



JDXPERT TECHNICAL GUIDE

QUESTIONS?

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JDXPERT RESOURCE GUIDE

For Supervisors

OVERVIEW



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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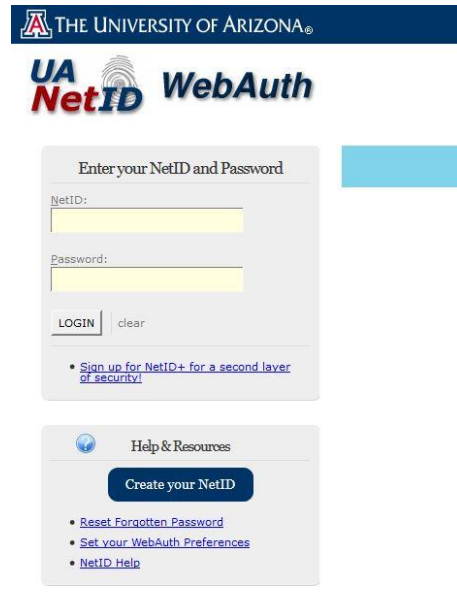
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JDXPERT NAVIGATION

Access to JDXpert and Main Menu

To access JDXpert, please go to the UCAP website or one of the previous UCAP communications:

<http://ucap.arizona.edu/career-architecture>



THE UNIVERSITY OF ARIZONA®

UA NetID WebAuth

Enter your NetID and Password

NetID:

Password:

LOGIN | clear

- [Sign up for NetID+ for a second layer of security!](#)

Help & Resources

Create your NetID

- [Reset Forgotten Password](#)
- [Set your WebAuth Preferences](#)
- [NetID Help](#)

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.



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
- Use Quick Filters to select Career Architecture
- View and download Career Architecture



HELP

- Help and Instructional text



CAREER LADDERS

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

Career Architecture Matrix View (Matrix): The matrix view organizes the career architecture by function in a tree-view 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.

Career Architecture Matrix View

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



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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

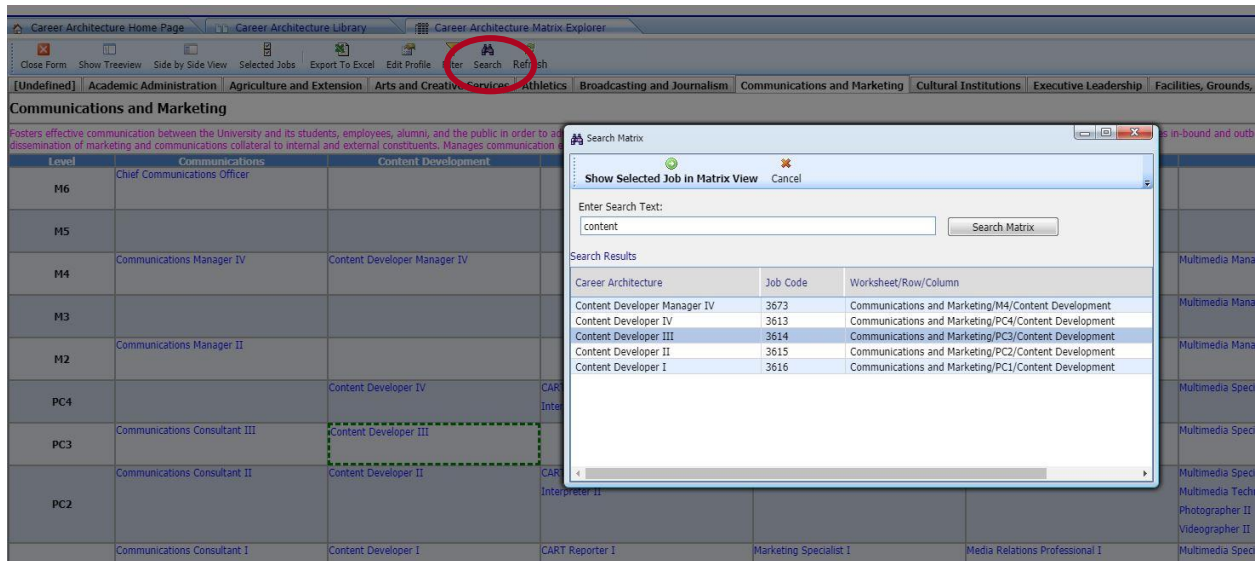
Level	Communications	Content Development	Interpretation	Marketing	Media Relations	Multimedia
M6						
M5				Marketing Manager V	Media Relations Manager V	
M4	Communications Manager IV	Content Developer Manager IV		Marketing Manager IV	Media Relations Manager IV	Multimedia Manager IV
M3				Marketing Manager III		Multimedia Manager III
M2	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
PC3	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
OC2		Writing and Editing Assistant II				Multimedia Assistant II Multimedia Design Assistant II
OC1		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.



