




<b>Approved by:</b> Juan Williams, Commissioner	<b>Policy Number:</b> 12-004 (Rev. 07/01/2024)
<b>Signature:</b> 	<b>Supersedes:</b> 12-004
<b>Application:</b> Executive Branch Agencies, Human Resource Officers, Supervisors and Managers	<b>Effective Date:</b> August 1, 2013
<b>Authority:</b> T.C.A. § 8-30-203	<b>Rule:</b> Chapter 1120-02

## Job Analysis Study

### Definition

A job analysis study is a systematic process used to identify job-related tasks, essential job functions, minimum qualifications, and specific Knowledge, Skills, Abilities, and Competencies (KSACs) required for a particular job classification.

The Compensation Division may oversee the job analysis study, or an appointing authority may assign one (1) or more employees to undergo training by the Department of Human Resources (Department) in conducting such studies. These trained job analysts will then collaborate with agency subject matter experts to develop or update job classification specifications. The Compensation Division will offer guidance and recommend any necessary approvals or modifications.

### Recommended Qualifications for Agency Job Analysts

Appointing authorities shall select employees to conduct job analysis studies using the following criteria:

- The job analyst is typically assigned to the human resources division within the agency. However, the Department reserves the right to grant exceptions in cases where an employee demonstrates the requisite Knowledge, Skills, Abilities, and Competencies (KSACs) necessary to effectively conduct a job analysis.
- The job analyst should possess the following:
  - o Proficiency in both verbal and written communication;
  - o Ability to facilitate groups of subject matter experts effectively; and
  - o Aptitude for recognizing pertinent information.

Ideally, the employee serving as a job analyst should possess at least two (2) years of professional experience in human resources.

### **Training of Agency Job Analysts**

Every employee selected to conduct job analysis studies must participate in a training session provided by the Department. This session aims to equip employees with the necessary skills to fulfill the following responsibilities for their agency:

- Identify essential job functions;
- Write effective job specifications (descriptions);
- Identify pertinent knowledge, skills, abilities, and competencies; and
- Establish education and relevant experience requirements to determine minimum qualifications for the classification.

### **Requesting Job Analysis**

To begin a job analysis, the appointing authority shall submit a Job Analysis Request Form to the Compensation Division, outlining the scope and objectives of the study. Upon approval by the Department's Commissioner, the designated employee responsible for conducting the agency's job analysis studies will proceed with the study and submit the findings to the Compensation Division for assessment. For any modifications to an existing job specification, please reach out to the Compensation Division for assistance and guidance.

### **Documentation for Completed Studies**

Appointing authorities shall submit to the Compensation Division a completed job analysis study that contains the following:

- [Class Establishment/Revision form](#);
- A draft job specification template that includes summary, responsibilities, minimum qualifications, KSACs and identified subject matter experts (SME);
- Organizational charts showing all job classifications included in the study.

Agencies shall maintain a copy of the completed job analysis study documentation for a minimum of seven (7) years.

Questions regarding this policy may be directed to the Compensation Division.