



# **JDXPERT TECHNICAL GUIDE**

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# JDXPERT RESOURCE GUIDE

**For Supervisors** 



The University Career Architecture Project (UCAP) is well underway as we begin the mapping phase for university employees.

At this time, the architecture is now viewable for all employees by single-on which can be accessed through the UCAP website. The single sign-on takes the viewer over to the JDXpert system where the information is housed. This document will be another resource available which will be on the UCAP website. Additional detail and instructions are below.

## **OBJECTIVES**

As a supervisor, we want you to be comfortable and familiar with the architecture to map your employees. The guide's purpose is to provide supervisors with a better understanding of JDXpert and help them navigate through the system. This can be used as a reference guide to help supervisors find information quickly and understand the different options available to them.

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## **JDXPERT NAVIGATION**

#### Access to JDXpert and Main Menu

To access JDXpert, please go to the UCAP website or one of the previous UCAP communications: <u>http://ucap.arizona.edu/career-architecture</u>

THE UNIVERSITY OF ARIZONA®	
VA NetID WebAuth	
Enter your NetID and Password	
NetID:	
Password:	
LOGIN clear	
Sign up for NetID+ for a second laver of security!	
Help & Resources	
Create your NetID	
<u>Reset Forgotten Password</u>	
<u>Set your WebAuth Preferences</u> NetID Help	
- LINEAR LINE	

When you click on the link to access the architecture, the UA web browser prompt will appear asking for your UA NetID and password. Please input those two criteria to continue. After entering the ID and password, you will be taken to the JDXpert system

After logging in, you will be taken to the home page. There will be four options available, in this guide we will go over three of the options so you may become more familiar with the system. A summary description of the features are below.



HELP

Help and Instructional text

#### CAREER ARCHITECTURE MATRIX VIEW

View and compare Career Architecture in a Matrix view
Download matrix to Excel
Jobs organized by Job Family and Grade



#### SEARCH CAREER ARCHITECTURE • Search Career Architecture by Title and Code

Search Career Architecture by Title and Code
Use Quick Filters to select Career Architecture
View and download Career Architecture

#### CAREER LADDERS

View Career Architecture using Side-by-Side view for a selected Career Ladder
 Download report to Excel



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**Career Architecture Matrix View (Matrix)**: The matrix view organizes the career architecture by function in a treeview format. This is where jobs are organized in a descending level by career stream (OC, PC and M) and job level. This option provides a broader view where you can see the different job series.

**Search Career Architecture**: The search option allows the user to filter by function, family and jobs. The layout works similar to the Career Ladders option but has the option to search alphabetically by job description.

**Career Ladders:** The career ladders option is a way quick way to view the jobs in a particular function and family. This also allows quick export of the jobs that are chosen family. This method was introduced in the webinar and can be viewed on the UCAP website.

Help: Not applicable at this time.

HELP

Help and Instructional text

#### **Career Architecture Matrix View**

The first option we will walk through is the Career Architecture Matrix View.



CAREER ARCHITECTURE MATRIX VIEW • View and compare Career Architecture in a Matrix view • Download matrix to Excel • Jobs organized by Job Family and Grade



View Career Architecture using Side-by-Side view for a selected Career Ladder
 Download report to Excel

When you select this option, you will be brought to a matrix grid. For the purpose of this guide we will be using the **Content Development** Family located in the **Communication and Marketing** Function





orm Sho	ow Treeview Side by Side View Selected Jobs	(0) Export To Excel Edit Profile Filter Sear	a 🐡 rch Refresh			
ned] A	Academic Administration Agriculture a	nd Extension Arts and Creative Services	s Athletics Broadcasting and Journali	n Communications and Marketing d	Itural Institutions Executive Leadership	Facilities, Grounds, and Infrastrue
unical	tions and Marketing					
fective o	communication between the University and its	students, employees, alumni, and the public in	order to advance the University's strategic vis	ion. Establishes a const thing or and for the Uni	versity to ensure its competitive advantage. Over	rsees in-bound and outbound digital com
evel	Communications	Content Development	Interpretation	Marketing	Media Relations	Multimedia
M6	Chief Communications Officer			Chief Compute Marketing, Officer		
М5				Marketing Manager V	Media Relations Manager V	
M4	Communications Manager IV	Content Developer Manager IV		Marketing Manager IV	Media Relations Manager IV	Multimedia Manager IV
мз				Marketing Manager III		Multimedia Manager III
М2	Communications Manager II			Marketing Manager II	Media Relations Manager II	Multimedia Manager II
PC4		Content Developer IV	CART Reporter IV Interpreter IV	Marketing Specialist IV		Multimedia Specialist IV
РСЗ	Communications Consultant III	Content Developer III		Marketing Specialist III	Media Relations Professional III	Multimedia Specialist III
PC2	Communications Consultant II	Content Developer II	CART Reporter II Interpreter II	Marketing Specialist II	Media Relations Professional II	Multimedia Specialist II Multimedia Technician II Photographer II Videographer II
PC1	Communications Consultant I	Content Developer I	CART Reporter I Interpreter I	Marketing Specialist I	Media Relations Professional I	Multimedia Specialist I Multimedia Technician I Photographer I Video Editor I Videographer I
0C2		Writing and Editing Assistant II				Multimedia Assistant II Multimedia Design Assistant II
0C1		Writing and Editing Assistant I				Multimedia Assistant I Multimedia Design Assistant I

