: payscale

MarketPay Jobs Powered by JDXpert

Do you realize that failing to maintain accurate and up-to-date job descriptions can jeopardize your organization's ability to compensate employees fairly, hire top talent, and comply with legal regulations?

Job description management is critical for the sustained growth of any business, touching upon every aspect of People functions from recruitment efforts, compensation initiatives, to compliance.

For MarketPay users, MarketPay Jobs Powered by JDXpert is a job description management solution that centralizes job descriptions to reduce process waste, accelerates time-to-result with flexible workflows, and reduces compliance risks with strong internal controls.

Centralize job descriptions to reduce process waste

Collaborate with flexible workflows to accelerate time-to-result Strong internal controls to reduce compliance risks

÷.

Take job descriptions out of local drives and emails with a single source of truth in a centralized repository.



Create structure and consistency across your job descriptions with flexible templates and powerful editing tools.



Bring job descriptions to the center of all People functions and transmit that information to vital HR platforms through built-in integrations.



Create adaptive workflows that can be changed on the fly to keep your team and stakeholders looped in.



Keep track of how job descriptions change and evolve with easy side-by-side comparisons, audit trails, and archives.



Protect your company from regulatory sanctions such as FLSA, ADA, and Equal Pay Act through FLSA wizard and ADA templates.



Proactively audit your descriptions with easy access to an archive of historical versions of all jobs, job acknowledgements, and manager attestations.



Utilize job descriptions for a variety of needs throughout the organization including integrated data feeds to third party systems such as HRIS platforms, Applicant Tracking Systems and Talent Management Platforms.



Is your organization still managing job descriptions manually in 2022?

Payscale's annual **Compensation Best Practices Report** (CBPR) found in 2021 that sixty percent of participating organizations have full job descriptions for every job. However, eighty percent of those say they use Word, Excel, or PDFs to manage and maintain them. In 2022, less than half (49%) of all organizations surveyed have a centralized management system for creating and maintaining job descriptions.

The antiquated approach to job description management leads to static documents that become outdated, incomplete, and duplicative - putting organizations at risk.

Key features

Content Library with Configurable Views

Access the largest job description library available with millions of datapoints and 6,000+ sample descriptions and easily configure views to align them to your compensation strategy.

antant II X Finance / Accounting Q Reart Search Found 300 Jobs	m	Sources
erant IV Accountant II Staff Accountant, Tobal Finance Hanagement (business / Administrat) (Accountant III) (Accountant		
of the Results of Rived asset acquisitions and dispositions		
Maintains accounting controls by adhering to and enforcing.	Smart Sec	arch De
Manage	Company Jobs	More Li
Pace Assist Accounting team with special projects as assigned	Job Postings	Hore Li
Ensure compliance federal, state, and local tax laws regulations	Company Jobs	More U
A	Job Postings	More Li
e Accumulates and records all travel related transactions	Job Postings	More Li
Assist Senior Accountant with payroll system and payroll related	Job Postings	Hore U
444	Company Jobs	More Li
Oversee all aspects of the general ledger	Job Postings	More Li
Analyzes information and options by developing spreadshee	Job Postings	More Li
Assist with in ternal and external audits	Job Postings	More U
t with internal and external audits Supervises Account	Company Jobs	More U
counts Pavable and Pavroll depa	Tab. Postinee	Marca 1

Complete Simple Questionnaire 'EXECUTIVE EXEMPTION'

If the following four questions are all answered 'yes', then the employee meets the executive exemption test.

Question A	Question B	Question C	Question D	Review	
Is the employee's p	primary duty the mar	agement of a custo	marily recognized de	epartment or subdivisior	of the company?
O Yes O №					
Additional Informat	tion				
hours of wo their produc complaints used; propo used, or me	rk; directing their work ctivity and efficiency fo and grievances and di ortioning the work amo	c; maintaining their pr r the purpose of reco sciplining them wher ng the employees; d ht, stocked and sold;	roduction or sales recommending promotion n necessary; planning etermining the types controlling the flow a	es; setting and adjusting ords for use in supervisio is or other changes in the the work; determining th of materials, supplies, ma nd distribution of material	n or control; appraising ir status; handling thei e techniques to be chinery or tools to be

Compliance

Have confidence that pricing, equity, and compliance decisions are made following FLSA, ADA, Equal Pay Regulations & Industry-specific regulations with FLSA wizard and ADA templates.

Interview Guides

Get interviews right with guides that accompany each job description and support interviewing teams with the questions to find the right talent for your team.

