

Job Description & Job Specification



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.

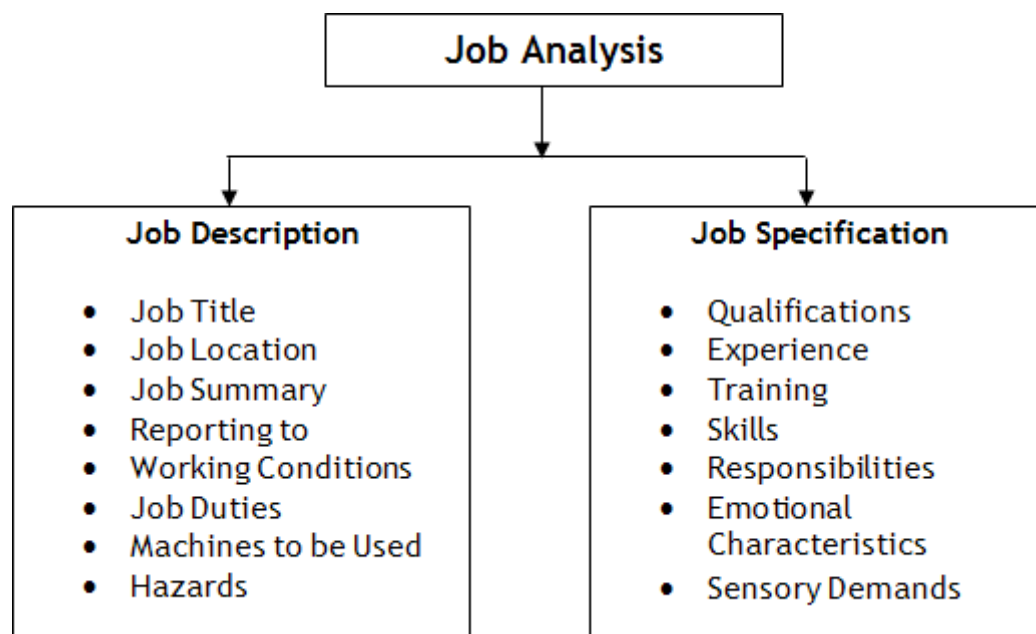
There are two outcomes of job analysis. A Personnel Manager carried analysis in two ways :

