

A STUDY ON JOB ANALYSIS WITH REFERENCE TO HERITAGE

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ABSTRACT

Job analysis is the process whereby jobs are investigated in sufficient detail to enable (a) recruitment of people into them or (b) assessment of the performance of people who are already working in them.

Job analysis is a systematic approach to defining the job role, description, requirements, responsibilities, evaluation, etc. It helps in finding out required level of education, skills, knowledge, training, etc for the job position. It also depicts the job worth i.e. measurable effectiveness of the job and contribution of job to the organization. Thus, it effectively contributes to setting up the compensation package for the job position.

Job analysis helps in analyzing the resources and establishing the strategies to accomplish the business goals and strategic objectives. It forms the basis for demand-supply analysis, recruitments, compensation management, and training need assessment and performance appraisal.

Job analysis is a systematic procedure to analyze the requirements for the job role and job profile. Job analysis can be further categorized into following sub components.

Therefore, job analysis forms an integral part in the formulation of compensation strategy of an organization. Organizations should conduct the job analysis in a systematic at regular intervals. Job analysis can be used for setting up the compensation packages, for reviewing employees' performance with the standard level of performance, determining the training needs for employees who are lacking certain skills.

The employees you hire can make or break your business. While you may be tempted to hire the first person who walks in the door--"just to get it over with"--doing so can be a fatal error. A small company cannot afford to carry deadwood on staff; so start smart by taking time to figure out your staffing needs before you even begin looking for job candidates.

I. INTRODUCTION

Job analysis

Job Analysis is the process of describing and recording aspects of jobs and specifying the skills and other requirements necessary to perform the job.

Purpose

One of the main purposes of conducting job analysis is to prepare job description and job specification which in turn helps to hire the right quality of workforce into the organization. The general purpose of job analysis is to document the requirements of a job and the work performed. Job and task analysis is performed as a basis for later improvements, including: definition of a job domain; describing a job; developing performance appraisals, selection systems, promotion criteria, training needs assessment, and compensation plans.

In the fields of Human Resources (HR) and Industrial Psychology, job analysis is often used to gather information for use in personnel selection, training, classification, and/or compensation.

The field of vocational rehabilitation uses job analysis to determine the physical requirements of a job to determine whether an individual who has suffered some diminished capacity is capable of performing the job with, or without, some accommodation.

Professionals developing certification exams use job analysis (often called something slightly different, such as "task analysis") to determine the elements of the domain which must be sampled in order to create a content valid exam. When a job analysis is conducted for the purpose of valuing the job (i.e., determining the appropriate compensation for incumbents) this is called "job evaluation."

Job analysis aims to answer questions such as: 1. why does the job exist? 2. What physical and mental activities does the worker undertake? 3. When is the

job to be performed? 4. Where is the job to be performed? 5. How does the worker do the job? 6. What qualifications are needed to perform the job? 7. What are the working conditions (such as levels of temperature, noise, offensive fumes, light) 8. What machinery or equipment is used in the job? 9. What constitutes successful performance?

NEED & IMPORTANCE OF THE STUDY:

JOB ANALYSIS helps the organization to follow systematic way of collecting data & information of each employee to aid planning, decision –making and submitting of returns & reports to the external agencies.

This collected information about the personnel will be helpful in solving the employee's problems and organization problems .JOB ANALYSIS maintains the data related to the employee's personal profile, career profile, and skill profile & benefit profile, which would help in their growth.

JOB ANALYSIS also maintains the data related to the personnel identification i.e. The employee code to recognize every individual with their employee codes.

JOB ANALYSIS also includes managing the salary discrepancies of employees. Some modifications are done in order to rectify the salary discrepancies of the employees.

SCOPE OF THE STUDY

The study with the prime objectives of ascertaining the employees towards the Job Analysis program, which are required to perform their jobs effectively. In **Heritage foods India limited** the studies include managers and employees.

- The study is confined and relevant only to **Heritage foods India limited** not applicable to any organization.
- The study covers motivational practices in **Heritage foods India limited** at various levels of employees.
- The study assists the management in determining the decision regarding the performance of the employee.

Objectives of Job Analysis

1. To Determine equitable wage differentials between different jobs in the organization

2. Why does the job exist? When is the job to be performed in Heritage?

3. To develop a consistent wage policy

4. To provide a framework for periodic review and revision of wages

5. What constitutes successful performance of job analysis?

6. To enable management to gauge and control the payroll costs

7. To minimize wage descriptions on the basis of age, sex, caste, region, religion, creed etc

II. METHODOLOGY

The present study has been conducted in **Heritage foods India limited** situated at Hyderabad. The online Interviews are conducted through a properly

Designed questionnaire constitute the primary source of data for the study.

Unit of study

Two instruments are used; the first one is the management schedule to gather

Information from management on different angles of organization. The second one intended to administer among the sample.

Research & Design

1. Research method : Survey
2. Data collection Method :

Primary source : Structured closed ended questionnaire

- Secondary source : Company brochures , records , magazines (REINFOREC), Journals, Internet.

