



# JOB ANALYSIS

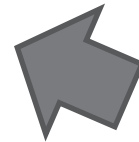
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# Introduction

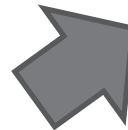
- Organization >> group of people to achieve the same goal

right man in the right place



job description and  
job specification

JOB ANALYSIS



# Definition

- The procedure for **determining the responsibility** and the **skill requirements of a job** and the **kind of people who should be hired for the job**
- science that studies the **work and the process of determining the requirements** that must be prepared, including systematic of recruitment, evaluation or control and organization
- the **collection and examination of work activities** in a position and the qualifications (**skills, knowledge, and other individual traits**) are needed to carry out its activities

# Definition

- activity or process to **collect and compile information relating to each job, task, type of work and operational responsibilities** to realize the objectives of the organization or the business of a company
- collection, assessment and preparation in a systematic way on the tasks in a company that is usually done by an expert. Information collected in detail include **duties, responsibility, human ability and performance standards**



# Job Description

- A list of jobs, responsibilities, reporting relationships, conditions of work and responsibility

# Job Specification

- List of manpower requirements for a job that is requisite: education background, skills, personality, etc.



# Information collected:

- Work activities → what, why, when, how
- Human behavior → communication, feeling, thinking, etc
- Machines, devices, equipment and help needed
- Standards of achievement → physical conditionschedule, incentives
- Work context → Schedule, conditions, interaction
- Human requirement → skills (experience, education, training) and physical attributes (talents, physical characteristics, personality)

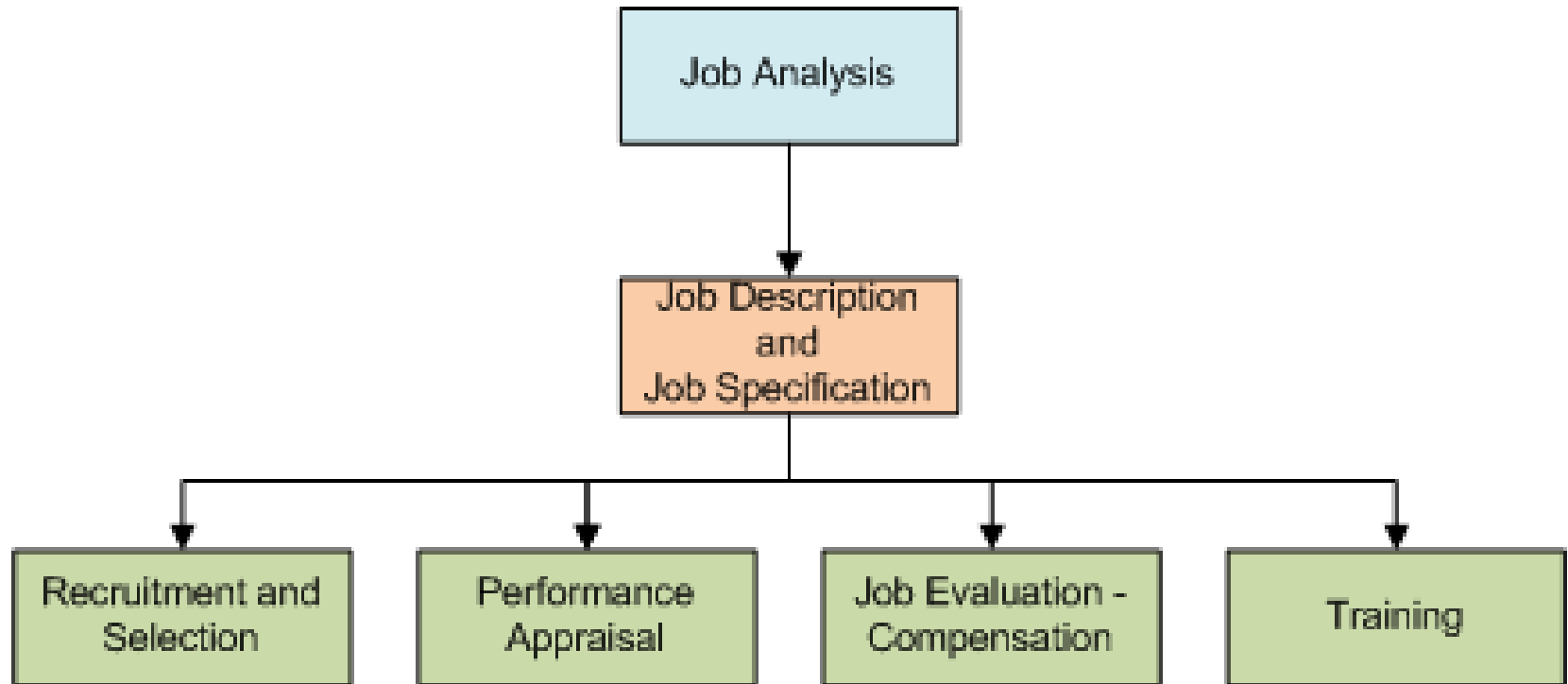
# Goal

The challenge in creating a reliable human resource:

- a. modern technology
  - b. comfortable working area
  - c. dignity and fairness in organizations
- etc.