Search		>	Filter V Q Advanced C Show Active Jobs D	ŵν		@ Import () Expart () Archives
Add Job	Norkflows	Select None	Select All Salenal 1			Shewing 508 of 763 Resords Max Record 300 - 300 -
Action	ID	Job Code	Job Description Name	Pay Grade:	Employee Cor	Preview
			Accountant I			
80°.	2003	1004	Analyse financial information and prepare financial reports to determine or maintain record of assarts. Tabilities, profit and loss, tao fability, or other financial activities utilize an ergenizat		4	Interview Guide V 🕞 🙆 🕰 < 🖸
			Accountant II			
30 0	2004	1007	Prepares balance sheets; profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to		z	
			Accountant III		D	
280.	2005	1005	This is a mid level accounting position typically encypied by a recent graduate or a longer-term employee s/to has rises through the bookkeeping ranks. This is the first level of position requiring	E04	3	
			Accountant TV			MARKETPAY JOBS
g@0	2006	10012	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing brends, costs, revenues, financial commitments, and obligations incurred to		2	Powered by Jd×pert
70°	2752	ACCOUNTANT	Accountant Parent	E06	6	Managar Interview Cuida
			Accounting Supervisor II			Manager Interview Guide
380.	2015	1006	Provides dep-to-day administrative and technical supervision to a small group of professional accountants and clarical paramonal for a specific segment of accounting activity. This is the first le		0	
			Accounts Payable Specialist			
300.	2016	21456	Performs a variety of Accounts Payable functions including coding, posting, and balancing data to the Accounts Payable Ladges. Rankeys and verifies transactions to ensure consistency and accuracy	806	5	
			Acute Care Nurse			Interview Guide Checklist
@®⊽…	2790	W41N08	Provides direct and indirect numling sams to assigned patients. Workshnaal under the direct and indirect supervision of the Nerse Manaper orbitals designee but is independent in the application of $n_{\rm ev}$.		0	Important Documents Needed Planning the Intervice Upb Description Schedule time []0-15 minutes) prior to the
			Administrative Assistant			Job Description Schedule time (10-15 minutes) prior to the Resume Print and review the job description, candi
⊈®♡	2017	21921	Provides general administrative support. Maintains and files reports and other information. Schedules and coordinates logistical support for conference calls and meetings, Makes travel arrangements.	E06		Cover Letter Interview Guide Film the appropriate amount of time for t being ruphed.



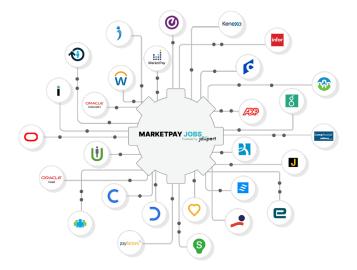
Flexible and secure collaboration workflows

Collaborate in the way that makes the most sense for your organization using flexible workflows including mid-flow changes, bi-directional workflows, custom workflows, and maintain security with versions, audit trails, and role-based access.

Debiasing

Ensure your descriptions are free of biases with an automated editor and suggestions.

Level Guide		PIOON	eauer r	hrase Lie					
Overview	STEP 2: In one or two sentences please	Add		/			-61	mport 🕞 Export ···	
	Search Library Full Screen	Action	Flace	Flagged Phrase	Suggested Replacement	Category	Allowed Words	Status	
		172	at	athletic*		ADA/Able Blas		Active	
Qualifications	Should Prepares balance sheets, pr revenues, financial commitments, a	Ø	10	crippled	person with a disability	ADA/Able Blas		Active	ports organization's finances (
Physical Demands	to management using TPS reports, forecasts.		12	energetic*		ADA/Able Blas		Active	urce utilization, tax strategie
	forecasts.	121	ß	-	24 10 100	ADA/Able Bias		Active	
		12		handicapped	person with a disability	ADA/Able Bias		Active	
Scope		12	Ø	lame		Age Bias		Active	
		12	Ø	elder*		Age Bias		Active	
		12	Ø	elderly		Age Bias		Active	
		8		older		Class Bias		Active	
		ß				Class Bias		Active	
		ß	10°	well educated	knowledgeable	Excess Superlative		Active	
FLSA		ß	ex	well-educated	knowledgeable	Excess Superlative		Active	
		Ø	indus	best		Excess Superlative		Active	
		ø	senior			Excess Superlative		Active	
				ass xpert"		Excess Superlative		Active	Nowed Words Ignore
		Ø	active*	try-leading		Gender Blas		Active	
		ß	adventu	rous" pr	sing*	Gender Bias		Active	



Integrations

Utilize job descriptions for a variety of needs throughout the organization including integrated data feeds to third party systems such as HRIS platforms, Applicant Tracking Systems and Talent Management Platforms.

About Payscale

As the industry leader in compensation management, Payscale is on a mission to help job seekers, employees and businesses get pay right, and makes sustainable fair pay a reality. Empowering 10,000 organizations, including 53% of the Fortune 500, in 198 countries, Payscale provides a combination of data-driven insights, best-in-class services, and innovative software to enable organizations such as Angel City Football Club, Perry Ellis International, United Healthcare, Vista and The Washington Post and to make fair and appropriate pay decisions. Pay is powerful. To learn more, visit payscale.com.