

## **JOB ANALYSIS**

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### **Abstract**

It is a procedure, by which pertinent information is obtained about a job, i.e., it is a detailed and systematic study of information relating to the operations and responsibilities of a specific job. An authority has defined job analysis as 'the process of determining, by observation and study, and reporting pertinent information relating to the nature of the specific job. It is the determination of the tasks which comprise the job and of the skills, knowledge, abilities and responsibilities required of the worker for a successful performance and which differentiate one job from all other.

### **Introduction**

Job Analysis is a procedure and a tool for determining the specified tasks, operations and requirements of each job. It is the process of getting information about jobs: specially, what the worker does; how he gets it done; why he does it; skill; education and training required; relationship to other jobs; physical demands; environmental conditions. In other words, it refers to the anatomy of the job. It is a complete study of job, embodying every known and determinable factor, including the duties and responsibilities involved in its performance, the conditions under which the performance is carried on, the nature of the task. The qualities required in the worker, and such conditions of employment as pay, hour, opportunities and privileges. It also emphasizes the relation of one job to others in the organization.

### **Statement of the problem**

The main purposes of conducting a job analysis process is to use this particular information to create a right fit between job and employee, to assess the performance of an employee, to determine the worth of a particular task and to analyze training and development needs of an employee delivering that specific job.

### **Objectives of the study**

- ❖ To assess the employee awareness about Job Description
- ❖ To determine level of communication among the employees in the organization.
- ❖ To evaluate relations between employer and employees.

### **Review of Literature**

Job analysis is the foundation of all human resource activities, including personnel selection, training, performance appraisal, career development, workforce planning, and safety (Branick & Levine, 2002). Job analysis is also necessary to meet legal requirements for validation of selection procedures (Uniform Guidelines, 1978), and conducting a job analysis can be a time-consuming process with estimated average annual costs of job analyses ranging from \$150,000 to \$4,000,000 per large organization (Levine, Sistrunk, McNutt, & Gael, 1988).

Job analysis is the fundamental process that forms the basis of all human resource activities. The importance of job analysis has been well-established for years, dating

back to at least the First World War. The United States government's Uniform Guidelines on Employee Selection Procedures (1978) and the American Psychological Association's Principles for the Validation and use of Personnel Selection Procedures stipulate that job analysis is essential to the validation of any and all major human resources activities.

### **Research Methodology**

Research is thus an original contribution to the existing stock of knowledge making for its advancement. It is the pursuit of truth with the help of study, observations, comparison and experiments. The search for knowledge through objective and systematic method of finding solutions to a problem is research. My research was to find out whether the employees in the organization know about job description and if they did not, to give them appropriate knowledge about it. Also had to find out how many exact positions exist in the organization.

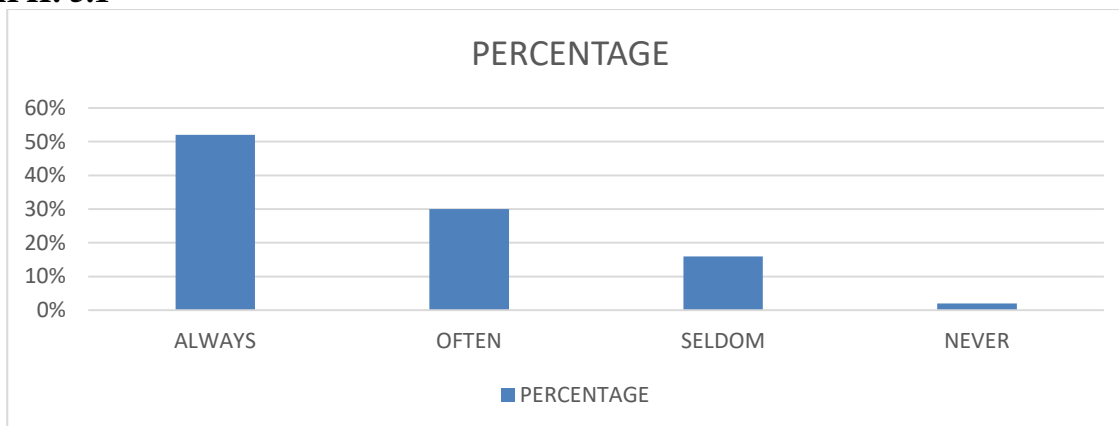
### **Results & Discussion**

#### **1. IS JOB ANALYSIS HELPS IN SELECTION OF RIGHT CANDIDATE?**

**TABLE: 5.1**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
ALWAYS	26	52%
OFTEN	15	30%
SELDOM	8	16%
NEVER	1	2%
Total	50	100

