

Hr job analysis

[Business](#), [Career](#)



Introduction Job analysis is the process of describing and recording aspects of jobs and specifying the skills and other requirements necessary to perform the job. The main purposes of conducting job analysis are to prepare job description and job specification which in turn helps to hire the right quality of work force into the organization at right place and with the right skills. Job description and job specification further gives conclusions for job evaluation. In the fields of Human Resource (HR), job analysis is often used to gather information for use in personnel selection, training, classification, and compensation and salary.

There are several ways to conduct a job analysis, including: interviews with incumbents and supervisors, group interviews, questionnaires (structured, open- ended, or both), observation, diary method and gathering background information such as duty statements or classification specifications. Yet it none of the methods can give 100% perfect results hence in job analysis conducted by HR professionals, it is common to use more than one of these methods or a combination of these methods. For example, the job analysts may tour the jobsite and observe workers performing their jobs.

During the tour the analyst may collect materials that directly or indirectly indicate required skills (duty statements, instructions, safety manuals, quality charts, etc.). The analyst may then meet with a group of workers or incumbents. And finally, a survey may be administered. In these cases, job analysts typically are industrial/organizational psychologists or Human Resource Officers who have been trained. The job analysis that i conducted is theinterviewmethod. Here is a brief introduction of the organization and the incumbent interviewed for job analysis. Allied Bank Limited

Allied bank is one of the biggest banks of Pakistan. It is an old organization which was formed before partition in 1942. It was the first Muslim Bank Established in Pakistani territory before Partition (1942) with the name of Australasia Bank. It was named as Allied Bank of Pakistan from Australasia Bank Limited in 1974, and Sarhad Bank Ltd, Lahore Commercial Bank Ltd and Pak Bank Ltd were also merged in it. In August 2004 the Bank was restructured and the ownership was transferred to Ibrahim Group. Currently, it has 800 online branches with a total of 12000 work forces in Pakistan.

Introduction of interviewee The incumbent interviewed for the purpose of job analysis is Shahid Rafique. He works Regional Corporate Office Allied Bank Limited 7-E/3 Main Boulevard, Gulberg-3 Lahore. Email ID: com Job description Organization name: Allied Bank Limited Job Title: Branch manager Reports to: Regional headquarters/Regional manager Supervises: All the departments of the branch Functions: Manages and administers operations of the branch Duties and responsibilities * Plan and direct the branch operations and administer the working of the whole branch. Supervise the human resource of its own branch department wise. * Marketing of the bank which includes achieving the deposit targets assigned to the branch. Attending meetings for the marketing and making sure the targets are achieved within the given time. * Provide a superior level of customer relations and promote the sales and service culture. * Coordinating with regional headquarters for getting updated with the organizational goals and objectives and also let all the employees of the branch well aware of the goals and objectives of the organization. Making sure that employees working under his/her supervision are well motivated

and maintained properly. * Evaluate the performance of the employees working under his/her supervision. * Reporting about all the duties and responsibilities to the Regional Manager. Job specification * 16 years of education, Master's degree or equivalent. * Preferred field of study is MBA Marketing. * At least 5 years of experience in banking or any financial organization including marketing experience as well. * Minimum age limit is 25 years. * A good manager should have: * Marketing skills * Communications skills * Critical thinking * Should be a good psychiatrist (in context with customer behaviour and Psyche). Job evaluation Branch manager is a very important designation to the organization. A Branch Manager is a very much skilled and experienced worker who is much aware of the organizational goals and objectives and coordinates those goals and objectives to the employees working in his/her supervision. The salary range for a Branch Manager should be from 70, 000 to 90, 000. The job is evaluated through two types of reports: Annual performance report. * Annual confidential. Comments from the incumbent for job evaluation Any incumbent can be evaluated so that the incumbent is also satisfied of the annual reports is to ask him/her to write the APR for his/herself and then supervisor should evaluate the APR. Conclusion The conclusion of the whole discussion is that the main purpose of conducting a job analysis is to prepare job description and job specification which in turn helps to hire the right quality of work force into the organization at right place and with the right skills.

Job description and job specification further gives conclusions for job evaluation. This information is used to design effective job. To design

effective job we should keep balance between efficiency and behavioural elements. Efficiency element emphasizes productivity and behavioural element focus on employee needs. In my job analysis a branch manager is a leader of the branch. Person working as a branch manager should be bold enough to lead a team of 20 or more. He/she should be a good marketer and a good psychiatrist so that he/she can understand the mind set of the customers.

A Branch Manager should have good communication skills to tackle different situations and can handle contingency plans. Fair salary and compensation and other benefit should be given to the manger to keep balance. Job analysis is very important and a very complicated process. Yet there are some limitations of job analysis for example a Job descriptions may not be suitable for some senior managers as they should have the freedom to take the initiative and find fruitful new directions.

Job descriptions may be too inflexible in a rapidly changing organization, for instance in an area subject to rapid technological change. Other changes in job content may lead to the job description being out of date. The process that an organization uses to create job descriptions may not be optimal. There is no method for it which can give perfect results but through combination of methods and careful analysis one can have good results . Experience is needed for analysing jobs.