Job Analysis and Design   HRD 4320
Dr. Paul Roberts   Fall 2020
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Course Description:
        This course provides a systematic procedure for identifying and analyzing tasks
related to a specific job.

Textbook: (First, Second or Third Edition are all fine)

Job and Work Analysis: Methods, Research, and Applications for Human Resource
        Management by Michael T. Brannick , Edward L. Levine, Frederick P. Morgeson
Office Hours:
        T – TH 8:00 – 9:30   & 12:30 – 1:00
        Other times by Appointment

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 the quiz.

        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 the quiz.

        3) effectively utilize the O*NET and other resources to gain occupational information
        as demonstrated in the completed job analysis.

        4) Students will be able to analyze jobs within an organization for the purpose of
        developing training or recommending other performance interventions. This will be
        demonstrated by scoring 75% or better on the Job Analysis Project.

        5) explain the various uses of job analysis as demonstrated by scoring above 70% on
        the quiz.

        6) articulate the role of a job analysis in the improvement of organizational
        performance by contributing to class discussion.

Course Outline (subject to change):

Date		H	Topics	Assignments White Cover 3rd Edition
Aug.	25		Introduction What is JA? Why JA?	xi-8
	27		Methods of Collecting Data	8-22; 267-272
Sep.	1		O*NET	
	3	H	Standard Industrial Classification (SIC) /(NAICS)	
	8		Organizational Structures and Charts	113-123
	10	H	**Quiz #1 8:00AM on Sept 10 - 10:00PM on Sept 14**	**Online**
	15		Overview of conducting a JA	177-186; 257-266
	17		Job Analysis Forms - Org. Chart and Summary	
	22		Job Analysis Forms - Duty Worksheet	
	24	H	Job Analysis Forms - Task & Element Worksheets	
	29		Job Analysis Forms - Physical Requirements / Min. Qual.	
Oct.	1		Job Analysis Forms - Job Description & Job Announcement	
	6		Job Analysis Forms - Job Safety Analysis /Total Job Analysis	
	8	H	**Quiz #2 8:00AM on Oct 8 - 10:00PM on Oct 12**	**Online**
	13		Job Analysis Project Overview/ Requirements	187-214; 272-284
	15	H	Uses of JA / Job Description, Evaluation & Design	Ch. 7
	20		Uses of JA / Staffing and Training	Ch 8
	22	H	Legal Perspectives	Ch 6
	27		Future Trends in JA**/** Project Q&A	Ch 10
	29	H	**Quiz #3 8:00AM on Oct 29 – 10:00PM on Nov 2**	**Online**
Nov.	3	H	JA Project Work Week (Class will not meet)	
	5	H	JA Project Work Week (Class will not meet)	
	10		Project Q&A	
	12	H	Job Analysis Methods	Chapters 2-5
	17		Job Analysis Methods	**JOB ANALYSIS DUE**
	19		Class and Project review	
	24		**Thanksgiving Holiday** (No class)	
	26		**Thanksgiving Holiday** (No class)	
Dec.	1	H	JA Presentations - See Canvas for instructions	
	3	H	Class/project review - See Canvas for instructions	
	5	H	**Quiz #4 8:00AM on Dec 4 - 10:00PM on Dec 8**	**Online**

H = Hybrid days where instruction or quizzes will be presented online.

Sept. 4th   Census Day

Nov. 2nd   Last day to withdraw

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. Assignments will be accepted no later than one week after the due date. All assignments will be submitted in Canvas.

Grades will be based upon the following scale:

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

Job Analysis Project

The Job Analysis project is the major component of this class. Each of you will analyze a job of your choosing. We will work through this process as the course proceeds. This will include handing in components at times during the class for feedback and revision. I will provide you with a template for the project. Please use my template to ensure that you are using the most current information. Points will be deducted if you use a different template without prior permission.

Job Analysis Presentation

This grade will be based upon your presentation of your project. This term presentations will be recorded and uploaded to Canvas. The presentation should be three- five minutes long and follow the " Project Presentation Outline" posted online in the Job Analysis Project Resources page.

Quizzes

There will be four quizzes in this class. The exams will be taken in Canvas.

Class Participation

This grade will be based upon your participation in class discussions.

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.

University Policies:

Due to the unpredictable nature of the Covid-19 outbreak other policies may be in place, please see UTT covid-19 website for the latest updates.

http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf