrollment data, maintains education curricula inventory, and evaluates program results. Functions as a community resource, provides leadership to volunteers and acts as subject matter expert for assigned program.
Personnel Program:	PSS
Salary Structure:	Grade 17
Default FLSA Status	Non-Exempt
FLSA Override:	
Union Code	99 - Non-Represented (PPSM)

ORGANIZATION	
Division:	UCCE
Department:	966021 UCCE MARIN COUNTY

Job Library

(contains all our Job Standards)

- The collection of all the Parent jobs in the UCANR instance
- Parents vs. Children: Parent are Job Standards; Children are our JDs
- Only HR has access to all the Children.
- Manager Job Library has access to all Parents.

CMTY EDUC SPEC 3

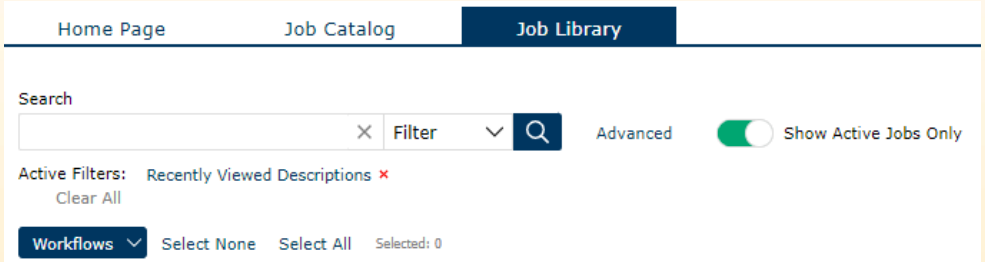
Jobcode	005838

JOB DETAILS

System Title:	CMTY EDUC SPEC 3 (005838)
Long Title:	CMTY EDUC SPEC 3
Job Category:	Professional
Job Level:	Experienced
Job Family Description	These functions describe the creation, design and management of various programs at the University.
Job Function Description	Involves designing, conducting, managing, and evaluating community educational and development programs in partnership with educational institutions county-based agencies, organizations and services. Collects enrollment data, maintains education curricula inventory, and evaluates program results. Functions as a community resource, provides leadership to volunteers and acts as subject matter expert for assigned program.
Personnel Program:	PSS
Salary Structure:	Grade 18
Default FLSA Status	Exempt
Union Code	99 - Non-Represented (PPSM)

Job Library

(contains all our Job Standards)



	1	2	3	4	5	6	7	8	9	10	11	12
	Action	ID	Job Code	System Title	Job Standard Code	Job Standard	Active EEs	Version	Current Reviewer	Review Status	Approved	Job Family
1	♡	52173	007717	ACAD HR ANL 1 (007717)			0	0		No Active Workflow	False	Human Resources\Academic Human Resources
2	♡	52174	007714	ACAD HR ANL 2 (007714)			0	1		No Active Workflow	False	Human Resources\Academic Human Resources
3	♡	52175	007715	ACAD HR ANL 3 (007715)			0	0		No Active Workflow	False	Human Resources\Academic Human Resources
4	♡	52176	007716	ACAD HR ANL 4 (007716)			0	0		No Active Workflow	False	Human Resources\Academic Human Resources
5	♡	52178	000593	ACAD HR ANL 5 (000593)			0	0		No Active Workflow	False	Human Resources\Academic Human Resources

Career Ladders

Career Ladders

(contains Standards of Job Families)

Home Page | Career Ladders

Select Career Ladder

Community Education Services

7 Job Descriptions in selected group

View Side-By-Side | Download Career Ladder

Side-By-Side View

Reset | Export as Excel | Edit Profiles

Selected Jobs: 7 Jobs Selected

Side-by-Side Profile: ** Default Ad_Hoc Profile **

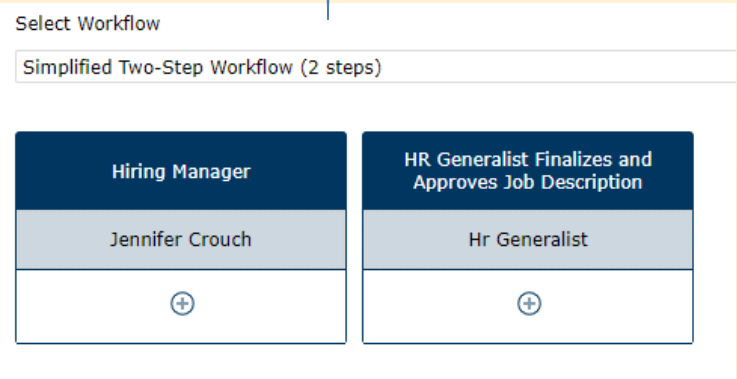
☐ Highlight Differences ☐ Hide Identical Rows

