



Job Title: **Security Guard (J0056)**
Evaluator: **Carl**
Organization:
Administrator: **Jim Roberts**
Date: **09/21/05**

Overview

Job Description -

Job Prerequisites:

- o No Educational Requirements
- o No Related Work Experience Required
- o Up to 1 Year of On-the-Job Training Required
- o Must Work Full Time
- o Must Work on Shifts
- o Must Work Outside
- o Must Work Inside
- o Must Read and Understand English
- o Must Speak and Write English
- o Must be bonded
- o Must take a physical exam including drug testing
- o Must supply character references
- o Must supply job-related references
- o Must be 18 years of age
- o Must have a valid driver's license

Dimensions Considered in Job Analysis:

1. Work Culture
2. Knowledge
3. Skills
4. Abilities
5. Work Activities
6. Work Environment
7. Work Styles

The results of the analysis were used to generate an organized listing of all the job requirements. All of the job requirements are organized by the above dimensions and listed in a hierarchical fashion from high to low.

These dimensions offer a common language for communication across all jobs and in support of workforce development efforts. It provides definitions and concepts for describing job requirements and workplace requirements that can be broadly understood and easily accepted. The data accumulated from this analysis is designed to improve the quality of the dialogue among organizations and the workforce.

About the Dimensions

Today, it is increasingly clear that using competencies to describe jobs is more important to HR professionals than traditional resumes. Employers are inundated with look-alike resumes and are struggling to find information that can differentiate one applicant from another.

The Job Analysis consists of multiple dimensions but particular attention should be paid to the Work Culture dimension. When considering anyone for a new position it is important to determine if there is a good applicant/job "FIT". Numerous studies have proven that the FIT of an individual to the job or the organization is a good indicator as to whether or not the individual will be happy and excel in the position.

The language used in the analysis is considered to be the new language of work. This is how the US Government describes all



Job Analysis (Cont.)



jobs in the present economy and how companies are defining their job requirements. The language is generic and transferable across "All Jobs."



Job Analysis (Cont.)



Work Culture - consists of a series of 48 sets of dichotomous or opposite statements that deal with preferences related to work values, beliefs and work environment. The following list shows the preferences and non-preferences ordered by the three levels: Strongly, Somewhat, and Slightly.

Required by Job	Level	Imp	Not Required by Job
follow established rules and procedures	Strongly	4	decide how to proceed yourself
be held accountable for daily or weekly results	Strongly	3	be held accountable for long-term or annual results
work in a frequently changing environment	Strongly	3	work in a stable, steady environment
develop solutions to problems identified by others	Strongly	3	search for and identify problems
rely on tried and true approaches and ideas	Strongly	3	develop new approaches and ideas
focus on making decisions quickly	Strongly	3	focus on analyzing situations carefully
do the work yourself	Strongly	3	get things done through others
work out of your office most days	Strongly	3	work in your office most days
achieve something on your own	Strongly	3	help a group to achieve something
follow clearly specified plans	Strongly	3	plan as you go along
carry out others' plans	Strongly	3	develop your own plans
work in the same location as your boss	Strongly	3	work in a different location than your boss
be paid a fixed salary	Strongly	3	be paid solely for performance
respond to unplanned crises or opportunities	Strongly	3	have your work planned in advance
work on problems related to people	Strongly	2	work on problems related to ideas or concepts
maintain and work with existing systems	Strongly	2	create new systems
make your own decisions	Somewhat	3	consult with others when making decisions
work out the details	Somewhat	3	work on an overall plan or strategy
work on many short-term projects/assignments	Somewhat	3	work on one long-term project
work mostly alone	Somewhat	3	interact a great deal with others
work on problems related to people	Somewhat	3	work on problems related to objects or equipment
work within clear lines of authority	Somewhat	3	work within informal lines of authority
communicate primarily via the phone or in person	Somewhat	3	communicate primarily via paperwork
work in a relaxed, low pressure environment	Somewhat	2	work in an intense, high-pressure environment
work on problems solved by relating on experience	Somewhat	2	work on problems solved by learning new information
give direction and guidance to others	Somewhat	2	get direction and guidance from others
work at a comfortable pace	Somewhat	2	work at a fast, hectic pace
work on the same types of activities each day	Somewhat	2	work on different types of activities each day
be on call whenever others need you	Somewhat	2	control your own schedule and activities
work with frequent interruptions	Somewhat	2	work without distractions or interruptions
work with technologically unsophisticated equipment	Somewhat	2	work with technologically sophisticated equipment
work a flexible schedule	Somewhat	2	work regular hours
work more than 40 hours a week	Somewhat	2	work 40 hours a week
receive weekly feedback on your performance	Somewhat	2	get only an annual performance review
work on problems related to ideas or concepts	Somewhat	2	work on problems related to objects or equipment
receive thorough job training	Somewhat	2	learn for yourself on the job
be promoted based on seniority	Somewhat	2	be promoted based on performance
have daily contact with a small number of people	Somewhat	2	have infrequent contact with many people
work with technically sophisticated people	Somewhat	2	work with technically unsophisticated people
share a work space with others	Somewhat	2	have a private work space
have no authority over others on whom you rely	Somewhat	2	have clear authority over others on whom you rely
need to convince others	Somewhat	2	need to listen to others
know a great deal about the user	Somewhat	1	know a great deal about the product
work behind the scenes	Somewhat	1	get a lot of visibility in the organization

Number of Statements Not Shown	3
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Knowledge - represents assets related to knowledge in work-related areas of business & management, manufacturing & production, engineering & technology, mathematics & science, health services, education & training, arts & humanities, law & public safety, and communications. The following list shows the knowledge assets ordered individual's rating. A "7" is the highest rating while a "1" is the lowest rating. The list includes the asset, the asset's definition and a generic example or frame of reference for the rated level.