- Research Instrument : Personal Interview with aid
- Sampling plan : Size 100

- Procedure : simple random sampling

LIMITATIONS:

While the computerized Human Resource Information System, described Earlier, has many benefits, it also has many problems, which need to be Addresses to before it can really be useful. Some of them are described below.

- It can be expensive in terms of finance and manpower requirements.
- Often the personnel designing JOB ANALYSIS do not have a thorough Understanding of what constitutes quality information for the users. Thus, The user managers do not get exactly the reports, which they Want Producing information that is of quality to the users requires an Investment in time, effort and communication on the part of JOBS Managers.
- Computers cannot substitute human beings. Human intervention will Always be necessary. Computers can at best aid the human effort. The Quality of response is dependent upon the accuracy of data input andQUIRES fired. The 'Garbage-in Garbage-out' is the key expression in any Computerized system.
- In many organizations, the system is operated in batch mode with The records being updated once a week. Online facility in multi-Environmental needs to be developed so that the reports generated are not out of place with the realities.

Individual Job Analysis

The individual Job Analysis of any given occupation provides the foundation for sound decisions in pre-employment screening, task performance, consultation and ongoing training. Task analysis ensures that any system of work performance will operate and be maintained in a safe and efficient manner, reducing the potential for injury to personnel and improving productivity for the organization.

Rehabilitation Services has developed an innovative and comprehensive job analysis tool that evaluates the requirements of any occupation and provides meaningful insights into current methods of task

performance, improved methods of performance, the functional requirements of the role and specific training opportunities relevant to the persons engaged in that occupation to address their occupational wellbeing.

Task analysis addresses the following elements:

- Functional Demands
- Pre-Employment Screening
- OHS Consultation Compliance
- Hazard Identification
- Safe Work Methods
- Training Programs

Functional Demands

Functional demands are the physical elements required of any occupation. They provide a direct indication of the minimal abilities required of an individual to safely, consistently and efficiently perform a task, select elements of a job and ultimately a complete occupation. This is at the core of the information required for informed pre-employment screening protocols, ensuring individuals selected for an occupation have the minimum physical abilities to carry out the role without foreseeable risk of injury due to pre-existing limitations. Identification of the functional demands of any occupation is an essential element of the preventative occupational health and safety process.

Pre-Employment Screening

Once functional demands of an individual job have been identified and defined, a reference is formally established for the matching of an individual's abilities to the requirements of the job. This is an integral element in the employment of suitable persons with the capability of meeting the physical requirements of the role, as defined by the Job Analysis. The pre-employment screening process then becomes a meaningful comparison of abilities vs. demands, rather than a singular hunt for pre-existing medical conditions.

OHS Consultation Compliance

A structured job analysis provides a direct forum for the consultation and engagement of personnel in the occupational health and safety process. An individual or small group of individuals performing the specific role being assessed will represent all similar employees and as such, have the opportunity to

discuss relevant issues with the appointed consultant. Consultation of employees is a federally mandated process required of all organisations. The job analysis forum provides a meaningful tool for engaging employees in a process designed to improve safety and workplace wellbeing. It is a proactive tool that results in an enhancement of the pre-existing consultation arrangements between the organisation and its employees.

Hazard Identification

A hazard is defined as a source or a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment or a combination of these.

Hazard identification is the process of recognizing that a hazard exists and defining its characteristics. The review of any occupation by a specialized consultant inevitably results in the identification of hazards in that role. While these hazards may already be managed by the organization, the independent review of a role through job analysis ensures further scrutiny. Potential hazards are communicated to appropriate personnel in commercial confidence, allowing a structured internal approach to addressing such issues.



Safe Work Methods

The analysis of task completion techniques ensures the refinement or development of alternate safe methods of work performance. The job analysis tool provides a consistent reference for the organization to review methods of task performance in the pursuit of continual improvement and a basis for the informed allocation of resources for items such as plant and equipment.

Training Programs

As a requirement of compliance with the Occupational Health and Safety Regulation, 'an employer must ensure that any person who may be exposed to a risk to health and safety at the employer's place of work is provided with any information, instruction and training necessary to ensure the person's health and safety.

In conjunction with established national standards, the Job Analysis forms the foundation for meaningful instruction of employees in safe work methods. It is the essential element for ensuring that training is tailored and directed to the individuals actually performing the role. The benefits are improved participation, the retention of principles instructed and the application of these principles to work performance. The implementation of a meaningful training program assists in the development of a safety culture, ultimately resulting in reduced incidence of work place injury while meeting obligations under the relevant legislation.