	CMTY EDUC SPEC 1	CMTY EDUC SPEC 2	CMTY EDUC SPEC 3	CMTY EDUC SUPV 1	CMTY EDUC SPEC 4
Jobcode	005840	005839	005838	005837	005834
Job Posting ID					
JOB DETAILS					
System Title	CMTY EDUC SPEC 1 (005840)	CMTY EDUC SPEC 2 (005839)	CMTY EDUC SPEC 3 (005838)	CMTY EDUC SUPV 1 (005837)	CMTY EDUC SPEC 4 (00583
Long Title	CMTY EDUC SPEC 1	CMTY EDUC SPEC 2	CMTY EDUC SPEC 3	CMTY EDUC SUPV 1	CMTY EDUC SPEC 4
Job Category	Professional	Professional	Professional	Supervisory and Management	Professional
Job Level	Entry	Intermediate	Experienced	Supervisor 1	Advanced
Personnel Program	PSS	PSS	PSS	PSS	PSS
Salary Structure	Grade 16	Grade 17	Grade 18	Grade 19	Grade 20
Default FLSA Status	Non-Exempt	Non-Exempt	Exempt	Exempt	Exempt
Union Code	99 - Non-Represented (PPSM)	99 - Non-Represented (PPSM)	99 - Non-Represented (PPSM)	99 - Non-Represented (PPSM)	99 - Non-Represented (PPSM
Generic Scope	Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and	Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.	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.	Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or	Technical leader with a high knowledge in the overall fiel recognized expertise in spec problem-solving frequently r analysis of unique issues / p without precedent and / or s manage programs that inclu strategies and administering