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.



CAREER ARCHITECTURE MATRIX VIEW

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SEARCH CAREER ARCHITECTURE

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



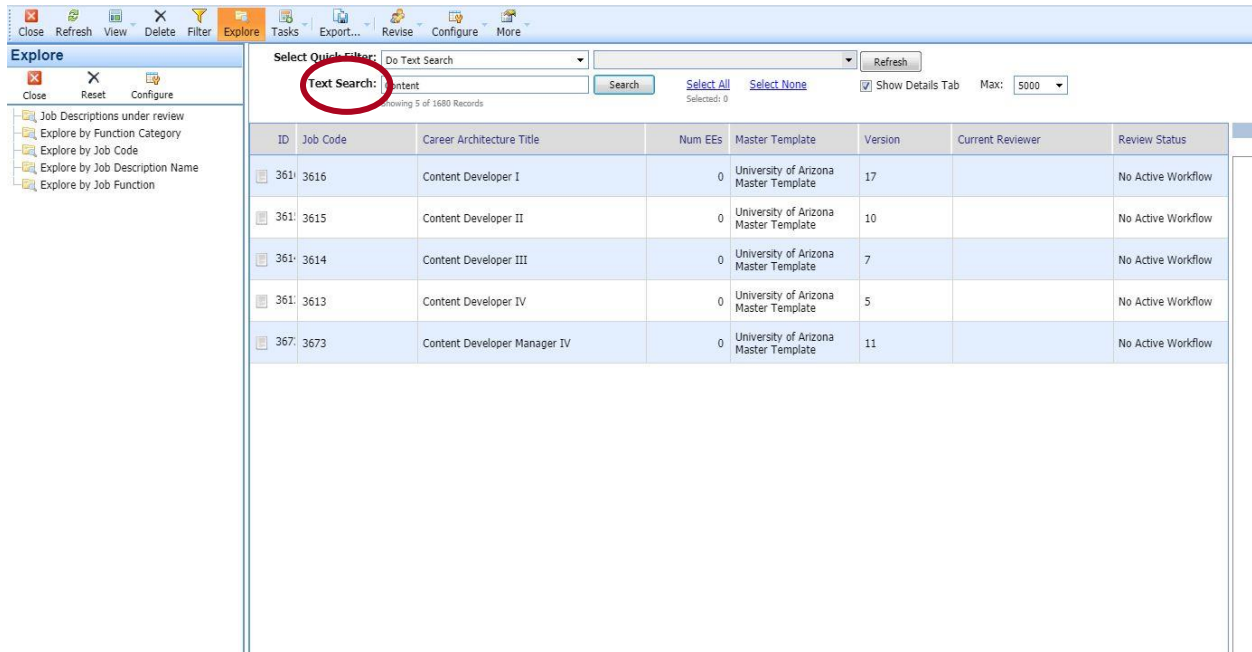
HELP

- Help and Instructional text



CAREER LADDERS

- View Career Architecture using Side-by-Side view for a selected Career Ladder
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The screenshot shows a software interface with a search bar labeled "Text Search:" circled in red. The search bar contains the text "Content". Below the search bar is a table with the following data:

