

Job analysis: Job Description and Job Specification

Meaning of Job Analysis

Job analysis is the process of studying and collecting information relating to the operations and responsibilities of a specific job.

The information thus collected is analyzed and the facts about the nature of job working condition and qualities in an employee can be easily known. Job analysis defines the jobs within the organization and the behaviors necessary to perform these jobs.

Job Analysis is a systematic exploration, study and recording the responsibilities, duties, skills, accountabilities, work environment and ability requirements of a specific job.

It also involves determining the relative importance of the duties, responsibilities and physical and emotional skills for a given job.

Definition of Job Analysis

According to Gary Dessler, “Job analysis is the procedure for determining the duties and skills requirements of a job and the kind of person who should be hired for it.” Job analysis involves collecting data about the performance of the job in an organization.

This should include the:

- **Knowledge:** Knowledge is defined as the degree to which a job holder is required to know specific technical material.
- **Skill:** Skill is defined as adequate performance on tasks requiring the use of tools, equipment, and machinery.
- **Abilities:** Abilities refers to the physical and material capabilities needed to perform tasks not requiring the use of tools, equipment, and machinery. Further, where the job is completed must be considered.

• So the types of information to be collected by a job analysis are shown below:

- Work activities.
- Work-oriented activities.
- Machines, tools equipment, and work aids used.
- Job-related tangible and intangible.
- Work performance.
- Job context.
- Personal requirement.

So, job analysis is the process of determining and reporting pertinent information relating to the nature of a specific job. It is the determination of the tasks which comprise the job and of the skills, knowledge abilities and responsibilities required of the holder for successful job performance.

The end product of a job analysis is a written description of the actual requirements of the job.

Process of Job Analysis

Job analysis process involves the implementation of following steps:

1. Organizational analysis

The first step in the job analysis process is to determine its purpose. This will help determine what kind of data to collect and how to collect it. The necessary background information for this step can be collected by using organization charts, process charts and job descriptions.

2. Select representative positions

It will be time consuming and costly to analyze all jobs in an organization. So, it is essential to select a representative sample of jobs for detail job analysis.

3. Collect data

The next step is to collect job-related data such as educational qualification, duties, and responsibilities, working conditions, employee behavior, skills and abilities. Data is collected by using methods such as observation, interviews and questionnaire.

PROCESS OF JOB ANALYSIS



4. Review collected data

A job analysis report is prepared by using the gathered data. The information is then verified with the worker performing the job and their supervisor.

5. Developing job description

The information collected is used to develop a written statement known as job description. Job description is a document that describes the responsibilities, working conditions, locations, risks and tasks required for effective job performance.