Quick Breather

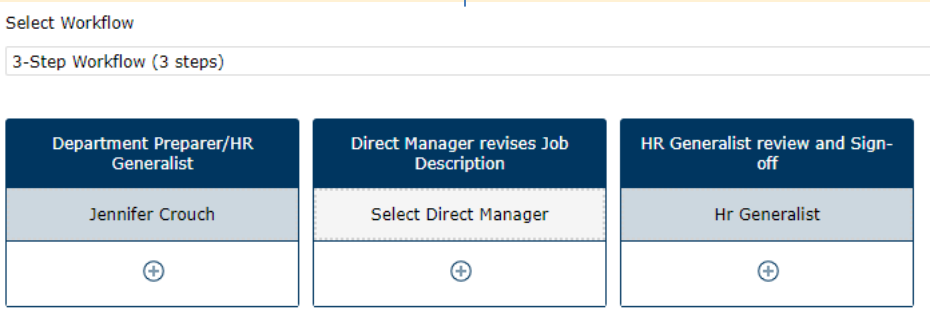
Workflows

Two-Step Workflow



Select this one if you ARE the direct supervisor

Three-Step Workflow

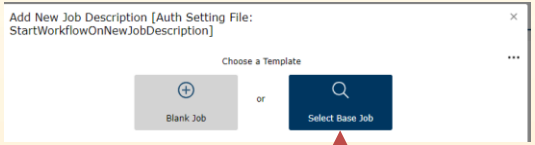


Select this one if you are NOT the direct supervisor

Job Description (JD) Tips

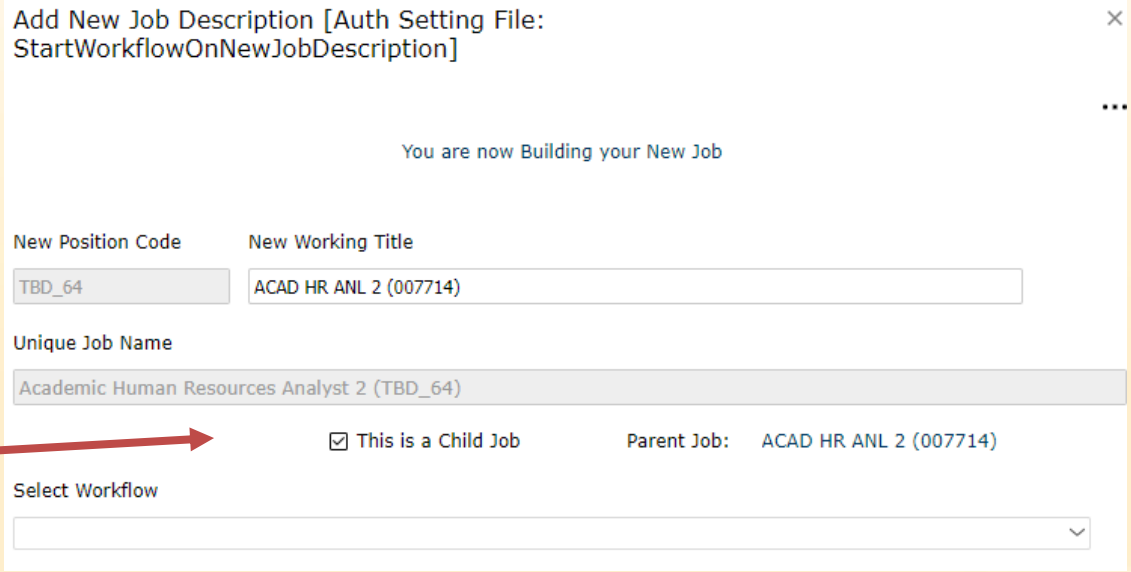
- Remember they pertain to the job, not the person
- Most of the non-represented jobs have pre-defined Scopes, Key Responsibilities, and KSA (knowledge, skills, and abilities) requirements for you to use
- Be brief with the info about your department or program, as well as the custom scope
- HR recommends no more than about 7 each in Key Responsibilities (KRs) and Knowledge, Skills and Abilities (KSAs)
- If you do need to create your own KRs and KSAs, they should be rather generic
- Supplemental document on the employee's first day can spell out details
- Represented JDs do not have pre-defined sections, but HR is working on templates or you can use your existing classified JDs.
- Those JDs refer you to use: https://ucnet.universityofcalifornia.edu/system_series/

Add New Job Description



Choose Select Base Job, which gives you this screen.

You MUST check This is a Child Job and verify the Parent is correct.

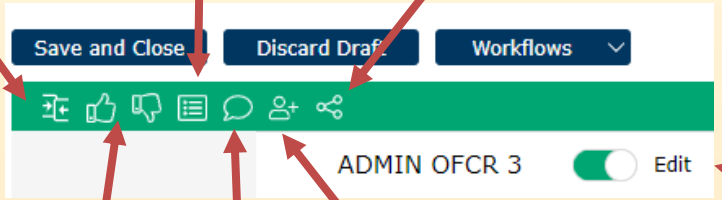


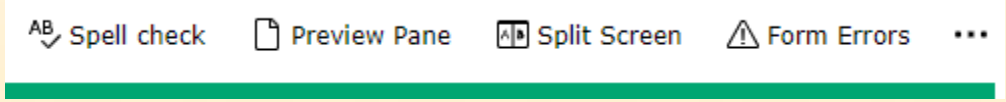
Add New Job Description-Menu Bar

Workflow

Compare

Share





Make sure you're in Edit mode

Approve/ Deny

Comments

Add Participant

Add New Job Description

Save and Close | Discard Draft | Workflows

This Job is in Workflow: Action Required

HR Generalist 3 Edit

Please remember to save your work

Pages in JD

- Job Details
- Overview
- Key Responsibilities
- Qualifications
- Supervision
- Appointment Details
- Physical, Environmental, and Mental Demands (PEM)
- Special Conditions
- Job Posting
- Workflow Details

JOB STATUS AND HISTORY

Approved Date:	1/1/1900 12:00:00 AM
Date Last Edited:	1/1/1900 12:00:00 AM
Action Requested:	
Status of Position Description:	
Creator/Owner of PD:	
Date PD Created:	2/18/2022
Classified Date	

POSITION AND EMPLOYEE DETAILS

Employee Name:	
Employee ID:	
Reports To Name:	

JOB DETAILS

System Title:	HR GENERALIST 3 (TBD_42)
UC Payroll Title:	HR GENERALIST 3 (007596)
UC Job Code:	007596
Position Number:	TBD_42

Shaded fields non-editable; white fields editable

Add New Job Description

Add New Job Description

Pages in JD

- Job Details
- Overview
- Key Responsibilities
- Qualifications
- Supervision
- Appointment Details
- Physical, Environmental, and Mental Demands (PEM)
- Special Conditions
- Job Posting
- Workflow Details

