

A STUDY ON JOB ANALYSIS AND JOB SATISFACTION

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Abstract: This paper reflects the core function of a programme of guidance is to solve the 'Man-job' equation. Whereas it is necessary that a counsellor is informed about the available jobs, he should also know "What makes a worker decide that a job is "good" or "bad". This is possible only through job analysis and an understanding of the principles of job satisfaction. People spend most of their time at work and their motivation is considered to be an important factor" for job performance. So guidance work cannot be initiated without a thorough knowledge of the duties and conditions of work of the job to be filled and of the human capacities essential to succeed in it. It basically related with the concept of job analysis, purposes of job analysis, limitations of "job analysis, concept of satisfaction, factors on which satisfaction depends, etc. The researcher of this study concluded that job analysis means the discovery and study of the essential features of each job to provide the information needed for job description. The studies of job satisfaction have revealed that the degree of job satisfaction from a particular job depends on the number of potentialities that it can draw on.

Key Words: Job Analysis, Job satisfaction, Man-job Equation.

1. INTRODUCTION:

In India, jobs are very important to individuals. They help to determine standards of living, places of residence, status and even one's sense of self-worth. They are important to organizations also because they are the means of accomplishing organizational objectives. Traditionally, organizations used to define jobs in a rigid way. A job was that what it requires does not change; it is designed to be immutable and unchanging, irrespective of the various incumbents performing them. In real world, however, jobs are not static, they are subject to change. But job satisfaction is the whole matrix of job factors that make a person like his work situation and be willing to head for it without distaste at the beginning of his work day. A degree of satisfaction from a particular job depends on the number of potentialities that it can draw on.

2. MEANING OF JOB ANALYSIS:

Job analysis is a systematic and detailed examination of jobs. It is the process of collecting information about a job – that is the knowledge. Skills and the experience needed to carry out a job effectively. In other words, job analysis refers to the anatomy of the job,. It is a complete study of job, embodying every known and meaning of job analysis. It is the process of determining, by observation and study, and reporting pertinent information relating to the nature of a specific job. It is the determination of the tasks which comprise the job and of the skills, knowledge abilities and responsibilities required of the workers for successful performance which differentiates the job from all others.

According to **Ordway Tead** "Job analysis is the scientific study and statement of all the facts about a job which reveal its content and the modifying factors which surround it". Further **Edwin, B. Flippo** has defined "Job analysis is the process of studying and collecting information relating to the operations and responsibilities of a specific job. The immediate products of this analysis are job descriptions and job specifications". Job analysis means the discovery and study of the essential and distinctive features of each job, to provide the information needed for job descriptions, specifications, evaluation and classification. It is the initial determination of the tasks which comprise the job. A job may be analyzed according to the mental requirements, Physical requirements, responsibilities and working conditions. Thus, an attempt is made to rate the man on that job according to personality physique and attitude, the individual on how will be meets the specific mental and physical requirements of his job, discharge his responsibilities and adjusts to its asking conditions.

There are three parts of job analysis such as:

- The job must be completely and accurately identified.
- The tasks of the job must be completely and accurately described and
- The requirements, the job makes upon the worker for successful performance must be identified

3. OBJECTIVES OF J.A:

- To provide the information related to job and this data can be used to make process or job simple which is a work simplification.

- To provide the information about the job and standard of each can be established using this information.
- To provide support to various personnel activities.

4. PURPOSES OF J.A.:

J.A is essential ingredient of sound personnel management programme. It is the major input to forecasting future human resource requirements, Job modifications, Job evaluation, Determination of proper compensation and the writing of job evaluation, determination of proper compensation and the writing of job descriptions. The major purposes of J.A. are

- J.A. helps in evaluating the specifications for various jobs.
- It helps in bringing together the right worker for the right job. It provides a realistic basis for the hiring, training, placement, transfer and promotion of personnel.
- It along with job descriptions, which assists in the accurate determination of job opportunities for various types of man power in the industries.
- It provides information which enables us to change jobs in order to permit their being manned by personnel with specific characteristics and qualifications.
- It provides the necessary information to the management of training and development of programmes. It helps to determine the content and subject matter of in-training courses.
- It provides the opportunity for identifying hazardous conditions and unhealthy environmental factors.

