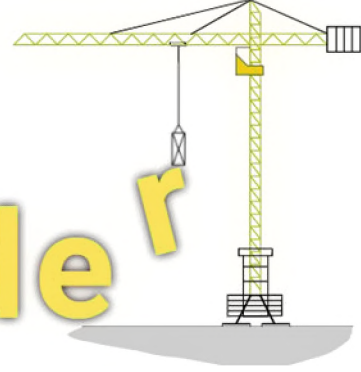# JOB STANDARDS MATRIX
QUICK LINK JOB AID

Job Standards Matrix Quick Link Job Aid

Use this job aid if you are interested in accomplishing any of the following:

- Comparing the Job Standards for multiple Classifications across multiple Job Functions, within a particular Job Family
- Comparing the Job Standards for multiple Classifications across multiple Job Functions and Job Families
- Comparing the Job Standards for multiple Classifications within a Job Function, where you would like the ability to select the specific Classifications to compare
- Viewing the Job Standard for a Classification that has not been extended to the UC Santa Cruz campus yet

Process Steps

1. Select "Job Standards Matrix" from the Quick Link menu.
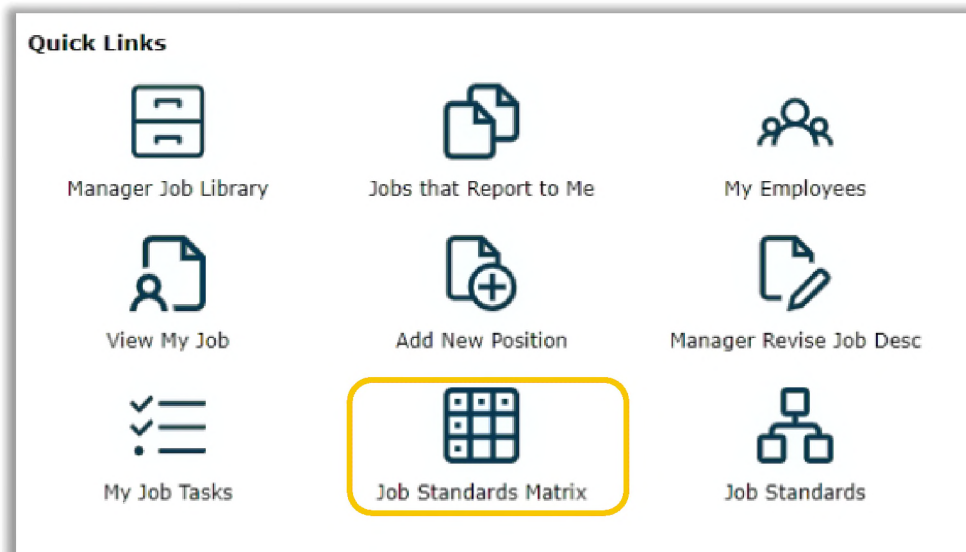
2. Find the Classifications that you want to compare using the Search, Filter, Family Scroll Arrows, or Vertical Classification Hierarchy Menu functionality. Or, you can use a combination of the tools.
   - **Search**
     - i. Enter a keyword related to the Classification or Job Function of interest in the "Search/Filter" box and then click the "Magnifying Glass" button.

