

HUMAN RESOURCE MANAGEMENT

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Job Design



Job Design is basically the assignment of goals and task to be accomplished by employees.



Techniques of Job designing

1. Job Simplification
2. Job Rotation
3. Job Enrichment
4. Job Enlargement



1. Job Simplification



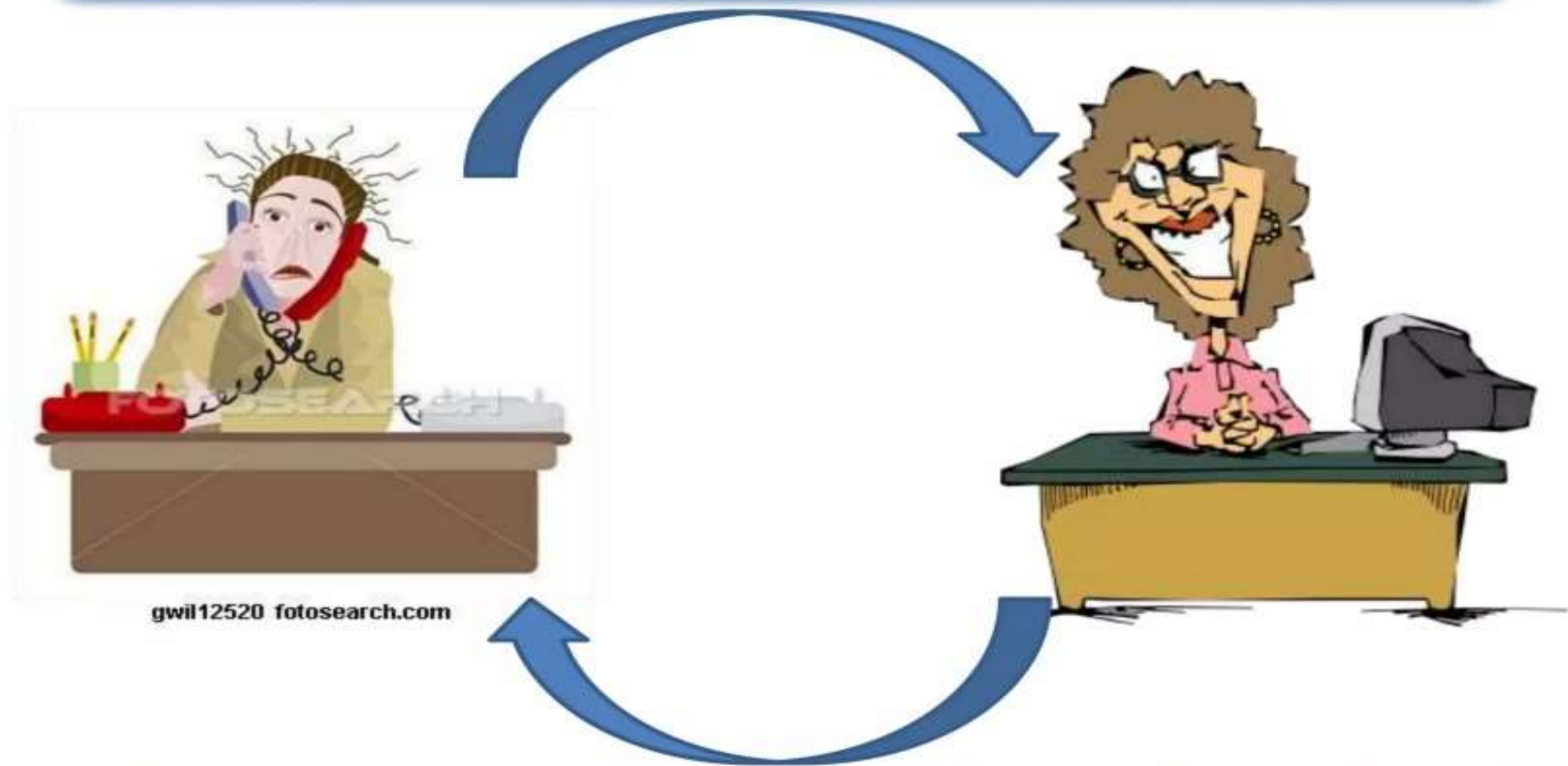
Variety of tasks



Job Simplification means that the variety and difficulty of task performed by a single person are reduced.