In this layout the **Job Levels** and **Career Streams** are located on the left hand side of the screen, enclosed in a **purple box**. The levels separate jobs by the work dimensions.

The **Job families** in the function are on the top outlined in blue and white lettering. For illustrative purposes they have been enclosed in a **blue box**. You can view the different job series in each family.

On the very top of the page, outlined in grey with black lettering are the **Job Functions** tabs. When selected, it will take you to the different function. For illustrative purposes they are enclosed in a **green box**.

If you right click on one of the blue highlighted jobs, and select "View [insert job] in Form Viewer", you will be taken to the Form Viewer screen. The Form Viewer screen is explained in more detail later in the guide.





Close Form Sho	tecture Home Page Career Archi Concernent Career Archi Concernent Career Archi Concernent Concerne Concernent Concernent Concernent Concernent Concerne Co	Export To Excel Edit Profile ter Search Ref	sh	Communications	and Marketing Cultural Institutions Executive Leadership	Facilities, Grounds
Communicat	tions and Marketing					
osters effective c issemination of m	communication between the University and its narketing and communications collateral to in	students, employees, alumni, and the public in orde ternal and external constituents. Manages communi	er to ad A Search Matrix			es in-bound and out
Level	Communications Chief Communications Officer	Content Development	Show Selected Job in Matrix	× View Cancel		
M6			Enter Search Text:	Current Current		
М5			content		Search Matrix	
	Communications Manager IV	Content Developer Manager IV	Search Results			Multimedia Mar
M4			Career Architecture	Job Code	Worksheet/Row/Column	
МЗ			Content Developer Manager IV Content Developer IV	3673 3613	Communications and Marketing/M4/Content Development Communications and Marketing/PC4/Content Development	Multimedia Mar
			Content Developer IV Content Developer III	3613	Communications and Marketing/PC4/Content Development Communications and Marketing/PC3/Content Development	
	Communications Manager II		Content Developer II	3615	Communications and Marketing/PC2/Content Development	Multimedia Ma
M2			Content Developer I	3616	Communications and Marketing/PC1/Content Development	
PC4		Content Developer IV	CAR			Multimedia Spe
			Inter			
PC3	Communications Consultant III	Content Developer III				Multimedia Spe
	Communications Consultant II	Content Developer II	CARI		•	Multimedia Spe
			Interpreter II			Multimedia Teo
PC2						Photographer I
						Videographer I
	Communications Consultant I	Content Developer I	CART Reporter I	Marketing Speci	alist I Media Relations Professional I	Multimedia Spe

This layout has a search feature upon selected, will take you to the searched job within the architecture.

#### **Search Career Architecture**

The second option we will walk through is the Search Career Architecture Function.

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View and compare Career Architecture in a Matrix view
Download matrix to Excel
Jobs organized by Job Family and Grade

CAREER ARCHITECTURE MATRIX VIEW



HELP
• Help and Instructional text



# SEARCH CAREER ARCHITECTURE • Search Career Architecture by Title and Code • Use Quick Filters to select Career Architecture • View and download Career Architecture

