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Buildsmart HR Advanced

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Job Description Module Product Overview



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1. The Challenge

Companies today are continually facing the challenge of finding the right people to meet the demands of doing business. To find the right people companies need to recruit effectively and to do this will need a Job Profile to match the potential candidates against. The Job Profile will define the role or function that the incumbent will be performing for the Company, thus **Job Description**. The Job Description is a means to align the activities or tasks an individual is required to do on a daily basis, together with all the required skills, training and personal attributes. Only then is a company able to measure a candidate fairly and accurately as the Job Description drives performance management as defined by key performance areas, tasks, weightings, etc. This will then have a direct impact on how a company evaluates the Job, its grade, and hence determine the Job's worth to the company in monetary value.

The Buildsmart HR Advanced **Job description Module** is tailored to address most of these challenges but more importantly, it provides the user with specific standards and processes that will enable the company to better manage its Job Descriptions. The Buildsmart **Human Resource Management Solution** is built to deliver productivity-building tools, to remove pressure and reduce the potential for error.

2. How Buildsmart HR Advanced is able to deliver Value

The Buildsmart HR Solution has been built on the philosophy of delivering maximum performance for your Human Resource function. This has been achieved by:

- Addressing the processes and challenges found in the Human Resource functions;
- Assist in enabling companies to adopt best practices;
- Earn a rapid return on investment by using the Buildsmart HR Advanced Solution;
- Integrating administrative and operational needs enabling companies to handle them efficiently and costeffectively:
- Delivering a "Modular" solution giving the company the flexibility to select the building blocks to match business needs as it grows:
- The ability to implement the software rapidly;
- · Delivering rich functionality simply; and
- Ultimately offering a highly productive tool for the business, HR department and its users.

3. What is the Buildsmart HR Advanced Job Description Module?

The Buildsmart HR Advanced **Job Description Module** addresses the needs and requirements of designing and managing Job Profiles, enabling the administrative, transactional and strategic functions associated with this activity. These Job Descriptions can then be applied to a Position by means of a Job Title allowing the company to keep control and ensure consistency within the organisation. Companies are able to recognise trends, improve visibility and generate meaningful decision making reports from the Job Description Module.

The **Job Description Module** enables the following functions to be managed:

- Basic Information about the Job;
- Personal Criteria that is required by an individual to fulfil the Job;
- Qualifications that are required for the Job to be 'done' successfully:
- Financial / remuneration for the Job:
- **Development Plans / Requirements** for each Job:
- Experience and Skills required to ensure the successful completion of activities a person will carry out on a daily basis for the Job;
- Equipment required to complete the Job on a daily basis; and
- Defining Performance Criteria for the Job so that the employee can be measured against it.



The system also includes a "**Task Knowledge Base**" function. This allows for the build up of a 'master' database of **Performance Criteria**, **KPA's**, **Tasks**, **etc** that can be used for specific or all Job Descriptions. This means that one can access previously defined criteria from one Job Description and re-use it on another Job Description. This alleviates duplication of effort and enables companies to maintain standards and naming conventions across Job Descriptions.

4. Implementation Considerations

The **Job Description Module** can be implemented as a standalone or integrated module within the Buildsmart HR Advanced system. Within Buildsmart HR Advanced, the Job Description Module and the Position Management Module form the foundation of the Buildsmart HR Advanced suite.

The Module however fully integrates with the Buildsmart HR Advanced database. This means that relevant data already in Buildsmart HR Advanced is automatically available for use in the **Job Description Module**. In addition, all the security controls in this module are established and managed through the Buildsmart HR Advanced **System Administrator** function ensuring controlled access to information by all users.

The Job Description and Position Management Modules are 'core', and as such are mandatory to any other Buildsmart HR Advanced Modules available from time to time.

5. Integration Considerations

The **Job Description Module** offers integration with certain functions available in the Position Management Module in the following ways:

Position Management Module:

• In this module users define the Job Profile and associated Job Title. These same Job Titles defined are then able to be linked to a Position in the Position Management Module.

