



Standardized Job Descriptions Project Wrap-Up

Illinois Human Resources

June 12, 2025

Project Scope



The Standardized Job Descriptions project is an effort to speed up the hiring process. Benefits are:

- ✓ Consistency
- ✓ Time (Express Workflow)
- ✓ Clarity



Classifications Available

- Building Service Worker JDX 1028889
- Food Service Sanitation Laborer JDX 1028890
- Office Support Assistant JDX 1028885
- Office Support Assistant – Proctoring JDX 1028885
- Office Support Associate JDX 1028875
- Plumber JDX 1028874
- Security Guard – Krannert Art Museum JDX 1028882
- Security Guard – UIPD JDX 1028891
- Security Guard Supervisor JDX 1028879

Standardized Job Description Instructions



- The approved templates are in the JDX Job Library with “Pre-Approved JD” in their title.*
- When submitting your workflow, answer the question "Are you utilizing a Pre-Approved Job Description template with no significant/unallowable changes?" selecting “Yes”.
 - Allowable changes to duties are to remove a duty entirely or adjust percentages among the duties.
- The workflow will be marked as an Express Workflow and go through that expedited process.

* This is distinct from the process for [HR Career Architecture](#) and its Job Profiles, which don't use the Express workflow.



JDX

Save and Close Discard Draft Workflows

This Job is in Workflow: Action Required

Pre-Approved JD - Office Support Assistant Edit

- Job Information
- Budget
- Proposed Appointee
- Off-Cycle Pay Changes
- HR Use Only
- Job Summary
- Duties & Responsibilities
- Qualifications
- Physical Demands
- Scope
- FLSA
- Approvals and Comments
- Disclaimer

Job Information:

System Job Description Name Pre-Approved JD - Office Support Assistant - 1029410

System Job Code: 1029410

Title: Pre-Approved JD - Office Support Assistant

Classification Title:

Has this position been reviewed and approved by IHR within the last 12 months (excludes job description reviews/updates)? Yes No

Have there been any changes to the job description since the last approved date? Yes No

Are you utilizing a Pre-Approved Job Description template with no significant/unallowable changes? Yes No

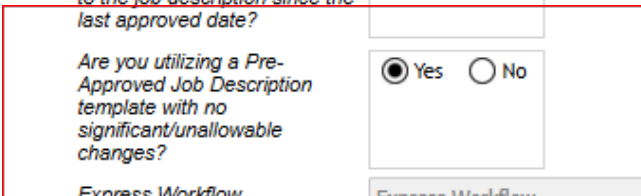
Express Workflow Express Workflow

Job Location or Region: Urbana-Champaign - 133

Job Description Reason:

Appointment Type:

Position Number:



Conclusion



- These JDs are live and can be found in the JDX Job Library by their number or the “Pre-Approved JD” in their title.
- Answering “Yes” to the question "Are you utilizing a Pre-Approved Job Description template with no significant/unallowable changes?" routes as an Express Workflow.
- Your Matrix Team will see the Express label on the workflow and review by the next business day.

Questions?

