

Job Builder User Guide for all Staff Employees

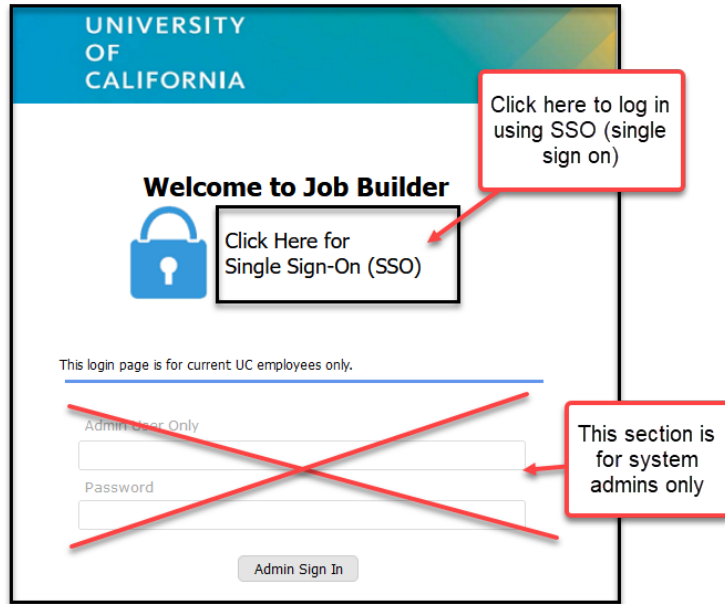
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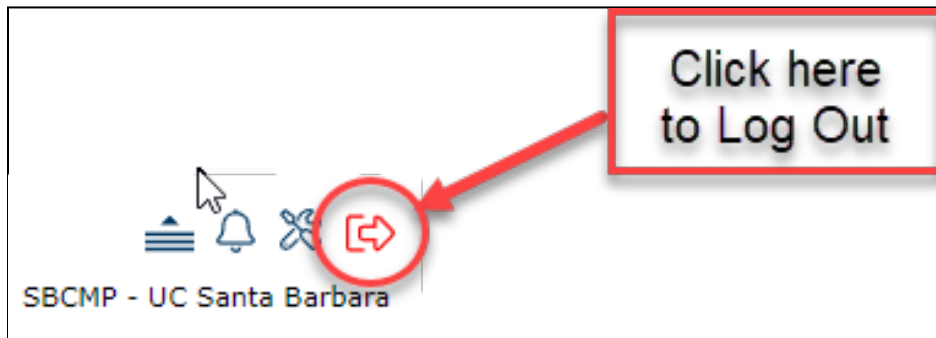
Log In / Log Out