Training Management Module:

• In this module users define a development plan, highlighting training courses that are required to be completed. In this way one is able to quickly view development needs and expected skills and experience required for identified Jobs.

6. Key Functions of the Job Description Module

By using the **Key Processes** in the Buildsmart HR Advanced **Job Description Module** companies are empowered to deliver key services and functions regarding the day to day management of Job Descriptions. Some of the capabilities are:

General Job Description Module Functions:

- Covers all aspects for defining a Job Description from very basic to advanced information;
- Security is available to prevent unauthorised access and changes to Job Descriptions;
- · Users can define system defaults and parameters;
- · All screens are easy to read and understand;
- User and Help guides are available online;
- Importing and exporting of Job Description data (i.e. Grades, Skills, Experience, Qualifications, Performance criteria etc);
- Pre-defined and maintainable Pick Lists available for use in the Job Description Module; and
- A List of standard reports to enable both management and HR with information required to make decisions.



Highlighted Job Description Module Functions:

- Define and maintain the most basic information for a job, from its grade, to its purpose and discipline it operates in and link it to a Position;
- Define and maintain the personal requirements specific to the Job. This includes demographic & equity requirements to physical, behavioural and personality attributes;
- Define and maintain the qualifications, minimum and mandatory;
- Define and maintain the financial remuneration package associated with each Job Description;
- Define and maintain the development plan for a Job including timelines;
- Define and maintain the experience and skills required for the Job to be done;
- Define and maintain the equipment required to carry out the Job;
- Define and maintain the performance criteria for a job, allowing the employee to be measured against;
- Define and maintain the Task Knowledge Base of performance criteria used for any and all jobs; and
- Identify business needs, gaps, and costs by using standard reports.

Highlighted Key Processes:

Task Knowledge Base:

The purpose of this function is to enable users to create and maintain a 'master' database of **Key Performance Areas (KPA)**, and related **Tasks** required to meet these key performance areas, the skills required for each task and the training required enabling a user to complete a task successfully. Some options available are:

- Define and maintain KPA's, their importance level and weighting factor, and the percentage of time to be spent on each KPA;
- For each KPA, allocate tasks that are to be completed, the importance level, weighting factor and percentage of time to be spent on the task;
- Define Performance criteria and measurements for each task;
- For each Task, allocate the skills and experience required, their minimum experience and proficiency levels: and
- Finally for each skill define the training required to 'attain' the skill or indeed define the development plan to be used in the event of the job incumbent not having the required skills.



7. Screen Examples of the Job Description Module

Diagram 1.1 – Creating and Maintaining a Job: Basic Information

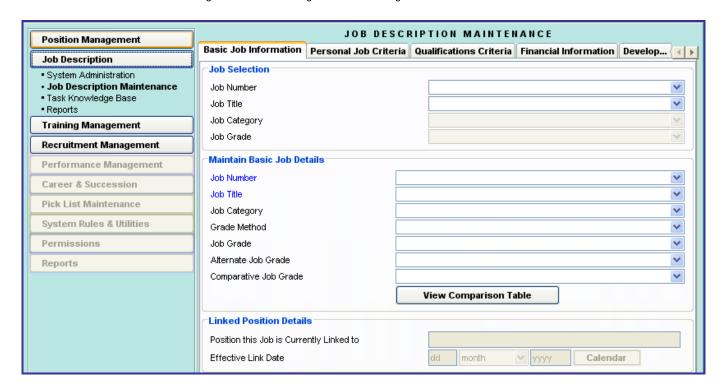
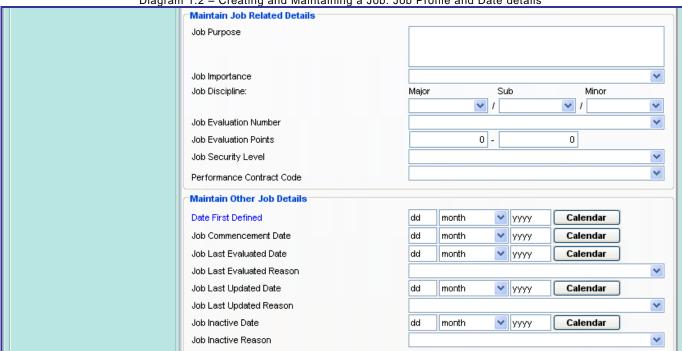


