


Welcome to JDxpert

Job Description Tool

- To create your user account
 - Enter your EMPLID for username
 - Your EMPLID can be found on your paystub in HR Direct
 - Click *Continue Registration*
 - The user will need to select and answer a security question
 - A temporary password will be emailed to the user
 - The user can login to JDX using their EMPLID and temporary password
 - Upon entry the user will be asked to update their password.

Job Description Tool 

Username:

Password:

Save logon credentials and restore previous settings

SIGN IN

| [Forgot Password](#) | [Continue Registration](#)

The following is a copy of the email you will receive from JDXpert

The screenshot shows an email client window with a blue header bar. The title bar reads "** SYSTEM MSG ** - JDXpert Logon Info: Andrea Perrino - Message (Plain Text)". The ribbon includes "File", "Message", and "Help". The ribbon buttons include "Delete", "Archive", "Move", "Reply", "Reply All", "Forward", "Move to?", "Mark Unread", "Find", "Smart Lookup", "Read Aloud", and "Zoom".

The email content is as follows:

**** SYSTEM MSG ** - JDXpert Logon Info: Andrea Perrino**

NE No-Reply e-mail on behalf of Andrea Perrino <jdadmin@hrtms.com>
To: QA Testing

Retention Policy: Junk Email (30 days) Expires: 4/27/2019

Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox. We converted this message into plain text format.

*** Demo/Test Contents Only ***
*** Caution - External Sender ***

Dear Andrea Perrino,

Someone requested a password recovery in JDXpert system on your behalf.

If it was not yourself, please, notify your Administrator immediately!

The following are your Logon Account name and the password:

Logon Account
qa@hrtms.com

Password
m8SK@Wf

Have a great day!

To review a job, select

My Information

Tasks and Activities

MY EMPLOYEES

- View Your Direct and Indirect Employees
- View and download Job Descriptions for your employees

MY JOB DESCRIPTIONS

- View your Direct and Indirect Employee's Job Descriptions
- Download Job Descriptions to PDF/Word

VIEW MY JOB DESCRIPTION

- View your current Job Description
- Download your job description to Word or PDF

ADD A NEW JOB DESCRIPTION

- Begin workflow process to create a new job description

REVISE AN EXISTING JOB DESCRIPTION

- Begin workflow process to revise an existing job description

Start Workflow Cancel Validate Icon Help

Selected Job Description(s)

0 selected

Job ID	Job Code	Job Name	Version	
				 Add...
				 View
				 Remove

Select Workflow

Workflow Approvers and Participants

Workflow Steps

Workflow Steps

 Approvers

Add Participants

Click the Add icon to get to the job description you want to review

[Icons Legend](#)

From the drop down select

Select Multiple Job Descriptions

Select Job Description(s) and Close Form Cancel Configure Grid Configure Filters

Select Filter: My Direct Employee Job Descriptions Refresh

Select Filter Values:

[Check All](#) [Uncheck All](#) [Clear All Selections](#) [Show Checked Items Only](#)

ID	Job Code	Job Description Name	Num EEs	Master Template	Version	Current Reviewer
<input type="checkbox"/>	2693	MM1044	Admin Manager I	7	Best Practice - Base Master Template	1

Select Job Description(s) and Close Form Cancel Configure Grid Configure Filters

Select Filter: My Direct Employee Job Descriptions Refresh

Select Filter Values:

[Check All](#) [Uncheck All](#) [Clear All Selections](#) [Show Checked Items Only](#)

	ID	Job Code	Job Description Name	Num EEs	Master Template	Version	Current Reviewer
<input type="checkbox"/>	2693	MM1044	Admin Manager I	7	Best Practice - Base Master Template	1	

Next check the box next to the Job

Select Job Description(s) and Close Form

Select Filter:

Select Filter Values:

[Check All](#) [Uncheck All](#) [Clear All Selections](#) [Show Checked Items Only](#)

	ID	Job Code	Job Description Name	Num EEs	Master Template	Version	Current Review
<input checked="" type="checkbox"/>	2693	MM1044	Admin Manager I	7	Best Practice - Base Master Template	1	

Select *Search Job Description(s) and Close Form*

Start Workflow Cancel Validate Icon Help

Selected Job Description(s)

