**Job Analysis Practice
Use the responsibilities below to determine the best fit SJD.**

**Tip: Remember to begin by identifying a possible job group and/or sub-group first, each additional review should narrow the number of titles being considered until you are confident in one, the “best fit”!**

Job Analysis Exercise 1

* Conducts recruitment activities including hiring, scheduling interviews and screening applicants
* Receives, responds to, and resolves employee questions and problems
* Advises employees, supervisors, managers, and human resources staff regarding sensitive employee issues and documents activities according to established policies and procedures
* Receives, responds to, and resolves employee payroll and benefit questions and problems
* Provides consultation, performs analytics, and/or maintains personnel files, communications, and materials for work unit through various mediums

**Answer:** [**HR Generalist – HR010**](https://hr.wisc.edu/standard-job-descriptions/?q=HR010)

Job Analysis Exercise 2

* Creates and develops assessment content in accordance with program guidance
* Participates in annual quality-control processes to ensure on-time and accurate delivery of one or more assessment programs
* Develops, refines and creates assessment scoring methodologies and materials for the administration of assessment
* Supports curriculum development of for-credit courses by providing subject matter expertise on testing, assignment creation and developing materials to measure student academic success

**Answer:** [**Academic Assessment Specialist – TL036**](https://hr.wisc.edu/standard-job-descriptions/?q=TL036)

Job Analysis Exercise 3

* Assists with investigating emerging threats to data security and information systems
* Evaluates daily systems operations and compiles and disseminates reports on intrusion detection and prevention systems
* Reports and escalates security events to senior staff
* Supports operations by configuring and documenting cybersecurity tools and services
* May assist with cybersecurity investigations
* May facilitate cybersecurity training

**Answer:** [**Cyberdefense Analyst I – IT110**](https://hr.wisc.edu/standard-job-descriptions/?q=IT110) **/** [**Cyberdefense Analyst II – IT111**](https://hr.wisc.edu/standard-job-descriptions/?q=IT111)To determine the most appropriate level, additional questions and clarification would be needed from the hiring manager.