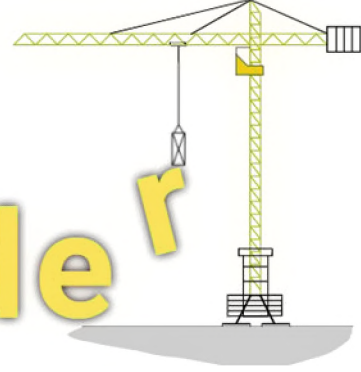




Job
Builder



JOB STANDARDS
QUICK LINK JOB AID

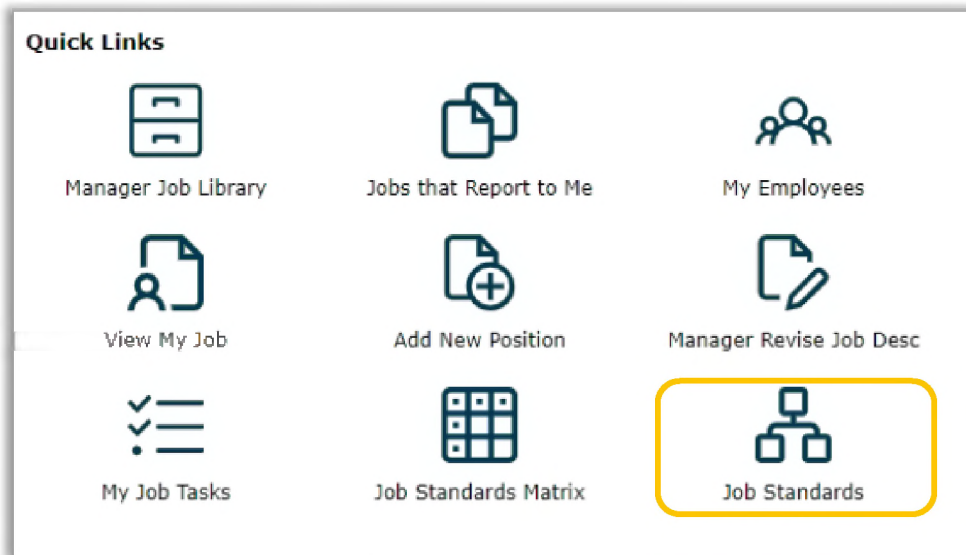
Job Standards Quick Link Job Aid

Use this job aid if you are interested in viewing a Job Standard for a single Classification that is available at UC Santa Cruz, or if you are interested in comparing multiple Classifications available at UC Santa Cruz within a particular Job Function.

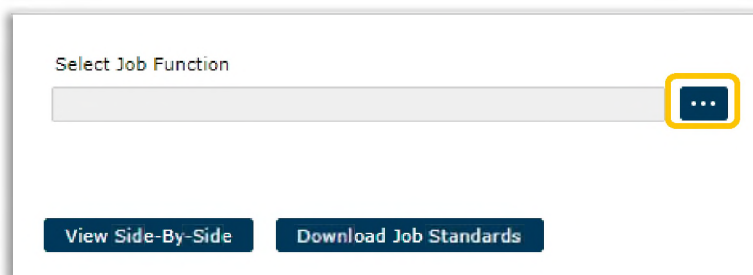
If you are interested in viewing the Job Standard for a Classification that has not been extended to the UC Santa Cruz campus yet, please utilize the [Job Standards Matrix Quick Link Job Aid](#). If you are interested in comparing multiple Classifications in multiple Job Functions, within or across Job Families, please use the [Job Standards Matrix Quick Link Job Aid](#).

Process Steps

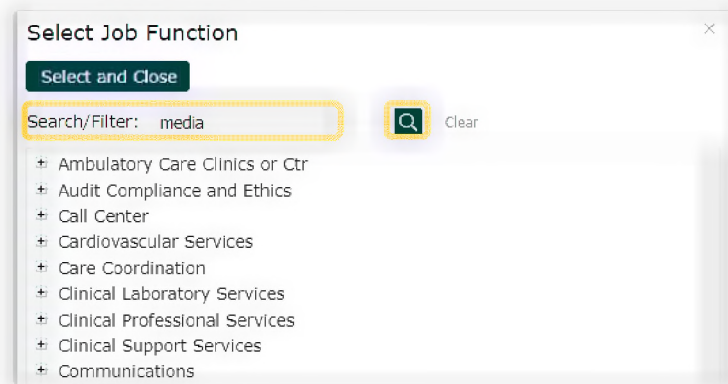
1. Select “Job Standards” from the Quick Link menu.