2. Job Rotation



Job Rotation means moving employees from job to job to give them greater variety of task so that to help preventing Boredom.



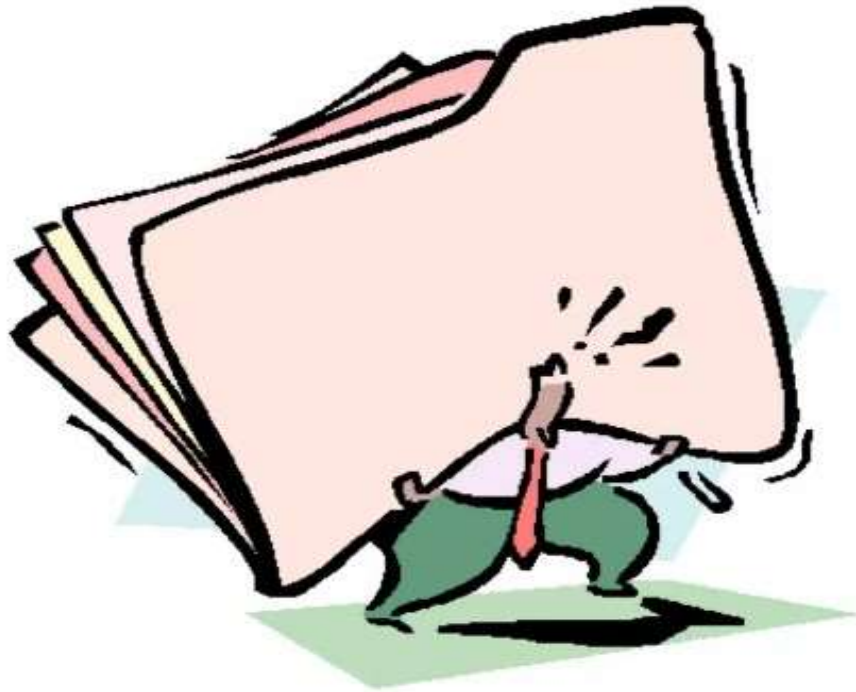
3. Job Enlargement



Job Enlargement is an expansion of the number of different tasks performed by an employee. Fewer workers are needed with the new technology, and each employee has to be able to perform a greater number and variety of tasks.



4. Job Enrichment



More advanced technology tends to cause Job Enrichment meaning that the job provides greater responsibility, recognition and opportunities for growth and development.



Impact of technology on Job Design

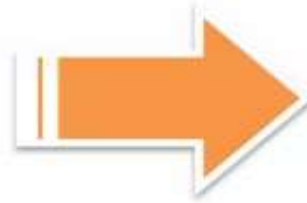


Technology has a very great influence on the job design in an organization. With the advanced technology workers have to keep learning new skills because technology changes so rapidly. Workers find their job changes almost daily because of new software programs, changes in the use of internet & other changes in information technology.



Impact of technology on Job Design

Bank Teller

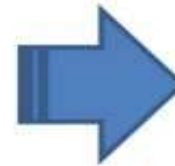


ATM



Impact of technology on Job Design

Past



Present



Definitions of Job Analysis

- Edwin Flippo: “Job analysis is the process of studying and collecting information relating to the operations and responsibility of a specific job”.



Techniques of Job Analysis Data

1. Personal observation
2. Sending out questionnaires
3. Maintenance of log records
4. Conducting personal interviews



Components of Job Analysis


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graph TD; A[Components of Job Analysis] --> B[Job Description]; A --> C[Job Specification];
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Job Description

Job Specification

Job Description



- The preparation of job description is necessary before a vacancy is advertised. It tells in brief the nature of a job. In other words, it emphasizes the job requirements.
- 



The details given in Job Description

- Job title
- Organizational location of the job
- Supervision given and received
- Materials, tools, machinery and equipment worked with
- Designation of the immediate superiors and subordinates
- Salary levels: Pay, DA, other allowances, bonus, incentive wage, method of payment, hours of work, shift, break etc.



Definition of Job Specification



- Edwin Flippo: “Job Specification is a statement of minimum acceptable human qualities necessary to perform a job properly”.
- 



Job Specification covers:

- Educational and professional qualifications
- Skills
- Practical experience
- Physical fitness
- Special qualities required for performing the job
- Intelligence, judgement and initiative required for performing the job





**Thank
You!!!**

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