1. **Job description**
2. **Job specification**

Job Description and Job Specification

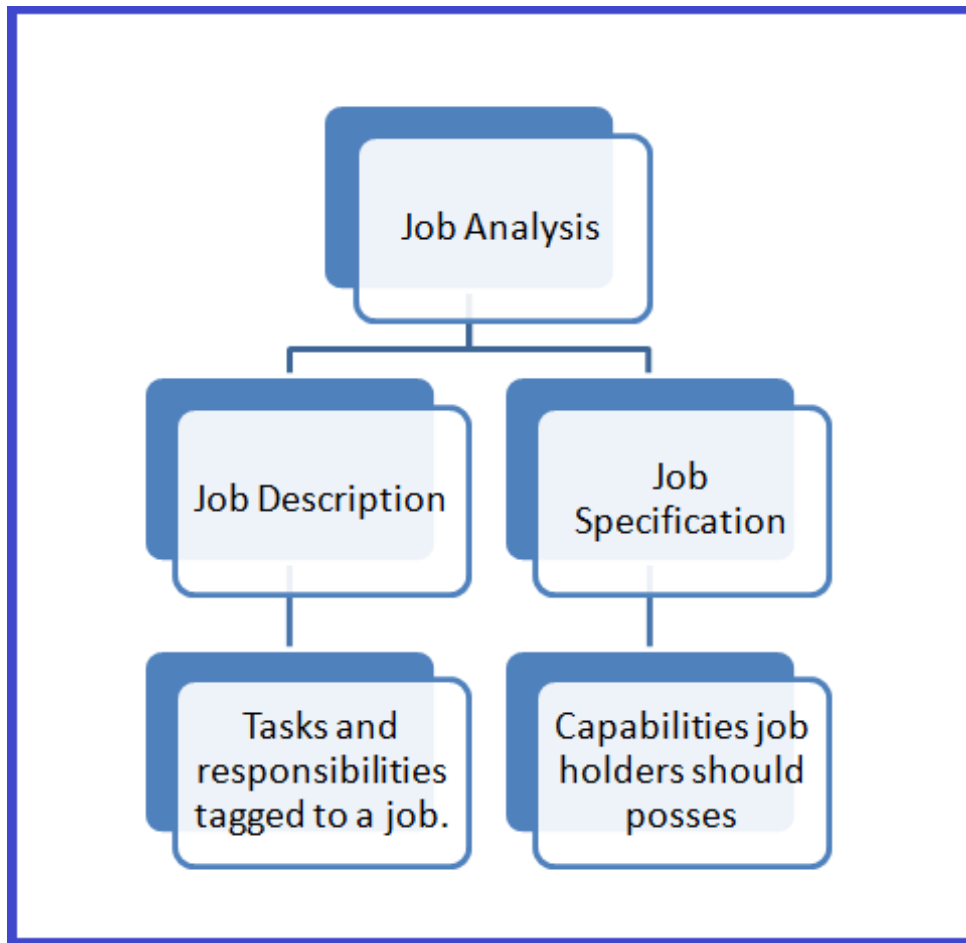
Job Analysis is a primary tool to collect job-related data. The process results in collecting and recording two data sets including job description and job specification. Any job vacancy cannot be filled until and unless HR manager has these two sets of data. It is necessary to define them accurately 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.



Though preparing job description and job specification are not legal requirements yet play a vital role in getting the desired outcome. These data sets help in determining the necessity, worth and scope of a specific job.

Job Analysis- it is the process of collecting job related information. Such information helps in the preparation of job description and job specification.



From the above Figure we can see that the process of job analysis results into job description and job specification:

- **Job Description**- it indicates what all a job involves. For example, job title, location, job summary, duties machine, tools, equipments, material and forms used, supervision given and received and working conditions.
- **Job Specification**- the capabilities that the job holder should possess form part of job specification. For example, education, training, experience, judgment, initiative, physical effort, physical skills, communication skills and emotional characteristics.

JOB DESCRIPTION

Job description implies the enumeration and description of each operation in a job and responsibilities involved in performing are also outlined. It lists out required materials, tools, equipment and machinery for each job. The purpose of Job description is to identify a job. It is served by providing an identifiable descriptive title to each job. Job description implies recording of the following data concerning each job analyzed.

1. Principal duties to be performed and responsibilities involved are outlined
2. Operations involved in each job are listed in proper sequence.
3. Requisite materials, equipment, machinery and tools etc. are listed.
4. Conditions of work, i.e. surroundings, the time of work etc. are stated.
5. Relations of various related jobs are indicated.
6. Mental and physical abilities for performing each operation are listed. The kind of training and the length of experience required are also indicated.
7. Wages payable along with other fringe benefits are stated.

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 such as :

1. Title/ Designation of job and location in the concern.
2. The nature of duties and operations to be performed in that job.
3. The nature of authority- responsibility relationships.
4. Necessary qualifications that are required for job.
5. Relationship of that job with other jobs in a concern.
6. The provision of physical and working condition or the work environment required in performance of that job.

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.

Aims of Job Description

- The main aim of job description is to collect job-related data in order to advertise for a particular job. It helps in attracting, targeting, recruiting and selecting the right candidate for the right job.
- It is done to determine what needs to be delivered in a particular job. It clarifies what employees are supposed to do if selected for that particular job opening.
 - It gives recruiting staff a clear view what kind of candidate is required by a particular department or division to perform a specific task or job.
 - It also clarifies who will report to whom.