#### CAREER LADDERS

View Career Architecture using Side-by-Side view for a selected Career Ladder
 Download report to Excel





lore	Se	elect Quick Filter: Do	Text Search 💌			Refresh		
e Reset Configure			ntent ving 5 of 1680 Records	Search Selecter		📝 Show Details T	ab Max: 5000 👻	
Job Descriptions under review Explore by Function Category Explore by Job Code	II	D Job Code	Career Architecture Title	Num EB	s Master Template	Version	Current Reviewer	Review Status
Explore by Job Code Explore by Job Description Name Explore by Job Function	1 30	61 3616	Content Developer I		0 University of Arizona Master Template	17		No Active Workflow
	1 30	61! 3615	Content Developer II		0 University of Arizona Master Template	10		No Active Workflow
	. 30	61 <sup>,</sup> 3614	Content Developer III		0 University of Arizona Master Template	7		No Active Workflow
	<b>I</b> 31	61: 3613	Content Developer IV		0 University of Arizona Master Template	5		No Active Workflow
	<b>E</b> 30	67: 3673	Content Developer Manager IV		0 University of Arizona Master Template	11		No Active Workflow

When you click on this option you will be taken to the screen above. You may search for a specific job in the Text Search box.





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xplore	Sele	ct Quick Filter: Sear	ch by Explorer Tree View 🔻		
Close Reset Configure		Text Search:	Search	Select Al	
Job Descriptions under review		Showi	ng 18 of 1680 Records	Selected: 0	
Explore by Function Category     Explore by Job Code	ID	Job Code	Career Architecture Title	Num EEs	Master Template
Explore by Job Description Name Explore by Job Function	331	3318	Multimedia Assistant I	0	University of Arizon Master Template
Academic Administration	209	2097	Multimedia Assistant II	0	University of Arizona Master Template
<ul> <li>Agriculture and Extension</li> <li>Arts and Creative Services</li> </ul>	356:	3565	Multimedia Design Assistant I	0	University of Arizon Master Template
- Athletics	210	2100	Multimedia Design Assistant II	0	University of Arizon Master Template
Decodeasing and Sourceiren     Communications and Marketing	387:	3873	Multimedia Manager II	0	University of Arizon Master Template
<ul> <li>Communications</li> <li>Content Development</li> </ul>	208	2089	Multimedia Manager III	0	University of Arizon Master Template
<ul> <li>Interpretation</li> <li>Marketing</li> </ul>	361	3611	Multimedia Manager IV	0	University of Arizon Master Template
- Media Relations	335	3351	Multimedia Specialist I	0	University of Arizon Master Template
Multimedia University Press	209-	2094	Multimedia Specialist II	0	University of Arizon Master Template
<ul> <li>Cultural Institutions</li> <li>Executive Leadership</li> </ul>	209:	2092	Multimedia Specialist III	0	University of Arizon Master Template
- Facilities, Grounds, and Infrastructure	209	2091	Multimedia Specialist IV	0	University of Arizona Master Template
<ul> <li>Finance</li> <li>Health Care and Wellness</li> </ul>	353	3536	Multimedia Technician I	0	University of Arizona Master Template
<ul> <li>Human Resources</li> <li>Information Technology</li> </ul>	353:	3535	Multimedia Technician II	0	University of Arizona Master Template
<ul> <li>Instructional and Assessment Services</li> <li>Legal and Compliance</li> </ul>	317:	3173	Photographer I	0	University of Arizona Master Template
– Libraries	209	2099	Photographer II	0	University of Arizon Master Template
<ul> <li>Organizational Administration</li> <li>Outreach and Community Engagement</li> </ul>	328-	3284	Video Editor I	0	University of Arizona Master Template
<ul> <li>Planning and Analysis</li> </ul>	356	3566	Videographer I	0	University of Arizona Master Template
Protection and Safety     Research	209	2098	Videographer II	0	University of Arizon Master Template

Another way to search is using the *Explore* option, located on the left hand of the screen. You may choose which criteria you would like to search by expanding the boxes. In this example the guide is featuring the job function which is similar to the *Career Ladders*. You can choose the desired job function and expand it to show the job families.





