**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 approved based on UC Policies.
- The Organizational HR Coordinator updates job descriptions 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/Ser Series Concept, UC specific standards, or that the classification determination is considered across the campus.

**JOB BUILDER PROCESS MAPS**

**JOB BUILDER: INITIALIZE JOB DESCRIPTION**
- From the HRMS Job Builder landing page, click the “Initiate Job Description” tile.
- Reviews all sections of the job description. Completes and/or updates relevant fields, including those specified in the required fields.

**JOB BUILDER: ADD INCUMBENT**
- From the HRMS Job Builder landing page, click the “Add Incumbent” icon.
- Reviews all sections of the job description and makes updates if necessary. Classifies job description.

**JOB BUILDER: UPDATE JOB DESCRIPTION**
- From the HRMS Job Builder landing page, click the “Update Job Description” icon.
- Use search fields to locate the “Update Job Description” icon. Update the Job Description as needed.

**JOB BUILDER: INACTIVATE JOB DESCRIPTION**
- From the HRMS Job Builder landing page, click the “Inactivate/Reactivate Job Description” icon.
- Use search fields to locate the “Inactivate/Reactivate Job Description” icon. Inactivate the desired job description.

**JOB BUILDER: REACTIVATE JOB DESCRIPTION**
- From the HRMS Job Builder landing page, click the “Inactivate/Reactivate Job Description” icon. Reactivate the desired job description.

**ROADMAP**
- Roadmap represents a simple business process and does not account for actions that may need to be canceled, checked out, and/or returned.

**Note:** Separated employee’s job descriptions will be “Inactivated” by the system.