

# IMPROVING AGENCY PERFORMANCE WITH JOB ANALYSIS





## Job analysis can make a world of difference in your agency.

Hiring criteria, performance reviews, training programs, regulatory issues, compensation, career development and more – it's easy to count the number of fundamental ways job analysis can impact the critical performance of your agency. What's not as simple is performing a proper job analysis on your own – or finding the right partner to do one correctly.

It begins with understanding what a job analysis is and what it isn't. While job analysis results in an accurate, up-to-date description of a job, it is much more than a simple job description.

Job analysis is an analytics-based process to identify the important tasks and job requirements and the relative importance of each of these items, using multiple sources and data collection methods, including employee interviews, job observations, focus group sessions and written questionnaires.

A well-executed job analysis informs HR professionals so they can establish the most effective strategies for their agencies, backed up by smart day-to-day decisions for their employees.

## CPS HR is uniquely qualified to perform your job analysis.

You're probably already familiar with CPS HR Consulting. With more than a quarter-century providing HR solutions for public agencies, we have a wide range of experience with public-sector jobs and the people and processes that work best in them. Our job analysis methodology is proven to work in the real world, and our job analysis experts are dedicated specialists. Complying with federal and state guidelines, CPS HR job analyses are legally defensible and based on best practices.

## Trust the experience and performance results of CPS HR.

With so many implications for your HR program, job analysis is a critical component that should be entrusted only to the best-equipped specialists available.

## Job analysis from CPS HR will help you:

### Develop selection procedures

- Our work serves as the basis for demonstrating that your selection procedures are appropriately job-related. This ensures legal compliance and defensibility.
- We help you identify the qualities that best predict job performance.

### Create a performance evaluation system

- We help you establish accurate standards for the job so you'll know which competencies and at what level you should measure individuals against.

### Determine training/development needs

- By establishing the right standards upfront, we help you develop personalized training and development programs to minimize gaps between performance and expectations.

### Define job accommodations, such as ADA compliance

- Identifying the essential functions of a job, our analysis highlights any accommodations you may need to make.

### Identify workplace hazards

- We often reveal facts of which HR is not aware. With the right information (e.g. exposure to hazardous materials, heights or loud noises), you can better define the work environment.

### Identify physical requirements

- Documenting the actual job functions, we help you establish the physical demands (e.g. walking, standing, lifting, etc.)

### Study compensation

- Using our analysis, you'll understand a job and the required skills so you can find comparable jobs in the market to set proper pay ranges.

### Establish and classify jobs

- We provide the information you need to identify similarities and differences so you can group different jobs by classifications or families.

### Formulate job descriptions and specifications

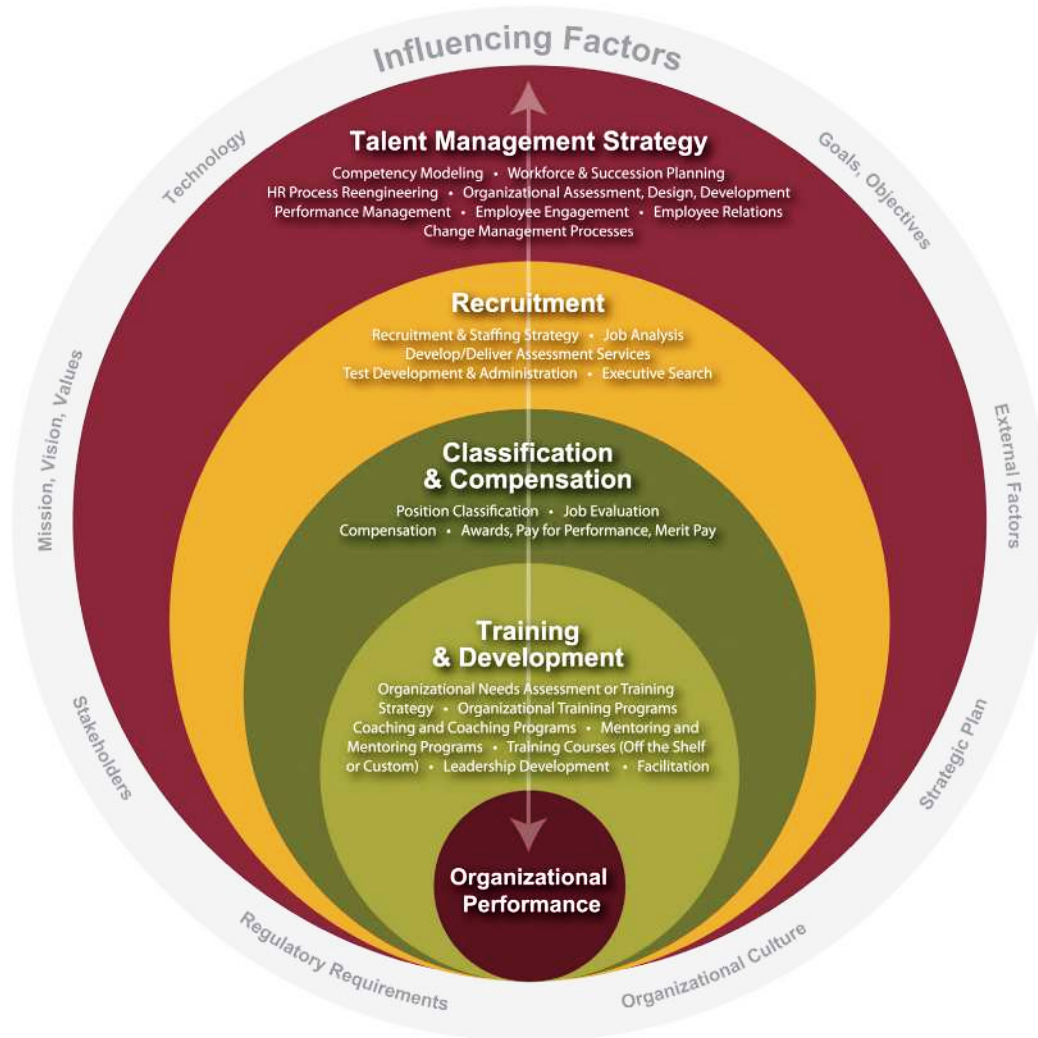
- With an on-the-ground assessment of everyday work functions, we give you the information you need to write an accurate description of the work and worker requirements.

### Develop workforce and succession plans

- Job analysis of all positions in your agency helps you create development plans and career ladders, preparing employees for new roles and future positions.

## Process of a CPS HR Job Analysis





## About CPS HR Consulting

CPS HR Consulting is a self-supporting public agency providing a full range of integrated HR solutions to government and nonprofit clients across the country. Our strategic approach to increasing the effectiveness of human resources results in improved organizational performance for our clients. We have a deep expertise and unmatched perspective in guiding our clients in the areas of organizational strategy, recruitment and selection, classification and compensation, and training and development.