5. PROCES OF J.A :

We should perform eight steps as follows for conducting job analysis, such as :

- Identify purposes of J.A
- Selection of Analyst
- Selection of Method
- Train the Analyst
- Preparation of J.A
- Collection of Data
- Review and Verify
- Develop a job Description and Job Specification.

6. METHODS OF JOB ANALYSIS:

Methods of collecting J.A. information include as:

- Direct Observation Method
- Work Method Analysis of J.A :
- Critical incident technique
- Interview method
- Questionnaire Method

7. LIMITATIONS OF JOB ANALYSIS:

It is contended that job analyses are more useful in dealing with adult cases than in School / Guidance since in the time between guidance and employment, many changes in the characteristics of the job may occur. Since job simplification is likely to increase in the future, many individuals, who are trained with the expectancy of handling a complicated job, may find that need for such training no longer exists.

7.1. CONCEPT OF JOB SATISFACTION:

Job satisfaction is defined as the extent to which an employee feels self-motivated, content and satisfied with his / her job. It happens when an employee feels he or she is having job stability, career growth and a comfortable work life balance. This implies that the employee is having satisfaction at job as the work meets the expectations of the individual. In a rapidly developing industrial Society, the importance of job satisfaction which is the whole matrix of job factors that make a person like his work situation and be willing to head it without distaste at the beginning of his work day cannot be over-emphasized. It is important to the employer, the worker and the community. Investigations have shown that when a man is satisfied with his work, the employer profits by greater output and intangible results. A satisfied employee is always important for an organization as he / she aims to deliver the best of their capability. Every employee wants a strong career growth. If an employee feels happy with their company and work, they look to give back to the company with all their efforts. Importance of job satisfaction can be seen from two perspectives i.e. from employee and employer perspective.

7.2. JOB SATISFACTION FACTORS:

J.S is based in the psychology of an employee, for keeping the right man on the right job, the employers must be alert to factors responsible for job satisfaction in working out predictable job choices with their pupils. Comparison studies show that a larger percentage of men than women are dissatisfied, that there is more dissatisfaction in large companies than in small companies. Those skilled workers are more satisfied than semi-skilled workers. A larger percentage of professional than managerial workers and a large percentage of managerial than commercial workers are satisfied. One fact that is constantly revealing itself in researchers among all types of workers is that salary is by no means as important to satisfaction statistical correlations show low relationships between wage level and job morale. In fact, it can be generally presumed that excluding the case of obviously poor wages, the demand for more money. Obviously poor wages, the demand for more money. Studies of job satisfaction and ratings of the prestige of occupations have revealed that the amount of responsibility and freedom enjoyed by a worker. Most research reports stress the importance of human relationships in considering the degree of satisfaction or dissatisfaction. Investigations in to relationships between satisfaction and vocational interests show that men who had chosen their jobs through interest in the type of work, preferred their jobs to their hobbies, whereas men, who had chosen their jobs mainly because of the economic return, preferred their hobbies. The complex nature of work satisfaction can now be more readily appreciated at least three major components such as retries, intrinsic satisfaction and concomitant satisfactions. Every person is interested, at least to some degree in monetary returns. He must earn enough to maintain himself and usually a family even if he is willing to accept a low standard of living. There are some studies informed that workers become dissatisfied with their jobs because of:

- Lack of chances of advancement
- Lack of feeling of security for the future
- Poor physical conditions
- Lack of chances to develop group adjustments or participate in management
- Recruitment for high salary, position or title is not fulfilled.

8. CONCLUSION:

Job in work has increased in recently. Consequently we understand of jobs and their effective coordination is essential for procedural efficiency. Job analysis is needed to promote organizational efficiency by promoting satisfactions for each level. Job analysis is needed to promote organizational efficiency. Job analysis is the discovery and study of the essential and distinctive features of each job to provide the information needed for job description, specification, evaluation and classification. A job may be analyzed according to mental requirements, physical requirements, responsibilities and working conditions. It helps in bringing together the right worker for the right job. So the job information may be secured from three principal sources such as employed on the job, other employees who know the job and independent observers who watch employees performing their jobs. Job satisfaction is important to the employer, the worker and the community. It depends on a number of factors such as perusal relations, outcomes of work, interest, intrinsic satisfaction etc. But dissatisfaction increases because of fewer chances of job advancement, lack of a feeling of security, poor physical conditions and lack of chances to show initiative.

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