

Example of job analysis term paper

[Business](#), [Company](#)



In a job analysis process, the final step involves determining the knowledge, skills, abilities and attitudes needed for the effective performance of each job dimension. While establishing dimensions for a job analysis process, the tasks are rated in accordance to their importance and frequency. Three different dimensions are available in establishing dimensions, these are; employee relation, administrative, and employee displacement. In order of importance, employee relation comes first, followed by employee displacement and finally administration. According to the State of Colorado, a process that ensures all important tasks of a job are identified and the essential competences of an individual addresses in a satisfactory manner should be followed in job analysis. At Aldo Group Company, the management should make sure all the three dimensions are followed in order to have an effective and well managed workforce.

Employee relations being the first task to take into consideration while performing a job analysis procedure involves the provision of expert advices, internal and external communication, organizing training sessions, and addressing complaints. The employee relations personnel should possess thorough knowledge in performing such functions without introducing any draw backs. In addition, the employee relations officer should take care of recruitment services, promotions, selection of qualified employees, and ordering transfers from one department to another. Employee relations form an essential aspect of management when it comes to hiring new staff in an organization. The relations officer takes the responsibility of assisting new employees in their respective places of work and provides them with any assistance. Employees should have an engorgement on how to increase their

productivity irrespective of the nature of work in order to enjoy happy work-life. Moreover, an employee relation officer should have the capacity to manage large group of employees of not less than 15, 000 employees (Warhurst et al 88-89).

The displacement role forms the second important dimension in a job analysis. Employees' displacement ensures that employees have the freedom to travel from one area to another in search of new production techniques in order to win the global business competition. For an effective organization, managers and employees should have the capability of moving around countries in order to look for better company management skills. Also group being an international company, the employees have a hard task of ensuring they have different production methods that are more efficient and cost effective. In order to ensure employee displacement tasks are well performed, the employee relations officer should serve a list of competent employees who should travel in different regions to acquire the necessary trainings. In addition, the employee relations officer should arrange for all documents and files of all displaced employees (Weber and Taylor 305-315). Lastly a job analysis process should consider the administrative dimension. The administrative dimension deals with supporting activities like writing letters to successful applicants and those already in the workforce, writing recommendation letters to other firms, and making copies of necessary documents. The administrative officer should work hand-in-hand with other departmental heads in order to document all the necessary information required on an employee. In addition, the administration officer should communicate with organizational stakeholders in case a company undergoes

large-scale changes in management and employee relations (Aguinis 87-111).

In general, the undertakers of the three dimensions in an organization have to perform effectively because they all rely on one another. The employee relations officer activities are highly rated, but must consult the other two in making certain decisions concerning employees. The employee displacement officer serves as a support for employee relations officer and takes all responsibilities involving external communications (Aguinis 22-23).

Works cited

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