1 selected

Job ID	Job Code	Job Name	Version
2693	MM1044	Admin Manager I	

- Add...
- View
- Remove

Select Workflow

From the drop down select

Select Workflow 'Job Description Workflow CWM)' with 3 steps

- Workflow 'Job Description Workflow (CWM)' with 3 steps
- Workflow 'Job Description Workflow (Sample)' with 3 steps

New Job Workflow [Auth Setting File: StartWorkflowOnExistingJobDescription]

Start Workflow Cancel Email Messages... Options... Validate Icon Help

Selected Job Description(s) 1 selected

Job ID	Job Code	Job Name	Version
2693	MM1044	Admin Manager I	

Add... View Remove

Select Workflow [Edit Workflow Profile](#) [Show Description](#)

Workflow 'Job Description Workflow (CWM)' with 3 steps

Workflow Approvers and Participants

Workflow Steps	Approvers	Add Participants
1 Manager Review (Initial Step) Approver Role: Manager	Peter Pan	
2 Department Head Sign-off Approver Role: Department Head Sign-off	Frank Joyce	
3 Compensation Finalizes Job Description Approver Role: Final Approver	Andy Thompson	

If you wish to select another staff members for the 2nd approval,
Click inside the **Box** and there will populate a list for you to choose from
Or if you select the **icon** to the right you can type in the staff members email



You can define a new Ad Hoc reviewer by entering their E-mail address and name, or you can select from the list of employees in the system. Note that Ad Hoc reviewers do not have to logon to the system.



Select and Close

Cancel

Define a new ad-hoc reviewer

Email Address:

First Name:

Last Name:

Select an existing employee



[No Employee Selected]



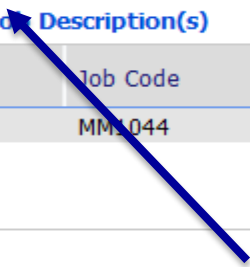
Search/Select Employee

Start Workflow Cancel Email Messages... Options... Validate Icon Help

Selected Job Description(s) 1 selected

Job ID	Job Code	Job Name	Version
2693	MM1044	Admin Manager I	

Add...
 View
 Remove



Select Start Workflow

Select Workflow

[Edit Workflow Profile](#) [Show Description](#)

Workflow 'Job Description Workflow (CWM)' with 3 steps

Workflow Approvers and Participants

Workflow Steps

Approvers

Add Participants

1 Manager Review (Initial Step)
Approver Role: Manager

[Peter Pan](#)

2 Department Head Sign-off
Approver Role: Department Head Sign-off

[Frank Joyce](#)



3 Compensation Finalizes Job Description
Approver Role: Final Approver

[Andy Thompson](#)





Job Workflow Start Report

Close **Review Job** Admin Details Reload

Job Revision Workflow(s):

Active Participant(s): Peter Pan (qa1@hrtms.com)

Status	Job Description	Action	Details
	Admin Manager I		Revision was started.

The job title will populate

Generated Emails:

Status	Recipient	Action	Details
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File View Page Workflow

Spell check Save Save And Close Cancel Preview Export Master Template Archives Properties Attachments (0) View Documents Split Screen Merge

Compare To Base Approve Step View Workflow Details View Comments(0) Add/Edit Comments

Job Information Summary Essential Functions Qualifications Core Competencies Position Specific Competencies Physical Demands

University of Massachusetts Medical School Mission Statement

The mission of the University of Massachusetts Medical School is to advance the health and well-being of the people of the commonwealth and the world through pioneering advances in education, research and health care delivery.

JOB INFORMATION

STEP 1: Complete the indicative information about the job below. Click on the blue question mark bubbles for additional help on each item.

? Department:

Title: Admin Manager I

FLSA Status: Exempt

L.U.: Non Union Position -W60- Non Unit Profe

? Supervision/Direction Received:

? Manager/Individual Contributor: * Mid-Level Manager * (Invali

Approved Date: 1/1/1900 12:00:00 AM

Date Last Edited: 1/1/1900 12:00:00 AM

Core Job: No

ORGANIZATION

SBU: CWM

File View Page Workflow

Spell check Save Save And Close Cancel Preview Export Master Template Archives Properties Attachments (0) View Documents Split Screen Merge

Compare To Base Approve Step View Workflow Details View Comments(0) Add/Edit Comments

Job Information Summary **Essential Functions** Qualifications Core Competencies Position Specific Competencies Physical Demands

Click icon to edit

ESSENTIAL FUNCTIONS

List essential functions of the position in the space provided below, indicating the most important first and the approximate percentage of time spent on each function over the course of a year.

