

**College of Business and Technology**  
**School of Human Resource Development and Technology**  
**Course Syllabus**

Job Analysis Techniques  
Dr. Paul Roberts  
proberts@uttyler.edu  
Office: HPR 240

TECH 4320  
Spring 2009  
566-7334-phone  
565-5650-fax

Course Description:

This course provides a systematic procedure for identifying and analyzing tasks related to a specific job. (85% Lecture 15% Lab)

Textbook:

Brannick, M.T., Levine, E.L. & Morgeson, F.P.(2007). Job and Work Analysis: Methods, Research, and Applications for Human Resource Management. Thousand Oaks, CA: Sage Publications, Inc. ISBN 978-1-4129-3746-7

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 quiz #4.
- 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 quiz #1.
- 3) effectively utilize the Dictionary of Occupational Titles and O\*NET to gain occupational information as demonstrated in the completed job analysis.
- 4) explain the various uses of job analysis as demonstrated by scoring above 70% on quiz #3.
- 5) articulate the role of a job analysis in the improvement of organizational performance by contributing to class discussion.

Course Competencies

1. Computer-Based Skills – the student will complete the Job Analysis project in a word processing package that may include graphs, charts, spreadsheets, database manipulation. Internet search skills will be required to access the O\*NET, DOT online and Occupational Outlook Handbook. Students will also present the

completed project to the class and may utilize a presentation software package to illustrate the project.

2. Communication Skills – the student will exhibit a mastery of both written and oral skills in completion and presentation of the project.
3. Interpersonal Skills – the student will work in a group to identify problem statements for the data collection phase of the research project.
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking, quantitative/statistical skills, gathering and analyzing data, and creativity and innovation in the identification and completion of the research project
5. Ethical Issues in Decision Making and Behavior- the student will understand and exhibit ethics through the data collection and presentation portions of this project.
6. Personal Accountability for Achievement – the student will complete the project at the time designated by the instructor
7. Competence in Technology Principles
  - a. Competence in major field and grounding in other major technology major core areas – the student will complete the project as part of the requirements of the major
  - b. Exposure to and appreciation for industrial experiences such as industrial tours, work-study options and cooperative education, senior seminars – Students will conduct interviews and observation in order to gather data for the project.

### **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

### **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.

Grades will be based upon the following scale:

|   |          |
|---|----------|
| A | 90 - 100 |
| B | 80 - 89  |
| C | 70 - 79  |
| D | 60 - 69  |
| F | < - 59   |

Course Outline:

| Date |    | BB | Topics  | Reading Assignments                             |                             |
|------|----|----|---|---|-----------------------------|
|      |    |    |   | Blue Cover– Second Edition                      | Black Cover – First Edition |
| Jan. | 13 |    | Introduction  |   |                             |
|      | 15 | X  | What is JA?/ Why JA?                                    | xi-8  | xii - 10                    |
|      | 20 | X  | Methods of Collecting Data                              | 8-22; 267-272                                   | 10-23; 275-282              |
|      | 22 | X  | Methods of Collecting Data                              |   |                             |
|      | 27 | X  | Organizational Chart                                    |   |                             |
|      | 29 |    | <b>Quiz #1</b>  | <b>Quiz will be taken online in Blackboard</b>  |                             |
| Feb. | 3  | X  | Job Analysis Forms                                      | 257-266   | 265-275                     |
|      | 5  | X  | Job Analysis Forms                                      |   |                             |
|      | 10 | X  | Job Analysis Forms                                      |   |                             |
|      | 12 | X  | Job Description   | 177-186   | 187-196                     |
|      | 17 | X  | Dictionary of Occupational Titles (DOT) /O*NET          |   |                             |
|      | 19 | X  | DOT /O*NET  |   |                             |
|      | 24 | X  | Standard Industrial Classification (SIC) /(NAICS)       | 113-123   | 122-132                     |
|      | 26 | X  | Job Announcement  |   |                             |
| Mar  | 3  |    | Job Analysis Project Overview/ Requirements             | 187-214; 272-284                                | 197-225; 282-293            |
|      | 5  |    | <b>Quiz #2</b>  | <b>Quiz will be taken online in Blackboard</b>  |                             |
|      | 10 |    | SPRING BREAK  |   |                             |
|      | 12 |    | SPRING BREAK  |   |                             |
|      | 17 | X  | Uses of JA / Staffing and Training                      | Ch 8  | Ch 8                        |
|      | 19 | X  | Job Safety Analysis /Total Job Analysis                 |   |                             |
|      | 24 |    | E-Portfolio overview                                    |   |                             |
|      | 26 | X  | Legal Perspectives                                      |   |                             |
|      | 31 |    | Future Trends in JA                                     |   |                             |
| Apr. | 2  |    | <b>Quiz #3</b>  | <b>Quiz will be taken online in Blackboard</b>  |                             |
|      | 7  |    | JA Project Work Day (NO CLASS, I'll be in my office)    | <b>Last day for pre-grading</b>                 |                             |
|      | 9  |    | Job Analysis Project Work Day (NO CLASS)                |   |                             |
|      | 14 |    | Job Analysis Methods<br><b>JOB ANALYSIS PROJECT DUE</b> | Ch 2-5  | Ch 2-5                      |
|      | 16 | X  | Job Analysis Methods                                    |   |                             |
|      | 21 |    |   |   |                             |
|      | 23 |    | JA Presentations  |   |                             |
| May. | 28 |    | JA Presentations  |   |                             |
|      | 30 |    | JA Presentations  |   |                             |
|      | 7  |    | <b>Quiz #4</b> <b>9:30-11:30</b>                        | <b>Final will be taken online in Blackboard</b> |                             |

