



Job Aid: JDXpert

Revision Date: 8/29/2022

Table of Contents

| | |
|--|---|
| 1. Log in with your NetID | 1 |
| 2. Access the career architecture | 1 |
| 3. Navigate views | 2 |
| Treeview overview | 2 |
| Matrix view overview..... | 2 |
| How to view Job Families under Job Functions | 3 |
| How to view Career Streams | 4 |
| 4. Select jobs and side-by-side view | 5 |
| 5. Clear selected jobs | 7 |
| 6. Search for jobs | 8 |

1. Log in with your NetID

[Visit the JDXpert Career Matrix](#) and use your NetID credentials to log in.

2. Access the career architecture

Click on the “Career Architecture Matrix View” link to access the career architecture.



CAREER ARCHITECTURE MATRIX VIEW

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

3. Navigate views

You have two view options to navigate the Job Functions.

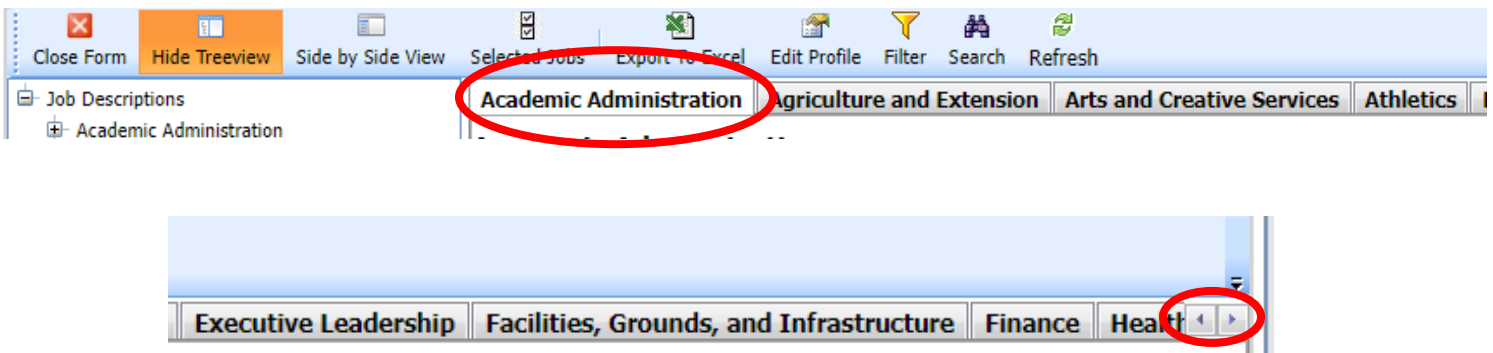
Treeview overview

You can choose to view the Treeview menu on the left side of the screen. Toggle the Treeview by selecting “Show Treeview” or “Hide Treeview” on the top.



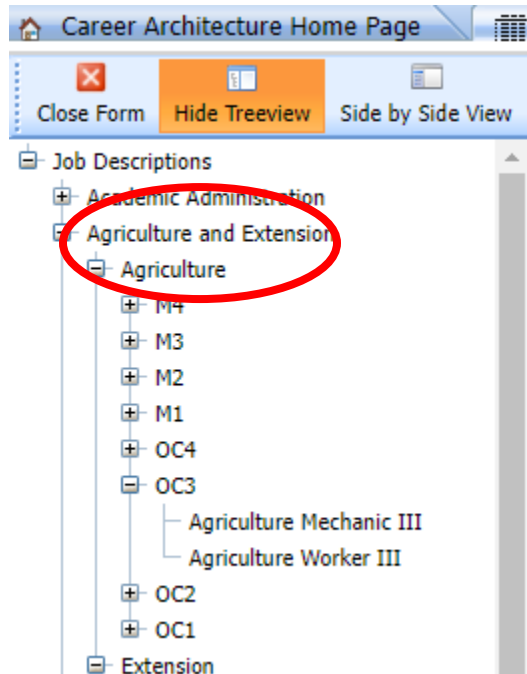
Matrix view overview

Matrix view is the default view within the Career Architecture Matrix Explorer. Navigate the Job Functions tab using the arrows located on the far right.



