

## How to Access Job Descriptions (JDS) at UAB

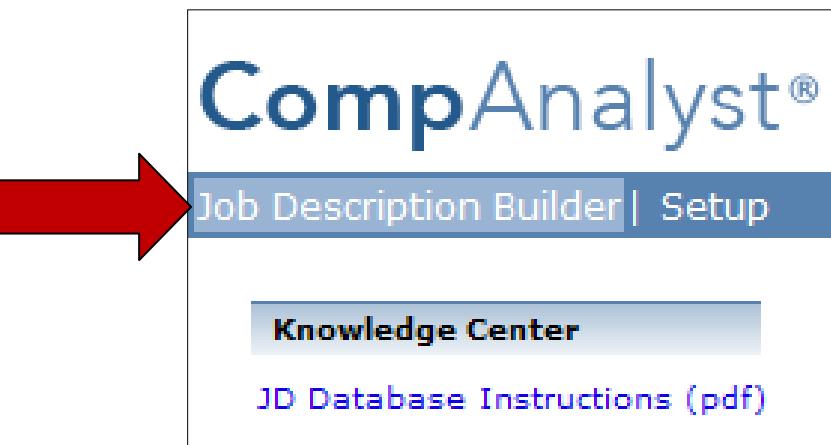
### Accessing the Job Description Builder (JDB) Website

1. There are two ways to access the JDB:
  - a. Go to <http://www.companalyst.com> or
  - b. Go to <http://www.uab.edu> and click on the Human Resources link on the left-hand side of the screen. Under the Departments tab, click on Compensation. Click Job Descriptions on the left-hand side. This screen will have instructions as well as a link to <http://www.companalyst.com>.
2. Below is the login information for the JDB:
  - a. Email = [jobdescriptions@uab.edu](mailto:jobdescriptions@uab.edu)
  - b. Password (case sensitive) = Blazers1
3. Click the Login button.

The screenshot shows the Kenexa CompAnalyst website. At the top, the Kenexa logo is displayed. Below it, the CompAnalyst logo is shown with the tagline "The market leader in pay-for-performance to help you reward, develop and manage your most important asset — your people." To the right, a circular diagram is divided into four quadrants: SOFTWARE (orange), DATA (green), EXPERTISE (teal), and SERVICES (blue). Each quadrant contains specific features: SOFTWARE includes Configurable, On-demand, Multi-tenant, and Enterprise class; DATA includes Job models, Compensation, and Competencies; EXPERTISE includes Compensation, Competencies, and Talent Management; and SERVICES includes Support, Implementation, and Training. At the bottom, a large red arrow points to the "Login" button, which is part of a login form. The form includes fields for "Email" (containing "jobdescriptions@uat") and "Password" (containing a series of dots). Below the password field is a "Forgot Password" link. The "Login" button is highlighted with a red arrow. The footer of the page includes the text "Subscribers: Login to CompAnalyst®", the copyright notice "© 2011 Kenexa. All rights reserved.", and a "Privacy Policy" link.

## Viewing JDs

4. Click on the Job Description Builder tab.



5. Choose the parameters to search for a JD and click the Search button.

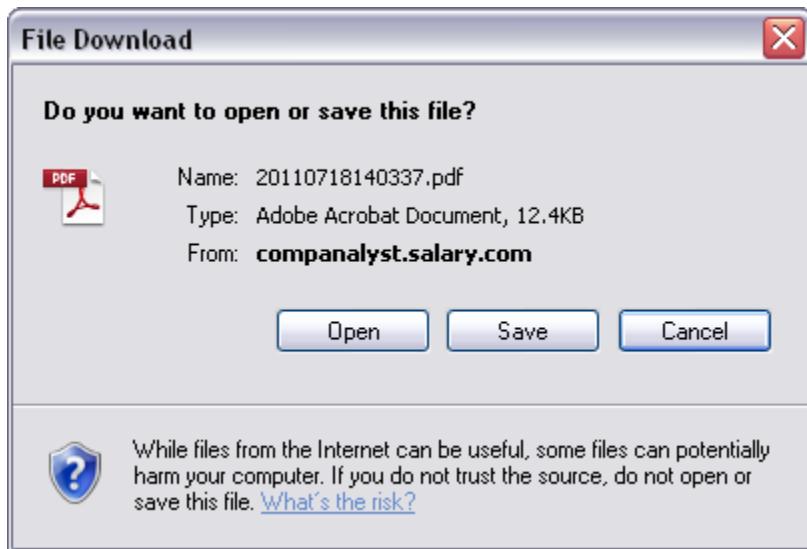


6. All Job Titles containing the word “accountant” will populate below. By default, the results will be sorted in alphabetical order by Job Code. You can sort by Job Title by clicking the up or down arrow in the top row. Click the View link to view the JD.

The screenshot shows a table of search results. At the top left, it says 'Records 1 - 5 of 5'. Below that, a note says '\* Initiated from Company Job Set Up'. On the right, there is a blue link 'Edit Table'. The table has columns: 'Job Code', 'Job Title', 'Status', 'Edit/View', 'Reset', and 'View History'. The 'Job Title' column header has a red arrow pointing to it. The 'Edit/View' column for the second row has a red arrow pointing to the 'View' link. The table data is as follows:

<input type="checkbox"/>	▲Job Code	▼ Job Title	▼ Status	Edit/View	Reset	View History
<input type="checkbox"/>	FA305E1	ACCOUNTANT JR	Active	<a href="#">View</a>		<a href="#">View</a>
<input type="checkbox"/>	FA305E2	ACCOUNTANT	Active	<a href="#">View</a>		<a href="#">View</a>
<input type="checkbox"/>	FA305E3	ACCOUNTANT SR	Active	<a href="#">View</a>		<a href="#">View</a>
<input type="checkbox"/>	FA305E4	INTERMEDIATE ACCOUNTANT	Active	<a href="#">View</a>		<a href="#">View</a>
<input type="checkbox"/>	FA313E0	ACCOUNTANT SPECIALIST	Active	<a href="#">View</a>		<a href="#">View</a>

7. The JD can then be opened or saved in pdf format.



8. Below is an example of the Accountant JD:

**UAB** THE UNIVERSITY OF  
ALABAMA AT BIRMINGHAM

General Information	
Job Title	ACCOUNTANT
Job Code	FA305E2
Job Family	F01 - Finance & Accounting
Grade	W.G13
Approved Date	07/18/2011(mm/dd/yyyy)
Job Description	
<b>Typically Reports To</b>	
Manager	
<b>Position Summary</b>	
To assist with the accounting function by producing financial and statistical reports and analyze financial data for material variances. To gather data, prepare and analyze routine financial reports for internal UAB purposes and third party agencies. To communicate with departmental users and third party agencies regarding applicable accounts. To prepare period deposits, billings and transfer of funds in a timely and accurate manner.	
<b>Minimum Requirements</b>	
Bachelor's degree in Accounting and one (1) year of related experience required. Work experience may NOT substitute for education requirement.	
<b>Licenses/Certifications/Registrations</b>	
None required.	