**GRAPH: 5.1**



#### **INTERPRETATION:**

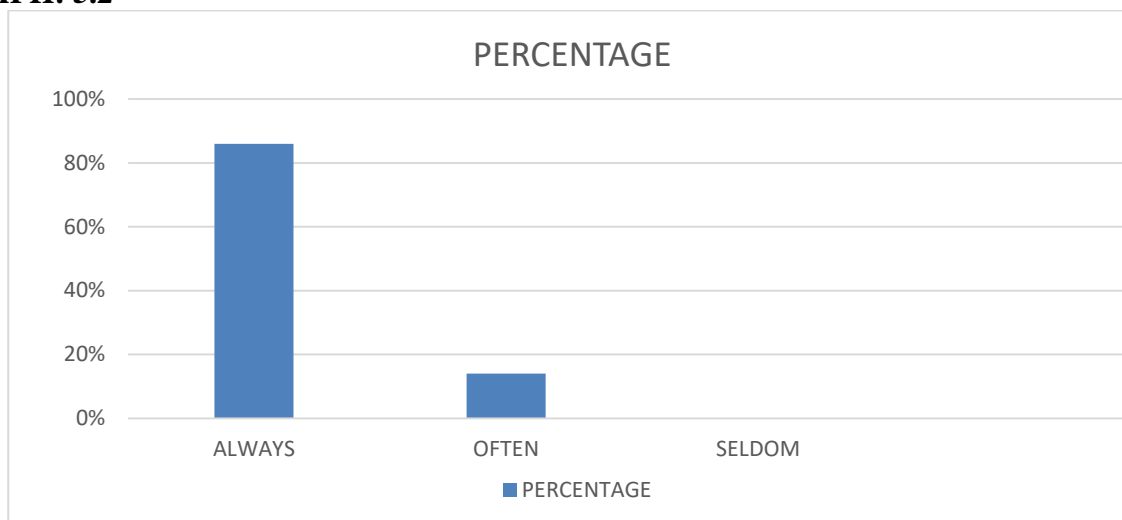
From the above table 52% of the respondents said analysis helps in selection of right candidate, 30% of the respondents said it's often, 2% of the respondents said Never.

#### **2. IS THERE ANY IMPACT OF TECHNOLOGY ON JOB?**

**TABLE: 5.2**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
ALWAYS	43	86%
OFTEN	7	14%
SELDOM	0	0%
Total	50	100

**GRAPH: 5.2**



**INTERPRETATION:**

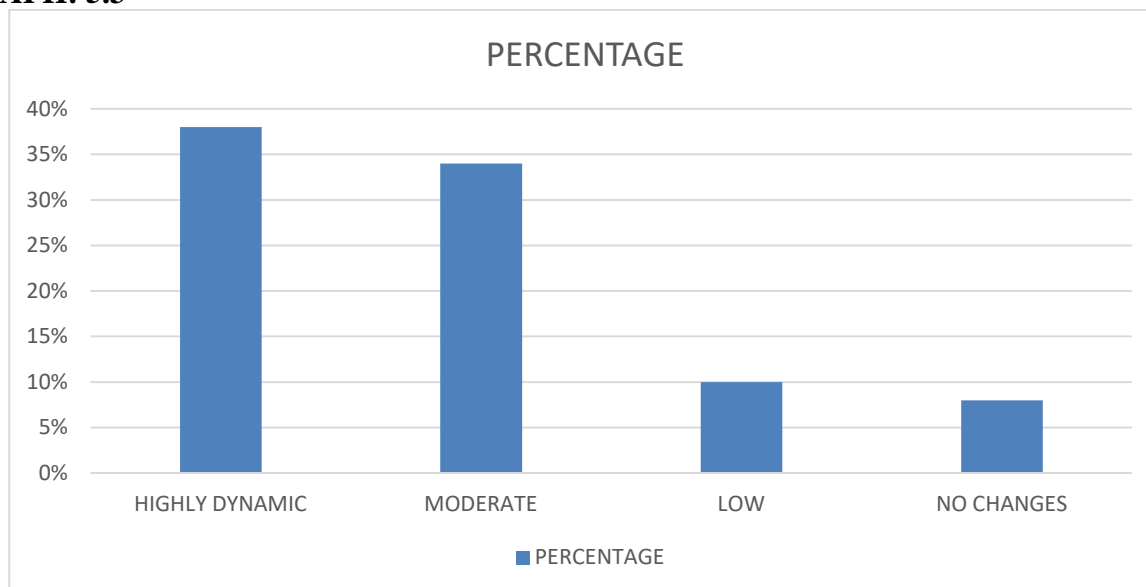
86% of the respondents said technology helps always, 14% of the respondents said often, 0% of the respondents said seldom.

**3.IS THERE ANY CHANGES IN ORGANIZATION ENVIRONMENT BECAUSE OF JOB?**

**TABLE:5.3**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
HIGHLY DYNAMIC	19	38%
MODERATE	17	34%
LOW	5	10%
NO CHANGES	9	8%
Total	50	100

