

Job analysis



Job Analysis Omar Alhumaidi Please review the template provide for header and page information and formatting Margins need to be one inch on all sides

Assignment 3-2

Professor: Vonna Hayes

Class: HRM 300

Date: July 14, 2011

Task Analysis Worksheet:

Job Title: Data Administration Manager

Job Description:

Employees in this job will develop and implement data administration policy, standards and models and a variety of administrative support tasks for a work area, such as managing data, processing of documents, purchasing activities, filing, production, typing, bookkeeping, communication and public relations practices, data coding, data processing, medical claims processing, processing payroll/personnel transactions and records. The employee works within general methods and oversee facilities planning and maintenance and custodial operations.

Task (list all major tasks and sub-tasks required to complete the job) the tasks below should be listed separately with the appropriate KSA across from <https://assignbuster.com/job-analysis/>

them

KSAs (List the required knowledge, skill, or ability needed to complete each task) Need to follow instructions on completing the assignment. The KSA need to be listed beside of each of the tasks – need to identify which ones go with each task

Other (Discuss any other required information needed)

1.

Manages data; manages the vendor contract & performance reviews; develops policies & procedures regarding data administration (e. g. frequency of file standards & assists in design & development of reports; provides interface & analytical support regarding health care costs & utilization with vendors; identifies & coordinates integration of benefits data uploads from various claim payer; maintains data entry for all vendors; ensuring all data fields & definitions are updated in the interface documents; maintains report log to document all benefits related reports.

2.

Provides technical assistance & training for benefits staff to conduct analytical studies, evaluates reporting, coordinates software upgrades & use of data warehouse & data management software.

3.

Works in a team oriented environment with staff within Administration

Services assists completion of specific projects.

4.

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Attends meetings & makes presentation regarding benefits; represents administrator at meetings & takes charge and responsibility during administrators absence as requested; enters, edits retrieves data to produce reports; performs other duties.

5.

Leads and directs the work of other in his/her department.

Reports to top management

6.

Install, upgrade and configure clients account, network printing, directory structures, rights, security and software on file servers.

Maintain current knowledge of software and hardware methods, trends and techniques.

7.

Outstanding in performing his/her duties, relating well with the employees in order to achieve the company's goals and objectives.

Knowledge of:

Data processing systems or business administration;

Personal computer operating systems; data backup & recovery; data security industry standards in data administration; health services administration or comparable field; agency policies & procedures(C)

Skill in:

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Operation of personal computer & peripheral equipment; computer programming & MS Office(C)

Ability to:

Communicate effectively; Define problems, collect data, establish facts and draw valid conclusions and projections; develop analytical documents; work dependently; lead co-workers; support scheduling; manage day to day workflow & deliverables; attend meetings; prepare & deliver speeches before specialized audience & public(C)

Knowledge of: Data processing systems or business administration;

Personal computer operating systems; data backup & recovery; data security industry standards in data administration; health services administration or comparable field; agency policies & procedures(C)

Skill in: Operation of personal computer & peripheral equipment; computer programming & MS Office(C)

Ability to: Communicate effectively; Define problems, collect data, establish facts and draw valid conclusions and projections; develop analytical documents; work dependently; lead co-workers; support scheduling (C)

Knowledge of: Data processing systems or business administration;

Personal computer operating systems; data backup & recovery; data security industry standards in data administration; health services administration or comparable field; agency policies & procedures(C)

Skill in: Operation of personal computer & peripheral equipment; computer programming & MS Office(C)

Ability to: Communicate effectively; Define problems, collect data, establish facts and draw valid conclusions and projections; develop analytical

documents; work dependently; lead co-workers; support scheduling (C)

Knowledge of: Data processing systems or business administration;

Personal computer operating systems; data backup & recovery; data security industry standards in data administration; health services administration or comparable field; agency policies & procedures(B)

Skill in: Operation of personal computer & peripheral equipment; computer programming & MS Office(B)

Ability to:

Treat others cordially; to make persuasive presentations on complex issues to top management, respond to inquiries or complaints from employees, develop clear channels of communication(B)

Knowledge of: connection and report writing in addition to other required certification(A)

Skills in: reading, analyzing and interpreting technical information(A)

Ability to: set up, import and export files, understand windows concepts including exploring files and folders, remove and create shortcuts from the start up menu. understand program guidelines(B)

Knowledge of: software to find, sort and print records, developing new layouts in file maker pro, excel and report writing on Access(B)

Skills in: computer software programs, word processing, effective use of data, use of built in forms and intelligence in a database (B).

Knowledge in: All IT concepts (A), proper work ethic (A).

Skills: Versatility(A), flexibility, operating skills, non reactivity(A), creativity(A),

Ability to: keep top secrets of the organization; develop long term strategy in proper data storage, manage internal database system. Survive stiff

competition and excellence (A).

Job descriptions

This is a full time senior position reporting to the IT manager.

The desired candidate will ensure management, administration and analyzing the organizations database, develop long term storage strategy, lead and direct others, establish policies and procedures related to data security and integrity, supervise the designing, maintenance and implementation of the system, monitors and restricts data access as needed.

The desired candidate will be required to travel and relocate, to solve problems quickly and to have excellent customer service.

Minimum qualification, experience and skills required for the position include;

Desired candidate should be a holder of a bachelor's degree in computer science and/or mathematics or completion of a college program in computer science.

The desired candidate should have at least seven years experience in senior managerial position.

Versatility, flexibility, creativity, excellent IT knowledge, intelligence in dealing with software, ability to create good working conditions with the juniors, ability to communicate effectively with both the top management and the juniors.

The salary is \$ 1000 per month; it is set to increase depending on the performance.

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Interview Questions

Need to list the KSA associate linked to each of the questions below (see action item)

1. Describe some of your most important career accomplishments in this field. (Ability to handle technical issues, good communication skills, extensive experience)
2. What do you think it takes to be a good data administration manager? (Creativity, creativity, excellence in IT, proper channels of communication and word processing abilities)
3. Tell me about a time you were the leader of a team. What did you enjoy about the experience? What was difficult about it? (Good leadership abilities, ability to succeed in a challenging environment)
4. In your last position, were you given a performance appraisal? If yes, what did you get your highest rating in and why? What did you get your lowest rating in and why? Could you give me a copy of that appraisal? (Flexibility, competence)
5. What computer skills do you have and what programs are you comfortable using? (Ability to understand windows concept, managing internal database system)
6. At this company, we like to think of ourselves as a team that works together towards the same goals. How do you about feel working in a team environment? (Ability to coordinate and organize an achievement oriented team)
7. How would you feel supervising two or three other employees? (Ability to relate well with the junior staff, being non reactive and flexible and the ability to treat others cordially.)

8. Tell us about your experience in setting budgets. (Proper planning)
9. How much time you provide to trained your staff member for the same tasks? (Flexibility and the ability to train)
10. Give us an example when you motivated your staff with incentives or rewards? (Ability to motivate, evaluate and to create a rapport with the staff members)

Recruiting methods and rationale

The recruiting method that is used for this position is by external recruitment, enabling walk in applicants, advertising on newspapers, magazines, internet and college advertisers and using employment agencies to hunt for candidates because the HR managers rely on direct application, referrals , friends and families.

The method would be successful for this job because it will produce qualified candidates who can positively affect the organization performance and open several avenues for goal achievement. This method unlike the internal recruitment produces high quality of the personnel needed

References

Fine, Sidney A. & Cronshaw, Steven F. (2005). Functional job analysis: A foundation for humanresources management. Erlbaum: Mahwah, NJ.