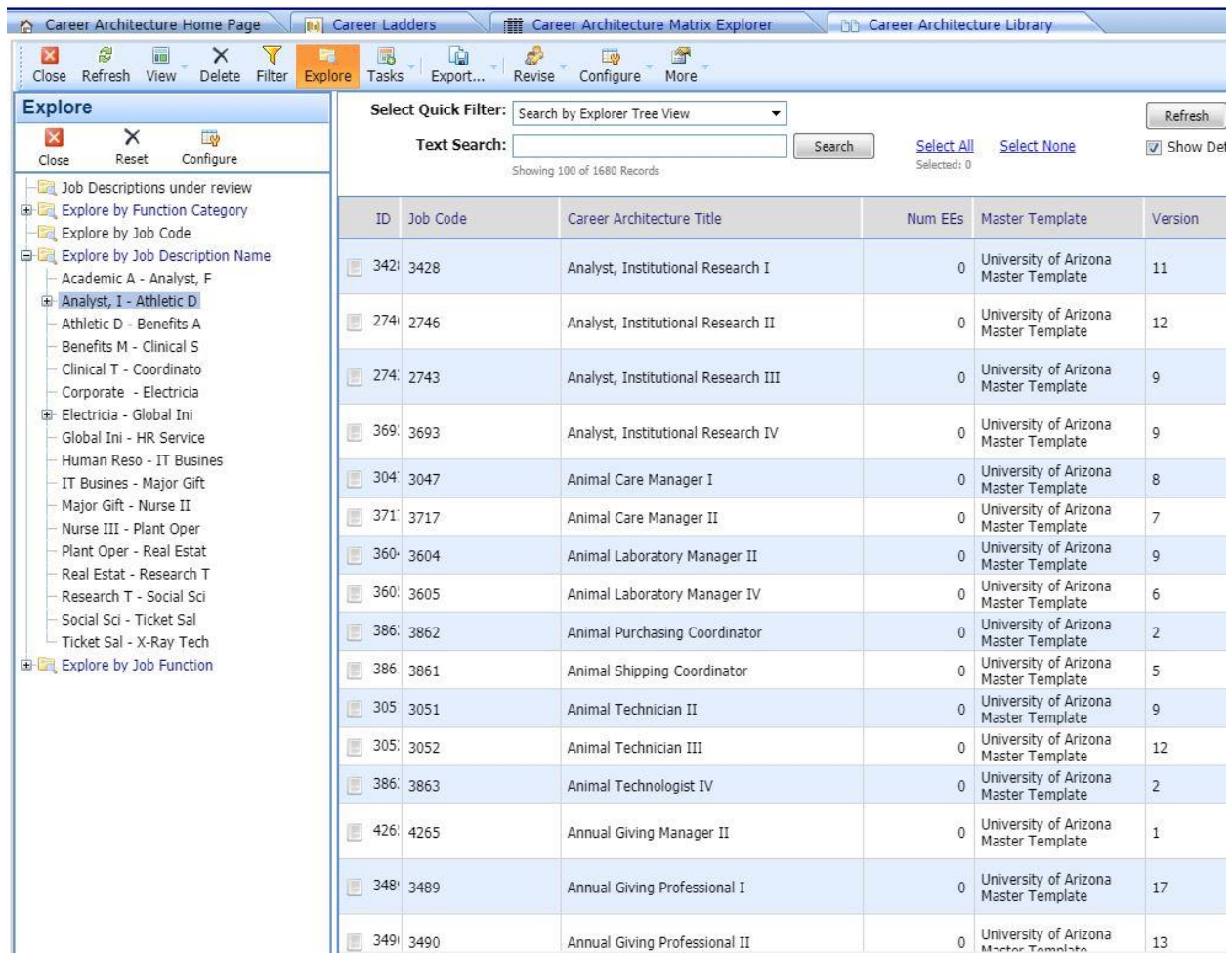
ID	Job Code	Career Architecture Title	Num EEs	Master Template	Version	Current Reviewer	Review Status
361	3616	Content Developer I	0	University of Arizona Master Template	17		No Active Workflow
361	3615	Content Developer II	0	University of Arizona Master Template	10		No Active Workflow
361	3614	Content Developer III	0	University of Arizona Master Template	7		No Active Workflow
361	3613	Content Developer IV	0	University of Arizona Master Template	5		No Active Workflow
367	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.

The screenshot shows the 'Career Architecture Matrix Explorer' interface. On the left, the 'Explore' sidebar is expanded to show 'Job Function' categories. The 'Multimedia' category is selected, and its sub-categories are visible. The main table displays 18 records of job titles, codes, and templates.