How to view Job Families under Job Functions

Treeview:



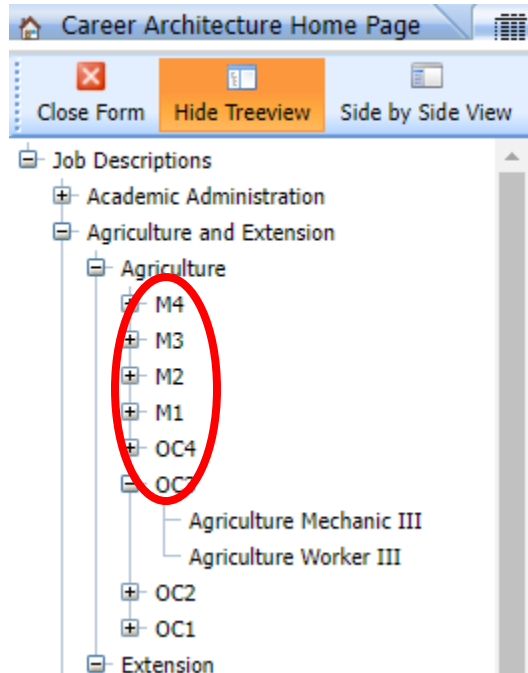
Matrix view:

The screenshot shows a web application titled "Career Architecture Matrix Explorer". At the top, there are several icons and a menu bar with the following items: "Selected Career Architecture (1)", "Export To Excel", "Edit Profile", "Filter", "Search", and "Refresh". Below the menu bar are several tabs: "Academic Administration", "Agriculture and Extension" (selected), "Arts and Creative Services", "Athletics", and "Broadcasting and Journalism". The main content area is titled "Agriculture and Extension" and contains a description: "Assist the residents of Arizona by bringing University research and support to Arizona's families to improve their lives, communities and...". Below the description is a table with three columns: "Level", "Agriculture" (circled in red), and "Extension". The table has two rows of data.

| Level | Agriculture | Extension |
|-------|-------------------------|-----------------------|
| M4 | Agriculture Manager IV | Extension Manager IV |
| M3 | Agriculture Manager III | Extension Manager III |

How to view Career Streams

Treeview:



Matrix view:

The screenshot shows the "Career Architecture Matrix Explorer" interface. At the top, there are several icons and buttons: "Selected Career Architecture (1)", "Export To Excel", "Edit Profile", "Filter", "Search", and "Refresh". Below these are tabs for different categories: "Academic Administration", "Agriculture and Extension", "Arts and Creative Services", "Athletics", and "Broadcasting and Journalism". The "Agriculture and Extension" tab is selected, and the title "Agriculture and Extension" is displayed. Below the title is a description: "Assist the residents of Arizona by bringing University research and support to Arizona's families to improve their lives, communities and...". The matrix view is shown below, with columns for "Level", "Agriculture", and "Extension". The "Level" column is circled in red.

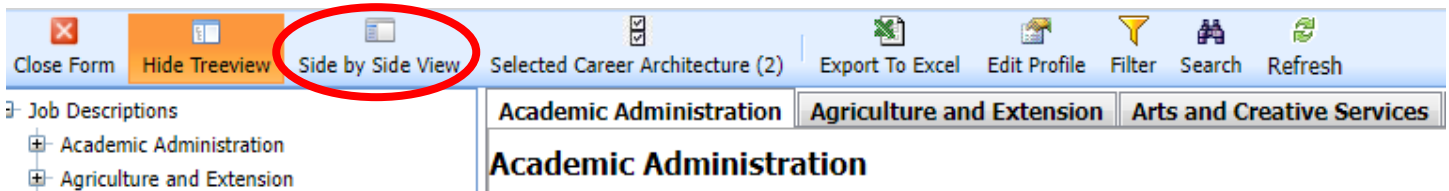
| Level | Agriculture | Extension |
|-------|-------------------------|-----------------------|
| M4 | Agriculture Manager IV | Extension Manager IV |
| M3 | Agriculture Manager III | Extension Manager III |

