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

<table>
<thead>
<tr>
<th>Meeting People’s Needs</th>
<th>Reduce Risk of Harm</th>
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<tbody>
<tr>
<td>- Autonomy</td>
<td>- Workload</td>
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<tr>
<td>- Money</td>
<td>- Resources</td>
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<tr>
<td>- Skill Variety</td>
<td>- Recovery Time</td>
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<td>- Social Support</td>
<td>- Work Pace</td>
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<td>- Growth/Challenge</td>
<td>- Work Pressure</td>
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<td>- Career Path</td>
<td>- Role Ambiguity</td>
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<td>- Task Significance</td>
<td>- Role Conflict</td>
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<td>- Task Identity</td>
<td>- Ergonomics</td>
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<td>- Client Feedback</td>
<td>- Safety</td>
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15 staff & 5 faculty members surveyed - Fall 2019

2020 UW-Madison Department of Chemistry
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)
JOB ANALYSIS ACTIVITY
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
JOB ANALYSIS ACTIVITY

Questions?

Thank you!