

# Maintaining the job specifications

[Business](#), [Human Resources](#)



A systematic body of knowledge on the design of jobs is a result of the Industrial Revolution and the rise of large-scale economic enterprises. Job in simple can be defined as 'a grouping of tasks, responsibilities, and duties'. Companies rely on a job analysis to enrich the job experience so that the worker is in a position to give his/ her optimum to the company. Jobs are classified based on the types of requisite qualifications, expertise and experience and accordingly, people are selected for each job. The process of reclassifying, enlargement, specification of jobs is an evolutionary process within an organization and continues with newer inputs to the industry and job profile. Job analysis, therefore, provides details of the tasks and activities to be carried out on a particular job together with required human skills and motivations to the human resource. The adequate working ambiance and other motivators then act towards maximizing productivity and satisfaction. Job design and work organization function towards complementing each other's roles. Employees are placed in different positions in the hierarchy depending upon the levels of responsibility entrusted to them. The working is regularly evaluated by the seniors and accordingly, there are higher responsibilities for deserving ones.

The process of job evaluation is a prerequisite to effective rear.

Step-2: Determining the process of job analysis. A suitable technique of job analysis is defined for carrying out the task. For this adequate support is required from different quarters like the HR professionals, managers, executives, etc. This process is a time-consuming process and requires patience and an eye for observation. Preparations are made for a thorough analysis of the job with the help of questionnaires, interviews, observation,

and reports about the job gathered over time.

Step-3: Data collection: Data is collected with the help of questionnaires, surveys, observations and other reliable reports.

Step-4: Data Compilation: The data collected in step-3 happens to be in raw form and requires grouping in different segments, tabulation, etc. so that conclusions can be drawn out with comparisons and analysis.

Step-5: Verifying job description and job satisfaction. This process is required to take care of any loose ends that could have been left during the data collection process. Under this process, the documents are sent to the participants for reviews for ascertaining the accuracy.

Step-6: After the participants review the document and give a seal of approval the jobs are provided specifications with the approval of middle-level supervisors and senior management.

Step-7: Maintaining the Job specifications for future reference: The jobs thus specified and described are to be documented and maintained for references in future so that whenever a need is felt to undertake such an exercise again, these documents are available for