Diagram 1.2 - Creating and Maintaining a Job: Job Profile and Date details



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Diagram 1.3 - Linking: Linking a Development Plan to a Job

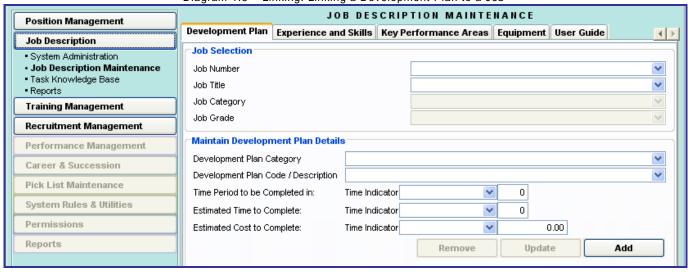
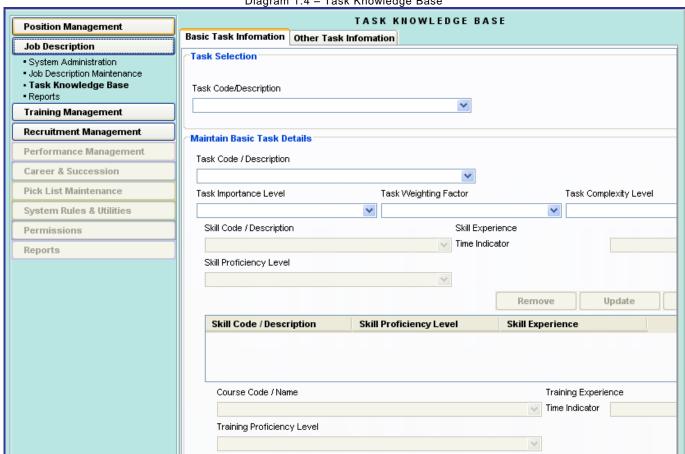


Diagram 1.4 - Task Knowledge Base





8. Job Description Reports

The Buildsmart HR Advanced **Job Description Module** has a set of predefined reports. These standard reports are enabled by the user who can define the extraction criteria to be used offering further flexibility. There are a number of categories these reports fall into for easy reference. The categories and reports are as follows:

Job Profiles:

- Job Profile Report;
- Job Comparison Report;
- Training Needs Report;
- Job Key Performance Area Report.

Task Knowledge Base:

Detailed Task Knowledge Base report;

Attachments:

Attachment Report listing documents that are 'attached' to a Job Description.

9. Benefits of the Job Description Module

Users of the Buildsmart HR Advanced **Job Description Module** successfully enable Job Description activities, offering users the ability to determine standards and transparency. It allows users to easily manage the entire Job Description process from administration to transactional to planning and finally, reporting.

The Job Description Module offers more business value by:

- · Delivering more services at reduced costs;
- Providing a proven solution that is able to deliver value at lower cost of ownership and scalability as you grow over time;
- Optimising the Job Description defining process, reducing costs and supporting any further growth;
- Accelerating the realisation of your software investment;
- Achieve strategic goals rapidly such as shared data and processes;
- Minimising Risk, such as enabling the visibility and control of Job Description evaluations;
- Enhance the productivity of maintaining Job Descriptions:
- Offering an easily achievable learning curve for the operational tasks and processes defined in the module; and
- Offers simple navigation and routine task execution with ease.

In determining your company's Job Descriptions, the Job Description Module enables you to avoid:

- No clear definition of Jobs and their requirements; and
- Trying to manage Job Descriptions at the "last minute" or in an informal way.