Explore	Sele	ect Quick Filter: Se	arch by Explorer Tree View 🔻			Refresh
Close Reset Configure		Text Search:	Search	Select Al	Select None	Show D
- In the second		Sho	wing 100 of 1680 Records	Selected: 0		
Explore by Function Category Explore by Job Code	ID	Job Code	Career Architecture Title	Num EEs	Master Template	Version
Explore by Job Description Name Academic A - Analyst, F	342	3428	Analyst, Institutional Research I	0	University of Arizona Master Template	11
Analyst, I - Athletic D     Athletic D - Benefits A     Benefits M - Clinical S	274	2746	Analyst, Institutional Research II	0	University of Arizona Master Template	12
<ul> <li>Clinical T - Coordinato</li> <li>Corporate - Electricia</li> </ul>	274	2743	Analyst, Institutional Research III	0	University of Arizona Master Template	9
Electricia - Global Ini     Global Ini - HR Service	<b>E</b> 369	3693	Analyst, Institutional Research IV	0	University of Arizona Master Template	9
<ul> <li>Human Reso - IT Busines</li> <li>IT Busines - Major Gift</li> </ul>	304	3047	Animal Care Manager I	0	University of Arizona Master Template	8
— Major Gift - Nurse II — Nurse III - Plant Oper	371	3717	Animal Care Manager II	0	University of Arizona Master Template	7
<ul> <li>Plant Oper - Real Estat</li> <li>Real Estat - Research T</li> </ul>	360	3604	Animal Laboratory Manager II	0	University of Arizona Master Template	9
- Research T - Social Sci	360	3605	Animal Laboratory Manager IV	0	University of Arizona Master Template	6
<ul> <li>Social Sci - Ticket Sal</li> <li>Ticket Sal - X-Ray Tech</li> </ul>	386	3862	Animal Purchasing Coordinator	0	University of Arizona Master Template	2
Explore by Job Function	<b>E</b> 386	3861	Animal Shipping Coordinator	0	University of Arizona Master Template	5
	305	3051	Animal Technician II	0	University of Arizona Master Template	9
	305	3052	Animal Technician III	0	University of Arizona Master Template	12
	386	3863	Animal Technologist IV	0	University of Arizona Master Template	2
	<b>#</b> 426	4265	Annual Giving Manager II	0	University of Arizona Master Template	1
	1 348	3489	Annual Giving Professional I	0	University of Arizona Master Template	17
	349	3490	Annual Giving Professional II	0	University of Arizona Master Tomplate	13

Another way to search is by *Job Description Name*. This lists all the jobs in JDXpert in alphabetical order. When you click in the alphabetical range of the searched job, the jobs within the range will drop down.

#### **Career Ladders**

The third and last option will be the Career Ladders.



Once Career Ladders has been selected, you will be able to view and search for the job functions and families.





Click the button on the right to select a job function.

3 Form	hitecture Home Page	Career Ladders	,	
elect Ca	areer Ladder			
			•	
/iew Sele	ected Jobs in Side-by-Sid	le mode		
	View Side-by-Side	Create Repor	t in Excel	

A window will pop up with the functions in a list form. You may look for the family by expanding a job function, or using the search filter. (Expand Communications & Marketing. Then Search for Content)

After selecting the family, select the Select and Close Form Option.

Once the desired family has been chosen, you can click on the *view side-by-side* option, or *Create Report in Excel*. This will generate a window where you can view the details of the career architecture including:





🔉 Career Archite	cture Home Page 📐 🙀 Career Ladders 🚽		
Close Form			
Select Caree	r Ladder		
		▼	
View Selecte	d Jobs in Side-by-Side mode		
	$\sim$		
( 🗐 v	iew Side-by-Side	Excel	
			0
e-By-Side View			
Dose Form Restore Edit Profi	略] les Export as Excel		
Selected Career Architectures:		View/Reorder	
Side-by-Side Profile:	** Default Ad_Hoc Profile **	Edit	
	Highlight Differences		
	Content Developer Manager TV 🗱	Content Developer IV *	Content Developer III
Function Category:			
	Job Function: Communications and Marketing	Job Function: Communications and Marketing	Job Function: Communications and Marketing
	Job Family: Content Development	Job Family: Content Development	Job Family: Content Development Fosters effective communication between the University and its
	alumn, and the public in order to advance the University's strategic vision. Establishes a comparing branch for the University to ensure its competitive advantage. Universes in- bound and outboard digital communications, and the development, productive, and dissemination of marketing and communications collected to internal and external constituents. Manages communications offsets and interractions with various media podes.	Fastes effective communication between the University and is students, employees, alorn, and the public in order to abarrance the University for attable vision. Establishes a competing band for the Viversity to ensure its competitive advantage. University dissemination of maintening and communications colleter to Internal and external constituents. Manages communication efforts and interactions with various media outlets.	Process effective communication between the University and its alumni, and the public in order to advance the University's strat- a compelling brand for the University to ensure its competitive . bound and outbound digital communications and the develop- dissemination of marketing and communications collateral to in constituents. Manages communication efforts and interactions is outlets.
Job Family Description Job Code:	Writes, evaluates, reviews, and edits internal and external communications. Develops and executes editorial projects for a wide range of institution publications. 3673	Writes, evaluates, reviews, and edits internal and external communications. Develops and executes editorial projects for a wide range of institution publications. 3613	Writes, evaluates, reviews, and edits internal and external com and executes editorial projects for a wide range of institution p 3614.
FLSA Classification:		Exempt	Exempt
SOC Code;			
EEO code			
Organization Level			
Job Level:	M4	PC4	PC3
Leadership and Influence	Provide ideatority and guidance to individual and groups. Trypically manages individual and manages. Condens and develops tell's to hinduce and leadership skills and negretite. Ecountable for planning and evaluating performance, staff training and evaluations. Ecountable for planning and evaluating performance, incommendations, subject to publicis. Level Oriteria (Job Family-Specific):		
Complexity of Work	Problems faced are primarily operational in nature and may be varied, but generally with some precedent. Solutions require investigation and analysis to develop multiple and/or innovative approaches, requiring a high degree of innovation and creativity. Develops, implements, and maintaines operational place, programs and systems.	Issues are highly complex and without clear precedent. Problems require the development of new approaches, methods or techniques, requiring a high degree of innovation and creativity. Level Criteria (Job Family Specific):	Issues are strategic in nature, are varied, and involve evaluation Problems may require the development of new approaches, me requiring significant innovation and creativity. Level Criteria (Job Family-Specific):