Job Function Description	Involves recommending, developing, implementing, administering, coordinating, and / or evaluating Human Resources policies, labor contracts, statutes, programs and procedures covering several of the following: recruitment, compensation, employee relations, labor relations, payroll, benefits, welfare programs, training and development, visa procurement, inter-location transfers, and employee services.
Personnel Program:	PSS
Salary Structure:	Grade 20
Default FLSA Status	Non-Exempt
FLSA Override:	
Union Code	99 - Non-Represented (PPSM)
Employee Relations Code (ERC)	

ORGANIZATION

Division:	
Department:	
Location	
Department Summary:	

Administration
Campus-based Programs
RECS
Statewide Programs
UCCE

Either A, C, or E (most likely) – Not Confidential

Pick the Division first, which drives the Dept dropdown

Use the elipses for the Location and search by address or Location Code

Add New Job Description

Pages in JD

- Job Details
- Overview
- Key Responsibilities
- Qualifications
- Supervision
- Appointment Details
- Core Competencies
- Physical, Environmental, and Mental Demands (PEM)
- Special Conditions
- Job Posting
- Workflow Details
- Data Entry Tracking

HR Generalist Edit

Please remember to save your work

JOB SUMMARY

Search Content Library

Generic Scope (default)

Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.

Custom Scope

Applies professional human resources, organization policies and procedures to provide guidance to supervisors and managers to resolve a variety of human resources issues of moderate scope and complexity.

On this page, you'll just add the Job Summary

Add a New Job Description – Copying from Reference

NOTE
Ref section doesn't appear on JD; you must add them in the section below:

Please remember to save your work

For Reference Only - Key Responsibilities from Job Standard

Responsibilities

- Under general supervision, organizes and conducts existing community educational courses and / or manages a volunteer education program and assists in the development of new programs and course materials.
- Assesses presentation / course results through student and participant evaluations and levels of interest shown and recommends appropriate changes.
- Assists in developing strategic market plans and targets audience.
- Utilizes evaluation tools for courses, instructors and programs to evaluate and adjust course curriculum or presentation.
- Assists in conducting analysis, prioritizing work assignments and developing program recommendations.
- May serve as a work leader to lower level educators, professionals or volunteers.
- May provide training or mentoring to volunteers.
- Assists in developing, preparing and reconciling budgets for program.
- Assists in planning and scheduling course offerings and identifying course topics.

Copy
Save Row
View Bullet Row
View Bullet List

Copy Text Column
Copy Entire Row
Copy All Rows

KEY RESPONSIBILITIES — Total Percentage:100%

Add | Delete Row | Move Up | Move Down | Paste List | Refresh

Duties are listed in order of greatest importance. Other responsibilities may be assigned.

	Percent of Time	Is Essential?
Organizes and conducts existing community educational courses and / or manages a volunteer education program and assists in the development of new programs and course materials.	25	☑

Can copy each or all to paste in published section below. Just right click on one of the responsibilities

Add percent (MUST total 100) and check if it's essential.

Add a New Job Description – Pasting from Reference

Pasting to published section (only if you want to use any of the referenced standards.)

Add New Job Description

Master Gardener Coordinator (CES 2) Edit

Working knowledge of conducting needs assessment.

Working knowledge of current community education programs and trends

Good analytical skills to understand how business needs can be addressed through the development and delivery of training programs.

Knowledge, Skills and Abilities for

Add Delete Row Move Up Row

Copy and paste the Knowledge, Skills and Abili ... and/or create new KSAs for this position.

KSAs | Required/ Preferred

Working knowledge of departmental and orga ... wledge of educational program content and objectives. — Required

Working knowledge of delivering community ... — Required

Good reading, verbal, written and interperson ... sentation skills. — Required

Working skills to produce and deliver program ... — Preferred

Skill in using business software systems in th ... , Word, Excel, Access, PowerPoint. — Preferred

Working knowledge of conducting needs asse ... — Preferred

Format Text (Bold, Italic, Underline)
Indent Row
Copy
Paste
Move Row Up
Move Row Down
Insert Row Above
Insert Row Below
Delete Row
Delete All Rows
Find/Replace Text
Popup Text Editor
View Bullet Row
View Bullet List
Spell Check
Result/Tasks

Paste Text
Paste Row(s)

Add a New Job Description – Qualifications

Add New Job Description

- Job Details
- Overview
- Key Responsibilities
- Qualifications
- Supervision
- Appointment Details
- Core Competencies
- Physical, Environmental, and Mental Demands (PEM)
- Special Conditions
- Job Posting
- Workflow Details

QUALIFICATIONS

FOR REFERENCE ONLY - KNOWLEDGE, SKILLS AND ABILITIES FROM JOB STANDARD

Required appropriate Knowledge, Skills and Abilities for this job description.