In determining your company's Job Descriptions, the Job Description Module will enable users to:

- Define and maintain Job Descriptions for every Position in the company;
- The ability to use these Job Descriptions as the base for recruitment;
- The ability to influence training plans and requirements;

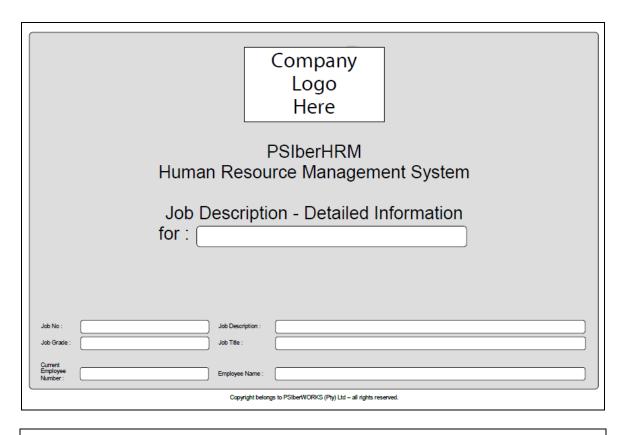




- The opportunity to establish standards, consistency and transparency in Job Descriptions; and
- By maintaining a 'master' database of key performance areas (KPA), the tasks required to meet these performance areas, the skills required for each task and the training required enabling a user to complete a task, users are able to define these items once and re-use them for a multiple of jobs.



10. Sample Forms



Date: 22-Oct-08 Page: 1 of 1	Job Desc	Company Name ription - Detailed In	nformation		Username :	robn
Job No : Job Grade :	Job Description : Job Title :	Basic Job Information				
Overall purpose of Job :		Dasic 30b illiotiliation	'			
Job Category	Job Grade : Grade Met	thod :	Alternate Job Grade :		Comparative Job Grade	ı: [
Job Evaluation Number :	Job Eva	luation Points :			Job Discipline :	1 1
Job Importance :	Job Sec	curity Level :				
Performance Contract Code :	Perform Descript	nance Contract tion :				
Position that this Job is linked to : Number	Position	Name :			Date Linked :	DD/MM/CCYY
Org Unit that this Job is linked to: Number	Org Unit	t Name :				
Employee currently linked to This Position : Number	Employee Name :	Eff	fective Date :	D / MM / CCYY		
Previous employee linked to This Position : Number	Employee Name :	Eff	ective Date :	D / MM / CCYY	Date De-linked :	DD / MM / CCYY
		Re	ason D-linked :			
		Re	ason Terminated :		Date Terminated :	DD / MM / CCYY
	Copyright belongs	s to PSIberWORKS (Pty) Ltd -	- all rights reserved.			



Date: 22-Oct-08 Page: 1 of 1	Company Name Job Description - Detailed Information	Username : robn
Job No : Job Grade :	Job Description : Job Title : Personal Criteria	
State of health : Gender : Marital St. Licence codes : Passport : Passport :	Yes No Languages:	any: M/Y
PDI Information PDI : Yes No	Race: Disabilities:	Other Attributes : Importance
	Copyright belongs to PSIberWORKS (Pty) Ltd – all rights reserved.	

Date: 22-Oct-08 Page: 1 of 1		Job Desc	Company Name cription - Detailed Informatio	n	Username : robn
Job No :		Job Description :			
Job Grade :		Job Title :			
			KPA's & KPI's		
			l	nportance Weighing % Complexit Level Time Level	ly Proficiency Time Time Cost Level Period (M) Estimate (M) Estima
KPA Code : De	scription :			\square \square \square \bot	
Task Code :	Description :	,			
Sk		scription :			
	Training Code	Description :			
	Training Code	Description :			
Sk	ill Code : De	Description :			
	Training Code	Description :			
Sk	till Code : De	scription:			
	Training Code	Description :		_	
	Training Code	Description :		_	
Experience		scription :			
	Dev Plan Code :	Description :			
Experienc	Dev Plan Code :	Description :			
Experienc	Dev Plan Code:	Description :			
	Dev Plan Code :	Description :			
Recruitment Crit	eria :				
	Measurement :				
Performance Crit	eria :				
	Measurement :				