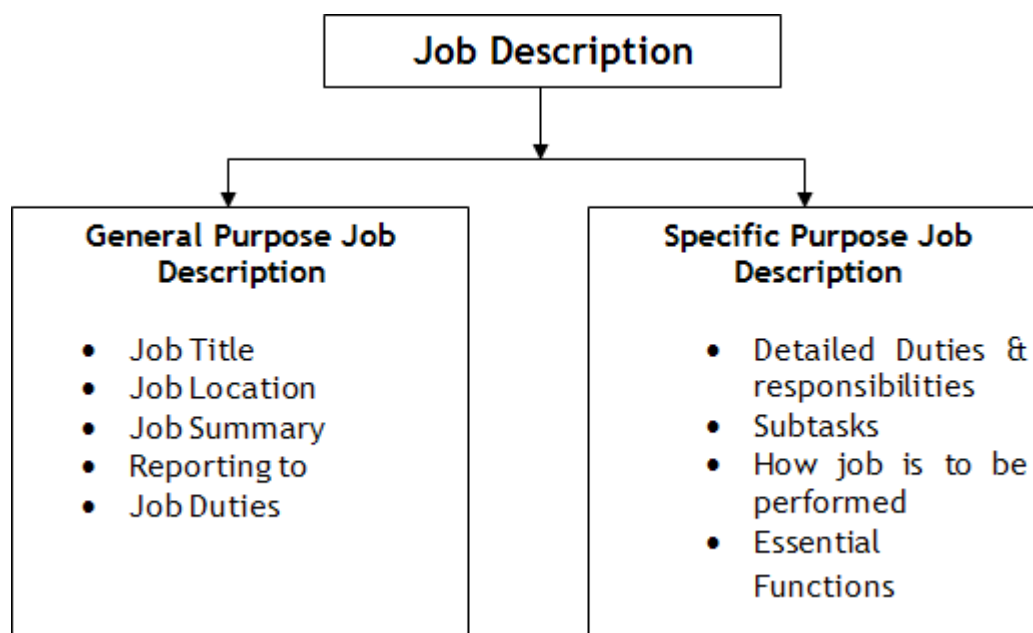
Advantages of Job Description :

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

General and Specific Purpose of Job Description

Job description is all about collecting and recording basic job-related data that includes job title, job location, job summary, job duties, reporting information, working conditions, tools, machines and equipments to be used and hazards and risks involved in it. A job description may or may not have specific purpose. It depends on what HR managers want to determine and what is the objective of conducting the process of job analysis.

Job Description is a summary of job analysis findings that helps managers determine what an employee is supposed to do when onboard. **The purpose of job description depends on the level of details the job findings include.** Job description carried for general purpose typically involves job identification (title, designation, location) and a statement of duties and functions of a prospective or existing employee. A specifically carried job description includes detailed information about the kind of job, how it is supposed to be performed and what is expected to be delivered. Let's discuss the general and specific purpose of conducting a job description process.



General Purpose of Job Description

General purpose job descriptions are used by organizations to find the very basic information about a particular job opening. Though data includes worker's duties but does not contain sub tasks, performance standards and basis for evaluating jobs and establishing right compensation packages.

Advantages

The main benefit of general purpose job description is that it does not consume much time and quickly provides basic information to managers. It does not require much human efforts and is very easy and convenient to carry out. Additionally, a job analyst does not have to conduct deep research to gather the required details.

Disadvantages

The main disadvantage of general purpose job description is that it does not provide managers with full-fledged information about job context and sub tasks. Sometimes, a manager may fail to extract correct information from such small amount of data.

Specific Purpose of Job Description

Specific purpose job description includes detailed information about job responsibilities of an employee. It also covers sub tasks, essential functions and detailed job duties. It involves huge amount of details such as what an employee needs to do, how it is to be done and what are the performance standards, etc.