KSAs

- Analytical skills to conduct analysis and develop recommendations; demonstrates organizational skills and problem-solving skills.
- Has working knowledge of other areas of HR.
- Knowledge of organizational policies and procedures and knowledge of functional area.
- Basic knowledge of human resources policies and programs, and how they affect other organizational policies and procedures.
- Knowledge of a human resources management system (HRMS), and / or other related business software programs and systems.
- Proficient in communicating clearly and effectively verbally and in writing and in integrating information in the completion of assignments.
- Demonstrated ability to handle difficult or volatile situations / individuals effectively.

Knowledge, Skills and Abilities for this Position

Add | Delete Row | Move Up Row | Move Down Row | Paste List | Content Search | ...

Copy and paste the Knowledge, Skills and Abilities from above that apply to this job and/or create new KSAs for this position.

FOR REFERENCE ONLY - EDUCATION FROM JOB STANDARD

Education requirements for the job.

Education Details	Required/ Preferred

Can copy/ paste each or all as in KR page.

Must also complete education section for red dot to go away

Add a New Job Description - PEMs

PHYSICAL DEMANDS/WORKING CONDITIONS

Employees may require reasonable accommodation to perform essential functions when they are unable to meet physical or other requirements. When needed, work with your disability management or equivalent office to evaluate specific tasks and determine if accommodations are available.

Physical Demands Category: Other

- Administrative Roles
- Facilities/Maintenance
- Research Associates
- Service Positions
- Other

PHYSICAL DEMANDS

Reset to Default Undo

A thorough completion of this se Disabilities Act. The physical requirements described here are rm the essential functions of this job.

Physical Requirements	0 Hours	Up to 3 Hours	3 to 6 Hours	6 to 8+ Hours	Is Essential
Sitting	○	○	◉	○	☑
Standing	○	○	◉	○	☑
Walking	○	◉	○	○	☐

Five defaults to select from based on type of work. “Other” is CES positions.
Each requirement can still be changed individually.

Add a New Job Description – Special Conditions

Add New Job Description

Special Conditions

Check all that apply:

- [ ] Possession of building master keys for access to residences, offices, or other facilities.
- [ ] Direct responsibility for the care, safety and security of people, including children and minors, or property, including personal and University.
- [ ] Direct access to or responsibility for controlled substances (as defined in BFBBUS-50); access to certain high risk hazardous chemicals, biological or radioactive/nuclear materials for which background checks are required by federal or state regulations or access to any other hazardous material specifically designated by the UC Executive Director of Environmental Health and Safety.
- [ ] Direct access to and/or responsibility for protected, personal, or other sensitive institutional information, including information on students, faculty, staff, or other University constituents, and IT resources that process, transmit or store restricted or sensitive institutional information.
- [ ] Responsibility for operating commercial vehicles, machinery or toxic systems that could result in accidental death, injury or health problems.
- [ ] A requirement for a professional license, certificate, or degree, the absence of which would expose the University to legal liability and/or negative public reaction.
- [ ] Direct access to and/or responsibility for information affecting national security.
- [ ] Direct access to or responsibility for cash, cash equivalents, checks, or University property, disbursements or receipts (as defined in BUS-49, Section III.C.).
- [ ] Authority for committing the financial resources of the University through contracts or agreements.
- [ ] Position requires annual filing of State of Economic Interests (Form 700).
- [x] The University reserves the right to make employment contingent upon successful completion of the background check. This is a designated position requiring a background check and may require fingerprinting due to the nature of the job responsibilities. UC ANR does hire people with conviction histories and reviews information received in the context of the job responsibilities.
- [x] Driver's License (U08): Must maintain valid CA DL and clean DMV record to drive a County or University vehicle. Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.
- [x] As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.
- [x] Travel including travel outside normal business hours may be requested.

