

JobBlox 2012

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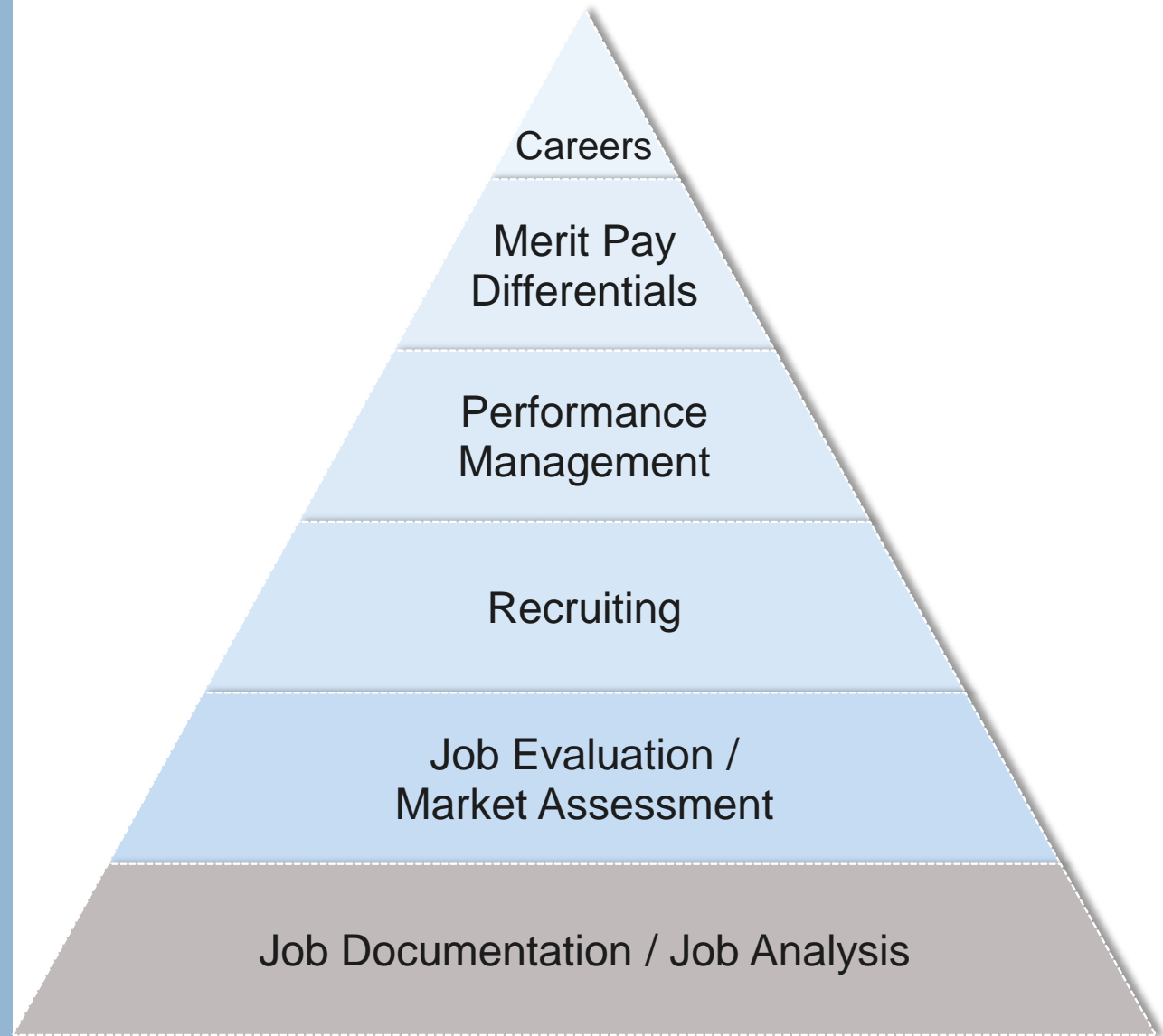
Presented By:

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JobBlox – Recording the Company's Foundation



JobBlox – Simple and Systematic Approach

- The documentation is only as good as it is current
- The only way to keep it current is to ensure that it is:
 - ▣ Easy to update and access
 - ▣ Relevant to key management processes
 - Pay
 - Recruiting
 - Career growth
 - Performance management
 - ▣ Available to line managers
 - ▣ Available to employees

JobBlox – Fundamentals

- Flexible—unique job documentation content
- Role-based—roles hierarchy – review/approval
 - ▣ HR Administrator
 - ▣ Manager
 - ▣ Recruiter
 - ▣ Employee
- Data specific—job content in identifiable data “chunks”
 - ▣ Sorting, reporting and exporting of data
- Manager friendly

JobBlox - Wizard

JobBlox is a Job Documentation and Job Classification system that creates and maintains your job documentation easily and accurately.

JobBlox facilitates the process of collecting data consistently.