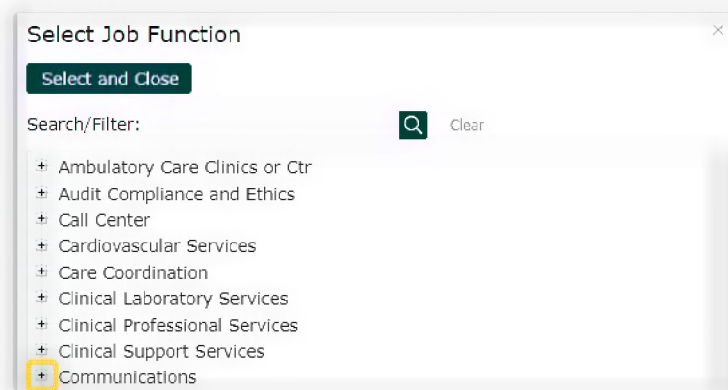
2. Click the “...” button to select the Job Function that contains the Classification(s) of interest.



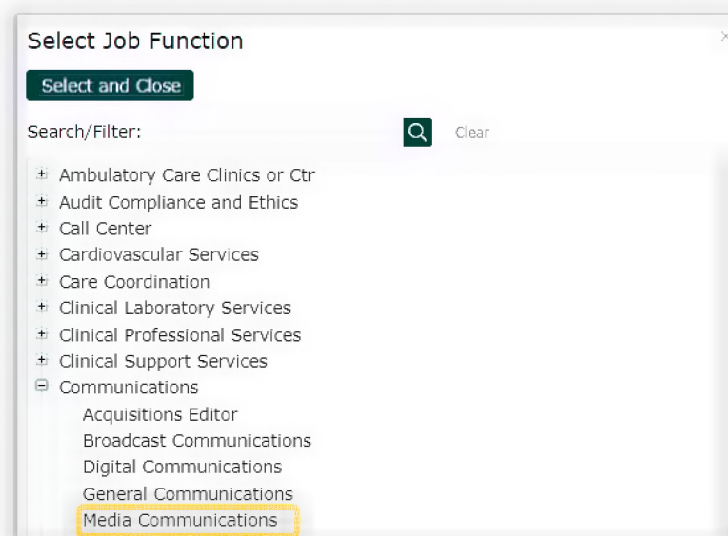
3. Enter a keyword related to the Job Function of interest in the “Search/Filter” box and then click the “Magnifying Glass” button.



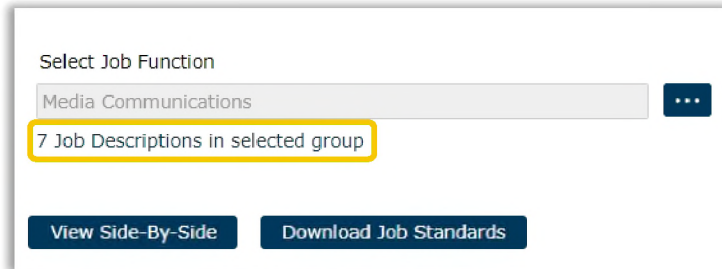
OR, click the “+” to the left of the Job Family of interest to reveal all Job Functions in that Job Family.



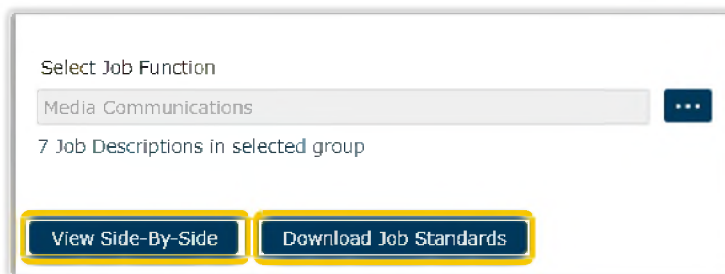
4. Double-click the Job Function of interest once you have located it.



