

Chapter 2

Job analysis



Job Analysis

It is a study of job duties and working conditions. Including personal identification characteristics suitable for that job that will be important factors of work.

It is the process of studying and gathering information related to operations. and responsibility for the work studied therein

It is a systematic process. for use in the collection Evidence record and analyze various information about the work

What is job analysis?



Important job information

1. Job Description

2. Job specification

3. Job Standard

4. Job Evaluation

1. Job Description

Information related to authority, duties, responsibilities, scope of work and operational processes as well as reasons and relationships related to that performance.



2. Job specification

Specify information related to the qualifications of the person who will perform the job. The job requirements document will be the key information used as a guideline for recruiting suitable personnel.



3. Job Standard

Using data from job analysis as a criterion for setting guidelines for work. The personnel will know the needs of the organization towards the performance of their duties. Therefore does not cause confusion in the work. This will result in operations consistent with the objectives and efficiency.

4. Job Evaluation

The use of data obtained from the analysis to compare relationships and find out the importance of each And able to set up a system for paying wages and fair compensation by comparing the data with both within the organization and compared with the labor market.



ตำแหน่ง : Managers - Marketing & Sales

หน้าที่: Marketing & Seles

- Male/Female (age not over 40 year old)
- Minimum of a Bachelor's degree in any related fields
- Good proficiency of English language
- High level of intelligence and integrity combined with a strong sense of customer services
- Out going, energetic, self-motivate, hardworking and fast learner
- Advanced PC skills (MS Word, Excel, Power Point)
- Good interpersonal skills : creative, result oriented and proactive with attention in details
- Able to work under pressure and/in flexible environment
- Owned transportation

ตำแหน่ง : Producer

หน้าที่: 1. ดูแลควบคุมการผลิตรายการ 2. ผลิตสื่ूपข่าวและสารคดี 3. ผลิตงานโปรโมทรายการ

- ชาย / หญิง อายุไม่เกิน 35 ปี
- จบปริญญาตรีนิเทศศาสตร์ หรือสาขาที่เกี่ยวข้อง
- มีประสบการณ์ทำรายการและเขียนบท

Job analysis for utilization in various aspects of the organization



1. Human Resource Planning

2. Recruitment and selection of personnel

3. Personnel training and development

4. Performance Evaluation

5. Remuneration

6. Promoting work safety

7. Work design

8. Other Benefits

1. Job Identification

- Specify tasks and scope of tasks to be studied/analyzed.

2. Developing and selecting data collection methods

- such as observation methods, using questionnaires, interviews, meetings, daily work recordings, and practical experiments.

3. Data Collection

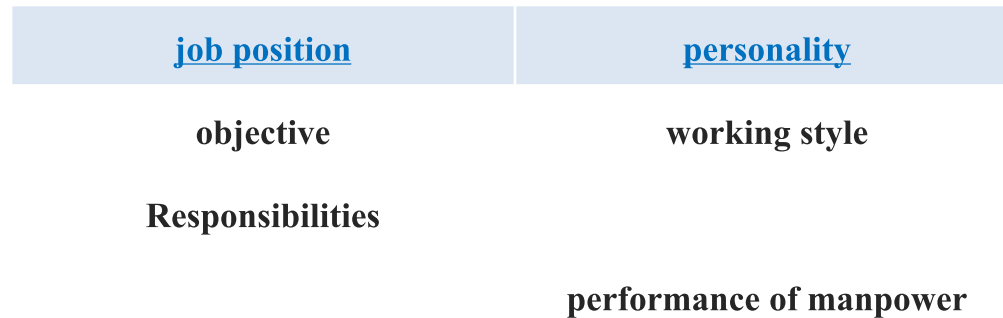
4. Job analysis Information

Job analysis **process**



Work... Be part of the organization

- Job titles are separate from the person holding the position.



- The difference between "job title" and "person"

- when a person moves out of a job position He will bring style to work, problem solving ability and work performance with oneself

- What he left behind was the purpose of the position, the scope of position, duties and responsibilities of the position These are the "jobs"

Job analysis **techniques**



Work...

Result oriented

- All positions will have their own goals in order to create the overall success of the organization
- The objectives of the organization are defined as “what” and “how” desired outcomes.

Dynamic

- When strategy and organizational management chart change It will result in the job position to change as well.

Job analysis **techniques**



Basic techniques **used in** job analysis.

- Questionnaire
- Operator interview commander colleague
- Observation of work
- Work process analytics





- It is often used as a preliminary data collection tool. to know the feelings and attitudes of the interviewees that affect the accuracy of the data
- It provides more accurate information than the questionnaire design, but the data collectors need to be more prepared. And if the interview is not done correctly, there will be a lot of information errors.
- Don't tell the interviewee how to work, but get the job from the interviewee.

