Soules College of Business
Department of Human Resource Development

Job Analysis and Design   HRD 4320
Dr. Paul Roberts   Fall 2024
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Course Description:
        This course provides a systematic procedure for identifying and analyzing tasks
related to a specific job.

Textbook: (First, Second or Third Edition are all fine)
Job and Work Analysis: Methods, Research, and Applications for Human Resource
        Management by Michael T. Brannick, Edward L. Levine, Frederick P. Morgeson

Office Hours:
        M & W 9:15 – 11:15
        Other times by Appointment

Course Objectives:
        At the end of this course, participants will be able to:

        1) explain the background and progression of job analysis techniques as
        demonstrated by scoring above 70% on the quiz.

        2) collect information about jobs and develop an organized job analysis report as
        demonstrated in the completed job analysis and by scoring above 70% on the quiz.

        3) effectively utilize the O*NET and other resources to gain occupational information
        as demonstrated in the completed job analysis.

        4) Students will be able to analyze jobs within an organization for the purpose of
        developing training or recommending other performance interventions. This will be
        demonstrated by scoring 75% or better on the Job Analysis Project.

        5) explain the various uses of job analysis as demonstrated by scoring above 70% on
        the quiz.

        6) articulate the role of a job analysis in the improvement of organizational
        performance by contributing to class discussion.

Course Outline (subject to change):

Date		H	Topics	Assignments White Cover 3rd Edition
Aug.	26		Class Introduction	
	28		What is JA? Why JA?	xi-8
	30	H	See Hybrid folder for detailed instructions	
Sep	2		**Labor Day NO Class**	
	4		Methods of Collecting Data	8-22; 267-272
	6	H	See Hybrid folder for detailed instructions	
.	9		O*NET	
	11		Organizational Structures and Charts	113-123
	13	H	**Quiz #1 8:00AM on Sept 13 - 10:00PM on Sept 17**	**Online**
	16		Overview of conducting a JA	177-186; 257-266
	18		Job Analysis Forms - Org. Chart and Summary	
	20	H	See Hybrid folder for detailed instructions	
	23		Job Analysis Forms - Duty Worksheet	
	25		Job Analysis Forms - Task & Element Worksheets	
	27	H	See Hybrid folder for detailed instructions	
	30		Job Analysis Forms - Physical Requirements / Min. Qual.	
Oct.	2		Job Analysis Forms - Job Description & Job Announcement	
	4	H	See Hybrid folder for detailed instructions	
	7		Job Analysis Forms - Job Safety Analysis	
	9		Job Analysis Forms - Total Job Analysis	
	11	H	**Quiz #2 8:00AM on Oct 11- 10:00PM on Oct 15**	**Online**
	14		Job Analysis Project Overview/ Requirements	187-214; 272-284
	16		Uses of JA / Job Description, Evaluation & Design	Ch. 7
	18	H	Job Analysis Forms - Job Safety Analysis /Total Job Analysis	
	21		Uses of JA / Staffing and Training	Ch 8
	23		Legal Perspectives	Ch 6
	24		**Career Success Conference(CSS) – Replaces Oct. 25 H-day**	
	25	H	CSS attendance replaces this day	
	28		Legal Perspectives	Ch 6
	30		Future Trends in JA	Ch 10
Nov.	1	H	**Quiz #3 8:00AM on Nov 1 – 10:00PM on Nov 5**	**Online**
	4	H	JA Project Work Week (Class will not meet)	
	6	H	JA Project Work Week (Class will not meet)	
	8	H	JA Project Work Week (Class will not meet)	
	11		Project Q&A - Job Analysis Methods	Chapters 2-5
	13		Job Analysis Methods	Chapters 2-5
	15	H	See Hybrid folder for detailed instructions	
	18		Job Analysis Methods	**JOB ANALYSIS DUE**
	20		Class and Project review	

	22	H	See Hybrid folder for detailed instructions	
	25-29		**Thanksgiving Holiday** (No class)	
Dec.	2		JA Presentations - See Canvas for instructions	
	4		JA Presentations - See Canvas for instructions	
	6	H	**Quiz #4 8:00AM on Dec 6 - 10:00PM on Dec 10**	**Online**

H = Hybrid days where instruction or quizzes will be presented online.

Sept. 1st   Census Day
Oct. 30th   Last day to withdraw

Course Requirements:

Job Analysis Project	50 %
Job Analysis Presentation	5 %
4 Quizzes	10 % ea.
Class Participation	5 %

There will be a 10% per class period penalty for all late work. Assignments will be accepted no later than one week after the due date. All assignments will be submitted in Canvas.

Grades will be based upon the following scale:

A	90 - 100
B	80 -	89
C	70 -	79
D	60 -	69
F	< -	59

Job Analysis Project

The Job Analysis project is the major component of this class. Each of you will analyze a job of your choosing. We will work through this process as the course proceeds. This will include handing in components at times during the class for feedback and revision. I will provide you with a template for the project. Please use my template to ensure that you are using the most current information. Points will be deducted if you use a different template without prior permission.

Job Analysis Presentation

This grade will be based upon your presentation of your project. This term presentations will be recorded and uploaded to Canvas. The presentation should be three- five minutes long and follow the "Project Presentation Outline" posted online in the Job Analysis Project Resources page.

Quizzes

There will be four quizzes in this class. The exams will be taken in Canvas.

Class Participation

This grade will be based upon your attendance and participation in class discussions.

Academic Dishonesty Statement

Academic dishonesty, such as unauthorized collusion, plagiarism and cheating, as outlined in the Handbook of Operating Procedures, University of Texas at Tyler, will not be tolerated. University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

Artificial Intelligence

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

AI is **not** permitted in this course at all.
   a. Example 1: I expect all work students submit for this course to be their own. I have carefully designed all assignments and class activities to support your learning. Doing your own work, without human or artificial intelligence assistance, is best for your efforts in mastering course learning objectives. For this course, I expressly forbid using ChatGPT or any other artificial intelligence (AI) tools for any stages of the work process, including brainstorming. Deviations from these guidelines will be considered a violation of UT Tyler's Honor Code and academic honesty values.
   b. Example 2: To best support your learning, you must complete all graded assignments by yourself to assist in your learning. This exclusion of other resources to help complete assignments includes artificial intelligence (AI). Refrain from using AI tools to generate any course context (e.g., text, video, audio, images, code, etc.) for an assignment or classroom assignment.
   c. Example 3: The work submitted by students in this course will be generated by themselves. This includes all process work, drafts, brainstorming artifacts, editing, and final products. This extends to group assignments where students must create collaboratively create the project. Any instance of the following constitutes a violation of UT Tyler's Honor Code: a student has another person/entity do any portion of a graded assignment, which includes

purchasing work from a company, hiring a person or company to complete an assignment or exam, using a previously submitted assignment and/or using AI tools (such as ChatGPT).

University Policies:

See Link in Canvas for the detailed listing of all policies.