REPORTING REQUIREMENTS AND CRITICAL POSITIONS

Check all that apply:

- [ ] CANRA (U13): Mandated Child Abuse Reporter
- [ ] Clery Act (U15): Campus Security Authority
- [ ] DMV Pull Program: Must enroll in the DMV Pull-Notice Program
- [ ] Form 700 (U16): Statement of Economic Interest Filer

Check the appropriate boxes. Then SAVE

Always check these 3

Previous | Next | Save

Add a New Job Description – Job Posting

HR Generalist Edit

JOB POSTING

HR Generalist

This is where the department summary goes...

Job Summary
This is where the job summary goes.....

Key Responsibilities

- Under general supervision screens resumes and applications and interviews applicants for entry level staff positions.
- Applies professional HR concepts when counseling employees concerning work-related issues of moderate scope and complexity and conducts termination interviews.
- Provides guidance to supervisors and managers in developing job descriptions, facilitating benefits communications, and providing guidance on compensation programs, personnel policies, and procedures.
- May maintain records for equal employment opportunity and affirmative action reporting requirements.
- Under general supervision provides advice and counsel to client groups according to established human resources policies and procedures.
- Manages sensitive and confidential information and effectively and collaboratively interacts with client groups.
- Under general supervision, develops professional development tracking systems and reports for client groups.

Skills and Abilities

- Analytical skills to conduct analysis and develop recommendations; demonstrates organizational skills and problem-solving

Default

- Default
- Interview Guide
- Job Posting
- Compensation (all data)

HR Generalist
Job Description

JOB STATUS AND HISTORY

Approved Date:	1/1/1900 12:00:00 AM
Date Last Edited:	6/1/2022 8:18:28 PM
Action Requested:	
Status of Position Description:	
Creator/Owner of PD:	
Date PD Created:	6/1/2022
Classified Date	

POSITION AND EMPLOYEE DETAILS

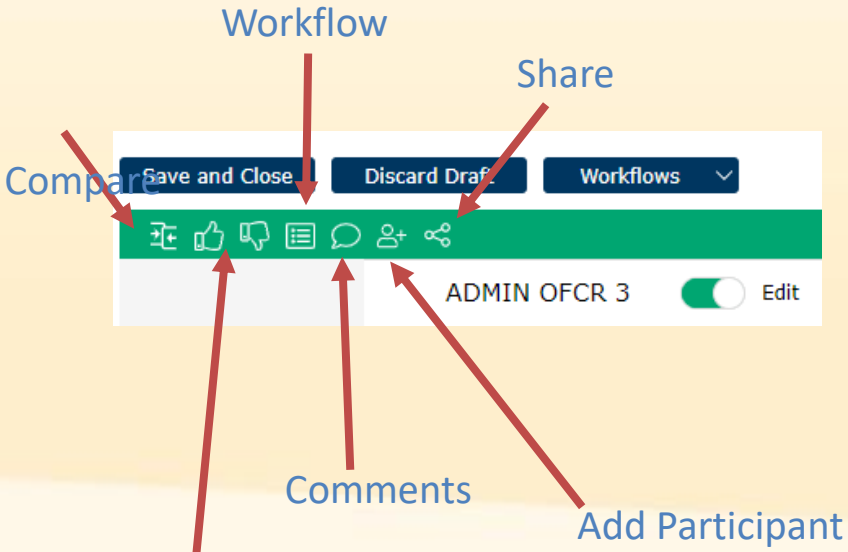
Employee Name:	
Employee ID:	
Reports To Name:	

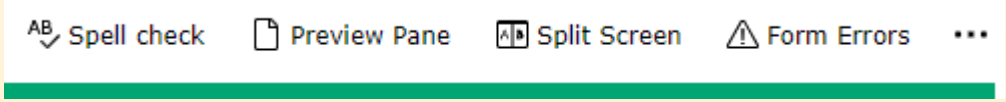
JOB DETAILS

System Title:	HR GENERALIST 2 (Tbd_45)
UC Job Code:	007595
Position Number:	Tbd_45
Working Title:	HR Generalist
Job Category:	
Job Level:	Intermediate
Job Family:	Human Resources
Job Function:	HR Generalist
	Involves recommending, developing, implementing, administering, coordinating, and / or evaluating Human Resources policies, labor contracts, statutes,

Can download the Posting or view an interview guide

Add a New Job Description – Push Through





Approve/Deny (must push the thumbs up to route it to the next step.)

QUESTIONS?
WHEN?
WHERE?
WHAT?
WHO?
HOW?
Where?
What?
When?
Why?

