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Research Paper

JOB ANALYSIS – NETIX INFORMATICS

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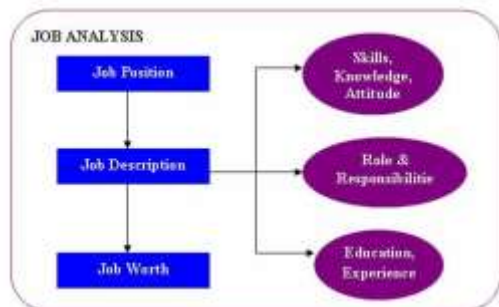
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Abstract

The aim of the study is to highlight essential elements of job analysis techniques, discusses innovative approaches, and the strategies adopted by organizations to improvise the Job Analysis procedure. Theoretical framework: Technological advancements and dynamic work environments have changed the means and methods through which job analysis procedure was managed earlier. HR professionals are now exploring innovative approaches and strategies to job analyses which are essentially compatible with the present-day organizational situation. To achieve this objective, human resources operations should be incorporated into the company's strategic management process. Professional experts of human resources should construct a compatible HR management system to support the organization implement its strategic objectives. Design/methodology/approach: The methodology is primarily based upon secondary data. For this, extant literature related to the topic from different databases, websites, and other available sources was gathered. A logical and orderly review of the accumulated literature was completed. Findings: The findings envisage the need for a well-established job analysis framework with all the elements needed to help human resource personnel updated about the changes in the work force concerns around them, make meticulous decisions using job data, and communicate effectively through all the departments in their organization. Practical implications: The study intends to provide managers with a detailed framework of job analysis practices in organization enfolding both the traditional and modern methods and suggesting probable ways to implement them.

I.INTRODUCTION

Job analysis is the systematic study of jobs to identify the observable work activities, tasks, and responsibilities associated with a particular job or group of jobs. Job Analysis is a process to identify and determine in detail the particular job duties and requirements and the relative importance of these duties for a given job. Job Analysis is a process where judgments are made about data collected on a job. An important concept of Job Analysis is that the analysis is conducted of the Job, not the person. While Job Analysis data may be collected from incumbents through interviews or questionnaires, the product of the analysis is a description or specifications of the job, not a description of the person.



Definition:

The systematic, formal study of the duties and responsibilities that comprise job content. The process seeks to obtain important and relevant information about the nature and level of the work performed and the specifications required for an incumbent to perform the

job at a competent level. Detailed examination of the job analysis is:

- (1) Tasks (performance elements) that make up a job (employee role)
- (2) Conditions under which they are performed
- (3) what the job requires in terms of aptitudes (potential for achievement), attitudes (behavior characteristics), knowledge, skills, and the physical condition of the employee. Its objectives include

- Determination of the most efficient methods of doing a job,
- Enhancement of the employee's job satisfaction,
- Improvement in training methods,
- Development of performance measurement systems, and
- Matching of job-specifications with the person-specifications in employee selection. Comprehensive job analysis begins with the study of the organization itself: its purpose, design and structure, inputs and outputs, internal and external environments, and resource constraints. It is the first step in a thorough understanding of the job and forms the basis of job description which leads to job specification. Also called Human

Resource Audit, job study, or occupational analysis.

Research Methodology:

Clearly we need Human resources to run our operations. Hence, we need to attract and hire the best employees possible. One of the functions Human resource departments is to attract potential employees. In attracting potential employees, we should be able to choose the best of these applicants. Furthermore, having hired employees, we need to train them if we expect them to function effectively. Once our employees are functioning effectively, we need to ensure that they continue to do so; we need to concern ourselves with their motivation. Part of this motivational process involves compensation. This begs a further question: how do we decide how and when to compensate our employees, including decisions about the relationship between nature of their jobs and level of their compensation. The answer to these questions lie in an understanding of the jobs that different levels of organization. To understand their jobs, we need to do a Job analysis. Essentially, the Job analysis forms the core of Human Resource management function. In Job analysis, we essentially

gather raw data about the jobs in organizations.

By conducting a Job analysis before tackling the problem of new training curriculum, you can obtain valuable information about job content, systems, standards, and demands, this information can be used to choose or develop a new customer service-training program. A Job Analysis can be used as a starting point for developing a variety of human performance management and human development programs, including employment tests, performance evaluations, and determining training needs. A Job Analysis is an efficient, cost-effective way to gather useful information about a job. Once this information has been collected it can be used over and over again (with appropriate updates) for many different purposes.