Job Requirement	Level	Importance
Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. Example - More than...Inspect a building site for safety violations	5	4
Chemistry - Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods. Example - More than...Use a common household bug spray	3	2
Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. Example - More than...Register to vote in a national election	3	2
Transportation - Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits. Example - More than...Ride a train to work	3	2
Geography - Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life. Example - More than...Know the capital of the United States	3	1
Number of Statements Not Shown		7



Skills - represents assets in basic as well as cross-functional skills in the areas of processing, social, problem-solving, technical, systems, and resources. The following list shows the skills ordered individual's rating. A "7" is the highest rating while a "1" is the lowest rating. The list includes the asset, the asset's definition and a generic example or frame of reference for the rated level.

Job Requirement	Level	Importance
Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do. Example - More than...Be aware of how a coworker's promotion will affect a work group	5	3
Reading Comprehension - Understanding written sentences and paragraphs in work-related documents. Example - Read a memo from management describing new personnel policies	4	3
Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Example - Answer inquiries regarding credit references	4	3
Speaking - Talking to others to convey information effectively. Example - Interview applicants to obtain personal and work history	4	3
Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Example - Evaluate customer complaints and determine appropriate responses	4	3
Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Example - More than...Lay out tools to complete a job	3	3
Active Learning - Understanding the implications of new information for both current and future problem solving and decision-making. Example - More than...Think about the implications of a newspaper article for job opportunities	3	2
Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things. Example - More than...Learn a different method of completing a task from a coworker	3	2
Persuasion - Persuading others to change their minds or behavior. Example - More than...Solicit donations for a charity	3	2
Negotiation - Bringing others together and trying to reconcile differences. Example - More than...Present justification to a manager for altering work schedule	3	2
Service Orientation - Actively looking for ways to help people. Example - More than...Ask customers if they would like cups of coffee	3	2
Time Management - Managing one's own time and the time of others. Example - More than...Keep a monthly calendar of appointments for the coming week	3	2
Writing - Communicating effectively in writing as appropriate for the needs of the audience. Example - Write a memo to staff outlining new directives	4	1
Troubleshooting - Determining causes of operating errors and deciding what to do about it. Example - Identify the source of a leak by looking under a machine	2	2
Number of Statements Not Shown		8



Abilities - represent enduring talents (cognitive, psychomotor, physical, and sensory) that support a number of work related areas such as verbal, idea generation and reasoning abilities, qualitative, memory, perceptual, spatial, attentiveness, fine manipulative, control movement, reaction (time & speed), physical strength, endurance, flexibility (balance & coordination), visual, auditory and speech. The following list shows the abilities ordered by the individual's rating. A "7" is the highest rating while a "1" is the lowest rating. The list includes the talent, the talent's definition and a generic example or frame of reference for the rated level.

Job Requirement	Level	Importance
Wrist-Finger Speed - The ability to make fast, simple, repeated movements of the fingers, hands, and wrists. Example - Type a document at 90 words per minute	6	3
Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem. Example - More than...Recognize from the mood of prisoners that a prison riot is likely to occur	5	3
Reaction Time - The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears. Example - Hit the brake when a pedestrian steps in front of the car	6	2
Response Orientation - The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part. Example - More than...Hit either the automobile brake or gas pedal in a skid situation	5	2
Auditory Attention - The ability to focus on a single source of sound in the presence of other distracting sounds. Example - More than...Listen for your flight announcement at a busy airport	5	2
Oral Expression - The ability to communicate information and ideas in speaking so others will understand. Example - Give instructions to a lost motorist	4	2
Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). Example - Determine the prime suspect based on crime scene evidence	4	2
Flexibility of Closure - The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material. Example - Look for a golf ball in the rough	4	2
Perceptual Speed - The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object. Example - Read five temperature gauges in 10 seconds to make sure each temperature is within safe limits	4	2
Spatial Orientation - The ability to know your location in relation to the environment or to know where other objects are in relation to you. Example - More than...Find your way through a dark room without hitting anything	4	2
Selective Attention - The ability to concentrate on a task over a period of time without being distracted. Example - Monitor security TV screens for intruders throughout the night shift	4	2
Rate Control - The ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene. Example - Keep up with a car that changes speed	4	2
Gross Body Equilibrium - The ability to keep or regain your body balance or stay upright when in an unstable position. Example - Walk on ice across a pond	4	2
Sound Localization - The ability to tell the direction from which a sound originated. Example - Find a ringing telephone in an unfamiliar apartment	4	2

Number of Statements Not Shown

34



Job Analysis (Cont.)



