

Job analysis assignment



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The merger of Interclean and Envirotech has brought on a new outlook and perspective for the industrial cleaning service industry. The merger will reveal a new strategic plan and change the focus for Interclean. These changes will require changes in job assignments and well as changes in job descriptions. There will be six new positions to fill by someone from Interclean or Envirotech. The positions available are: Vice President of Sales, sales manager, and outside sales representatives.

These positions will have detailed job descriptions. The positions will be filled using some of the selection methods discussed in Chapter 7 Managing Human Resources. The different methods will help the hiring team choose the individual who will be the best fit for the position. “ Job analysis is the foundation for forecasting the need for human resources as well as plans for such activities as training, transfer, or promotion” (Cascio, 2005). Training for employees requires a well staffed and job knowledgeable human resources team. The teams will be in charge of making sure all aspects of the jobs are outlined.

Jobs change every day so it is up to the human resource staff to keep the descriptions up to date. In chapter five Cascio makes a statement, “ What you learn today you’ll use on the job tomorrow” was used to say training an employee can be very costly to the company. Paying attention to what is being taught will be very valuable to the individual when released from training. The human resources team is also in charge of creating and planning the career path for positions within the company or organization. According to the reading without an understanding of the jobs available and how they relate to other obs, creating a career path is impossible. Human

resources have to make sure the company is in compliance with the ADA and EEOC. This is important when creating different jobs writing the description. “ A job description clarifies work functions and reporting relationships, helping employees understand their jobs” (HR Guide to the Internet, 2000). Having detailed job descriptions will help the individual have a better understanding of what their job requires. This will let the applicant know what skills they need to acquire and what to expect for the job available. Writing a proper job description is important.

There are some items that should be included to make the description clear and concise. All job descriptions should include: position identification, position summary, primary duties, supervision, job requirements, physical requirements, and work environment (Wick, 2007). Each of the items listed will guarantee a detailed job description. According to Casey Wick, “ Position identification begins with the title. ” The title should be very simple not to imply the position is something more than what it is. The position summary gives a brief overview of the job and the duties required for the position.

The primary duties cover the work that should be completed for a specific job. Supervision exercised will basically state the individual will work under supervision. According to Wick this will be mentioned in the job description section. There are two different types of job requirements, minimum requirements and preferred requirements. “ The minimum qualifications define the lowest level of qualifications necessary to perform primary duties” and “ preferred qualifications are additional skills, knowledge, and abilities which would make an individual ideal for a position” (Wick, 2007).

The work environment must be acknowledged prior to hire as required by law. The employee should know about all work conditions. The selection process for choosing the best fit for the company is very important. There are several different ways to help make this decision easier. Chapter seven discusses common methods used by businesses to help choose the new hire. Common methods used are applications, interviews, drug testing, assessment testing, and resumes. All of these methods will help the employer get to know the individual better. The selection methods used at Interclean are applications, interviews, and drug testing.

At Interclean, six positions are available. Since the merger some changes have been made with organization. These six positions will be filled by current employees at Interclean and Envirotech. The first position is VP of Sales. Jim Martin will remain in this position because he is going to work hard to help the company achieve its new vision. He will be a great team leader because he puts the customer first to make sure all of their needs are met. He is very knowledgeable about the cleaning services industry and does whatever it takes to complete sales. The sales manager is going to be Tom Gonzalez.

Tom has excellent leadership skills. He has been in the industry for 25 years and he knows what customer loyalty is. Tom has created relationships with his customers that are long term. This shows how hard he works to make sure everyone is satisfied. This is the type of dedication needed at Interclean. Susan Burnt has been selected for one of the outside sales representative position. She is familiar with the work ethics of Interclean. She has worked under the supervision of David Spencer. She has been very

successful with all sales accounts she has worked. She has been cross trained in all areas of the company.

She is aggressive and closes all sales with excellent customer service. Eric Borden will receive an outside sales representative position also. He has great customer service skills and has proved to be a hard worker. He has been a team leader and will assist with any task. He works well with coworkers and is very knowledgeable and up to date with the cleaning industry. The fourth position of outside sales will be filled by Ving Hsu. Ving is very knowledgeable when it comes to the cleaning industry. He knows how to relay the updates to the employees so that everything is understood.

He is a trainer to his colleagues and a problem solver for the customers. He has built a strong customer base, and they if there is a problem, Ving will solve it. He is highly respected at Envirotech and will contribute all of his knowledge and at Interclean. The last position of outside sales will be filled by Terry Garcia. Terry has some of the same qualities as Ving. She is very educated and a good communicator. She has the ability to be cross trained in other areas of the company. This company is going to be in compliance with all laws to ensure we are operating properly.

The company is going to be well rounded and diverse. References Cascio, Wayne F. (2005). Managing Human Resources Chapter 5. Retrieved from University of Phoenix. Cascio, Wayne F. (2005). Managing Human Resources Chapter 7. Retrieved from University of Phoenix. HR Guide to the Internet (2000). Job Analysis: Job Descriptions. Retrieved November 25, 2008, from <http://www.job-analysis.net/Go51.htm> Wick, C. (2007, July).

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Setting the Stage: Writing Job Descriptions that Work. Executive Housekeeping Today, 29(7), 9-11. Retrieved November 30, 2008, from Business Source Complete database.