**GRAPH: 5.3**



**INTERPRETATION:**

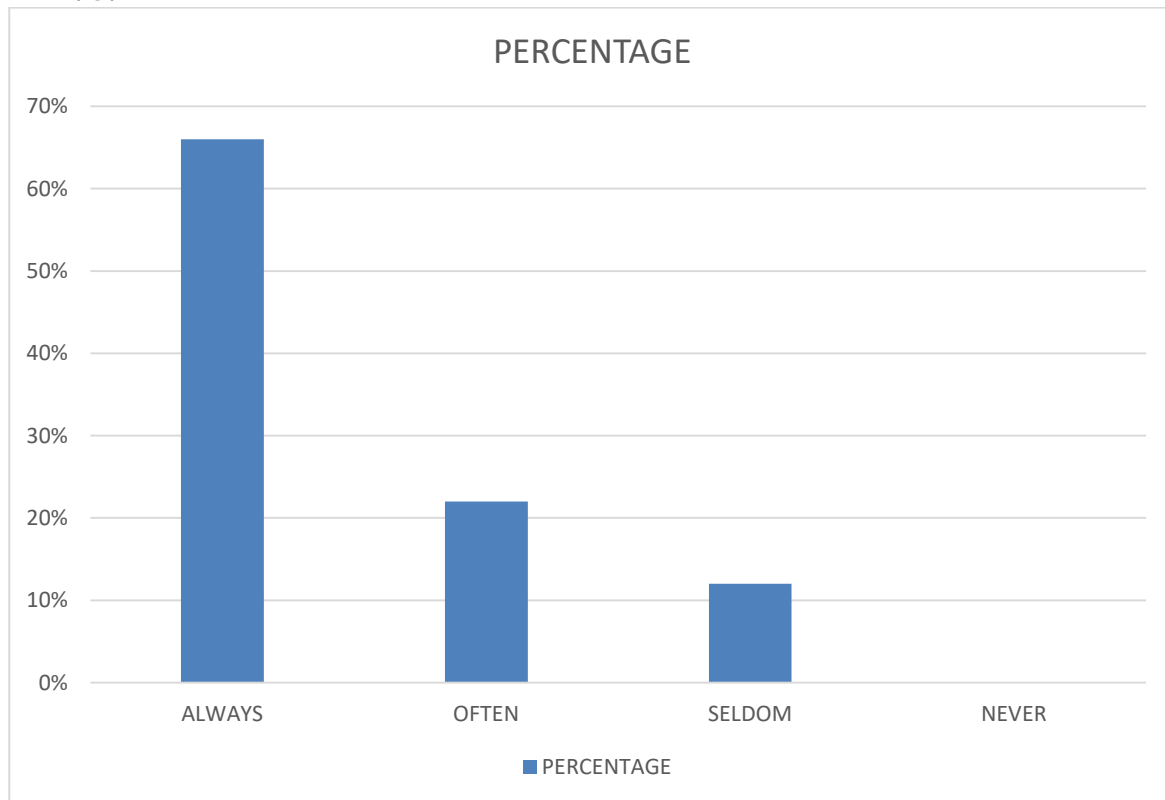
38% of the respondents said job analysis helps highly dynamic, 34% of the respondents said moderately helps, 10% of the respondents said Low, 8% of the respondents said No change.

#### 4.IS THERE ANY JOB ROTATION HELPS IN ALIGN COMPETENCIES?

**TABLE:5.4**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
ALWAYS	33	66%
OFTEN	11	22%
SELDOM	6	12%
NEVER	0	0
Total	50	100

**GRAPH: 5.4**



#### INTERPRETATION :

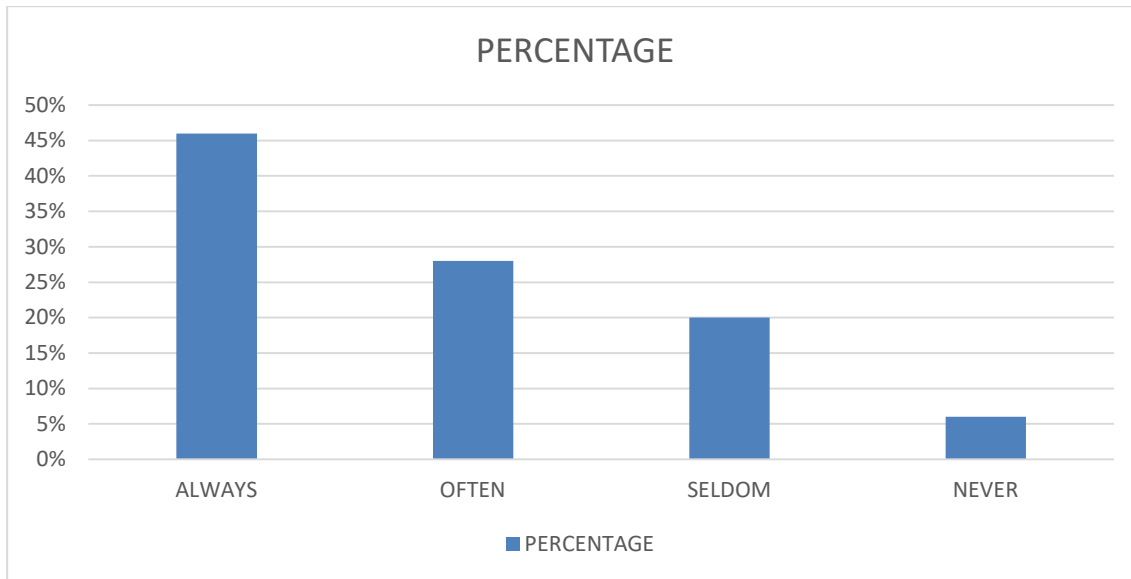
66 % of the respondents said job analysis helps always in align competencies, 22% of the respondents said very often, 12% of the respondents said seldom.

