

# Job analysis services

*The traditional job analysis model is designed to identify job worth. At Sedgwick, our enhanced approach adapts to employers' needs and supports a wide range of business objectives. We analyze multiple pieces of data related to specific tasks and provide valuable insights that can drive training enhancements, help prevent injuries, facilitate job placement decisions and serve as a resource for job accommodations.*

## Providing actionable information

The information in a job analysis is presented in a format that makes it easy to compare jobs, providing a valuable resource for employers that need to grant job accommodations, develop modified duty options, or evaluate job placement for employees. In addition, having a bank of job analyses on hand can be helpful when creating a proposed transitional duty list for job accommodations.

Each job analysis focuses on the tasks and not the employee. While equipment is used to measure force, angles and distances, elements such as duration, exertion and ability are based upon the accuracy of the information provided and are viewed as opinion only. We also recommend essential functions from our analysis, but the employer must ultimately define the aspects of the job that are essential.

A well-designed job analysis can be useful far beyond simply facilitating a return to work. It can be helpful when litigating claims, justifying capital projects, recruiting new employees, administering compensation or identifying gaps in employee training – all while serving as a tool to help prevent injuries.

## Building a detailed analysis

Each job analysis includes documenting the essential functions and physical demands and completing an overall evaluation of the job as it is currently being performed. The job analysis can be simple or comprehensive depending on the employer's needs.

Our team collects data by:

- Reviewing job descriptions and reference tools
- Observing the process and the employees actively working
- Interviewing employees and managers

During our analysis, we capture key information including:

- The purpose of the role
- Essential and marginal job functions
- Body motions, frequency and exertion level
- Lifting activity, and measurements of weight, frequency and distance
- Equipment and tools used, and the duration
- Sensory, motor and other cognitive skills needed
- Education, experience, certifications and licenses required

## Looking at all aspects of the job

We stress the importance of observing the work while it is in progress. This confirms what we have gathered in our analysis. We review common physical activities such as sitting, standing, walking, lifting and carrying. Depending on the job type, the analysis may also cover areas such as:

- Computer, reading, writing and math skills
- Special skills, software and tools involved
- Working conditions
  - Environmental (humidity, vibration, dust, fumes, walking surfaces, etc.)
  - Administrative (job/shift rotations and overtime)
- Social and psychological demands
  - Ability to influence and communication levels

Our team can also provide a separate physical task summary that includes:

- The frequency of each task and related activities
- The attention given to tasks performed infrequently (monthly, annually, etc.)
- Amount of weight lifted or the maximum
- Hand, leg and foot forces or the maximum

## Solutions to meet your needs

Our ergonomists and safety professionals have extensive experience assisting employers in various industries such as banking and finance, technology, manufacturing, healthcare, retail, education, transportation, and food and beverage. They also have expertise in the requirements and processes involved in many different work environments.

In addition to our job analysis services, we also provide many other risk control consulting services in areas such as ergonomics, occupational health and safety, program design and evaluation, and analytics.

---

To learn more about our job analysis services, contact:

**P.** 800.625.6588 **E.** [sedgwick@sedgwick.com](mailto:sedgwick@sedgwick.com)

*To learn more about our integrated and customized solutions, visit [SEDGWICK.COM](https://www.sedgwick.com)*