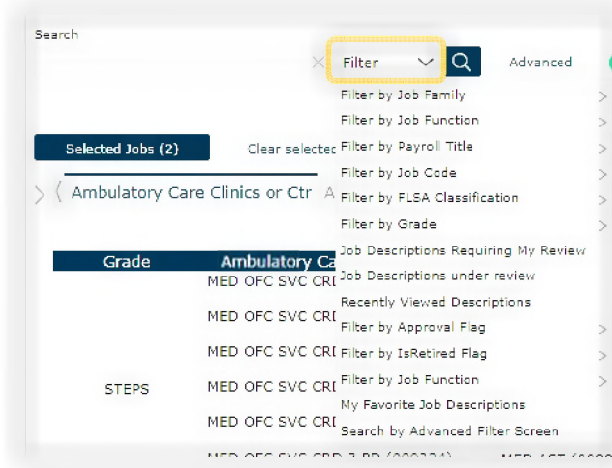ii. You will be presented with all of the Job Families/Job Functions/Classifications that contain the keyword.
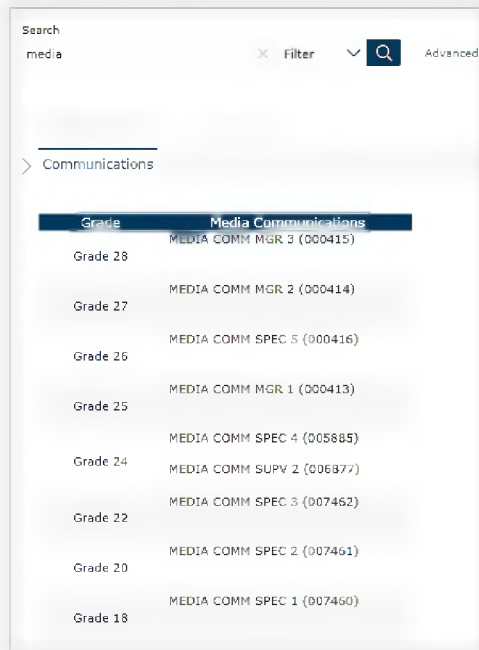
iii. Click on the Classifications you are interested in comparing. A running tally of the jobs you have selected will appear above the Job Family header.
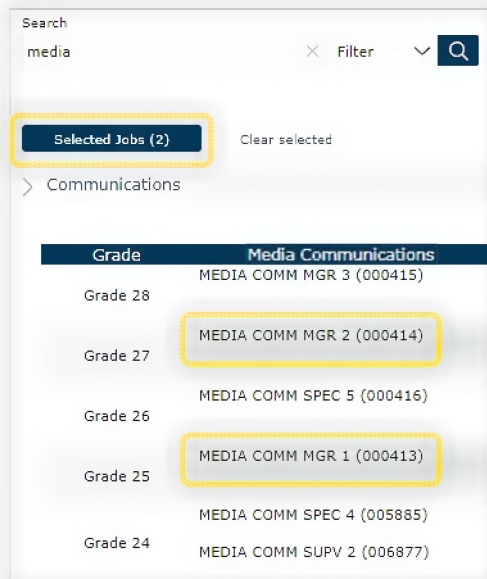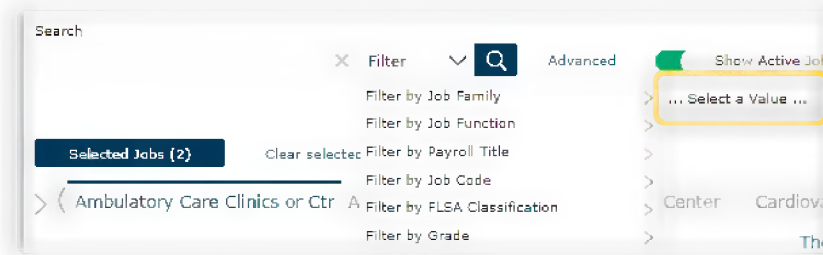
- **Filter**
    i. Click the "Filter" box to display a list of the available filters.

    ii. Select the filter you would like to use by hovering your mouse over the desired filter and clicking the "...Select a Value..." prompt.

    iii. You can then choose a value from the list that populates by double-clicking on the value. Or, you can use the "Search/Filter" box to enter a keyword to narrow the displayed values. If using the "Search/Filter" function, you must click the "Magnifying Glass" button after entering a keyword to execute the search.

iv. Click on the Classifications that you are interested in comparing. A running tally of the jobs you have selected will appear above the Job Family header.

- **Family Scroll Arrows**
  i. Use the "Left Arrow" and "Right Arrow" in the Family Header to scroll through the available Job Families.

  ii. Click on a Job Family to see all of the Job Functions and Classifications that roll up under that Job Family.

iii. Click on the Classifications that you are interested in comparing. A running tally of the jobs you have selected will appear above the Job Family header.