Advantages

The main benefit of specific purpose job description is that it offers ample information to evaluate job performance and determine training needs of employees. It serves as a basis for all other HR processes including recruitment and selection, performance appraisal, compensation decision and many more.

Disadvantages

Though it assists managers in decision making process but it has its own limitations. The process, however, may take very long and consume lots of human efforts. Since, it involves collecting detailed information; the biased nature of job analyst can cause severe problems. The data collected may not be 100 percent genuine.

EXAMPLES OF JOB DESCRIPTION

{1} JOB DESCRIPTION OF HEAD OF REFERENCE AND INFORMATION SECTION

Job Title	▶ Head, Reference and Information Section
Class Title	▶ Assistant Librarian
Reports to	▶ Librarian
Supervises	▶ Senior Information Assistant and Information Assistant
Summary	▶ Head, Reference and Information Section directs the provision of reference and information services and supervises information
Qualifications	▶ He should be acquainted with developments and trends in the field of reference and information services. ▶ He should be service oriented and helpful by nature. He should be familiar with resources, knowledgeable and possess experience. ▶ He should be M.Sc., B.Lib.Sc.
Duties	▶ Establishes and plans information services. Establishes and plans user education programme. ▶ Develops and administers policies pertaining to services and staff ▶ Monitors and develops on-going services. ▶ Overall supervision of the section ▶ Receives and responds to serious complaints from users and staff ▶ Supervision of established procedures ▶ Interpreting regulations ▶ Correct any error in procedure noticed by him ▶ Interpreting regulations ▶ Provides long range reference service ▶ Provides user education ▶ Prepares, reports and statistics ▶ Coordinates reference and information service with other library sections ▶ Attends conferences and meetings ▶ Supervises work of other staff in the section ▶ Prepares section budget; reviews and reports on budget periodically ▶ Assists and recommends to the librarians about policies and produces relating to the section ▶ Reviews personnel records, makes efficiency reports ▶ Selects reference books
Salary	▶ Rs.14000-18000

{2} JOB DESCRIPTION OF ASST. LIBRARIAN - INFORMATION SECTION

Job Title	▶ Asst. Librarian – Information Section
Class Title	▶ Assistant Librarian
Reports to	▶ Librarian / Head – Reference Section
Supervises	▶ Information Assistant, Library Assistant
Summary	▶ Asst. Librarian - Information Section directs the provision of reference and information services and supervises information
Qualifications	▶ He should be acquainted with developments and trends in the field of reference and information services. ▶ He should be service oriented and helpful by nature. He should be familiar with resources, knowledgeable and possess experience.
Duties	▶ He should be M.Sc. OR B.Lib.Sc. with 55% marks ▶ Establishes and plans information services. Establishes and plans user education programme. ▶ Develops and administers policies pertaining to services and staff ▶ Assist the users in the use of catalogue ▶ Assist the users in the location of materials ▶ Receives book requests; edits and compiles the forms with additional bibliographic information ▶ Answer telephone calls ▶ Provides ready reference service ▶ Gives directional information ▶ Screens information requests for long range reference service ▶ Overall supervision of the section ▶ Receives and responds to serious complaints from users and staff ▶ Provides user education ▶ Prepares, reports and statistics ▶ Attends conferences and meetings ▶ Supervises work of other staff in the section ▶ Prepares section budget; reviews and reports on budget periodically ▶ Assists and recommends to the librarians about policies and produces relating to the section
Salary	▶ Selects reference books ▶ Rs.14000-18000

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# JOB SPECIFICATION

**Job Specification** specifies information about the skills or qualities required for doing the job. Job Specification is also called as *Man* or *Employee* Specification. Job Specification is prepared on the basis of Job Description.

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. The contents are :

1. Job title and designation
2. Educational qualifications for that title
3. Physical and other related attributes
4. Physique and mental health
5. Special attributes and abilities
6. Maturity and dependability
7. Relationship of that job with other jobs in a concern.

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.