If you click the *Create Report in Excel*, a new window will pop-up with the *Download File* option. Please click the button and the excel file will start downloading. Click on the excel file for the file to open.

	7 Job Descriptions in	relected group		
View Selected Jobs in Side-by-Side mode				
Treate Report in Excel				
		Confirm File Download		
		Security settin requested fi	gs of your browser and network require confirmation to e download. This prevents unauthorized file downloads	proceed with the by third parties.
		Please cit	are putton "Download File(s)" to excluse t	he download.
			Download File(s)	
			28 Cancel	
		<u> </u>		
		🕨 🕸 Univ	ersity of Arizoxlsx \land	
		_		
				-

#### **Form Viewer**

Another way to view the information is by the Form viewer. There are several ways to get to this view.





From the **Career Architecture Matrix Viewer**, right click the on the blue highlighted job and select the *View [insert job] in Form Viewer*.

arketing Manager II 'Marketing Manager II' in HTML
rketing Manager II' in Form Viewer
r this Job Description
Properties (Admin Only)

There are three tabs in this view, Job Information, Work Dimensions and Principle Responsibilities.

The Job Information tab has the Job Function and Family definitions, Job Code and FLSA classification. On this tab you may also click the Show Side-by-Side View to bring up the jobs within the family.

Job Description		
View Jobs Side-by-Side:	Content Development	
	Show Side-by-Side View	
	Click here to view the Side-by-Side comparison of jobs this Job Family	
Job Description Title:	Content Developer II	
Function Category:		
Job Function and Fam	aily	
An address of the state of the second s		
Job Function:	Communications and Marketing	
Job Family: Fosters effective communic Establishes a compelling br	Content Development cation between the University and its students, employees, alumni, and the public in order to advance the University's strategic rand for the University to ensure its competitive advantage. Oversees in-bound and outbound digital communications, and the and dissemination of marketing and communications collateral to internal and external constituents. Manages communication e	
Job Family: Fosters effective communic Establishes a compelling br development, production, si interactions with various m	Content Development cation between the University and its students, employees, alumni, and the public in order to advance the University's strategic rand for the University to ensure its competitive advantage. Oversees in-bound and outbound digital communications, and the and dissemination of marketing and communications collateral to internal and external constituents. Manages communication e nedia outlets.	fforts a
Job Family: Fosters effective communic Establishes a compelling br development, production, si interactions with various m	Content Development cation between the University and its students, employees, alumni, and the public in order to advance the University's strategic rand for the University to ensure its competitive advantage. Oversees in-bound and outbound digital communications, and the and dissemination of marketing and communications collateral to internal and external constituents. Manages communication e	fforts a
Job Family: Fosters effective communic Establishes a compelling br development, production, si interactions with various m	Content Development cation between the University and its students, employees, alumni, and the public in order to advance the University's strategic rand for the University to ensure its competitive advantage. Oversees in-bound and outbound digital communications, and the and dissemination of marketing and communications collateral to internal and external constituents. Manages communication e nedia outlets.	fforts a
Job Family: Fosters effective communic Establishes a compelling br development, production, si interactions with various m	Content Development cation between the University and its students, employees, alumni, and the public in order to advance the University's strategic rand for the University to ensure its competitive advantage. Oversees in-bound and outbound digital communications, and the and dissemination of marketing and communications collateral to internal and external constituents. Manages communication e nedia outlets.	fforts a