- **Vertical Classification Hierarchy Menu**
    i. Click the "Right Arrow" on the left side of the screen to display a vertical hierarchy of Classifications within each Job Function/Family.

    ii. Click the "+" next to the Job Family to display all Functions that roll up under the Job Family.

iii. Click the "+" next to the Grade under the Job Function of interest to display the associated Classification.
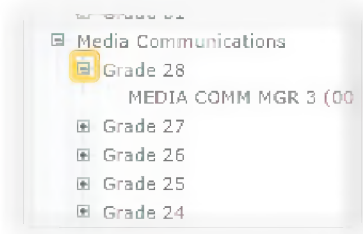
iv. Clicking on the Classification in the vertical hierarchy will highlight the Classification in the main table, but will not select the classification.
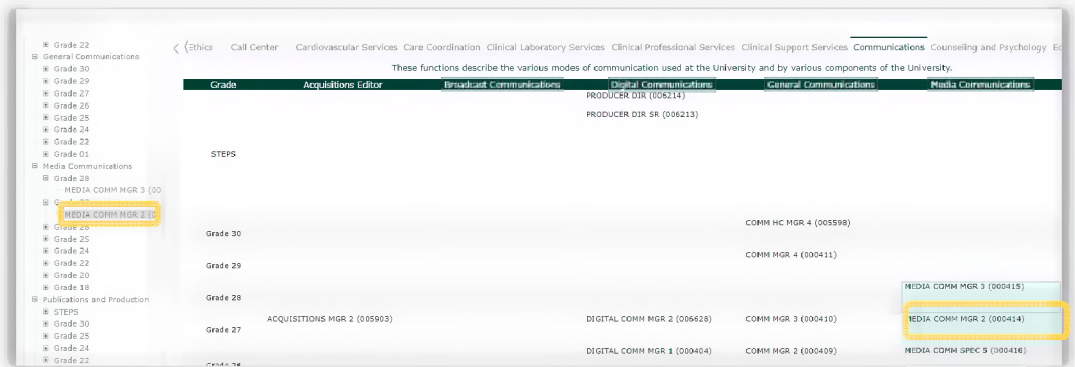
v. You must click on the Classification in the main table in order to make the selection official. The numerical value in the "Selected Jobs" button will update if you have successfully selected the Classification.
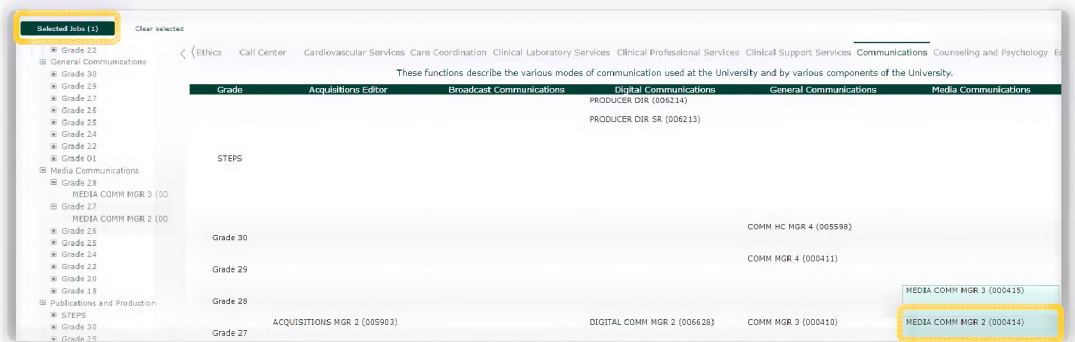
3. After selecting all of the classifications that you want to compare, click the "Selected Jobs" button.
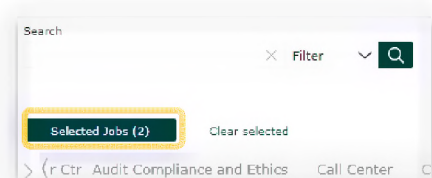
4. A pop-up window will open that lists all of the Classifications you have selected. From this window, you can view the Job Standards for each of the Classifications side-by-side within Job Builder, or you can view each Job Standard individually within Job Builder. Click the "Side-By-Side" button to compare the Classifications side-by-side. Or, click the "Paper with Magnifying Glass" icon next to the Classification of interest to view the associated Job Standard.
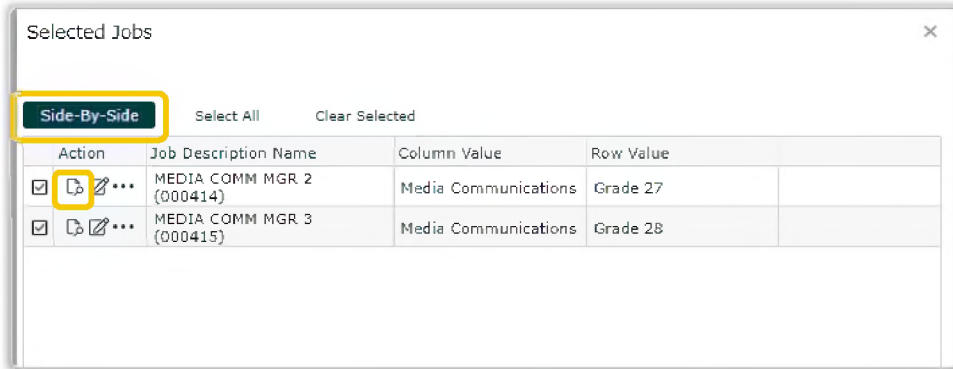
- **Side-By-Side**
    i. Ensure the checkboxes are checked next to each of the Classifications that you would like to view in Side-by-Side mode, then click the "Side-By-Side" button.
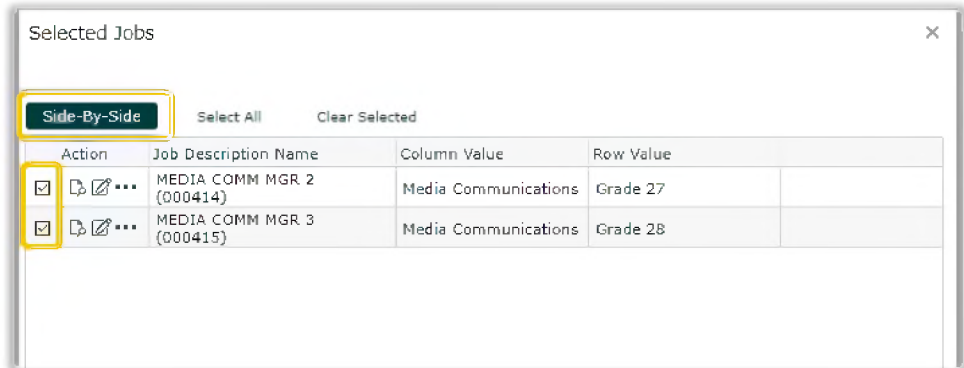
ii. After clicking the "Side-By-Side" button, you will be presented with a comparison of the selected classifications.

