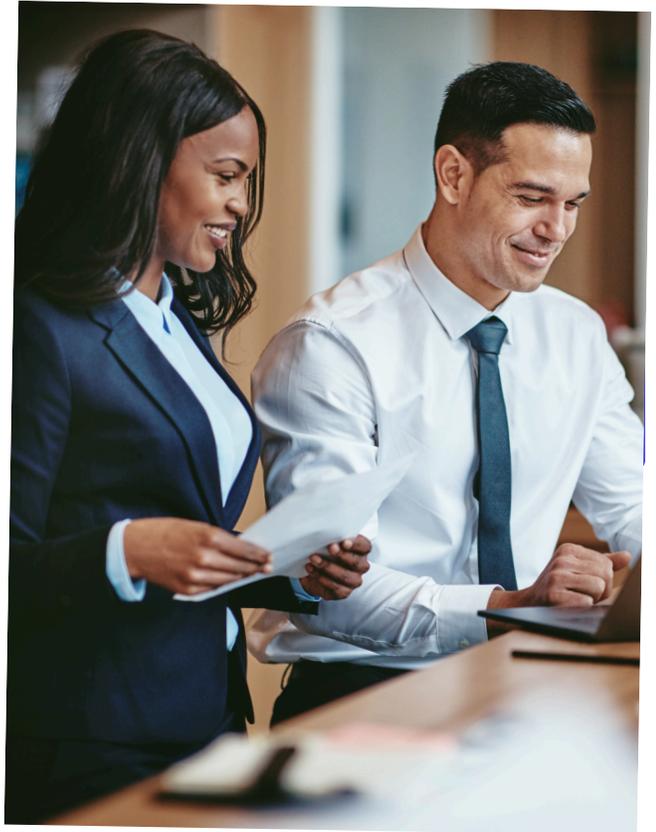# JobBldr™

Enterprise Job Description Management Platform

**Define Roles. Structure Governance.
Scale with Confidence.**

JobBldr™ is a structured job description and job architecture platform within the CompBldr® ecosystem.

It enables organizations to create, standardize, manage, and govern job roles through a centralized, workflow-driven system.

Why Organizations Choose JobBldr™

⚠ The Challenge

- ✕ Inconsistent job titles & definitions
- ✕ Outdated, static job descriptions
- ✕ Manual, email-based approval chains
- ✕ Disconnected document repositories
- ✕ Lack of leveling & pay structure
- ✕ No audit-ready documentation trail

🛡 The JobBldr Solution

- ✓ Centralized JD Library
  (12,000+ Structured Roles)
- ✓ AI-Assisted JD Creation
- ✓ Configurable Workflow Engine
- ✓ Role-Based Access Controls
- ✓ Structured Job Architecture Framework
- ✓ Audit-Ready Version History

Enterprise Control.•Structured Governance.•Scalable Architecture.

End-to-End Job Description Management

JobBldr provides industry-leading tools to create, standardize, approve, and manage job descriptions at enterprise scale.

Flexible Creation Capabilities

Master Library
Access 12,000+ structured job descriptions ready for deployment.

AI Generator
Create complete, compliant job descriptions from minimal inputs.

Bulk Upload
Upload and validate multiple job descriptions simultaneously.

Individual Creation
Create from scratch, duplicate existing roles, or modify anytime.

Template Manager
Enforce policy-driven templates to standardize structure.

HR Support
Expert advisory support for role alignment and governance.

Governance-Driven Workflow Engine

1 Create   **2** Customize   **3** Collaborate   **4** Approve   Archive
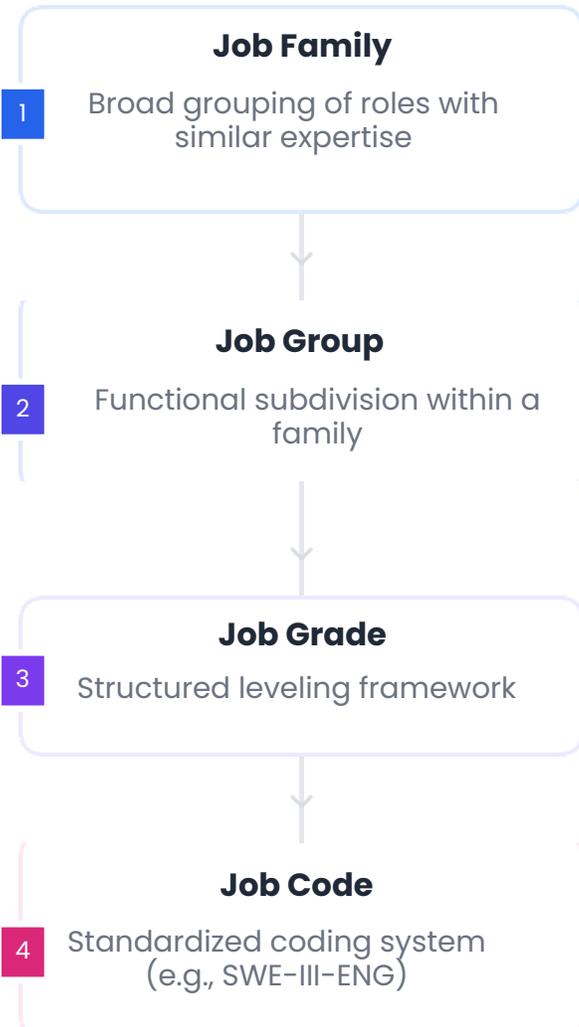
Enterprise Controls

- ✔ Configurable multi-level approval workflows
- ✔ Role-based routing & access permissions
- ✔ Full version history with audit trail
- ✔ Policy-enforced template validation
- ✔ Centralized cloud repository
- ✔ Automated change notifications & escalation triggers

Real-Time Oversight & Intelligence

12.5k
Total JDs

42
Pending

18
Collaborating

100%
Compliant

Workflow Status   Audit Activity

Build a Structured, Company-Wide Job Architecture

1 Job Family
Broad grouping of roles with similar expertise

2 Job Group
Functional subdivision within a family

3 Job Grade
Structured leveling framework

4 Job Code
Standardized coding system (e.g., SWE-III-ENG)

Leveling Matrix Example

GRADE	TITLE
G3	Software Engineer I
G4	Software Engineer II
G5	Software Engineer III
G6	Senior Software Engineer
G7	Staff Engineer
G8	Principal Engineer

Grade Title Matrix
- ✓ Cross-functional alignment
- ✓ Standardized leveling
- ✓ Supports pay transparency
- ✓ Enables career mobility

JD Addendums
- ✓ Attach role-specific extensions
- ✓ Regional compliance updates
- ✓ Temporary responsibilities
- ✓ Department-level customizations

Pay Equity | Workforce Planning | Compliance | Career Pathing | Transparency | Structured Growth

Enterprise Governance & Workforce Control

JobBldr transforms job descriptions from static documents into governed, structured organizational assets.

Operational Control

- Centralized repository
- Controlled workflow lifecycle
- Version-controlled documentation
- Role-based security access
- Audit-ready records

Strategic Alignment

- Consistent job leveling framework
- Standardized role definitions
- Improved workforce visibility
- Clear organizational structure
- Structured internal mobility

Risk & Compliance

- Reduced legal exposure
- Approval lineage tracking
- Controlled documentation updates
- Defensible audit history
- Policy-driven governance

Move from Chaos to Control

Define Work   Structure Growth.   Align Pay.   Enable Equity.

90%
HR professionals prefer JobBldr over manual processes

88%
Improvement in compliance and governance

35+ Years
Compensation & HR expertise behind the platform