Date: 22-Oct-08 Page: 1 of 1	J	Company N ob Description - Detai			Usernan	ne: robn
Job No :	Job Desc	ription :				
Job Grade :	Job Title	:				
		Education & Tr	aining			
School Education :	Mandatory Y / N		Mandatory Y / N			Mandatory Y / N
School :	Yes No Qualificatio	ns :	Yes No	Subjects :	Grade :	Yes No
				Subjects :	Grade:	Yes No
				Subjects :	Grade :	Yes No
				Subjects :	Grade :	Yes No
Tertiary Education :				Subjects :	Grade:	Yes No
Institution :	Yes No Qualificatio	ns :	Yes No	Subjects :	Grade :	Yes No
				Subjects :	Grade:	Yes No
				Subjects :	Grade :	Yes No No
011-0-15-15-1				Subjects :	Grade:	Yes No No
Other Qualifications :	Yes No Qualificatio	ne ·	Yes No	Subjects :	Grade:	H ۲
institution.	Yes No Qualificatio			Subjects :	Grade:	Yes No No
				Subjects :	Grade :	Yes No
				Subjects :	Grade :	Yes No
				Subjects :	Grade:	Yes No
Professional Body Memberships : Body :	Yes No Membershi Status:	р	Membership period	min max	ind.	

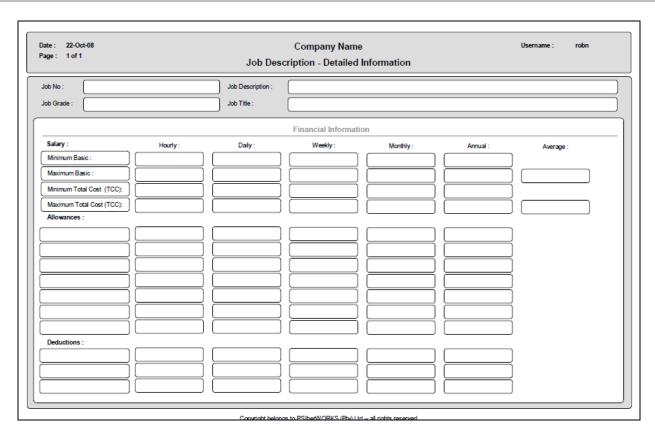
Date: 22-Oct-08 Page: 1 of 1			Company Name stion - Detailed Information	ı	Username : robn
Job No :		Job Description :			
Job Grade :		Job Title :			
			Skills & Experience		
Skills :					
Skill Group :	Skill Category :	Skill Description :	Proficiency Importan level : Importan	ce Length of time:	Development plan code / description :
Skill Group :	Skill Category :	Skill Description :	Proficiency Importan	ce Length of time:	Development plan code / description :
Skill Group :	Skill Category :	Skill Description :	Proficiency Importan	ce Length of time:	Development plan code / description :
Skill Group :	Skill Category :	Skill Description :	Proficiency Importan	ce Length of time:	Development plan code / description :
Skill Group :	Skill Category :	Skill Description :	Proficiency Importan	ce Length of time:	Development plan code / description :
Experience :					
Experience Group :	Experience Category :	Experience Description :	Proficiency Importance level :	e Length of time:	Development plan code / description :
Experience Group :	Experience Category :	Experience Description :	Proficiency Importance level :	e Length of time:	Development plan code / description :
Experience Group :	Experience Category :	Experience Description :	Proficiency Importance level :	e Length of time:	Development plan code / description :
Experience Group :	Experience Category :	Experience Description :	Proficiency Importance level:	e Length of time:	Development plan code / description :
Experience Group:	Experience Category :	Experience Description :	Proficiency Importance	e Length of time:	Development plan code / description :



