

What to expect in Job Builder JDX upon logging in:

- Classified Job Descriptions have all been exported from the old Job Builder and imported into the new Job Builder JDX platform.
 - JDs updated to Classified status in May/June 2022 (in the old Job Builder) were imported into the new system in November 2022.
- Landing Page Quick Links will reflect your **User Role** in JDX

Quick Links

All Staff Employees:



Managers/Supervisors:



HR Partners:



- **Manager/Supervisor User Role** is automatically assigned to any employee with at least 1 direct report.
 - This is based on UCPath data (from a Cognos report R-057) that is automatically provided to JDXpert on a nightly basis. JDX runs this employee data file at approximately 12:00 AM - 3:00 AM on weekdays only.
- **HR Generalist/HR Partner User Role** is **not** automatically assigned to the HR community - please submit a request to compdesk@berkeley.edu for this access.
- **User Role 2 (UDF)** - this is a new role for UCB. This user role can allow non-manager positions to have access to the Department Library quick link. Comp will need to confirm with the manager and department head that this access is appropriate. Please submit a request to compdesk@berkeley.edu for this access.
- **"View My Job Description"** quick link may not show your actual job description. Some employee's who did not have a job description saved in the old Job Builder for their position will have a Job Standards Only placeholder JD. Also, if your Position Number is not saved on your Job Description in JDX this quick link will not show your actual job description.
 - Your manager or supervisor will need to start a workflow to edit, customize, and save your job description in Job Builder JDX in order for you to view your actual JD. Work with your manager and HR Partner to start this process.