4. Select jobs and side-by-side view

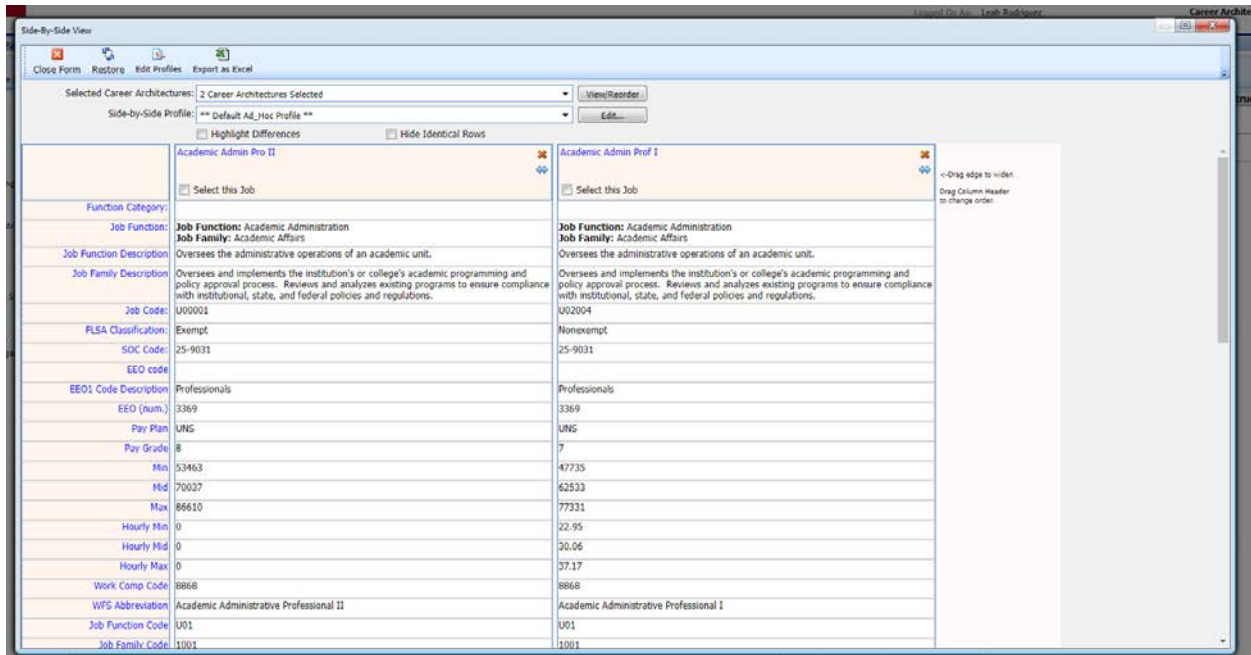
Click on an individual title to reveal a pop-up box with a few options. Click “Select.” The title will become bold to indicate it is selected.

| | |
|-----|--|
| PC2 | Academic Administrative Professional II |
| PC1 | Academic Administrative Professional I |

Once the jobs you want to view are selected, click “Side by Side View.”



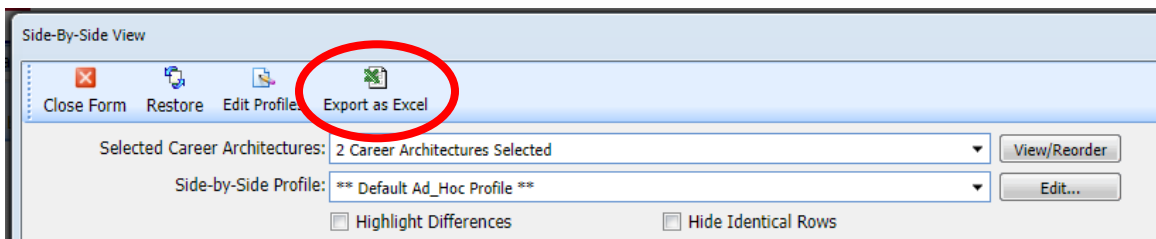
A window with a side-by-side view will pop up.



