Job Builder Training - Part 1

Introducing Job Builder

Presented by Kathy Moore, Compensation Manager, Human Resources
Facilitated by Linda Broen, Senior Compensation Analyst, Human Resources
Agenda

- Training plan
- What’s happening and why
- Key features
- Other changes
- -----Break for Questions-----
- Timeline of events
- Migration of job descriptions
- User roles and access
- Resources
- Contacts and questions
Training Plan

3-Part Training for Current OACIS Account Holders:

● **Part 1:** Introducing Job Builder  (slide presentation)

● **Part 2:** Searching and viewing:  (live system demo)
  ○ Job descriptions
  ○ Employee data
  ○ Career Tracks job standards

● **Part 3:** Submitting job description actions:  (live system demo)
  ○ Add new JD
  ○ Update or Reclass a JD
  ○ Submit a Temporary stipend
What’s Happening and Why?

- Rolling out new Job Description system to replace OACIS
  - OACIS is 17 years old, poorly supported, very expensive, doesn’t meet our needs
- Why “Job Builder*”?
  - Newer technology than OACIS
    - Powered by JDXpert - a product owned by HRTMS
  - Modern web-based user-interface
  - Highly configurable
  - Better functionality for building and reviewing JDs
  - Data reporting features
  - System wide solution (minus RV and DV)

*Job Builder is the unique name UC has given the JDXpert system*
Key Features

● View all Career Tracks (CT) Job Standards
● Create new JDs from CT Job Standards
● Build JDs using searchable content library of general summaries, essential duties, and KSA’s (knowledge, skills & abilities)
  ○ Thousands of external jobs to draw from
● Revise JDs (update, reclass, or temporary stipend)
● View JDs side-by-side for comparison
● View JDs from other departments on campus (via Job Catalog)
  ○ Only available to Department Preparers and Submitters
Key Features (Continued)

- Workflow process similar to OACIS
  - Can assign ad-hoc users to workflow
- Online employee acknowledgement of JDs
- Ability to export data from system
- Version history
- Ability to share JDs
- SSO (single sign-on) access for all staff (non-student) employees
  - view own JD
  - View JDs of direct and indirect reports
  - View CT Job Standards
Key Features (Continued)

- Job Posting information auto-formatted for easy copying and pasting to TAM
- Staff employee data export file
  - Sent from UCOP to Job Builder for upload
- Job Description (Position) data is separate from Employee Data (similar to UCPath)
  - Employees and JD’s linked by Position ID

All of these features will be demonstrated in Parts 2 and 3 of Job Builder training!
Other Changes

● Limited appointment job descriptions:
  ○ Currently - departments have authority to add/approve limited appt JDs up to a certain level.
  ○ Going forward in Job Builder - all limited appt JDs will have to be submitted through HR/Compensation for review and approval

● Non UC Student and Student Intern JDs:
  ○ Will not be housed Job Builder
  ○ New process for getting them reviewed by HR:
    ■ submit via HR/ServiceNow ticket (new catalog item in progress)

● SMG job descriptions:
  ○ Will not be housed Job Builder - UCOP is house of record.
Question Break

- What are your questions about the items discussed thus far?
- Please type your questions in the Chat.
- Please keep the general audience in mind and try to avoid asking questions that are specific to a unique situation in your department.
Timeline of Events

→ October 25-November 9: Training Sessions (3 parts)

→ October 25-31: Last week to submit any job description actions in OACIS.*

→ November 1-7: OACIS Freeze - no JD actions submitted this week.

→ November 1-7: HR migrates final job description data to Job Builder.

→ November 8: Job Builder opens for use by current OACIS account holders.

→ November 8: OACIS is available for historical reference only.

*If you can wait to submit actions until November 8th, this will enable a smoother transition. Not all actions submitted in OACIS will get completed by HR before transition, in which case they’ll be manually transferred by HR over to Job Builder.
Migration of Job Descriptions

- Most current JDs for staff (non-student) employees will be migrated
- Some JDs may **not** get transferred over:
  - JD’s with old employee names, old Empl IDs or incorrect Position IDs
  - JDs with missing empl IDs or position #s
- Vacant JDs - transferring as many as we can
- If a JD is missing:
  - Dept can locate it in OACIS and manually re-enter in Job Builder
- JD’s still in progress in OACIS:
  - HR will be manually transferring in-progress JD actions
- SMG, Student and Non UC Student JDs not being migrated
## User Roles and Access

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<thead>
<tr>
<th>Access</th>
<th>Basic User</th>
<th>Special User Roles</th>
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<tr>
<td></td>
<td>Employee/ Supervisor/ Manager</td>
<td>Dept Preparer</td>
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<tr>
<td>View own JD</td>
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<td>X</td>
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<tr>
<td>View JD of direct &amp; indirect reports</td>
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<td>Draft a new JD</td>
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<td>Submit a new JD for review</td>
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<tr>
<td>Draft a revised JD</td>
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<td>Submit a revised JD for review</td>
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<tr>
<td>View JDS for assigned depts (Job Library)</td>
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<td>View JDS for all of campus (Job Catalog)</td>
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<td>View CT Job Standards</td>
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<td>X</td>
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<tr>
<td>Approve JDS</td>
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User Roles and Access

How do you get access?

○ Upon transition, Special User Roles will be automatically granted based on current user roles in OACIS

○ Going forward, any requests for special user roles need to be submitted via a ServiceNow ticket to HR
  ■ HR/ServiceNow>Compensation>Job Builder

○ For all other staff (non-student) employees, access is granted and removed automatically via the weekly employee data feed to Job Builder
Resources

- HR/Compensation Website - https://www.hr.ucsb.edu/hr-units/compensation/oacis
  - Job Builder communications
  - Training Schedule
  - Slide Presentations
  - Recorded Trainings
  - User Guides
  - FAQs
Contacts / Questions

Trainer and Project Manager:

Kathy Moore, Compensation Manager
kathy.moore@hr.ucsb.edu, ext. 7137

Compensation Analysts:

John Ibach, john.ibach@hr.ucsb.edu, ext. 4459
Andrea Dittman, andrea.dittman@hr.ucsb.edu, ext. 4661
Anna Fudge, anna.fudge@hr.ucsb.edu, ext. 7664

Training Facilitator and Assistant Project Manager:

Linda Broen, Compensation Analyst
linda.broen@hr.ucsb.edu, ext. 4832
UC SANTA BARBARA