Job Builder URL: <https://universityofcalifornia.marketpayjobs.com>

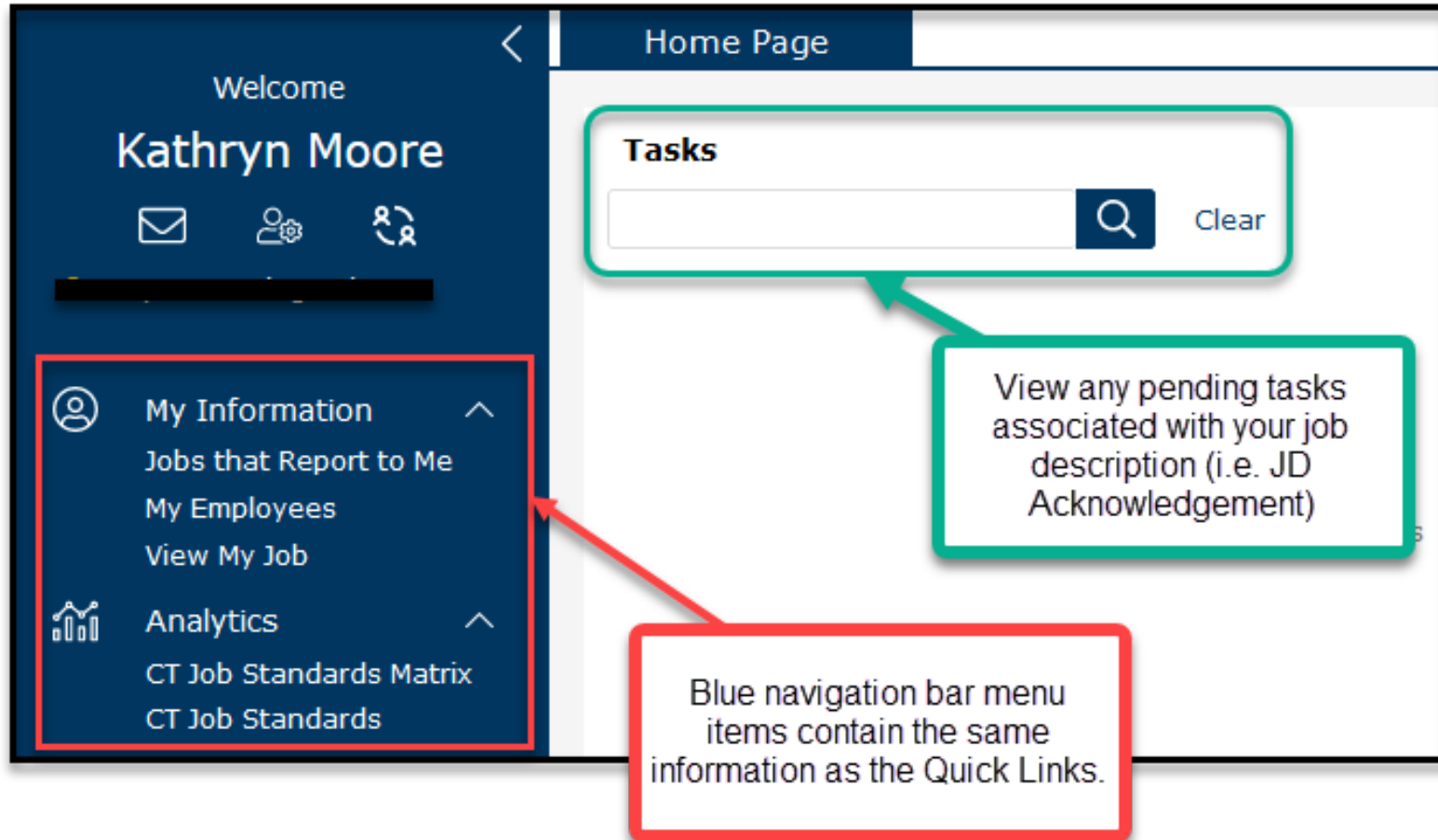
1. Log In to Job Builder:



