




<b>Approved by:</b> Juan Williams, Commissioner	<b>Policy Number:</b> 12-004 (Rev. 07/01/2023)
<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 the process used to identify work duties, minimum qualifications, and specific knowledge, skills, abilities, and competencies (KSACs) necessary for a job classification.

The Compensation Division may conduct the job analysis study, or an appointing authority may designate one or more employees to be trained by the Department of Human Resources in performing job analysis studies. These trained employees shall then assist the agency subject matter experts in developing or updating job classification specifications within the agency. The Department’s Compensation Division will provide guidance and recommend approval or changes, as needed.

### Recommended Qualifications for Agency Job Analyst

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

- The employee must be assigned to the human resources division within the agency. The Department may grant exceptions when an employee demonstrates the appropriate KSACs necessary to conduct a job analysis.
- The employee must be competent in facilitating a group of subject matter experts.
- It is *preferred* that the employee have a minimum of two (2) years of professional human resources experience.

### Training of Agency Job Analysts

Each employee selected to conduct job analysis studies shall attend a training session conducted by the Department, designed to instruct the employee how to perform the following functions on behalf of his or her agency:

- Identify job-related tasks;
- Determine basic essential job functions of the classification;

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- Write a job specification (description);
- Identify relevant knowledge, skills, abilities, and competencies; and
- Determine the education and related experience requirements to determine minimum qualifications for the classification.

### **Requests for Job Analysis**

To initiate a Job Analysis, an appointing authority shall submit a Job Analysis Request Form to the Compensation Division describing the scope and objective of the job analysis study. Once approved by the Commissioner, the employee qualified to conduct the agency's job analysis studies shall conduct the study and submit the results to the Compensation Division for review and determination. To modify an existing Job Specification, contact the Compensation Division for 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 that includes summary, responsibilities, minimum qualifications and KSACs;
- Subject Matter Expert Information Questionnaire for each subject matter expert (SME);
- Confirmation of job specification approval from SME(s); and
- 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.