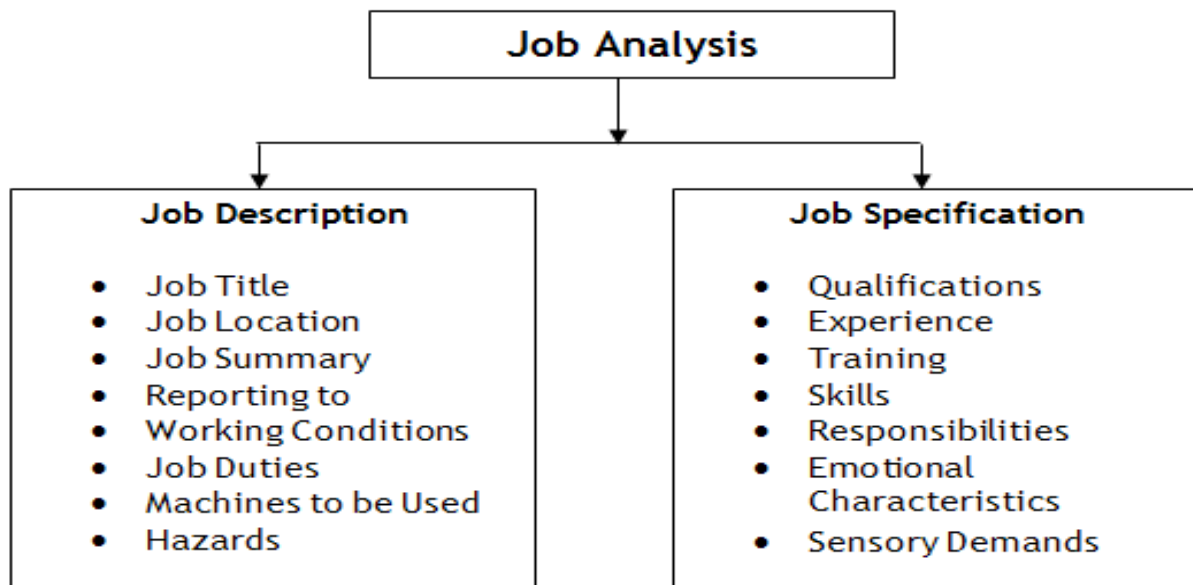
6. Developing job specification

The final step in the process is to develop job specification. Job specification and job descriptions are two tangible products of the job analysis process. Job specification is a statement of personal traits, educational qualification, experience, background and skills needed to perform a job.

Job Description and Job Specification

Job Analysis is a primary tool to collect job-related data. The process results in collecting and recording two data sets including job description and job specification. Any job vacancy can not be filled until and unless HR manager has these two sets of data. It is necessary to define them accurately in order to fit the right person at the right place and at the right time. This helps both employer and employee understand what exactly needs to be delivered and how.

Both job description and job specification are essential parts of job analysis information. Writing them clearly and accurately helps organization and workers cope with many challenges while onboard.



Meaning of Job Description

Job description includes basic job-related data that is useful to advertise a specific job and attract a pool of talent. It includes information such as job title, job location, reporting to and of

employees, job summary, nature and objectives of a job, tasks and duties to be performed, working conditions, machines, tools and equipments to be used by a prospective worker and hazards involved in it.

Uses of a Job Description

There are many benefits to an effective job description. Here are just some of its key uses:

- To provide the employee with the expectations that are required of them in the role
- To provide enough detail to help the candidate assess if they are suitable for the position
- To support the recruitment team during the selection process
- To help formulate questions for the interview process
- To allow the prospective employee to determine their role or standing within the structure of the organization
- To assist in forming a legally binding contract of employment
- To help set goals and target for the employee upon joining
- To aid in the evaluation of the employee's job performance
- To help formulate training and development plans

Components of an Effective Job Description

1. Job title

When creating a job title, the title should accurately depict experience level and responsibilities that the employee will perform. The title should be standard enough for relevant job seekers to find it in a search. Standardization is also useful for comparing across positions of parity in compensation and responsibilities.

2. Job description

After the job title is established, write a 1-3 sentence job description highlighting how the position delivers value to your organization. This should summarize the most pertinent aspects of the job. The details will follow in the next section, “key responsibilities”. Monster provides sample job descriptions by job title for some examples.

3. Key responsibilities

Establish 5-15 essential responsibilities that the employee will execute. These should be concise in bullet format, and each responsibility should begin with a present-tense action verb. If you need some verb ideas view this list of awesome action verbs. Each point should list the action to be taken followed by the purpose of completing it.

4. Skills and qualifications

This section is comprised with educational level, years of experience, technical skills, and certifications requirements. This section is relevant for effectively filtering out unqualified job seekers. Skills and qualifications that are mandatory should be distinctively separate from those that are preferred. If candidates absolutely must have a credential to be considered, explain the credential’s relevance to job competency.

5. Supervisor & department

It is important to include details on whom the employee will report to and where the employee will fall in the organization’s hierarchy. If the job is team oriented, explain who the employee will be interacting with on a regular basis. This helps applicants understand the lines of authority and working relationships defined in the role.

