THE MJ COMPANIES

YOUR FUTURE IN
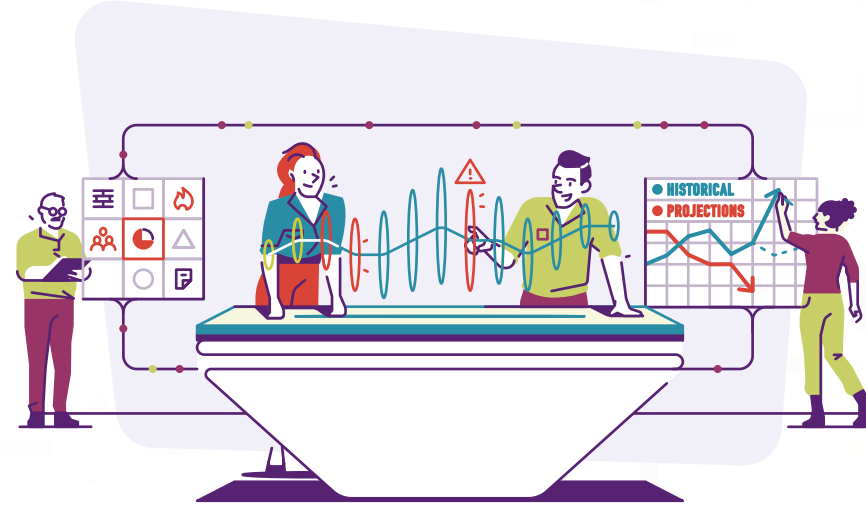**FOCUS.**

OUR **SERVICES**
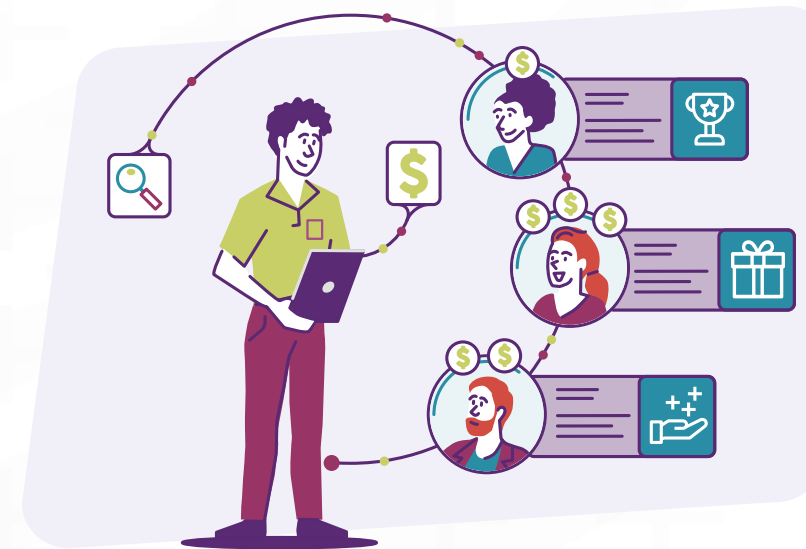
BENEFITS CONSULTING

RISK MANAGEMENT

PERSONAL INSURANCE

RETIREMENT

COMPENSATION + TOTAL REWARDS CONSULTING

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CAREER ADVANCEMENT CHALLENGES

+ **Role Expectations:** Unclear expectations leading to varied performance outcomes.

+ **Role Inconsistencies:** Differences in responsibilities and expectations across offices.

+ **Role Clarity Issues:** Ambiguities in defined career paths.

+ **Performance Management:** Inconsistent evaluation and feedback processes.

+ **Inconsistent Opportunities:** Varied career progression across different locations.

+ **Limited Training Programs:** Need for comprehensive upskilling and development plans.

+ **Visibility of Advancement:** Challenges in communicating career opportunities transparently.

+ **Resource Allocation:** Insufficient tools and support for career growth.

+ **Talent Retention:** Difficulty in retaining top performers due to perceived limited growth paths.

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JOB ANALYSIS OVERVIEW

Purpose: Enhance role clarity, update job descriptions, identify training needs, and set performance criteria.

Define Objectives:

+ Goal: Clarify the purpose of the job analysis (role clarity, updating job descriptions, identifying training needs).

+ Leadership Involvement: Leadership defines the scope, including which roles are being analyzed and how the analysis aligns with business objectives.

Identify Data Collection Method:

+ Method: Focus on reviewing roles by identifying and documenting each task associated with every role.