Work Activities - represent actions that are similar and can be performed across many different jobs including information input, mental processing, work output, and interacting with others. The following list shows the activities ordered by the individual's rating. A "7" is the highest rating while a "1" is the lowest rating. The list includes the activity, the activity's definition and a generic example or frame of reference for the rated level.

Job Requirement	Level	Importance
Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work. Example - Plan and organize your own activities that often change	4	2
Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form. Example - Document the results of a crime scene investigation	4	2
Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time. Example - Maintain good working relationships with almost all coworkers and clients	4	2
Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources. Example - More than Follow a standard blueprint	3	2
Inspecting Equipment, Structures, or Materials - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects. Example - Much more than Check that doors to building are locked	3	2
Resolving Conflicts and Negotiating with others - Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others. Example - More than Apologize to a customer who complains about waiting too long	3	2
Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems. Example - More than Determine the meal selection for a cafeteria	3	1
Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job. Example - More than Keep up with price changes in a small retail store	3	1
Operating Vehicles, Mechanized Devices, or Equipment - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft. Example - More than Drive a car	3	1
Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person. Example - More than Write brief notes to others	2	2
Communicating with People Outside the Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail. Example - More than Have little contact with people outside the organization	2	2
Performing for or Working Directly with the Public - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests. Example - More than Tend a highway toll booth	2	2
Number of Statements Not Shown		7



Work Environment - represents a willingness to perform in certain types of working conditions in the areas of interpersonal relationships, physical working conditions and structural conditions (criticality of position, routine vs. changing work, competition). The following list includes the work environment question and response.

Job Requirement

How often does this job require meeting strict deadlines?

Response - Every day

How often does this job require face-to-face discussions with individuals and within teams?

Response - Once a week or more but not every day

How frequently does this job require telephone conversation?

Response - Once a week or more but not every day

How frequently does this job require written letters and memos?

Response - Once a week or more but not every day

In this job, how important are interactions that require the employee to deal with external customers (as in retail sales) or the public in general (as in police work)?

Response - Very important

How often are conflict situations a part of this job?

Response - Once a week or more but not every day

How often is dealing with unpleasant, angry, or discourteous people a part of this job?

Response - Once a week or more but not every day

How often is dealing with violent or physically aggressive people a part of this job?

Response - Once a week or more but not every day

How often does this job require working in an environment that is not environmentally controlled (like a warehouse without air conditioning)?

Response - Once a week or more but not every day

How often does this job require working outdoors, exposed to all weather conditions?

Response - Once a week or more but not every day

How often does this job require working outdoors, under cover (like in an open shed)?

Response - Once a week or more but not every day

How often does this job require working in a closed vehicle or operate enclosed equipment (like a car)?

Response - Once a week or more but not every day

How much freedom does the employee have to determine the tasks, priorities, or goals of this job?

Response - Some Freedom

How frequently does this job require electronic mail?

Response - Once a month or more but not every week

How much contact with others (by telephone, face-to-face, or otherwise) is required to perform this job?

Response - Contact with others about half the time

How responsible is the employee for the health and safety of other workers in this job?

Response - Moderate Responsibility

How often does this job require working indoors in an environmentally controlled environment (like a warehouse with air conditioning)?

Response - Once a month or more but not every week

In this job, how often is there exposure to sounds and noise levels that are distracting and uncomfortable?

Response - Once a month or more but not every week

In this job, how often is there exposure to very hot (above 90° F) or very cold (under 32° F) temperatures?

Response - Once a month or more but not every week

In this job, how often is there exposure to extremely bright or inadequate lighting conditions?

Response - Once a month or more but not every week



Work Styles - represents the characteristics that are critical to job performance in the areas of achievement orientation, social influence, adjustment, conscientiousness, interpersonal orientation, independence, and practical intelligence. The following list includes the work style, the work style's definition and the level of importance.

Job Requirement

Self-Control - Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Response - Very Important

Stress Tolerance - Accepting criticism and dealing calmly and effectively with high-stress situations.

Response - Very Important

Adaptability/Flexibility - Being open to change (positive or negative) and to considerable variety in the workplace.

Response - Very Important

Dependability - Being reliable, responsible, and dependable, and fulfilling obligations.

Response - Very Important

Integrity - Being honest and ethical.

Response - Very Important

Independence - Developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Response - Very Important

Persistence - Persistence in the face of obstacles.

Response - Important

Initiative - A willingness to take on responsibilities and challenges.

Response - Important

Cooperation - Being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Response - Important

Concern for Others - Being sensitive to others' needs and feelings, and being understanding and helpful to others on the job.

Response - Important

Attention to Detail - Being careful about details and thorough in completing tasks.

Response - Important

Analytical Thinking - Analyzing information and using logic to address work-related issues and problems.

Response - Important

Achievement/Effort - Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Response - Somewhat Important

Social Orientation - Preferring to work with others rather than alone, and being personally connected with others on the job.

Response - Somewhat Important

Innovation - Creativity and alternative thinking to develop new ideas for and answers to work-related problems.

Response - Somewhat Important