Job Family: Fosters effective communit Establishes a compelling by development, production, a interactions with various m Writes, evaluates, reviews,	Content Development cation between the University and its students, employees, alumni, and the public in order to advance the University's strategic rand for the University to ensure its competitive advantage. Oversees in-bound and outbound digital communications, and the and dissemination of marketing and communications collateral to internal and external constituents. Manages communication e nedia outlets.	fforts a
Job Family: Fosters effective communic Establishes a compelling br development, production, si interactions with various m	Content Development cation between the University and its students, employees, alumni, and the public in order to advance the University's strategic rand for the University to ensure its competitive advantage. Oversees in-bound and outbound digital communications, and the and dissemination of marketing and communications collateral to internal and external constituents. Manages communication e nedia outlets.	fforts a
Job Family: Fosters effective community Establishes a compelling by development, production, a interactions with various m Writes, evaluates, reviews, For Compensation Use	Content Development Cation between the University and its students, employees, alumni, and the public in order to advance the University's strategic rand for the University to ensure its competitive advantage. Oversees in-bound and outbound digital communications, and the and dissemination of marketing and communications collateral to internal and external constituents. Manages communication e nedia outlets. , and edits internal and external communications. Develops and executes editorial projects for a wide range of institution public e Only 3015	fforts a
Job Family: Fosters effective communic Establishes a compelling by development, production, a interactions with various m Writes, evaluates, reviews, Writes, evaluates, reviews, For Compensation Use Job Code:	Content Development Cation between the University and its students, employees, alumni, and the public in order to advance the University's strategic rand for the University to ensure its competitive advantage. Oversees in-bound and outbound digital communications, and the and dissemination of marketing and communications collateral to internal and external constituents. Manages communication e nedia outlets. , and edits internal and external communications. Develops and executes editorial projects for a wide range of institution public e Only	fforts a



30



The Work Dimensions tab lists the Job Level the selected job is at and its respected Work Dimensions. Each Work Dimension

Organization Level		
ob Level:	PC2	
Complexity of Work		
	Level Criteria	Level Criteria (Job Family-Specific)
	involve some evaluation and interpretation. Problems are h drawing from prior experiences, with analysis of the tion and creativity.	
Communication		
	Level Criteria	Level Criteria (Job Family-Specific)
	ormation requiring some explanation or interpretation. communication occurs within the department or other ge or division.	
Operational Latitude a	and Impact	
	Level Criteria	Level Criteria (Job Family-Specific)
	n moderate guidance. Work is reviewed for soundness of idequacy and accuracy.	
Knowledge		
	Level Criteria	Level Criteria (Job Family-Specific)
	principles, theories and concepts. Is competent in all job ral understanding of the industry practices, techniques	
Education		
선생님, 우리 회	Level Criteria	Level Criteria (Job Family-Specific)
Bachelor's degree or ea level experience requi	uvivalent advanced learning attained through professional	

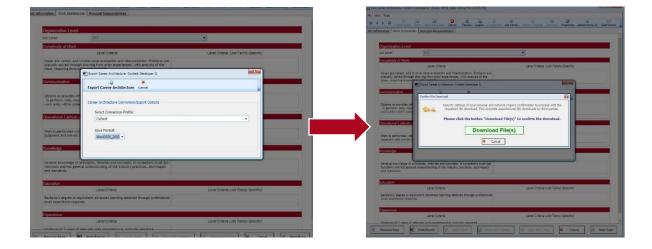
The Principle Responsibilities tab incorporates the *Family/Stream Principle Responsibilities*. This table is for all the jobs within that family in that career stream. The other table *Principle Responsibilities* for the Job is for that specific job series which separates it from the others.

efle	t an individual job or series of jobs, please indicate under Principal Responsibilities for the Job
amily	/Stream Principal Responsibilities
lay inc	lude some or all of the following broad responsibilities, depending on a job's respective level and focus area(s).
	Writes a variety of in-house and outside publications, including but not limited to articles, brochures, press releases, profiles, backgrounders, web pages and social media posts.
	Writes analytic, interpretive, or highly individualized features utilizing personal subject matter expertise.
	Independently researches, selects subject, interviews, ensures accuracy of facts, and determines content and layout.
Θ	Edits and coordinates production of a variety of types of printed and digital material.
0	Manages the development and distribution of content for social media.

