

Job Analysis, Description, Specification and Evaluation

Current information about the content and nature of jobs in nursing is vital to nursing services administration. Sound personnel management requires that each individual job be defined, recorded and communicated to the appropriate persons. The methods and procedures utilized to determine the duties, responsibilities, working conditions, and working relationships of - and between - jobs and human qualifications of personnel are:

1- Job analysis

2- Job description

3- Job specification

4- Job evaluation

1- JOB ANALYSIS:

It is the process of objectively determining the specific duties, responsibilities and working conditions associated with a specific job, as well as the personal skills and qualifications required to perform that job satisfactorily.

- Job analysis assesses what employees are doing. So it is *the process of getting information about job*. It investigates exactly ***what*** the worker does in a particular job, ***how*** he does it, ***why*** he does it, ***how much*** skills is required to do it and physical demands, environmental conditions associated with this specific job.

Uses of job analysis:

Job analysis serves as the basis from which job description, job specification and job evaluation are prepared.

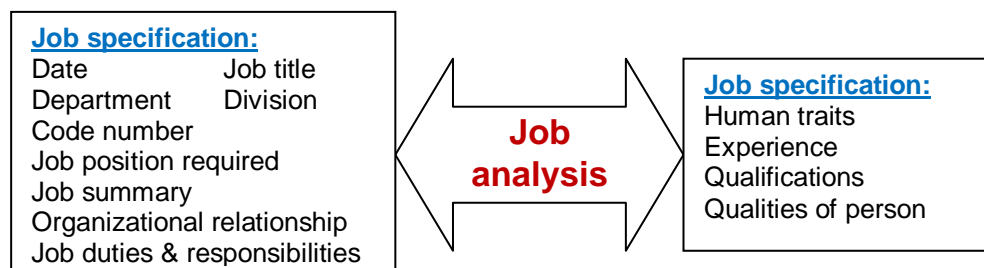


Fig. 11: Uses of job analysis

2. JOB DESCRIPTION:

Is a written statement of the duties, responsibilities and organizational relationships that are required of the employee in a given job.

The components of job description are:

1. Date, revised date.
2. Job title.
3. Department.
4. Division.
5. Code number.
6. Job position required
7. Job summary.
8. Organizational relationship:
 - i. position accountable for
 - ii. position accountable to
9. Job duties and responsibilities.

Uses of job description:

1. Serves as basis for selecting and recruiting an individual to fill the position.
2. Essential for the placement and orientation of new employees.
3. Essential for employee's performance evaluation, transfer and promotion.
4. Useful in identifying the needs for employee's training.
5. Helps to prevent both gaps and overlaps at work.
6. Helps to prevent arguments among employees about “who should do what.”

3. JOB SPECIFICATION:

Job specification is derived from job analysis and job description. It is the personal qualifications, skills, physical and mental demands required for effective job performance. It answers the following questions:

- What human traits and experience are necessary to do this job?
- What kind of person to recruit for and qualifications needed?
- What qualities that person should be tested for?

Uses of job specification:

Helps for the purpose of recruiting and selecting the candidates to fulfill the job.

4. JOB EVALUATION:

It is a systematic method of appraising the worth of each job in relation to all other jobs in the same organization.

The purpose of job evaluation:

1. Determine the relative value of each job as a basis for equitable pay differentials.
2. Identify job factors that place one job higher than another in a value hierarchy.
3. Measure the number and amount of these factors in each job.