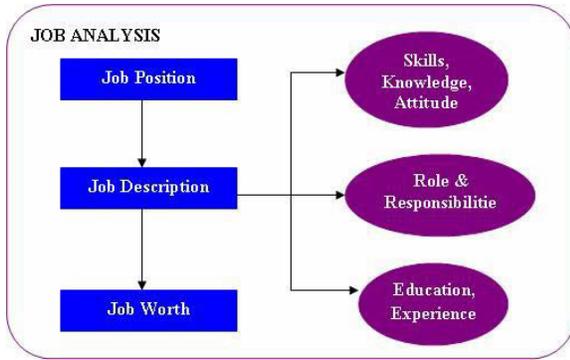
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Importance of Job Analysis

Job analysis helps in analyzing the resources and establishing the strategies to accomplish the business goals and strategic objectives. It forms the basis for demand-supply analysis, recruitments, compensation management, and training need assessment and performance appraisal.

Components of Job Analysis

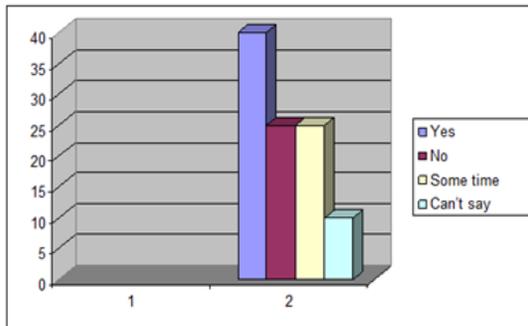
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III. DATA ANALYSIS AND INTERPRETATION

1. Is the physical working conditions are taken care by superiors?

- A) Yes B) No C) Some time D) Can't say

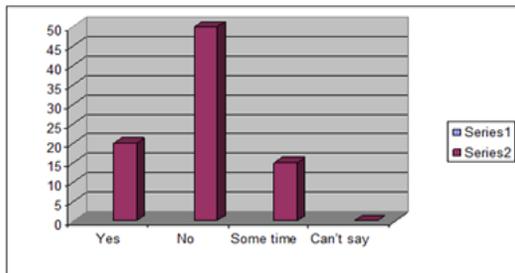


Interpretation:

40% agreed with the above proposal
 25% disagreed with the above proposal
 25% may be may not
 10% can't say

2. Are you accustomed work under many supervisors for the same nature of work?

- A) Yes B) No C) Some time D) Can't say

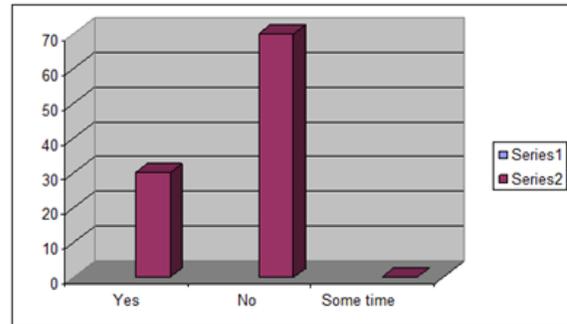


Interpretation:

20% agreed with the above proposal
 50% disagreed with the above proposal
 15% may be may not
 0% can't say

3. Do you feel to do your duty out of your commitment to job or because of the fear of survival?

- A) Yes B) No C) Some times



Interpretation:

30% agreed with the above proposal
 70% disagreed with the above proposal

IV. CONCLUSIONS

In the above perspective, the present chapter makes an attempt to draw some conclusions. It should be confessed here that the investigator is conscious of the limitations of the study and the conclusion drawn on the basis of the sample from a single unit cannot be generalized about the entire manufacturing sector.

Job analysis involves a systematic investigation of jobs using a variety of methods, to determine essential duties, tasks and responsibilities.

Job analysis is crucial to the identification of relevant skills and competencies. It involves obtaining objective and verifiable information about the actual requirements of a job, and the skills and competencies required to meet the local area and University's needs.

Job analysis facilitates accurate recruitment and selection practices, sets standards for performance appraisals and allows appropriate classification/reclassification of positions.

Comparing the skills possessed by employees with the results of job analysis can greatly assist in workforce planning strategies and restructuring or redesigning jobs to reflect the requirements of the local area and/or University-wide changes.

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Job analysis (or work analysis) is useful when it provides information that informs organizational change and work effectiveness. Ironically, job analysis may be most useful in a work world that does not include jobs, because the information it provides may enable *more* effective design and management of work processes. Job analysis information is the raw material that is essential to build new work processes and create efficiencies that cannot emerge any other way. This much-maligned tool holds great promise for the future of organizations if we seize the opportunity that presents itself.

The job analysis is a process to analyze the work consisting of the job, i.e. analyzing the job contents and the job condition required to perform the job systematically. The purpose of this is to acquire information necessary to perform personal management or labor management smoothly. The job analysis from the educational standpoint, however, it is playing a key role in the educational aspect, too, since the recent trend of the vocational education tends to develop education courses with the data acquired through the job analysis in the industrial site to train workforces satisfying the requirement.

Job analysis data to combine the actual jobs with classroom lectures, and focused on how to utilize the job analysis data practically to design and operate the whole education course beyond selecting the educational contents how to add, emphasize and delete contents, and the organization level.

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