5. After you have selected the Job Function of interest, you will be brought back to the Job Standards Landing Page. The Job Function that you selected will be visible in the “Select Job Function” field. The text highlighted below the “Select Job Function” field indicates the number of different Classifications available at UC Santa Cruz within the selected Job Function.



6. From the Job Standards Landing Page, with the Job Function of interest selected, you have two options available. You can view all of the Job Standards in the Job Function side-by-side within Job Builder, or you can download the side-by-side comparison to Excel. Click the “View Side-By-Side” button to view the Job Standard comparison within Job Builder or click the “Download Job Standards” button to download the Job Standard comparison to Excel.

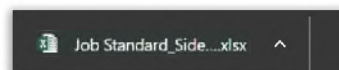


- **Download Job Standards**

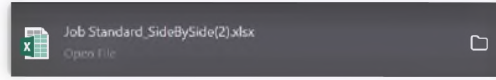
1. After clicking the “Download Job Standards” button, you will be presented with a pop-up dialog box asking you to confirm file download. Press the “Download File(s)” button.



2. Open the file after it downloads. Depending on the internet browser you are using, the instructions for opening a downloaded file may differ.
 - In Chrome, when the download finishes, you can find it at the bottom of your Chrome window. To open it, click the filename.



- In Firefox, when the download finishes, you can find it by clicking the Downloads button (📁). Click the filename to open it.



3. Click the “x” in the upper-right corner of the dialog box to exit and return to the Job Standards Landing Page.



- **View Side-By-Side**

1. After clicking the “View Side-By-Side” button, you will be presented with a pop-up window that contains a comparison of the Job Standards associated with each of the Classifications within the selected Job Function.
 - Use the scroll bars to move up and down, or left and right within the window.
 - Use the “x” to the right of the Classification name to remove the column from the Side-by-Side view.

Side-By-Side View

Reset Export as Excel Edit Profiles

Selected Jobs: 7 Jobs Selected Side-by-Side Profile: Job Standard

Highlight Differences Hide Identical Rows

Job Function: Media Communications
Involves providing news and information for the general public and key audiences through a clear understanding of news, skilled work with the media, programs for public outreach, and / or strategic communication of the institution's messages.

Job Family: Communications
These functions describe the various modes of communication used at the University and by various components of the University.

	Media Communications Specialist 1	Media Communications Specialist 2	Media Communications Specialist 3	Media Communications Specialist 4	Media Communications Sp
Classified Indicator Descr (Pers Prog)	PSS	PSS	PSS	MSP	MSP
Job Level	Entry	Intermediate	Experienced	Advanced	Expert
Salary Grade	Grade 18	Grade 20	Grade 22	Grade 24	Grade 26
FLSA Status	Non-Exempt	Non-Exempt	Exempt	Exempt	Exempt
CT Generic Scope Description	Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.	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.	Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.	Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.	Recognized organization-w significant impact and influ organizational policy and p development. Regularly le critical importance to thea these projects carry wide consequences of success a programs with organization (or may have impact beya University) that include for strategies and administr processes, and resources, barriers to entry exist at d
CT Custom Scope Description	Learns to use media communications concepts and assets as assigned in implementing programs and activities and gathering information designed to enhance the public's understanding and appreciation of the location typically through media outlets.	Responds to non-complex, basic inquiries from public or media. Responses require some research and organization of material. Assists in gathering and preparing news and information about the location.	Provides analysis and information on complex results or activities, searches out and writes stories, conducts interviews, sets up press conferences, and arranges for photography, video, or graphics to accompany news releases. Work is of moderate complexity / difficulty and may include planning and implementing limited media campaigns.	Oversees various comprehensive media campaigns and serves as specialist in addressing media / public concerns regarding a specific discipline or area; i.e., an academic discipline such as arts, humanities, science or engineering, or particularly sensitive and / or complex institutional policies or practices.	Operates at the highest, lea broad-based strategies to i location accomplishments, activities, et cetera to vari constituencies including the general public. Deals with complex and sensitive issa independently as locations during press conferences at events and in times of cris emergencies. Serves as a location personnel in mat

- 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.

Side-By-Side View

Reset Export as Excel Edit Profiles

Selected Jobs: 7 Jobs Selected

Side-by-Side Profile: Job Standard

Highlight Differences Hide Identical Rows

Job Function: Media Communications
Involves providing news and information for the general public and key audiences through a clear understanding of news, skilled work with the media, programs for public outreach, and / or strategic communication of the institution's messages.