#### 5.ANY REQUIREMENT OF CHANGES IN STRUCTURE OF JOB?

**TABLE:5.5**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
ALWAYS	23	46%
OFTEN	14	28%
SELDOM	10	20%
NEVER	3	6%
Total	50	100

**GRAPH: 5.5**



**INTERPRETATION:**

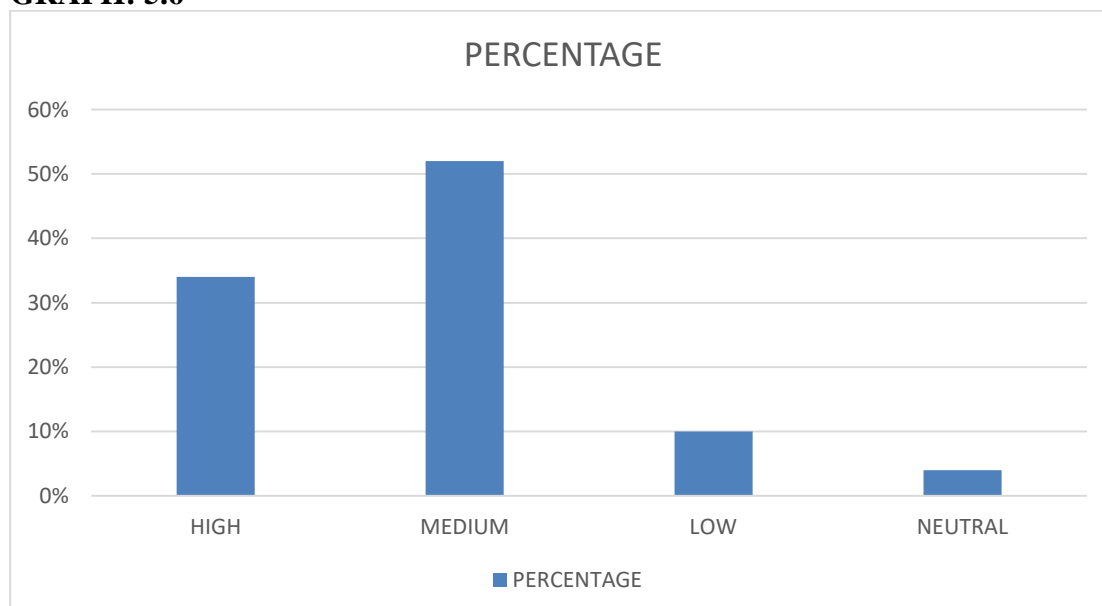
46% of the respondents said Job analysis always helps to know the requirement of changes in structure, 28% of the respondents said it's often, 20% of the respondents said seldom, 6% of the respondents said Never.

**6. WICH LEVEL OF CO-ORDINATION BETWEEN TEAM MEMBERS?**

**TABLE:5.6**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
HIGH	17	34%
MEDIUM	26	52%
LOW	5	10%
NEUTRAL	2	4%
Total	50	100

**GRAPH: 5.6**



**INTERPRETATION:**

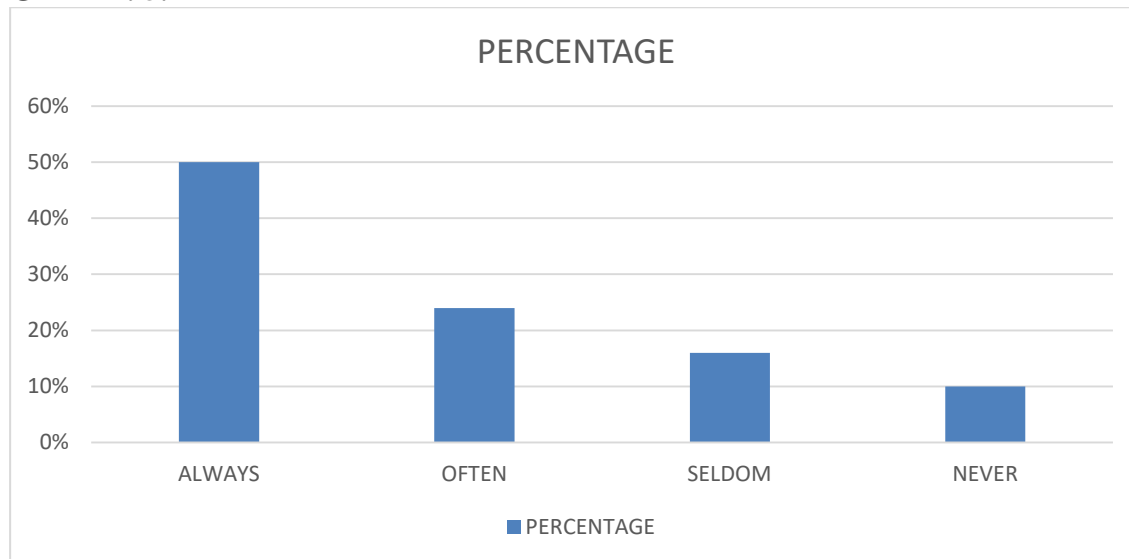
34% of the respondents said co-ordination between team members helps to high changes in job structure, 52% of the respondents said it's medium, 10% of the respondents said low, 4% of the respondents said Neutral.