Date: 22-Oct-08 Page: 1 of 1		Job Desc	Company Name ription - Detailed Information	Username :	robn
Job No :		Job Description :			
Job Grade :		Job Title :			
		Dev	velopment Plan for the Job		
Plan Category :		Plan Code :	Plan Description :		
Plan Detail : courses to be attended	ı				
Code:	Name				
Code :	Name				
Code :	Name				
Code :	Name				
Time period to be completed in :			Estimated cost to complete :		
Estimated time to completion :					
Plan Detail : experience to be gaine	_				
Code :	Name				
Code :	Name				
Code:	Name				
Code:	Name				
Time period to be completed in :			Estimated cost to complete :		
Estimated time to completion :					

Page: 1 of 1		Job Desci	ription - Detailed Inform	nation		
Job No :		Job Description :				
		Equipr	ment / Clothing Requiremen	ts		
Category :	Description :		As	set Number :	To be replaced after :	M/Y
Category:	Description :		As	set Number :	To be replaced after :	M/Y
Category:	Description :		As	set Number :	To be replaced after :	M/Y
Category :	Description :		As	set Number :	To be replaced after :	M/Y
Category :	Description :		As	set Number :	To be replaced after :	M/Y

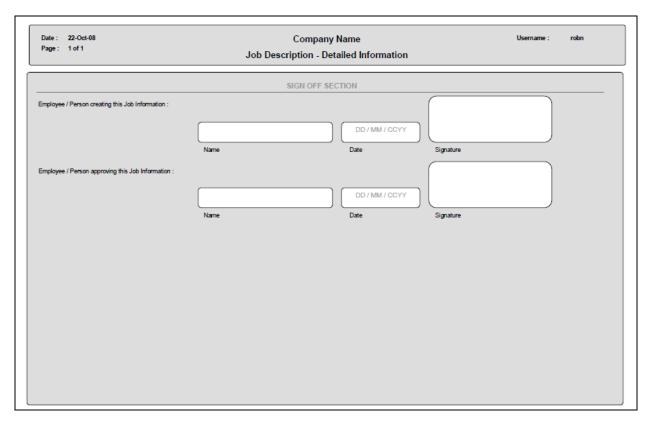




Date: 22-Oct-08 Page: 1 of 1		Job Descri	Company Name iption - Detailed Information	Username : robn
Job No :		Job Description :		
lob Grade :		Job Title :	Job Statistics	
Date Job first defined :	DD / MM / CCYY	Commencement date of Job :	DD / MM / CCYY	
ast Job evaluation date :	DD / MM / CCYY	Reason :		
ast Job update date :	DD / MM / CCYY	Reason:		
Job In-active date	DD / MM / CCYY	Reason:		

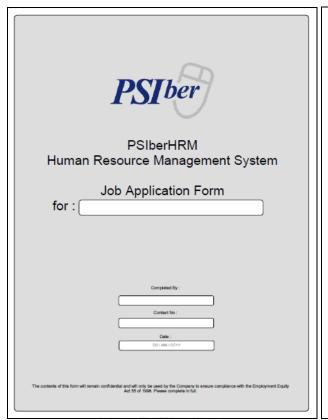


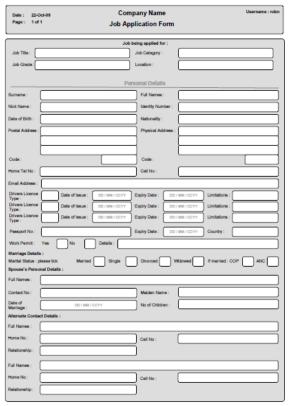


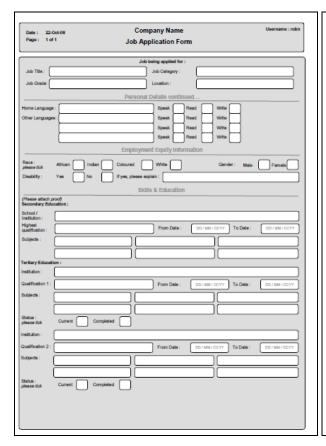


Date : Page :	22-Oct-08 1 of 1	Company Name Job Description - Detailed Information	Username :	robn
		END OF DOCUMENT		
		PSIberHRM Human Resource Management System		
		Job Description – Detailed Information		













