

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.

Job Analysis Paper Example

Kurt Landau, Walter Rohmert



Job Analysis Paper Example:

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

The Handbook of Work Analysis Mark Alan Wilson, Winston Bennett, Jr., Shanan Gwaltney Gibson, George Michael Alliger, 2013-05-13 This new handbook with contributions from experts around the world is the most comprehensive treatise on work design and job analysis practice and research in over 20 years The handbook dedicated to Sidney Gael is the next generation of Gael's successful Job Analysis Handbook for Business Industry and Government published by Wiley in 1988 It consists of four parts Methods Systems Applications and Research Innovations Finally a tightly integrated user friendly handbook of interest to students practitioners and researchers in the field of Industrial Organizational Psychology and Human Resource Management Sample Chapter available Chapter 24 Training Needs Assessment by Eric A Surface is available for download

A Guide for Writing and Administering Performance Statements of Work for Service Contracts, 1980

[Work and Occupational Psychology](#) Lara Zibarras, Rachel Lewis, 2013-02-01 Written by a team of experts and with contributions from seminal academics and leading practitioners Work and Occupational Psychology links theoretical learning with key practical skills to form an ideal companion to any student in the field Structured around the 8 core areas of Occupational Psychology to ensure a rounded overview Assumes no prior knowledge making it ideal for students studying Occupational Psychology for the first time Contemporary discussion including cutting edge research and reflections on the future Reflects a global workplace through discussion of international and cross cultural issues and a range of international case studies Engages critically with the subject to encourage analytical thinking Online learning aids include hints and tips for discussion questions online readings and chapter podcasts

[Technical Report](#) Human Resources Research Organization, 1970

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

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

[Innovations in Bio-Inspired Computing and Applications](#) Václav Snášel, Ajit Abraham, Pavel Krömer, Millie Pant, Azah Kamilah Muda, 2015-12-14 This Volume contains the papers presented during the 6th International Conference on Innovations in Bio Inspired Computing and Applications IBICA 2015 which was held in Kochi India during December 16 18 2015 The 51 papers presented in this Volume were carefully reviewed and selected The 6th International Conference IBICA 2015 has been organized to discuss the state of the art as well as to address various issues in the growing research field of Bio inspired Computing which is currently one of the most exciting research areas and is continuously demonstrating exceptional strength

in solving complex real life problems The Volume will be a valuable reference to researchers students and practitioners in the computational intelligence field 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 *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 Oxford Handbook of Personnel Assessment and Selection** Neal

Schmitt, 2013-12-15 Employee selection has long stood at the practical forefront of industrial organizational psychology Today's social business and economic climates require ongoing adaptations by those who select organizations personnel and research on the topic helps gauge the impact of these adaptations and their implications for human performance and potential The Oxford Handbook of Personnel Assessment and Selection codifies the wealth of new research surrounding employee selection web based assessments social networking globalization of organizations situating them alongside more traditional practices to establish the best and most relevant research for both professionals and academics Comprising chapters from authors in both the private sector and academia this volume is organized into seven parts 1 historical and social context of the field of assessment and selection 2 research strategies 3 individual difference constructs that underlie effective performance 4 measures of predictor constructs 5 employee performance and outcome assessment 6 societal and organizational constraints on selection practice and 7 implementation and sustainability of selection systems While providing a comprehensive review of current research and practice the purpose of this handbook is to provide an up to date profile of each of the areas addressed and highlight current questions that deserve additional attention from researchers and practitioners This compendium is essential reading for industrial organizational psychologists and human resource managers

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 *Introduction to related subjects instruction and inservice training materials* ,1982 Applying Psychology in Business John Walter Jones, Brian D. Steffy, Douglas Weston Bray, 1991-01-01 Written to provide managers consultants and students of management with a comprehensive overview of psychological principles in a managerial setting this text provides practical solutions and techniques useful in both for profit and not for profit settings **Psychological Services for Law Enforcement** James T. Reese, Harvey Alan Goldstein, 1986 *The Validity of Testing in Education and Employment* ,1993 *The Job Analysis Handbook for Business, Industry, and Government* Sidney Gael, 1988 **Rapid Instructional Design** George M. Piskurich, 2015-01-06 The classic guide to instructional design fully updated for the new ways we learn Rapid Instructional Design is the industry standard guide to creating effective instructional materials providing no nonsense practicality rather than theory driven text Beginning with a look at what instructional design really means readers are guided step by step through the ADDIE model to explore techniques for analysis design development intervention and evaluation This new third edition has been updated to cover new applications technologies and concepts and includes many new templates real life examples and additional instructor materials Instruction delivery has expanded rapidly in the nine years since the second edition's publication and this update covers all the major advances in the field The major instructional models are expanded to apply to e learning MOOCs mobile learning and social network based learning Informal learning and communities of practice are examined as well Instructional design is the systematic process by which instructional materials are designed developed and delivered Designers must determine the learner's current state and needs define the end goals of the instruction and create an intervention to assist in the transition This book is a complete guide to the process helping readers design efficient effective materials Learn the ins and outs of the ADDIE model Discover shortcuts for rapid design Design for e learning Millennials and MOOCs Investigate methods for emerging avenues of instruction This book does exactly what a well designed

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