**7. ANY PERSONAL INTEREST DURING JOB ANALYSIS?**

**TABLE:5.7**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
ALWAYS	25	50%
OFTEN	12	24%
SELDOM	8	16%
NEVER	5	10%
Total	50	100

**GRAPH: 5.7**



**INTERPRETATION:**

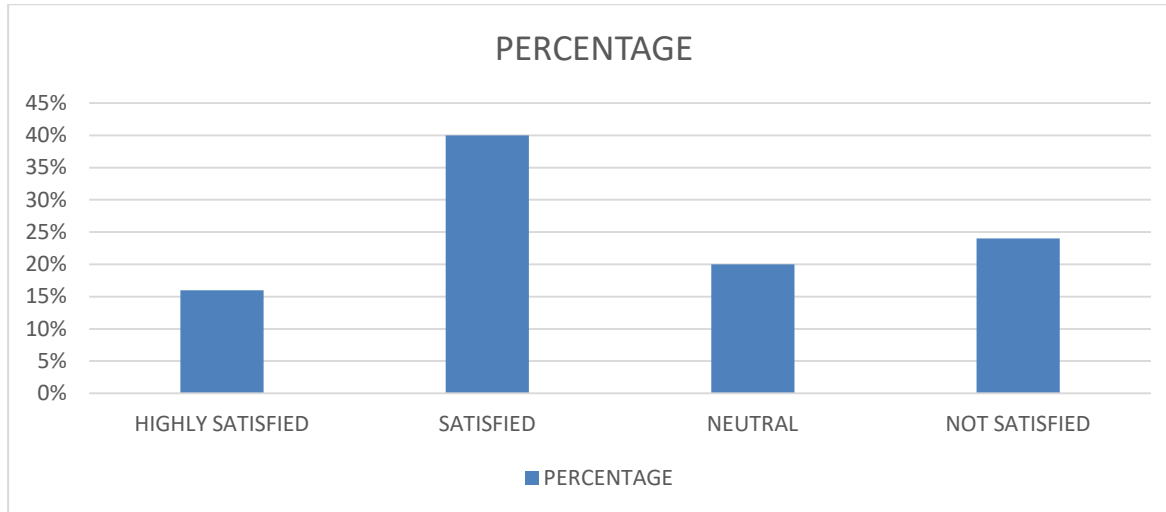
50% of the respondents said personal interest always helps to job analysis, 24% of the respondents said it's often, 16% of the respondents said seldom, 10% of the respondents said Never.

**8. WHAT IS THE IMPORTANT OF SATISFACTION AS PER APPOINTED FOR THE POST?**

**TABLE:5.8**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
HIGHLY SATISFIED	8	16%
SATISFIED	20	40%
NEUTRAL	10	20%
NOT SATISFIED	12	24%
Total	50	100

**GRAPH: 5.8**



**INTERPRETATION:**

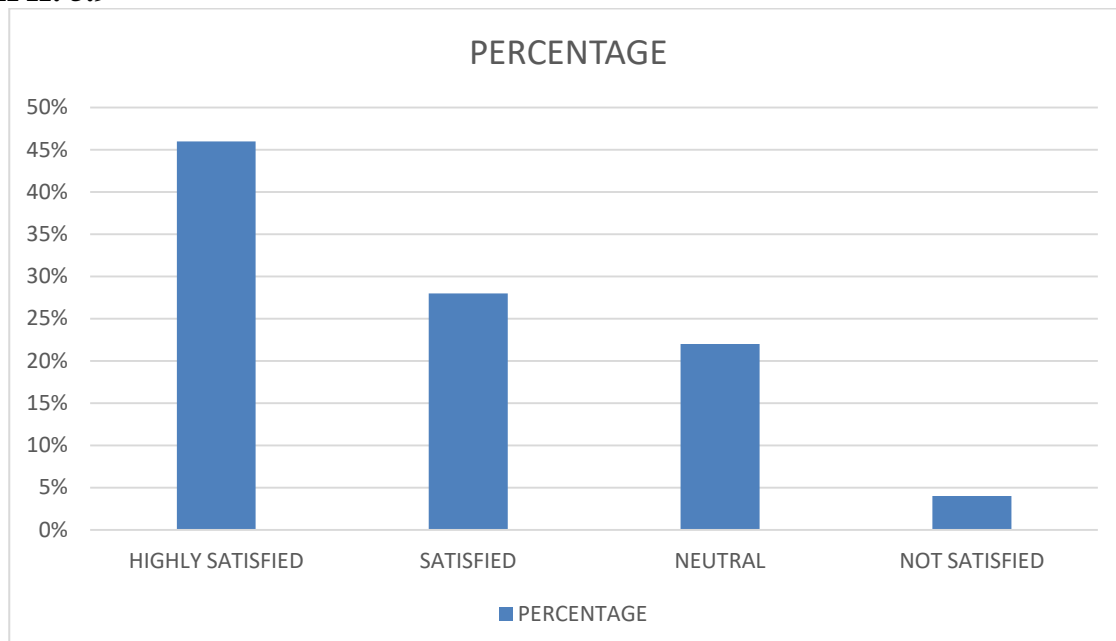
16% of the respondents said highly satisfied of important of satisfaction as per appointed for the post, 40% of the respondents said it's satisfied, 20% of the respondents said neutral, 24% of the respondents said not satisfied.