2. Log Out of Job Builder:

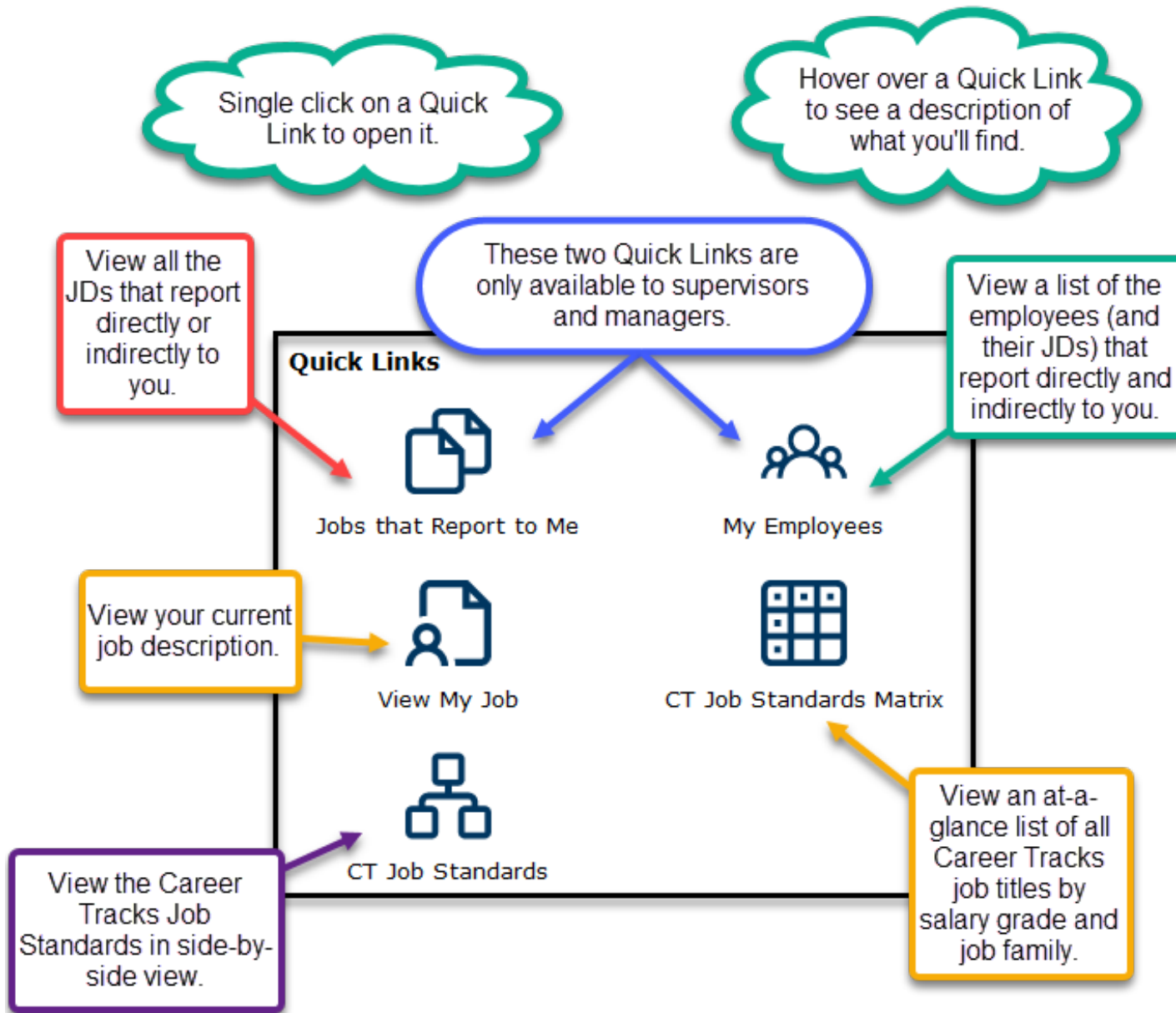


Home Page Navigation



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.

The screenshot shows the UC Santa Barbara job description page for 'ADMIN MGR 1 (000547) Job Description'. The page is divided into a left sidebar and a main content area. The sidebar contains the job title, print profile, format selection, and download/share options. The main content area displays job history/status and organization details. Callouts provide instructions on how to view a print version and download/share the job description.

UC SANTA BARBARA ADMIN MGR 1 (000547) Job Description

Job History/Status

Approved Date:	1/1/1900 12:00:00 AM
Date Last Edited:	1/1/1900 12:00:00 AM
Last Action Approved:	Update
Last Action Effective Date:	10/1/2021

Organization Details

Business Unit (Location):	SBCMP
Department Name:	PERS HUMAN RESOURCES
Division Name:	Admin Services

The Department of Human Resources is dedicated to providing exemplary customer service in support of teaching, research and the public service mission of UCSB. We are committed to forming strategic partnerships within the UCSB community that create a work environment designed to attract, develop and retain the best qualified people. The department has a staff of 30+ employees and is made up of the following units: Compensation and Classification, Employee Engagement, Employee and Labor Relations, Employee Services (Academic

Department Marketing Statement:

Callouts:

- Your payroll title and Position ID
- Scroll down to see full JD.
- Click on PDF Format to see a print version.
- Download (or share) a Word, PDF or HTML version of your JD.

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.

Narrow your search using the open text search.

Narrow your search using the smart search drop-down filters.

View an org chart of all the jobs that report to you.

Export an Excel version of the grid.

Single click on any row then click here to view all details about this JD in Form View

Single click on any row then click here to view the employee(s) linked to this JD.

Single click on any row then click here to mark JD as a favorite.

