

The Job Task Analysis (JTA) Process

The Job Task Analysis Process – A Primer

Introduction

The Job Task Analysis (JTA) is the most widely accepted and nationally used process for determining valid job content and employment requirements.

It is used to:

- Construct accurate and valid Job Descriptions
- Define valid and defensible position duties and responsibilities
- Define necessary knowledge, skills and abilities, required for minimally competent job performance (KSA's)
- Determine valid entry level job requirements
- Determine legitimate medical and/or physical job requirements
- Support testing and other employment related issues (such as basic work requirements)
- Develop and/or validate training curricula

It is based on several basic concepts:

1. That anything which materially effects job selection and retention must be clearly based on valid job requirements (required qualifications, job testing of all sorts, performance expectations, etc.).
2. That anything which materially effects job selection and retention is subject to federal and state regulation under various acts such as Equal Employment Opportunity/ Affirmative Action (EEO/AA), and the Americans with Disabilities Act (ADA), and as such cannot be discriminatory in intent or impact, unless a clear job necessity can be proven for the requirement(s).
3. That the people who are actually doing and directly supervising a given job are in the best position to understand its requirements and to describe it.
4. That properly constructed scientific inquiry and the appropriate statistical analysis of inquiry results serves as the most reliable and accepted form of demonstrating the validity of the basis for setting job requirements.

While there is considerable variation in how actual JTAs are done, generally, there is a set structure that most analysts follow.

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Handbook of Industrial, Work & Organizational Psychology Neil Anderson, 2001-12-20 This volume mainly focuses on theories techniques and methods used by industrial and work psychologists Internationally renowned authors summarize advances in core topics

Toyota Kaizen Methods Isao Kato, Art Smalley, 2017-07-26 Toyota Kaizen Methods Six Steps to Improvement focuses on the skills and techniques practiced inside Toyota Motor Corporation during the past decades This workbook focuses on the actual training course concepts and methods used by Toyota to develop employee skill level a core element of Toyota's success It is not a book about holding Western st

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Employment Regulation in the Workplace Robert K Robinson, GERALYN McClure Franklin, 2015-01-28 This textbook acquaints readers with the major federal statutes and regulations that control management and employment practices in the American workplace The material is presented from the perspective that the human resource professional is the employer's representative and is therefore responsible for protecting the employer's interests and reducing the employer's exposure to litigation through monitoring activities and viable employee policies The book is designed as a tool for today's business and management professionals and unlike some other texts in the field maintains a pro business or pro management approach The authors have skilfully crafted *Employment Regulation in the Workplace* to be an effective learning tool Each chapter opens with learning objectives and an example scenario and each chapter contains plenty of illustrative figures boxes and diagrams Chapters conclude with a listing of key terms questions for discussion and two case exercises The book also includes a comprehensive bibliography

Time Study and Job Analysis as Applied to Standardization of Methods and Operations William Otto Lichtner, 1921

Recent Developments in Job Analysis Kurt Landau, Walter Rohmert, 2017-06-26 The analysis of the various components of human work is the most important approach to a systematic study of people at work This approach is aimed at the examination of individual activities with respect to the role they play in the conflict of

humanitarian economic and technical aspects of work The main objective of this title which was first published in 1989 was to bring together researchers and practitioners from industry and academia who were interested in ergonomics and psychological aspects of job analysis This title will be of particular interest to students of human resource management

The Relation of the Employment Manager to Job Analysis and the Personnel Glenn Gardiner,1920 Rail Human Factors around the World John R Wilson,Ann Mills,Theresa Clarke,Jane Rajan,Nastaran Dadashi,2017-06-29 The rail human factors ergonomics community has grown quickly and extensively and there is much increased recognition of the vital importance of ergonomics human factors by rail infrastructure owners rail operating companies system developers regulators and national and trans national government This book the third on rail human factors is d **Reward Management** Michael Armstrong,Helen Murlis,2007 Based on the authors experience research and benchmarking activities this definitive book explains that reward management is about performance of individuals teams and the whole organization It examines in detail the processes and various approaches that can be adopted to achieve and reward outstanding skill and competence levels in the workplace Comprehensive and highly practical in its approach it takes a strategic perspective and addresses the wide gap that exists between theory and practice with a focus on the implications for practitioners This revised fifth edition includes new and updated chapters on age discrimination bonus schemes recognition schemes and pensions

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