**9. IS THERE ANY MATCHING PERSONAL INTEREST RESULT IN THE JOB?**

**TABLE:5.9**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
HIGHLY SATISFIED	23	46%
SATISFIED	14	28%
NEUTRAL	11	22%
NOT SATISFIED	2	4%
Total	50	100

**GRAPH: 5.9**



**INTERPRETATION:**

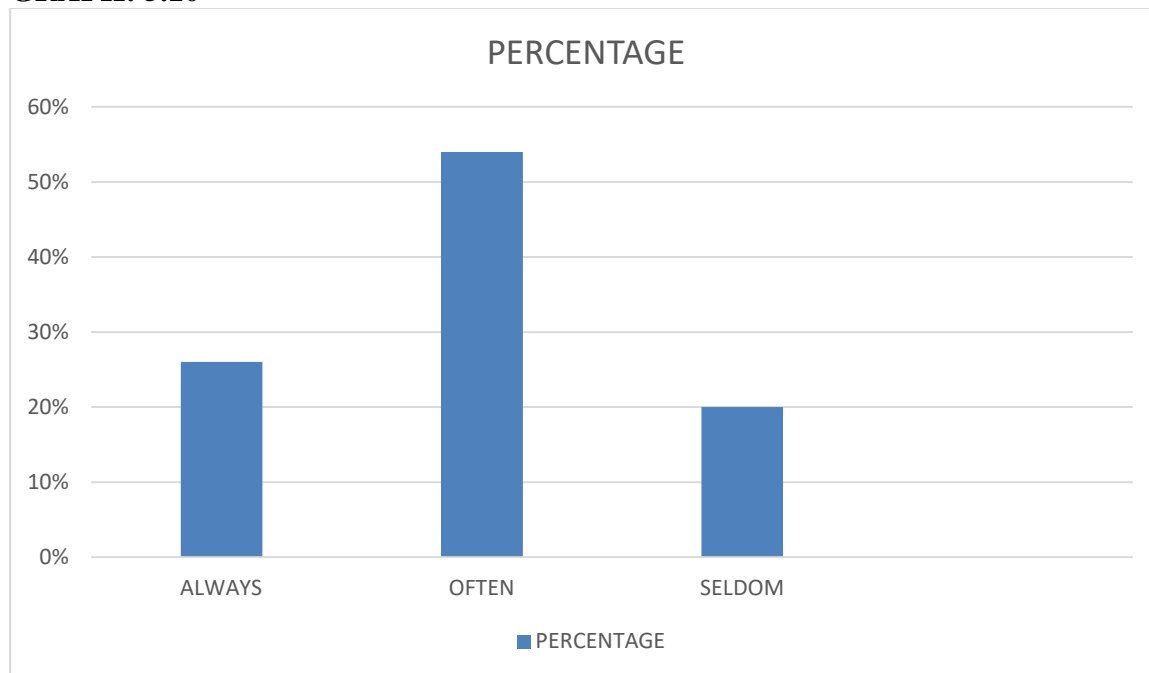
46% of the respondents said highly satisfied of personal interest, 28% of the respondents said it's satisfied, 22% of the respondents said neutral, 4% of the respondents said not satisfied.

**10.WHAT IS THE IMPORTANT OF WORKING HOUR DURING JOB ANALYSIS?**

**TABLE:5.10**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
ALWAYS	13	26%
OFTEN	27	54%
SELDOM	10	20%
Total	50	100

**GRAPH: 5.10**



**INTERPRETATION:**

26% of the respondents said personal interest to important of working hour during job analysis, 54% of the respondents said it's often, 20% of the respondents said seldom.

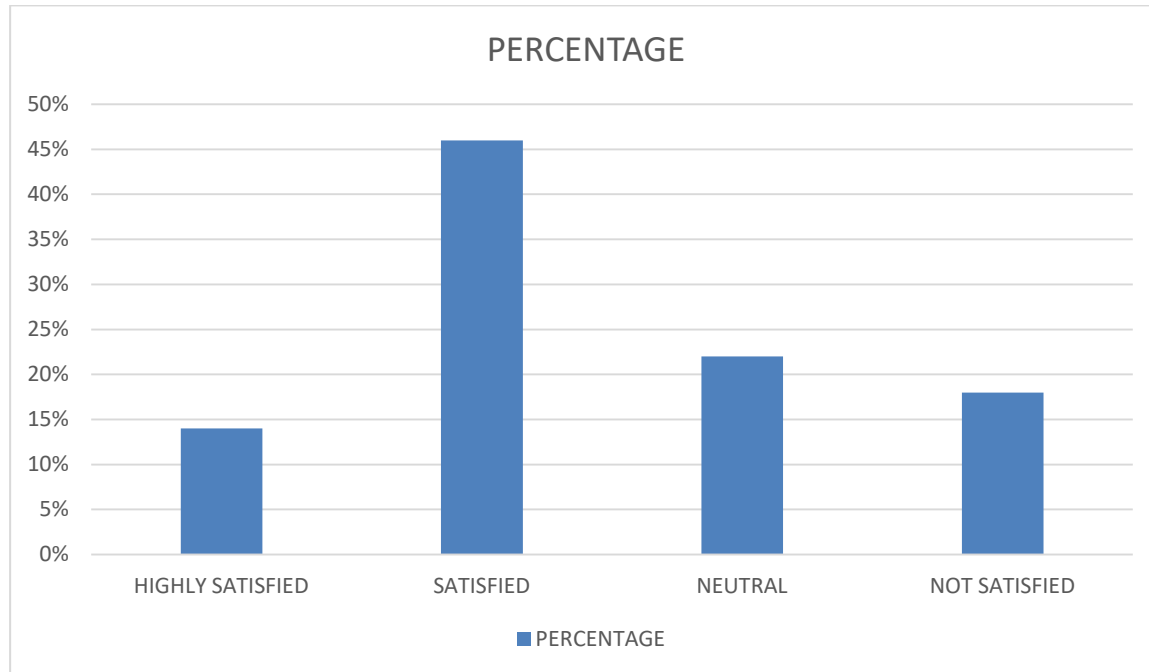
**11. WHAT IS THE LEVEL OF SATISFACTION WITH PAYMENT IN THE JOB?**