**The purpose of HR planning results-oriented job analysis is to realize the existence, effectiveness and efficiency, and productivity in achieving the company's goals or objectives.**

# Benefit





# Other Benefits

- Human resource planning and procurement of HR
- Recruitment and Selection
- Orientation, placement, training and development
- Career development, promotion, demotion, and rotation
- Compensation arrangements, remuneration or reward
- Performance assessment
- Counseling, guidance and counseling
- Helped revise the organizational structure if necessary
- Improve the flow of work and coordination
- Provide data as a function setting and communication rules
- Help define promotion flow in all departments and between departments within the company



# HR activities related to Job analysis

1. **Evaluation** and the role of the environment on the individual work
2. **Reviewing** the possibility of working conditions applied
3. **Create rules** that can benefit all parties
4. **Designing** HR needs in the future
5. **Adjusting** the number of applicants and available jobs




## HR activities related to Job analysis

6. **Designing educational and training needs** of employees new and old
7. **Designing a plan** to develop the potential of employees
8. Determine the **standard** of work / achievements realistic
9. **Work Placement**
10. Granting **compensation** (promotion / demotion and reward / punishment)

# Steps in Job Analysis:

- **Determine the use of the results** of job analysis information, e.g for job evaluation / recruitment.
- **Gathering information** about the background (the organization chart / process, job descriptions).
- **Choosing a position to represent** positions that will be analyzed (grab sample)
- **Collecting job analysis information**, e.g an occupational activity, the behavior of employees, working conditions.
- **Review the information** with the parties concerned, such as the nature and functions of work (**verification information**)
- **Create job descriptions** (job descs) and job specification (job specs)
- **Forecasting / consider the development of the company**, for example, the expansion of employment, or the simplification of work.



Description and specification  
vs  
Candidate SDM  
**BY QUALITATIVE**

- If = smooth
- If  $\neq$  whether  $>$  or  $<$
- If  $\neq$ , what to do?
  - a. Strict  $\rightarrow$  postponed
  - b. Adjustment, by:
    - Training
    - Transferring



Description and specification

vs

Candidate SDM

**BY QUANTITATIVE**

- Calculations based on the information in the labor market
- The number of high school graduates  $>$  Number of undergraduate
- If the requirement undergraduate, proceed?

### **ADJUSTMENT**

When the recruitment process is completed, there will be a gap, because there can be no one who really **MATCH 100%** to the **REQUIREMENT** (job desc and job specs)  $\rightarrow$  need **ADJUSTMENT**



# Job Information System

- Analysis of the work can be done if the system have the information in an organization is **up to date**.
- Identification of the work is a step in the research to find out the source of information about the **specific job such as the necessary educational background, salary standards and structure of positions** within the company



# Basic Methods to Collect Data

- Observation
- Interview
- Make a list of questions/questionnaire
- Checking the record / diary of work / log book
- Gathering information from a more senior employee

(Can be done separately or in combination)





# The job analysis is based on the orientation

- **job oriented**

orientation on the **task**. Information collected and studied the job in connection with his main duties.

- **Work oriented**

orientation at **work/behaviour**. In this case the analysis of the work associated with the conduct or what is done by the employees to carry out such a task.

# Example of Job Analysis

## Soto Seller

1. Activity
2. Behavior
3. Machinery, tools, equipment
4. standards of achievement
5. context job
6. Requirements of man





Thank you 😊

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# Individual assignment

1. Find an example of job vacancy (can be from printed / electronic media), type of job/position and the company should be clearly mentioned → prioritizing the agro-industrial company
2. Perform Job Analysis on one kind of Job VAcancy, with information from various sources
3. Create a job description and job specification
4. Make improvements in job vacancy based on the job analysis

# Format

1. Attach the original job vacancy
2. Format: Paper 4 pages  
Page 1 original ad + source  
Page 2 the results of job analysis + source  
Page 3 job description and job specs  
Page 4 corrective advertising lockers
3. Deadline → 1 week



# Topics

- Introduction
- Basic concept
- HRP
- Job analysis
- Job design
- Recruitment and Selection
- Orientation and Placement