- Develop and prepare budgets and financial reports for grants, general appropriations, endowments, and other funds.
- Manage the division's annual budget and report variances and recommend corrective action. Provide forecasts as needed.
- Manage division funding sources by monitoring revenue and expenditure activity.
- Provides input into non-technical portions of grant and contract proposals involving a variety of funding sources and agencies.
- Analyze and evaluate existing administrative systems, identifying opportunities for systems improvements and increased efficiencies. Implement and coordinate improvements including program wide support staff coverage, scheduling and work distribution and payroll backup.
- Direct analytical studies of existing or proposed services and activities to provide the economic basis for management decisions to improve operational/financial performance and to realize productivity improvements.
- Act as a primary liaison between the department and the UMass Medical School Payroll Dept, HR Dept. and Information Services departments and represent the department at administrative meetings within and outside of the Medical School.
- Oversee and provide human resource support in the areas of staffing, recruitment, counseling, compensation, and benefits. Insure all personal action activity related to hiring, firing, performance measurement, contracting, and funding are completed.
- Supervise and evaluate performance of support and other assigned staff. Provide support to staff in the development of business initiatives. Identify and implement professional development opportunities for assigned staff.
- Train, develop, and provide technical consultation related to existing business process and process improvement.
- Train and provide ongoing education to ensure awareness of, compliance with, and uniform implementation of program, university, state, and funding agency regulations, business process policies, procedures and systems. Review and assure all departmental policies are current.
- Maintain adequate office supplies, space & equipment. Oversee the purchasing of supplies and capital equipment.

File View Page Workflow

Navigation icons: Spell check, Save, Save And Close, Cancel, Preview, Export, Master Template, Archives, Properties, Attachments (0), View Documents, Split Screen, Merge

Workflow icons: Compare To Base, Approve Step, View Workflow Details, View Comments(0), Add/Edit Comments

Job Information | Summary | Essential Functions | Qualifications | Core Competencies | Position Specific Competencies | Physical Demands

DEPARTMENT / POSITION SPECIFIC COMPETENCIES

Specific Competencies

Refresh Delete Row Competencies

Select Job Specific Competencies



Select And Close Cancel and return Refresh Settings

Text Search: Max Records:

[Narrow the search results...](#)

Text	Type of Statement	Date Created
<input type="checkbox"/> Accounting - Knowledge of traditional accounting practices including accrual, obligations, and costs methods.	Position Competencies	1/14/2019
<input type="checkbox"/> Budget Administration - Knowledge of the principles and practices of budget administration and analysis; including preparing, justifying, reporting on, and executing the budget.	Position Competencies	1/14/2019
<input type="checkbox"/> Clerical - Knowledge of filing, typing, entering data, maintaining records, taking shorthand, and using and completing forms.	Position Competencies	1/14/2019
<input type="checkbox"/> Coaching and Motivating - Works to improve and reinforce performance of others. Facilitates their skill development by providing clear, behaviorally specific performance feedback, and making or eliciting specific suggestions for improvement.	Position Competencies	1/14/2019
<input type="checkbox"/> Communications and Media - Knowledge of the production, communication and dissemination of information and ideas to inform and entertain via written, oral, and visual media.	Position Competencies	1/14/2019
<input type="checkbox"/> Computer Skills - Uses computers, software applications, databases, and automated systems to accomplish work.	Position Competencies	1/14/2019
<input type="checkbox"/> Confidentiality - Respects and adheres to ethical principles and confidentiality regarding any sensitive information or documents used as part of professional activity.	Position Competencies	1/14/2019
<input type="checkbox"/> Conflict Management - Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.	Position Competencies	1/14/2019
<input type="checkbox"/> Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.	Position Competencies	1/14/2019
<input type="checkbox"/> Continual Learning - Assesses and recognizes own strengths and weaknesses; pursues self-development.	Position Competencies	1/14/2019
<input type="checkbox"/> Creativity and Innovation - Develops new insights into situations. Questions conventional approaches. Encourages new ideas and innovations. Designs and implements new or cutting edge programs/processes.	Position Competencies	1/14/2019
<input type="checkbox"/> Data Analysis - Identifies and reports key metrics, statistics, data trends, and abnormalities using tools such as Excel, SAS, SQL, R and Access.	Position Competencies	1/14/2019
<input type="checkbox"/> Data Security/Confidentiality - Understands the importance of protecting confidential data and the security of systems and fully complies with all legal, regulatory, and organizational policies.	Position Competencies	1/14/2019
<input type="checkbox"/> Dependability - Arrives on time to work, meetings and appointments. Adheres to schedule. Follows up on decisions, actions, and commitments.	Position Competencies	1/14/2019
<input type="checkbox"/> Developing Others - Develops the ability of others to perform and contribute to UMMS by providing ongoing feedback and by providing		

