

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

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:

PROCESS OF JOB ANALYSIS



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 analyse 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.

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.