

JOB BUILDER

THE HRMS JOB BUILDER PROCESSES include initiating, updating, inactivating, reactivating, and adding incumbents to job descriptions. Examples of job descriptions that should be initiated directly in the HRMS Job Builder include copies of classified job descriptions via the HRMS Recruitment module where multiple incumbents were approved at the time of classification with subsequent successful hires, and positions with appointment types where an exemption or recruitment waiver has or is being sought for review and approval by Central Human Resources Talent Acquisition.

HRMS JOB BUILDER ROLES

DEPARTMENTAL HR COORDINATOR

Responsible for initiating new job descriptions and for updating employee's job descriptions as necessary to ensure they are current. The Departmental HR Coordinator prepares job descriptions and ensures proper procedures for review and approval at the departmental level are met.

ORGANIZATIONAL HR COORDINATOR

Responsible for ensuring that job descriptions are appropriate based on UC Policy, UCR Local Procedures and organizational standards before routing to Human Resources for review. The Organizational HR Coordinator may update or edit any unlocked fields of a job description and ensures proper procedures for review and approval at the organizational level are met.

HR CLASSIFICATION ANALYST

Responsible for ensuring job descriptions are classified correctly. The HR Classification Analyst ensures that position specific details align with the classification standards as described in either the Systemwide Career Tracks Job Standard/Series Concepts, UCR specific standards, and that the classification determination is consistent across the campus.

JOB BUILDER PROCESS MAPS

Roadmap represents an ideal business process and does not account for actions that may need to be canceled, checked out, and/or returned.



JOB BUILDER: INITIATE JOB DESCRIPTION

DEPARTMENTAL HR COORDINATOR

From the HRMS Job Builder landing page click the "Initiate Job Description" tile.



Select "Create from Job Code" to start a job description by using either the "Search by" or the Decision Tree* options to identify a classification and then click the "Start Job Description" button.

-OR-
Select "Copy An Existing Job Description" to start a job description from a previously classified job description. Use the search fields to locate the desired job description and click the "Create as new Job Description" icon.

*Note: Decision Tree is only available for Template Job Descriptions.



DEPT/ORG HR COORDINATOR

Complete all relevant fields, including those specified in the Required Fields banner.

Reviews all sections of the job description. Completes and/or edit relevant fields, including those specified in the required fields banner. From the "Review & Submit" select the appropriate check out or routing action.



ORGANIZATIONAL HR COORDINATOR

From the "Review & Submit" tab select the appropriate check out or routing action.



Upload the corresponding Organization Chart for this position on the "JD Attachments" tab. Add any relevant comments about the action on the "JD Comments" tab.



HR CLASSIFICATION ANALYST

Reviews all details of the job description and makes updates if necessary. Classifies job description.



COMPLETE

JOB BUILDER: ADD INCUMBENT

DEPARTMENTAL HR COORDINATOR

From the HRMS Job Builder landing page click the "Add Incumbent" tile.



Review the listing of classified job descriptions that do not have an incumbent attached.



Select "Add Incumbent to this job description" icon.



Enter the incumbent's name and the effective date that the appointment began on and click the "Add Incumbent" button.



COMPLETE

JOB BUILDER: UPDATE JOB DESCRIPTION

DEPARTMENTAL HR COORDINATOR

From the HRMS Job Builder landing page click the "Update Job Description" tile.



Use search fields to locate the Job Description. Click the "Update Job Description" icon. Update the Job Description as needed.



From the "Review & Submit" tab select the appropriate check out or routing action.*

From the "Review & Submit" tab, you can select the action option "Approve Changes." **-OR-**



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If you select the "Submit to Org Coordinator" action the process will continue.



ORGANIZATIONAL HR COORDINATOR

*The Department HR Coordinator can approve updates without having it reviewed and classified by the HR Classification, however this should **only** be done if the updates are exclusively to these job description fields: Effective Date, Working Title, Department, Supervisor, and/or Department Head. Additional changes for grammatical or spelling errors can be approved. All other updates should be routed for the HR Classification Analyst to review to ensure that the updates don't have impact on the current classification of the position.

Reviews all



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Reviews all details of the job description and makes updates if necessary. Approves job description.



HR CLASSIFICATION ANALYST

sections of the job description. Completes and/or edits relevant fields.

Roadmap represents a single business process and does not account for actions that have the ability to do multiple actions in one step such as Inactivate "Current JD" and reclassify "Parent JD" OR Reactivating selected JD and Inactivating the employees current classified JD
Note: Separated employee's job descriptions will be "Inactivated" by the system.

JOB BUILDER: INACTIVATE JOB DESCRIPTION



DEPT/ORG HR COORDINATOR

From the HRMS Job Builder landing page click the "Inactivate/Reactivate Job Description" tile.



Use search fields to locate the Job Description. Click the "Inactivate Job Description" icon next to the desired job description.



Review the JD and click the "Inactivate JD" button to proceed.



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JOB BUILDER: REACTIVATE JOB DESCRIPTION



DEPT/ORG HR COORDINATOR

From the HRMS Job Builder landing page click the "Inactivate/Reactivate Job Description" tile.



Use search fields to locate the job description and click the "Include Inactivated JDs" slider button. Click the "Reactivate Job Description" icon next to the desired job description.

Review the JD and click the "Reactivate JD" button to proceed.



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