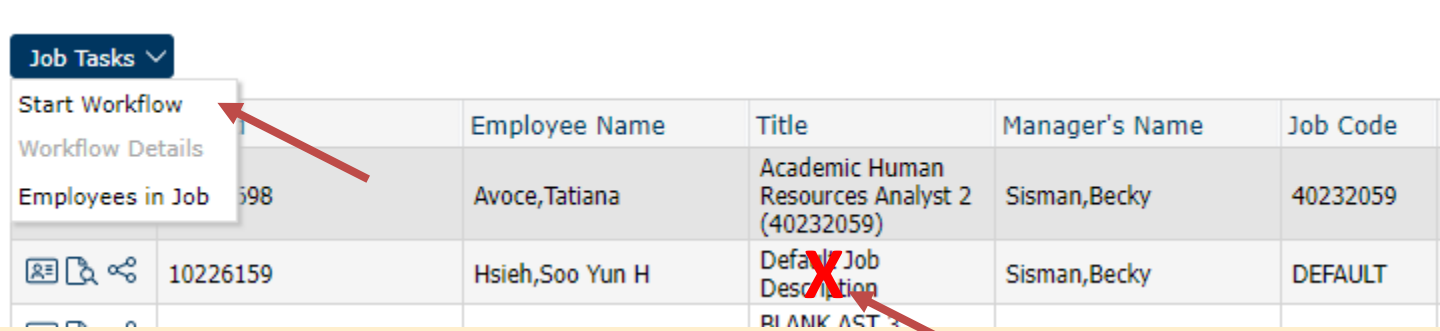
Revise Job Description

- You can select only from your direct reports (or impersonated direct reports)
- Same Workflow
- Can edit the same fields as in Adding a New Job Description

UPDATE: Work-around to Revise a Job Description

- Issue with the supervisor seeing and/or editing JDs in Revise Job Description QuickLink
- Use My Employees QuickLink instead
- If an employee has a “DEFAULT” job description, you must use Add New Job Description QuickLink
- See next slide for instruction