1. Use the scroll bars to move up and down, or left and right (if needed) within the window.

2. Use the "x" to the right of the classification name to remove the column from the Side-by-Side view.

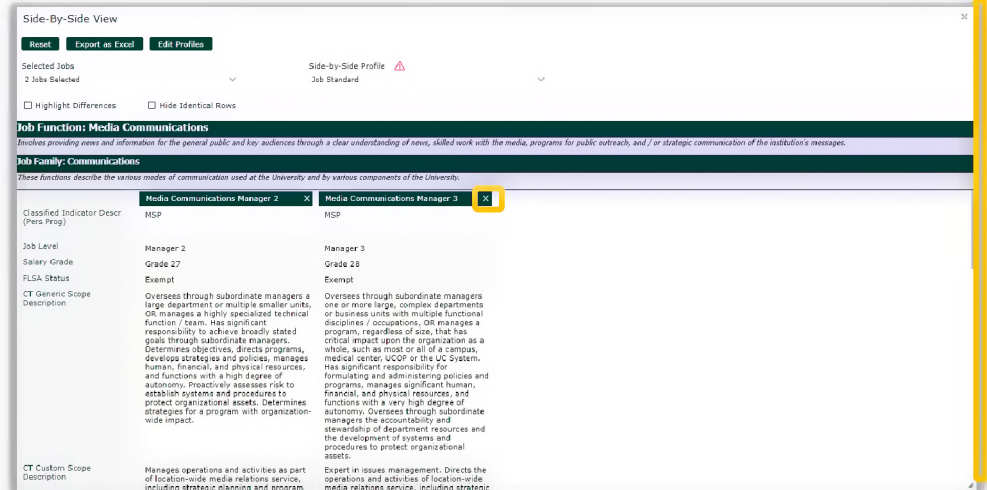3. Click the "Highlight Differences" check box to easily see which rows have differing information.

