

College: J D Women's College	Subject: HRM
Dept: MBA	Unit/Topic: Unit II/HRP & Job Analysis, Design
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Job Analysis

Notes on Lecture – 4

Job Analysis

Job analysis is a systematic and detailed examination of jobs to determine the duties and skill requirements of a job and the kind of person to be hired for it. It is a systematic investigation of the task, duties and responsibilities necessary to do a job. It helps in preparing job descriptions and job specifications, which are utilized in recruitment and selection, compensation, performance appraisal, and training.

Terms used in Job Analysis

- **Task** is a distinct work activity carried out for a distinct purpose. Examples would include type a letter, preparing a lecture, or unloading a mail truck.
- **A duty** is a large work segment consisting of several tasks, related by some sequence of events that are performed by an individual.
- **A position** refers to one or more duties performed by one person in an organization. There are at least as many positions as there are workers in the organization.
- **Job responsibilities** are obligations to perform certain tasks and duties. Thus, job analysis is a procedure and a tool for determining the specified tasks, operations and requirements of each job.

Objectives

- To determine most effective methods for performing a job.
- To increase employee job satisfaction.
- To identify core areas for giving training to employees and to find out the best training methods
- Development of performance measurement systems, and
- To match job-specifications with employee specifications while selection of an employee.

Characteristics of job analysis:

- Job analysis establishes the structural- functional delineation of an organisation, according to the classical paradigm of administrative theory.
- Job analysis deals with responsibilities, defining roles, delineating scope and authority at each level of the organisation.
- It answers the important utilitarian call of optimizing organisational efficiency through maximising individual capabilities, as per the systems paradigm of organisational theory.
- It basically deals with job study. It studies very detailed, specific and exhaustive on job.
- As per scientific management precepts, the job analysis describes work process in detail on physical demands at work, physical conditions of work and also human relations and behavioural
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The main advantages of job analysis are:

- Job analysis facilitates the selection and placement, of right personnel in each job.
- Management can provide adequate training to the needy employees.
- Reasonable wage rate is fixed with the help of job analysis.
- Job analysis helps in job evaluation and merit rating.
- Job analysis helps the superiors to take timely decisions. The decision may be related to promotion, transfer, selection, etc.
- Industrial disputes may be put an end to with the help of job analysis.
- Adequate disciplinary action may be taken by the management.
- The selection of right personnel ensures job satisfaction and morale among the employees.
- Job analysis helps in reducing labour turnover, absenteeism and removing inequalities in pay fixation.
- It provides a basis of performance appraisal and facilitates the control function of the management.