

# JOB ANALYSIS AND DOCUMENTATION PRODUCES 150+ STANDARDIZED JOB DESCRIPTIONS

## BUSINESS SITUATION

After multiple years of rapid growth and job creation, our client wanted to analyze roles and responsibilities, create standardized documentation and align titles and responsibilities equitably across business units.

## SOLUTION

Beaird Group worked collaboratively with HR and Senior Management to:

- Define a process, develop an electronic tool to capture information and create a customized template for job descriptions.
- Write, edit and finalize all job descriptions.
- Analyze responsibilities and job titles within and across departments; realign where necessary.
- Create departmental and consolidated organization charts.

Additionally, Beaird Group designed a plan to transition ongoing maintenance of the job description portfolio to the client. We created process documentation and templates and conducted a training session with the HR team.



Beaird Group continues to work with the client on an advisory basis to provide input and support on new positions, title changes and realignment of responsibilities.

## IMPACT

Through a true team effort with our client, Beaird Group was able to deliver:

- 150+ standardized job descriptions.
- Market appropriate job titles aligned with responsibilities.
- Standardized organization charts across business units.
- A replicable process with supporting documentation and templates.

## Beaird *to* Business

PROFESSIONAL AND MANAGERIAL  
SUPPORT WHEN YOU NEED IT