> **Note:** Job Builder uses the Classification in the first column of the Side-by-Side view to compare all of the other classifications in the Job Function to in order to determine if there are differences. You do not have the ability to change what is in the first column, and eliminating the first column by clicking the "x" does not stop Job Builder from using it as the comparator.
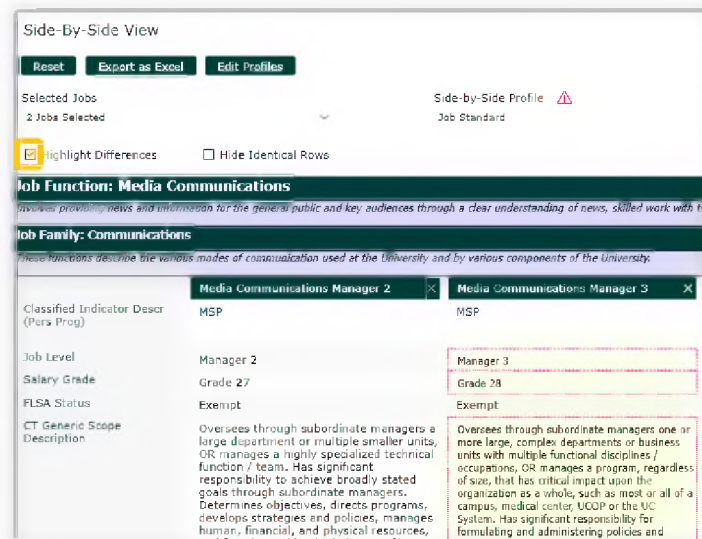
4. Click the "Export as Excel" button to download the Job Standards to Excel.
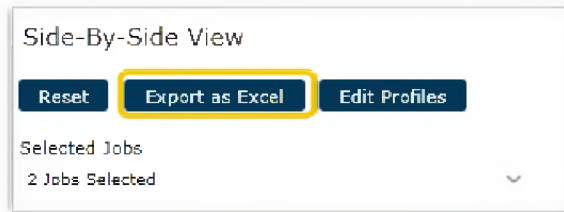
a. After clicking the "Export to Excel" button, you will be presented with a pop-up dialog box asking you to confirm file download. Press the "Download File(s)" button.

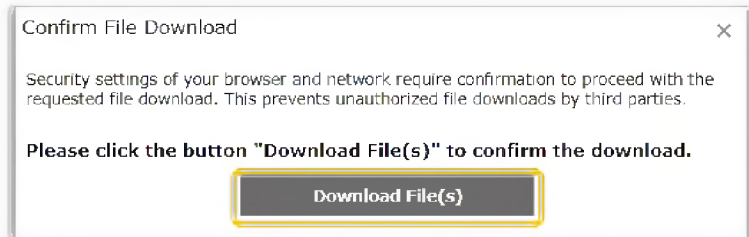b. Open the file after it downloads. Depending on the internet browser in use, the instructions for opening a downloaded file may differ.

   i. In Chrome, when the download finishes, you can find it at the bottom of your Chrome window. To open it, click the filename.
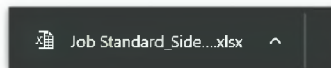
   ii. In Firefox, when the download finishes, you can find it by clicking the Downloads button (⬇). Click the filename to open it.
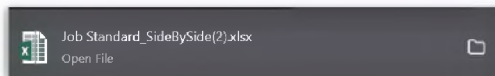
c. Click the "x" in the upper-right corner of the dialog box to close it.

Confirm File Download

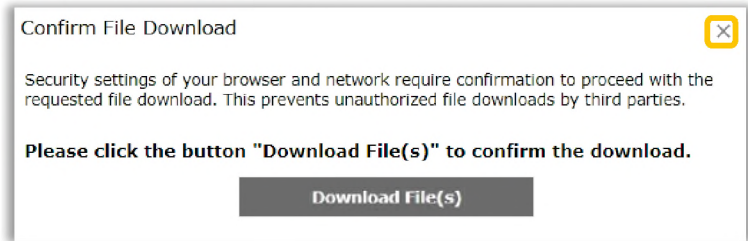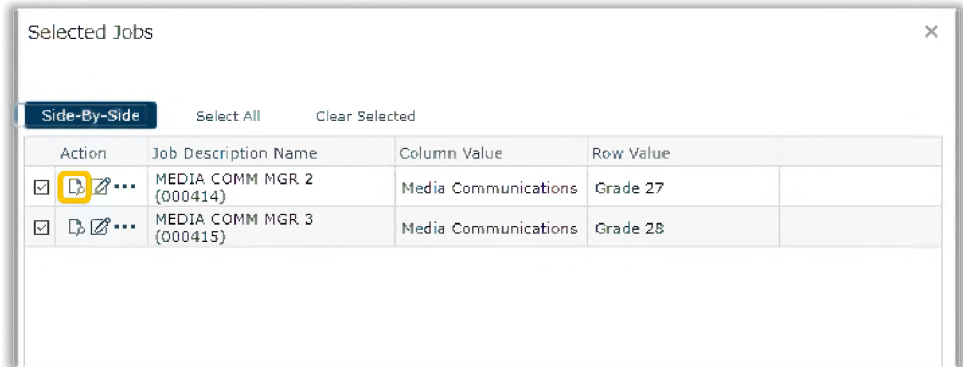Security settings of your browser and network require confirmation to proceed with the requested file download. This prevents unauthorized file downloads by third parties.

