Assignment

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# Key Terms and Definitions

## Competencies

Competencies are the characteristics and attribute that an employee needs to perform its duties on the job successfully and in an efficient manner. The competency model gives an overview of the competencies needed for good performance.

**Developing Compensation systems**

Compensation is generally determined by the job analysis which gives an overview of the minimum and other benefits that must be granted top employee according to his or her expertise and the requirements necessary to perform (Pynes & Lombardi, 2011).

**Job family**

A job family consists of a series of related job titles, which are differentiated based on the knowledge, abilities and skills required to perform job duties.

**Job description**

The job description is the written statement obtained after detailed job analysis and it includes the duties, tasks, and responsibilities of a job. A job description also includes the job title.

**Job design**

A job consists of outlined tasks and responsibilities, qualifications and the methods needed to perform a specific set of on job activities. It is often influenced by external and internal changes (Pynes & Lombardi, 2011).

**Performance evaluation**

Performance evaluation allows appraising employees' against job standards determined by the job analysis. It also helps identify the areas of accountability.

**Human Resource planning, development, and training**

HR Planning is all about the number of employees and organization needs to fulfill the necessary tasks to achieve its organizational objectives. Job analysis enables human resource department to plan the knowledge, abilities, and skills essential to accomplish a job.

**Strategic Job Analysis**

A strategic job analysis not only involves planning for recruitment and selection but also involves developing compensations systems and identifying job-related competencies that help in employee evaluation.

**Risk Management**

Risk management in HR involves identifying any job hazards, which is later used to train employees in the areas of health and safety, dangers and possible security concerns.

# Discussion Questions

Jobs analysis is the process of gathering and analyzing information about the requirements of human resource and the job context. During a job analysis information is obtained about different activities of the job, educational requirements of a job, type of skills needed, required communication and interpersonal skills, responsibilities and the detailed information of knowledge, abilities and skills need to do a job. It defines the job organization within a job family and also enables interested employees to search for opportunities for career advancements (“Job Analysis | Human Resources | Nebraska,” n.d.).

Job analysis impacts all the areas of human resource planning, recruitment, selection and training, and development as well. First of all, it identifies the knowledge, abilities and skills wanted to complete a job (Pynes & Lombardi, 2011). Secondly, it allows developing compensation system based on the job requirements, educational requirements, previous job experiences, and the employee working conditions. It provides a standardized procedure to measure the wages and minimum pay and other monetary and non-monetary benefits across an organization. Moreover, it determines the skills needed for the job and allows to plan for training and development needs. Job analysis identifies the tasks and responsibilities and therefore employees' performance can be evaluated according to the standard developed. Furthermore, it identifies job hazards and ensures planning is done for security and health and safety of employees. Lastly, job analysis identifies the internal and external changes which impact job design.

During a job analysis, the information is generally collected on education requirements, necessary skills and competencies to perform a job in an effective and efficient manner, managerial responsibilities, working conditions, interpersonal and communication skills, external and agency contacts, and the information of knowledge, skills, and abilities. Knowledge is conceptual information, skills are competencies and abilities are the aptitude to perform a job. For this purpose, the most commonly sued methods include Interviews, Questionnaires, Observation, Structured Checklist, critical incident technique, diary or log and sometimes a combination of all or some of these methods (Pynes & Lombardi, 2011).

Job descriptions usually include information about the job position such as job title, pay scale, location, department and reporting relationship. It may also involve exempt or nonexempt status under labor acts, such as Equal Employment Opportunity demands anti-harassment, anti-discrimination policies (Combs, 2009). It also includes a summary of job which is general job responsibilities, necessary duties, and job specification as well. The job specification is the statement of qualifications needed to perform a job well.

A competency model incorporates a set of different competencies required to perform a job effectively and it covers a broad range of jobs than the typical job analysis. It is merged as a valuable tool used by the human resource department to define the knowledge and skills requirements needed for a job. It is generally created for job groups, specific jobs, specific industries, and organizations. The reason for developing a competency model is that different jobs demand different skills set and competencies such as nursing and healthcare professionals need different competencies to outperform their jobs. For instance, the competencies identified for health care managers such as structuring and positioning healthcare organizations, demonstrating leadership, interpersonal skills, financial management, and application of statistical analysis, etc.

Contextual performance refers to the performance that is not directly linked with the specific tasks, for instance, enhancing the psychological environment, which eventually increases jobs performance. On the other hand, task activities are a direct contribution to the technical and or core of a department. The two types of contextual performance analysis include personality-based job analysis and team-based job analysis. Personality-based job analysis highlights the behaviors liked with contextual performance, while team-based job analysis refers to aspects necessary in performing a job in the team.

References

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