Job Analysis →

Job analysis is a method by which the pertinent information about the job is obtained.
It is a detailed and systematic study of information relating to the operation & responsibility of a specific job. Job analysis is a process of determining by observation & study. It is the determination of the task which comprise the job and of the skills, knowledge, abilities & responsibilities required of the worker for a successful performance and which differentiate one job from all other. Job analysis provide the following information —

1. Job Identification → It is title including code number.
2. Significant Characteristics of a Job → Its location, physical setting, supervision, union jurisdiction, hazards and discomforts.
3. What the typical worker does → Specific operation & task that make up an assignment, their relative timing & importance, their simplicity routine or complexity. The responsibility or safety of others for property, funds, confidence & trust.
4. Which Materials & equipment a worker uses → Metals, plastic, punch presses, micrometers, etc.
5. How a job is performed → Nature of operation, lifting, handling, cleaning, washing, labelling, removing, drilling, driving and many others.
6. Required personal attributes → Experience, training, physical strength, coordin

mental capabilities, aptitudes & social skills.

Methods of Job Analysis →

There are four methods of utilising and analysing a job →

1. **Personal Observation →** The Material and equipments used the working condition at expected hazards and an understanding of what the work involves are the facts which should be known by an analyst.

2. **Selling out of Quistonares →** This method is usually employed by engineering consultents. Properly drafted quistonares are sentout to job holders for completion and are returned to supervisors. The idea is of issuing quistonares is to elict the neccessary information from job holders so that any errors may first be discussed with the employee and after the corrections maybe submitted to the job analyst.

3. **The Maintainence of Long Records →** The employee maintains a daily record of duties he performs marking the time at which each task is started and finished, but the system is incomplete because it does not gave us any desirable data on supervisor relationship, the equipments used, the working conditions and moreover it is time consuming.

4. **Personal Interviews →** It may be held by the analyst with the employees and answers to relevant questions may be recorded.

Job Design →

Job design follows job analysis i.e. the next step after job analysis. It aims at outlining and organising tasks, duties and responsibilities into a single unit of work for the achievement of certain objectives. It also outlines the methods and relationships that are essential for the sucess of a certain job. In simple terms, it refers to the what, how much, how many, and the orders of the tasks for a job. Job design essentially involves integrating job responsibilities or content and certain qualifications that are required to perform the same. It outlines the job responsibilities very clearly and also helps in attracting right candidates to the right job. Further it also makes the job looks intresting and specialised.

Steps in Job Design →

1. What tasks are required to be done or what task is part of job?
2. How are the tasks performed?
3. What amount are tasks are required to be done?
4. What is the sequence of performing these tasks?

All these questions are aimed at arriving upon a clear definition of a specific job and thereby make it less risky for the one performing the same. A well defined job encourages feeling of achievement among the employees and a sense of high self-esteem. The whole process of job design is aimed to address various problems within the organisational setup, those that pertain to ones description of a job and the associated relationships. More specifically the following areas are fine tuned:-

1. Checking the work overload.
2. Checking upon the work under load.
3. Ensuring tasks are not repetitive in nature.
4. Ensuring that employee do not remain isolated.
5. Defining working hours clearly
6. Defining the work processes clearly.

Benefits of Job Design →

The following are benefits of a good job design -

1. **Employee Input →** A good job design enables a good job feedback. Employees have the option to vary tasks as per their personal and social needs, habits and circumstances in the workplace.

2. **Employee Training →** Training is an integral part of job design. Contrary to the philosphy of 'leave them alone' job design lays due emphasis on training people so that are well aware of what their job demands and how it is to be done.

3. **Work/Rest Schedule →** Job design offers good work and rest schedule by clearly defining the no. of hours an individual has to spend in his/her job.

4. **Adjustments →** A good job designs allows for adjustments for physically demanding jobs by minimising the energy spent doing the job and by aligning the manpower requirements for the same.

Job design is a continous and ever evolving process that is aimed at helping employees make adjustments

with the changes in the workplace. The end goal is reducing dissatisfaction, enhancing motivation and employee engagement at the workplace.

4/02/15 Job Description →

It is a record of duties, responsibilities and requirements of a particular job. It is concerned with the job itself and not with the worker. It is the statement describing the job in such terms as it title, locations, duties, working conditions & hazards. In other words, it tells us what is to be done, how it is to be done & why. It is standard of function, so it defines the appropriate & authorized contents of the job

A job description enables us to frame suitable questions to be asked during an interview. It is particularly helpful when the application form is used as a tool for eliminating the unfit personal, the job description helps us in →

1. Job Grading & Classification –
2. Transfers and promotions –
3. Adjustments of Grievances –
4. Defining & outlining promotional steps –
5. Establishing a common understanding of a job b/w employers and employees –
6. Investigating accidents –
7. Indicating faulty work procedures or duplication of papers –
8. Maintain, operating & adjusting Machinery –
9. Time & Motion studies –
10. Defining the limits of authority –

Job Specification ⇒

It is a standard of personal and designates the qualities required for an acceptable performance. It is a written record of the requirements, sort in an individual worker for a given job. In other words, it refers to a summary of personal characteristics required for a job. It is a statement of minimum acceptable human qualities neccessary for the proper performance of the job.

Job Design ⇒

Job analysis helps in developing appropriate design of job to improve efficiency & satisfaction. Job design is a process of deciding the contents of job in terms of its duties & responsibilities & the methods to be used in carrying out the job. In terms of techniques, systems & procedures and on the relationships that should exist between the job holders & his superiors, subordinates & colleagues. It is a deliberate and systematic attempt to structure the technical & social aspects of work so as to improve technical efficiency and job satisfaction. Job design is an attempt to create a match between job requirements and human attributes. It involves both organising the components of the job and the interaction patterns among the members of a workgroup. The main objective of job design is to integrate the needs of the individual and the requirements of the organisation. Needs of the employees includes job satisfaction in terms of interests, challenge and achievement. Organisational requirement refer to high productivity, technical efficiency and quality of work.