ID	Job Code	Career Architecture Title	Num EEs	Master Template
331	3318	Multimedia Assistant I	0	University of Arizona Master Template
209	2097	Multimedia Assistant II	0	University of Arizona Master Template
356	3565	Multimedia Design Assistant I	0	University of Arizona Master Template
210	2100	Multimedia Design Assistant II	0	University of Arizona Master Template
387	3873	Multimedia Manager II	0	University of Arizona Master Template
208	2089	Multimedia Manager III	0	University of Arizona Master Template
361	3611	Multimedia Manager IV	0	University of Arizona Master Template
335	3351	Multimedia Specialist I	0	University of Arizona Master Template
209	2094	Multimedia Specialist II	0	University of Arizona Master Template
209	2092	Multimedia Specialist III	0	University of Arizona Master Template
209	2091	Multimedia Specialist IV	0	University of Arizona Master Template
353	3536	Multimedia Technician I	0	University of Arizona Master Template
353	3535	Multimedia Technician II	0	University of Arizona Master Template
317	3173	Photographer I	0	University of Arizona Master Template
209	2099	Photographer II	0	University of Arizona Master Template
328	3284	Video Editor I	0	University of Arizona Master Template
356	3566	Videographer I	0	University of Arizona Master Template
209	2098	Videographer II	0	University of Arizona 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.



The screenshot shows the 'Career Architecture Matrix Explorer' interface. On the left is a tree view under 'Explore by Job Description Name' with 'Analyst, I - Athletic D' selected. The main area shows a table of results with columns: ID, Job Code, Career Architecture Title, Num EEs, Master Template, and Version.

ID	Job Code	Career Architecture Title	Num EEs	Master Template	Version
342	3428	Analyst, Institutional Research I	0	University of Arizona Master Template	11
274	2746	Analyst, Institutional Research II	0	University of Arizona Master Template	12
274	2743	Analyst, Institutional Research III	0	University of Arizona Master Template	9
369	3693	Analyst, Institutional Research IV	0	University of Arizona Master Template	9
304	3047	Animal Care Manager I	0	University of Arizona Master Template	8
371	3717	Animal Care Manager II	0	University of Arizona Master Template	7
360	3604	Animal Laboratory Manager II	0	University of Arizona Master Template	9
360	3605	Animal Laboratory Manager IV	0	University of Arizona Master Template	6
386	3862	Animal Purchasing Coordinator	0	University of Arizona Master Template	2
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
426	4265	Annual Giving Manager II	0	University of Arizona Master Template	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 Template	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.



- CAREER ARCHITECTURE MATRIX VIEW**
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- SEARCH CAREER ARCHITECTURE**
- Search Career Architecture by Title and Code
 - Use Quick Filters to select Career Architecture
 - View and download Career Architecture



