

UNIT-IV (Job analysis & Design)

Outcome of this Presentation

This Presentation will cover second portion of CO3 (First portion of CO3 has already been covered in previous presentation on Training & Development-UNIT-III)

CO3 is as follows:

Enhance the basic knowledge of training and employee development, to know the basic difference between Job satisfaction and Job description.

Job Analysis

Job analysis is primary tool in personnel management. In this method, a personnel manager tries to gather, synthesize and implement the information available regarding the workforce in the concern. A personnel manager has to undertake job analysis so as to put right man on right job.

There are two outcomes of job analysis :

- **Job description**
- **Job specification**

The information collected under job analysis

- ✓ Nature of jobs required in a concern.
- ✓ Nature/ size of organizational structure.
- ✓ Type of people required to fit that structure.
- ✓ The relationship of the job with other jobs in the concern.
- ✓ Kind of qualifications and academic background required for jobs.
- ✓ Provision of physical condition to support the activities of the concern. For example- separate cabins for managers, special cabins for the supervisors, healthy condition for workers, adequate store room for store keeper.

Advantages of Job Analysis

- Job analysis helps the personnel manager at the time of recruitment and selection of right man on right job.
- It helps him to understand extent and scope of training required in that field.
- It helps in evaluating the job in which the worth of the job has to be evaluated.
- In those instances where smooth work force is required in concern.
- When he has to avoid overlapping of authority- responsibility relationship so that distortion in chain of command doesn't exist.
- It also helps to chalk out the compensation plans for the employees.
- It also helps the personnel manager to undertake performance appraisal effectively in a concern.

JOB DESCRIPTION

JOB DESCRIPTION is an organized factual statement of job contents in the form of duties and responsibilities of a specific job. The preparation of job description is very important before a vacancy is advertised. It tells in brief the nature and type of job. This type of document is descriptive in nature and it constitutes all those facts which are related to a job

Advantages of Job Description

- It helps the supervisors in assigning work to the subordinates so that he can guide and monitor their performances.
- It helps in recruitment and selection procedures.
- It assists in manpower planning.
- It is also helpful in performance appraisal.
- It is helpful in job evaluation in order to decide about rate of remuneration for a specific job.
- It also helps in chalking out training and development programmes.

JOB SPECIFICATION

JOB SPECIFICATION is a statement which tells us minimum acceptable human qualities which helps to perform a job. Job specification translates the job description into human qualifications so that a job can be performed in a better manner. Job specification helps in hiring an appropriate person for an appropriate position.

Advantages of Job Specification

- It is helpful in preliminary screening in the selection procedure.
- It helps in giving due justification to each job.
- It also helps in designing training and development programmes.
- It helps the supervisors for counseling and monitoring performance of employees.
- It helps in job evaluation.
- It helps the management to take decisions regarding promotion, transfers and giving extra benefits to the employees.

Job as primary tool of personnel management

From the advantages, we can justify the importance of job analysis and its related products. Both job description as well as job specification are important for personnel manager in personnel management function.

Therefore, **job analysis is considered to be the primary tool of personnel management.**

THANK YOU