+ Leadership Involvement: Leaders ensure the data collection process focuses on capturing tasks relevant to the organization's strategic goals.

Review Tasks for Alignment:

+ Action: Evaluate each identified task to ensure it is appropriate for the role and aligned with business unit and organizational needs.

+ Leadership Involvement: Leadership provides input on whether certain tasks should be reallocated or streamlined based on strategic priorities.

+ Output: An updated list of tasks for each role, with any adjustments based on the alignment with the company's objectives.

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JOB ANALYSIS OVERVIEW (CONTINUED)

Analyze the Data:

+ Process: Review the list of tasks for each role and analyze the necessary skills, qualifications, competencies and responsibilities. Identify any redundancies or gaps.

+ Leadership Involvement: Leadership helps identify if certain tasks are better suited for different roles or if training is needed to enhance task efficiency.

+ Output: A detailed analysis of each role's tasks and whether the current distribution of tasks is optimized for business success.

Create/Update Job Descriptions:

+ Content: Based on the reviewed and analyzed tasks, update or draft new job descriptions that accurately reflect the tasks, required skills, and performance criteria for each role.

+ Leadership Involvement: Leaders review the updated descriptions to ensure they reflect the necessary qualifications and leadership competencies.

Review with Stakeholders:

+ Process: Present the updated tasks and job descriptions to stakeholders, including HR and managers, for validation.

+ Leadership Involvement: Leaders ensure that the final job descriptions align with business strategy and leadership development goals.

Implement Findings:

+ Action: Use the updated job descriptions to refine recruitment, training, and performance management processes.

+ Leadership Involvement: Leadership integrates the updated roles and tasks into performance evaluation and training programs.

Monitor and Adjust:

+ Ongoing Review: Regularly review and adjust roles, tasks, and performance criteria as business needs change.

+ Leadership Involvement: Leaders ensure that roles and tasks remain aligned with evolving business goals.

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Job Analysis

Importance Scale	Frequency
How Importance is this task to the job?	**How often is the task performed?**
0= Not Performed	0= Not Performed
1= Not Important	1= Every few months to yearly
2= Somewhat Important	2= Every few months to monthly
3= Important	3= Every few weeks to monthly
4= Very Important	4= Every few days to weekly
5= Extremely Important	5= Hourly to many times each year

Task	Importance	Frequency	Owner of Task (Y/N)

Data Collection & Task Review Summary

Approach:

+ **Engaged managers and incumbents to gather task data.**

+ **Collected insights on:**
  - **Task Summary**: Detailed descriptions of key tasks.
  - **Task Importance**: Assessment of task relevance.
  - **Frequency**: How often each task is performed.
  - **Comments**: Additional input for context and clarity.

Objective:

+ **Evaluate current vs. ideal state for role refinement or creation.**

+ **Support informed decisions on role expansion and job design.**

+ INSPIRED CREATING PATHWAYS FOR GROWTH + DEVELOPMENT

DEVELOPMENT OF CAREER PATHWAYS

EMPLOYEE BENEFITS

CLIENT ADVOCATE | ASSOCIATE CLIENT MANAGER | CLIENT MANAGER | SENIOR CLIENT MANAGER | ASSOCIATE CLIENT EXECUTIVE | CLIENT EXECUTIVE | SENIOR CLIENT EXECUTIVE

PROPERTY + CASUALTY

RISK MANAGEMENT ASSOCIATE (RMA) | RISK TRANSFER SPECIALIST (RTS) | SENIOR RISK TRANSFER SPECIALIST | ASSOCIATE CLIENT EXECUTIVE | CLIENT EXECUTIVE | SENIOR CLIENT EXECUTIVE

MJ RETIREMENT

CLIENT ADVOCATE | ASSOCIATE CLIENT MANAGER | CLIENT MANAGER | SENIOR CLIENT MANAGER | ASSOCIATE CLIENT EXECUTIVE | CLIENT EXECUTIVE | SENIOR CLIENT EXECUTIVE

EXPANDED TRAINING + DEVELOPMENT PROGRAMMING

CURIOUS Development Opportunities + Paths

Consulting
+ Sales
+ Client Executive

Risk Transfer
+ Client Management
+ Strategic Marketing

Claims
+ Claims Coordinator
+ Claims Consultant

Advocacy
+ Client Support Specialist
+ Client Support Lead

Analytics
+ Data Analyst
+ Application Developer