**TABLE:5.11**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
HIGHLY SATISFIED	7	14%
SATISFIED	23	46%
NEUTRAL	11	22%
NOT SATISFIED	9	18%
Total	50	100



**GRAPH: 5.11**



**INTERPRETATION:**

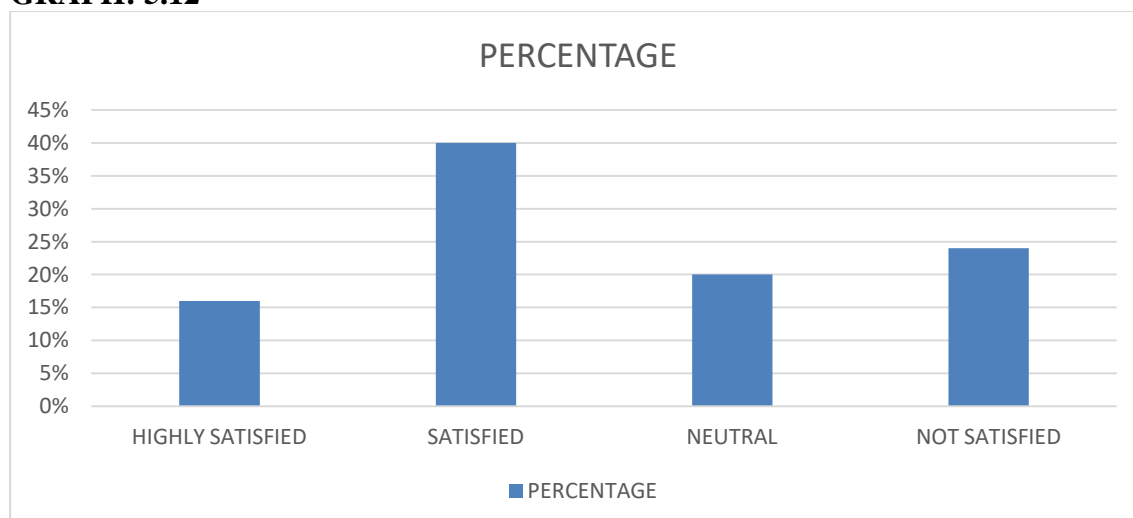
14% of the respondents said highly satisfied with payment, 46% of the respondents said it's satisfied, 22% of the respondents said neutral, 18% of the respondents said not satisfied.

**12. WHAT IS THE LEVEL OF SATISFACTION AS PER APPOINTED FOR THE POST?**

**TABLE:5.12**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
HIGHLY SATISFIED	8	16%
SATISFIED	20	40%
NEUTRAL	10	20%
NOT SATISFIED	12	24%
Total	50	100

**GRAPH: 5.12**



**INTERPRETATION:**

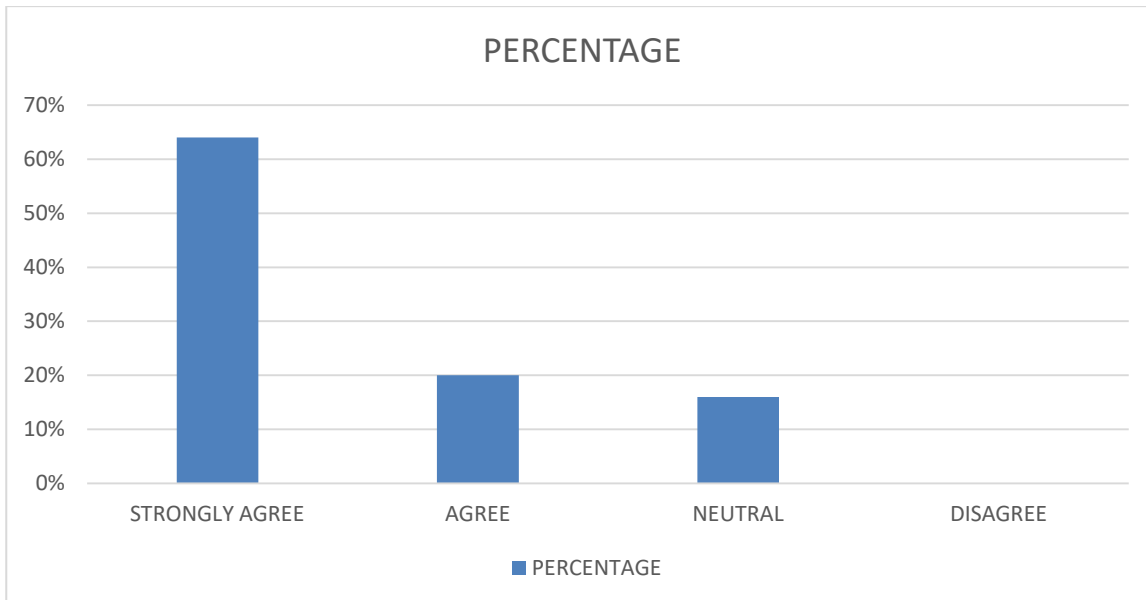
16% of the respondents highly satisfied with the level of satisfaction as per appointed for the post, 40% of the respondents are satisfied, 20% of the respondents are neutral and 24% of the respondents are not satisfied.