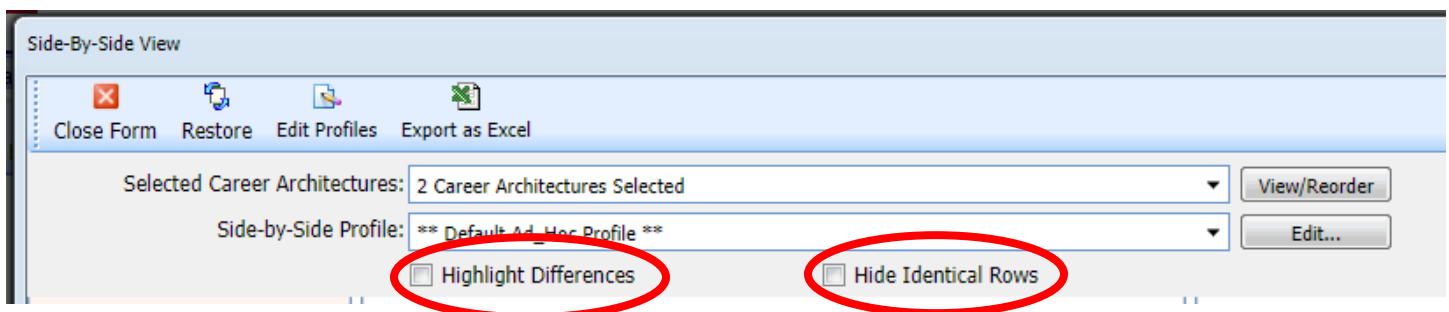
This view allows you to easily compare two or more jobs. Scroll down in this window to see Family and Job responsibilities, which can help distinguish job differences.

| | | |
|--|--|--|
| Family/Stream Principal Responsibilities | <ul style="list-style-type: none"> • Performs a broad range of accounting functions with responsibility for accounting records. • Assigns transaction codes to documents. • Ensures documents being processed are included in the appropriate accounting period. • Posts, balances, and closes subsidiary ledgers. • Follows up on delinquent accounts receivable customers. • Analyzes and verifies internal consistency, completeness, and arithmetic accuracy of account documents and makes adjustments. | <ul style="list-style-type: none"> • Performs a broad range of accounting functions with responsibility for accounting records. • Assigns transaction codes to documents. • Ensures documents being processed are included in the appropriate accounting period. • Posts, balances, and closes subsidiary ledgers. • Follows up on delinquent accounts receivable customers. • Analyzes and verifies internal consistency, completeness, and arithmetic accuracy of account documents and makes adjustments. |
| Principal Responsibilities for the Job | <ul style="list-style-type: none"> • Guides and assists customers with non-routine questions that require interpretation of complex policies and requirements such as issues regarding their accounts. • Provides financial support to departments and areas within the University. • Maintains and reconciles data within relevant systems. • Prepares business office documents, including purchase orders, reimbursements, p-card purchase, etc. • | <ul style="list-style-type: none"> • Serves as the initial contact for customers, including students and families. Guides and assists customers with routine questions regarding finance and business activities. • Performs routine finance and business activities according to established procedures, like processing p-card transactions or preparing monthly financial reports. • Organizes and maintains files and record keeping systems. Provide data entry into department databases. Assigns transaction codes to documents. • Processes business office documents using established guidelines and procedures. |

If you wish to download the comparisons, you can select “Export as Excel” at the top of the side-by-side window. An Excel file will download to your computer.



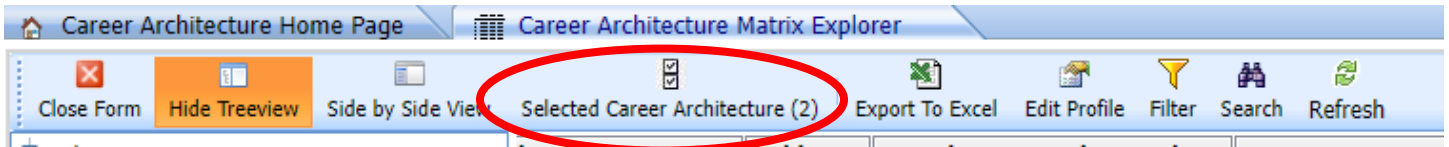
You can also filter information in the side-by-side window by clicking the “Highlight Differences” or “Hide Identical Rows” box.



