What is a Job Analysis?

A Job Analysis is a detailed look at a particular job or job classification. It is a process that identifies the tasks performed on the job and knowledge, skills, abilities, and personal characteristics needed to perform those tasks. One of the crucial parts of this process is to meet with Subject Matter Experts to help identify the key responsibilities, tasks, and knowledge, skills and abilities of the classification. Subject Matter Experts are incumbents, first-level supervisors or hiring managers, or employees who previously were in the classification.

Why do we use Job Analysis?

Job analysis results in the identification and documentation of the essential functions of a job (or job classification), the specific task requirements of the job classification, and Knowledge, Skill and Abilities required to perform those tasks and essential functions. Once conducted, a job analysis can provide data for a multitude of human resources activities surrounding a given job classification, including the following:

- Classification and pay
- Recruitment and Selection
- Training and Development
- Performance appraisal
- Disability or return-to-work accommodation
- Human resource/workforce planning

Job analyses are conducted to obtain accurate, current, and reliable information about jobs in order to make better employment and management decisions, to save money, to increase productivity, and to comply with federal and state laws where adverse impact is found related to prohibited discriminatory factors. Job analysis, as the foundation of selection procedures, provides employers with a means to make sound, cost-effective employment decisions. Selection procedures based on a thorough job analysis are designed to identify the best-qualified candidates for a job.
Is This Something New?

Job Analysis was originally developed to comply with the 1978 Federal Uniform Guidelines on Employee Selection Procedures. The Uniform Guidelines were developed by the Department of Labor, the Equal Employment Opportunity Commission, the Civil Service Commission, and the Department of Justice in 1978. The Uniform Guidelines established procedures for the proper validation and use of selection procedures and a framework for the proper use of selection instruments.

Completed CDFA Job Analysis are listed below.