



JOB DESCRIPTION NAVIGATION

Navigation

From the Edit Job Description Page (top left), you can:

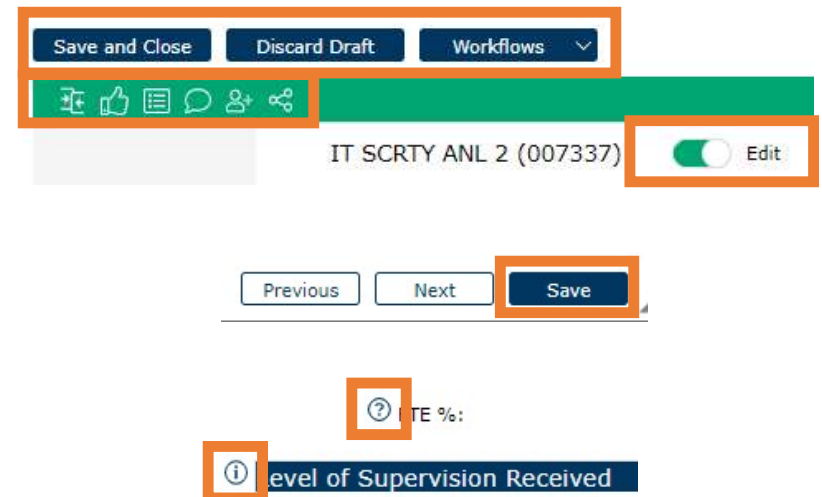
- compare working copy of the job description to the base version of the job description
- accept changes in current workflow step
- preview/edit the workflow
- add comments
- invite another person to edit the job description
- share the revised job description

⚠ Make sure that **Edit** (top left) is turned on!

⚠ Make sure that you **Save** (bottom right) frequently as JDX does not auto-save!


Click on the “?” and “!” icons for helpful in-tool tips!

Visual Example





JOB DESCRIPTION NAVIGATION

Navigation	Visual Example
<p>The tabs on the left reflect each section of the job description. Red dots mean that there are blank required fields in that tab.</p>	 <ul style="list-style-type: none">• Position Information• Contacts and Supervision• Job SummaryKey Responsibilities• QualificationsPEM Requirements• Conditions of EmploymentAttachments



COMPARE JOBS

Navigation

Clicking on the Compare Jobs icon allows users to compare any two versions of the job description at any point during the workflow process. It works the same as Track Changes in Word.

Visual Example

Save and Close

Discard Draft

Workflows

Primary Job

Academic Achievement Counselor 5 (TBD_776)_[0001] Form Last Edited By B

Secondary Job

Academic Achievement Counselor 5 (TBD_776)_[0001.1] Form Last Edited By

☒ Only selections with changes

Academic Achievement Counselor 5 (TBD_776)

Position Information

Action Requested

UC Job Code

UC Payroll Title

CT Job Category

CT Job Level

Employee Classification

Position Eligible for Remote Work

Remote

Location

Address

City

Zip Code

Typical Working Days and Hours

Work Shift

Job Summary

Generic Scope Description

Key Responsibilities

For Reference Only - Key Responsibilities from

Qualifications

For Reference Only - Knowledge, Skills and Abilities

For Reference Only - Education Requirements from

HR/Comp Approvals

HR Approved Job Title Description

Position Information

Action Requested:

Reclassification

UC Job Code:

000293 000300

UC Payroll Title:

ACAD ACHIEVEMENT **ENSLR 5** MGR 1 (000293)000300

CT Job Category:

Professional Supervisory and Management

CT Job Level:

Expert Manager 1

Employee Classification:

2 - Staff: Career

Position Eligible for Remote Work:

Yes

Remote:

Fully Remote



JOB DESCRIPTION NAVIGATION

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From the Edit Job Description Page (top right), you can:

- see other employees in this job code
- preview/print the job description
- show a split screen between this job description and the old job description (if the old job description is in JDX)
- produce a list of all required fields that must be completed before you can submit the job description for the next step in the workflow.

Visual Example

Employees Preview/Print Split Screen Form Errors (22) ...

Form Errors

Tab Page	Element/Field	Error Message
Position Information	Action Requested:	Action Requested: is required.
Position Information	Department Name:	Department Name: is required.
Position Information	FTE %:	% of Time: is required
Position Information	UC Employee Relations	ERC (Empl Rels Code): is required
Position Information	Employee Classification:	Employee Class (Appt Type): is required
Position Information	Position Eligible for Rem	Position Eligible for Remote Work: is required.
Position Information	Remote:	Remote: is required.
Position Information	Location:	Location: is required.
Position Information	Office/Cubicle/Room Nu	Office/Cubicle/Room Number: is required.
Contacts and Supervisio	Name of Supervisor:	Name of Supervisor: is required.
Contacts and Supervisio	Supervisor's Payroll Title	Supervisor's Payroll Title: is required.
Contacts and Supervisio	Supervisor Phone:	Supervisor Phone: is required.
Contacts and Supervisio	Supervisor Email:	Supervisor Email: is required.
Contacts and Supervisio	Level of Supervision Rec	Level of Supervision Received must have at leas
Job Summary	Department Overview	Department Overview is required.
Qualifications	Work Experience Requir	Work Experience Requirements for this Position i:



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For Career Tracks titles, most fields are populated from the Job Standards/Parent, which you can reference in gray above each section.

Job descriptions can be customized in the white fields below (recommended customization 30%). You can also **add, delete, move rows** and do a **content search** to see the JDX library.

Visual Example

QUALIFICATIONS

For Reference Only - Knowledge, Skills and Abilities from CT Job Standard

KSAs

Basic skill at reading and interpreting security logs.	
Ability to follow department processes and procedures.	
Interpersonal skills sufficient to work effectively with both technical and non-technical personnel at various levels in the organization.	
Experience using IT security systems and tools. Knowledge of data encryption techniques. Experience analyzing logs for security breaches.	
Knowledge of other areas of IT, department processes and procedures.	
Demonstrated skills applying security controls to computer software and hardware.	
Basic knowledge of incident response procedures.	

Knowledge, Skills and Abilities for this Position

Add Delete Row Move Up Row Move Down Row Paste List Content Search

KSAs

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- Ability to follow department processes and procedures.
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- Basic knowledge of incident response procedures.

[Add New Row](#)

[Manage Rows](#)

Required/Preferred

<input type="checkbox"/>	▼
<input type="checkbox"/>	▼
<input type="checkbox"/>	▼
<input type="checkbox"/>	▼
<input type="checkbox"/>	▼
<input type="checkbox"/>	▼
<input type="checkbox"/>	▼
<input type="checkbox"/>	▼



JOB DESCRIPTION NAVIGATION

Navigation

Content search options:

- working titles
- essential duties
- years of experience
- KSAs
- etc

Visual Example

Work Experience Requirements for this Position

Add Delete Row Move Up Row Move Down Row **Content Search** Refresh

List the Experience Requirements for this position.

Related Work Experience Requirements for this Position for

IT SCRTY ANL 2 (007337) X Information Technology / IT Security Q Reset Search Found 81 Jobs

Lead Engineer, Information Security (Technology) Information Technology Security Engineer (Technology) Lead Information Security Manager

Search in Results

X Filter Q 81 Jobs Displayed

Select All Clear All

- ☐ 1-3 years (96)
- ☐ 7-9 years (52)
- ☐ 10+ years (22)
- ☐ 4-6 years (18)
- ☐ less than 1 year (14)



JOB DESCRIPTION NAVIGATION

Navigation	Visual Example
<p>Job posting tab – what will be posted on iCIMS will populate automatically.</p>	<p>Who We Are? (Job Posting Summary/Overview)</p> <p>FULL POSITION DESCRIPTION (Sending to ICIMS)</p> <p>Job Function Summary (not customizable, will not be used in the job posting/advertisement): TEST</p> <p>Generic Scope (not customizable, will not be used in the job posting/advertisement): Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.</p> <p>Custom Scope (customizable, will be used in the job posting/advertisement): Applies moderately complex IT security concepts, campus, medical center or Office of the President policies and procedures to resolve a variety of IT security problems. Works on IT security problems and projects of moderate scope where analysis of situations or data requires a review of a variety of factors.</p> <p>Department Overview (please write a brief description of your department/unit that you would like to be included in the job posting/advertisement) TEST</p> <p>Essential Functions (Key Responsibilities)</p> <ul style="list-style-type: none">Implements moderately complex security controls to prevent unauthorized access or changes to campus, medical center or Office of the President information, hardware, software and / or network infrastructure. Researches and analyzes attempted efforts to compromise security protocols and reports findings to higher-level IT Security Analysts. Reviews logs and classifies events. 0%