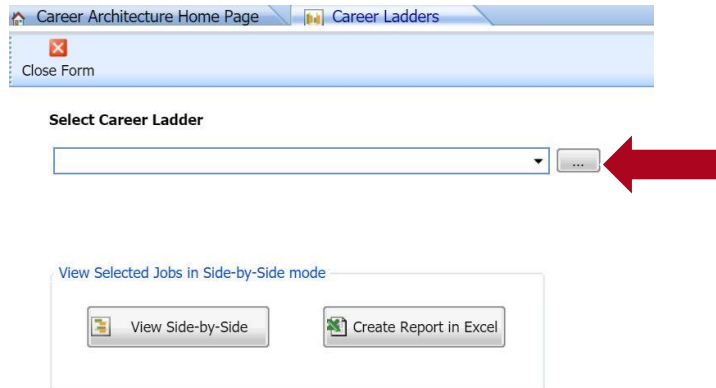
- HELP**
- Help and Instructional text



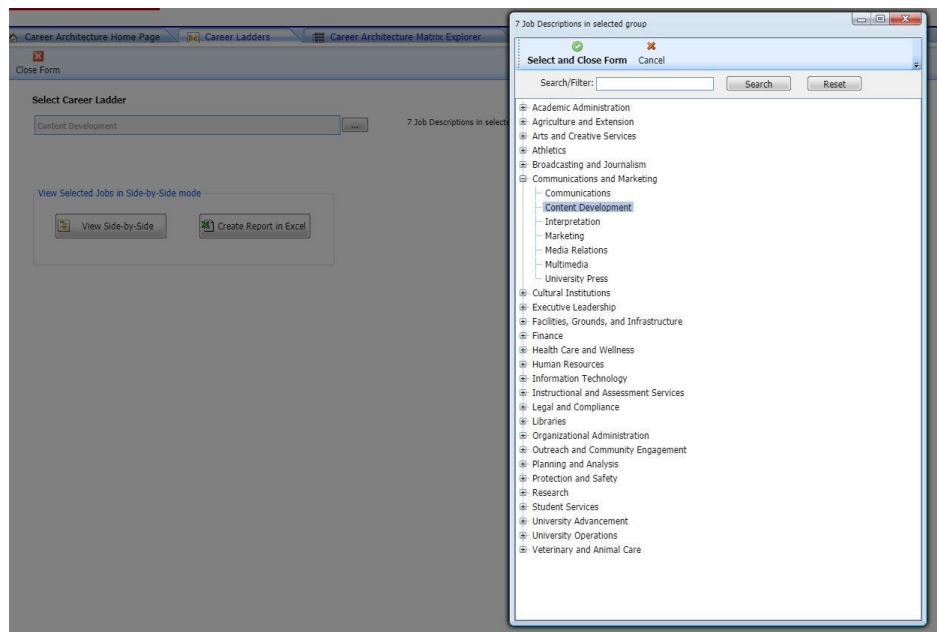
- CAREER LADDERS**
- View Career Architecture using Side-by-Side view for a selected Career Ladder
 - Download report to Excel

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.

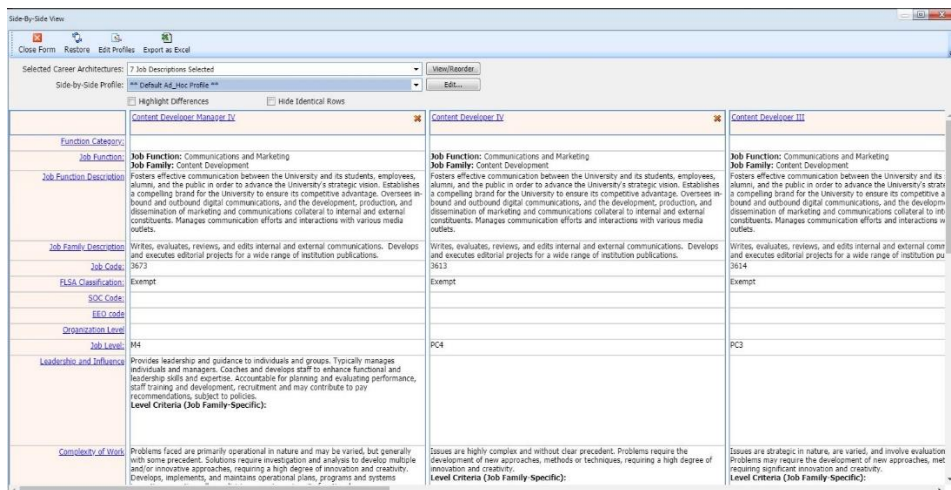
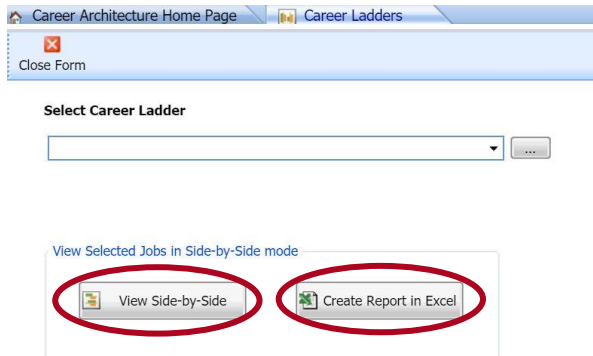


A window will pop up with the functions in a list form. You may look for the family by expanding a job function, or using the search filter. (**Expand Communications & Marketing**. Then **Search for Content**)