Scroll down to see more rows.

Scroll right to see more columns.

Home Page Jobs that Report to Me

Search

All My Jobs

Side-By-Side Workflow

Action	Action Requester	Department Name	Position ID	System Title	UC Job Code	UC Payroll Title	Working Title
		PERS HUMAN RESOURCES	40035501	Administrative Manager 1 (40035501)	000547	ADMIN MGR 1 (000547)	Manager, HR Employee Services
		PERS HUMAN RESOURCES	40071064	Administrative Officer 2 (40071064)	007376	ADMIN OFCR 2 (007376)	HR Office Manager
		PERS HUMAN RESOURCES	40074139	Administrative Officer 2 (40074139)	007376	ADMIN OFCR 2 (007376)	Workforce Administration Specialist
		PERS HUMAN RESOURCES	40074435	Benefits Analyst 2 (40074435)	007719	BENEFITS ANL 2 (007719)	Leave Program Coordinator
		PERS HUMAN RESOURCES	40077113	Benefits Analyst 2 (40077113)	007719	BENEFITS ANL 2 (007719)	Transitional Work Program (TWP) Coordinator
		PERS HUMAN RESOURCES	-----	Benefits Analyst 2	-----	BNFFFFITS ANI 2	-----

My Employees

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

The screenshot shows the 'My Employees' page with several callouts:

- Narrow your search using the open text search.** (Green box pointing to the search bar)
- Narrow your search using the smart search drop-down filters.** (Green box pointing to the Filter dropdown)
- View an org chart of all the jobs that report to you.** (Red box pointing to the Org Chart button)
- Export an Excel version of the grid.** (Yellow box pointing to the Export button)
- Single click on any row then click here to view details about this employee.** (Green box pointing to the magnifying glass icon in the Action column)
- Click OFF to see all direct AND indirect reports.** (Green box pointing to the Direct Reports Only toggle switch)
- Scroll down to see more rows.** (Red box pointing to the bottom of the table)
- Single click on any row then click here to view the employee(s) JD in Form View.** (Red box pointing to the document icon in the Action column)
- Single click on any row then click here to share this JD with the employee.** (Yellow box pointing to the share icon in the Action column)
- Scroll right to see more columns.** (Red box pointing to the right edge of the table)

Action	Department	Emplid	Position ID	Employee Name	UC Job Code	UC Payroll Title
	PERS HUMAN RESOURCES		40031426		007395	PROJECT POLICY ANL SUPV 2 (007395)
	PERS HUMAN RESOURCES		40077113		007719	BENEFITS ANL 2 (007719)
	PERS HUMAN RESOURCES		40066604		000495	LABOR REL REPR 4 (000495)
	PERS HUMAN RESOURCES		40030406		000621	EMPLOYMENT MGR 1 (000621)
	PERS HUMAN RESOURCES		40036352		007721	BENEFITS ANL 4 (007721)
	PERS HUMAN RESOURCES					LABOR REL MGR 2

CT Job Standards Matrix

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

The screenshot shows the 'CT Job Standards Matrix' interface. At the top, there are navigation links for 'Home Page' and 'CT Job Standards Matrix'. Below this is a search bar with a 'Filter' dropdown, a search icon, and a 'Show Active Jobs Only' toggle. A list of job families is on the left, with 'Human Resources' highlighted. The main area displays a table of job titles and their associated grades and benefits. Callouts provide instructions: a red box points to a carrot icon on the job family list with the text 'Click on the carrot to open the vertical Job Family list.'; a yellow box points to the 'Human Resources' job family with the text 'Click on a Job Family to narrow your search of job codes appearing in the matrix.'; a green box points to the left and right carrot icons with the text 'Hover over the carots to view the Job Families as they scroll left and right.'; and another red box points to a job title 'ACAD HR MGR 3 (000596)' with the text 'Double click on a job title to open a print version of the job standard.'