In this viewing mode, you may export this into a Microsoft Word. Click the *Print/Export* option down at the screen to start the process. Please click the *Export Career Architecture* to move to the *Download File* screen shown below.







### TIPS

#### Side by Side View

In the **Career Architecture Matrix Explorer** option you have the ability to combine different jobs using the *Side by Side View.* 

To compare, please right click to select the jobs (20 jobs max) and choose the Select [insert job] option.

	Communications Consultant III	Content Developer III	-	
PC3				Select Content Developer III
PC2	Communications Consultant II	Content Developer II		Preview 'Content Developer III' in HTML View 'Content Developer III' in Form Viewe Tasks for this Job Description
	Communications Consultant I	Content Developer I		View Cell Properties (Admin Only)

After choosing your selection, you may check by going up to the menu options on the top.



The Side by Side View option (circled in red) will bring up the Side by Side View for the selected jobs. The Selected Jobs (X) will show how many jobs are selected and what those jobs are (circled in green).





Se	lect and Close	Cancel Tasks	for this Job Description		
ele	ected Job Descript		Terrare concerns	I Selected Jobs	
	Job Description	Name	Column Value	Ren Value	
1	Communication	s Consultant III	Communications	PC3	
/	Content Develop	per III	Content Development	PC3	
1	Marketing Speci	ialist III	Marketing	PC3	

To clear the current selection, please go to the *Selected Jobs (X)* option featured above. After opening up the window please select the *Clear All Selected Jobs*.

To pick only a few of the chosen jobs, unclick the boxes to the left of the jobs and then choose Select and Close.

This feature can be used to view different jobs in different families across different functions. You may also look side by side at the different levels and career streams. There are a variety of combinations to choose from which allows the user to customize which specific jobs they would like to view.

Selected Career Architectures:	3 Job Descriptions Selected	View/Reorder	
Side-by-Side Profile:	** Default Ad_Hoc Profile **	Edit	
	Highlight Differences Hide Identical Rows		
	Analyst. Data II 🔉	Einancial Analyst II 🗱	IT Business Analyst II
	Select this Job	Select this Job	Select this Job
Function Category:		General Administration	
Job Function:	Job Function: Planning and Analysis Job Family: Data Analysis	Job Function: Finance Job Family: Budget and Financial Analysis	Job Function: Information Technology Job Family: IT Business Analysis
Job Function Description	Provides analytical expertise in the planning, development, and assessment of University objectives, and long-range and strategic plans.	Ensures the University effectively manages, protects, and leverages its financial resources. Prepares, collects, and interprets financial information, and develops budgets, forecasts, statutory returns. Responsible for various levels of financial reporting for external and internal utilization not limited to federal, state and governing	Designs, builds, delivers, and maintains technology solutions tha learning, and operations. Provides expertise in technology stral architecture, deployment and maintenance of the University's a hardware infrastructure, security and ongoing end user services.
Job Family Description	Identify business intelligence, reporting and data analysis needs at the Liniversity with the objective of turning data into circlical information and knowledge which can be utilized to make sound decisions which support Liniversity operations. Maintains the Data Warehouse and the associated business intelligence environments.	Analyzes and prepares recommendations for financial plans, including annual resource allocation, forecasting, and short and long-term financial planning. Conducts ad hoc financial and/or budget analysis for institutional, college, division, and/or departmental decision-mainlo purposes. Develops, interprets, and implements financial and resource planning systems. Monitors the institution's, college's, division's, and/or department's actual performance against budget, financial targets, and other compliance and addiversement metrics.	Works with colleges, divisions, and departments to understand is needs. Develops, recommends and maintains solutions, and plar integration and maintenance of solutions into business process (

Example:

Function: Planning and Analysis Family: Data Analysis Job: Analyst, Data II Job Level: PC2 Function: Finance Family: Budget and Financial Analysis Job: Financial Analyst II Job Level: PC2 Function: Information Technology Family: IT Business Analysis Job: IT Business Analyst II Job Level: PC2