6. Employment type & benefits

Be transparent about the position’s non-exempt or exempt status. If it is a contract position, specify if it is temporary or contract-to-hire and quantify the duration of employment. Include details on where the position is located. If the position requires travel, denote a percentage to amount of travel required (i.e. < 50%). List any benefits that will be provided to the employee such as medical insurance, 401(K), and paid time off accrual.

7. Company overview

Candidates should have a brief overview about the hiring company, so they understand the company culture and landscape. Include information about corporate values, objectives, geographical presence, and work environment.

8. Contact information

Provide contact information in case applicants have questions or technical difficulties submitting their application.

Meaning of Job Specification

Also known as employee specifications, a job specification is a written statement of educational qualifications, specific qualities, level of experience, physical, emotional, technical and communication skills required to perform a job, responsibilities involved in a job and other unusual sensory demands. It also includes general health, mental health, intelligence, aptitude, memory, judgment, leadership skills, emotional ability, adaptability, flexibility, values and ethics, manners and creativity, etc.

Components of Job Specification

- **Educational qualification:** This part covers the desired education of the candidate. Specific terms, such as graduate, post graduate can be used here. The stream of education should be mentioned, along with the necessary grades which are required. Many companies also provide notes in terms of over qualification like- MBA are not required or graduates should not apply in the job specification.
- **Experience:** Job specification should clearly highlight the required experience in a precise domain to perform the job. It includes details such as experience required in which industry, number of years of experience, position and domain. For the higher job profile managerial or team handling experience is often required by the organization.

- **Skills & Knowledge:** This section explains the skills such as communication skills, leadership quality, team management and many more which are necessary for the given job role. The term knowledge includes market knowledge, domain knowledge, and computer language knowledge based on the profile.
- **Personality traits and characteristics:** Here a situational based traits and characteristics are covered. The way the person should handle the complex situation in the organization, generic behavior of the candidate is covered in this section. The emotional intelligence has also given importance in this section of job specification.

Advantages of Job Specification

There are several benefits of having a comprehensive job specification. Some advantages are listed below:

1. Job specification highlights all the specific details required to perform the job at its best
2. It gives the HR managers a threshold and a framework on the basis on which they can identify the best prospects
3. Helps in screening of resumes and saves time when there are multiple applications by choosing those who are closest to the job specification
4. HR managers can use job specification as a benchmark to evaluate employees and give them required trainings
5. It also helps companies during performance appraisal and promotions

Disadvantages of Job Specification

There are certain limitations of job specification. Some of the disadvantages are mentioned below:

1. It is a time consuming process as it has to be very thorough and complete

2. Job description is time bound and changes with changing technology and changing knowledge & skill requirements

3. It can only give a framework of emotional characteristics and personality traits but cannot specify the experience or forecast complex issues is any

Steps to Write the Job Specification

Once you are aware of the four components of the job specification it becomes easy to write the draft for a particular job.

Step I- Check the job role and decide the educational qualification required to perform the duty. One should check the nature of job, its importance and the background which will be helpful to work on the job.

Step II- The job title and position provides brief idea about the duration of experience required to perform the job. Once the experience of domain work is certain, one should look for other experience such as managerial, client handling, as a service provider, grievances handling which are required for long term performance of the job.

Step III- Along with the qualification and experience there are certain skills which are essential to perform the assigned job duties. The skills and knowledge which are mentioned as mandatory in the job specification are often verified during the selection process by the HR department.

Step IV- The situational intelligence, emotional stability, personality traits and attributes should be mentioned in the job specification. It also includes general and mental health, aptitude, judgment, memory, adaptability, values flexibility, and ethics.

Step V- Once all the four components are well defined in the job specification, it is necessary to verify the job specification with the help of people working the domain. Generally the reporting manager of the profile approves the drafted job specification.

Step VI- Once the job specification is approved it is circulated among the HR department to add it in the official documents.