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Work 7 (1996) 77-78

W O R K
A Journal of Prevention,
Assessment & Rehabilitation

Book review

The Revised Handbook for Analyzing Jobs (4th edn.)

U.S. Department of Labour, Employment and
Training Admission, 1991

U.S. Government Printing Office,
Superintendent of Documents,
Mail Stop: SSOP,
Washington, DC 20402-9328,
17 chapters, five appendixes, \$12.00.

In its fourth revision since first published in 1994, The Handbook for Analyzing Jobs (HAJ) contains the methodology and benchmarks used by the cooperative Federal-State Occupational Analysis Program. It is primarily intended for use in the public employment service, but is also useful for non-government establishments. The documentation methodology, which is also used in the Dictionary of Occupational Titles, 4th edition (Revised) published in 1991, is noted for providing accurate and consistent, gathering, synthesis, interpretation and reporting of occupational information.

The HAJ contains the following Major Occupational Analysis products, all available from the U.S. Government Printing Office:

Dictionary of Occupational Titles-with 1300 definitions of occupations Selected Characteristics of Occupations Defined in the Dictionary of Occupational Titles

Guide for Occupational Exploration.

The book serves as a resource and guide for

human resource personnel, consultants and other individuals seeking to perform a job analysis for: recruitment and placement, better utilization of workers, job restructuring, vocational counselling, training, performance evaluation and occupational safety.

The first six chapters of the book systematically progress from a description of the job analysis and its uses, concepts and principles in chapters 1 and 2, through chapters 3-6 which define and give examples of worker functions, job propose, and work performed, to chapter 6 which describes how to state even the most complex job-worker situation in a simple, brief declarative sentence.

Chapters 7-10 describe how to use the general educational development and specific vocational preparation scales and definitions of workers aptitudes and temperament factors to state worker requirements.

Chapter 11 describes The Guide for Occupational Exploration that is intended for assisting workers to realistically understand themselves in regard to their ability to meet job requirements.

Chapter 12 delineates physical demand factors, definitions and examples.

The information gained during the observation and synthesis steps in then interpreted and reported. Chapters 13 and 14 assist the reader with writing job summaries and task descriptions and preparing the Job Analysis Report (JAR). Chapters 15, 16 and 17 further aid in preparing for and conducting the job analysis study by describing how to prepare the plant control card, staffing table, and organization and workflow charts. Fi-

nally, chapter 18 provides a sample narrative report.

Useful additions included in the five Appendixes, which are:

Breaking the Job Down into Tasks;
Determining Detail Needed in Job and Task Descriptions;
(How to describe) Machine, Tools, Equipment, and Work Aids; Bibliography; and
Agency Identification Numbers (by state) for Occupational Analysis.

For a relatively modest investment, *The Revised Handbook for Analyzing Jobs* provides the individual a comprehensive overview of the subject and a reference for terminology and definitions. Usefulness of the book would be enhanced if the reader had access to the *Dictionary of Occupational Titles* and the *Guide for Occupational Exploration*.

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