Home Page CT Job Standards Matrix

Search Filter Advanced Show Active Jobs Only

Selected Jobs (0) Clear Selected

Facilities Development and EHS Finance General Administration General Services Governmental Relations Healthcare Strategy

Human Resources

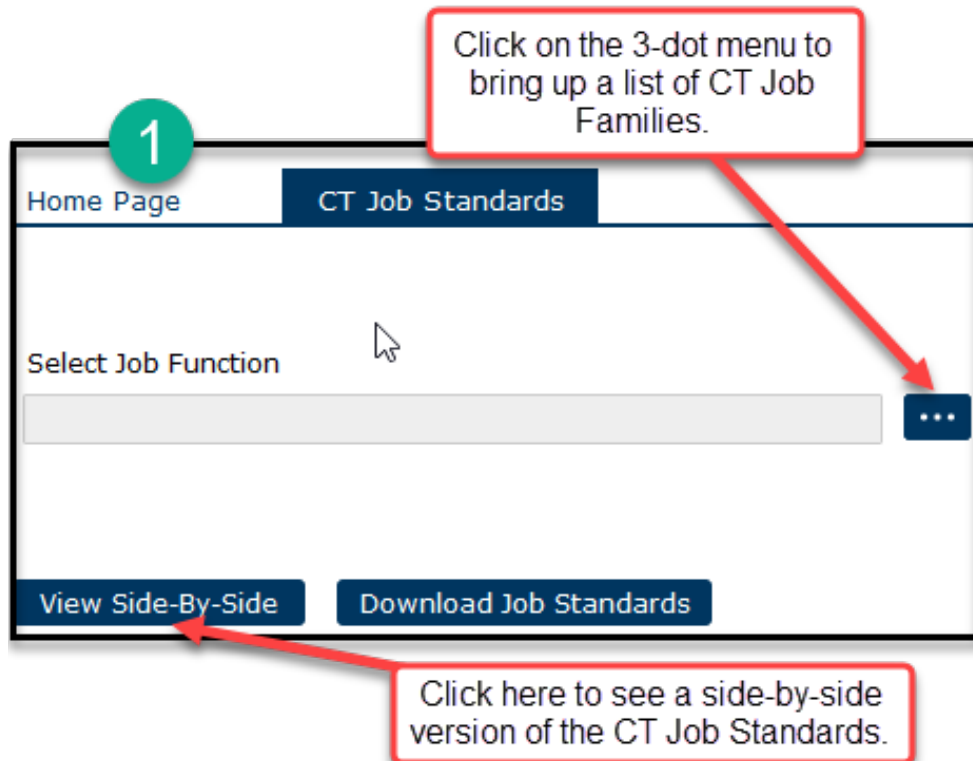
Information Technology Investment Management Legal Services Library Services Marine Medical Imaging Museum Services Nursing Patient Support Services Performing Arts Physician Quality Management Radiation Oncology Rehabilitation Services Research Administration Research and Laboratory Services Respiratory Services Security and Public Safety Skilled Crafts and Trades Sports and Recreation

These functions describe the work performed at the University to support our staff and academic employee resources.

Grade	Academic Human Resources	Benefits	Benefits Pr
Grade 30			BENEFITS PRG STRAT
Grade 28	ACAD HR MGR 3 (000596)	BENEFITS MGR 3 (000290)	BENEFITS PRG STRAT
Grade 27		BENEFITS MGR 2 (000291)	BENEFITS PRG STRAT
Grade 26	ACAD HR ANL 5 (000593) ACAD HR MGR 2 (000595)	BENEFITS ANL 5 (000292)	BENEFITS PRG STRAT
Grade 25	ACAD HR MGR 1 (000594)		BENEFITS PRG STRAT
Grade 24	ACAD HR ANL 4 (007716) ACAD HR SUPV 2 (007711)	BENEFITS MGR 1 (000614)	BENEFITS PRG STRAT
Grade 23	ACAD HR ANL 4 GF (005894)	BENEFITS ANL 4 (007721)	
Grade 22	ACAD HR ANL 3 (007715)	BENEFITS SUPV 2 (007723) BENEFITS SUPV 2 GF (006643)	BENEFITS PRG STRAT
Grade 21		BENEFITS ANL 3 (007720)	

