

Soules College of Business
Department of Human Resource Development

Job Analysis and Design
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HRD 4320
Fall 2023
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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 8:00 – 9:15
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.	21		Class Introduction	
	23		What is JA? Why JA?	xi-8
	25	H	See Hybrid folder for detailed instructions	
	28		Methods of Collecting Data	8-22; 267-272
	30		O*NET	
Sep.	1	H	See Hybrid folder for detailed instructions	
	4		Standard Industrial Classification (SIC) /(NAICS)	
	6		Organizational Structures and Charts	113-123
	8	H	Quiz #1 8:00AM on Sept 8 - 10:00PM on Sept 12	Online
	11		Overview of conducting a JA	177-186; 257-266
	13		Job Analysis Forms - Org. Chart and Summary	
	15	H	See Hybrid folder for detailed instructions	
	18		Job Analysis Forms - Duty Worksheet	
	20		Job Analysis Forms - Task & Element Worksheets	
	22	H	See Hybrid folder for detailed instructions	
	25		Job Analysis Forms - Physical Requirements / Min. Qual.	
	27		Job Analysis Forms - Job Description & Job Announcement	
	29	H	See Hybrid folder for detailed instructions	
Oct.	2		Job Analysis Forms - Job Safety Analysis	
	4		Job Analysis Forms - Total Job Analysis	
	6	H	Quiz #2 8:00AM on Oct 6 - 10:00PM on Oct 10	Online
	9		Job Analysis Project Overview/ Requirements	187-214; 272-284
	11		Uses of JA / Job Description, Evaluation & Design	Ch. 7
	13	H	Job Analysis Forms - Job Safety Analysis /Total Job Analysis	
	16		Uses of JA / Staffing and Training	Ch 8
	18		Legal Perspectives	Ch 6
	19		Career Success Conference – Replaces Oct. 20 Hybrid day	
	20	H	See Hybrid folder for detailed instructions	
	23	H	See Hybrid folder for detailed instructions	
	25		Future Trends in JA	Ch 10
	27	H	Quiz #3 8:00AM on Oct 27 – 10:00PM on Oct 31	Online
	30	H	JA Project Work Week (Class will not meet)	
Nov.	1	H	JA Project Work Week (Class will not meet)	
	3	H	JA Project Work Week (Class will not meet)	
	6		Job Analysis Methods	Chapters 2-5
	8		Project Q&A	
	10	H	Job Analysis Forms - Job Safety Analysis /Total Job Analysis	
	13		Job Analysis Methods	
	15		Class and Project review	JOB ANALYSIS DUE

	17	H	Job Analysis Forms - Job Safety Analysis /Total Job Analysis	
	20 -24		Thanksgiving Holiday (No class)	
	27		JA Presentations - See Canvas for instructions	
	29		JA Presentations - See Canvas for instructions	
Dec.	1	H	Quiz #4 8:00AM on Dec 1 - 10:00PM on Dec 5	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.

University Policies:

https://www.uttyler.edu/academic-affairs/files/syllabus_information_2021.pdf