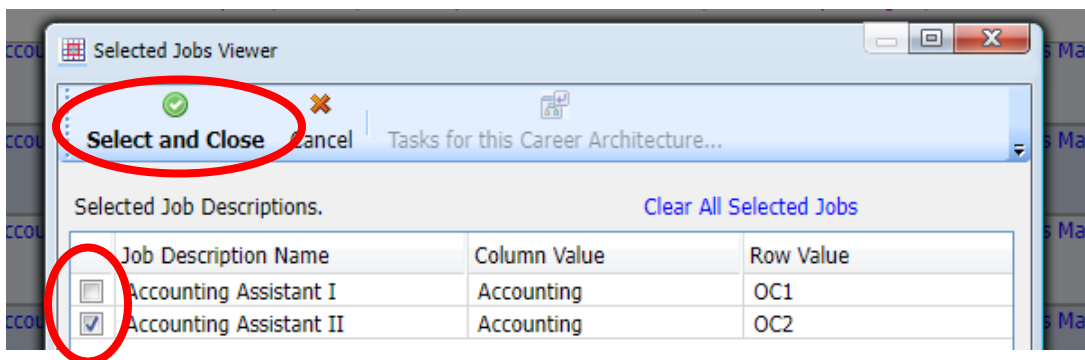
5. Clear selected jobs

a. To clear one job, click the job title and choose “Unselect.”

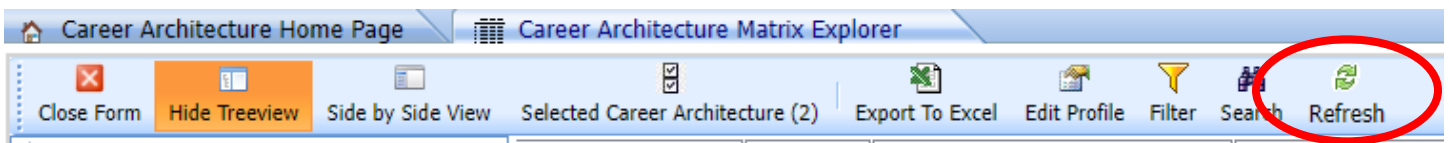
b. To clear multiple selected jobs, click the “Selected Career Architecture” button.



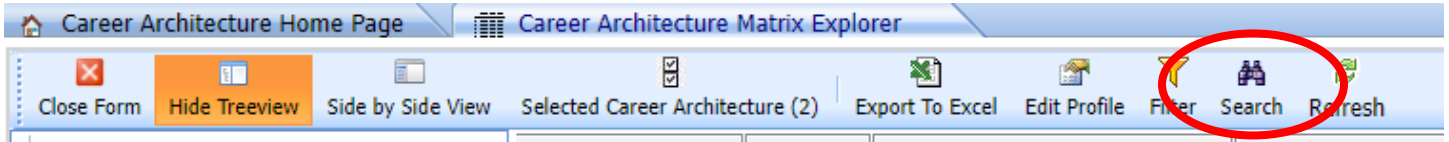
- i. In the new pop-up window, uncheck the box next to the job you wish to remove from the selection.
- ii. To save your selections, click “Select and Close.” Only the titles you left selected will remain.



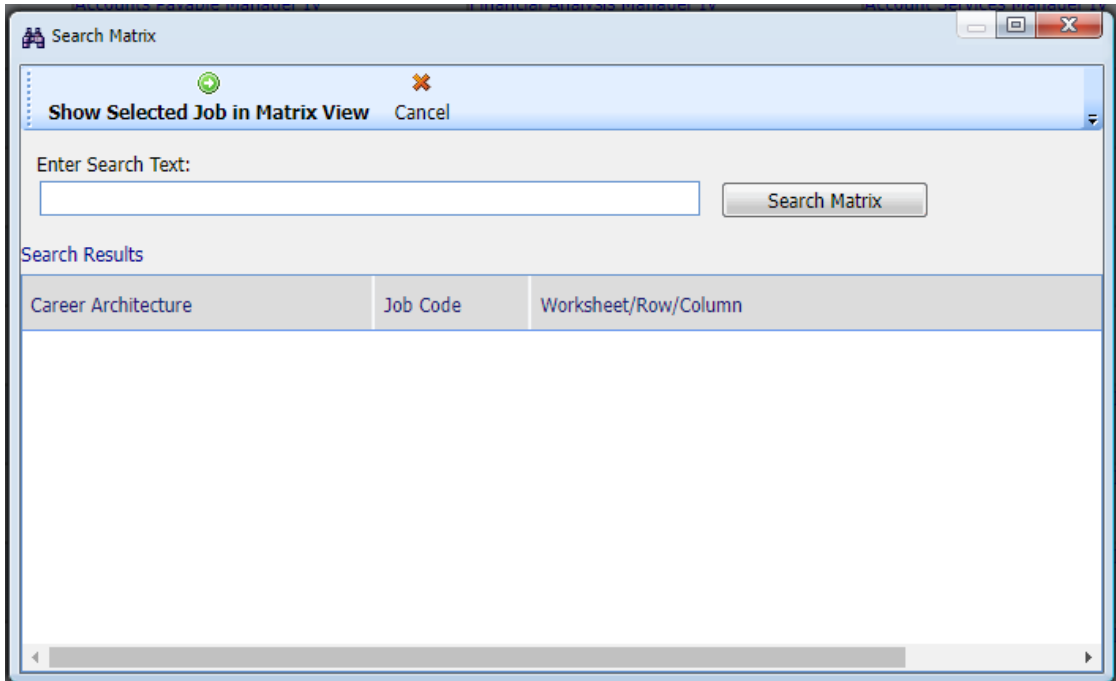
c. To reset the view and clear all selections, click on the “Refresh” button.