11. Sample Reports

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Demo Group Company Job Description Module

Username: admin Page: 2 of 3

Employee Training & Development Gap Analysis Report

Job Number : 000	0001		Job Title : /	Accountant		
Grade (Grade Method	Date Defined	Commencement Date	Last Evalua	ited	
Castellion 1 F	atterson	01/02/2008	01/01/2010	01/01/2010		
Position Specific Deta	nils					
This Job has been						
Position Number & Description	on	Link Effective Date	Linked Employees	Link Effect	ve Date Payroll	
0000001 - Chief Executive Office	per	01/02/2010	AM008 - Smit, BJ	19/02/2010	Demo Payroll	
Selected Employee De	etails					
Number	Name		Employment Date	Engageme	nt Date	
AM008	Barend Jak	obus Smit	23/10/2008	23/10/2006		
Employment Status	Status Dat		Current Payroll	Position		Effective Date
Discharged	12/08/2010		Demo Payroll	0000001 - 0	hief Executive Officer	01/01/2010
Potential Successor	Date Identi	ified				
No Gap Analysis						
Gap Allalysis			Part of Development	Recommended Action		
		Job Requirement	Plan Content	for Identified Need	On Employee Record	Gap
Skills						
BWS : Business Writing Skills		Yes	-	-	No	Yes
TOTAL		1	-	-	0	1
Experiences						
PBR : Business Process Engir	neering / Reengineering	Yes	-	-	No	Yes
TOTAL		1	-	-	0	1
Qualifications						
Grade 12		Yes	-	-	No	Yes
B.Com. Management Account	ing	Yes	-	-	No	Yes
Advanced Certificate in Educa	tion (Accounting	Yes	-	-	No	Yes
Education) TOTAL		3	-	-	0	3
Development Plans					-	
Exec : Executive Developmen	t - intro level	Yes	-		No	Yes
TOTAL		1	-	-	0	1
Training Courses					Completed Planned	
SmartBI - Advanced		No	-	-	Yes No	
Buildsmart HR - Basic		No	-	_	Yes No	
Buildsmart HR - Advanced		No	-	-	Yes No	
Buildsmart Payroll - Advanced		No	_	_	Yes No	
Buildsmart Accounts - Basic		No		_	Yes No	
SmartBI - Basic		No	-	-	No Yes	
		0			5 1	
TOTAL						



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Demo Group Company Job Description Module Job Description Detail Report

