

# Human resource management pt 3

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



Human Resources Management PT 3 al Affiliation Human Resources Management PT 3 Job Analysis and its Role in Human Resource Management Job analysis is a crucial part of the job organization and information process, a function of human resources management (HRM), where jobs in the organization need to be organized in a specifically defined structure. Job analysis phase consists of the “ determination of duties, responsibilities, working conditions and working relationships of and between jobs, and the qualifications of the employee who should man each job” (Martires, 2004, p. 104). As specifically noted, the purpose of job analysis is to clearly establish the link and relatedness of employment procedures, such as: selection, training, compensation, and performance appraisal (HR Guide to the Internet, 2001).

#### Manner by which Job Analysis drive Job Descriptions

Job analysis drives job descriptions through the identification of clear requirements (or the ‘ what’) in a job (Martires, 2004). It was qualified that job analysis has two phases: job description and job specification; where job description presents the detailed job content including title, code number, department, nature of the job, responsibilities, processes or tools used, working hours, immediate superior, compensation and benefits, risks or hazards, and other pertinent aspects related to job content.

#### Use of Job Analysis and Job Descriptions in the Hiring Process

During the hiring and acquisition process, the job analysis and job descriptions take the paramount role of defining the needed requirements asked by the position. As above noted, the job description that results as an outcome of job analysis would provide HR personnel who are involved in the

hiring process with the needed information required by the organization, to ensure that the person to be selected would have the competencies and qualifications expected to match identified job content. As such, these provide the needed structural guidelines that assist recruitment personnel in streamlining applications who would match the tasks with their academic, work experiences, and skills set. To sum, the use of job analysis and job descriptions in the hiring process is to ensure that the person hired would do the right thing and do them well (Henson, 2011).

#### Use of Job Analysis and Job Descriptions in the Medical Arena

The use of job analysis and job descriptions are critical in the health care or medical area since the accountability of health care practitioners is the lives of patients who seek medical interventions and health care services.

Likewise, the diverse factors that impinge and affect health care organization need to be constantly reviewed, evaluated, and incorporated in the job analysis, as required. This was corroborated by Hernandez (2009) when he asserted that the health care institutions are confronted by “ multiple critical environmental factors... (and) the job analysis team must account for these factors because they can pose a significant threat to the organization” (p. 156). Some of these factors include: updated regulations and standards in the medical arena, demand and supply of health care practitioners, as well as the advances in medical services that the organization offers to the clientele. As such, job analysis and job descriptions that are regularly updated to meet the job requirements of the health care organization would benefit in the provision of patient care according to professional standards.

#### References

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