

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.



=Handoff

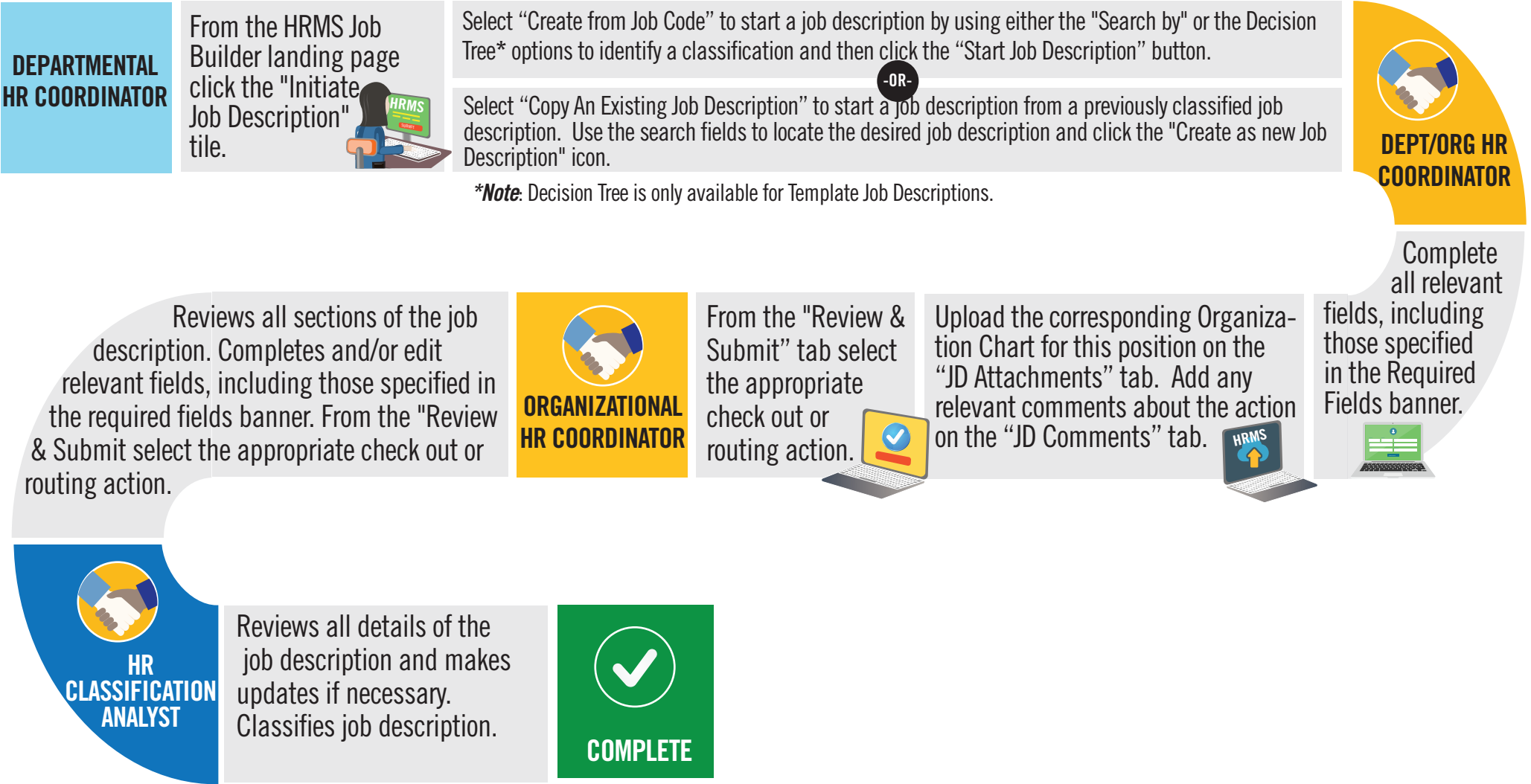


= action is done offline, not in HRMS

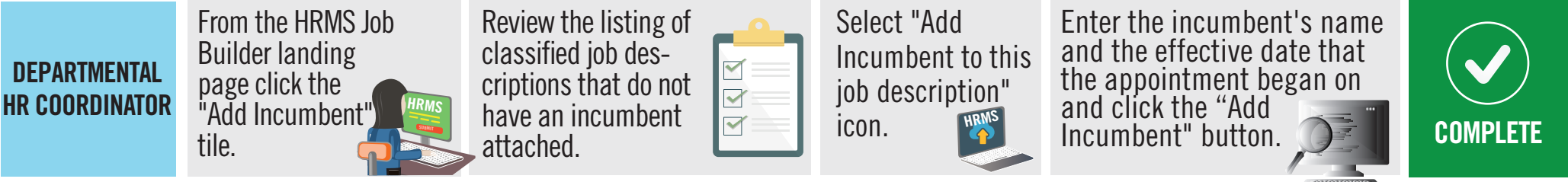


= action in HRMS

JOB BUILDER: INITIATE JOB DESCRIPTION



JOB BUILDER: ADD INCUMBENT



JOB BUILDER: UPDATE JOB DESCRIPTION



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



JOB BUILDER: REACTIVATE JOB DESCRIPTION

