HRMMS 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 HRMMS Job Builder include copies of classified job descriptions via the HRMMS 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.

**DEPARTMENTAL HR COORDINATOR**
- Responsible for initiating new job descriptions and for updating employee’s job descriptions as necessary to ensure they are current.

**ORGANIZATIONAL HR COORDINATOR**
- Responsible for ensuring that job descriptions are appropriate based on UCP, UCR Local Procedures and organizational standards before creating new 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/Concept, UCR specific standards, and that the classification determination is considered across the campus.

**JOB BUILDER PROCESS MAPS**

**JOB BUILDER INITIATE JOB DESCRIPTION**
- From the HRMMS Job Builder landing page click the “Initiate Job Description” tile. Review all sections of the job description. Completes and/or relevant fields, including those specified in the required fields banner. From the “Review & Submit” tab select the appropriate check out or routing action.

**JOB BUILDER ADD INCUMBENT**
- From the HRMMS Job Builder landing page click the “Add Incumbent” tile. Use search fields to locate the classified job description that does not have an incumbent attached. Enter the incumbent’s name and click “Submit.”

**JOB BUILDER UPDATE JOB DESCRIPTION**
- From the HRMMS Job Builder landing page click the “Update Job Description” tile. Use search fields to locate the “Update Job Description” icon. Update the job description as needed.

**JOB BUILDER INACTIVATE JOB DESCRIPTION**
- From the HRMMS Job Builder landing page click the “Inactivate/Reactivate Job Description” tile. Use search fields to locate the Inactive/Reactive Job Description icon next to desired job description. Review the JD and click the “Inactivate JD” button to proceed.

**JOB BUILDER REACTIVATE JOB DESCRIPTION**
- From the HRMMS 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.