## ***Purpose of Job Specification***

- Job specification helps candidates analyze whether are eligible to apply for a particular job vacancy or not.
- It helps recruiting team of an organization understand what level of qualifications, qualities and set of characteristics should be present in a candidate to make him or her eligible for the job opening.
- Job Specification gives detailed information about any job including job responsibilities, desired technical and physical skills, conversational ability and much more.

## ***Advantages of Job Specification***

1. It is helpful in preliminary screening in the selection procedure.
2. It helps in giving due justification to each job.
3. It also helps in designing training and development programmes.
4. It helps the supervisors for counseling and monitoring performance of employees. ‘

5. It helps in job evaluation.
6. It helps the management to take decisions regarding promotion, transfers and giving extra benefits to the employees.
7. It helps in selecting the most appropriate candidate for a particular job.

Job description and job specification are two integral parts of job analysis. They define a job fully and guide both employer and employee on how to go about the whole process of recruitment and selection. Both data sets are extremely relevant for creating a right fit between job and talent, evaluate performance and analyze training needs and measuring the worth of a particular job.

## **EXAMPLES OF JOB SPECIFICATION**

### **{1} JOB SPECIFICATION OF ASSISTANT LIBRARIAN**

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>           | ▶ Assistant Librarian                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Qualification</b>       | ▶ Master Degree in Library & Information Science with atleast 55% marks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Experience</b>          | ▶ Minimum 2 years experience in reputed Library in education field                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Special attributes</b>  | ▶ Well versed in computerized environment like MS Word, Acrobat Writer, familiar with Lotus Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>I</b>                   | ▶ Good interpersonal skills and communicational skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Physical attributes</b> | ▶ Should have good physique with minimum height 165 cms and weight 65 kgs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Job Profiles</b>        | ▶ Looks after overall functioning of the library<br>▶ Establishes and plans information services.<br>▶ Establishes and plans user education programme.<br>▶ Develops and administers policies pertaining to services and staff<br>▶ Monitors and develops on-going services.<br>▶ Looks after circulation services<br>▶ Manage PHL Libraries<br>▶ Circulate Library updates<br>▶ Provide reference to staff<br>▶ Assists Librarian in the location of materials and for compilation of Bibliographies<br>▶ Maintenance of issue records, charging and discharging books<br>▶ Accessioning of books, registration of Periodicals<br>▶ Inter-Library Loan work<br>▶ Shelving of books and periodicals |
| <b>Reporting to</b>        | ▶ Librarian                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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## {2} **JOB SPECIFICATION OF REFERENCE ASSISTANT**

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|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>           | ▶ Reference Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Qualification</b>       | ▶ Bachelar Degree in Library & Information Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Experience</b>          | ▶ Minimum 1 years experience in reputed Library in the relevant n field                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Special attributes</b>  | ▶ Well versed in computerized environment like MS Word, Acrobat Writer, familiar with Lotus Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| I                          | ▶ Good interpersonal skills and communicational skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Physical attributes</b> | ▶ Should have good physique with minimum height 160 cms and weight 60 kgs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Job Profiles</b>        | <ul style="list-style-type: none"><li>▶ Looks after overall functioning of the library</li><li>▶ Establishes and plans information services.</li><li>▶ Establishes and plans user education programme.</li><li>▶ Develops and administers policies pertaining to services and staff</li><li>▶ Monitors and develops on-going services.</li><li>▶ Looks after circulation services</li><li>▶ Manage PHL Libraries</li><li>▶ Circulate Library updates</li><li>▶ Provide reference to staff</li><li>▶ Maintains information files about organizations etc.</li><li>▶ Maintains data regarding reference queries and their answers</li><li>▶ Answers telephone calls</li><li>▶ Keep in touch with Acquisition Section for acquisition of books etc.</li></ul> |
| <b>Reporting to</b>        | ▶ Head Reference Section / Dy. Librarian                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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