HUMAN FACTOR II

JOB DESCRIPTION

SESSION 2 JOB DESCRIPTION

ASSISTANT ACCOUNTANTS

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A Job Description is one of the most important pieces of documents for someone who is venturing into a new field of work. As the title very well implies, a job description basically describes in detail what the job expects from you. It states the main duties and responsibilities to be fulfilled in the course of your tenure in that particular profile.

The main points that any job description document mainly stresses upon can be broadly stated as the following:

The general functions and tasks to be performed.

The details of the qualifications and skills required for you to be entitled to apply for the job.

The salary range and method of payment.

A job description may give an idea about why exactly a person would be attracted to the job.

The job description may also pose as a warning for those kinds of people who are not suited for that job.

Any job description is not only limited to the current duties but also the challenges and goals expected to be fulfilled in the future.

As mentioned earlier, description of a job is an important written document.

The importance and purpose of a job description is given in the following lines:

Job analysisDefinition:
 A job analysis is the process used to collect information about the duties, responsibilities, necessaryskills, outcomes, and work environment of a particular job. You need as much data as possible to puttogether a [job description,](which is the frequent outcome of the job analysis.Job analysis is the systematic method of jobs to identify work activities, tasks, and responsibilities,KSAs, working conditions to perform the job.
Job analysis
is the formal process of identifying the content of a job in terms activities involved

andattributes needed to perform the work and identifies major job requirements. Job analysis wasconceptualized by two of the founders of [industrial/organizational psychology](#),[Frederick Taylor](#)and[Lillian Moller Gilbreth](#)in the early 20th century.Job Analysis is a process to identify and determine in detail the particular job duties and requirementsand the relative importance of these duties for a given job. Job Analysis is a process where judgements are made about data collected on a job.

Purpose of Job Analysis

Purposes of job analysis are to identify:• Job description & specification• Recruitment and Selection:• Job evaluation• Job design• Compensation:• Performance Appraisal:• Training:• Compliance with labour law

Job analysis processStep 1: Identify purpose of job analysis

You should identify purpose of job analysis because that will determine what job analysis method,what data will be collected….

Step 2: Selecting the analysts

You can choose analyst from professional human resource, line mangers, incumbents or consultants.

Step 3: Selecting the appropriate method

• Select representative positions to analyze because there may be too many similar jobs to analyze,and it may not be necessary to analyze them all.• Review background information such as organization charts, process charts, and job descriptions …of positions selected .• Then identify methods of job analysis. There are many methods in job analysis, you should payattention to advantages and disadvantages of each method in order to choose suitable one.• Identify sample size of position.

Step 4: Train the analysts

If you intend to use internal analysts you have to teach them how to use the selected methods.

Step 5: Preparation of job analysis

• Communicate the project in the organization.• Preparing the documentation, for example: interview questions, questionnaires.

Step 6: Collecting data

• Collecting data on job activities, employee behaviors, working conditions, and human traits andabilities needed to perform the job…• Using one or more of the job analysis methods to collect data.

Step 7: Review and verify

Consolidate the results.You must review all data collected. This will help you to confirm that the information is factually correctand complete.How can review information?• Review data with his or her immediate supervisor.• Review data by technical conference (is a job analysis method).• Review data with incumbents by interview.

Step 8: Develop a job description and job specification

Implement the results into the company procedures according to the goal-setting.Develop a job description and job specification from the job analysis information. A job description is awritten statement that describes the activities and responsibilities of the job, working conditions andsafety and hazards…A job specification summarizes the personal qualities, traits, skills, and background required for getting the job done.

Job analysis methods OBSERVATION METHODS

Observation methods consist of direct observation, work methods analysis, technique of critical incident.

1.Direct observation

This form is based on analysis of job in order to observe and make records of behaviors/events/activities/tasks/duties when something is happening.

2. Work methods analysis

The form of analysis on work methods is applicable to describe manual and repeated manufacturing jobs, for example the jobs of assembly-line. Such analysis on work methods consists of analysis of time, motion study and micro-motion.

3. Critical incident technique (CIT model).

The method of critical incident technique is applied to discovers behaviors towards working which can help classify performance into good and bad level.

4. INTERVIEW METHOD

This tool is considered to be very useful to analysis of jobs. In which questions are given to both incumbents and supervisors under such form of individual or a group. Interview consists of structured Interviews, unstructured interview, open-ended questions

QUESTIONNAIRE METHODS

Questionnaire methods includes 6 techniques as follows:

5. Position Analysis Questionnaire (PAQ model)

The model of PAQ is a technical of questionnaire for analyze jobs. In 1972, McCormick, Jeanerette,and Mecham (1972) developed this technique which is a structured instrument of job analysis tomeasure characteristics of job and then associate them with characteristics of human. Such techniqueincludes 195 job elements that describe generic human behaviors during working.

6. Functional job analysis (FJA model)

The model of FJA is a technique uses to analyze jobs.the Employment and Training Administration of the United States Department of Labor developed thistechnique. There are7 scales

(numbers) of the technique that measure: 3 worker-function scales:measure % of time spent with: data, people, things; 1 worker-instruction scale; 3 scales that measurereasoning, mathematics, language.

7.Work Profiling System (WPS model)

The method of Work Profiling System is a technique of questionnaire to analyze jobs. The techniquemakes use of a computer-administered system and discovered by Saville & Holdsworth, Ltd.

8.MOSAIC model

The model of MOSAIC is a technique used to analyze jobs by gathering information from bothincumbents and supervisors. The model includes 151 job tasks which are ranked based on the level of importance to make sure that job performance is maintained efficient and 22 capacities which areranked based on the level of importance, and also necessary effectiveness at entry.

9.Common Metric Questionnaire (CMQ model)

This style was created by Harvey and regarded as a job analysis of "worker-orientation". It is designed to be widely applied in a wide range of both exempt and nonexempt jobs. There are 42 general questions in the background section, 62 questions on contacts with people, 80 questions relating to decision-making, 53 questions of activities in terms of both physical and mechanical, and 47 questionson setting of work.

10.Fleishman Job Analysis System (FJAS model)

It includes 52 cognitive, physical, psycho-motor, and sensory ability, each of the categories consists of two parts – an operational and differential definition and a grading scale.The method called Fleishman Job Analysis System is a technique used to analyze jobs in which jobs