

**School:** ATEC – Medical Management  
**Course:** Job Analysis vs. Job Description: Pros, Cons, and Value Add in Work Injury Claims  
**Faculty:** Rob Townsend, Clinical Consultant, Bardavon Health Innovations

### **Summary**

In the course "Job Analysis vs. Job Description: Pros, Cons, and Value Add in Work Injury Claims," Rob Townsend of Bardavon Health Innovations explains the critical differences between job analysis and job descriptions and their impact on managing work injury claims. Townsend brings over 25 years of experience in the field, primarily as a clinician, researcher, and academic. His extensive background includes performing Functional Capacity Evaluations (FCEs) on injured workers.

Townsend begins by emphasizing the importance of understanding the physical requirements of a job to effectively treat and evaluate injured workers. He notes that one of the significant challenges in his career has been the lack of documented job requirements, which often leads to subjective assessments by various stakeholders. This subjectivity can result in incorrect evaluations of a worker's ability to return to their job.

The course details the fundamental differences between job descriptions and job analyses. Job descriptions are general overviews of job duties and qualifications, often used for HR purposes, and are typically less detailed. They might include broad statements like "lifting up to 50 pounds" without specifying the exact nature or frequency of the lifting. In contrast, job analyses provide comprehensive, task-specific details, including exact weights, heights, repetitions, distances, and other physical demands. This level of detail is crucial for clinicians to create effective treatment plans and for accurate FCEs.

Townsend illustrates the value of job analysis with examples, highlighting how detailed information about job tasks can prevent misunderstandings and disputes during work injury claims. For instance, he describes a case where a job description incorrectly stated that an autobody worker needed to lift a maximum of 25 pounds, while in reality, the worker was lifting much heavier objects. Such inaccuracies can lead to inappropriate treatment plans and potentially unsafe return-to-work decisions.

The course also covers the importance of ADA compliance in job documentation. Townsend explains that job tasks must be described in a way that accommodates individuals with disabilities, ensuring fair and reasonable adjustments can be made. This

includes separating essential tasks, which are fundamental to the job, from non-essential tasks that can be shared or adjusted.

Regular updating and revalidation of job analysis information are also essential topics in the course. Townsend recommends reviewing and updating job analyses every five years or when significant changes occur in job tasks or equipment. This process ensures that the information remains accurate and relevant, aiding in effective employee placement and retention strategies.

Townsend concludes by discussing the practical aspects of conducting job analyses, including the need for calibrated equipment and, in some cases, video documentation of tasks. He advises employers to proactively perform job analyses for positions with high injury rates or significant physical demands, rather than waiting until an injury occurs.

Overall, the course underscores the importance of detailed and accurate job analyses in managing work injury claims, improving treatment outcomes, and ensuring the safe and efficient return of injured workers to their jobs. Townsend's insights provide valuable guidance for employers, clinicians, and other stakeholders involved in the workers' compensation process.

### **Learning Objectives**

1. Understand the fundamental differences between job analysis and job description, including their respective uses and significance in work injury claims.
2. Learn the detailed components of a job analysis and how it provides more comprehensive information compared to a job description.
3. Recognize the importance of having accurate and detailed job requirements to support functional capacity evaluations (FCEs) and return-to-work decisions.
4. Explore the implications of ADA compliance in documenting job tasks and the necessity for reasonable accommodations.
5. Identify the process and criteria for updating and revalidating job analysis information to ensure its continued accuracy and relevance.

### **Primary Takeaways**

1. Job analysis provides detailed, task-specific information, while job descriptions offer a general overview of job duties and requirements.
2. Accurate job analysis is critical for effective functional capacity evaluations (FCEs) and determining return-to-work readiness.
3. ADA compliance is essential in job documentation to prevent legal issues and ensure fair and reasonable accommodations for employees.

4. Regular updates and revalidation of job analysis information are necessary to maintain accuracy, especially when job tasks or equipment change.
5. Employers must balance the cost and effort of conducting detailed job analyses with the benefits of having precise job requirement data for injury claims and employee safety.

### **Course Outline**

- 1) Introduction to Job Analysis vs. Job Description
  - a) Overview and Importance
    - i) Definitions and Distinctions
    - ii) Relevance in Work Injury Claims
  - b) Presenter Background
    - i) Rob Townsend's Experience
    - ii) Context for the Course
- 2) Detailed Components of Job Analysis
  - a) Essential Job Tasks
    - i) Definition and Examples
    - ii) Physical Demands (Forces, Heights, Repetitions)
  - b) Sensory Requirements
    - i) Hearing, Vision, Tactile Components
  - c) Workstation and Environmental Conditions
    - i) Positions, Tools, PPE
    - ii) Environmental Factors (Temperature, Terrain)
- 3) Limitations of Job Descriptions
  - a) General Nature
    - i) Typical Content and Format
    - ii) Lack of Specificity
  - b) Application in HR vs. Treatment
    - i) HR Utility
    - ii) Clinical Limitations
- 4) Importance of Accurate Job Information
  - a) Functional Capacity Evaluations (FCEs)
    - i) Role of Job Analysis in FCEs
    - ii) Case Study Examples
  - b) Return-to-Work Decisions
    - i) Impact of Accurate Data

- ii) Reducing Subjectivity
- 5) ADA Compliance and Job Documentation
  - a) Legal Considerations
    - i) Essential vs. Non-Essential Tasks
    - ii) Reasonable Accommodations
  - b) Practical Examples
    - i) Task Descriptions
    - ii) Avoiding Discrimination
- 6) Updating and Revalidating Job Analysis
  - a) Criteria for Revalidation
    - i) Timeframe (Every Five Years)
    - ii) Changes in Job Tasks or Equipment
  - b) Process of Review
    - i) Supervisor or HR Involvement
    - ii) Partial vs. Complete Reanalysis
- 7) Practical Applications and Case Studies
  - a) Examples from Clinical Practice
    - i) Discrepancies in Job Descriptions
    - ii) Legal Implications
  - b) Recommendations for Employers
    - i) Proactive Job Analysis
    - ii) Integrating Findings into Workplace Safety Programs

NOTE: Artificial Intelligence was used in the creation of this document.