Job Family: Communications
These functions describe the various modes of communication used at the University and by various components of the University.

	Media Communications Specialist 1 X	Media Communications Specialist 2 X	Media Communications Specialist 3 X	Media Communications Specialist 4 X	Media Communications Specialist 5 X
Classified Indicator Descr (Pers Prog)	PSS	PSS	PSS	MSP	MSP
Job Level	Entry	Intermediate	Experienced	Advanced	Expert
Salary Grade	Grade 18	Grade 20	Grade 22	Grade 24	Grade 26
FLSA Status	Non-Exempt	Non-Exempt	Exempt	Exempt	Exempt
CT Generic Scope Description	Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.	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.	Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.	Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.	Recognized organization-wide or significant impact and influence on organizational policy and programs. Regularly leads projects of critical importance; these projects have consequences of success or failure that impact beyond the University; formulating strategies and administering policies, processes, and resources. Significant impact on the organization.
CT Custom Scope Description	Learns to use media communications concepts and assists as assigned in implementing programs and activities and gathering information designed to enhance the public's understanding and appreciation of the location typically through media outlets.	Responds to non-complex, basic inquiries from public or media. Responses require some research and organization of material. Assists in gathering and preparing news and information about the location.	Provides analysis and information on complex results or activities, searches out and writes stories, conducts interviews, sets up press conferences, and arranges for photography, video, or graphics to accompany news releases. Work is of moderate complexity / difficulty and may include planning and implementing limited	Overses various comprehensive media campaigns and serves as specialist in addressing media / public concerns regarding a specific discipline or area; i.e., an academic discipline such as arts, humanities, science or engineering, or particularly sensitive and / or complex institutional policies or practices.	Operates at the highest level to based strategies to highlight local accomplishments, events, activities, and programs to various constituencies including general public. Deals with the most sensitive issues, and acts independent spokesperson during public

- Use the “Export as Excel” button to download the Job Standards to Excel. Follow the instructions in the “Download Job Standards” section above to complete the download process.

Side-By-Side View

Reset Export as Excel Edit Profiles

Selected Jobs: 7 Jobs Selected

Side-by-Side Profile: Job Standard

Highlight Differences Hide Identical Rows

Job Function: Media Communications
Involves providing news and information for the general public and key audiences through a clear understanding of news, skilled work with the media, programs for public outreach, and / or strategic communication of the institution's messages.

Job Family: Communications
These functions describe the various modes of communication used at the University and by various components of the University.

	Media Communications Specialist 1 X	Media Communications Specialist 2 X	Media Communications Specialist 3 X
Classified Indicator Descr (Pers Prog)	PSS	PSS	PSS
Job Level	Entry	Intermediate	Experienced
Salary Grade	Grade 18	Grade 20	Grade 22
FLSA Status	Non-Exempt	Non-Exempt	Exempt

- Click the “x” in the upper-right corner of the Side-by-Side window to exit and return to the Job Standards landing page.

The screenshot shows a 'Side-By-Side View' window with a close button (x) in the top right corner. Below the window title are buttons for 'Reset', 'Export as Excel', and 'Edit Profiles'. The interface displays 'Selected Jobs: 7 Jobs Selected' and 'Side-by-Side Profile: Job Standard'. There are checkboxes for 'Highlight Differences' and 'Hide Identical Rows'. The main content area is titled 'Job Function: Media Communications' and 'Job Family: Communications'. It contains a table comparing five job profiles:

	Media Communications Specialist 1	Media Communications Specialist 2	Media Communications Specialist 3	Media Communications Specialist 4	Media Communications Specialist 5
Classified Indicator Descr (Pers Prog)	PSS	FSS	PSS	HSP	HSP
Job Level	Entry	Intermediate	Experienced	Advanced	Expert
Salary Grade	Grade 18	Grade 20	Grade 22	Grade 24	Grade 26
FLSA Status	Non-Exempt	Non-Exempt	Exempt	Exempt	Exempt
CT Generic Scope	Entry-level professional with limited prior	Professional who applies acquired job	Experienced professional who knows how	Technical leader with a high degree of	Recognized organization-wid

Resources

[Job Builder Website](#)

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