CT Job Standards

1. View or download the CT Job Standards.



1

Home Page CT Job Standards

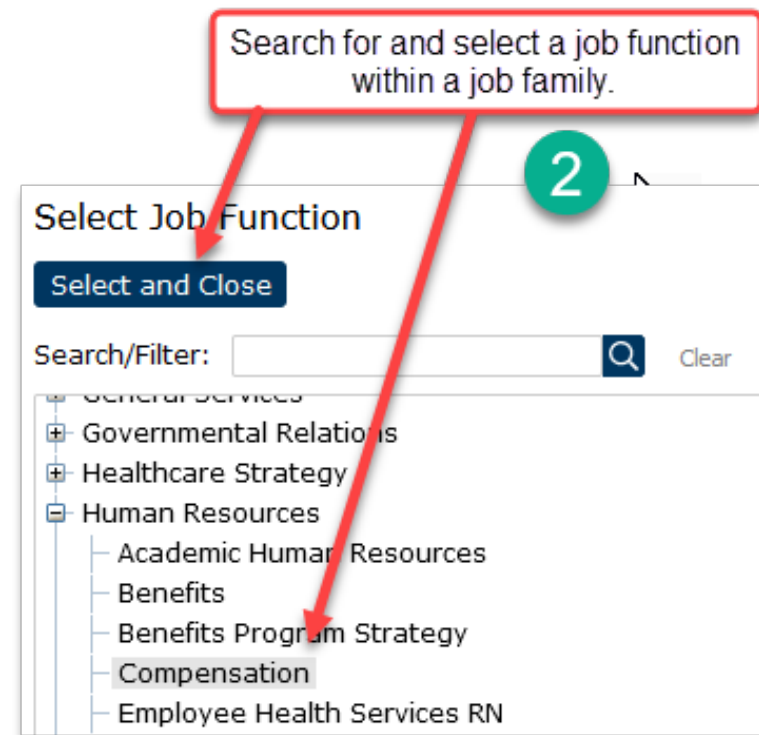
Select Job Function

View Side-By-Side Download Job Standards

Click on the 3-dot menu to bring up a list of CT Job Families.

Click here to see a side-by-side version of the CT Job Standards.

This screenshot shows the main interface for viewing CT Job Standards. A green circle with the number '1' is positioned in the top left corner. A red callout box with a white background and red border points to a three-dot menu icon on the right side of the 'Select Job Function' dropdown. Another red callout box points to the 'View Side-By-Side' button at the bottom left of the page.



2

Select Job Function

Select and Close

Search/Filter: [input] [search icon] Clear

- General Services
- Governmental Relations
- Healthcare Strategy
- Human Resources
 - Academic Human Resources
 - Benefits
 - Benefits Program Strategy
 - Compensation
 - Employee Health Services RN

Search for and select a job function within a job family.

This screenshot shows a modal window titled 'Select Job Function'. A green circle with the number '2' is in the top right corner. A red callout box points to a search input field with a magnifying glass icon and a 'Clear' button. Another red callout box points to the 'Compensation' item in a tree view under the 'Human Resources' category.

CT Job Standards (continued)

Side-By-Side View 3

Reset Export as Excel Edit Profiles

Selected Jobs
11 Jobs Selected Export this grid to Excel.

Highlight Differences Hide Identical Rows

Side-by-Side Profile
Job Standard

Job Function: Compensation
Involves developing, implementing and administering compensation policies and programs. Reviews job evaluation requests and proposals, and provides advice on job evaluation, position management, and position salary-setting.

Job Family: Human Resources
These functions describe the work performed at the University to support our staff and academic employee resources.

	Compensation Analyst 1 ×	Compensation Analyst 2 ×
Classified Indicator Descr (Pers Prog)	PSS	PSS
Job Level	Entry	Intermediate
Salary Grade	Grade 20	Grade 21
FLSA Status	Non-Exempt	Non-Exempt
CT Generic Scope Description	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 knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.	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.

Scroll to the right to see all the job titles in this job function.

Click on the 'x' to hide title columns you don't need to see.

Scroll down to see all sections of the CT Job Standard.

JD Acknowledgements

Refer to the JD Acknowledgements User Guide on the [HR/Compensation](#) website.