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Job Wizard - Manager, Business Analysis - Draft Version (Edit)

Responsibilities Compare Previous Job Description

Job Code:	0071	See Job Description
Job Title:	Manager, Business Analysis	
Responsibility Summary:	Defines, designs and implements continuous improvement programs to ensure programs are integrated vertically and horizontally across organization. Defines improvement	
Responsibility 1:	Creation and compliance Business Analysis methodology	20 %
Responsibility 2:	Recruiting qualified BA professionals	10 %
Responsibility 3:	Ensuring requirements completeness and traceability	20 %
Responsibility 4:	Performs analysis on business area and automation applicability	20 %
Responsibility 5:	Performs functional review on QA/UA defects	10 %

JobBlox - Workflow

JobBlox is a workflow manager that steps you or your managers right through the process of **developing and updating** Job Documentation and Job Classifications.

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Job Wizard - Manager, Business Analysis - Draft Version (Edit)

Add New Previous Save Save As Delete Close Finish

Approval Status Compare Previous Job Description

Job Code: 0071 See Job Description

Job Title: Manager, Business Analysis

Next Reviewer: Reviewer's Role: Manager Reviewer's Name: Art Burke

Email Comments for next reviewer:
Dear Art, Please review my updates to the Manager, Business Analysis. Let me know if you need changes.
Best regards, Deb

Send to Reviewer Return to Reviewer Forward to Reviewer Final Approval

Approve and Send

Approvals:

Overall Status	Overall Status Date
Draft	9/10/2010 7:10:00 AM

Effective: Effective: Expires:

Job ID: Original: Current:

1158	10225
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Created: dgrigson2 9/10/2010 7:10:00 AM

Edited: dgrigson2 9/10/2010 7:18:00 AM

Add New Previous Save Save As Delete Close Finish

JobBlox - Database

JobBlox is designed with a powerful database to hold and organizes all job related data, Departments / Divisions, Salary structures, Competencies and job level charts, etc.

JobBlox analyzes job content via JobBlox's flexible reporting system.

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Ad Hoc Reports - Jobs\Job Description File

Reports: ... Results: 100 Add Field: ... Export Type: HTML Report [Export] [Modify Report] [Report List]

Filters - Add or modify parameter filters to change your query and then click refresh [Show/Hide Filters] [Update Results]

Direct Reports

Job Code	Job Title	Department Name	FLSAStatus	Job Level Desc	Summary	Approval Status	Approval Status Date	Responsibility1	Responsibility2	Responsibility3
0071	Manager, Business Analysis	Demo Department One			Defines, designs and implements continuous improvement programs to ensure programs are integrated verbally and	Draft	9/10/2010 7:10:00 AM	Creation and compliance Business Analysis methodology	Recruiting qualified BA professionals	Ensuring requirements completeness and traceability

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Ad Hoc Reports - Jobs\Education Level

Reports: ... Results: 100 Add Field: ... Export Type: HTML Report [Export] [Modify Report] [Report List]

Filters - Add or modify parameter filters to change your query and then click refresh [Show/Hide Filters] [Update Results]

Education Level

Job Code	Job Title	Responsibility Summary	Education
07-081	Associate/Assistant Director/Director, Project Management (Princeton, NJ)	The Associate/Assistant Director/Director, Project Management works with team leaders and members in facilitating collaborative team interactions, timely communications and resolving issues throughout a product's lifecycle. When required, the individual works with the Vice President, Project Management and Functional Area Leaders to implement new ways to improve cross functional collaboration and contribute to corporate initiatives. In addition, this individual is responsible for playing a leadership role in the Project Management function in terms of the function's "value added" role to the company's objectives and continued skills development with the staff. This individual is a role model for solid leadership skills and good citizenship behaviors.	MIS/MBA Degree.
123	Compensation Analyst	Develops, implements, administers compensation and incentive policy, procedures, practices, and programs. Conducts surveys and studies labor markets to determine compensation trends; analyzes jobs, and reviews job descriptions and specifications; applies job evaluation techniques to establish equitable compensation rates within the organization as compared with rates in industry; analyzes government regulations, company policies, and agreements to establish standard rates; reviews classification and compensation changes and makes recommendations with respect to tasks to be performed, and company policy and budgetary limitations; provides guidance and makes recommendations to managers and generalists on all compensation issues; and interprets local, state, and federal laws regulating compensation practices. May be responsible for executive compensation, HRIS functions, and incentive plans.	Bachelor's Degree
AA-E	Administrative Assistant - Entry	Provides administrative and clerical support to relieve staff of administrative details. May coordinate messages, appointments, information to callers, file maintenance, department office supplies and mail.	High school degree equivalent preferred.
ASA	Administrative Systems Analyst	The Administrative Systems Analyst provides support for the College's core administrative computer software system.	BS/BA degree in Information Systems, Management Information Systems, or Computer Science.

JobBlox – Process Approach

- Set up the administration of the system
 - ▣ Collect current job documentation
 - ▣ Load users, jobs, job properties, job matches/and descriptions
 - ▣ Set up users and user access
 - ▣ Create administrative screens
 - ▣ Train users on live system
- Generally, we say it take 3 weeks to 2 months based on data availability and process design

Contact Information

For more information please contact:

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