

# UC Job Builder Application

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The University of California Job Builder is an application for using Job Standards to create individual position descriptions. A Job Standard is a pre-defined template which describes the scope, key responsibilities and knowledge and skill requirements of a specific job level within a job family. All job standards are categorized by job family, job function, job category and job code.

## Background

The Office of Human Resources is responsible for system wide human resources and programs. This office oversees all aspects of university wide health and welfare programs; and policies as well as administration of UC retirement operations.

The Compensation Programs unit is a part of the Human Resources office. The unit oversees system wide staff compensation policy and program design, tools and systems, working closely with compensation and human resource professionals at the ten campuses and the five medical centers.

The Compensation Programs unit oversees the design and implementation of the system wide Career Tracks, to ensure a common classification of the following across the campuses and medical centers.

- Job Standard/Specification (non-represented employees)
- Job Specification (represented employees)
- Position Description

### **Job Standard/Specification (non-represented employees)**

“A Job Standard is a description of the scope, key responsibilities, and knowledge and skill requirements of a specific job level within a job function and family. In UC's job structure, jobs with similar duties will share a common job standard.”

Non-represented employee job standards are defined within the new [UC Job Builder System Wide service](#).

### **Job Specification (represented employees)**

“A Job Specification includes information about the typical duties found in a job title, factors (including degrees of autonomy, decision-making and responsibility) that influence the level at which a position is classified, and general qualifications for an employee assigned to a particular job title within a job series.”

Represented employee job standards have been defined at [UC system wide series concepts/job specifications](#).

## Position Description

“A Position Description is a summary of key responsibilities of a job, for a specific employee or group of employees. It includes the general nature of the work performed, the level of the work performed, the skills and knowledge required for competent performance of the job and other elements. A position description describes and focuses on the job itself and not on any specific individual who might fill the job.”

A position description should be completed for all positions within the organization. The UC Job Builder application should be used for all non-represented positions and the Standard Position Description Template (doc) for all represented positions.

## Why UC Job Builder System wide Application?

The Compensation Programs Unit at the Office of the President is striving to ensure a common and consistent approach to defining job standards, so that policy covered; non-represented employees have well defined career options anywhere in the UC system.

This unit at the Office of the President works closely with campus and medical center compensation professionals and other staff to ensure that programs are consistent with university policies and practices, laws and regulations. This justified the need for a system wide universal application for all the UC campuses to adopt.

This unit will maintain job templates for each title code that is in use within the UC system. Campuses can use those templates to generate job descriptions for their staff or refer to job descriptions from other campuses. The unit wanted an efficient way to manage the co-ordination with the campuses using a centralized system.

The existing systems are independently owned by campuses and did not meet the needs of the Compensation unit at the Office of the President, thus limiting their effective reach to the campus audience.

## UC Job Builder Application Benefits

The new UC Job Builder Application is a significant improvement over the existing disparate systems across the UC system. It has been designed to benefit all of the UC staff within the UC system as a whole. Having a consistent approach to define Job Standards across the UC system helps baseline a common understanding. It provides a common data definition across all locations.

The new system is deployed on the Amazon Web Services cloud and offers a high quality of service for all the UC employees. It delivers enhanced application service levels and streamlines the business process.

It will help create a consistent data for reporting and decision making for the UC system.

The application helps a UC supervisor or manager create a position description from a well-defined Job Standard to:

- communicate to the employee duties and responsibilities of a position
- specify the essential job duties
- help determine the proper classification for a position
- describe the knowledge, skills and abilities needed for recruitment

- provide a hiring specifications
- design and restructure jobs
- provide effective employee training and development
- serve as a basis for performance expectations

## Key Features

- Single unified URL available for all of UC (other campuses still to be on-boarded).
- Single Sign-on using Shibboleth to the application from any location
- Single system of record
- Streamlined inter-location sharing of Job Standards via the central HR Compensations unit
- Local Branding available for each location

The new system is:

- User friendly and responsive
- Able to scale seamlessly in a short time
- Fault tolerant
- Redundant to not lose data
- Cost effective

## Implementation

A project team comprising of multiple staff members from Human Resources Compensations unit and Technology Delivery Services (TDS) – Enterprise Application Services (EAS) embarked on the project. The team was based at the various offices of the Office of the President in Oakland.

UCOP Technology Delivery Services (TDS) is committed to delivering quality services and products to UCOP and the UC system. In an effort to improve overall operational efficiency, we have adopted to using cloud technologies. This is to promote adaptive planning, faster delivery and continuous improvement – it's about responding to change quickly and easily.

Our department's goal is to adopt a "cloud-first" mindset for hosting and managing new services. The system takes advantage of a scalable, reliable, and secure global computing infrastructure. The new system is designed to be secure, flexible, and scalable to meet spikes in demand. Increasingly, complex scenarios should be handled by rich user experiences built on the client using JavaScript, and communicating efficiently through web APIs.

The new system is easy to learn and master for the average UC user. As a user-friendly and responsive web application it is designed with ease of use in mind for a wider end user adoption in the UC community.

The HR-Compensation data feed originates from the various locations via secure channels. The data is then aggregated in the centralized system at UCOP. We also get data feeds from multiple campuses via secure a channel. The user data is then stored in the SQL database and accessed via the web app.

### **Key motivations for the Cloud First approach:**

The AWS Cloud provider offers us the latest hardware infrastructure, software, and support at an affordable price. Using the cloud data center lessens our carbon footprint and we can scale-up or scale-down the servers on demand as needed. AWS offers many state of the art services which can be leveraged to enhance application functionality. The time to market is greatly reduced with faster setup and deployment than traditional in-house solutions.

## Outcomes and Impact

The application represents a significant transformation in the way UC works and handles creating consistent position descriptions across locations. At the core is the collaboration with all the locations, UCOP being the focal point.

The new system has been actively adopted for use by UCOP, UC Berkeley, UC Merced and UC ANR. Other campuses and locations are in the pipeline for adoption. The application has been very well received by the business users. User adoption to the new application is growing at a rapid pace.

## Project Participants

### Implementation Team

The key application project team included staff at the UCOP Technology Delivery Services department and many more participated in day to day work

- Donna Yamasaki, Senior Applications Manager, Technology Sponsor
- Charles Shook, Supervisor
- Sushant Prasad, Solution Architect/Developer
- Bret Dowell, Sr. .NET Engineer
- Rajani Prakash, Sr. .NET Engineer
- Dimitry Braverman, Information Systems Analyst

## Stakeholders (HR- Compensation Programs and Strategy)

### UCOP

- Brad Chilcoat, Director, Compensations Programs & Strategy, HR - Human Resources, Business Sponsor
- Lisa Graffin, Compensations Programs & Strategy, HR, Sr. Systemwide Compensation Consultant
- Lucie Dean, Compensations Programs & Strategy, HR, Compensation Consultant
- Sompatthana Cindy Phongsavanh, Compensations Programs & Strategy, HR, Compensation Consultant

### Locations

- Compensation Programs Groups
- All Supervisors and Managers