



Job Analysis

- Job analysis refers to the process of collecting and analysing jobs to define the job responsibilities, requirements (KSAs) and conditions under which the job is to be performed.
- Knowledge – familiar with the job
- Skills – Specific capability to operate machine/ system
- Abilities – Physical and mental capacities

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- Job analysis aims to determine the rationale for existence of a particular job, tasks required to perform the job, how, when, where and what conditions the job is performed, and the qualifications required to perform the job.

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- The process of job analysis results in 2 sets of data-
 - 1. Job description and
 - 2. Job specification

Job description is an organized factual statement of job content in the form of duties and responsibilities, job title, duties, machines, tools and equipment, working conditions of a specific job.

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- **Job specification** is a statement which tells us minimum acceptable human qualities which helps to perform a job.
 - Education, experience, training, judgement, skills, communication skills and the like are the part of job specification.

Job Analysis

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graph TD; A[Job Analysis] --> B[Job Description]; A --> C[Job Specification];
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Job Description

Is a statement contains items such as –

- Job Title
- Location
- Job summary
- Duties
- Machines, tools and equipment used
- Supervision given or received
- Working conditions

Job Specification

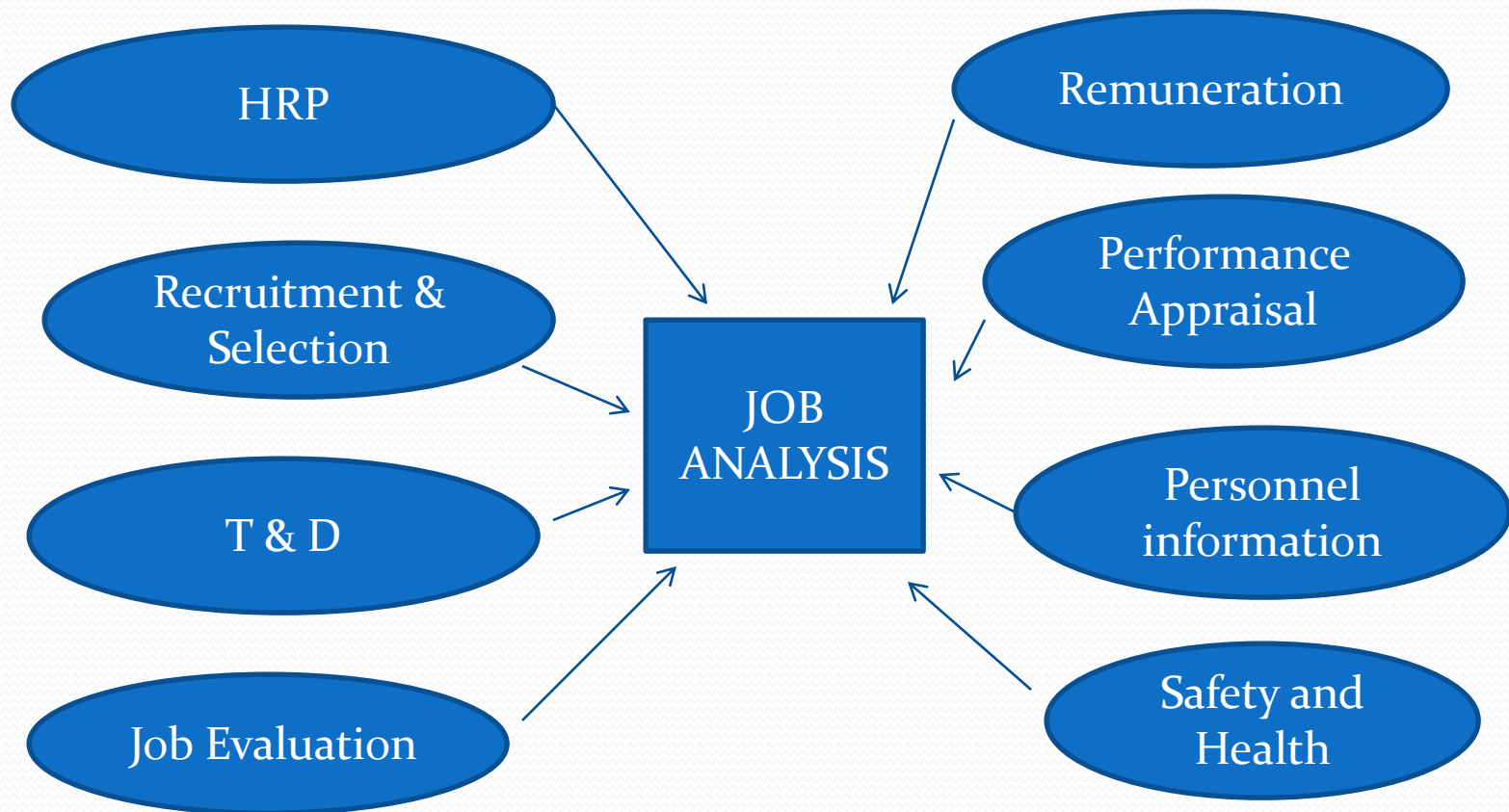
Is a statement of human qualifications necessary to do the job. Contains-

