



Leading Change, Fall 2019

JOB ANALYSIS ACTIVITY

- **Overview**
- **Summary of Key Results**
- **Action Items**
- **Invitation to Participate**



JOB ANALYSIS ACTIVITY

Overview

- **Assess current job structure & duties**
- **Identify strengths and risk factors**
- **Formulate future job structure**
- **Develop plans to address issues**

Want to know more?

<https://www.chem.wisc.edu/content/department-reorganization-project>



JOB ANALYSIS ACTIVITY

Job Strengths and Risk Factors Questionnaire

Meeting People's Needs

- **Autonomy**
- **Money**
- **Skill Variety**
- **Social Support**
- **Growth/Challenge**
- **Career Path**
- **Task Significance**
- **Task Identity**
- **Client Feedback**

Reduce Risk of Harm

- **Workload**
- **Resources**
- **Recovery Time**
- **Work Pace**
- **Work Pressure**
- **Role Ambiguity**
- **Role Conflict**
- **Ergonomics**
- **Safety**

15 staff & 5 faculty members surveyed - Fall 2019



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Questionnaire Key Results

Faculty and Staff Responses:

Job Risk Factors:

- Workload
- Work Pressure
- Pay/Benefits

Job Strengths:

- Task Variety
- Task Identity
- Task Significance

Staff Job Issues:

- Career Path
- Social Support (backup)

Faculty Job Issues:

- Client Feedback
- Resources

Honorable Mention: Safety (results were mixed)



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Questionnaire Key Results

Identified Issues:

- **Systems**
- **Processes**
- **Communication**
- **Shifts Over Time**



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Action Items Completed:

- **Purchasing – duties shift, new person hired**
- **Grants policy designed and implemented**
- **Backup grants specialist addition**
- **Business office communications improved**
- **Prioritized new positions based on feedback**



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Action Items Started/Future:

- **Purchasing Process Redesign**
- **Cross-functional training/add duties variety**
- **Develop standard procedures for each job**
- **Improve & increase available information**
 - **Training library – videos for repetitive information**
 - **Who does what?**



JOB ANALYSIS ACTIVITY

You Are Invited to Participate
Summer/Fall 2020

Learn: Healthy Work Mini-Course
Analyze: Job Analysis Activity
Discuss: Meet to talk about issues

Interested in participating? Visit:

<https://www.chem.wisc.edu/content/department-reorganization-project>



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Questions?



Thank you!