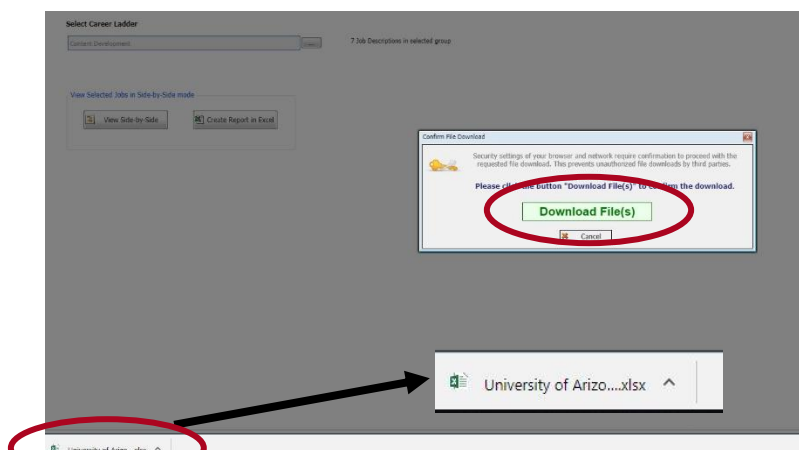


After selecting the family, select the *Select and Close Form* Option.

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:



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.



Form Viewer

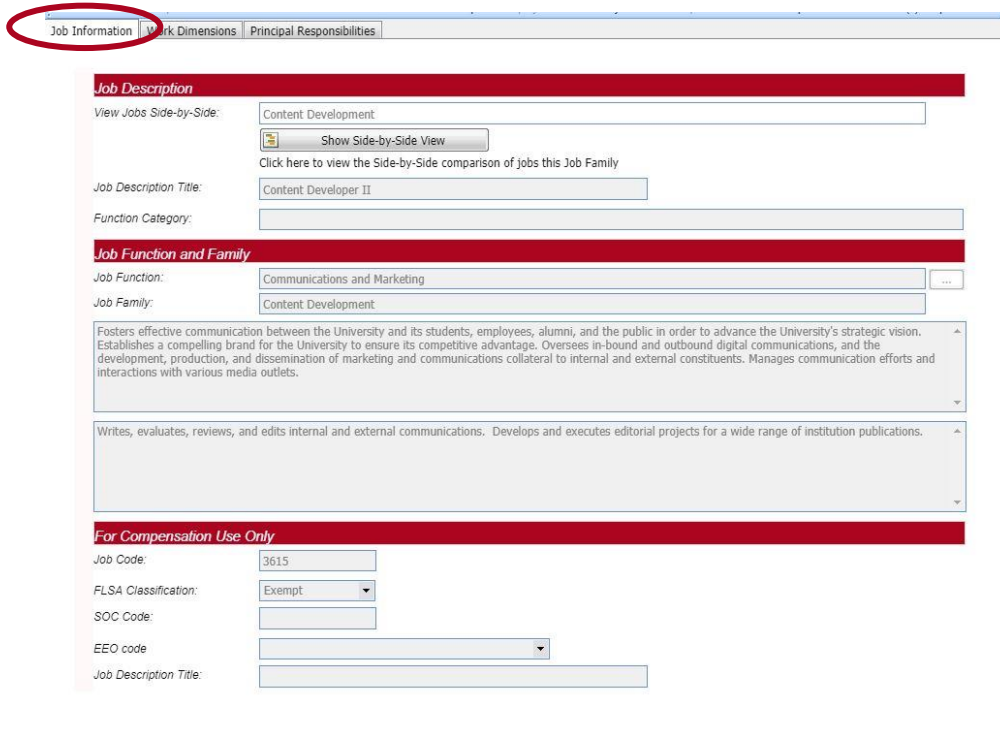
Another way to view the information is by the Form viewer. There are several ways to get to this view.