- Education
- Experience
- Training
- Responsibilities
- Communication skills
- Unusual sensory demands such as sight, hearing.

Importance of Job analysis

- JA has its impact on all functions of HRM. Properly done job analysis will enhance the effectiveness of HR activities. It provides competitive advantage and benefits –
- **Laying foundation for HR planning**
- **Employee hiring**
- **Training and development**
- **Performance appraisal**
- **Salary and wage fixation**
- **Health and Safety.**

Purpose of JA



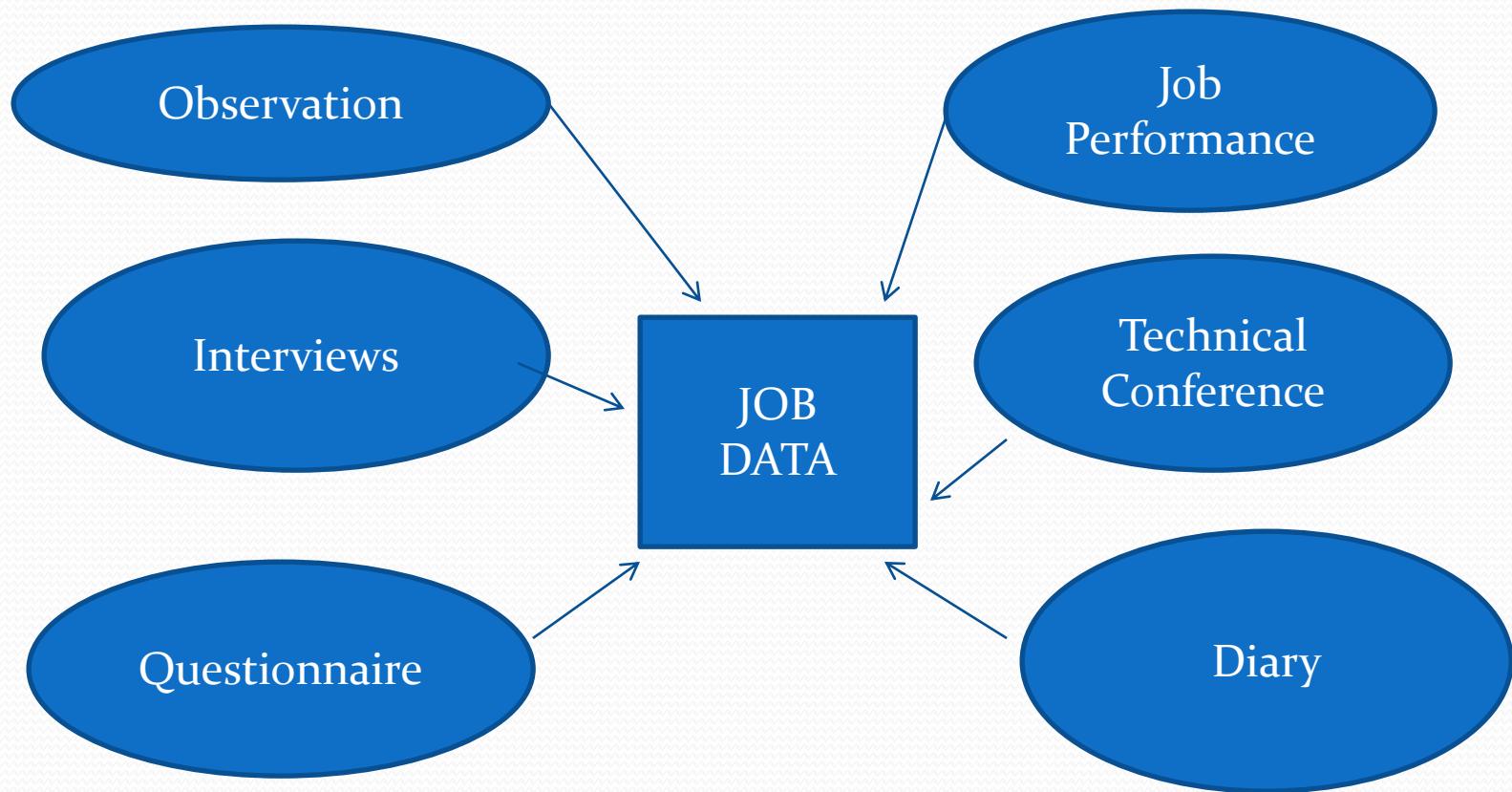
Components of JA

- **Job content**- details the tasks, duties and responsibilities of a job.
- **Job requisites** – define the educational qualifications, skills, knowledge, abilities and employee characteristics needed to perform the job content.
- **Job context**- defines situation under which the job is to be performed.

Process of JA

- 1. Assimilate information
- 2. Seek Assistance
- 3. Identify important job responsibilities
- 4. Identify the KSAs required proficiencies
- 5. Indentify selective placement factors
- 6. Certify KSAs and competencies in your assessment methodologies
- 7. Define the rating criteria of KSAs and competencies
- 8. Create a linkage of job functions with specific KSAs and or competencies.

Methods of collecting Job Analysis Data



Job Design

- The logical sequence to JA is JD.
- JA provides job- related data as well as the skills and knowledge expected to discharge the job.
- JD – involves efforts to organise tasks, duties and responsibilities into a unit of work to achieve certain objectives.
- JD involves 3 steps-
 - 1. The specification of individual tasks
 - 2. Specification of methods of performing each task
 - 3. Combination of tasks into specific jobs to be assigned to individuals.


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- **JD specifies the job content, the tools and equipment required to perform the job and the job's relation to other jobs.**


Methods of job designing

- The following are the methods of job designing-
- **1. Job Rotation-** Moving employees from job to job to add variety and reduce boredom by allowing them to perform a variety of tasks.
- **2. Job Enlargement-** refers to the expansion of the number of different tasks performed by an employee in a single job.

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- **3. Job Enrichment** – involves adding more motivators to a job to make it more rewarding.

