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

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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

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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

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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

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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!

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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 <u>not</u> 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 <u>not</u> be housed Job Builder - UCOP is house of record.

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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.

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Migration of Job Descriptions

- Most current JDs for staff (non-student) employees will be migrated
- Some JDs may <u>not</u> 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

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User Roles and Access

Access	Basic User	Special User Roles					
	Employee/ Supervisor /Manager	Dept Preparer	Dept Submitter	Campus Reviewer	Recruiter	Position Mgmt	Comp Analyst
View own JD	X	X	X	X	X	X	X
View JD of direct & indirect reports	X	X	X	X	X	X	X
Draft a new JD		X	X				X
Submit a new JD for review			X				X
Draft a revised JD		X	X				X
Submit a revised JD for review			X			X	X
View JDs for assigned depts (Job Library)		X	X	X		X	X
View JDs for all of campus (Job Catalog)		X	X	X	X	X	X
View CT Job Standards	X	X	X	X	X	X	X
Approve JDs							X

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

Training Facilitator and Assistant Project Manager:

Linda Broen, Compensation Analyst

linda.broen@hr.ucsb.edu, ext. 4832

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

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