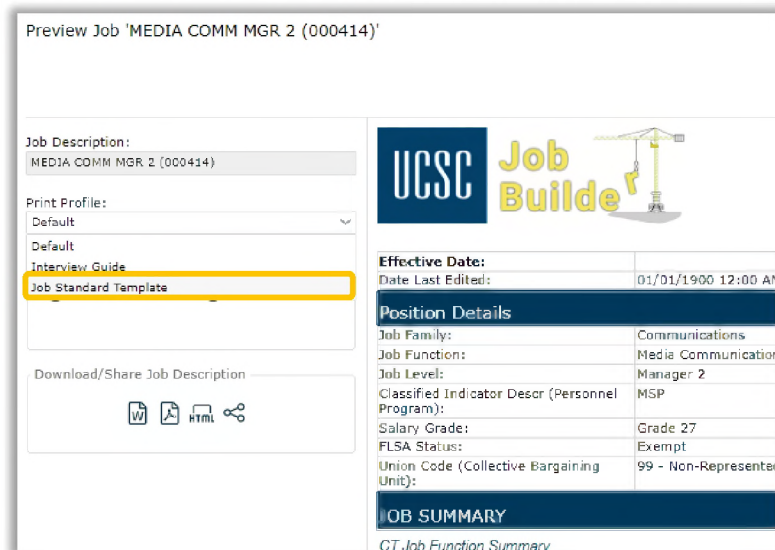**Please click the button "Download File(s)" to confirm the download.**

Download File(s)

d. Click the "x" in the upper-right corner of the Side-By-Side window to return to the Selected Jobs dialog box.

- **Paper with Magnifying Glass**
    - i. Click the "Paper with Magnifying Glass" icon next to the Classification of interest to view the associated Job Standard.

Selected Jobs ×

Side-By-Side   Select All   Clear Selected

Action	Job Description Name	Column Value	Row Value	
☑	MEDIA COMM MGR 2 (000414)	Media Communications	Grade 27	
☑	MEDIA COMM MGR 3 (000415)	Media Communications	Grade 28	

    - ii. Select "Job Standard Template" from the "Print Profile" drop-down box.

Preview Job 'MEDIA COMM MGR 2 (000414)'

Job Description:
MEDIA COMM MGR 2 (000414)

Print Profile:
Default

Default
Interview Guide
Job Standard Template

Download/Share Job Description

UCSC Job Builder

Effective Date:	
Date Last Edited:	01/01/1900 12:00 AM
Position Details	
Job Family:	Communications
Job Function:	Media Communication
Job Level:	Manager 2
Classified Indicator Descr (Personnel Program):	MSP
Salary Grade:	Grade 27
FLSA Status:	Exempt
Union Code (Collective Bargaining Unit):	99 – Non-Represented

JOB SUMMARY

CT Job Function Summary

iii. You can view the Job Standard in Job Builder from this screen, or you can choose to download or share the Job Standard using the available icons.

1. Download/Share Options:

a. Download the job description in Microsoft Word format. After clicking icon in Job Builder, follow instructions for downloading files in Side-By-Side section above.

b. Download the job description in PDF format. After clicking icon in Job Builder, follow instructions for downloading files in Side-By-Side section above.

c. View in HTML (appears in pop-up window and can be printed from browser).

d. Share job description with link. Expiration date can be assigned to the link.

iv. Click the "x" in the upper-right corner of the "Job Standard Preview" window to return to the "Selected Jobs" dialog box.

v. Click the "x" in the upper-right corner of the "Selected Jobs" window to exit and return to the Job Standards Matrix page.

Resources

[Job Builder Website](#)

[Job Standards Matrix Page Layout](#)

[UC Career Tracks Job Structure and Definitions](#)