Operator interview

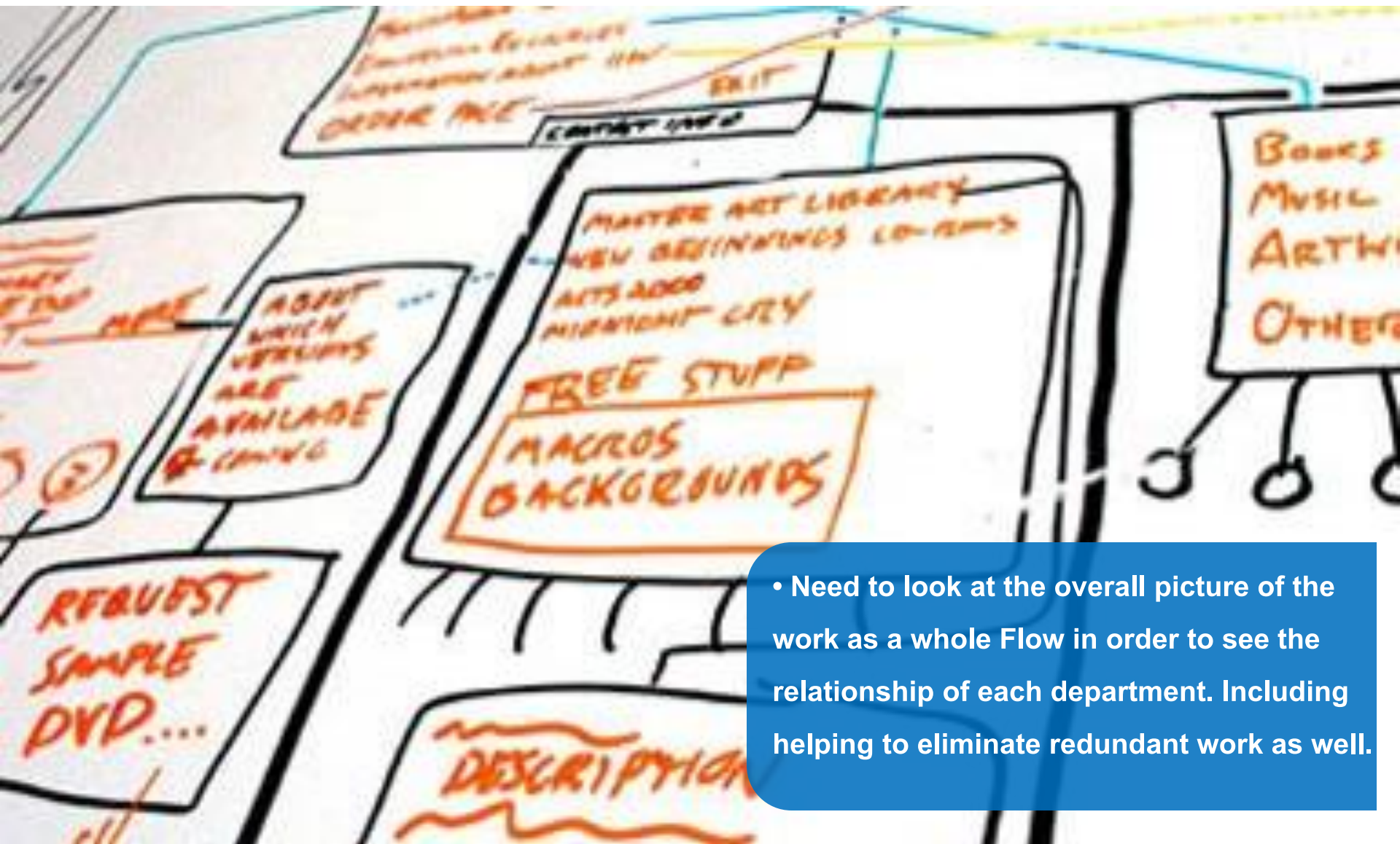




- Suitable for non-skilled work or semi-craft or tasks that occur repeatedly or that the production process is not long
- Most of them are done to study...
- The observer must become familiar with the task enough to obtain accurate data.
- It will be information that can be seen and touched, but not psychological data, or the feelings of the operator.

Observation of work





- Need to look at the overall picture of the work as a whole Flow in order to see the relationship of each department. Including helping to eliminate redundant work as well.

Work Flow analysis

It is an analysis of the scope of work responsibilities at the organizational level. that will affect the success of the organization.

NOT consideration of the strengths and weaknesses of the person holding the position.

Fundamentals of Job Analysis



Fundamentals of Job Analysis

- It's an analysis, not a list.
- Consider the scope of work, not the person.
- It's facts, not judgments (evaluation of performance).
- Is it considering the current scope of work ??
- Consider together, not an analysis of the human resources department.



The work design process is divided into 3 types

1. specific characteristics of each job

2. Specific characteristics of the method of action

3. Combining each task into a specific task for each task.

Qualifications of a Job Analyst

Alertness

knowledge
experience

Research

Easy to
understand

Good
personality

Communicate

Analytical
skills