**13.WHICH DEPARTMENT LEADS TO SYSTEMATIC ARRANGEMENT OF ORGANIZATION?**

**TABLE:5.13**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
STRONGLY AGREE	32	64%
AGREE	10	20%
NEUTRAL	8	16%
DISAGREE	0	0%
Total	50	100

**GRAPH: 5.13**



**INTERPRETATION:**

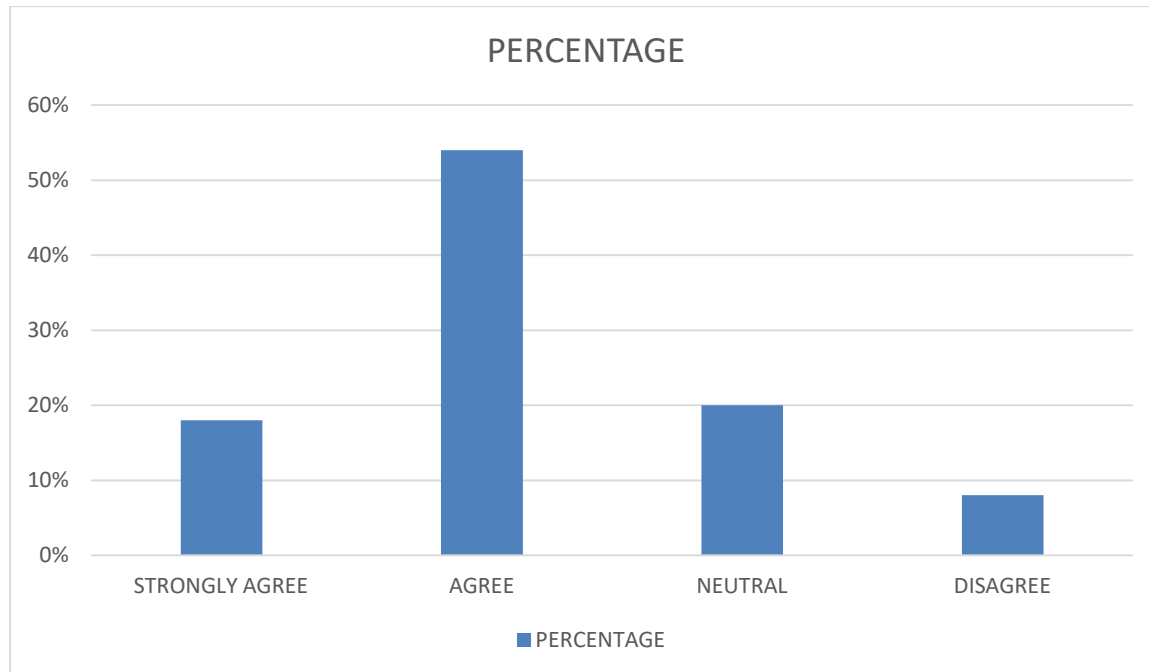
From the above 64% of the respondents strongly agree with the systematic arrangement of organization, 20% of the respondents agree, 16% of the respondents neutral, none of the respondents disagree.

**14. IN THIS JOB PROVIDES SELF FEEDBACK?**

**TABLE:5.14**

OPTIONS	NUMBER OF RESPONSES	PERCENTAGE
STRONGLY AGREE	9	18%
AGREE	27	54%
NEUTRAL	10	20%
DISAGREE	4	8%
Total	50	100

**GRAPH: 5.14**



**INTERPRETATION:**

From the above table 18% strongly agree, 54% of the respondents agree, 20% of the respondents neutral and 8% of the disagree.

**Conclusion**

Human resource is the most valuable asset in any organization. Organization are made up of people and functions through people. They are the most vital resource of any organization so the human resource should be utilize to the most possible extent in order to achieve individual and organizational goal. The present study has made an attempt to measure the awareness of job description of employees. The major findings provides valuable information which will help the management, to improve the awareness of job description of the employees. The project is conducted to know the factors which lead to the job description and level of awareness. Human beings are the most valuable asset in any organization and the management should take every efforts to preserve and enhance the value of the assets.

**References**

1. Ashwathappa.K(2014), Human Resource Management, Tata McGraw Hill Publications (10 th Edition)
2. Deith Davis (2016), Human Relation at Work (12 th Edition)
3. Tripathi(2012), Personnel management & industrial Relations ( 7 th Edition)
4. P. SubbaRao(2015), Essentials of Human Resources and Industrial Relations (9 th Edition)