BB = This indicates that additional information is available in Blackboard

**Web Resources**

O\*NET - <http://online.onetcenter.org/main.html>

Occupational Outlook Handbook - <http://www.bls.gov/ocohome.htm>

Dictionary of Occupational Titles online - <http://www.oalj.dol.gov/libdot.htm>

Dictionary of Occupational Titles online - <http://www.stepfour.com/jobs/index.htm>

Department of Labor O\*Net information site - <http://www.doleta.gov/programs/onet/>

U.S. Government Documents Ready Reference Collection –

<http://www.columbia.edu/cu/libraries/indiv/dsc/readyref.html>

### **Additional References**

- Baer, M. F. & Roeber, E. C. (1969). Occupational Information: The Dynamics of its nature and Use. Chicago: Science Research Associates, Inc.
- Bartel, C. R. (1976). Instructional Analysis and Materials Development. Chicago: American Technical Society.
- Beach, D. S. (1970). Personnel: The Management of People at Work. New York: The MacMillan Company.
- Bemis, S.E., Delenky, A.H., & Soder, D.A. (1983). Job Analysis: An Effective Management Tool.
- Berwitz, C. J. (1975). The Job Analysis Approach to Affirmative Action. New York: John Wiley and Sons.
- Blum, M. L. & Naylor, J. C. (1968). Industrial Psychology. New York: Harper and Row.
- Braden, P. V. & Krishan, P. (1975). Occupational Analysis of Educational Planning. Columbus, OH: Charles E. Merrill Publishing Company.
- Bureau of Law and Business, Inc. (1982). How to Analyze Jobs: A Step-by-Step Approach. Madison, CT: Bureau of Law and Business.
- Fryklund, V. C. (1970). Occupational Analysis: Techniques and Procedures. New York: Bruce Publishing Company.
- Larson, M. E. (1972) . Teaching Related Subjects in Trade and Industrial Education. Columbus, OH: Charles E Merrill Publishing Company.
- Scoville, J. G. (1972). Manpower and Occupational Analysis: Concepts and Measurements. Lexington, MA: Lexington Books.
- Sikula, A. E. (1976). Personnel Administration and Human Resources Management. New York: John Wiley and Sons.
- U. S. Department of Labor (1991). Dictionary of Occupational Titles (4th ed.) Washington, D. C. :U. S. Government Printing Office.
- U. S. Department of Labor (1972). Handbook for Analyzing Jobs. Washington, D. C. : U. S. Government Printing Office.
- U. S. Department of Labor (current year). Occupational Outlook Handbook. Washington, D. C. : U. S. Government Printing Office.

## **University Policies:**

### **Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/StudentRightsandResponsibilities.html>

### **Grade Replacement/Forgiveness**

If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average.

Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

### **State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped

after the 12th day of class (See Schedule of Classes for the specific date).

Exceptions to the 6-drop rule include, but are not limited to, the following: totally withdrawing from the university; being administratively dropped from a course; dropping a course for a personal emergency; dropping a course for documented change of work schedule; or dropping a course for active duty service with the U.S. armed forces or Texas National Guard.

Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

### **Disability Services**

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in UC 282, or call (903) 566-7079.

### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

### **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

### **Social Security and FERPA Statement:**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.