

OCCUPATIONAL ANALYST I

Kind of Work

Specialised administrative work in the field of Personnel Management.

Distinguishing Features of Work

An employee in this class is responsible for collecting, collating and analyzing job qualifications and worker characteristics in selected areas for the purpose of preparing job descriptions, narrative and statistical reports analysis schedules and various other types of occupational information as an aid to personnel and administrative functions. The employee after receiving in-service training on recruitment, conducts independent job verification audits in selected sectors, Guidance is provided by and work is reviewed by a senior officer for completeness and efficiency through general instructions, examination of work done and through discussions.

Example of Work

Conducts job and occupational analyses and research in specified areas for the compilation and publication of a Dictionary of Occupations and other occupational information publications.

Conducts job verification audits in selected areas for occupational job analyses, through interviews, observations correspondence and other methods to determine factors such as physical demands, skills, knowledges, abilities training and education needed to perform particular jobs.

Collects collages and compiles information/data from primary and secondary sources and classifies and codifies occupations for the purpose of preparing occupational information publications.

Prepares drafts of occupational definitions, descriptions and occupational information publications for approval of an editorial committee, and revises such drafts as directed.

Prepares final typescripts of occupational definitions/descriptions and occupational information for printing.

Assists in organising occupational research programmes and activities in developing an occupational reference library and in disseminating information.

Performs related work as may be required.

Required knowledge, Skills and Abilities

Knowledge of the principles and techniques of job audit, analysis and research.

Knowledge of the range of jobs which occur in different occupational groupings in Trinidad and Tobago.

Ability to recognize pertinent and salient facts to isolate them from the immaterial and relate them one to another.

Ability to collect, compile and collate job data.

Ability to conduct effective interviews.

Ability to express ideas clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, representatives of various organizations and agencies and members of the public.

Minimum Experience and Training

Experience (18 months to 4 years) in personnel administration and training as evidenced by a recognised University Degree in one of the social sciences; or any equivalent combination of experience and training.

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