Username: admi Page: 2 of 7

Job Number:	0000001			Job Title	e: Accountai	nt								
Basic Job Details:														
Short Job Title	Grade Method	Jol	b Grade		Alternate Jo	b Grade	Comparitive Gr	ade						
Accountant	Patterson	Ca	stellion 1		Castellion 2		Castellion 14							
ob Related Details	s:													
					Job Discipline									
Job Purpose		Jol	b Importance	Major	Sub	Minor	Job Category	Eval	uation Number		Security Level	Performance Co	ontract Code	
		lm	portant	Financial	Accounting	Auditing	Professional	Job	Evaluation Numb	er 1	High Security	Senior Managem	nent Contracts	
ther Job Details:														
Date first Defined	Job Commenceme	nt Date Da	te Last Evaluated		Last Evaluat	ed Reason	Date Last Upda	ited l	ast Updated Re	ason	Job Inactiv	e Date Inacti	ive Reason	
01/02/2008	01/01/2010	01/	/01/2010		Job Upgrade		01/01/2010	J	lob Details Upda	ted				
Personal Criteria D	etails:													
Gender		mum Age	Maximum Age	(Cell Phone	Maritial S	Status	License	Code		Residential Area		Passport	
-		35	35		Yes	-								
		Length of	Service - Company	Length	of Service - Group									
State of Health		Min	Max							Write				
Otate of freath		MIII	max	Min	Max	Languag	e	Speak	Read	vvrite				
Excellent		0	0 0		Max 0	English	e	Speak Good	Good	Good				
							e							
	ails:						e							
Excellent	ails:	0					e							
Excellent Equity Criteria Deta		0		0			e							
Excellent Equity Criteria Deta PDI	Race	0		0			e							
Excellent Equity Criteria Deta PDI	Race Africa ills:	O :	0	0	0	English	e							
Excellent Equity Criteria Deta PDI No	Race Africa ills:	0	0	0		English	e Importance Let	Good			Additional Attribut	tes	Importance Le	ivel
Excellent Equity Criteria Deta PDI No Other Criteria Detai	Race Africa IIS: Impo	O :	0	0	0	English		Good			Additional Attribut Exudes Self Confid		Importance Le Level 5 - High	rvel
Excellent Equity Criteria Deta PDI No Other Criteria Detai Physical Attributes	Race Africa ils: Impo Level	0 en	0	0 Disabilities	0 Behavioural Attribu	English	Importance Le Level 5 - Hich	Good		Good	Exudes Self Confide			
Excellent Equity Criteria Deta PDI No Other Criteria Detai Physical Attributes Must be presentable	Race Africa ils: Impo Level	0 en	0	0 Disabilities	0 Behavioural Attribu Able to achieve coale	English	Importance Lev	Good			Exudes Self Confide			evel Mandatory
Excellent Equity Criteria Deta PDI No Other Criteria Detai Physical Attributes Must be presentable School Education I	Race Africa ils: Impo Level	o en ertance Leve 3 - Average	0	0 Disabilities	0 Behavioural Attribu Able to achieve coale	English stes	Importance Le Level 5 - Hich	Good		Good	Exudes Self Confide			
Excellent Equity Criteria Deta PDI No Other Criteria Detai Physical Attributes Must be presentable School Education I	Race Africa ils: Impo Level	o en ertance Leve 3 - Average	0 et a constant de la	0 Disabilities	0 Behavioural Attribu Able to achieve coale	English stes s	Importance Le Level 5 - Hich Subject	Good		Good	Exudes Self Confidence ry Grade			Mandatory
Excellent Equity Criteria Deta PDI No Other Criteria Detai Physical Attributes Must be presentable School Education I	Race Africa ills: Impo Level Details:	o en ertance Leve 3 - Average	0 et a constant de la	0 Disabilities	0 Behavioural Attribu Able to achieve coale	English stes s	Importance Le Level 5 - Hich Subject	Good		Good	Exudes Self Confidence ry Grade			Mandatory
Excellent Equity Criteria Deta PDI No Other Criteria Detai Physical Attributes Must be cresentable School Education I Name of Institution	Race Africa ills: Impo Level Details:	o en ertance Leve 3 - Average	ory Qualification Grade 12	0 Disabilities	0 Behavioural Attribu Able to achieve coal	English stes s	Importance Le Level 5 - Hich Subject	Good		Good	Exudes Self Confidence 70 - 79 %			Mandatory
Excellent Equity Criteria Deta PDI No Other Criteria Detai Physical Attributes Must be presentable School Education I Name of Institution - Certiary Education	Race Africa ills: Impo Level Details:	ortance Leve 3 - Averace Mandate	ory Qualification Grade 12	0 Disabilities	0 Behavioural Attribu Able to achieve coat	English ettes s Mandatory Yes	Importance Let Level 5 - High Subject Accounting HG	Good		Good Mandato Yes	Exudes Self Confidence 70 - 79 %			Mandatory Yes

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Monday, November 19, 2012



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Buildsmart HR Advanced Job Description Module

Product Overview

Version 13.02.00