II.LITERATURE REVIEW

Based from Suthar, McCormick said that job analysis is collection and processing of job related information and other related tasks and qualifications through job analysis was a base for Human Resource Management (Suthar et al., 2023). Job analysis is a family of procedures to identify the content of a job in terms of activities involved and

attributes or job requirements needed to perform the activities (Arts & College, 2023). In every job, it should be inform clearly about the duties and responsibilities. Job analysis is the systematic process of determining the skills, duties, and knowledge required for performing jobs in an organization. It is an essential and pervasive human resource technique.

(Sirbu & 6 Pinte, 2023) Therefore, job analysis becomes strategic and important practice with potential contribution for organizational performance. Performance management identifies the organization's objectives, the necessary results to achieve. Performance assessment is part of the performance management process, which is a collection of communication for a certain period between the manager and the employee (Osmani and Ramoli, 2022) through job analysis and performance assessment, company easily managing their employee and directing them in order to achieve company's goals. Job analysis is a tool for human resource management in designing and evaluating job. It has received considerable attention in Western countries as a useful HR planning tool, affects organizational performance in a developing country. (Siddique, 2022) Job analysis provides

an objective picture of the job, not the person performing the job, and as such, provides fundamental information to support all subsequent and related human resource activities, such as recruitment, training, development, performance management and succession planning. (Saif et al., 2022)

Job analysis drills into units of a job depending on the focus. The process breaks down a job into different components. By adjusting the scope of the analysis, job analysts can obtain specific information to fit the needs of their organization (Ne, 2022)

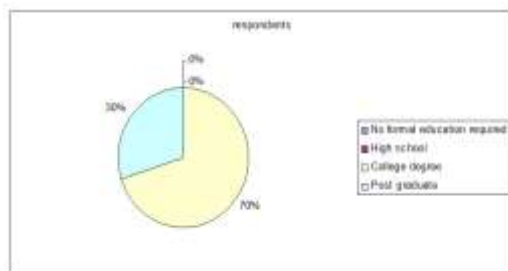
The effectiveness of these human resource practices requires that jobs must be clearly understood by both the jobholders and the organization. The practice of job analysis provides this understanding.

(Siddique, 2022) focused on the collection of work-related information for the job as it currently exists and/or has existed in the past (Rodríguez Rivero, 2013). Job analysis help in preparing job descriptions and job specifications which in turn help hire the right quality of workforce into an organization. The general purpose of job analysis is to document the requirements of a job and the work performed.

III. DATA ANALYSIS AND INTERPRETATION

1. What level of education is required for your position?

particulars	respondents	Percentages
No formal education required	0	0%
High school	0	0%
College degree	35	70%
Post graduate	15	30%
Total	50	100%

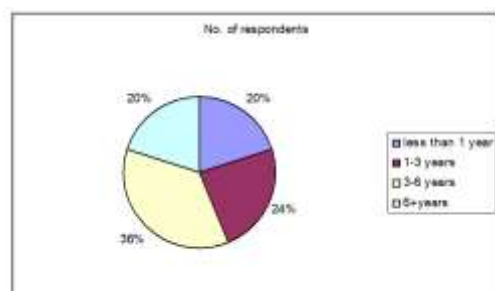


INTERPETATION

30% of people say that post-graduation is required for their position and 70% of people say that college degree is required for their position.

2. How many years of job-related experience are required before entering this job? Please include only years of experience directly related to this position.

particulars	No. of respondents	Percentages
less than 1 year	10	20%
1-3 years	12	24%
3-6 years	18	36%
6+years	10	20%
Total	50	100%

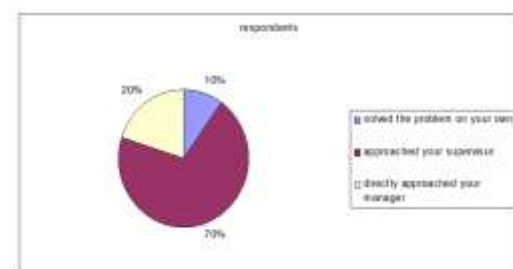


INTERPRETATION

20% of the people say that they had less than 1 year of experience and 24 % of people say that they had within 1-3 years of experience and other 36 of people say that they had within 3-6 years of experience and 20% of people say that they had within 6+years of experience.

3. Any typical problems you experience in performing your job then what you do to solve them?

particulars	respondents	Percentages
solved the problem on your own	5	10%
approached your supervisor	35	70%
directly approached your manager	10	20%
Total	50	100%

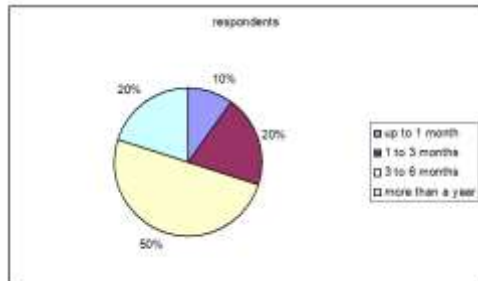


INTERPRETATION

70% of people say that they approached their supervisor to solve the problems whereas 20% of people say that they directly approached their director to solve their problems and remaining 10% of people say that they solved the problem their own.

