

# Occupational Analyst

**Aliases:** Job Analyst, Occupational Information Officer, Occupational Research Officer

**Industry/Sector(s):** Education, Training and Research

## JOB DESCRIPTION <sup>1</sup>

The tasks an Occupational Analyst is expected to perform include:

- Collecting, analyzing and developing occupational data relating to job specifications and work characteristics for purposes of vocational counselling, wage evaluation, utilization of workers and other personnel practices
- Studying jobs being performed in industrial, commercial or other organizations and writing descriptions of elements of jobs and physical and mental qualities needed by workers
- Analyzing, classifying and correlating occupational data
- Developing counselling aids and preparing interviewing aids to facilitate placement of workers
- Utilizing data to evolve wage-evaluation system and to recommend changes in pay-scale
- Preparing organizational and functional charts and developing testing devices for measuring occupational knowledge of workers

## WORK ENVIRONMENT <sup>1</sup>

- It is a desk job
- Need not handle a team
- Local travelling is not a part of this job role
- Part-time work and contractual jobs maybe available
- Work from home option is not available

### Working hours

- Companies usually work for 5/6 days a week and 8/9 hours everyday. This may vary from company to company
- Shift system maybe available

### Is the job suitable for a candidate with special needs?

No

## EDUCATIONAL QUALIFICATIONS AND TRAINING

Minimum – Masters in any discipline

## KEY COMPETENCIES <sup>1</sup>

- Ability to assess the kind of work and form detailed occupational data on the same
- Skilled in counselling applicants
- Skilled in statistical and mathematical studies
- Skilled in preparing organizational and functional charts
- Ability to utilize data to evolve wage-evaluation system
- Knowledge of pay-scales to be given according to the jobs
- Ability to keep him/herself updated with latest terminologies, methodologies and concepts

## DESIRABLE COMPETENCIES

Not applicable

## AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

Coming soon

## AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

<http://mhrd.gov.in/scholarships-education-loan-0>

## SAMPLE OF TRAINING AND LEARNING COURSES

<http://mhrd.gov.in/scholarships-education-loan-0>

## CAREER PROGRESSION PATH <sup>1</sup>

Intern → **Occupational Analyst** → Senior Analyst → Head of the Department

### Transfer option

- India: Yes
- Abroad: Yes

(\*This field to open the relevant job title when clicked)

## EXPECTED EARNINGS

• For candidates with experience - ₹ 25,000 to ₹ 36,000 per month

*(These figures are indicative and subject to change)*

## REQUIRED WORK EXPERIENCE

Not required

## PROBABLE EMPLOYERS <sup>1</sup>

- Government organizations
- Private companies/institutes

## PEOPLE'S CORNER

Coming Soon

## KEYWORDS

- Occupational Analyst
- Job Analyst
- Occupational Information Officer
- Occupational Research Officer

## OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	2423.0500	Occupational Analyst
ISCO 2008	2423	Personal and Careers Professionals
NIC 2008	85500	Educational support services
QP Reference	NA	NA
NSQF	NA	NA

## REFERENCES

1	<a href="http://dget.nic.in/upload/uploadfiles/files/publication/Des-Div-2.pdf">http://dget.nic.in/upload/uploadfiles/files/publication/Des-Div-2.pdf</a>
2	<a href="http://socialjustice.nic.in/policiesacts3.php">http://socialjustice.nic.in/policiesacts3.php</a>
3	<a href="http://indiatoday.intoday.in/story/desk-job-can-pose-health-risks-even-if-you-exercise-regularly/1/235863.html">http://indiatoday.intoday.in/story/desk-job-can-pose-health-risks-even-if-you-exercise-regularly/1/235863.html</a>
4	<a href="http://www.ibef.org/industry/education-sector-india.aspx">http://www.ibef.org/industry/education-sector-india.aspx</a>
5	<a href="http://www.censusindia.gov.in">www.censusindia.gov.in</a>