To be specific, a job is enriched when the nature of the job is exciting, challenging and creative or gives the job holder more decision making, planning and controlling powers.

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- **4. Job Engineering** – focuses on the tasks to be performed, methods to be used, workflows among employees, layout of the workplace, performance standards and interdependencies among people and machines. Experts examine these factors for determining the time required to do each task and the movements needed to perform it efficiently.
 - Specialisation – allows employees to perform specifically designed tasks.

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- **5. Socio-technical approach-** focuses on organisations as being made up of people (social systems) who use tools, machinery and techniques (technical system) to create goods and services. According to this approach jobs need to be designed with respect to social and technical systems and to the demands of customers, suppliers and other stakeholders.

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- **Job Evaluation** – is the process of analysing and assessing the various jobs systematically to ascertain their relative worth in an organisation.

{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 ▶ Selects reference books
Salary	▶ Rs.14000-18000

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

Job Title	► Reference Assistant
Qualification	► Bachelor Degree in Library & Information Science
Experience	► Minimum 1 years experience in reputed Library in the relevant field
Special attributes	► Well versed in computerized environment like MS Word, Acrobat Writer, familiar with Lotus Notes
Physical attributes	► Good interpersonal skills and communicational skills ► Should have good physique with minimum height 160 cms and weight 60 kgs.
Job Profiles	► Looks after overall functioning of the library ► 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. ► Looks after circulation services ► Manage PHL Libraries ► Circulate Library updates ► Provide reference to staff ► Maintains information files about organizations etc. ► Maintains data regarding reference queries and their answers ► Answers telephone calls ► Keep in touch with Acquisition Section for acquisition of books etc.
Reporting to	► Head Reference Section / Dy. Librarian