4. How many months and/or years of experience are needed to acquire the skills necessary to do your job satisfactorily?

particulars	respondents	Percentages
up to 1 month	5	10%
1 to 3 months	10	20%
3 to 6 months	25	50%
more than a year	10	20%
Total	50	100%

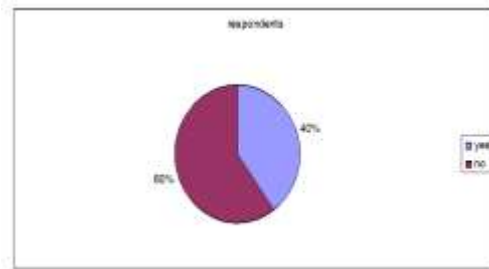


INTERPRETATION

50% of people say that 3 to 6 months of experience are needed to acquire the skills necessary to do their job satisfactorily whereas 20% of people say that 1 to 3 months of experience are needed whereas 10% of people say that up to 1 months of experience are needed and remaining 10% of people say that more than a year of experience are needed to acquire the skills necessary to do their job satisfactorily

5. Are you satisfied with the compensation paid by the organization?

particulars	respondents	Percentages
yes	20	40%
no	30	60%
Total	50	100%

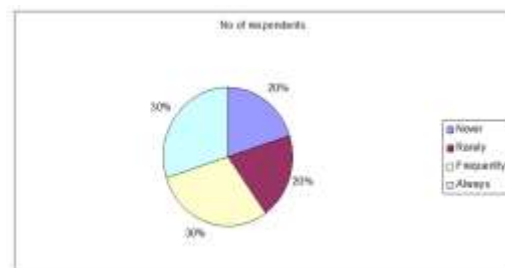


INTERPRETATION

60% of people say that they are not satisfied with the compensation paid by the organization whereas 40% of people say that they are satisfied with the compensation paid by the organization.

6. Are you appreciated for the work in the organization?

particulars	No of respondents	percentages
Never	10	20%
Rarely	10	20%
Frequently	15	30%
Always	15	30%
Total	50	100%



INTERPRETATION

30% of people say that they are frequently appreciated for the work in the organization whereas 20% of people say that they are never appreciated for the work in the organization whereas 30% of people say that they are always appreciated for the work in the organization and remaining 20% of people say that they rarely

appreciated for the work in the organization.

IV.FINDINGS

- Major part of the people fall on the experience period of 1 to 3 years whereas minor population fall on the experience period of more than 4 years.
- Major population approached their supervisor to solve the problem and few of them directly approached their manager and very few populations solved the problem on their own.
- Major population of people say that there is a high probability of results for the actions they do and minor population of people say that there is a very low probability of results for the actions they do.
- Major population of employees says that within a week of time span, most problems or errors discovered and corrected whereas minor population of employees say that it takes longer than a month to discover and to correct most problems or errors.
- Major population of employees says that 3 to 6 months of experience are needed to acquire the skills necessary to do their job satisfactorily whereas minor population of employees says that up to 1 month or more than a year of experience is needed to acquire the skills necessary to do their job satisfactorily.
- Most of the employees say that they are not satisfied with the compensation paid by the organization whereas few employees say that they are satisfied with the compensation paid by the organization.
- Major part of the employees says that they are given perks apart from their salary whereas minor part of employees says that they do not get any perks.
- Major part of the employees says that they frequently feel frustrated in carrying their responsibility at work and least part of the population of employees says that they rarely feel frustrated in carrying their responsibility at work.
- Major part of the employees say that they are frequently appreciated for the work in the organization and minor population of employees says that they never or rarely appreciated for the work in the organization.
- Major population of the employees says that their jobs require them to develop new work methods ,procedures or manuals whereas minor population of employees says that their jobs doesn't require them to develop new work methods.

- Major population of the employees says that attention must be shifted frequently from one job detail to another whereas minor population of the employees says that attention must not be shifted frequently from one job detail to another.

V.CONCLUSION

In this particular organization the employees are very much satisfied with the work they do, they need more job enrichment so that they can learn and grow every day. The work should be in such a way that it should make the employee enthusiastic and boost them to develop. With little bit modification in the job profile and organizational climate, both the organization and the employees can climb the ladder of growth and success.

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