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

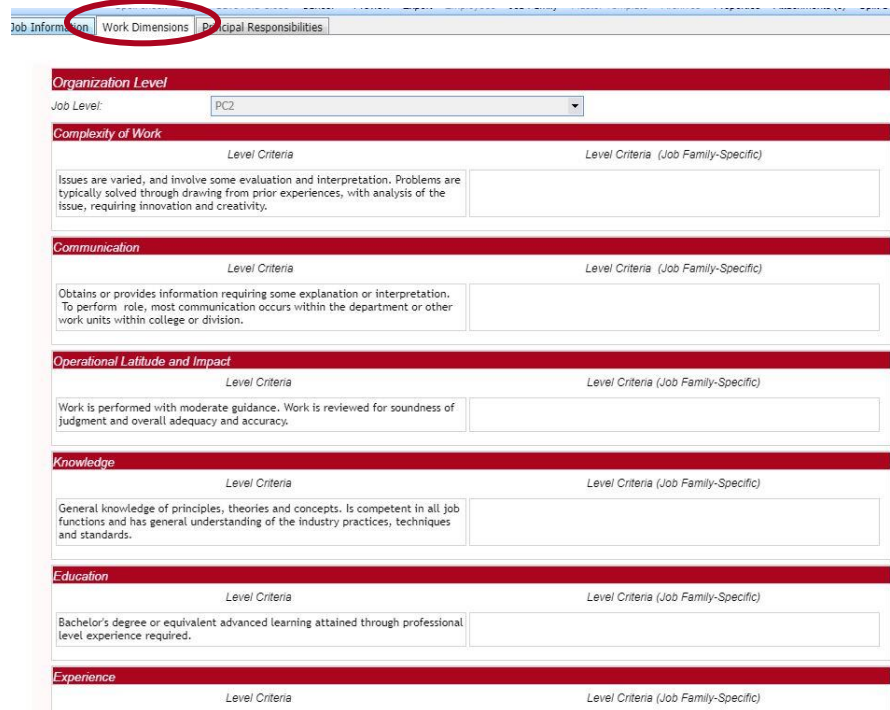


There are three tabs in this view, *Job Information*, *Work Dimensions* and *Principle Responsibilities*.

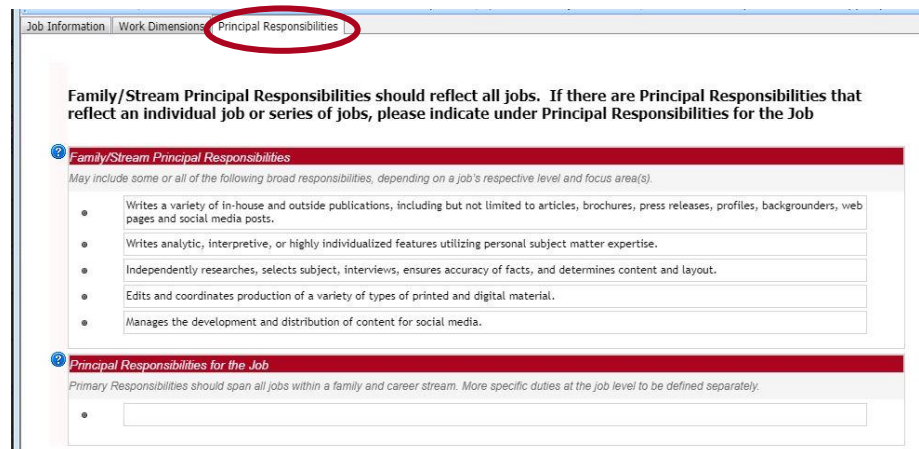
The Job Information tab has the Job Function and Family definitions, Job Code and FLSA classification. On this tab you may also click the Show Side-by-Side View to bring up the jobs within the family.



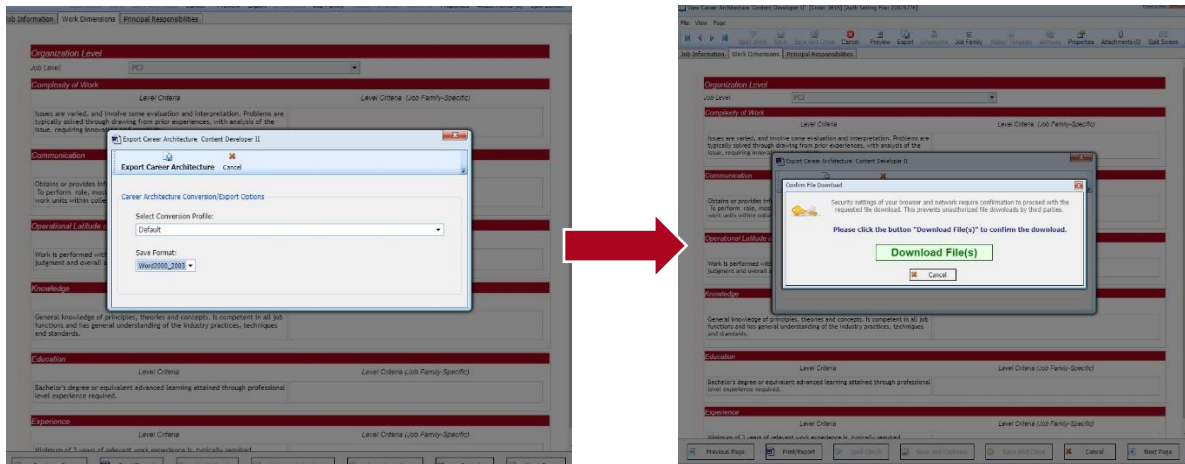
The Work Dimensions tab lists the Job Level the selected job is at and its respected Work Dimensions. Each Work Dimension