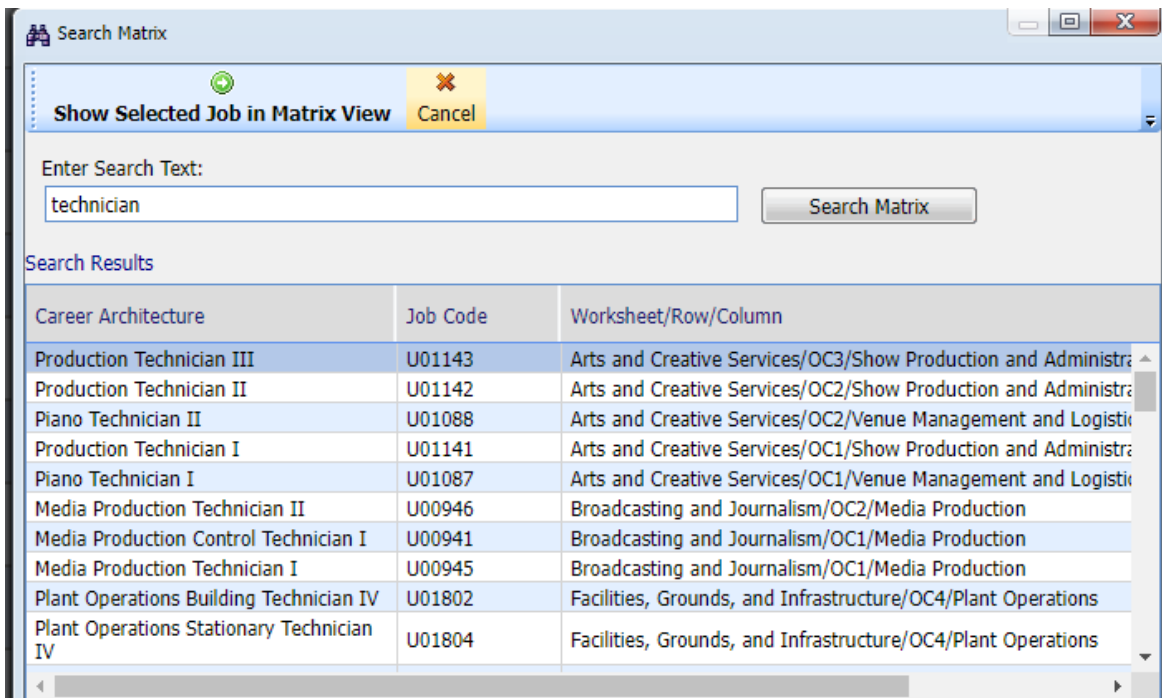
6. Search for jobs



Click on the search button to reveal the Search Matrix pop-up window.



Search by job code or title. (**Note:** You can search part of a title; it does not have to be complete.). The system will return a list of results.



Choose your desired option from the list. You will be taken to the main function page for that Job Family. JDXpert will indicate the job you are looking for by outlining the matrix box in a green dotted line.

| | | |
|-----|-------------------------------|---|
| | | |
| OC2 | Behavior Health Technician II | Dietetic Technicia Histotechnologist Massage Therapis Medical Assistant Medical Technicia Physical Therapy X-Ray Technician |
| | | Dietetic Technicia |

For additional assistance with JDXpert, please contact your [Sr. HR Partner](#).
Thank you!