Select Job Specific Competencies

 **Select And Close** Cancel and return Refresh Settings

Text Search:

budget

Search

Reset

Max Records

300

	Text	Type of Statement	Date Created
<input checked="" type="checkbox"/>	Budget Administration - Knowledge of the principles and practices of budget administration and analysis; including preparing, justifying, reporting on, and executing the budget.	Position Competencies	1/14/2019
<input type="checkbox"/>	Financial Management - Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results.	Position Competencies	1/14/2019

After your selections, click on *Save and Close*

Edit Revision Copy of Job Description 'Admin Manager I'

File View Page Workflow

Spell check Save Save And Close Cancel Preview Export Master Template Archives Properties Attachments (0) View Documents Split Screen Merge

Compare To Base Approve Step View Workflow Details View Comments(0) Add/Edit Comments

Job Information Summary Essential Functions Qualifications Core Competencies Position Specific Competencies Physical Demands

Physical Demands

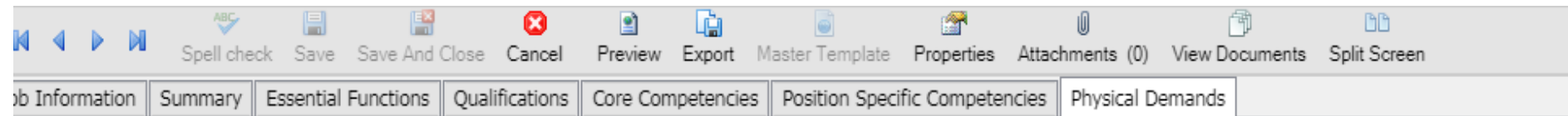
Reset to Default Undo

Please review the following list of physical demands carefully and identify those that pertain to this position. This will promote compliance with legal standards such as the Americans with Disabilities Act. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly
Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping. Bending body downward and forward by bending spine at the waist. Kneeling. Bending legs at knee to come to a rest on knee or knees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Select the Physical Demands that are applicable to the job
- if a Physical Demand is selected and it needs to be removed, select N/A

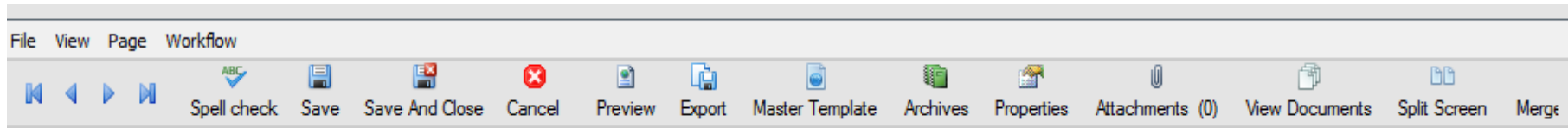
The top selection on the list of Physical Demands is now setup to be used for “Office Setting Employees”.



Physical Demands

Please review the following list of physical demands carefully and identify those that pertain to this position. This will promote compliance with legal standards such as the Americans with Disabilities Act. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

<i>Physical Demand</i>	<i>N/A</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Sedentary work involves sitting most of the time [Use for Office Setting].	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Upon completion always select *Spell Check*

Select *Preview – Revision Copy*

The job description will be sent to the next reviewer/approver