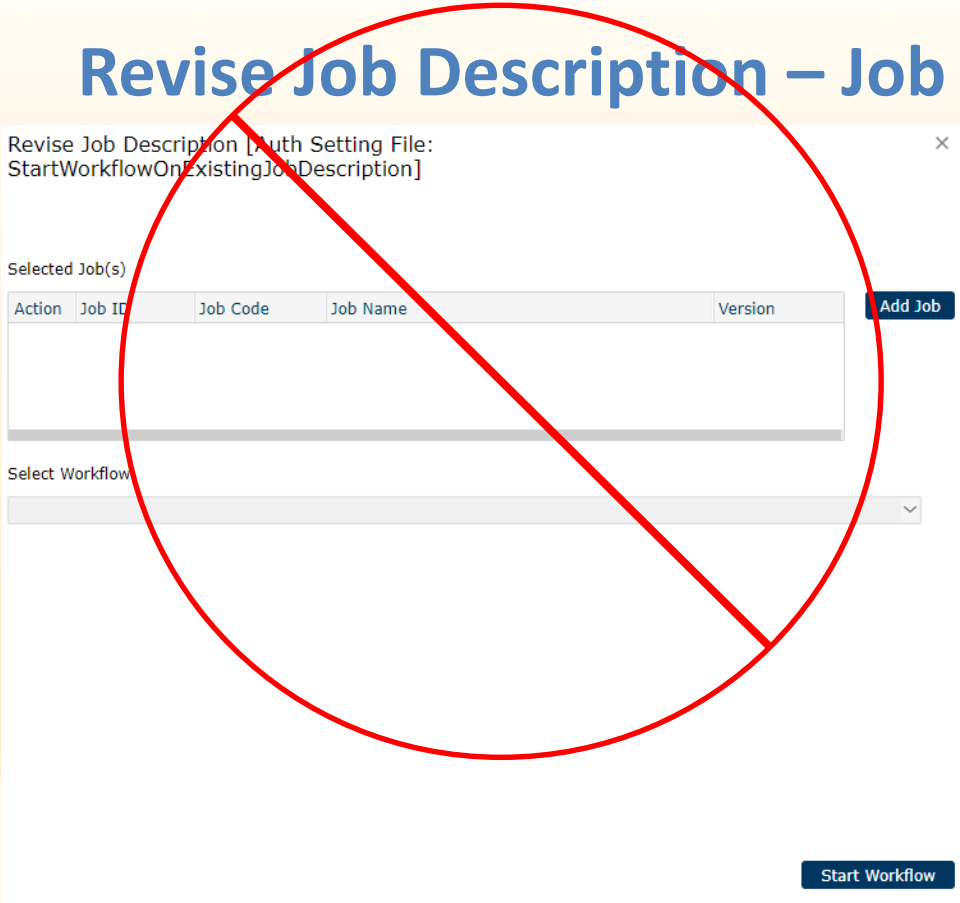
Work-around to Revise Job Description



DO NOT revise Default JDs

- In My Employees QuickLink, highlight the employee whose JD you want to revise
- Click on Job Tasks > Start Workflow
- Enter Workflow as instructed in Add New Job Description (2-step ONLY if you are the direct supv.)
- Edit as needed. Click on the thumbs up to forward to next step.

Revise Job Description – Job Details

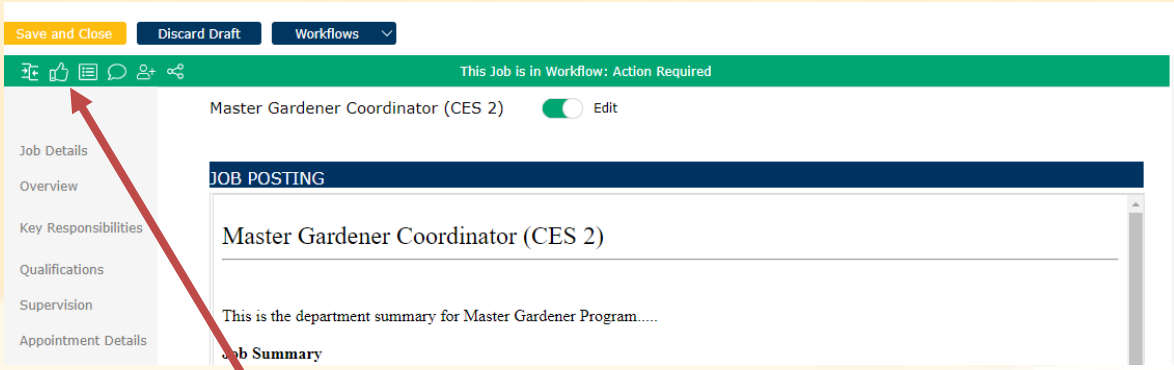


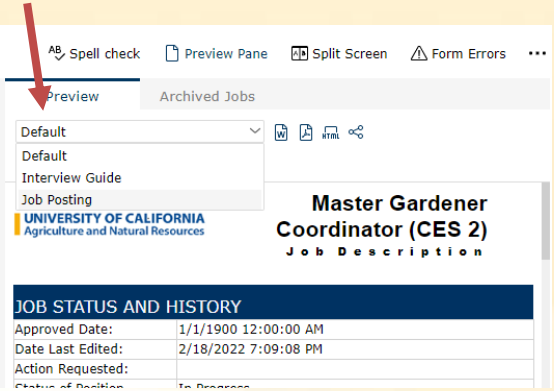
Click Add Job to select from your direct reports JDs to revise

Revise Job Description – Job Posting

Click Preview Pane and see:

- Default – Job Description
- Interview Guide – Helpful tips and questions for the hiring manager to download
- Job Posting – Downloadable





Hit the “Thumbs Up” icon and you’re done!

Add/Revise New Job Description Tips

- Starting Workflow requires Position Title and PN (If no PN yet; note the TBD_ # to convey to HR). This is the unique identifier they will need to provide you to know which to go in and claim.
- Click “This is a Child Job” and select the Parent so it pulls in the Job Standard.
- Review each of the pages and make edits as needed
- Shaded fields are non-editable; white fields are editable
- The “For Reference Only” sections in Key Responsibilities and Qualifications can be copied to sections just underneath for inclusion in JD
- PEMs have default categories which can be edited individually
- Use Job Posting Preview Pane for previews of Job Description, Posting and Interview Guide
- Download a copy of your new/revised JD because in workflow, you might not be able to see it again until an incumbent is in it.

Resources

- Staff HR Website – (ANR Staff Personnel-Supervisor Resources)
  - Office Hours
  - Slide Presentations
  - Link to Youtube recorded training: https://www.youtube.com/watch?v=Tu-IB-Yem-A
  - User Guides
  - FAQs
- Represented titles Series Specs: https://ucnet.universityofcalifornia.edu/system_series/

Contact and Questions

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