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.



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

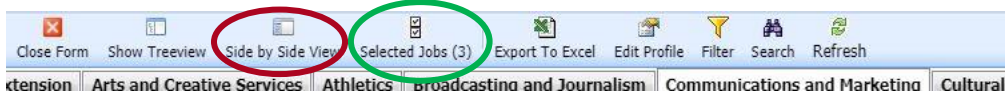
Side by Side View

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

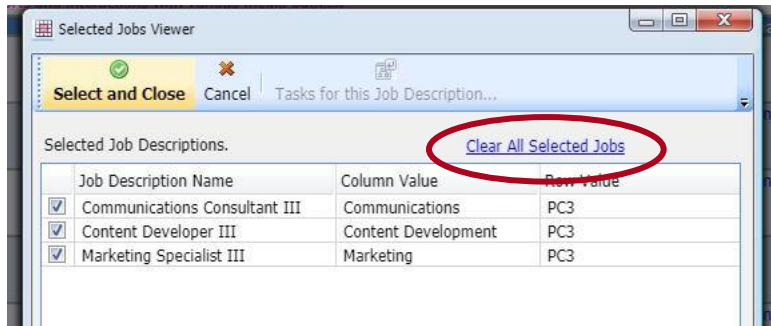
To compare, please right click to select the jobs (20 jobs max) and choose the *Select [insert job]* option.

PC3	Communications Consultant III	Content Developer III	<ul style="list-style-type: none"> Select Content Developer III Preview 'Content Developer III' in HTML View 'Content Developer III' in Form Viewer Tasks for this Job Description... View Cell Properties (Admin Only)
PC2	Communications Consultant II	Content Developer II	
	Communications Consultant I	Content Developer I	

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



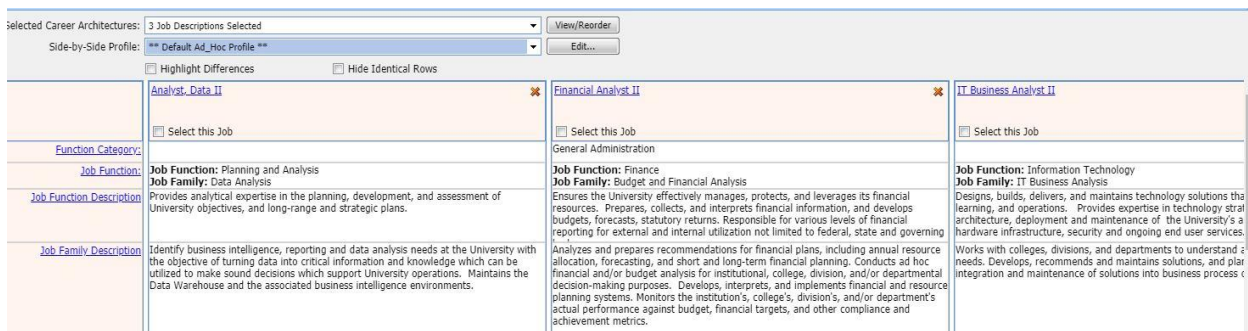
The *Side by Side View* option (circled in red) will bring up the Side by Side View for the selected jobs. The *Selected Jobs (X)* will show how many jobs are selected and what those jobs are (circled in green).



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.



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